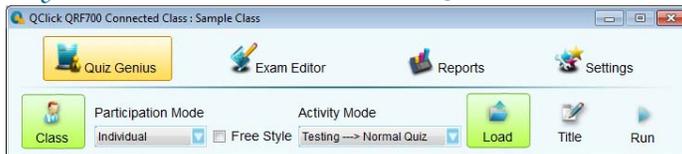


# QClick Quick Guide

This Quick Guide is your introduction to the QRF700 audience response system.



## 1. Remotes and Dongle



1. Load two "AAA" batteries into the (1a.) Instructor and two "AA" batteries into the (1b.) Student remotes. Switch on the **Power** button on the side of the remotes.

## 2. Start the Software



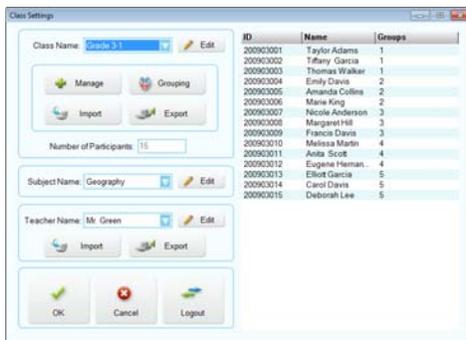
1. Use the CD or <http://www.qomo.com/FileList.aspx?FileType=1> and click the appropriate link to extract and download the latest software version.

2. Double-click the icon to launch the program.

3. Then insert the (1c.) USB dongle, it should automatically recognize the system. If not, select the appropriate system.

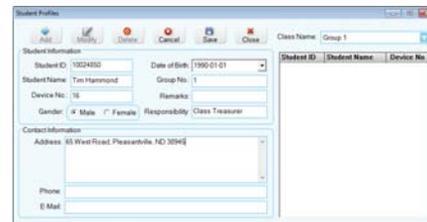
4. Enter the default username and password, both are "qomo." Note: Canceling this function launches the "Read-Only" version.

5. The QClick toolbar will appear and read, "QRF700 CONNECTED." If the toolbar reads "QRF700 NO HOST," re-insert the USB dongle.



## 3. Setup a Class

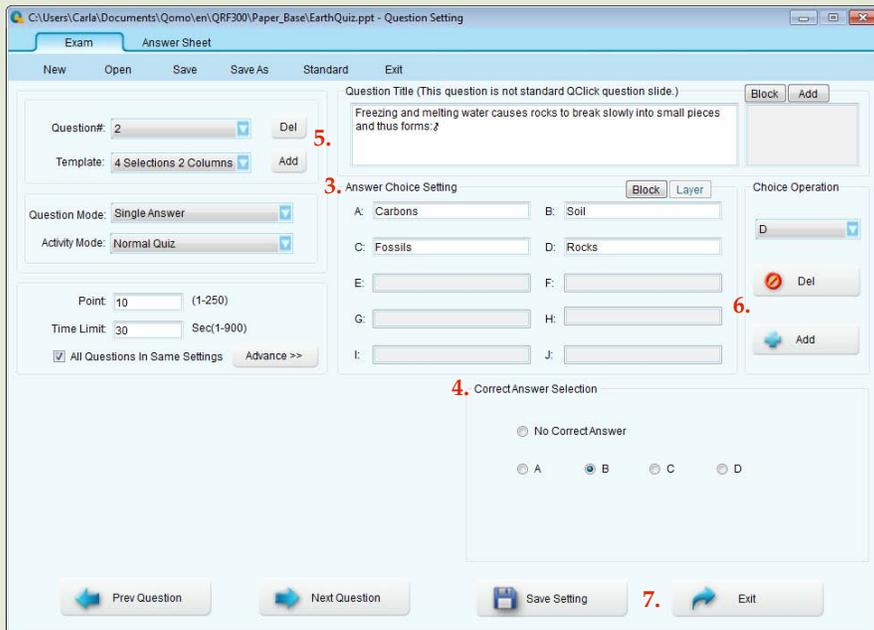
1. Click the **Class** icon under the **Quiz Genius** tab. Click the **Edit** button next to the **Class Name** field. Select the **Add** tab and enter your class name. Click the **Add** button and the **Student Settings** window will appear.



2. The **Student Portfolio** window will appear and prompt you to select a method of adding students and click **OK**. Enter the **Student ID**, **Name**, and any additional information. Click **Save** after each student's profile has been updated.

3. Click **Close** to exit the class setup. The **Class** icon will be green when the class has been loaded.

## 4. Create an Exam



1. On the QClick toolbar, click the **Exam Editor** icon.

2. Then click the **Setup** icon and select the **Exam** tab.

3. The (3.) **Question Setting** window will appear. Under the **Exam** tab, fill in your questions and answer options.

4. Choose an answer under (4.) **Correct Answer Selection**

5. In order to add a new question, click the (5.) **Add** button in the top left corner of the window in the **Question #** box.

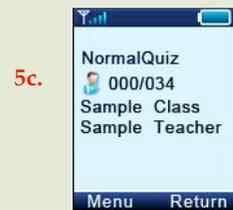
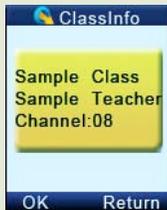
6. To add or delete the number of answer options, click **Add** or **Delete** on the right side of the window in the (6.) **Option Operation** box.

7. Click (7.) **Save Setting** when fields are complete, save the exam when prompted, and click **Exit** .

Note: This is still a PowerPoint file, after Setup you may enhance your design by using standard PowerPoint tools.

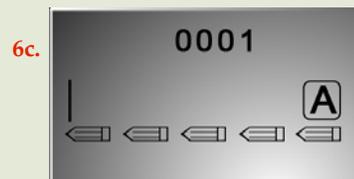
### 5. Instructor Login

From the Main Menu (5a.), the **Login** soft key, and the Class Info screen will appear. Press **OK**, the exam will initiate on the computer and on the students'

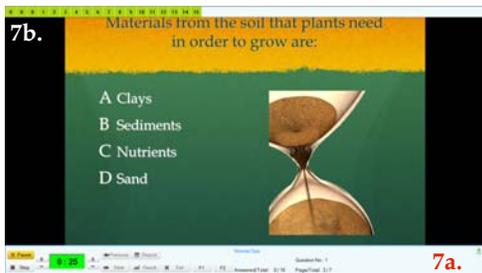


### 6. Student Login

From the Main Menu (6a.) press the **Menu** soft key. Scroll to and select **Set User Name**. Enter the Student Name as it appears in the Class List, and press **OK**. Then, scroll to and select **Set User ID**. Enter the appropriate ID for each student. Again from the Main Menu (6a.), press the **Login** soft key, and the Class Info screen will appear. If the Instructor remote logs in first, the Student remote will automatically receive the quiz information.



### 7. Run a Quiz



1. The **Load** icon must be green to run an exam.
2. On the QClick toolbar under **Quiz Genius** click the **Run** icon to begin the quiz.
3. A (7a.) menu will appear along the bottom of the screen from which you can operate your exam. At the top of the screen a (7b.) list of student registration numbers will appear.
4. Start any question by clicking the **Play** button, ending the timer by clicking the **Stop** button, and scrolling through questions with the arrow keys.

### 8. View Results



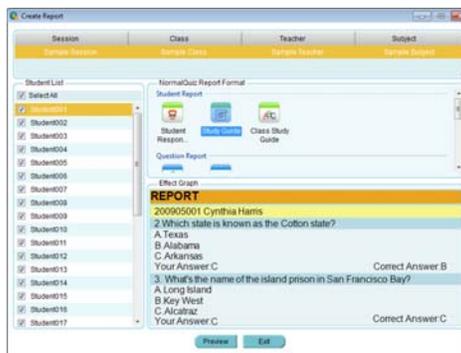
1. During an exam, instantly view the students' results after each question by pressing **Report** or **Result**.

Correct Answer	C	Name	Registration	A	Name	Registration
260901813		Joe Hernandez				
260901803		Valerie Taylor				
260901809		Flavencia Hall				
260901812		Isra White				
90764021		Null				
260901815		Justine Perez				
001		Null				
260901801		Bonny Garcia				
260901802		Willy Nelson				
260901804		Spak Jackson				
260901807		Kyle Anderson				
123456789		Abbie Perez	C			
123456789		Dennis Duff A				
260901816		Henry Palmer	B			
260901805		Zabrina Campbell				
260901806		Melissa Rodriguez				
260901800		Lauren Brown				
260901814		Rita Anderson				
260901811		Esther Harris				
6485014		Joseph Taylor				
907654021		Thomas Adams				

### 9. Generate Reports



1. After saving an exam session, go to the **Reports** icon to open the **Reports** window. Select the appropriate test or exam file and click on the **Report** icon in the (9a.) **Create Report** box.



2. In this new window, you can view and create various reports of your students' performance. All reports can be printed, exported, and saved.