



User Manual

QRF 600



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Part 1. QRF600 ARS Overview

Thank you for purchasing the QRF600 Audience Response System (ARS). The QRF600 ARS uses a 2.4G RF technology to receive instant feedback from the participants (up to 400 persons) simultaneously. Working completely out of Microsoft PowerPoint, the QClick ARS software is easy to learn and easy to use. The quiz question and the answer can be easily and quickly created using built-in PowerPoint templates. In addition to PowerPoint, QClick software can load other non-PowerPoint quiz files such as Word documents, PDF's, and Spreadsheets. Also, the software has been designed to directly load XLM quiz files (such as *Exam View*) with auto-conversion. Additionally, you can use hardcopy tests and have your students answer using the QClick ARS. Using QClick's **Free Style** activity mode, instructors can start quizzes without pre planning. Questions can be instantly captured from your PC, the internet, a White Board, or from a lecture. The QClick ARS software has a built-in white board tool allowing you to draw and capture quiz materials easily.

The QClick system is composed of hardware (instructor remote keypad, participants' remote keypads, RF main receiver, and extended USB cable) and the QClick software. The instructor keypad incorporates a **remote mouse** and some PC keyboard functions allowing control of the slide selection as well as the software functions.

Equipped with the enhanced main controller function, the instructor keypad incorporates the main control functionality allowing the instructor the freedom of not having to use a computer to conduct the tests. Before the quiz, the instructor downloads the class setup information into the instructor keypad; using only the instructor keypad, up to 8 sessions of quizzes may be given. After the quiz, the instructor uploads the test data into the QClick system database.

The QRF600 LCD display is a non-volatile memory. Both the student and instructor keypads can be used in any class by simply logging into a class which the QClick will automatically search for and then offer the ability to register for the class. The QClick keypad also allows a student to ask a question by directly communicating to the instructor with one single key press. At the same time, an instructor can view each student's exam performances and the exam statistical data on the remote LCD display without sharing the private student exam information with others. The non-volatile memory in the student remote keypad can store a whole semester's homework and exam answers. Students can use the keypads to receive the homework assignment, do the homework from home, and then turn in the assignment in the class with just a simple key press. Each student keypad has one unique Student ID which can be easily set and reset by a manager or by a user. If a student keypad is lost or damaged, it can be replaced with any new keypad by just resetting its Student ID.

The QRF600 ARS engages individual responses through these non-Free Style activities: Normal Quiz, Paper Quiz, Homework, Rush Quiz, Elimination, Survey, Vote, and Roll Call. Free Style activities include: Normal Quiz, Rush Quiz and Elimination. The QRF600 displays instant results in the form of a histogram and a score board after each question is completed.

Note: *The words **Quiz** and **Exam** are used interchangeably in many places in this document.*

Part 2. Hardware & System Installation

Illustration

2.1 Student keypad

2.1.1 Specifications

Dimensions (Lx Wx H): 5.1" x2" x 0.73"

Keys: 21

Power required: 2 AAA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year depending on usage

Function: Transmit response signals

2.1.2 Illustration

2.1.2.1 Student Keypad Layout:

- 1- **LCD**
- 2- **Power Key:** Press and hold for at least 0.5 seconds to turn the keypad on or off.
- 3- **Up Key:** Scroll the screen display up.
- 4- **Return Key:** Return the screen menu one level up; a special function is used to enter a function selection menu when exiting from the answer screen in the homework or paper quiz mode
- 5- **Alpha-Numeric Key:** Toggle between alpha and numeric key functions.
- 6- **Enter/Menu Key:** Confirm a selection or enter the main menu.
- 7- **Del Key:** Back up space or delete an exam under the paper quiz or homework mode.
- 8- **T/Y Key:** Respond to Yes/No or True/False prompt for T (TRUE) or Y (YES).
- 9- **Down Key:** Scroll the screen display down; a special function is used for the short key registration.
- 10- **F/N Key:** Respond to Yes/No or True/False prompt for F (FALSE) or N (NO).
- 11- **Choice Keys:** Labeled "A1" to "J0" for alpha numeric inputs.



- 12- **Operation +/- Key:** Used to enter the "+" or "□" sign.
- 13- **Operation /. Key:** Used to enter the division "/" and the decimal point "." sign.

2.1.2.2 Student Keypad Instruction:

2.1.2.2.1 NoHost Screen:



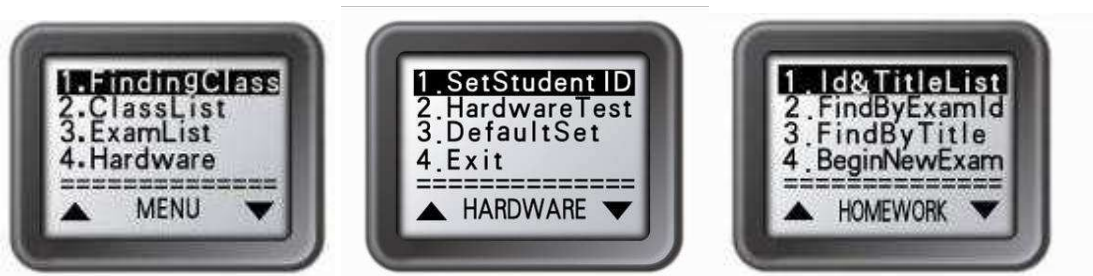
The following information is displayed on the NoHost screen:

- RF Signal strength is displayed on the upper left corner
- The battery indicator is displayed on the upper right corner
- Student ID number
- The last registered class.

The following functions can be performed under this display:

- Enter the main menu by pressing the **"Enter/Menu Key"**.
- Short cut key to register by pressing the **"Down Key"**.
- Search classes by pressing the **"F/N Key"**.

2.1.2.2.2 Menu Screens:



Operations under these menu displays:

- Use the **"Up Key"** or **"Down Key"** to scroll through the selection of the menu items. The item selected will be highlighted.
- Press the **"Enter/Menu Key"** to select the menu item

- To use the shortcut to select a menu item, press the “**Choice Key**” corresponding to the item number in front of the item.

2.1.2.2.3 Input Screens:



Operations under these menu displays:

The displayed cursor prompts the user to input characters or numbers.

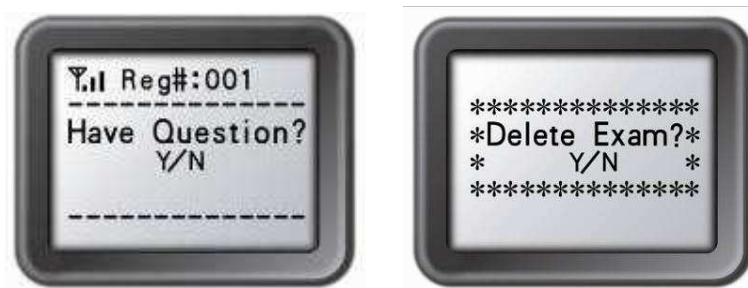
- The user can press the “**Choice Keys**” to enter the desired characters or press the “**Alpha-Numeric Key**” to switch from alpha characters to numbers.
- The user may simply press the “**T/Y Key**” or “**F/N Key**” to enter “true” or “false” or “yes” or “no” answers.
- Pressing the “**Del Key**” will backup a space to remove the character previously entered. Pressing the “**Enter/Menu Key**” will save or send a setting.

Note: For the convenience of setting multiple field, when you finish setting one field, and press the “**Enter/Menu Key**”, the cursor will automatically advance to the next field. When a page is completed, the content of that page is automatically saved into the memory.

If the input area is an alpha numeric type, there will be a A or I at the end of the line; these signs indicate whether the current input mode is alpha or numeric.

- Use the “**Alpha-Numeric Key**” to toggle between the input modes.
- Under the Homework menu and the Find-By-Title screen, the “**Alpha-Numeric Key**” is used to toggle between upper and lower case letters.

2.1.2.2.4 Confirmation Screens:



Operations under these menu displays:

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Note: Some operations require the user's confirmation because these operations are not recoverable. For example, deletion of an exam is not recoverable. Once it is deleted, it is permanently removed.

- Press the **"T/Y Key"** to confirm an operation.
- Press the **"F/N Key"** to cancel the current operation.

2.1.2.2.5 Connecting student keypads to a host:

Operations under these menu displays:

After a keypad is connected to a host receiver, students can:

- Find and Register for a class
- Begin an exam by pressing the **Choice Keys** to respond to the questions in the normal, rush and elimination activities.
- Start receiving the test ID and the test titles in paper and homework activities.
- Ask a question during the quiz.

2.1.2.2.6 Functions and Operations:

(1) Setting the Student ID:

Note: Before logging in, a valid Student ID (stored in the class database) must be set for each student keypad.

To set a Student ID, follow these steps:

1. Under the NoHost screen, press the **"Enter/Menu Key"** to enter into the main menu.
2. Select **"4.Hardware"** submenu.

OR
3. Under the Hardware screen, select **"1.SetStudentID"** submenu.
4. Under the **"SetStudentId"** screen, enter a valid Student ID and then press the **"Enter/MenuKey"** to save it.

Note: All submenu items can be selected by directly pressing their corresponding item numbers displayed at the front of each item.

(2) Finding classes:

To find a class to log into, follow these steps:

1. Under the No Host screen, press the **"Enter/Menu Key"** to enter to the main menu.
2. Select **"1.FindingClass"** to find classes.

OR

3. Under the NoHost screen, press the “**F/N Key**” to find classes.
4. After the search is finished, a list of classes will be displayed. The nearest class will be displayed on the top of list.



Note: While the search is in progress, you may press any key to cancel the search.

Note: Only classes entering into an exam status will be listed after the search is complete.

Note: Previously logged in class names are saved in the keypad. To log into the previously logged in class, simply select the class name from the list.

(3) Login to a class:

After finding their class from the list displayed, students can login.

To login, follow these steps:

1. Under the NoHost screen, press the “**Down Key**” to log into the class you had logged into the last time. The name of the logged in class will be displayed on the LCD screen.

OR

2. Under the main menu, select “ClassList” to display the class list. Select a class and press the “**Enter/Menu Key**” or “**T/Y Key**” to login.



After successfully logging in, the LCD login screen shows various displays according to the activity mode selected. These will be introduced in operation (4). Once the student has logged in, an assigned registration number will be displayed on the LCD screen.

If the login fails, one of the following messages will be displayed:

- [“Failure!”](#) Not able to connect to a host at this time.
- [“Wait to Start!”](#) The exam is not ready to begin.
- [“Invalid ID!”](#) The software is not able to recognize the student ID. Be sure your student keypad ID is listed in the class you have selected.

(4) Operations after your successfully login:

One of the following LCD screens will display according to the activity mode:

a) Normal Exam Screen:



This screen is based upon the activity modes: **Normal Quiz, Rush Quiz, Elimination, Multiple Mode, Survey** and **Vote** selected by the instructor.

Under the **Normal Exam** screen, the following functions can be performed:

- Enter your answer by pressing the **“Choice Keys”** and then press the **“Enter/Menu Key”** to send your answer. A message will be displayed to acknowledge the operation. The student responses will be displayed on the individual student screen for reference.
- To ask a question, press the **“Up Key”** to enter into the **“Raise Your Hand Display”**, and then press the **“T/Y Key”**. The software will display a marker at the bottom of the main exam question display window for the instructor’s attention. The instructor may look on his or her keypad LCD screen to view the student asking the question.



- Press the **“Down Key”** to re-register if the software is logged out. For example, if you choose to logout to see another part of the keypad menu setting and then choose to return to the quiz, you will need to re-register into the quiz.

- Press the **“Return Key”** if you want to exit the exam. The keypad will prompt you for confirmation. Press the **“T/Y Key”** to confirm the exit or press the **“F/N Key”** to cancel the operation and return to the previous display. If the **“T/Y Key”** is pressed, the keypad will display the **NoHost** screen.

b) Paper Quiz Screen:

This applies when the instructor has selected the **Paper Quiz** and **Homework** activity modes.

There are two applications for the Paper Quiz Screen:

- 1) If the test ID selected for the quiz is already saved in the student keypad, the test title name with the test ID will display on the screen. The student can start the exam by selecting the test.



- 2) If the test ID selected for the quiz is not saved in the student keypad, the creating a new test screen will display. Only the test title can be modified on this screen. Press the **“T/True Key”** to start the exam.



The following functions can be performed in the Paper Quiz Screen:

- Enter your answers by pressing the **“Choice Keys”**.
- Press the **“Enter/Menu Key”** or the **“Down Key”** to save the answer to your keypad. The cursor will advance to the next question. Going to the next page, the previous page answers have been saved to the student keypad.
- Use the **“Del Key”** to delete the inputs if an answer needs to be modified.



- Press the **“Return Key”** to enter into the paper quiz menu. Select a menu item and press the **“Enter/Menu Key”** to confirm the operation.



c) **Rush Quiz and Roll Call Screen:**



This applies when the instructor has selected the **Rush Quiz** (left picture) and **Roll Call** (right picture) activity modes.

In the Rush Quiz and Roll Call Screens, the following functions can be performed:

- Press any key (except **“Power Key”**, **“Up Key”**, **“Down Key”**, and **“Return Key”**) to respond to the Rush Quiz or Roll Call. If it is in Rush Quiz, the Normal Exam Screen will be displayed to allow a student to submit an answer. After the answer has been sent, the display will return to the Rush Quiz or the Roll Call Screen.
- If you want to ask a question, press the **“Up Key”** to enter the “Raise Your Hand Screen” and then press the **“T/Y Key”**. The software screen will display a marker at the bottom of the main question screen to alert the instructor. The names of students who are asking questions can be displayed on the instructor’s keypad screen.



- Press the “**Down Key**” to return to the previous screen.
- Press the “**Return Key**” to exit the exam. You will be prompted for confirmation. Press the “**T/Y Key**” to exit the current exam or the “**F/N Key**” to cancel the operation and return to the previous screen. If “**T/Y Key**” is pressed, the keypad will display the NoHost screen.

2.1.2.2.7 Homework Mode:

To use the student keypad for homework management, follow these steps:

Under the main menu, select “**3.ExamList**” to enter into the Homework submenu□

The Homework submenu consists of the following items:

- [ID & Title List](#): All tests saved in the student keypad will be displayed when the item [ID & Title List](#) is selected. Each line corresponds to one test. Press the “**Alpha-Numeric Key**” to toggle displays between test names and test IDs. Use the “**Up Key**” or “**Down Key**” to select the desired test. Selected tests will be highlighted. Press the “**Enter/Menu Key**” to go to the homework Screen; Press the “**Del Key**” if you want to delete the test.



- [FindByExamID](#): The TestId Search screen will be displayed when the item [FindByExamID](#) is selected. Enter a test ID number to find a test. After entering the test ID number, press the “**T/Y Key**” to start searching. If there is a match, a listing of matched tests will be display. Otherwise, an error message will be displayed. Only a numeric ID number can be entered. Use the “**Del Key**” to modify the input.
- [FindByTitle](#): The Title Search screen will be displayed when the item [FindByTitle](#) is selected. Enter a test title to search. There is no need to enter the complete title name. All close matches will be displayed on the test list screen. For example, if you only enter letter ‘A’, all tests with a test title starting with letter ‘A’ will be listed.

Note: Alphabet is provided on screen. Use the “Up Key” or “Down Key” to select a character, and use the “Alpha-Numeric Key” to switch case. After selecting a character, press the “T/Y Key” to enter the selection. Press the “Enter/Menu Key” to start your search. Use the “Del Key” to modify your inputs.

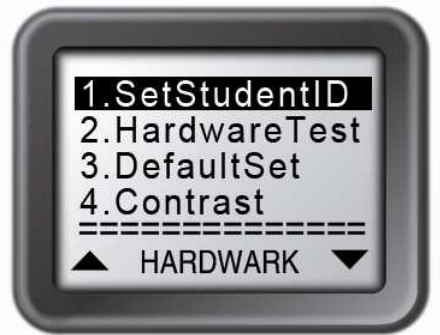
- [BeginNewExam](#): Selecting the item [BeginNewExam](#) will allow you to create a new test answer frame. Once a frame is created, it can be used to store answers.



To create a new test answer frame, follow these steps:

- 1) “ID:” This refers to the test’s ID. This item will be used to match the Test taken when the homework is submitted and the ID is also used for identification when searching for a test later. The ID will be assigned if the Test is in electronic format which is delivered through the software when you choose the Homework or Paper Mode. If a test is distributed in paper format, the Test ID will be assigned by the instructor and the ID will be entered manually by the students using their keypads.
- 2) “Q#:” This refers to the number of questions. This item will allow us to determine how many questions are in a test. The number of questions will be assigned if the Test is in electronic format, delivered through the Software when you choose the Homework or Paper Mode. If the Test is distributed in paper format, the number of questions will need to be filled in by the students to match the total number of questions assigned in the paper.
- 3) “Ti:” This refers to the Test Title. It is used for easily locating a test later. The QClick Software does not use this information. Therefore, it can be assigned by students to any easily remembered text title.
- 4) When these settings are complete, press the “T/Y Key”. The homework question screen will be displayed. Press the “Return Key”, to return to the previous menu.
- 5) You may start to work on the questions and save the answers to the keypad and then submit them next day in the class; or just save the question frames to work on later.

2.1.2.2.8 Student's keypad special functions:



(1) Hardware Test

Using the student keypad for a hardware test, follow these steps:

1. The QClick software must be in the hardware test mode in order to test the student keypad hardware. Refer to **Part 3. Software** in session **3.5.3 Hardware test**.
2. Under the main menu, select item “**4.Hardware**” to enter into the Hardware submenu. Select “**2.HardwareTest**” submenu to enter into the Hardware test screen display.
3. Enter the channel number, which is the same as the host machine's channel number selected by the PC software.
4. Press the “**T/Y Key**” or the “**Enter/Menu Key**”. If the channel number matches the host receiver channel number, the PC software will display the student's keypad ID on a row in a first come first serve order. Additionally, the register number is also displayed on this test screen in the keypad. Otherwise, the failure error message will be displayed on the top of this test screen in the keypad.

(2) Student keypad factory settings:

WARNING: *Using this function will clear all user data stored, including all the test answers in this keypad. It is NOT recoverable.*

Sometimes it is convenient to clear all data stored in the keypad. This can be done by simply restoring the factory settings. This is especially useful when you want to trade in your keypad.

To use the factory settings for the student keypad, follow these steps:

1. Under the main menu, select item “**4.Hardware**” to enter into the Hardware submenu.
2. Under the Hardware submenu, select “**3.DefaultSet**” submenu in order to restore the factory settings.
3. Press the “**T/Y Key**” to confirm the operation.
4. Follow the screen prompt, and press the menu key to double confirm the setting.

2.1.2.2.9 Student keypad sleep mode:

In order to increase the battery life of the response pads, a sleep mode has been implemented in the student keypad.

After 5 minutes without any interaction, the keypad will enter into a sleep mode which will shut down the screen's display. The user can press any key to wake up the keypad and return to the previous display.

After 10 minutes without any interaction, the keypad will automatically power off. At this point, the user can not wake up the keypad simply by pressing any key; instead, the user must start over by pressing the **"Power Key"**.

2.1.2.2.10 Routine steps using the student keypad:

- [Taking a quiz with the pace controlled by the instructor](#)

[Student Keypad Operation Form](#)

Form	Class Status	Is the Student ID in the class list?	Actions	Result
1	Offline (No class selected)	N/A	All Actions	No Host Display
2	Class selected but the quiz has not started.	N/A	Finding a class	Found the class with the class name and the teacher name.
3	Class selected but the quiz has not started.	N/A	Joining the class	Receives message "Wait to Start"
4	The quiz is loaded and ready to begin but the timer has not started.	No	Joining the class	Receives message "Invalid ID" and the software will display Force Login window.
5	The quiz is loaded and ready to begin but the timer has not started.	Yes	Joining the class	Registered for the class and receives the register number. The LCD displays the register screen.
6	The quiz is loaded and ready but the timer has not started. The student keypad joined	Yes	Power Up	Registered for the class and receives the register number. The LCD displays the register

	the class previously.			screen.
7	The quiz is loaded and ready but the timer has not started. The student keypad not previously used for this test.	Yes	Power Up	No Host Display, need to search for the class and register.
8	The quiz is loaded and ready but the timer has not started.	Yes	Enter and send the answer	Receives the message "Wait to Start"
9	The quiz is loaded and running, the timer started. The student keypad joined the class previously.	Yes	Power Up	Registered for the class and received the register number. The LCD displays the register screen.
10	The quiz is loaded and running and the timer started.	Yes	Enter and send the answer	Displays "Success!" message.

Note: Before using your student keypad to join a quiz with the pace controlled by the instructor, you should understand the function operation from using this table.

To join a quiz, follow these steps:

- Turn on the keypad power. If the system is at 6 and 9, in the operation form you don't need to do anything.
- If you did not join the class previously, you may have to search for the current class and register for the class.
- If you joined the current class previously, you may simply press the **Down Key** to get a short cut to directly register for the class.
- If your keypad ID is not listed in the current class, you may need to set your keypad ID to the one listed in the class, or try to force a login. The instructor will decide to allow you to participate.
- After you registered the class, follow the instructor's quiz pace.

- [Attending a quiz with self controlled pace](#)

Note: Before using your student keypad to join a quiz using the self controlled pace, you should

understand the function operation form on the above table before you can begin your quiz.

To join the quiz, follow these steps:

1. Turn on the keypad power. If the system is at 6 and 9 in the form, your student keypad will automatically register the class. Proceed to the step 4.
2. If you didn't join the class previously, you may have to search for the current class and then register and join the class.
3. If you joined the current class previously, simply press the **Down Key** to get a short cut to directly register for the class.
4. If your keypad ID is not listed in the current class, you will need to set your keypad ID to the one listed in the class, or try to force a login. The instructor will choose to allow your participation.
5. After you have registered for the class, follow the screen prompt to press '**T**' **Key** to create the question answer frame into your keypad.
6. You can begin to answer the questions at your own pace, using the **Up Key/Down Key** to scroll up and down the questions. Use the **Enter Key** to save your answers into the keypad.
7. You may press the **Return Key** to go to a function list menu, ask a question, or send your answers. Additionally, you may exit or return to your working window.
8. After your have finished, press the **Return Key** and select "**Send Answer**" to turn in your answer.

2.2 Instructor Keypad

2.2.1 Specifications

Dimension (L x W x H): 5.1"x 2"x 0.73"

Keys: 21

Power required: 2 AAA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year depending on use

(Not including laser pointer use)

Function: Instructor/Presenter

2.2.2 Illustration

2.2.2.1 Instructor Keypad Layout:

- 1- **LCD**
- 2- **Power Key:** Press and hold > 0.5S to turn on/off the keypad.
- 3- **Up Key:** Scroll the screen display up
- 4- **Laser pointer Key:** Hold the key to use laser
- 5- **Left Key:** Move the input cursor left
- 6- **Enter/Menu Key:** Confirm or Enter main menu.
- 7- **Right Key:** Move the input cursor to the right.
- 8- **Return Key:** Return menu one level up.
- 9- **Down/login Key:** Scroll the screen display down, or view the list of students who have questions, or re-log into a class
- 10- **OK Key:** Confirm an operation
- 11- **Mouse Key:** *Normal Mode:* Toggle between the mouse and keypad control; *Session Mode:* View the student information in the class.
- 12- **Question Key:** View the students who have a question.
- 13- **View Key:** *Normal Mode:* View student records; *Session Mode:* View the current question correct answer.
- 14- **Slide Up Key:** PowerPoint slide page-up or previous question.
- 15- **Stop Key:** Stop the current activity.
- 16- **Start/Pause Key:** Toggle between start and pause.
- 17- **Result Key:** Displays a histogram of results.
- 18- **Report Key:** Displays the Score Board.
- 19- **Slide Down Key:** PPT slide page-down or next question
- 20- **F1 Key:** F1 function key



- 21- **F2 Key:** F2 function key
- 22- **ESC Key:** Escape or exit an exam

2.2.2.2 Remote Mouse Keypad Definition:

- 1- **Power Key:** Press and hold > 0.5S to turn on/off the keypad.
- 2- **Up Key:** Cursor moving up.
- 3- **Laser pointer Key:** Hold the key use the laser.
- 4- **Left Key:** Cursor moving left.
- 5- **Enter/Menu Key:** Mouse left click
- 6- **Right Key:** Cursor moving right.
- 7- **Return Key:** Mouse hold left button.
- 8- **Down Key:** Cursor moving down.
- 9- **OK Key:** Mouse double click
- 10- **Mouse Key:** Toggle between the mouse and keypad control
- 11- **Question Key:** "Tab key" PC keyboard
- 12- **View Key:** Mouse right click
- 13- **Slide Up Key:** "Page Up Key" PC keyboard
- 14- **Stop Key:** "Enter Key" PC keyboard
- 15- **Start/Pause/Login Key:** "Up Key" PC keyboard
- 16- **Result Key:** "Left Key" PC keyboard
- 17- **Report Key:** "Right Key" PC keyboard
- 18- **Slide Down Key:** "Page Down Key" PC keyboard
- 19- **F1 Key:** "Down Key" PC keyboard
- 20- **F2 Key:** Free Style cut picture function key
- 21- **ESC Key:** "ESC Key" PC keyboard

2.2.2.3 Normal Mode

The instructor keypad works both in the normal mode and in the session mode. Press the **Enter/Menu Key** to enter into the main menu to select either the normal or session mode. The functions described in this session are for using the keypad in the normal mode.

2.2.2.3.1 NoHost screen display:



The following information will display on this screen:

- Signal strength is displayed in the upper left corner.
- Battery remaining indicator is displayed in the upper right corner.
- The instructor's name last logged in.
- The prompt to press the **OK Key** to search a class.

The following functions can be performed under this screen:

- Press the **Enter/Menu Key** to enter the main menu□
- Press the Login Key to log in to the previous class selected.
- Press the **OK Key** to search for an existing class.
- Press the **Up Key** to list the classes downloaded in the Session Mode.

2.2.2.3.2 Operation mode selection screens display:



Use the **Up Key** or **Down Key** to scroll up or down the selection to select the *normal mode* or *session mode*. The *normal mode* is used for the normal quiz selection. To conduct the normal quiz session, the needed hardware will include the instructor keypad, student keypads, the main receiver, PC and a display device. The *session mode* is used for conducting quiz sessions just using the instructor keypad and student keypad. The main receiver, PC and the display device are not needed

for conducting this quiz session.

2.2.2.3.3 Normal mode menu display:



Operations available under these menu screens:

- Use the **Up Key** or **Down Key** to scroll up or down the selection.
- Press the **OK Key** or **Enter/Menu Key** to select the submenu and the keypad will go to the screen or the submenu.

2.2.2.3.4 Input screen display:



Operations available under the input menu screen:

Note: The displayed cursor highlighted indicates that the user can input characters.

- User can use the **Up Key**, **Down Key**, **Left Key** or **Right Key** to move the cursor to select the desired character or number from the list of valid characters or numbers display.
- Press the **OK Key** to enter the selection.
- Pressing the **Return Key** will backspace and remove any entered characters, and will revert to the menu one level up if all of the characters have been removed.

2.2.2.3.5 Connecting the instructor's keypad to the host receiver:

To connect the instructor keypad to the host receiver, follow these steps:

(1) Finding classes

Follow these steps to find classes:

- a) Under the NoHost screen, press the **OK Key** to find a list of all classes.

OR

- b) Press the **Enter/Menu Key** under the NoHost Screen to enter into the main menu, select **"2.FindingClass"** to start searching.
- c) A list of classes will be displayed and the nearest class will be listed on the top.

Note: When the search is in progress, pressing any key will cancel the search.

Note: Unlike the student keypad, the instructor keypad can search for a class once the host has communicated with the PC software. The instructor's keypad will be notified if no class and/or no exam has been selected or loaded.

Note: The instructor keypad can login to any class previously logged into.



Note: The **OK Key** can be used to toggle the display of the class name and the number of students in the class.

(2) Login to a class:



After finding a class, follow these steps to login:

- a) Under the **NoHost** screen, press the **Login Key** to login to any class logged into previously. There is a list of classes logged into previously stored in the keypad.

OR

- b) Press the **Enter/Menu Key** under the NoHost Screen to enter into the main menu, and then select the item ClassList. The previously logged in class list will be displayed. Move the

highlight to select the class desired into the Class Info screen, and then press the **Enter/Menu Key** or **OK Key** to log in.

OR

- c) After finishing the class search, move the highlighted item to select a class from the list to enter into the ClassInfo screen, and then press the **Enter/Menu Key** or **OK Key** to log in.

After logging in, the following information will be displayed on the instructor keypad screen:



- The selected activity mode
- The selected class name
- The instructor name
- The number of registered student key pads over the number of total students in the class.

2.2.2.3.6 Functions after login:

The following functions are available once the Instructor keypad is logged in:

- [The displayed PowerPoint slides can be selected up or down by pressing the Slide Up Key or Slide Down Key.](#)
 - [An exam can be started, paused, or stopped by pressing the Start/Pause Key or Stop Key.](#)
 - [Exit an exam by pressing the ESC Key.](#)
 - [View the histogram of the current question or an instant report by question shown on the screen by pressing the Result Key or Report Key.](#)
 - [View an individual student's exam performance in the keypad screen.](#)
1. Press the **View Key** to view a list of the students, and then use the **Up Key** or **Down Key** to scroll through the list of students and then press the **Enter/Menu Key** to select the desired student.
- OR
2. On the current screen, press the Enter/Menu Key to enter into the network function menu. Go to the sub screen which will display a list of the student names by selecting **"ExamReport"**. Find and select the desired student and then press the **Enter/Menu Key** to view the results. Only the current question/answer from the exam will be displayed for the student selected.



Note: Under the student list display, press the **OK Key** to toggle the display between the student name and the student ID.

Note: A message will be displayed if the student list is empty

- [View the histogram of the current question and grade in the instructor keypad.](#)



On the currently displayed screen, press the **“Enter/Menu Key”** to enter into the Network Function menu.

Select **“ExamResult”** to display the histogram.

Note: This function only applies to the Normal Quiz and Elimination activity mode.

- [Respond to student's questions:](#)



View the name of the student who has a question:

1. On the currently displayed screen, press the **Question Key** which will display a list of the students who have a question.

OR

2. On the currently displayed screen, press the **Enter/Menu Key** to enter into the network function menu. Select the item "**HandraiseList**" to view the list of students who have questions.

Note: After responding to the student's request, select the student name and press the **Enter/Menu Key** to remove the student from the list.

- [Set up an instant question:](#)

The **Free Style** mode is the only one allowing an instant question:

1. On the currently displayed screen, press the **Enter/Menu Key** to enter into the network function menu. Select "**SetQuestion**" to view the question type list.



2. Select a question type from the list and then press the **Enter/Menu Key** to go into the setting answer screen.



3. In the item "**OptSum:**" enter the total number of choices for this question and in the item "**StdAns:**" enter the correct answer for the question.
4. Use the **Up Key** or **Down Key**, and **Left Key** or **Right Key** to select the desired characters or numbers.

5. Press the **OK Key** to input the selection. After entering the information, press the **Enter/Menu Key** to send. The test will start automatically once the information is successfully sent and received.
6. Instructor keypad in sleep mode:

In order to extend the life of the battery, a sleep mode has been implemented. After 5 minutes without any use the keypad will go into sleep mode and will shut off the instructor's screen display. The user can press any key to wake up the keypad and return to the previous display. After 10 minutes without use, the keypad will shut off. At this point the user can not wake up the keypad by simply pressing any key; they will need to power on the keypad and start over.

2.2.2.4 Session Mode

In the instructor keypad *session mode*, the instructor's keypad will act as the main receiver, working as the host to directly receive the student keypad responses in a quiz session. Before the instructor keypad can be used to conduct a quiz session, download at least one class setting with the student information and at least one set of the quiz question correct answers into the instructor's keypad. The *session mode* has these functions:



- Loading
- Begin Session
- Upload Session
- Class List
- Answer Sheet List
- Session List

2.2.2.4.1 Loading

- [Download class information](#)

To download the class information, follow these steps:

Note: In the QClick software, a class should be selected and an answer sheet or PowerPoint which contains the answer information should be **loaded and started**.



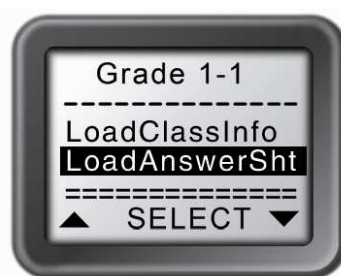
1. Plug in the main receiver to the PC USB port.
2. In the QClick software select a **Class** and then select the **Paper Quiz** activity mode, Refer to Part 3 Software section **3.1.1.1 Class** and section **3.1.2.2 Paper Quiz** for detailed instruction.
3. Select the session mode in the instructor keypad.
4. Select the **Loading** function. The instructor keypad will automatically begin searching for the available classes. Select the desired class.

Note: While loading the class information and the answer sheets, keep the main receiver plugged in.

5. Select **LoadClassInfo** and load the class information into the instructor's keypad.
6. The instructor's keypad can store up to 8 classes. If the keypad has reached its maximum storage, the **LoadClassInfo** will not operate. You will need to go to the function **ClassList** and delete some classes to allow more storage before you can continue. Refer to the section **2.2.2.4.4 Class List** for detailed instruction.

- [Download questions answer sheets](#)

To download the answer sheet, follow these steps:



1. Go to the **loading** selection screen.
2. Select the function **LoadAnswerSht** to start loading the answer sheet into the instructor's keypad.
3. The instructor's keypad can store up to 16 answer sheets. If the keypad has reached its maximum storage, the **LoadAnswerSht** will not operate. You will need to go to the function **AnswerShtList** and delete some of the answer sheets to allow more storage capacity. Refer

to the section **2.2.2.4.5 AnswerShtList** for detailed instructions.

4. The display will remind the instructor to **load** an answer sheet and **start** the **Paper Quiz** session in the QClick software. Refer to **Part 3 Software**; section **3.1.2.2 Paper Quiz**. Click the **OK Key** on the keypad to confirm the answer sheet has been loaded or click **Esc Key** to cancel the loading.

2.2.2.4.2 Begin Session:

At least one class must be loaded in the instructor keypad before using the **Begin Session** function. If you choose the **No Free Style** mode, at least one set of answer must be loaded in the keypad. It is not necessary to have the correct answers ready when choosing the **Free Style** mode. To conduct a quiz in the *session mode*, follow these steps:



Note: No main receiver or a PC is needed for conducting a session in this mode.

1. Select the session mode in the instructor keypad.
2. Select the function **Begin Session**. If the keypad has reached maximum storage, you must purge some of the existing data. Refer to the section **2.2.2.4.6 Session List** for detailed instructions.

Note: Before purging data, make sure you have uploaded the session into the QClick database system. Otherwise, the session data will not be recovered after the purging.

The LCD screen will display a list of classes previously loaded.

Select the desired class by pressing the **OK Key** or **Enter Key**. If there are no classes loaded in the keypad, the screen will display “Please load a class first!”

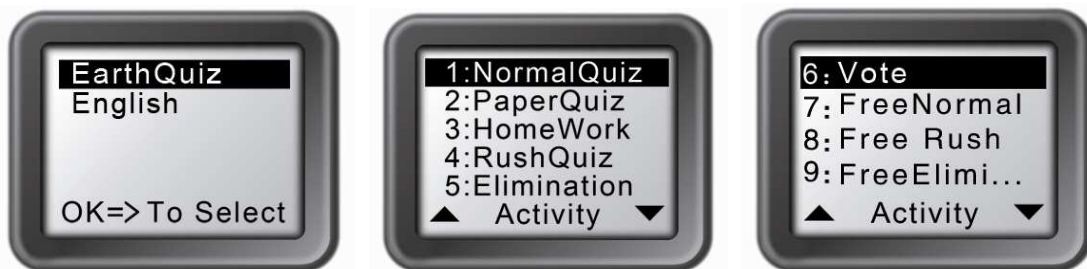


Once you have successfully selected a class, choose an activity mode from the list displayed on the LCD screen.

1. If you choose one of the **Free Style** activities, which include **FreeNormal**, **FreeRush** and **FreeEliminate**, you will not need to load an answer sheet prior to conducting the quiz. However, if you choose one of the **No Free Style** activities, then you must select a set of correct answers. If no answers are loaded in the instructor's keypad, the LCD screen will display this message "**Please load an answer sheet first!**"



2. Once you choose the **No Free Style** activity, the LCD screen will display a list of the answer sheets. Select the answer sheet desired by pressing the **OK Key** or **Enter Key**. The keypad will enter into the quiz session and display the activity mode and teacher name on the LCD screen.



3. If you choose the Free Style Activity mode, there is no need for an answer sheet. The correct answer for each question is entered by the instructor after each question response is finished.



4. Press the **Start/Pause Key** to start or pause a session. When the session starts, the time set for each question will be displayed on the screen. You may increase or decrease the test time by pressing the **Up Key** or **Down Key**. Each key press will increase or decrease the time by 5 seconds. Press the **Stop Key** to stop the current question response. Use the **Slide Up Key** or **Slide Down Key** to go to the previous or next question.



5. Press the **Return Key** or **ESC Key** to complete the current session.

If you have chosen the **Free Style** Activity mode, the keypad will prompt you to input the test ID number and the test title for the session. Using the **No Free Style** Activity mode, the information of the test ID and the test title are embedded in the pre-loaded answer sheet. There is no need to input the information for the test ID and the test title again. Finally, the keypad will prompt you to input the name for the current session for use later in uploading the results.

The control keys function in the session saving are:

- Enter Key** – Enter the test ID, test title, or session name
- Return Key** – Backup and delete a numeric number or a character
- OK Key** – Select the numeric number or characters
- Slide Up Key** – Select the upper case of characters
- Slide Down Key** – Select the lower case of characters
- Up Key** – Move the selection cursor to the upper row
- Down Key** – Move the selection cursor to the lower row
- Left Key** – Move the selection cursor to the left
- Right Key** – Move the selection cursor to the right
- ESC Key** – Quit the session saving

If you have chosen the **Free Style Mode**, use the control keys to enter the numeric test ID first and then press the **OK Key** to input. The cursor will move to the test title enter area. Use the control keys to enter the test title; when completed, press the **OK Key** to input. The keypad will advance to display the session name screen. Enter the session name and then press the **OK Key** to input. If you have chosen the **No Free Style Mode**, the keypad will advance to the session name screen directly without prompting you to input the test ID and test title.

If you don't want to save the session, press the **ESC Key** to exit. When you press the **OK Key** and leave the required area blank, it will force you to exit the session saving. In both situations, the keypad will prompt you for confirmation. Press the **OK Key** or **Enter Key** to confirm the cancellation or press the **ESC Key** or **Return Key** to return to the saving screen.

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Control Functions for Conducting a Session:



This display shows a Rush Quiz session example. There are a total of 6 questions and the keypad is currently on question 1. No students have registered for the selected class and there is only one student in this class. The third line shows the testing time in seconds.

These functions can be operated under the activity display:

Press the **Enter Key** or the **OK Key** to enter the main menu for the control function selection for this session.

Press the **Mouse Key** to view the current list of registered students.



Press the **Question Key** to view the list of students who have raised questions.



Press the **View Key** to view the current question correct answer.



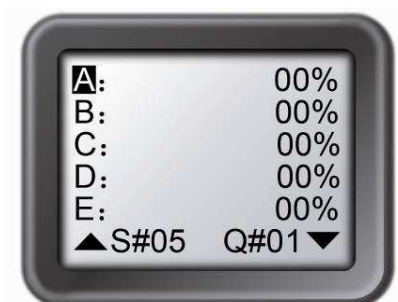
S -- the single choice question; **M** -- the multiple choice question; **O** -- other type of question.

Press the **Start/Pause Key** to start/pause the test timer. When the timer is in pause, you may press the **Up Key** or **Down Key** to increase or decrease the time by 5 seconds.

Press the **Stop Key** to stop the timer.

Press the **Slide Up/Down Key** to select the previous or next question.

Press the **Result Key** to view the current question answer data.



Note: This function is only active when the timer is stopped.

Press the **Report Key** to view the answers of a registered student for the current question.



Note: This function is only active when the timer is stopped.

Press the **Return Key** to exit the session.

Assigning or receiving function for the homework mode.

Before pressing the **Start/Pause Key**, the session homework mode stays in the **Assigning** homework mode. After pressing the **Start/Pause Key** the session is in the **Receiving** homework mode.

2.2.2.4.3 Upload Session:

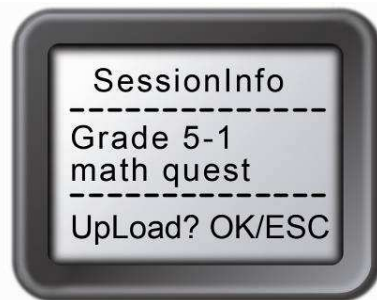
To upload the session data, follow these steps: (You must have at least one stored session to upload)

Note: The main receiver and a PC are needed for uploading the session data

1. Plug the main receiver into a PC.
2. Set the QClick software to the **Receiving Session Data** mode. Refer to **Part 3 Software, Chapter 7 Receive Session Data** for detailed instruction.
3. Select the session mode in the instructor keypad. Then select the function **Upload Session**.
4. The LCD screen will display a list of available sessions.



5. Select the desired session and press the Enter Key or the **OK Key**.
6. The LCD will display the selected information. Click the **OK Key** or the Enter Key to confirm or click the **ESC Key** to quit uploading. After successfully uploading, the session data will not be purged. To purge the session data, go to the function Session List.



2.2.2.4.4 Class List:

The **Class List** function provides the list of classes which have been downloaded into the instructor keypad as well as the selection of classes you desire to delete from the keypad memory in order to make room for downloading new classes. The maximum number of classes the instructor keypad can store is 8. To view and delete a class from the class list, follow these steps:



1. Select the session mode in the instructor keypad, and then select the function Class List.
2. The classes which have been downloaded in the keypad will be displayed on the LCD screen. Use the **Up/Down Key** to scroll through the selections. Press the **OK Key** or **Enter Key** to delete the selected class. Press the **Return Key** or **ESC Key** to return to the session mode main menu.

If you press the **OK Key** or the **Enter Key** to delete the selection, the keypad will prompt you for confirmation. Press the **OK Key** or the **Enter Key** to confirm the deletion or press the **ESC Key** or **Return Key** to cancel the deletion. After the operation, the keypad will display the previous class list menu.

2.2.2.4.5 Answer Sheet List:

The **Answer Sheet List** function provides the list of answer sheets which have been downloaded into the instructor keypad and the selection of answer sheets that you desire to delete from the keypad memory in order to make room for downloading new answer sheets. The maximum number of answer sheets the instructor keypad can store is 16. To view and to delete an answer sheet from the answer sheet list, follow these steps:



1. Select the session mode in the instructor keypad, and then select **the Answer Sheet List** function.
2. The answer sheets which have been downloaded in the keypad will be displayed on the LCD screen. Use the **Up/Down Key** to scroll through the selections. Press the **OK Key** or the **Enter Key** to delete the selected answer sheet. Press the **Return Key** or the **ESC Key** to return to the session mode main menu.

If you press the **OK Key** or the **Enter Key** to delete the selection, the keypad will prompt you for confirmation. Press the **OK Key** or the **Enter Key** to confirm the deletion or press the **ESC Key** or the **Return Key** to cancel the deletion. After the operation, the keypad will display the previous class list menu.

2.2.2.4.6 Session List:

The **Session List** function provides the list of sessions which have been conducted and stored in the instructor keypad and the selection of session's data you desire to delete from the keypad memory in order to make room for storing new session data. The maximum number of sessions the instructor keypad can store is 8. If all storage is used, you will not be able to conduct a session using the *session* mode. To view and delete session data from the session list, follow these steps:

Note: *Before purging a session data, make sure that you have uploaded the session into the QClick database system; otherwise, the session data will not be recovered after purging.*

1. Select the session mode in the instructor keypad, and then select the Session List function.
2. The sessions which have been stored in the keypad will be displayed on the LCD screen. Use the **Up/Down Key** to scroll through the selections. Press the **OK Key** or the **Enter Key** to delete the selected session. Press the **Return Key** or the **ESC Key** to return to the session mode main menu.

If you press the **OK Key** or the **Enter Key** to delete the selection, the keypad will prompt you for confirmation. Press the **OK Key** or the **Enter Key** to confirm the deletion or press the **ESC Key** or the **Return Key** to cancel the deletion. After the operation, the keypad will display the previous class list menu.

2.3 Main Receiver and USB Cable

The main receiver is used to send and receive signals to and from the remote keypads and to exchange data with the host computer. The main receiver can be plugged into a computer's USB port or connected to a computer through a USB cable.

2.3.1 Specifications

Dimensions (L x W x H) 3" x .9" x .4"

Weight: .9 Oz

Operating Temperature: 0-104 degree F

Operating Relative Humidity: 0-90%

Transmitting and receiving distance: ~200 feet radial

2.3.2 Illustration

- 1- Antenna Terminal.
- 2- Power light (Signal light): Illuminates red when the main receiver is plugged into the USB port of a computer. The flashing red light indicates the main receiver is receiving and processing the data.
- 3- Antenna: picks up a weak signal to extend the RF transmitting distance.
- 4- Extension USB: extends the connection between the main receiver and the computer.



2.4 Carrying Case

Holds the student remotes, instructor remote, receiver, software disk, and cables

Part 3. Software

Software Overview

The **QClick Software** has 5 main sections: Quiz Genius, Exam Editor, Template Design, Reports and Settings.

The **Quiz Genius** allows you to set up classes, to conduct quizzes, games, take a survey and vote.

The **Exam Editor** allows the creation and editing of the PowerPoint exam slides and the selection of the slide question answers. It can also be used for creating and editing answer sheets for examinations without using PowerPoint files.

The **Template Design** allows for designing and editing the user test templates.

The **Reports section** allows you to query or modify quiz session data results, grade tests and generate the student performance reports. It also allows you to create the student session data not obtained from using the QClick hardware system. The other function of **Reports** is used for generating subject grade books and final report cards.

The **Settings** section is designed for system set up. Click on hardware testing for setting the channel number of the QClick receiver(s), managing the system database, system administration set up and for displaying the hardware and software version information.

System Requirements

PC with Intel Pentium 4 or higher processor and with at least one USB port

Minimum 512 MB RAM

Minimum 200 MB of hard drive space for software

Microsoft Windows XP/Vista

Microsoft Office 2003 or higher (The security level of PowerPoint should be set to “medium”)

Screen resolution of 1024x768 or higher

Display system such as a data projector, Liquid Crystal Display (LCD), Plasma, or TV (recommended, but not required)

Installation

1. Place the software disk into your computer CD drive.
2. Open the disk and double click on the “QClick.exe” file in the root directory.
3. Follow the instructions displayed during the installation.

If the program has been previously installed, we suggest you remove the older version of the

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program prior to installing the new program.

The default installation path is : C:\QOMO, and will produce one shortcut icon on the desktop: QClick.

Using the QClick Software


3.1 Quiz Genius



Note:

One PPT file = one quiz paper

One slide = one question

Run the QClick program by double clicking the **QClick icon**  on the desktop. If the QRF600 receiver is plugged into the USB port, the software will automatically switch to QRF600 software. Otherwise, the software will prompt you from a system selection window. You may plug the QRF600 main receiver into the USB port at this time. The software will automatically switch to QRF600 system and display the logon window. If you don't have the hardware, but would like to practice using the QRF600 software system, you may select the system QRF600 from the system selection drop-down menu. Next, logon to the QClick system by typing the user name and the password. The software sets the default login user name to "qomo" and the password is also "qomo". If you do not want to logon the system, click the **Cancel** button. The software will allow you to do some limited operations, however the system database will not be updated.

Note: The QClick software monitors the QRF600 main receiver plug-in status all the time. It will either display "RF600 No Host" for Offline and "RF600 Connected" for Online.

Once the application is running, the software displays the following control Tab windows, Quiz Genius, Exam Editor, Template design, Reports, and Settings on the top of the screen. The active default Tab is set to Quiz Genius.


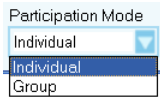



Before conducting a quiz, you need to set up a class. If the class information is not available at this time but if you intend to use the system casually, you may choose some software preset examples for classes, subjects and teachers. The student roster table always goes with the class selection. The roster includes the student ID number, name and grouping information. The student profile is

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embedded under the student record.

3.1.1 The Normal Routine of Running a Quiz Genius:

To set up a quiz genius, follow these steps:

1. Set up a class by clicking the Class  icon, refer to the section 1.1.1 Class for detail set up.
2. Select a participation mode from the Participate Mode  drop-down menu.
3. You may choose the free style by checking or un-checking the Free Style ☐ Free Style check box ;
4. Load an exam file, or an answer sheet, by clicking the Load  icon which will display the browser;
5. You may change the test ID by clicking the Title  icon and set the change or use the system default ID number; refer to the section 1.1.5 Title.
6. Click the Run  icon to start the quiz, refer to the section 1.1.6 Run /Start a Quiz.

Depending on your selection, not all of these steps are necessary. The following table shows the relationship:

Free Style	Activity Mode	Type of File Loaded	Title & Test ID	Need to Load an Answer Sheet Before Test?	Need Answers After Each Question?	Need Answers After the Whole Test is complete d?
No	Normal, Rush,	System PPT file	The loaded exam file name is used as	No	No	No

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	Elimination, Multiple Mode, Survey		the title name, and the system default test ID number can be changed			
No	Normal, Rush, Elimination, Multiple Mode, Survey	Any format of exam files	The loaded exam file name is used as the title name, and the system default test ID number can be changed	Yes	No	No
No	Paper Quiz, Homework	Hardcopy	The loaded answer sheet file name is used as the title name, and the system default test ID number can be changed	Yes*	No	No
No	Vote	System PPT file	The loaded vote file name is used as the title name, and the system default test ID number can be changed	No	No	No
No	Roll Call	None	Not needed	No	No	No
Yes	Normal, Rush, Elimination	Not needed	Not needed	No	Optional**	Optional**

*A system exam PPT file could be used as an answer sheet.

**If answers are not provided before a test, the answers can be entered after each question is finished or they can be entered in the QClick report system.

3.1.1.1 Class:

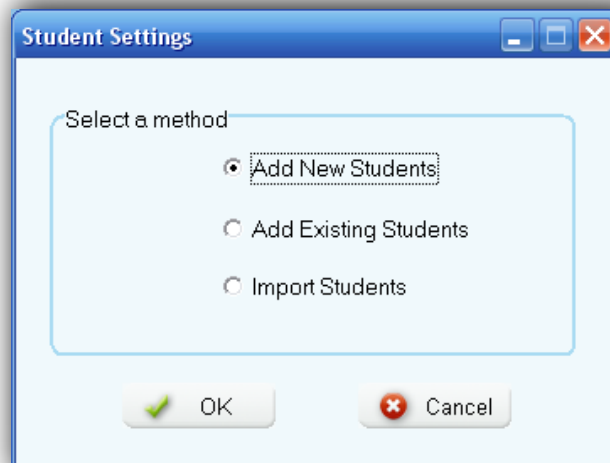
The QClick system engages the class in a quiz session. A class must be created and selected prior to any activities. A teacher and a subject are associated with a specific class. The students in the class can be placed in groups. The class setting, allows several options for entering, class information.

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You can choose to import a student roster from a spreadsheet or choose to enter the individual student information into the program. In like manner, the teacher information and the subject name can be imported from a spreadsheet or entered into the QClick system. To create, to select or to modify class information, follow these steps:



1. Click the Class button under the Quiz Genius Tab window to display the Class Settings window.
2. Select a class from the Class Name drop-down list. A student roster associated with the class will be displayed and may be edited or modified.
3. To add a new class, select the Add tab. Type in the new class name and click the **Add** button. The Student Settings window will display with three choices, Add New Students, Add Existing Students and Import Students from a spreadsheet.



4. Select one of choices in the Student Settings to enter the student information.
5. The student information can be modified by directly double clicking on the student row in the roster to display the Student Profile window.

Student Profiles

Class Name:

Student Information

Student ID:
 Date of Birth:

Student Name:
 Group No.:

Gender: ☐ Male ☐ Female
 Responsibility:

Contact Information

Address:
 Phone:
 E-Mail:

Student ID	Student Name
200903001	Taylor Adams
200903002	Tiffany Garcia
200903003	Thomas Walker
200903004	Emily Davis
200903005	Amanda Collins
200903006	Marie King
200903007	Nicole Anderson
200903008	Margaret Hill
200903009	Francis Davis
200903010	Melissa Martin
200903011	Anita Scott
200903012	Eugene Hernandez
200903013	Elliott Garcia
200903014	Carol Davis
200903015	Deborah Lee

6. To add or remove the students to or from the class, click the **Manage** button to display the **Manage Students** window.

Manage Students

☒ From Roster
 ☐ Add New

Student Roster

Student ID	Student Name
0401001	John Brown
0401002	Christopher King
0401003	Catherine Davis
0401004	Christina White
0401005	Gloria Clark
0401006	Thomas Adams
0401007	Robert Gonzalez
0401008	Barbara Rodriguez
0401009	George Hall
0401010	Elizabeth Campbell
0401011	Annie Perez
0401012	Hannah Garcia
0401013	Margaret Garcia
0401014	Joseph Taylor
0401015	Melissa Hernandez
09010301	John Brown
09010302	Christopher King
09010303	Catherine Davis
090201001	Margaret Garcia
090201002	Joseph Taylor
090201003	Melissa Hernandez

Class

Grade 1-1

Student ID	Student Name
200901001	Britteny Garcia
200901002	Willy Nelson
200901003	Valonia Taylor
200901004	Spark Jackson
200901005	Zabrina Campbell
200901006	Marisa Rodriguez
200901007	Kyle Anderson
200901008	Lauren Brown
200901009	Florence Hall
200901010	Gillian Robinson
200901011	Esther Harris
200901012	Irvin White
200901013	Jill Hernandez
200901014	Kim Wright
200901015	Justine Perez

7. To import or export the student roster from or to a spreadsheet, click the Import



or Export



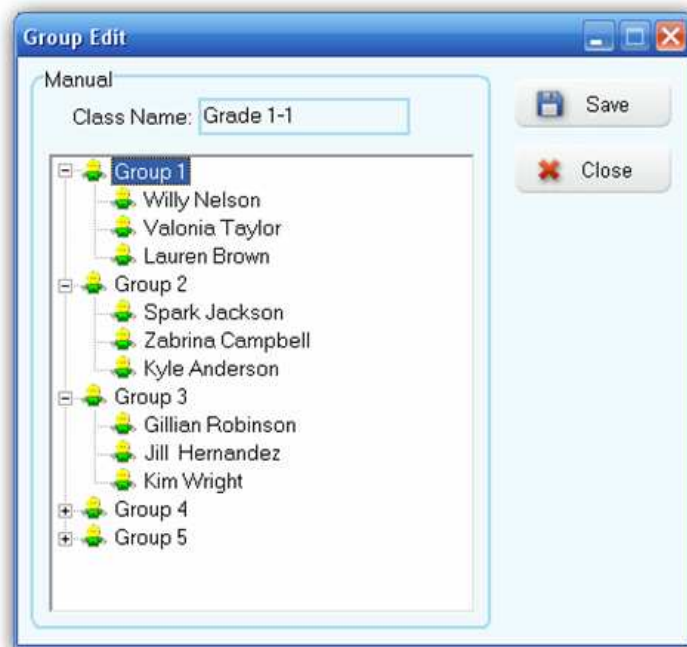
button to display the file browser.

8. To set up the grouping for the students in the class, click Grouping to display the Group Management window.






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There are two grouping methods, random and manual. Click the **Random** button for the random grouping, the software will randomly select students for the grouping. Click the **Manual** button to display Group Edit window for the manual grouping. You can simply click and hold the left mouse button to drag and drop a student from one group to another group.



9. Select the subject associated with the class from the Subject Name drop-down list.

10. You may Add, Delete, or Modify a subject name in the subject list by clicking the Edit  button next to the Subject Name drop-down list.
11. Select the teacher associated with the class from the Teacher Name drop-down list.
12. You may Add, Delete, or Modify a teacher information by clicking the Edit  button next to the Teacher Name drop-down list. The teacher list can be imported or exported from a spreadsheet by clicking the Import  or Export  button under the teacher group window.
13. You must be logged into the QClick system in order to edit or modify your database. Click the Login/Logout  button to login or logout of the QClick system.

Note: Once a class is selected, the color of the **Class** button changes into green.

3.1.1.2 Participation Mode:

The QClick system has two participation modes **Individual** and **Group**. The system default mode is **Individual**. You can select either **Individual** or **Group** participation mode from the **Participation Mode** drop-down list. In the **Individual** mode, the performance test score is taken and reported individually. In the **Group** mode, the performance test scores and reports are handled in a group. The grouping information is obtained from the class setting. Please refer to the section 1.1.1 **Class** step 8 to set up groups. Only the activity modes **Normal Quiz**, **Rush Quiz** and **Elimination** apply to the group participation mode.


3.1.1.3 Activity Modes:

The QClick system has these activity modes: Normal Quiz, Paper Quiz, Homework, Rush Quiz, Elimination, Multiple Mode, Survey, Vote and Roll Call. Choose a mode from the **Activity Modes** drop-down list before beginning a quiz or activity session. For further detailed information about these modes and how to choose a mode, please refer to the section 3.1.3 **Activity Modes**.

3.1.1.4 Load:

The load function allows you to load a quiz file or an answer sheet. The PowerPoint quiz file typically contains the quiz answer information. It is not necessary to load an answer sheet when using a PowerPoint quiz file. However, if you choose to use a non- PowerPoint quiz, an answer sheet file is required to be loaded for these activity modes: **Normal Quiz**, **Rush Quiz**, and **Elimination**. If selecting a hardcopy paper or homework mode, only the answer information is needed; then loads in an answer sheet or a PowerPoint quiz file containing the answer information. To load a quiz file or



an answer sheet, simply just click the **Load**  button to display the file browser. The system automatically asks you what kind of file you need to load into the system, based on the activity mode you have selected and the type of quiz file you are using.

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Note: Once the loading is finished, the color of then **Load** button changes into green.

3.1.1.5 Title

The QClick system uses the title information to associate the quiz or an activity. The title name and the test ID are used in the quiz management and for the searching use in the student keypads which storing the quiz information. For example, the student keypad may store the homework questions to complete at home. The title and test ID help locate the homework. Once a quiz file or an answer sheet is loaded into the system, associated file name is copied and saved to the quiz title name area and the test ID is embedded into the quiz or answer sheet file in the system. If a quiz file loaded into the system for the first time, and there is no test ID embedded in the file, the system will automatically assign a test ID and save it to the file for the associated quiz. The test ID number is kept by increasing by one every time the system uses the test ID number to save it to the file. The valid test ID number is 1 to 9999. When the maximum number 9999 reaches, the system will reset



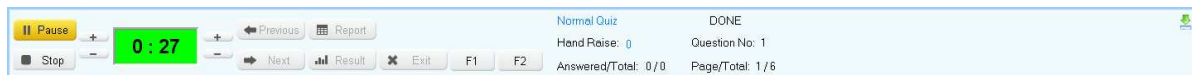
the number to 1. You may click the **Title** button to display the **Set Test ID** window and change the test ID number you desire to set and or to write a memo for the associated quiz.


3.1.1.6 Run / Start a Quiz

Once a class is selected and a quiz file or an answer sheet is loaded, you can start the quiz session



by clicking the **Run** button, or press the “**Play**” button on the instructor remote keypad to start the session. The loaded PowerPoint or other selected format will display on the screen with a tool bar at the bottom.



Note: To hide the tool bar, click the sign  on the right corner of the tool bar window; to display the tool bar, move the cursor to the bottom line of the entire window.

The display screen is divided into three segments:

- Register/Answer Status Bar
- Questions display
- Tool Status Bar

Register/Answer Status Bar: Displays the students logged in register number. The number is displayed in successive order based upon first entry. Each number has a background color:










- **Gray** color – indicates the student keypad is in logout state
- **Green** color – indicates the student keypad is in login state

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- **Blue/Orange** color – indicates response signal received. The color is toggled between blue and orange each time the answer is changed, the system only records the last response received before the test ends.

Tool Status Bar:


1. Control Buttons:


- **Start/Pause**  – to start or pause the timer
- **Stop**  – to stop the time
- **Previous**  – return to the previous question page
- **Next**  – turn to the next question page
- **Exit**  – exit the current quiz session
- **F1**  – Controls the Register/Answering Status Bar size, by continuing to press the button you will cycle the size from large to small and then disappear.
- **F2**  – Controls the **Register/Answering Status Bar** position, by continuing press the button it will allow you to cycle the position from top, left and right.
- **Report/ Result**  /  Display the instant report and result. Refer to the section 3.1.1.7 **Result and Report**.

Note: All these control buttons are duplicated and displayed on the instructor remote keypad.

2. The Question Answer Timer:

- The timeout value is selected for each question during the quiz file set up.
- Timer box background colors are: **Black:** Stop; **Green:** Running; **Yellow:** Pause.

- The left **up/down** button will reset the **Minute**  **time:** Press the **up or down** button on the right side of the timer box to increase or decrease the **Minute timer** setting.



- The right **up/down** button will reset the **Second**  **timer:** Press the **up or down** button on the right side of the timer box to increase or decrease the **Second timer** setting.

3. Quiz Status:

- Activity Mode: Indicates the current activity you selected.


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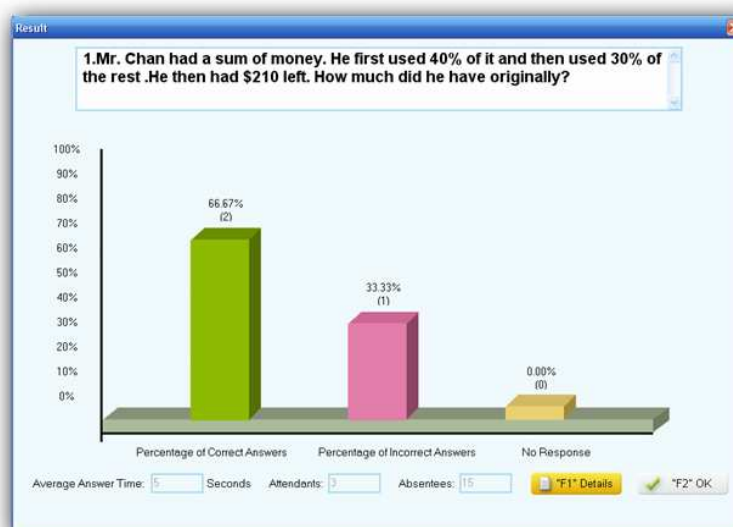
- Hand Raise: Indicates the number of students who use the raise hand function in their keypad.
- Answered/Total: Indicates the ratio of the number of people who answer the question to the total number of people who have logged on.
- Question Done: When the question is finished, the sign “**Done**” will display.
- Question No: Indicate the current question number.
- Page/Total: The current page number of the total pages.

To begin gathering responses from the students, click the **Start/Pause**  button or using the instructor remote keypad press the **play**  button. The register number corresponding to each individual clicker logged in will appear on the top of the screen.

The countdown timer will display the remaining time in minute(s) and seconds. The timer value may be increased or decreased by pressing the **up/down** button before or during the question test. Once the timer is at 0, the receiver will no longer receive audience/participant responses. The timer window will change to black. The instructor can always stop the timer by pressing the **Start/Pause** button.

3.1.1.7 Result and Report

By pressing the **Result** button (using the PC or the instructor's remote mouse, or through the instructor remote **Result** , the instructor can view the responses to the individual quiz question. Results are displayed in a histogram. **Green** indicates correct responses. **Pink** indicates incorrect responses. Both the correct responses and incorrect responses are displayed in percentage form in the histogram.




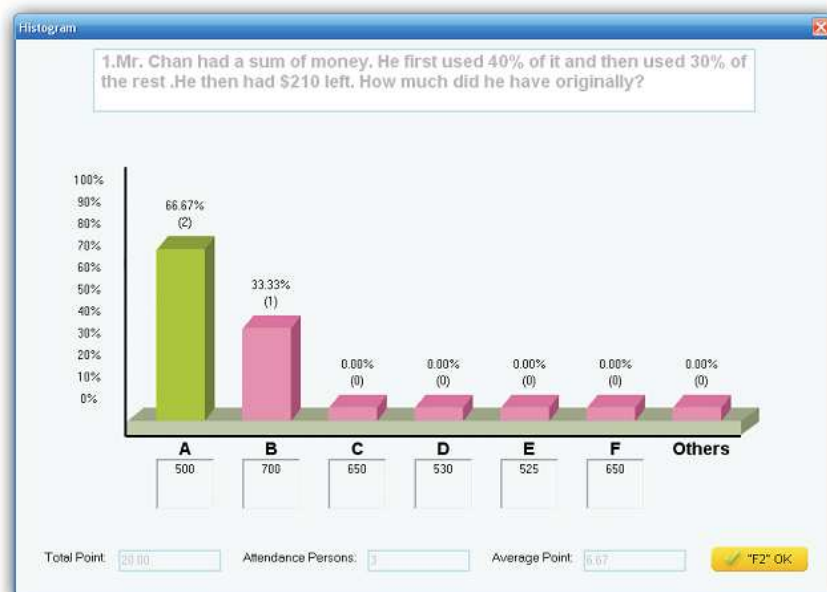
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Press the **F1** key to show the detail response answer for each participant.




By pressing the **Report** button (using the PC or the instructor's remote mouse, or through the

instructor remote **Report**  (key), the instructor can view the responses to the individual questions. The results are displayed in a table. The table shows the register number, the student ID, the student names, the group number, point information and the response time. Press the **F1** key to show the detail response percentage in the histogram for each question.



3.1.1.8 Exit

You can exit the current quiz session by pressing the **ESC** key on the PC keyboard or on the instructor remote keypad, or by pressing the **Exit**  button on the screen (using the PC or the instructor's remote mouse). The system will prompt you to save the data to the system database, when the completed session is completed.

Note: *If the completed session data is not saved, it will be permanently lost.*

3.1.2 Activity Modes

The QClick system has 9 activity modes: **Normal Quiz, Paper Quiz, Homework, Rush Quiz, Elimination, Multiple Mode, Survey, Vote** and **Roll Call**. Using the **free style** selection, there are 3 activity modes: Normal Quiz, Rush Quiz and Elimination.

3.1.2.1 Normal Quiz:

In the **Normal Quiz**, a quiz file must be provided with the correct answer for each question prior to starting the quiz. The quiz file may either be in the PowerPoint format with the embedded answers or not in PowerPoint format, then the answer sheet file must be provided. The instructor controls the pace of the question answering session.

3.1.2.2 Paper Quiz:

Using the Paper Quiz no quiz file is necessary. The questions are displayed on hardcopy paper. However, the answer sheet associated with the paper quiz must be loaded prior to starting the session. Once the **Paper Quiz** has started, the instructor can set up a time limit which will be displayed on the bottom of the tool bar. Registered students will receive the quiz information in their keypad. The quiz title, quiz ID and question frame are automatically received by the student keypads. The students need to hit the 'T' key to access the paper quiz broadcast information into their keypad. The students start to answer the questions in their keypad. The quiz pace is controlled by the individual student. When the paper quiz is complete by the student, he or she can directly submit their whole quiz answers without waiting for the other students to finish the test.

3.1.2.3 Homework:

The **Homework** activity allows the instructor to send homework question frames to the student keypads for the students to take home to complete. The homework answers are received from the student keypad. The answers either embedded in the PowerPoint file or from the answer sheet file should be loaded prior to starting the homework session. The homework title from the answer sheet file name or from the PowerPoint file name and the test ID created by the system or set up in the Title window (refer to the section 1.1.5 Title) are used for the system tracking of the reports in the database and also used in the student keypad homework searching. There is no time limit for the Homework activity.

Note: Homework Mode is either running in a state of **assigning (Sending)** or **receiving**. When the current homework session is running but before the **Start** button is pressed or pressed again, the homework session stays in the state of **assigning (Sending Homework)**. Pressing the **Start** button will trigger Homework mode switching from the state of **assigning (Sending Homework)** to the state of **Receiving**.

3.1.2.4 Rush Quiz:

This mode is similar to the normal mode. The first student who presses any effective “**Rush Quiz**” button locks out the rest of the students and is the only person able to respond to this particular question. The time for the response is preset before the test by the instructor. Points can be added for a correct answer or subtracted for a wrong answer.

3.1.2.5 Elimination:

This mode is similar to the normal mode. Only those students answering correctly can continue with the test. Those answering incorrectly are automatically eliminated.

3.1.2.6 Multiple Mode:

The **Multiple Mode** activity combines the **Normal Quiz**, **Rush Quiz** and **Elimination** in one quiz session. The loaded quiz file or answer sheet contains the mode activity information in each question set up. If you choose the **Multiple Mode** as your quiz session activity mode, the system automatically selects the activity mode for the current quiz question based on what activity mode the system reads from the embedded mode set up for each question in the quiz file or in the answer sheet. If a loaded quiz file or a loaded answer sheet contains questions with multiple modes set up, but you use **Normal Quiz**, or **Rush Quiz**, or **Elimination** as the whole quiz session activity mode, the activity mode you select will overwrite the embedded mode set up in each question. For example, if you select the **Normal Quiz** as your current quiz session activity mode, but the current question mode is set to **Rush Quiz**, the system will ignore the **Rush Quiz** activity mode and use the **Normal Quiz** as the whole quiz session activity mode.

3.1.2.7 Survey:

The **Survey** activity is used for subjective response. The QClick system collects the survey responses and provides a report of the survey results. You may use the system **Exam Editor** to create a survey file. A set of value points from high to low is assigned to the items, which are used as the numeric evaluation of the survey, and they will also be used in the system reporting. You may choose to load a PowerPoint file with the weight information embedded in the file as your survey test. If you do choose to use PowerPoint, then answer sheets with the item weight information associated with the survey file should be loaded prior to starting the survey activity. The responses from the audiences are used to evaluate the survey questions; there are no correct or incorrect answers related to the responses.

3.1.2.8 Vote:

The **Vote** activity mode is similar to the **Survey** activity mode. The audience responses contain no correct or incorrect answer information. When you select the **Vote** activity mode, the system allows you to only load the vote file in PowerPoint format. No answer sheet is needed. In this activity mode, the audience's response is either a positive or a negative with no correct answer.

3.1.2.9 Roll Call:

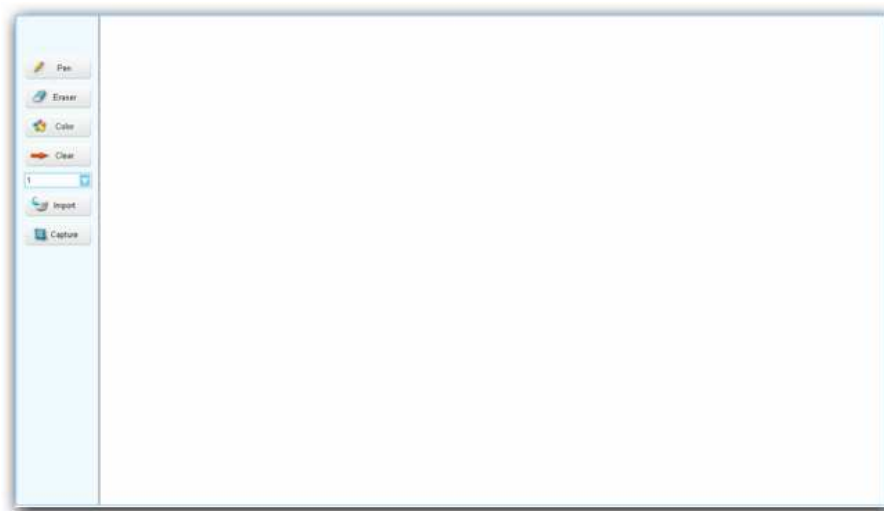
The **Roll Call** mode allows the instructor to take attendance. When you select the **Roll Call** activity mode, the system won't ask you to load in any quiz files or any answer sheets prior to starting the **Roll Call** activity. The roll call result can be saved into the system database as a part of the permanent file, or it can be viewed immediately after the activity.

3.1.2.10 Free Style Normal/Rush/Elimination:








The QClick system uses the **Free Style** option for the **Normal Quiz**, **Rush Quiz** and **Elimination** activity mode. The Free Style option allows the instructor to start a quiz session without loading a prepared quiz file or an answer sheet. The quiz question information could be the captured images from the computer or from the internet or from a third party software application. The question information could also be verbal questions while using a white board or just verbal questioning. The correct answers to these questions are provided after each question is answered or after the whole quiz session is completed. The main advantage of **Free Style** is ease of use, no prepared materials, and instant engagement of the students. Additionally, if the teacher chooses all of the student quiz performance data can be stored in the report section and become a part of the grade book.

To use the **Free Style** option, follow these steps:

1. Under the **Quiz Genius** tab window, check the **Free Style** check box to select the **Free Style** option.
2. Select the **Normal Quiz**, **Rush Quiz** or **Elimination** activity mode from the Activity Mode drop-down list.
3. Click the **Run** button to start the Free Style activity mode.
4. The **status tool bar** will appear on the bottom of screen. If you do not wish to capture any images or use the system white board tool to draw, click the **Start** button on the **status tool bar** to start an oral quiz.
5. To capture an image, right click on the **Status Tool Bar** area. Select the **Cut Picture** item from the pop-up window. The cursor changes the shape and the color. Hold the left mouse button and draw a rectangular window on the image you want to capture. Double click on the selection box. The system white board tool will display the image you captured on the center of the white board screen.
6. If you want to use the system white board to draw or write a quiz question; right click on the **Status Tool Bar** area. Select the **Manage Picture** item from the pop-up window. The system white board tool will be displayed.



7. The system white board tool contains these controls:

- **Pen**  button – Click the button to select the pen function.
- **Eraser**  button – Click the button to select the eraser function.
- **Color**  button – Used for the selection of a color for the pen.
- **Clear**  button – Click the button to clear all images on the white board screen.
- **Pen Thickness**  drop-down list – Click to select the thickness number for the pen. The larger the number, the thicker the line.
- **Import**  button – Click this button to import an image file. The import function only takes the “.bmp” file format. The imported image will be displayed in the white board window.
- **Capture**  button – Click this button to capture and display an image in the white board window.

3.1.2.11 Comparison of Mode Selections and Their Functions

Activity modes	Multiple choices with one answer	Cloze+ or short text answer	Need correct answer?	Group participate mode restricted?	Instance result histogram available?	Report available?
No-Free Normal	√	√	√		√	√

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Quiz						
No-Free Paper	√	√	√	√		√
No-Free Homework	√	√	√	√		√
No-Free Rush	√	√	√		√	√
No-Free Elimination	√	√	√		√	√
No-Free Survey	√			√	√	√
No-Free Vote	√			√	√	√
No-Free Roll Call				√	√	√
Free Normal	√	√	√*		√**	√
Free Rush	√	√	√*		√	√
Free Elimination	√	√	√*		√	√

“√” (Yes) means the activity mode can support the function. Blank (No) means the activity mode cannot support the function.

“*” Provide answers after a quiz question answer or a session is completed.

“**” Pressing the **Result Key** displays you the roll call result table.

+ A **cloze test** (also **cloze deletion test**) is an exercise, test, or assessment consisting of a portion of text with certain words removed (cloze text), where the participant is asked to replace the missing words. Cloze tests require the ability to understand context and [vocabulary](#) in order to identify the correct words or type of words that belong in the deleted passages of a text. This exercise is commonly administered for the assessment of native and second [language learning](#) and instruction (Wikipedia)

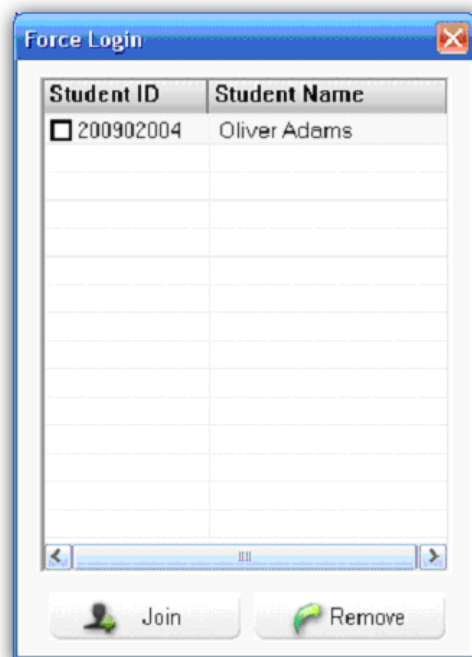
3.1.3 Logon and Force Login

3.1.3.1 Logon


Prior to using the QClick system, both the Instructor and the student will need to logon to the system. The instructor must select a class containing a list of the student ID's before starting a quiz session. If the students want to participate in the quiz or exam, they need to set up their keypad student IDs. These ID numbers should be from the class student roster list. When the class is selected, the instructor and the student can logon to the QClick system. Please refer to the hardware manual section regarding the instructor and students keypad.

3.1.3.2 Force Login


If a student is not in the student ID roster but desires to participate in the quiz or the exam, they may execute a forced logon. They will simply logon in the normal manner; however, the software will display a **Force Login** window, when logging on.



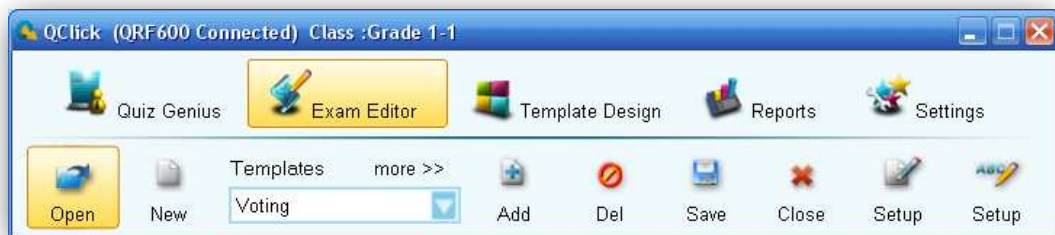
The ID and the name of the student who want to force login will be displayed on the **Force Login** window. Then, the instructor can choose to allow the student to participate. To operate the **Force Login** function, follow these steps:

1. Click the check box on **Force Login** student list window to select the student.
2. To allow the student **Force Login**, click the **Join**  button. The student ID and name will be automatically saved to the student roster of the class. The session test data will also be automatically saved to the system database.

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3. To reject the student to **Force Login**, click the **Remove**  button. The student will be unable to attend the session quiz.
4. Whether the student is permitted to **Force Login** or not, the “Invalid ID” is displayed on the student keypad before permission. After the instructor approves the **Force Login**, the student should try one more time to logon to the system RF network.


3.2 Exam Editor





The QClick system software allows you to take bulleted PowerPoint slides and convert them easily at the touch of a button. Additionally, you can import XML files and as they are imported, they are converted into the answer key automatically. You can use the QClick software to import PDF files as well as Word documents to be used in your testing.


To use the **Exam Editor**, follow these steps:


1. Select **Exam Editor** Tab window.

2. To edit an existing PowerPoint file, click the **Open**  button which will display the file browser allowing you to select a file.


3. To edit a new PowerPoint file, click the **New**  button which displays a new PowerPoint template.


4. To add a new slide, select a **Template** slide from the **Template** drop-down list. Then Click the **Add**  button. To open additional template lists, click **more>>**.


5. To save the edited PowerPoint quiz file, click the **Save**  button.

6. To delete the current slide from the PowerPoint quiz file, click the **Delete**  button

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7. To close the edited PowerPoint quiz file, click the **Close**  button.

8. To set up the PowerPoint quiz file, click the PowerPoint **Setup**  button. This will display you to the PowerPoint **Setup** window. Refer to the section **3.2.8 PowerPoint Setup** for further details.

9. To set up an answer sheet, click the **Answer Sheet Setup**  button. This will display the **Answer Sheet Setting** window. Refer to the section **3.2.11 Answer Sheet Setup** for further details.

Note: The system always loads the template list which was last used in the **Exam Editor**.

3.2.1 Open :

The **Open** function is used to open an existing PowerPoint quiz file for editing. A file browser will appear after clicking the **Open** button allowing you to choose a PowerPoint quiz file. The default loading path is: "(Installation Path)\QClick\User\QRF600\Paper_Base."

3.2.2 New :

The **New** function is used to open a new PowerPoint quiz file. Clicking the **New** button will bring up a blank template.

3.2.3 Templates:

The **Templates** drop-down list provides template models for easy editing. The default template file is loaded when you first time use the **Exam Editor**. The user defined template file can be opened by clicking "**more >>**". The software always loads the template file last used.

3.2.4 Add :

The **Add** function is used to add the selected Template model to your PowerPoint editing quiz file.



3.2.5 Del :

The **Del** function is used to delete a slide from the PowerPoint editing quiz file. The software will prompt you for confirmation of delete when the **Del** button is clicked.



3.2.6 Save :

The **Save** function is used to save the current edited PowerPoint quiz file. The default path is: "(Installation Path)\ QClick \ User\QRF600 \Paper_Base."



3.2.7 Close :

The **Close** function closes the current PowerPoint editing quiz file. The software will prompt you to save, if the opened PowerPoint quiz file has been changed.



3.2.8 PowerPoint Questions Setup







To set up PowerPoint questions, go to the **Exam Editor** Tab and click the **Setup** button. This will display the PowerPoint **Question Settings** window. If a PowerPoint quiz file is open, the file name will be displayed on the top of the window bar, confirming you are setting up the questions for the quiz file.

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To set up questions for an opened PowerPoint quiz file, follow these steps:

1. Open a PowerPoint quiz file from the **Exam Editor**, refer to the section 2.1 **Open**; or click **Open** in the menu bar shown at the top of this window, allowing you to open an existing PowerPoint quiz file. You can also create a new PowerPoint quiz file from the Exam Editor, refer to the section 2.2 **New**; or click on **New** shown in the menu on the top of this window to open a new PowerPoint quiz file.
2. Window Menus:
 - **New** – Enters a new PowerPoint quiz file for the questions set up.
 - **Open** – Opens an existing PowerPoint quiz file from your file browser, for question set up.
 - **Save** – Saves the questions set up into the open PowerPoint quiz file.
 - **Save As** – Allows saving the current open PowerPoint quiz file by another file name.
 - **Exit** – Exits the Question settings window.
 - **Standard** – Opens the state education standard hierarchical chart for you to choose a standard for question setup. Refer to the section 3.2.9 **Standard Setup**.
3. Function Items:
 - **Question#:** -- Select the question you desire to set up from the **Question#** drop-down list.
 - **Add a Question:** -- Click the **Add**  button to add an additional question right after the currently displayed question.
 - **Delete a Question:** -- Click the **Del**  button to delete the currently displayed question.
 - **Template:** -- Click the **Template** drop-down list to select the template for the current question set up. Refer to the section 3.3 **Template** for detail.
 - **Question Mode:** -- Click the **Question Mode** drop-down list to select the question mode for the current question set up. Refer to the section 3.2.10 **Question Mode** for detail.
 - **Activity Mode:** -- Click the **Activity Mode** drop-down list to select the activity mode for the current question set up. This function is used for using in the **Normal Quiz**, **Rush Quiz** and **Elimination** when used in the **Multiple Mode** activity.

Note: When selecting the **Survey** or **Vote** mode from the **Activity Mode** drop-down list, you will need to switch the **Question Setting** to **Survey** or **Vote Setting**. The Question Title will then be changed to Survey Title or Vote Title.

- **Question Title:** -- The question title window is used to edit the current question title content. If you create a **New** PowerPoint quiz file, this window will be blank.
- **Answer Option Setting:** -- The software assigns default 4 default options to each newly created question. You may increase or decrease the total number of options by clicking the **Add**  button or the **Del**  button under area.
- **Option Operation:** -- Use the **Add**  button or the **Del**  button to increase or decrease the total number of options. The Option drop-down list provides you a selection of options to be deleted. When you add or delete the options, the **Correct Answer Selection** will be automatically updated.





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- **Correct Answer Selection:** -- Click on the **Ratio** button next to the letter option to indicate the correct option. If you choose not to have a correct answer for the question, then click the **Ratio** button to "No Correct Answer".
- **Point:** -- The point value is specified for correct answers. The valid point number is from 1 to 250 and the default value is set to 10.
- **Time Limit:** -- Specifies the time limit for answering the questions. The session running timer copies this time limit value when every question is started. The valid time is from 1 second to 900 seconds and the default value is set to 30 seconds.

Note: The new set timer value in a running session will overwrite the time limit value set here in the question set up.

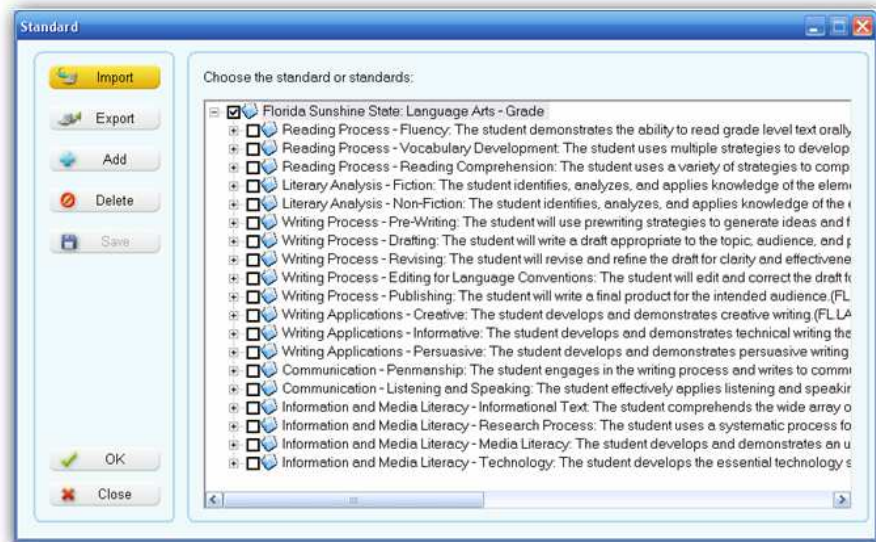
- **All Questions in Same Settings:** -- If you check the box **All Questions in Same Settings**, you will apply the **Point** and **Time Limit** setting for the current question to all of questions in the test. To have different **Point** and **Time Limits for individual questions**, uncheck this box. The **All Questions in Same Settings** check boxes are located in the **Difficulty Level** area and **Rush Quiz Set** area. They have similar functionality.
- **Difficulty Level:** -- Select the Difficulty Level for the current question setting, by clicking on the corresponding **radio** button.
- **Rush Quiz Set:** -- The **Rush Quiz Set** is only applied to the **Rush Quiz** activity mode.
- **Points Deducted For Incorrect Response:** -- Set the point's value from 0 to 250 for incorrect answering deduction when the session is in **Rush Quiz** mode. The default point is set to 10.
- **Time Limit in Rush Quiz Mode:** -- Set the time limit for an answer given in the Rush Quiz. When a student wins the question rush, then he or she will be given this amount of time to answer the question.

Note: The new set timer value in a running session will overwrite the time limit value set here in the Rush Quiz question set up.

- **Prev Question:** -- The **Prev Question**  button is used to view or to edit the previous question set up. When clicking the button, the Question Settings window will display the previous question.
- **Next Question:** -- The **Next Question**  button is used to view or to edit the next question set up. When clicking the button, the Question Settings window will display the next question.
- **Save Setting:** -- Click the **Save Setting**  button to save any questions setting changes to the currently open PowerPoint quiz file. If you exit the question setting window without saving the changes, the changes will be lost.
- **Exit:** -- Click the **Exit**  button to exit the question setting window. The software will prompt you to save the changes, if you change the question setting. If it is not saved, the changes will be lost.




3.2.9 Standard Setup

Refer to the section **3.2.8 PowerPoint Question Setup** regarding the menu **Standard** in the **Question Setting** window. The state education standard can be set up for a question setting. Click the menu **Standard** under the Question Setting window, the **Standard** set up window will display.



The standard hierarchical chart is displayed on the right of the window. Select a standard applied for the question setting from the chart by clicking the corresponding check box, and then click the **OK** button. The standard setting will be saved to the question. This state education standard is used in the QClick reports system. These controls are displayed on the left of the **Standard** window:

- **Import:** -- The **Import** function is used to import the state education standard XML file. Click the **Import** button to display the **Import Standard** window. Next, click the **Browse** button; the import file browser will display. Load in the file and then choose the standard you desire to import from the list in **Choose the standard or standards** window. Current import function only supports XML format files.
- **Export:** -- The **Export** function is used to export the state education standards to XML files. Click the **Export** button to display the Export file browser. Save the exporting standard to the XML format file you desire.
- **Add:** --The **Add** function is used to add a standard under an existing parent state education standard. Select the parent standard by clicking the check box on the right hierarchical standard chart window. Then click the **Add** button; the **Standard Setting** window will display. In the window, enter the code into the **Code** text box and enter the standard title into the **Title** text box. Then click the **Save and Close** button.

- **Delete:** -- The **Delete** function is used to delete a standard from the hierarchical standard chart. Select the standard you desire to delete by clicking the check box on the right hierarchical standard chart window. Then click the **Delete**  button to delete the standard. The software will prompt you for confirmation of the deletion.
- **Save:** -- Click the **Save**  button to save all the standard setting changes. If you close the **Standard** window without saving the change, all the standard setting changes will be lost.
- **Close:** -- Click the **Close**  button to close the **Standard** window. The software will prompt you to save the standard setting changes if there are any changes to the standard setting.


3.2.10 Question Modes

Refer to the section 3.2.8 **PowerPoint Question Setup** regarding the **Question Mode** setup item. The QClick exam system handles 5 question modes: **Single Answer**, **Multiple Answer**, **Cloze Test**, **Short Answer** and **Teaching Plan**.

- **Single Answer:** -- Multiple choice question with only a single correct answer choice.
- **Multiple Answer:** -- Multiple choice question with the option of more than one correct choice.
- **Cloze Test:** -- Due to its nature and use, this type of question does not lend itself to multiple choices. The answer could be the numeric numbers of fractions or the decimal numbers or letters.
- **Short Answer:** -- type of question is answered with a short sentence.
- **Teaching Plan:** -- If a question is set up as a teaching plan, the question cannot be used as a quiz question. It is used for the presentation of teaching material.

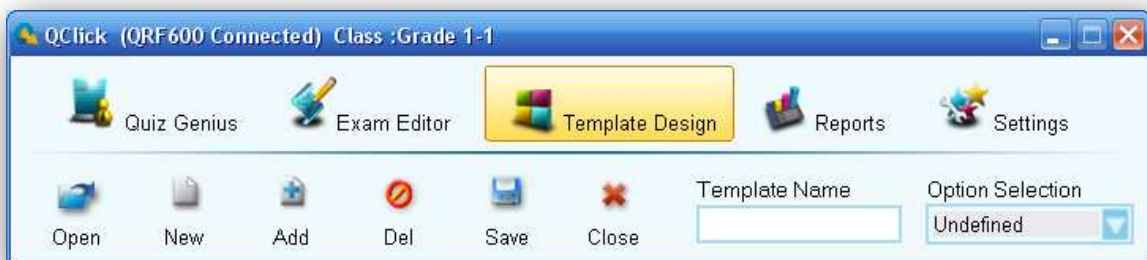
3.2.11 Answer Sheet Setup



Under the **Exam Editor** Tab, clicking the **Answer Sheet Setup** button will display the **Answer Sheet Settings** window allowing you to set up an answer sheet. Please refer to the Chapter 2 **Exam Editor** regarding when you need to load in an answer sheet. The **Answer Sheet Setting** window looks and functions very similarly to the PowerPoint **Question Setup** window. To edit an existing answer sheet click **Open** under the window menu bar or you may create a new answer sheet to edit by clicking **New** . Many of the function controls in the **Answer Sheet Setting** window are the same as those in the PowerPoint **Question Setup** window. Refer to the section 3.2.8 **PowerPoint Question Setup**. There are two functions **Import** and **Export** which have been added to the Answer Sheet Setting window.

- **Import:** --The **Import** function allows you to import the Microsoft spreadsheet format of answer sheet into this **Answer Sheet Setting** window. Clicking the menu **Import** to bring you to the import file browser to allow you to select a file name. Then click the **Open** button to confirm the importing.
- **Export:** -- **Export** function is used to export the answer sheet setting in this **Answer Sheet Setting** window to a Microsoft spreadsheet format file. Clicking the menu **Export** to bring you to the export file browser to allow you to select a file name. Then click the **Save** button to confirm the exporting.


3.3 Template Design





Using the **Template Design**, you can design various types of template models and save them into the system. When creating future tests, you can easily bring these template models into the **Exam Editor**. The QClick system provides some basic default template models and is loaded when you use the Template Design for the first time.

To use the **Template Design**, follow these steps:

1. Select **Template Design** Tab.

2. To edit an existing template design file, click the **Open**  button; this will display your file browser and allow you to choose a file.

3. To create a new Template Model file, click the **New**  button; and a blank PowerPoint slide will displays.

4. Click the **Add**  button; the software will display a system question **Template** list with different alignment options. Select the template option by clicking on it, and the selected template will be added to your template design file.

5. To add a name or identification for new slides; click on the **Template Name** text box to enter the name for the current design template being edited, and then press the **"Enter"** key.

6. Typically, a new template will be displayed in the template list in alphabetical order. If you choose to re-assign the placement, click the block you desire to assign on the PowerPoint Slide display (Question Title, Options...) and then click the **Option Assignment** drop-down list to select either "Qu_Title" or "Options". For example, if you want the first option block to

be assigned to option B, click and select the first option block and then click the **Option Assignment** drop-down to select "Option B".

7. To delete the currently edited template slide from PowerPoint template file, click the **Delete**



button. The software will prompt you for deletion confirmation.

8. To save the edited PowerPoint template file, click the **Save**



9. To close the edited PowerPoint template file, click the **Close**



The detail description for the template design control is as following:

3.3.1 Open :

The **Open** function will open the existing PowerPoint template file for editing. A file browser will be displayed after clicking the **Open** button allowing you to choose a PowerPoint quiz file. The template file extension is ".pot" or ".potx". The default loading path is: "(Installation Path)\QClick\User\QRF600\Module".

3.3.2 New :

The **New** function will create a new PowerPoint template file. Clicking the **New** button will display a blank template slide.

3.3.3 Add :

The **Add** function will add a new template model selected from the system **Template** list with different alignment options, appending to the last template in the file.

3.3.4 Del :

The **Del** function will delete the template slide from the opened PowerPoint template file. The software will prompt you for deletion confirmation when the **Del** button is clicked.

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3.3.5 Save :

The **Save** function will save the currently edited PowerPoint template file “.POT”. The default save path is “(Installation Path)\QClick\User\QRF600\Module”.

3.3.6 Close :

The **Close** function will close the currently edited PowerPoint template file. The software will prompt you to save. If the opened PowerPoint template file has been changed, the changes will be saved.

3.3.7 Template Name:

The **Template Name** is the editing window used to re-name the template model name.

3.3.8 Option Selection:

The **Option Selection** will determine which block on the PowerPoint slide template is assigned to the Question Title; and which block is assigned to Option A or Option B. If the template question model is created using the system template, the choices will be automatically assigned; otherwise, the Question Title and each option assignment will be assigned manually.

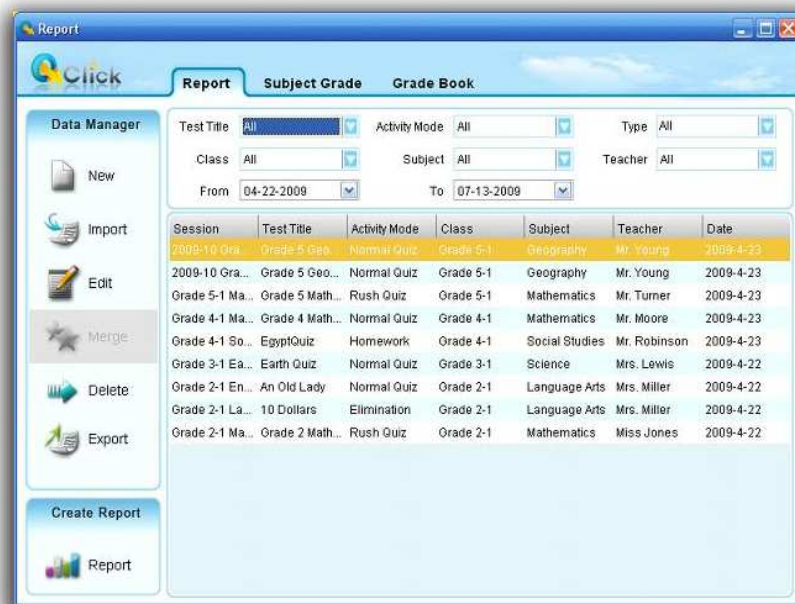
3.4 Reports



3.4.1 Reports

3.4.1.1 Reports

Click the **Reports** tab on the QClick main window then click **Report**. This opens the reports tool. QClick Reports has two main categories; **Data Manager** and **Create Report**:



Data Manager

- Creating a new session
- Import a data session to the system database from a file
- Edit a session
- Merge two or more sessions
- Delete selected sessions
- Export a session from the system database to a file

Create Report

Session data are recorded during the session activities in a class; or created by clicking the **New** button. The session information is recorded in the system database once a session is completed. The QClick **Create Reports** generates reports from sessions regardless of the activity mode. When you access the **Create** → **Report** tab and select an individual or a group of students and the type of report you desire, QClick organizes the recorded data around the class associated with the previous session and in the report form you selected.

In the Reports interface, there are several filters to help you select an engaged session from which you want a report. If you select **All** for a filter selection, the filter functioning is **Off**. The filters are:

- **Test Title** – Related to an individual electronic or paper test title used in the system.
- **Activity Mode** – The mode selected during a test. These modes include Normal Quiz, Paper Quiz, Rush Quiz, Elimination and Multiple Mode.

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- **Type** – Indicates session type. For example, class participation, exam, lab or a game. When an activity mode is selected during a test, the session type is automatically generated.
- A session type also can be entered when a new session is created using this reporting software. Please refer to the **Creating a new session** in the following headings.
- **Class** – Select a class name to filter a session
- **Subject** – Select a subject name to filter a session
- **Teacher** – Select a teacher name to filter a session
- **Time period** – Select a period of time to cover a date that an activity has taken place to accurately locate a session

Typically, the session data is recorded after a classroom test activity. When an activity is finished, the system asks whether you want to save the test session just completed. If the answer is yes, the session is saved to the system database. In the report tool, the session can be viewed and a report can be created from the session.

Occasionally, session data is not available. The student scores could be from lab exams or an activity that is not possible to obtain using the QClick system. However, teachers still want the system grade book software to include these test results. In this application, the session data can be entered manually.

3.4.1.1.1 Create New Session

The 'Create New Session' dialog box contains the following fields and sections:

- Selection:**
 - Session: [Text Box]
 - Test Title: [Text Box]
 - Type: Other (Dropdown)
 - Class: Grade 1-1 (Dropdown)
 - Subject: Geography (Dropdown)
 - Teacher: Mr. Green (Dropdown)
 - Date: 07-22-2009 (Calendar)
- Questions:**
 - Total Questions: 1 (Dropdown)
 - Question Mode: Single Choice (Dropdown)
 - Num Of Options: 4 (Dropdown)
 - Difficulty Level: Other (Dropdown)
 - Correct Answer: No Answer (Text Box)
 - Point: 10 (Text Box)
 - Standard: [List Box] (Currently empty)
 - Question(optional): [Text Area]
- Student Answer:**
 - Total Students: 15 (Text Box)
 - Table with columns: Student ID, Student Name, Answer.
 - Students listed: 200901001, 200901011, 200901009, 200901010, 200901012, 200901013, 200901015, 200901014, 200901007, 200901008, 200901006, 200901004, 200901003.

To create a new session, follow these steps:


In **Data Manager** groups, click the **New**  button to begin creating a new session.

1. Type in a session name into the **Session** box.
2. Type in a test title name into the **Test Title** box. The test title should correspond to the electronic or paper copy test title or a file name loaded in a classroom activity. In order to make the session being created consistent with the session generated in an activity test, the test title is entered for the purpose of filtering to easily locate a session in order to generate a report.
3. Select a **type** for the session being created from the drop down list **Type**.
4. Select a **class name** for the session being created from the drop down list **Class**.
5. Select a **subject name** for the session being created from the drop down list **Subject**.
6. Select a **teacher name** for the session being created from the drop down list **Teacher**.
7. Select a **date** for the session being created from the calendar table **Date**.
8. Select the **total question number** from the drop down list **Total Questions**. The maximum number default is 100.
9. Questions may now be answered and in any order desired! Questions may be selected from the drop down list **Question #**.

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10. Select the **question mode** by selecting from the drop down list **Question Mode** for the question you are working on.
11. Select the **difficulty level** by selecting from the drop down list **Difficulty Level** for the question you are working on.
12. Enter a correct answer for the question you are working on into the box labeled **Correct Answer**. The default is set to **No Answer**.
13. If the question type is single choice or multiple choices, the number of options for the question should be selected from the drop down list **Num of Options**. The default number of options is set to 4.
14. Enter a **point value** for the question you are working on into the box labeled **Point**. The default point value is 10.
15. If you want to associate the question you are working on to a state standard, then you need to select that association from the drop down list **Standard**.
16. The question content is optional. It serves as a hint for the current question. It may also be used as the question comment. Just type in the text or copy and paste the text in the box marked **Question (Optional)**.
17. Select a **student name and ID** by clicking the student information row in the **Student Answer** area to enter an individual student answer to the current selected question.
18. Repeat step 17 to finish entering all the student answers to the current selected question.
19. Repeat from step 9 to 18 until all questions are finished.
20. Click the **Save** button and then click the **Close** button to close the creating a new session window. The saved session data will be recorded in the system database.

3.4.1.1.2 Import a data session to the system database from a file

In **Data Manager** groups, click the **Import** button  to open the file browser to import a session stored in a file. The import and export of session data allows you to transfer this data from one computer to another. The export function allows you retrieve a session from the QClick system database and save it to another file that you have created. The import function allows you to merge the session data from that data file to a different QClick system database. The file takes the extension .dat format. When a file to be imported is selected, the import session previews the session data in two tabs, the student based tab and the question based tab. Select the student you want to preview in the left **Student Points** window inside the student based window. The right window **Question** shows the question number, points, correct answer and the student answer. Select the question you want to preview in the left **Question Point Standard** window inside the question based window. The right window **Student** shows each individual student's answers to the question. These let you preview the data being imported. Click the **Import** button to start importing. If the data to be imported is already in the system database, the software will prompt you with a

message saying “**The session already exists**”; the importing is still successful.

Import Session

Student Based **Question Based**

Session: **Grade 4 Social Studies about Egypt** Type: **Class Participation** Total Questions: **6**

Class: **Grade 4** Teacher: **Mr. Robinson** Subject: **Social Studies** Date: **2009-4-23**

Student-Points

- John Brown--60
- Christopher King--50
- Catherine Davis--30
- Christina White--50
- Gloria Clark--60
- Thomas Adams--60
- Robert Gonzalez--60
- Barbara Rodriguez--20
- George Hall--50
- Elizabeth Campbell--20
- Annie Perez--30
- Hannah Garcia--50
- Margaret Garcia--10
- Joseph Taylor--40
- Melissa Hernandez--50

Question


Question	Points	Correct Ans	Student Ans
1	15	C	C
2	10	C	C
3	10	D	D
4	10	A	A
5	10	B	B
6	10	A	A

Question Detail-Difficult Level

What is the largest desert in the world?--Uncertain

Import **Cancel**

3.4.1.1.3 Edit a session

Select a session you wish to edit and then click the **Edit** button  in the **Data Manager** Groups to open the **Edit Session** window. This window contains two tabs; **Edit Question** and **Edit Student Answer Sheet**. Under the **Edit Question** tab, you can change the session name, session type, session date, and subject, if desired. All question information contained in the session can also be modified. Under the **Edit Student Answer Sheet** tab, you can change the answers to a question and re-grade the student's answers as well as the point value.

Edit Session

Edit Question Edit Student Answer Sheet

Session: Session Type Date Total Point

Class: Subject Avg Point Total Student

Questions

Question#	Type	Correct Answer	# Of Options	Difficulty Level	Point	Standard
1	Single Choice	C	4	Other	20	Not set
2	Single Choice	C	4	Other	20	Not set
3	Single Choice	D	4	Other	15	Not set
4	Single Choice	A	4	Other	15	Not set
5	Single Choice	B	4	Other	15	Not set
6	Single Choice	A	4	Other	15	Not set

Question

What is the largest desert in the world?

Edit Session

Edit Question Edit Student Answer Sheet

Session: Session Type Date Total Point

Class: Subject Avg Point Total Student

Student

Annie Perez
Barbara Rodriguez
Catherine Davis
Christina White
Christopher King
Elizabeth Campbell
George Hall
Gloria Clark
Hannah Garcia
John Brown
Joseph Taylor
Margaret Garcia
Melissa Hernandez
Robert Gonzalez
Thomas Adams

Answer for Question

Question#	Correct Answer	Answer
1	C	
2	C	
3	D	
4	A	
5	B	
6	A	

Question

What is the largest desert in the world?

This following section will demonstrate how to:

- Modify session information
- Re-assign the type of questions

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- Re-calculate the questions (including point value)
- Re-grade the students test

MODIFY SESSION INFORMATION

Session information is contained in both **Edit Question** and **Edit Student Answer Sheet** tabs. To modify the information in a session, follow these steps:

1. Click either the **Edit Question** or **Edit Student Answer Sheet** tab.
2. Move the cursor into the **Session** text box by clicking the session name edit box and then type the text directly into the box to change the session name.
3. Click the **Type** drop down list to select the new type of session if desired.
4. Click the **Date** drop down list to select a new date if desired.
5. Click the **Subject** drop down list to select a new subject if desired.
6. Click the **Save** button and then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.

RE-ASSIGN THE TYPE OF QUESTIONS

A question type can be modified from single choice to multiple choices or the close type. To modify the type of question, follow these steps:

1. Click the **Edit Question** tab.
2. Select the question you wish to edit by clicking the question number and highlight the question number.
3. Click the **Type** drop down list in the **Questions** area; then select the new type of question desired.
4. Click the **Save** button then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.

Edit QUESTIONS

Editing question(s) will allow you to make these changes:

- **Edit the correct answer to a question**
- **Change the answer selection**
- **Change the difficulty level of a question**

- **Change the point value of a question**
- **Change the associated standard of a question**

Follow these steps to edit a Question

1. Click the **Edit Question** tab.
2. Select a question you wish to edit by clicking the question number and highlighting it.
3. Click the **Correct Answer** edit box in the **Questions** area and type in the new correct answer into the box. If the question type is single or multiple choices, then typing the character should be within the range. For example, with a single choice type of question with 4 options, the maximum allowed is 'D'.
4. Click the **# Of Option** edit box in the **Questions** area and type in the new number option you desire for single or multiple choice questions. The number entered will be checked against the correct answer. For example, if you change the number option to 2 but the correct answer is kept as 'D', this will not correlate to the existing settings.
5. Click the **Difficulty Level** drop down list in the **Questions** area then select a new difficulty level if desired.
6. Click the **Point** edit box in the **Questions** area and type in the new point value you desire.
7. Click the **Standard** drop down list menu in the **Questions** area and select a new standard level for the question if you choose to associate the standard to the question.
8. Click the **Save** button then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.

EDIT STUDENTS ANSWERS


A student answer can be edited and the correct answer changed. To edit a student answer, follow these steps:

1. Click the **Edit Student Answer Sheet** tab.
2. Select the student you choose to edit by clicking the student name and highlighting it in the **Student** list window.
3. Select a question you choose to edit by clicking the question number in the **Answer for Question** window.
4. Click the **Correct Answer** edit box in the **Answer for Question** area and type in the new correct answer. If the question type is single or multiple choices, the typing character should be within the range. For example, with a single choice type of question with 4 options, the maximum allowed is 'D'.

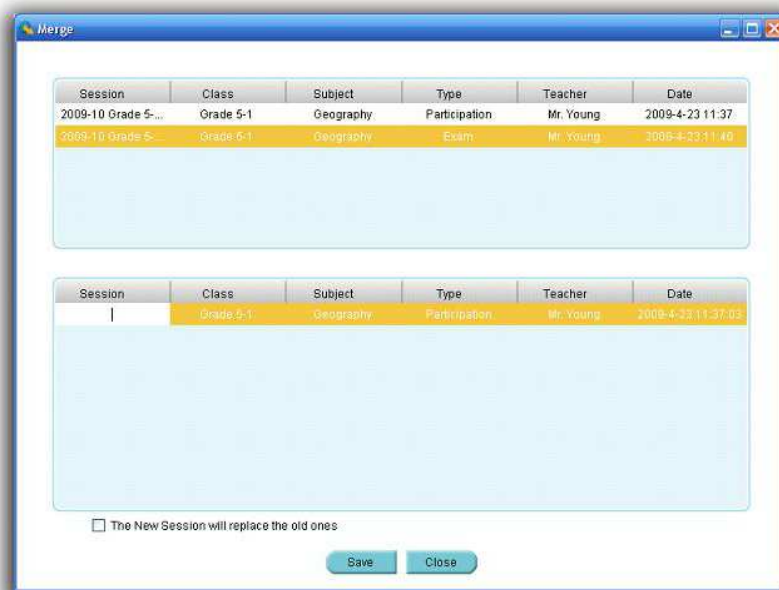
5. Click the **Answer** editing box in the **Answer for Question** area and type in the new correct answer. If the question type is single or multiple choices, the typing character should be within the range. For example, with a single choice of 4 questions, the maximum allowed is 'D'.
6. Click the **Save** button then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.

3.4.1.1.4 Merge two or more sessions

From the session list window, select two or more existing sessions with the same class and subject

and then click the **Merge** button  to begin the merging function. The merge function is useful when you have a make-up session but don't want to keep two separate sessions; one for the regular and one for the make-up with the same class and the same subject, using the same activity test. This way, you can merge the make-up session and regular session together to form a single session. To begin the merge function, follow these steps:


1. Select two or more sessions with the same class and subject from the session list window by holding the **Ctrl** key and clicking the session selected. An alternative method to select multiple sessions would be to hold the **Shift** key and then click the start and the end session in the list. All of the sessions between the start and end session are now selected.
2. **The Merge** button becomes available after step 1. Click the **Merge** button.
3. If the sessions to be merged have **the same class and subject name, quiz file and the number of questions** the merge window will appear; otherwise, an error message will prompt you to select the same class and the same subject to merge.



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4. The **Merge** window consists of two sections. The top section lists all the sessions to be merged, and the lower section lists a single session to be created. Create a new session name by clicking the area under the **session** title, then type in your text.
5. At the bottom of the **Merge** window there is a check box, you may choose to replace the old sessions with the new one.
6. Click the **Save** button to begin merging. The new created session will be stored in the system database.

3.4.1.1.5 Delete selected sessions

Select one or more sessions you wish to delete and then click the **Delete** button  in the **Data Manager** groups to delete the selected sessions in the list. To delete sessions, follow these steps:

1. Select the sessions you wish to delete by holding the **Ctrl** key and click the session you have selected from the list. You may select multiple sessions by holding the **Shift** key and clicking the start and the end session in the list. All of the sessions between the start and the end session will be selected.
2. Click the **Delete** button; the system will prompt you with a message verifying the deletion. Click the **Yes** or **No** button to continue or to cancel the deletion.

3.4.1.1.6 Export a session from the system database to a file

Select a session from the list you wish to export. In the **Data Manager** groups, click the **Export** button  to open the file browser to export the selected session to a file. The import and export of the session data is a pairing function to let you transfer session data from one computer to the other. The export function allows you to retrieve session data from the QClick system database from one computer and save it to a file that you have selected. The import function allows you to merge the session data from the data file to the other computer's QClick system database. The file takes the extension .dat format. To export a session, follow these steps:

1. Click the session you wish to export from the list.
2. Click the **Export** button to begin exporting.
3. The file browser will open allowing you to select a file you wish to save the session data into.
4. Click the **Save** button to start saving. If the session data file already exists, the system will prompt you to replace it or not. By selecting the **No** button, the exporting is canceled.

3.4.1.1.7 Create Report

The QClick reporting system generates various category reports using the student class activity performance data. There are four categories of reports, each report focusing on different areas. These categories are:

- Individual Student Reports
- Class Response Reports
- Question Reports
- Survey and Vote Reports

The QClick system generates these reports for the session selected:

- Student Grade Report
- Student Response Result
- Question Report
- Class Response Report
- Study Guide
- Class study guide
- Item Analysis
- Absentee Report
- Standard Analysis Report
- Roll Call
- Survey Report
- Voting Results
- Group Result
- Group Student Report

The QClick system provides these reporting functions.

- Generate reports
- Print reports
- Control of previewing a report
- Export reports
- All reports include a **Report Title** which includes:
- Class Name

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- Date of Session
- Subject Name
- Teacher Name
- Session Name

Additionally, each report includes the following:

STUDENT GRADE REPORT

The **student grade report** lists students overall performance in the session. This list includes:

- Report Title
- Student name and ID
- Correct answer ratio relating to the total number of questions.
- Correct answer percentage.

Total points for student performance in the Session

Student Grade Report

Class: Grade 4-1
Date: 2/3/04/2009
Subject: Mathematics
Teacher: Mr. Moore
Session: Grade 4-1 Math Midterm Exam

Report

Student ID	Student Name	Correct Ratio	Correct(%)	Total Points
200904011	Annie Perez	5/6	83	85
200904008	Barbara Rodriguez	4/6	66	70
200904003	Catherine Davis	4/6	66	65
200904004	Christina White	1/6	16	15
200904002	Christopher King	4/6	66	60
200904010	Elizabeth Campbell	4/6	66	70
200904009	George Hall	5/6	83	85
200904005	Gloria Clark	4/6	66	70
200904012	Hannah Garcia	3/6	50	50
200904001	John Brown	5/6	83	80
200904014	Joseph Taylor	3/6	50	50
200904013	Margaret Garcia	5/6	83	85
200904015	Melissa Hernandez	5/6	83	85
200904007	Robert Gonzalez	5/6	83	80
200904006	Thomas Adams	3/6	50	55

Created On: 2009-7-13

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STUDENT RESPONSE RESULT

The **student response** report provides detailed information for each question by the student.

This report includes:

- Report Title
- Student name and the total points earned during the session
- Questions and option content
- Student answer and checker

Student Response Result	
Class: Grade 4-1 Date: 23/04/2009 Subject: Mathematics Teacher: Mr. Moore Session: Grade 4-1 Math Midterm Exam	
Report	
Annie Perez	Total Points: 85
(1) $18.51 - 9.03 - 0.97 = ?$	
A. 10.51 B. 8 C. 8.51 D. 9 Your Answer: C	
(2) $32 + 6.4 + 55 + 3.6 = ?$	
A. 110 B. 100 C. 101 D. 111 Your Answer: A	
(3) $15.5 + 28.4 - 20.4 = ?$	
A. 20.5 B. 21.5 C. 21 D. 22.5 Your Answer: B	
(4) $10.27 + 0.4 - 8.27 = ?$	
A. 3 B. 1.4 C. 2.4 D. 2 Your Answer: D	
(5) $24.6 - 3.98 + 5.4 - 6.02 = ?$	
A. 10 B. 20 C. 21 D. 30 Your Answer: B	
(6) $64.3 - 18.75 + 15.7 - 11.25 = ?$	
A. 49 B. 49.7 C. 50 D. 50.25	
Created On: 13/07/2009 Page 1 of 30	

QUESTION REPORT

The **question report** provides a composite analysis of each question. The **question report** list includes:

- Report Title
- Question and option content
- A table listing all of the student responses to the question
- Answer Key per question
- Distribution bar chart for the selected options.

Question Report

Class: Grade 5-1
Date: 23/04/2009
Subject: Geography
Teacher: Mr. Young
Session: 2009-10 Grade5-1 Geography Midterm Exam

Report

1. What is the capital of New York State?

A. Albany
B. Boston
C. Charleston
D. Harrisburg

Correct Answer: A

Student Name	Student Answer
Casey Wilson	B
Chase Young	A
Cynthia Harris	A
Earl Wright	A
Elliott Miller	A
Ivlin Garcia	A
Marion Moore	A
Norma Gonzalez	D
Quincy Robinson	A
Rachel Davis	A
Rosemary Carter	A
Stephanie Hernandez	A
Sue Anderson	A
Toby Evans	C
Victoria Garcia	A

Created On: 13/07/2009

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CLASS RESPONSE REPORT

The **class response** report provides a composite analysis of the overall class performance.

The **class response** report list includes:

- Report Title
- Question and option content
- Student response percentages per question
- Highlighted correct answer per question

Class Response Report

Class: Grade 5-1
 Date: 23/04/2009
 Subject: Geography
 Teacher: Mr. Young
 Session: 2009-10 Grade5-1 Geography Midterm Exam

Report

1.What is the capital of New York State?	
A. Albany	80.0%
B. Boston	0.7%
C. Charleston	0.7%
D. Harrisburg	0.7%
2. In which state is Mount McKinley?	
A. Colorado	13.3%
B. California	13.3%
C. Alaska	60.0%
D. South Dakota	13.3%
3. What's the hottest place in the USA?	
A. Death Valley	73.3%
B. Grand Canyon	13.3%
C. Yellowstone National Park	0.7%
D. Yosemite National Park	0.7%
4. Which National park is in Florida?	
A. Yosemite	13.3%
B. Mesa Verde	20.0%
C. Everglades	53.3%
D. Yellowstone	13.3%
5. Which state is called Lone Star State?	
A. California	0.0%
B. Texas	80.0%
C. Florida	0.7%
D. Arizona	0.7%

Created On: 13/07/2009

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STUDY GUIDE

The **study guide** report provides a list of incorrect answers per student. It also provides the information to the instructor which is necessary to develop a study guide for the individual student. The **study guide** report includes:

- Report Title
- Incorrect Question and option identification per student
- Correct/Incorrect answer comparison per question for each student

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Study Guide

Class: Grade 5-1

Date: 23/04/2009

Subject: Geography

Teacher: Mr. Young

Session: 2009-10 Grade 5-1 Geography Midterm Exam

Report

Toby Evans

1. What is the capital of New York State?

A. Albany

B. Boston

C. Charleston

D. Harrisburg

Your Answer: C

Correct Answer: A

2. In which state is Mount McKinley?

A. Colorado

B. California

C. Alaska

D. South Dakota

Your Answer: B

Correct Answer: C

5. Which state is called Lone Star State?

A. California

B. Texas

C. Florida

D. Arizona

Your Answer: D

Correct Answer: B

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CLASS STUDY GUIDE

The **class study guide** report lists the percentage of incorrect answers per student in the class as well as no response to the question. The **Class study guide** report list includes

- Report Title
- Student name
- Incorrect percentage
- Question number, indicating the correct answer and the incorrect answer per student

Class Study Guide

Class: Grade 5-1
Date: 23/04/2009
Subject: Geography
Teacher: Mr. Young
Session: 2008-10 Grade5-1 Geography Midterm Exam

Report

Norma Gonzalez

You missed 3 out of 6 questions for 80 % incorrectly.

The question(s) you missed are listed below.

Question#	Correct Answer	Your Answer
1	A	D
2	C	A
4	C	A

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ITEM ANALYSIS

The **item analysis** report provides an analysis of the options available for every question in the session. A table is provided showing the overall response percentage of the class to the individual item. The **item analysis** report includes:

- Report Title
- Question number
- List of all option items and the percentage of responses to the item.

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Item Analysis

Class: Grade 5-1
 Date: 23/04/2009
 Subject: Geography
 Teacher: Mr. Young
 Session: 2009-10 Grade5-1 Geography Midterm Exam

Single Answer Question Type Only (Note: "-" means the question type is not the single answer) Unit: %											
Q#	A(T/Y)	B(F/N)	C	D	E	F	G	H	I	J	Other
1	80.0	6.7	6.7	6.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2	13.3	13.3	80.0	13.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	73.3	13.3	6.7	6.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4	13.3	20.0	53.3	13.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5	0.0	80.0	6.7	6.7	0.0	0.0	0.0	0.0	0.0	0.0	6.7

Created On: 13/07/2009

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ABSENTEE REPORT

The **absentee** report lists the names of student who are absent. The **absentee** report list includes:

- Report Title
- The names of students who are absent for this session and their ID.

Absentee Report

Class: Grade 5-1
Date: 23/04/2008
Subject: Geography
Teacher: Mr. Young
Session: 2008-10 Grade5-1 Geography Midterm Exam

Absentee List

Student ID	Student Name
200905001	Cynthia Harris
200905002	Ivin Garcia
200905003	Toby Evans
200905004	Victoria Garcia
200905005	Casey Wilson
200905006	Rosemary Carter
200905007	Elliott Miller
200905008	Stephanie Hernandez
200905009	Sue Anderson
200905010	Chase Young
200905011	Norma Gonzalez
200905012	Rachel Davis
200905013	Earl Wright
200905014	Marlen Moore
200905015	Quincy Robinson

Created On: 13/07/2008

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STANDARD ANALYSIS REPORT

The **standard analysis** report provides the code and standard of each question if the question is associated to a standard. This report also provides the percentage of correct responses to the question as well as identifying individual student performance for each standard code. The Standard Analysis report includes:

- Report Title
- Code and standard associated to the question
- Percentage of correct responses to the question

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Standards Analysis Report

Class: Grade 6-1
Date: 4/23/2009
Subject: Geography
Teacher: Mr. Young
Session: 2009-10 Grade 5-1 Geography Midterm Exam

Report

Code	Standard	Correct(%)
LA.7.1.5.1	The student will adjust reading rate based on purpose, text difficulty, form, and style.	80.0
LA.7.1.6.6	The student will distinguish denotative and connotative meanings of words.	80.0
LA.7.1.6.9	The student will determine the correct meaning of words with multiple meanings in context.	63.3
LA.7.1.6.5	The student will relate new vocabulary to familiar words/materials correlated to this standard.	80.0

Created On: 7/13/2009

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ROLL CALL REPORT

The **Roll Call report** is reserved for the roll call activity session. This report lists those in attendance as well as those students who are absent. The Roll Call Report also provides the comparative percentage of those in attendance and those students who are absent. The roll call report list includes

- Report Title
- Total number of students in a class, attendance number and absent number
- Percentage of those in attendance and those who are absent
- Names of students in attendance and absent

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Roll Call

Class: Grade 1-1
Date: 8/10/2009
Subject: Geography
Teacher: Mr. Green
Session: Roll Call

Report

Total Number Of Participants: 18
Number Of Attendants: 6 Percentage Of Attendants: 33.33%
Number Of Absentees: 12 Percentage Of Absentees: 66.67%

Attendance

Brittany Garcia
Marisa Rodriguez
Null
Oliver Adams
Phillip Thompson
Valonia Taylor

Absence

Esther Harris
Florence Hall
Gillian Robinson
Ivin White
Jill Hernandez
Justine Perez
Kim Wright
Kyle Anderson
Lauren Brown
Spak Jackson
Willie Nelson
Zabrina Campbell

Created On: 8/10/2009

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RESULTS OF SURVEY

The **Results of survey** provides the result for each survey item. The survey report is reserved for the survey activity session. This report lists the total points for each survey item calculated upon the survey point design. The survey report includes

- Report Title
- List of survey title and the survey result

Results Of Survey

Class: Grade 1-1

Date: 3/10/2009

Subject: Geography

Teacher: Mr. Green

Session: Survey Quiz

Report

Survey Title	Point
To help us provide better service, please complete this survey. Would you disagree, or agree, with the following statements? Low performing students have something to offer school and society	60
Low performing students will do better with more attention	60
Low performing students need tougher standards	60
High Performing Teachers Lead Students to Success	60
Low performing students have something to offer school and society	60

Created On: 3/10/2009

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VOTEING RESULTS

The **vote report** is reserved for the vote activity session. This report lists how the participants voted. The report provides the participants name, how many participants voted, and the percentage of yes and no responses for each participant. The vote report list includes

- Report Title
- Participant name and individual responses
- Percentage of the participants yes or no responses
- Total abstained vote count

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Voting Results

Class: Grade 1-1

Date: 3/10/2009

Subject: Geography

Teacher: Mr. Green

Session: Vote Quiz

Report

Your vote matters! Please pick your favorite internet service.			18
1.Home Page	Total		
Candidate	Count	Percent	
A.Bing	2	11.1%	
B.Google	2	11.1%	
C.Yahoo	1	5.6%	
D.Yahoo	1	5.6%	
Abstained from voting	12	66.7%	
2.Map	Total		18
Candidate	Count	Percent	
A.Bing	3	16.7%	
B.Google	1	5.6%	
C.Yahoo	1	5.6%	
D.Others	1	5.6%	
Abstained from voting	12	66.7%	
3.News	Total		18
Candidate	Count	Percent	
A.Bing	2	11.1%	
B.Google	3	16.7%	
C.Yahoo	0	0.0%	
D.Others	0	0.0%	
Abstained from voting	13	72.2%	
4.Free Email	Total		18
Candidate	Count	Percent	
A.Google	3	16.7%	
B.Hotmail	1	5.6%	
C.Yahoo	1	5.6%	
D.Others	0	0.0%	
Abstained from voting	13	72.2%	

Created On: 3/10/2009

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GROUP RESULT

The **Group Result** report provides overall points of each group performance. This report includes:

- Report title
- Group number
- List of each group's points, append points and total points.

Group Result

Class: Class 1-3

Date: 9/4/2009

Subject: Geography

Teacher: Mr. Green

Session: Group Quiz of Class 1-3

Report

Group No	Points	Append Points	Total Points
1	20	0	20
2	40	0	40
3	40	0	40

Created On: 2009-9-4

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GROUP STUDENT REPORT

The **Group Student Report** provides a list of the points for each student in the group. The Group Student Report includes:

- Report title
- The student's name and points of each group

Group Student Report	
Class:	Class 1-3
Date:	9/4/2009
Subject:	Geography
Teacher:	Mr. Green
Session:	Group Quiz of Class 1-3
Report	
Group1	
Student	Points
Willy Nelson	90
Jill Hernandez	66
Group2	
Student	Points
Valonia Taylor	52
Marisa Rodriguez	68
Florence Hall	88
Group3	
Student	Points
Zabrina Campbell	68
Esther Harris	88
Irvin White	66
Created On: 9/4/2009	
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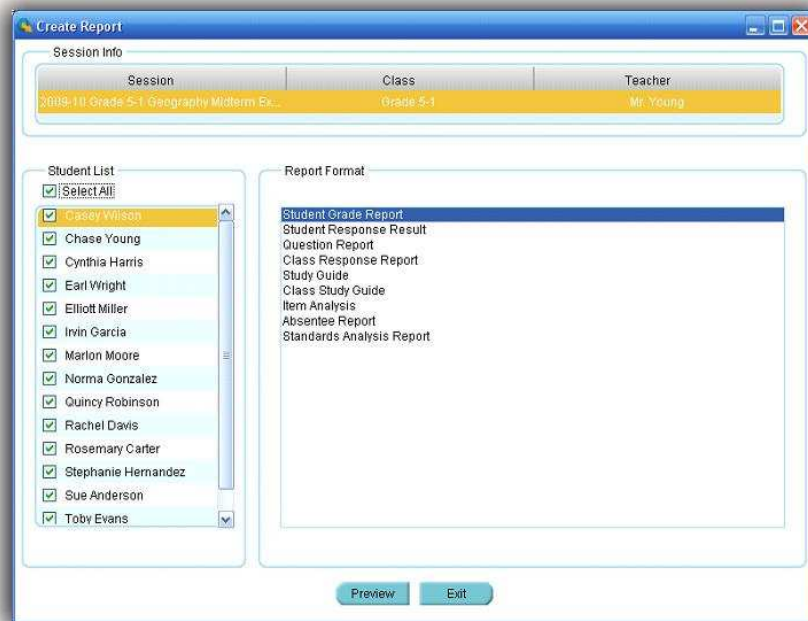
GENERATE REPORTS

To generate a report, follow these steps:

1. Click a session you wish to generate a report from.




2. Click the **Report** button in the **Create Report** group.
3. The **Create Report** window appears.



4. The session name, class and teacher name for the selected session are displayed on the top of the window. The list of students in the class is displayed in the **Student List** window and all of the available report formats are displayed in the **Report Format** window.
5. Select the student(s) by checking the box in front of each student name or by clicking the **Select All** check box to select all students.
6. Select the report formats desired from the list in the **Report Format** window by checking one of them. The item selected will be highlighted.
7. You can double click the report format you select or click the **Preview** button to preview the report contents.

PRINT REPORTS












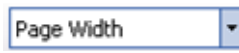
From the report preview window, you can directly print the preview report to a local or network printer. To print the preview report, follow these steps:

1. Click the printer icon  on the menu bar at the top of the **Create Report** window. The printer selection window will be displayed.
2. Choose the printer from the list and click the **Print** button or click the **Cancel** button to cancel the printing.

CONTROL OF PREVIEWING A REPORT

The tool bar on the top of **Create Report** window provides optional controls for previewing a report.



-  **Control** of report exporting function
-  **Control** of report printing function
-  **Refresh** the report viewing
-  **Group Tree** Function To turn on/off the group tree. When the group tree is displayed, you can click a specific report to view in the tree. The corresponding report will be displayed on the right
-  **Go to** the first page of report viewing
-  **Go to** the previous page of report viewing
-  **Go to** the next page of report viewing
-  **Go to the** last page of report viewing
-  **Go to** the particular page you wish by typing the page number in the **Go to** page dialogue window
-  **Close** the current report viewing
-  **Search** a word or sentence in the viewing report. Type the word or sentence you wish to search in the **Search** dialogue window then click the **Next** button to continue the search.
-  **Select** a zoom control from the **Zoom** drop-down list to properly view a report.


EXPORT REPORTS

The preview report can be exported to these third-party software applications:

- Crystal Report (*.rpt)

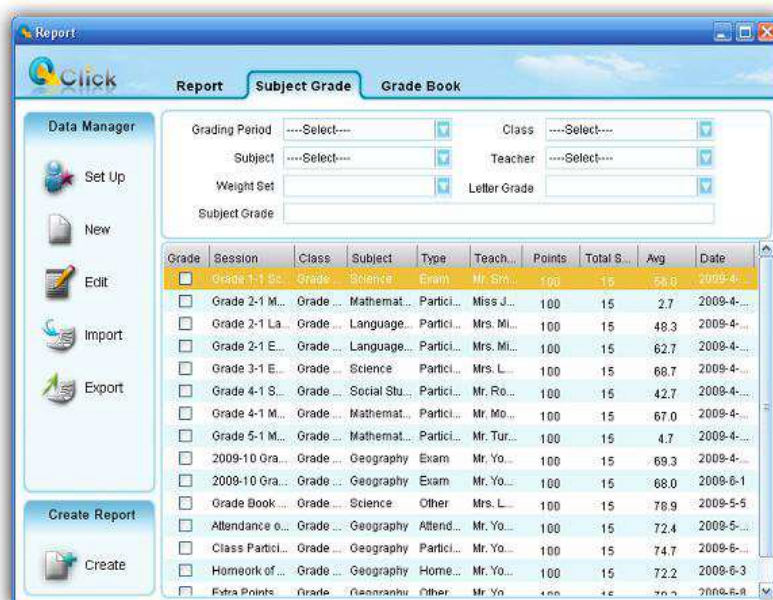
- Adobe Acrobat (*.pdf)
- Microsoft Excel (*.xls)
- Microsoft Excel Data Only (*.xls)
- Microsoft Word (*.doc)
- Rich Text Format (*.rtf)

To export a preview report, follow these steps:

1. From the tool bar on the **Create Report** preview window, click the Export icon 
2. The **Export Report** file browser window will be displayed. Click the **Save as type** drop-down list to choose a third party application from the list.
3. Type in the file name of the exporting report in the **File name** text box.
4. Click the **Save** button to begin exporting. If the preview report is long, it may take some additional time to export.

3.4.1.2 Subject Grade

Click the **Reports** tab on the QClick main window. This opens the reports tool. Under the report tool tab, select the **Subject Grade** tab. The QClick **Subject Grade** has two main categories; **Data Manager** and **Create Report**:



Data Manager

- Subject grade set up
- Create a new subject grade session
- Edit a subject grade session
- Import a subject grade session to the system database from a file
- Export a subject grade session from the system database to a file

Create Report

Subject grade session data are either stored when a session activities is completed or created by this reporting tool→ **Data Manage→ New**. The subject grade session data may include the detailed question information and the answer and score to each question, like the report session data or may just contain the overall grade information for the session not associated with any question. For example, the subject grade session is about an overall lab grade. The QClick **Subject Grade→ Create Reports** generates reports from a group of subject sessions selected and from the **Weight** and **Letter Grade** setting associated to the group. (See the detail about how to set up the **Weight** and **Letter Grade** in the **Subject grade set up** session.) The **Weight** setting should match the selection of the subject grade sessions. For example, if a **Weight** setting includes the attribute of “Attendance” in the list, then the selection of the group of **Subject grade** should include a session with a type of “Attendance”. Click the **Create→Report** tab to enter the **Create Subject Grade Report** window. There are 4 types of reports to be previewed and printed including:

- Progressive Report
- Academic Summary
- Report Card Summary
- Grade Post Summary

In the **Subject Grade** tab window, 4 filters allow you to select a group of subject grade sessions for generating the subject grade book. These filters are:

- **Grading Period** – Set up in the **Subject Grade Setting** window to define the start and end date for the grade book.
- **Class** – Select a class name associated with the subject grade session.
- **Subject** – Select a subject name associated with the subject grade session.
- **Teacher** – Select a teacher name associated with the subject grade session.

There are 2 settings associated with the subject grade book. These settings are:

- **Weight Set** – Set up in the **Subject Grade Setting** window; this sets the weight percentage in the subject grade book for a type in the subject grade sessions.

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- **Letter Grade** – Set up in the **Subject Grade Setting** window; this associates letters to the final score of the group in the subject grade sessions.

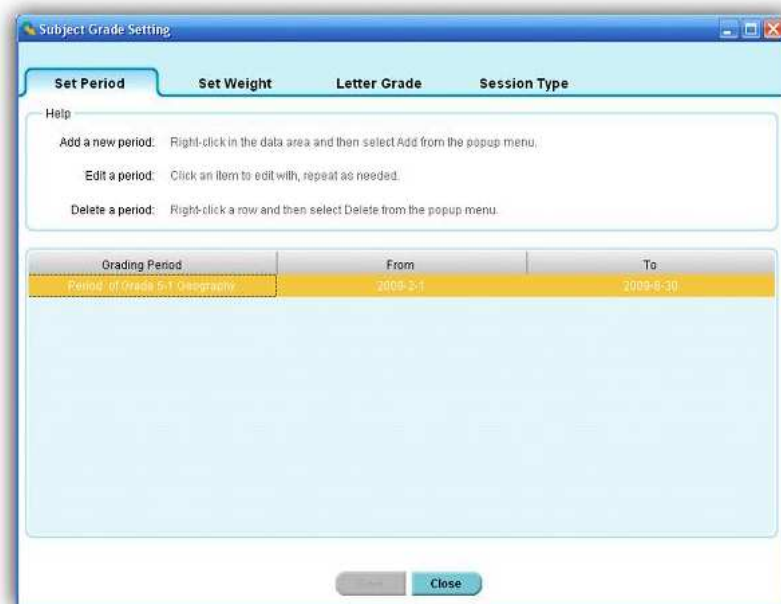
3.4.1.2.1 Subject grade set up

The QClick subject grade setup interface provides users a method of defining the setup for generating a grade book. To generate a grade book, firstly determine a period of time to count all the subject sessions completed. Next, determine how to calculate the final score based on these sessions. The weight setting will allow you to define the weight percentage of each type of session for the final grade. The subject grade setup also provides a method to define a list of session types. For example, you may define several exams in one semester into types, Term1 exam, Term2 exam, Mid Term exam, and final Term exam. The **Session Type** provides an interface to define a list of types to be used in the weight setting. Finally, the subject grade setup provides a letter grade setup to output the letter grade based upon your setup parameters. To enter the Subject grade set up,

click the **Set Up**  button under the **Data Manager** group. Subject grade set up includes

- **Set Period**
- **Set Weight**
- **Letter Grade**
- **Session Type**

To set up a grading period, follow these steps:



1. Click the **Set Up** button in the **Data Manager** group.
2. Select the **Set Period** tab; the set period window appears.

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3. The text box window on the top shows a summarized help guide providing information on how to add a new period, and how to edit and delete an existing period.
4. To **add** a new period, right click on the data showing area, then select **Add** from the pop-up drop-down menu.
5. The system assigns the default grading session title name and assigns the current date as the starting and ending date of the period.
6. To **edit** an existing period, click on the period data you choose to edit. Click the Grading Session if you choose to edit the grading session title name. To change the date period, select the date in the “**From**” or “**To**” area. Both can be changed by clicking on the date area to select a day from the calendar.
7. To delete an existing period, right click on the period setup you choose to delete. Then select **Delete** from the pop-up, drop-down menu.

To set up a weight, follow these steps:

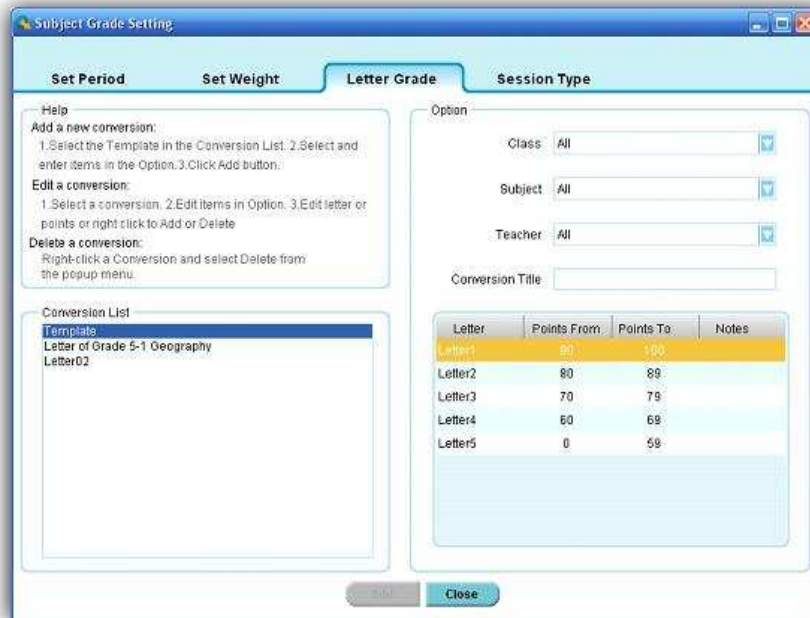
Select	Session Type	Weight
<input type="checkbox"/>	Attendance	0
<input type="checkbox"/>	Participation	0
<input type="checkbox"/>	Exam	0
<input type="checkbox"/>	Game	0
<input type="checkbox"/>	Homework	0
<input type="checkbox"/>	Lab	0
<input type="checkbox"/>	Other	0

1. Click the **Set Up** button in the **Data Manager** group.
2. Click the **Set Weight** tab; the set weight window appears.
3. The text box window on the upper left corner provides a summarized help guide showing how to add a new weight setup, and how to edit and delete an existing weight setup.
4. To **add** a new weight setup, click on the system template in **Weight List**, then select the class name, subject name, and teacher name associated to the weight from the drop-down lists. Enter the weight title in the **Weight Title** text box.

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5. All the session types set up in the subject grade setup are shown in the weight list. Each session type has a weight setting associated with it. Click on the weight item to enter the percentage of the selected weight item you wish to edit.
6. Click the checkboxes corresponding to the weight applied to the subject grade report. The total weight percentage added together should be 100%.
7. To **edit** a weight setup, click the weight item you wish to edit in the **Weight List** window. Edit the contents in the **Option** window, as previously described.
8. To **delete** a weight setup, right click the weight item you wish to delete in the **Weight List** window. From the popup drop-down menu select **delete**.

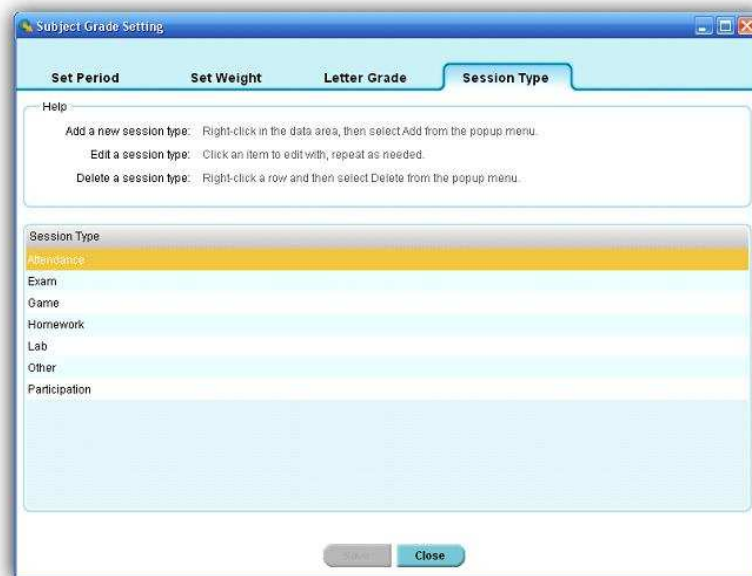
To set up a letter grade, follow these steps:



1. Click the **Set Up** button in the **Data Manager** group.
2. Click the **Letter Grade** tab; the letter grade window appears.
3. The text box window on the upper left corner provides a summarized help guide showing how to add a new letter grade conversion, and how to edit and delete an existing letter grade conversion.
4. To **add** a new letter grade conversion, click on the system template in **Conversion List** then select the class name, subject name, and teacher name associated with the letter grade conversion from the drop-down lists. Enter the conversion title in the **Conversion Title** text box.

5. Edit the letter and points by clicking on the item. To add more letters or to delete a letter conversion, right click on the letter list window, and then select **add** or **delete** from the popup, drop-down menu. The points range setup should not be overlapped!
6. To **edit** a letter grade conversion, click on the conversion you wish to edit in the **Conversion List**. Edit the items in the Option window as previously described.
7. To **delete** a letter grade conversion, right click the letter grade conversion you wish to delete in the **Conversion List** window. From the popup, drop-down menu select **delete**.

To set up a session type, follow these steps:



1. Click the **Set Up** button in the **Data Manager** group.
2. Click the **Session Type** tab; the session type window will appear.
3. The text box window on the top provides a summarized help guide showing how to add a new session type, and how to edit and delete an existing session type.
4. To **add** a new session, right click in the session type data and then select **Add** from the popup, drop-down menu. Enter the session type name. The new added session type will be shown in the weight setup list. Please refer to the **Weight** setup session.
5. To **edit** a session type, click on the session type you wish to edit.
6. To **delete** a session type, right click on the session type you choose to delete in the **Session Type** window. From the popup, drop-down menu select **delete**.

3.4.1.2.2 Create a new subject grade session



In the **Data Manager** groups, click the **New** button to open the **New Subject Grade** window. Similar to the creation of a new data session in the reporting section, the creation of a new subject grade session creates a new editing data session. This data session cannot be obtained in the classroom activity. The difference between the report data session and subject grade session is the report data session includes the detailed question information as well as the answer and score for each question. The subject grade session only contains the overall score for the session. To create a new subject grade session, follow these steps:

A screenshot of the 'New Subject Grade' window. It features a 'Selection' section with dropdowns for Session (Geography Exam), Type (Exam), Class (Grade 1-1), Subject (Geography), Teacher (Mrs. Clark), and Date (2009-7-22). A 'Total Points' field is set to 100. Below this is a table with columns 'Student ID', 'Student Name', and 'Student Points'. The table lists 15 students with their IDs and names, and all 'Student Points' are currently 0. At the bottom are 'Save' and 'Close' buttons.

Student ID	Student Name	Student Points
200901001	Brittany Garcia	0
200901002	Willy Nelson	0
200901003	Valonia Taylor	0
200901004	Spark Jackson	0
200901005	Zabrina Campbell	0
200901006	Marisa Rodriguez	0
200901007	Kyle Anderson	0
200901008	Lauren Brown	0
200901009	Florence Hall	0
200901010	Gillian Robinson	0
200901011	Esther Harris	0
200901012	Inin White	0
200901013	Jill Hernandez	0
200901014	Kim Wright	0
200901015	Justine Perez	0

1. Click the **New** button in the **Data Manager** group; the **New Subject Grade** window appears.
2. Enter the new subject grade session name in the **Session** text box.
3. Select an associated class name with the session from the **Class** drop-down list. When a class is selected, a list of student names and student ID's in the class will be shown in the student list window.
4. Select a type for the new subject grade session from the **Type** drop-down list.
5. Select an associated subject name and teacher name for the session from the **Subject** and **Teacher** drop-down lists.
6. Select a date for the new subject grade session from the **Date** calendar list.
7. Enter the total points for the new subject grade session into the **Total Points** text box. The total points default is 100.
8. Click a student name and enter the student points in the **Student Points** text box.

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9. Repeat step 8 until all of the students points are entered for the new subject grade session.
10. Click the **Save** button to save all of the selections and input data for the new session to the system database. If the window is closed without saving, all of the input data will be lost.

3.4.1.2.3 Edit a subject grade session



Select the session you choose to edit then click the **Edit** button in the **Data Manager Groups** to open the **Edit Subject Grade** window. The alternate way to open the **Edit Subject Grade** window is by double clicking on the session you wish to open.

Edit Subject Grade

Selection

Session: Grade 1-1 Science Q1 Type: Exam Class: Grade 1-1

Subject: Science Teacher: Mr. Smithson Date: 2009- 4-22 Total Points: 100

Student ID	Student Name	Student Points
200901001	Britany Garcia	88
200901011	Esther Harris	68
200901009	Florence Hall	78
200901010	Gillian Robinson	76
200901012	Ivin White	46
200901013	Jill Hernandez	56
200901015	Justine Perez	46
200901014	Kim Wright	46
200901007	Kyle Anderson	56
200901008	Lauren Brown	10
200901006	Marisa Rodriguez	58
200901004	Spark Jackson	32
200901003	Valonia Taylor	32
200901002	Willy Nelson	80

Close

The following **SESSION INFORMATION** can be modified:

- Session title
- Session type
- Subject and teacher name
- Session created date
- Session total points

The **SESSION POINTS** for students can also be modified

MODIFYING SESSION INFORMATION

To modify the session information, follow these steps:

In the **Selection** window:

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1. Click the Session text box to edit the session title name, if desired.
2. Select a new type from the Type drop-down list, if desired.
3. Select a new subject name from the Subject drop-down list, if desired.
4. Select a new teacher name from the Teacher drop-down list, if desired.
5. Select a new date from the Date calendar, if desired.
6. Click the Total Points text box to edit the session total points, if desired.

To modify session points for students, follow these steps:

In the student list window:

1. Click the student session points you choose to edit; then edit the points in the **Students Points** text box.
2. Repeat step 1 if you choose to edit other student session points.

Click the **Save** button to save all of the edited changes to the system database. If the window is closed without saving, all of the edited changes will be lost.

3.4.1.2.4 Import a subject grade session to the system database from a file




In the **Data Manager** groups click the **Import** button to open the file browser to import a subject grade session data stored in a file. The import and export of a subject grade session data is a pairing function allowing you to transfer the subject grade session data from one computer to the other. The export function allows you to retrieve a subject grade session data from the QClick system database from one computer to save it into a file with a dedicated name and path. The import function allows you to merge the subject grade session data from the data file to another computer QClick system database. The file takes the extension “.gat” format. When a file to be imported is selected, the import session previews the subject grade session data in two groups, the **Import Information** and the student session point list.

Student ID	Student Name	Student Points
200901001	Gertine Clark	85
200901002	Willy Nelson	58
200901003	Valonia Taylor	95
200901004	Spark Jackson	60
200901005	Zabrina Campbell	98
200901006	Marisa Rodriguez	87
200901007	Kyle Anderson	74
200901008	Lauren Brown	85
200901009	Florence Hall	85
200901010	Gillian Robinson	87
200901011	Esther Harris	95
200901012	Ivin White	67
200901013	Jill Hernandez	88
200901014	Kim Wright	55
200901015	Justine Perez	85

In the **Import Information** group; session name, session type, class name, subject name, teacher name and session creation date are shown. In the student session point list; the student ID, student name and the student session points are shown. These allow you to preview the data being imported. Click the **Import** button to start importing. If the data to be imported is already in the system database, the software will prompt you with a message saying “Record already exists in the local Grade Book” and the importing is still successful.

3.4.1.2.5 Export a subject grade session from system database to a file

Select a subject grade session from the list you wish to export. In the **Data Manager** groups, click

the **Export**  button to open the file browser to export the selected subject grade session to a file. The import and export of the subject grade session data is a pairing function allowing you to transfer a subject grade session data from one computer into another. The export function allows you to retrieve a subject grade session data from the QClick system database from one computer and save it to a file that you have selected. The import function allows you to merge the subject grade session data from the data file into another computer's QClick system database. This file takes the extension “.gat” format. To export a subject grade session, follow these steps:

1. Click the subject grade session you wish to export from the list.
2. Click the **Export** button to begin the export.
3. The file browser will open allowing you to select a file you wish to save the subject grade session data into.

4. Click the **Save** button to start saving. If the subject grade session data file already exists, the system will prompt you to replace it or not. By selecting the **No** button, the exporting is canceled.

3.4.1.2.6 Create Subject Grade Report

The QClick Subject Grade system generates a subject grade report using the student class performance data. Usually, the subject grade report covers a period of time, which includes many completed session data in the period. Typically this period would be a semester. The generation of the subject grade book is based upon the weight set up for each type of session included in the period defined. For detail on how to set up the weight, please check the session 5.1 **Subject Grade Set up**.

Note: The weight used for the Subject Grade report generation should contain the number of session types exactly the same as the number of session types included in all sessions selected for the Subject Grade period.

You should select a set of letter grade conversions to finish the configuration before generating the Subject Grade report. The grading period, class name, subject name, and the teacher name work as filters allowing you to select the sessions used to create the Subject Grade report.

Grade	Session	Class	Subject	Type	Teacher	Points	Total St.	Avg	Date
<input checked="" type="checkbox"/>	2009-10 G...	Grade 5...	Geography	Exam	Mr. Young	100	15	69.3	2009-4-23
<input checked="" type="checkbox"/>	2009-10 G...	Grade 5...	Geography	Exam	Mr. Young	100	15	68.0	2009-6-1
<input checked="" type="checkbox"/>	Attendant...	Grade 5...	Geography	Attendan...	Mr. Young	100	15	72.4	2009-5-20
<input checked="" type="checkbox"/>	Class Part...	Grade 5...	Geography	Participa...	Mr. Young	100	15	74.7	2009-6-17
<input checked="" type="checkbox"/>	Homework...	Grade 5...	Geography	Homew...	Mr. Young	100	15	72.2	2009-6-3
<input checked="" type="checkbox"/>	Extra Point...	Grade 5...	Geography	Other	Mr. Young	100	15	78.3	2009-6-8


To generate a **Subject Grade** report, follow these steps:

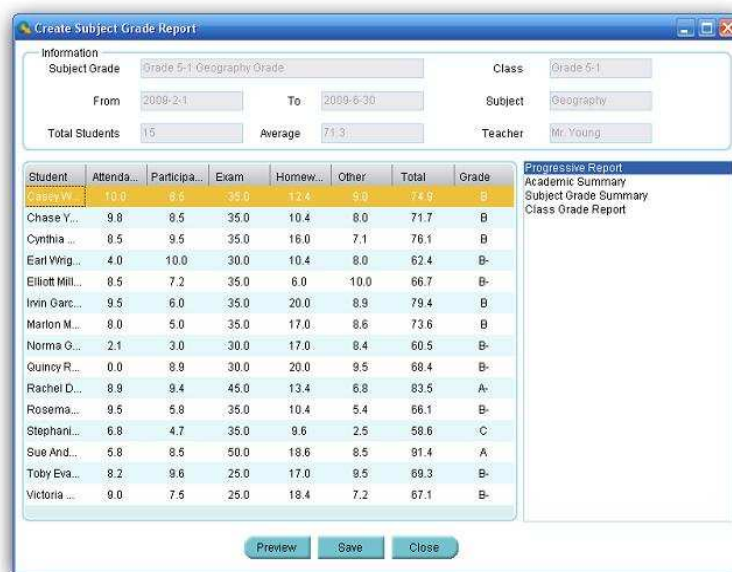
1. Under the report window select the **Subject Grade** window tab.
2. Select a grading period from the **Grading Period** drop-down list.
3. Select a class name from the **Class** drop-down list.
4. Select a subject name from the **Subject** drop-down list.

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5. Select a teacher name from the **Teacher** drop-down list.
6. In the session list window, only those sessions which are satisfied with the parameters set in steps 2 through 5 will be displayed. You may select the sessions you wish to include in the Subject Grade report by checking the box in front of them.
7. Select a weight set for the Subject Grade report from the **Weight Set** drop-down list.
8. Select a letter grade set for the Subject Grade report from the **Letter Grade** drop-down list.
9. Enter the Subject Grade book name in the **Grade Book** text box.
10. Click the **Save** button, to save the current selected Subject Grade report to the system database.

Note: The Subject Grade report is uniquely determined by the time period, class name, subject name and by the teacher name.

To open the **Create Subject Grade Report** window, click the **Create**  button under the **Create Report** group. If there are no errors involving the weight setting, the **Create Subject Grade Report Window** will be displayed.




Student	Attenda...	Participa...	Exam	Homev...	Other	Total	Grade
Chase W...	10.0	8.5	35.0	12.4	9.0	74.9	B
Chase Y...	9.8	8.5	35.0	10.4	8.0	71.7	B
Cynthia ...	8.5	9.5	35.0	16.0	7.1	76.1	B
Earl Wrig...	4.0	10.0	30.0	10.4	8.0	62.4	B-
Elliott Mill...	8.5	7.2	35.0	6.0	10.0	66.7	B-
Ivin Garc...	9.5	6.0	35.0	20.0	8.9	79.4	B
Marlon M...	8.0	5.0	35.0	17.0	8.6	73.6	B
Norma G...	2.1	3.0	30.0	17.0	8.4	60.5	B-
Quincy R...	0.0	8.9	30.0	20.0	9.5	68.4	B-
Rachel D...	8.9	9.4	45.0	13.4	6.8	83.5	A-
Rosema...	9.5	5.8	35.0	10.4	5.4	66.1	B-
Stephani...	6.8	4.7	35.0	9.6	2.5	58.6	C
Sue And...	5.8	8.5	50.0	18.6	8.5	91.4	A
Toby Eva...	8.2	9.6	25.0	17.0	9.5	69.3	B-
Victoria ...	9.0	7.5	25.0	18.4	7.2	67.1	B-

The grade book name, class name, subject name and the teacher name selected will be displayed in the **Create Subject Grade Report** window. The start time and the end time, the total number of students in the class and the average points for the whole class will be displayed in the **Information** window as well. The student's point after weight calculation for each type of session will be listed in the student list window. The total grade points and the final letter grade for each student will also be listed. These are the four reports for the Subject Grade:

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- **Progressive Report** – Lists each session points for a student and the session class average points before the weight setting is applied.
- **Academic Summary** – Lists each type of session average points for a student and the class average point for this type of session before the weight setting is applied.
- **Subject Grade Summary** – Lists each type of session average points for a student and the class average point for this type of session after the weight setting is applied. This list also includes the letter grade for each session, the final grade point and the final letter grade for the student.
- **Class Grade Report** – Lists all students final grade point and their letter grade in the class.

Select one of these four reports and click on the **Preview**  button to preview the Subject Grade Report. You may choose to print the preview report or to export it to a third-party software application. These export options include:

- Crystal Report (*.rpt)
- Adobe Acrobat (*.pdf)
- Microsoft Excel (*.xls)
- Microsoft Excel Data Only (*.xls)
- Microsoft Word (*.doc)
- Rich Text Format (*.rtf)

To preview the report and export and print the preview report, please refer to the section 4.7 **Create Report** about the portion **PRINT REPORTS, EXPORT REPORTS and CONTROL OF PREVIEWING REPORT**.

To generate the **Progressive Report**, follow these steps:

1. Follow the above 10 steps to generate a **Subject Grade** Report then click the **Create** button under the **Create Report** group to open the **Create Subject Grade Report** window.
2. Click **Progressive Report** from the four reports listed in the window.
3. Select the student you choose to report by clicking on the student name in the **Subject Grade** Report list.
4. Click the **Preview** button and the **Progressive Report** window for the student will be displayed.

To generate the **Academic Summary**, follow these steps:

Academic Summary Report

Grade 5-1 Geography Grade

Student: Casey Wilson	Student ID: 200905005
Class: Grade 5-1	Class Avg: 71.3
Subject: Geography	Student Avg: 79.5
Teacher: Mr. Young	Total Sessions: 6
Total Points: 74.9	Grading Period: 2/1/2009 ~ 6/30/2009

Report

Session Type	Student Points	Session Avg
Attendance(1)	100.0	72.4
Exam(2)	70.0	68.7
Homework(1)	62.0	72.2
Other(1)	90.0	78.3
Participation(1)	85.0	74.7

Missed Session(s)

Teacher Signature/Date	Parents Signature/Date
------------------------	------------------------

Created On: 8/5/2009 Page 1 of 1

1. Follow the above 10 steps to generate a **Subject Grade** Report then click the **Create** button under the **Create Report** group to open the **Create Subject Grade Report** window.
2. Click the **Academic Summary** from the four reports listed in the window.
3. Select the student you choose to report by clicking on the student name in the **Subject Grade** Report list.
4. Click the **Preview** button and the **Academic Summary** window for the student will be displayed.

To generate the **Subject Grade Summary**, follow these steps:

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Subject Grade Summary

Grade 5-1 Geography Grade

Student: Casey Wilson	Student ID: 200905005
Class: Grade 5-1	Total days: 149
Subject: Geography	Absent days: 0
Teacher: Mr. Young	Grading Period: 2/1/2009 ~ 6/30/2009

Report

Session Type	Student Points	Student Grade
Attendance(1)	100.0	A
Exam(2)	70.0	B
Homework(1)	62.0	B-
Other(1)	90.0	A
Participation(1)	85.0	A-
Final	74.9	B-

Teacher Signature/Date

Parents Signature/Date

Created On: 8/5/2009

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1. Follow the above 10 steps to generate a **Subject Grade** Report then click the **Create** button under the **Create Report** group to open the **Create Subject Grade Report** window.
2. Click **Subject Grade Summary** from the four reports listed in the window.
3. Select the student you wish to report by clicking on the student name in the **Subject Grade** Report list.
4. Click the **Preview** button and the **Subject Grade Summary** window for the student will be displayed.

To generate the **Class Grade Report**, follow these steps:

Class Grade Report

Grade 5-1 Geography Grade

Class: Grade 5-1

Subject: Geography

Teacher: Mr. Young

Class Avg: B

Grading Period: 2/1/2009 ~ 6/30/2009

Weight of Grade 5-1 Geography:

Attendance(10.0%); Participation(10.0%); Exam(50%); Homework(20.0%); Other(10.0%)

Letter of Grade 5-1 Geography:

A(90-100); A-(80-89); B(70-79); B-(60-69); C(50-59); C-(40-49); D(0-29)

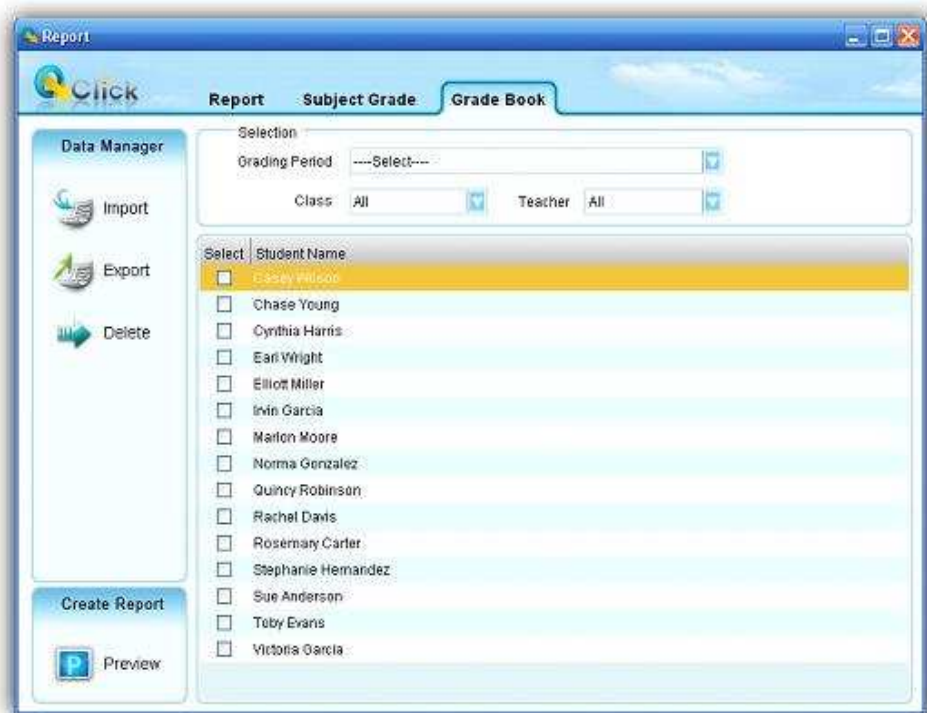
Student Name	Student Points	Student Grade
Casey Wilson	74.9	B
Chase Young	71.7	B
Cynthia Harris	76.1	B
Earl Wright	62.4	B-
Elliott Miller	66.7	B-
Ivin Garcia	79.4	B
Marion Moore	73.6	B
Norma Gonzalez	60.5	B-
Quincy Robinson	68.4	B-
Rachel Davis	83.5	A-
Rosemary Carter	66.1	B-
Stephanie Hernandez	58.6	C
Sue Anderson	91.4	A
Toby Evans	69.3	B-
Victoria Garcia	67.1	B-

Created On: 8/5/2009
Page 1 of 2

1. Follow the above 10 steps to generate a **Subject Grade Report** then click the **Create** button under the **Create Report** group to open the **Create Subject Grade Report** window.
2. Click **Class Grade Report** from the four reports listed in the window.
3. Click the **Preview** button and the **Class Grade Report** window for the class will be displayed.

3.4.1.3 Grade Book

Click the **Reports** tab on the QClick main window then click the **Report** button. This opens the reports tool. Under the report tool tab, select the **Grade Book** tab. The QClick **Grade Book** has two main categories; **Data Manager** and **Create Report**.



Data Manager

- Import a grade book to the system database from a file
- Export a grade book from the system database to a file
- Delete a grade book in the system database

Create Report



From the **Create Report** group click the **Preview** button to preview a student grade book. A grade book for a student integrates the student subject grade for a time period such as a semester or an academic year. Select all the subjects associated with the student you choose to report and select the grade book report period. The class name and the teacher name will help filter the student selection. If you choose to turn off the filter in order to view all students in the list, select "All" from the drop-down list of **Class** name and **Teacher** name.

3.4.1.3.1 Import a grade book to the system database from a file



In the **Data Manager** groups, click the **Import** button to open the file browser to import a grade book stored in a file. The import and export of grade book data is a pairing function allowing you to transfer one or more subject grade data from one computer into another. The export function allows you to retrieve one or more subject grade data from the QClick system database in one

computer to save it to a dedicated file name and path. The import function allows you to merge the subject grade data from the data file into another computer QClick system database. This file takes the extension “.gbd” format.

3.4.1.3.2 Export a grade book from system database to a file

Select a grading period you choose to export from the **Grading Period** drop-down list. In the **Data**

Manager groups, click the **Export**



button to open the subject selection dialog window.

From the window, select one or more subjects you choose to export to the grade book. If you select one subject, the related subject grade data regardless of class selection will be exported. If you select all subjects, the grade data for all subjects regardless of class selection will be exported. After the subject selection, a file browser will open allowing you to select or enter the file and path you wish to use for the export file. The import and export of the grade book data is a pairing function allowing you to transfer the grade data for one or more subjects from one computer into another. The export function allows you to retrieve the subject grade data for one or more subjects from the QClick system database in one computer, and save it to the file you have chosen. The import function allows you to merge the grade data for one or more subjects from the data file into another computer's QClick system database. The file takes the extension “.gbd” format. To export a grade book, follow these steps:

1. Under the report window select the **Grade Book** window tab.
2. Click the **Grading Period** drop down list and select the period you choose to export.
3. Click the **Export** button to open the subject selection dialog window.
4. Select one or more subjects in the subject selection dialog window and click the **OK** button.
5. The file browser is open allowing you to provide a dedicated file name and path to save the grade book data into.
6. Click the **Save** button to start exporting.

3.4.1.3.3 Delete a grade book in the system database

Select the grading period you wish to delete from the **Grading Period** drop-down list. In the **Data**

Manager groups, click the **Delete**



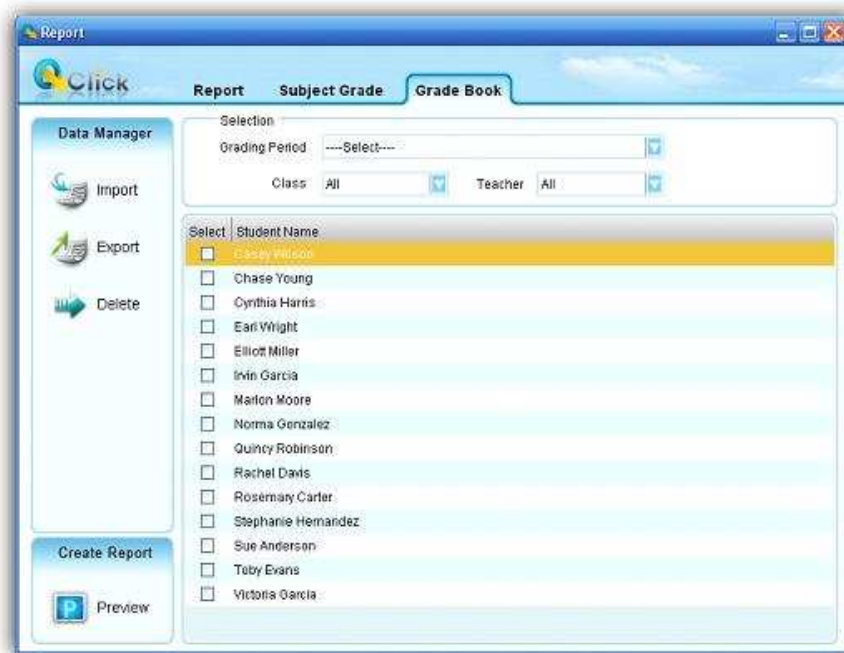
button to open the subject selection dialog window.

From the window, select one or more subjects you want to delete from the grade book. If you select one subject, all grade data associated with this subject regardless of classes are deleted from the system database. If you select all subjects, the grade data for all subjects regardless of classes are deleted. To delete a grade book, follow these steps:

1. Click the **Grading Period** drop down list and select the period you choose to delete.
2. Click the **Delete** button to open the subject selection dialog window.
3. Select one or more subjects in the subject selection dialog window and click the **OK** button.

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4. The deletion confirmation message window is open to ask if you want to delete or not.



3.4.1.3.4 Create Grade Book Report

Select the grading period you wish to create from the **Grading Period** drop-down list. Select the students you wish to create in the grade book from the student list window. In the **Create** groups,



click the **Preview** button to open the **Create Report** window. The student grade book report is actually the report card that includes the period, a list of subjects the student has taken and the student score and letter grade for each subject. To control viewing the preview report and how to export and print the preview report, please refer to the section 4.7 **Create Report** about the portion **PRINT REPORTS, EXPORT REPORTS and CONTROL OF PREVIEWING REPORT**.

To generate a student report card, follow these steps:


1. Under the report window select the **Grade Book** window tab.
2. Select a grading period from the **Grading Period** drop-down list.
3. Select a class name from the **Class** drop-down list, if you don't want the class to filter the student list, select "All" from the list.
4. Select a teacher name from the **Teacher** drop-down list, if you don't want the teacher to filter the student list, select "All" from the list.
5. Check the boxes by the student names to select the students that you wish to generate the report card for.

6. Click the **Preview** button to preview the report card.

You can print and export the report card.

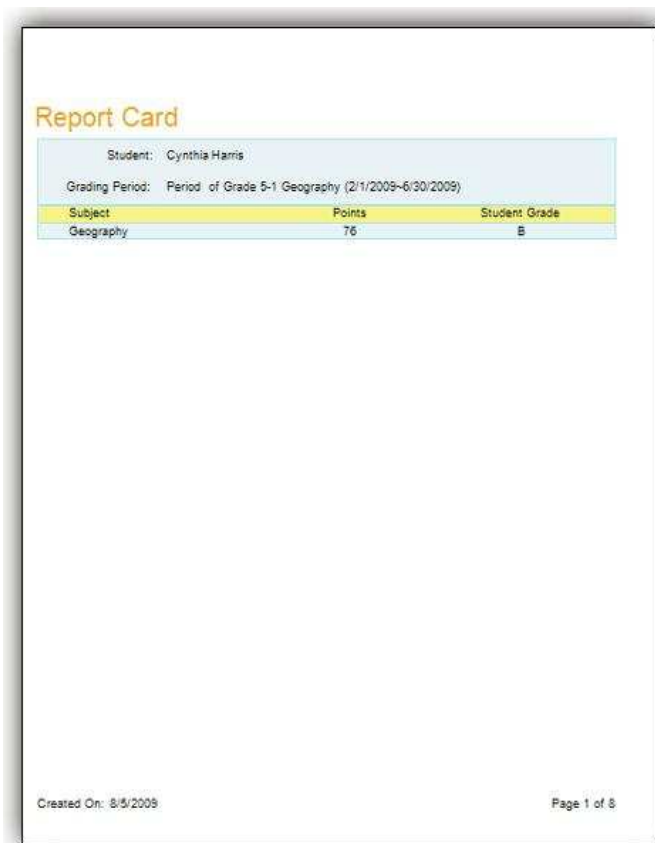
PRINT REPORT CARD

From the report card preview window, you can directly print the preview report card to a local or network printer. To print the preview report card, follow these steps:

1. Click the printer icon  on the menu bar at the top of the Create Report window. The printer selection window will be displayed.
2. Choose the printer from the list and click the Print button or click the Cancel button to cancel the printing.

EXPORT REPORT CARD

The preview report card can be exported to third-party software applications. These export options include:




- Crystal Report (*.rpt)
- Adobe Acrobat (*.pdf)

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- Microsoft Excel (*.xls)
- Microsoft Excel Data Only (*.xls)
- Microsoft Word (*.doc)
- Rich Text Format (*.rtf)

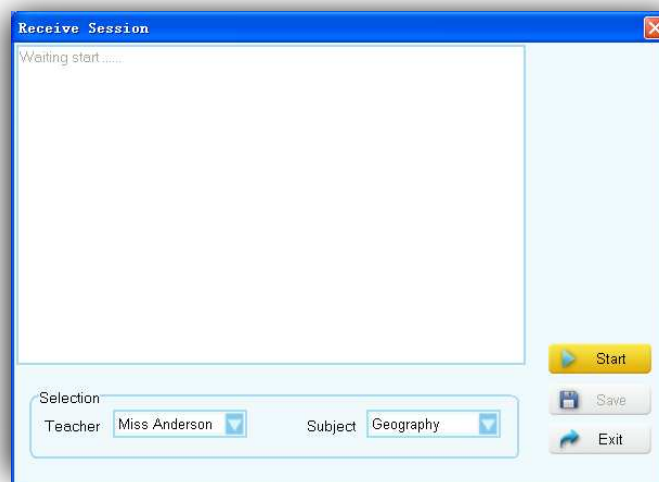
To export a preview report card, follow these steps:

1. From the tool bar on the **Create Report** preview window, click the Export icon .
2. The **Export Report** file browser window will be displayed. Click the **Save as type** drop-down list and select a third party application from the list.
3. Type in the file name of the exporting report in the **File name** text box.
4. Click the **Save** button to begin exporting. If the preview report card is long, it may take additional time to export.

3.4.2 Receive Session

Under the instructor keypad *session* mode, the instructor keypad plays the role of the main receiver, working as the host to directly receive the student keypad responses in a quiz session. However after the conducting quiz session is completed, the student performance session data are only stored in the instructor keypad. There is need to upload the session data into the QClick system database. The interface of **Receive Session Data** allows you to upload the session data from the instructor keypad into the system database. To upload the session data, follow these steps:

Under the **Reports Tab** window, click **Session** button to display the **Receive Session** window.





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In the **Receive Session** window, select the teacher and the subject associated with the session being uploaded from the **Teacher** and the **Subject** drop-down list.

Click the **Start**  button to start the uploading.

The **Receive Session** window will display "Session Info Receiving....." Select *session mode* in the instructor keypad and then select the function **Upload Session**. Refer to **Part 2 Hardware & System Installation Illustration**, section **2.2.3.4 Upload Session** for detail instructions.

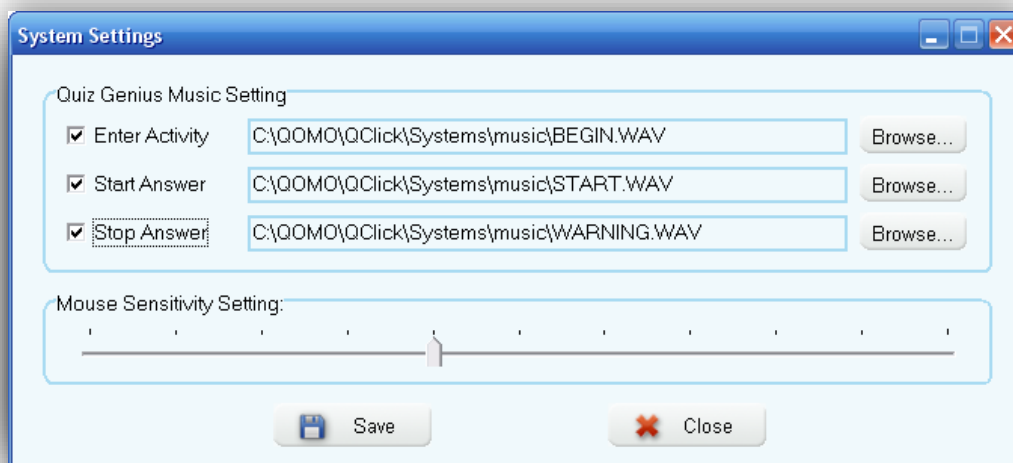
After the uploading is completed, click the **Save**  button to save the uploading session data into the system database. When you click the **Exit**  button to exit the **Receive Session** window but without saving the uploading session data, the software will prompt you to save the data. If you don't save the uploading session data, the data will be lost.

3.5 Settings




3.5.1 System:

The System settings contain audio settings and the instructor remote control mouse sensitivity settings.



The audio setup allows the selection of sounds to be used when entering a quiz, starting a quiz, and completing a quiz. If the check box is not checked, the sound will be muted for that activity.

To set up the audio sounds and the instructor remote mouse control sensitivity, follow these steps:

- Select **Settings** Tab.
- Click the **System**  icon; this will display the **System Settings** window.
- Click on the sound activity check boxes you desire and the **Browse** button will be displayed. Click the **Browse** button; this will display the sound file browser. Select the desired sound file for the activity and then click the **Save** button to save it into the system.
- Repeat step 3, if you desire to set up additional sounds for other activities.

Note: *If the check box is unchecked, the sound will be muted for that activity.*

To set up the remote mouse sensitivity, move the cursor onto the indicator on the **Mouse Sensitivity Setting** level bar, and then click and hold the left mouse button to drag the level indicator to the left or right for decreasing or increasing the remote mouse sensitivity.

Click the **Save** button to save the system setting. Then click the **Close** button to close the setting.

3.5.2 Channel:

The **Channel** setup will read the channel number of the main receiver connected to the system and will also be used to set a new channel number for the main receiver. The channel number is preset when a main delivered. Using the QRF600 system, any changes to the main receiver channel number will not affect the instructor and student keypad communication because the keypad will automatically search for the main receiver channel.



To set up the main receiver channel, follow these steps:

1. Select the **Settings** Tab.



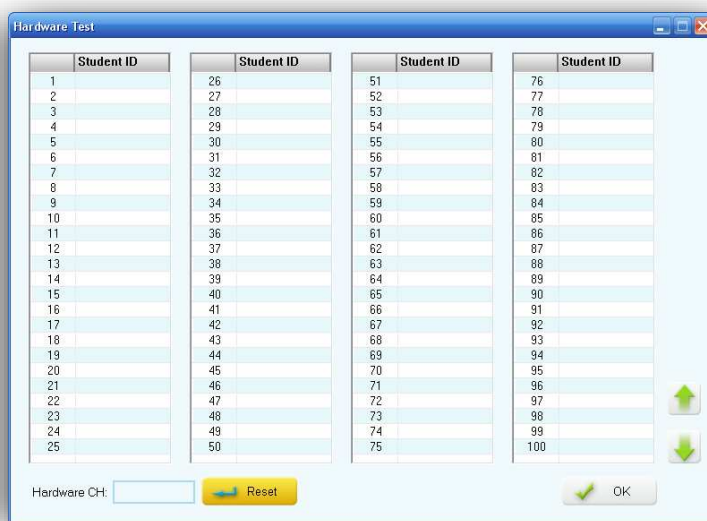
2. Click the **Channel** icon; this will display the **Set Channel** window.

3. If a main receiver is plugged into a USB port, the channel number of the receiver will be displayed on the **Set Channel** text box. Click on the text box to enter the channel number you desire for the main receiver. Then click on the **Send** button to send the change to the main receiver. The valid channel number is 0 to 49.



3.5.3 Hardware Test:

The **Hardware test** is used to check the communication of the main receiver, instructor remote control, and the student keypad.



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To use the hardware test tool, follow these steps:

1. Select **Settings** Tab.



2. Click the **Hardware** icon; this will display the **Hardware** test window.
3. When the main receiver is plugged into a USB port, the channel number of the receiver will be displayed on the **Hardware Channel** text box.
4. Using the instructor remote control or the student keypad, select the hardware test menu. Refer to the instructor and student hardware manual for details regarding how to enter the hardware test menu. Then select the same channel number as the one displayed on the **Hardware Channel** text box.
5. If the word "**Teacher**" or the **Student ID** number for the student keypad displays on the student ID list window, the communication between the main receiver and PC and the communication between the main receiver and the instructor remote or the student keypad are successful. If these do not display, the hardware test has failed. The failure could be from the main receiver or from the instructor or the student keypad.
6. Click the **OK** button to close the hardware testing.

3.5.4 Database Management:



The QClick system database management will perform some basic database management operations including database backup and recovery. Additionally, you can also perform basic data clean up such as deleting session test data, deleting students, teachers, classes, and subjects records. Please use caution in backing up important data and information before using the data clean up, once the data or records are purged, there is no way to rollback deleted information.

3.5.4.1 Database Backup:

Backup the current database to a file which can be used for recovery. Remember the login information for later use when you need to access the recovery information from this backup file.

3.5.4.2 Database Recover:

A backed up file can be used to recover the database information.


Caution: *All records in the current database will be lost after the recovery operation. Please change the login information immediately.*


3.5.4.3 Clear Session:


This operation will clear all user generated and created records. You will be prompted to backup the database if desired.


To use the database management tool, follow these steps:

1. Select **Settings** Tab.

2. Click the **Database**  icon; this will display the **Data Management** window.

3. Click the **Backup**  button, if you desire to backup the current database. The backup file browser will be displayed allowing you to select the desired file to use for the backup.

4. Click the **Recover**  button, if you want to recover the database from a file. The recover file browser will be displayed allowing you to select the file for recovery.

5. Click the **Clear Session**  button; if you want to clear all test data from a session. The software will prompt you to backup the current database first.

Note: *The cleared session test data cannot be recovered without backing the database containing the session test data.*

3.5.4.4 Del All Records:

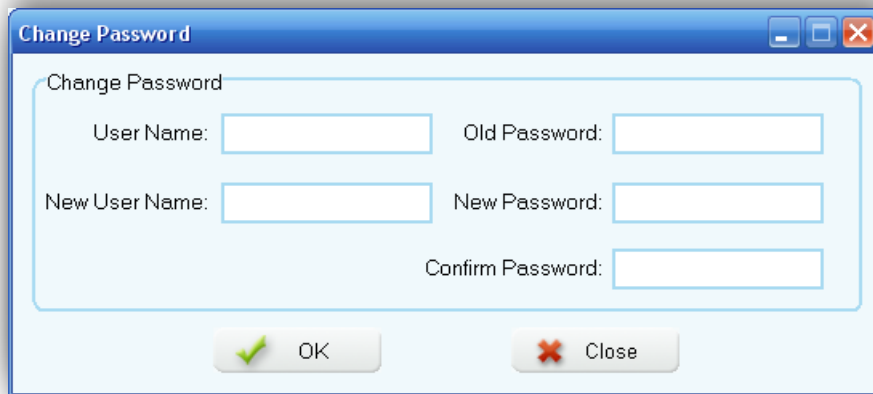
1. Click the **Del All Records**  button, if you want to delete all input records. The software will prompt you to backup the current database first.

Note: *The delete all records cannot be recovered without backing up the database containing the records.*

2. Click the **OK** button to close the Data Management window.


3.5.5 Login Setup:

The default login name and password are: **Login:** qomo; **Password:** qomo. It is recommended to change these settings after the first time using the QClick software.

A screenshot of a 'Change Password' dialog box. The dialog has a blue title bar with the text 'Change Password' and standard window control buttons (minimize, maximize, close). Inside the dialog, there is a light blue rounded rectangle containing five text input fields. The first row has 'User Name:' and 'Old Password:'. The second row has 'New User Name:' and 'New Password:'. The third row has 'Confirm Password:'. Below the input fields are two buttons: 'OK' with a green checkmark icon and 'Close' with a red X icon.

To change the login user name and the password, follow these steps:

1. Select the **Settings** Tab.

2. Click the **Login Set**  icon; this will display the **Change Password** window.
3. Enter the current user name and the password and then enter the new user name and the new password. The new password needs to be re-entered to confirm the change.
4. Click the **OK** button to save it into the system.

3.5.6 Version Info:

Version Info is used to display the QClick system hardware and software version information as well as the PC Microsoft Office and window operating system version info.



To view the version information, follow these steps:

1. Select the **Settings** Tab window.



2. Click the **Version Info** icon; this will display the **Version Info** window. The information for the Windows Operating System version, the MS Office version, the host main receiver hardware version and the current QClick software version will displayed in this window.
3. Click the **OK button** to close the **Version Info** window.

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