QOMO HiteVision

User Manual

QRF 700

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Part 1. QRF700 ARS Overview

Thank you for purchasing the QRF700 Audience Response System (ARS). The QRF700 ARS incorporates 2.4G RF technology to receive instant feedback from all of the participants (up to 1,000 persons) simultaneously. Working completely out of Microsoft PowerPoint, the QClick software is easy to learn and easy to use. Both the questions and answers can be easily and quickly created using built-in PowerPoint templates. You can use hardcopy tests and have your students answer using the QClick. The QClick's **Free Style** activity mode allows instructors to begin quizzes without any pre planning. Questions can be instantly captured from your PC, the internet, an interactive White Board, document camera, or from a lecture. The QClick software has a built-in white board tool allowing you to draw and capture quiz materials easily.

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

With the remote mouse functionality the teacher controller gives the instructor the freedom of not having to use a computer to conduct the tests. The QRF700 allows the instructor to display instant test results in the form of a histogram and a score board after each question is completed.

The QRF700 instructor keypad displays up to 10 lines in the color LCD display and equipped with a big non-volatile memory to store the setting and the question contents and answers. The student keypad displays up to 4 lines big font display and support True or False and short answer format answers, in addition, it also support full alphabet-numeric inputs. Both the student and instructor keypads can be used in any class by simply logging into a class 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 showing the student's 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, complete and turn in homework assignments 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 by resetting the Student ID on a new or existing QClick 700 student keypad.

The QRF700 ARS engages students and displays critical information to instructors

instantly.

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

Part 2. Software

Software Overview

The **QClick Software** has 4 main sections: Quiz Genius, Exam Editor, Reports and Settings.

The **Quiz Genius** allows you to set up classes and to conduct quizzes, games, surveys or votes, as well as taking attendance.

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 **Reports** session 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 **Reports** session is also used for generating the course grade books and the final report cards.

The **Settings** section is designed for the system set up, which includes 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 or higher

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

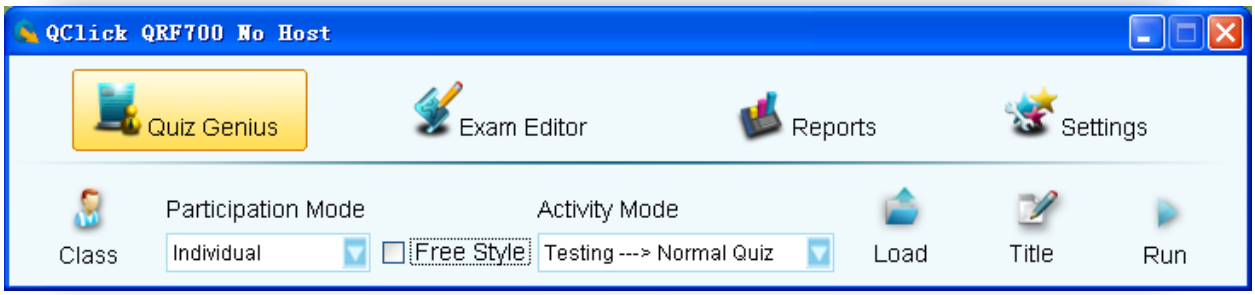
1. Place the software disk into your computer CD drive.
2. Open the disk and double click on the “QClick.exe” file in the root directory.
3. Follow the instructions displayed during the installation.

If the program has been previously installed, we suggest you remove the older version of the program prior to installing the new program.

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

Using the QClick Software

2.1Quiz Genius



Note:

One PPT file = one quiz paper

One slide = one question

Open the QClick program by double clicking on the **QClick icon** on your desktop. If the QRF900 receiver is plugged into the USB port, the software will automatically switch to QRF900 software. Otherwise, the software will prompt you from a system in the selection window. You may plug the QRF900 main receiver into the USB port at this time. The software will automatically switch to QRF900 system and display the logon window. If you don’t have the hardware, but would like to practice using the QRF900 software

system, you may select the system QRF900 from the system selection drop-down menu. Then 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 to 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 QRF900 main receiver plug-in status all the time. It will either display “QRF900 No Host” for Offline and “QRF900 Connected” for Online.

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

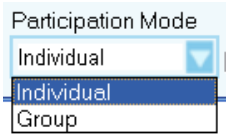
Before conducting a quiz, you will need to set up a class. If the class information is not available at this time and you intend to use the system casually, you may choose a preset within the systems for classes, subjects and teachers. The student roster table always follows the class selection. The roster includes the student ID number, name and grouping information. The student profile is embedded within the student record.

2.1.1 Running a test using Quiz Genius:

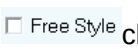
To set up the quiz genius, follow these steps:

1. Set up a class by clicking the Class

icon; refer to session 2.1.1 1Class 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 

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 then make the change or use the system default ID number; refer to session 2.1.1.5 Title.

6. Click the Run

icon to start the quiz, refer to session 2.1.1.6 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 completed?**
No	Normal, Rush, Elimination, Multiple Mode, Survey	System PPT file	The loaded exam file name is used as the title name, and the system default test ID number can be changed	No	No	No
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	Hardcopy	The loaded answer	Yes*	No	No

	Quiz, Homework		sheet file name is used as the title name, and the system default test ID number can be changed			
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.

2.1.1.1 Class

The QClick system can be used to engage 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 the class information. You can choose to import a student roster from a spreadsheet or choose to enter the individual student information into the database. In similarfashion, 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

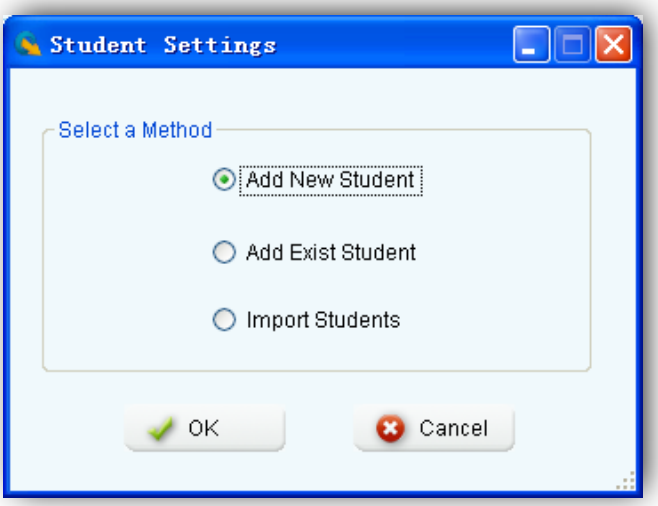
button under the Quiz Genius Tab window to display the Class Settings window.

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, click the

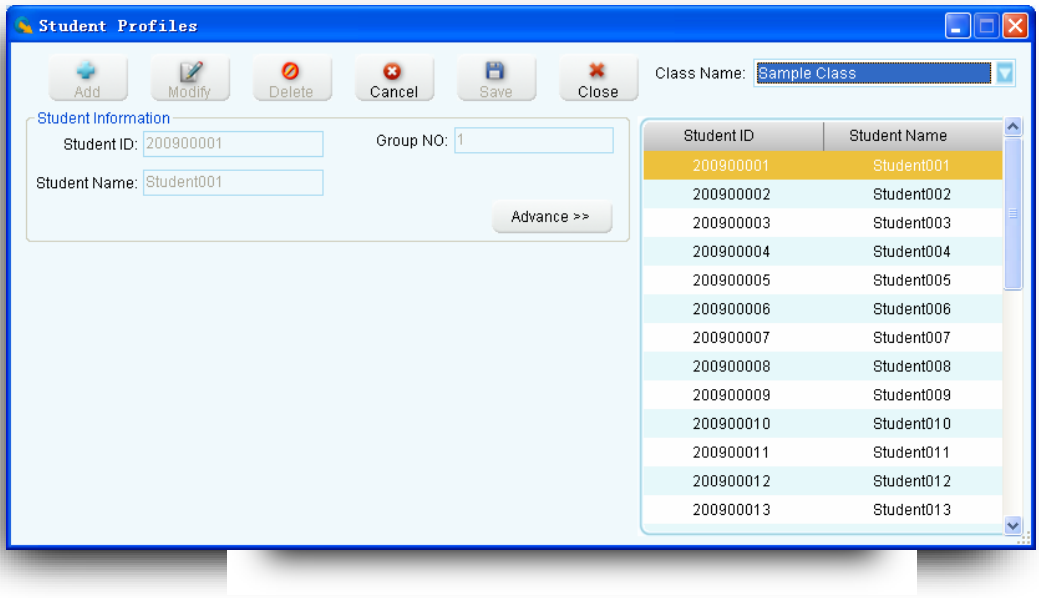
button next to the Class Name drop-down list to display the Edit Class window then select the Add tab. Type in the new class name and click the **Add**

button. The Student Settings window will display three choices, Add New Student, Add Exist Student and Import Students (from a spreadsheet.)



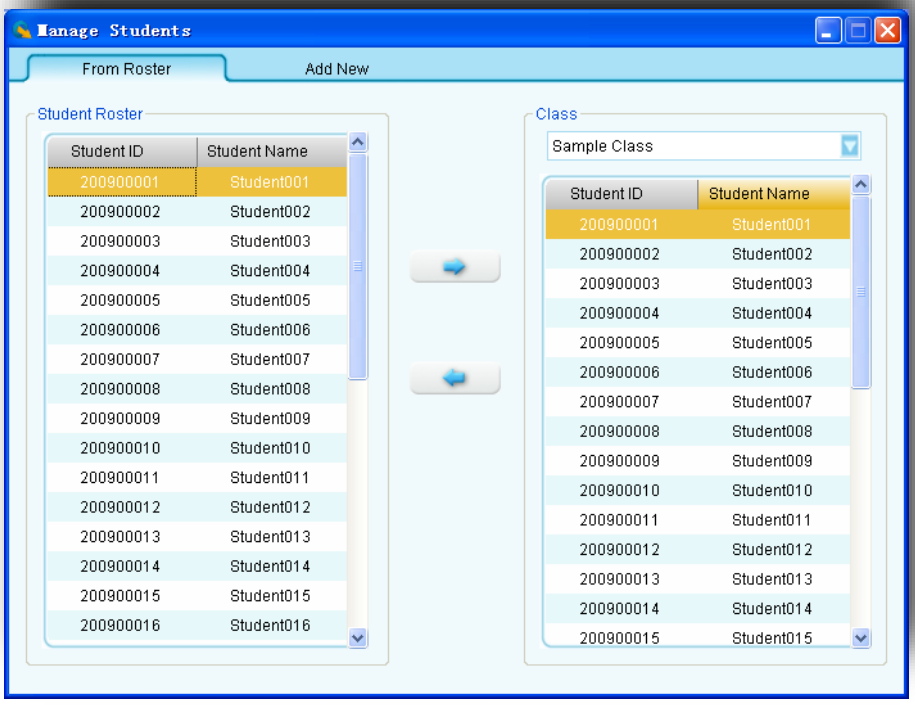
4. Select one of choices in the Student Settings to enter the student information.

5. The student information can be modified by directly double clicking on the student row in the roster to display the Student Profile window.



6. To add or remove the students from the class, click the **Manage**

button to display the **Manage Students** window.



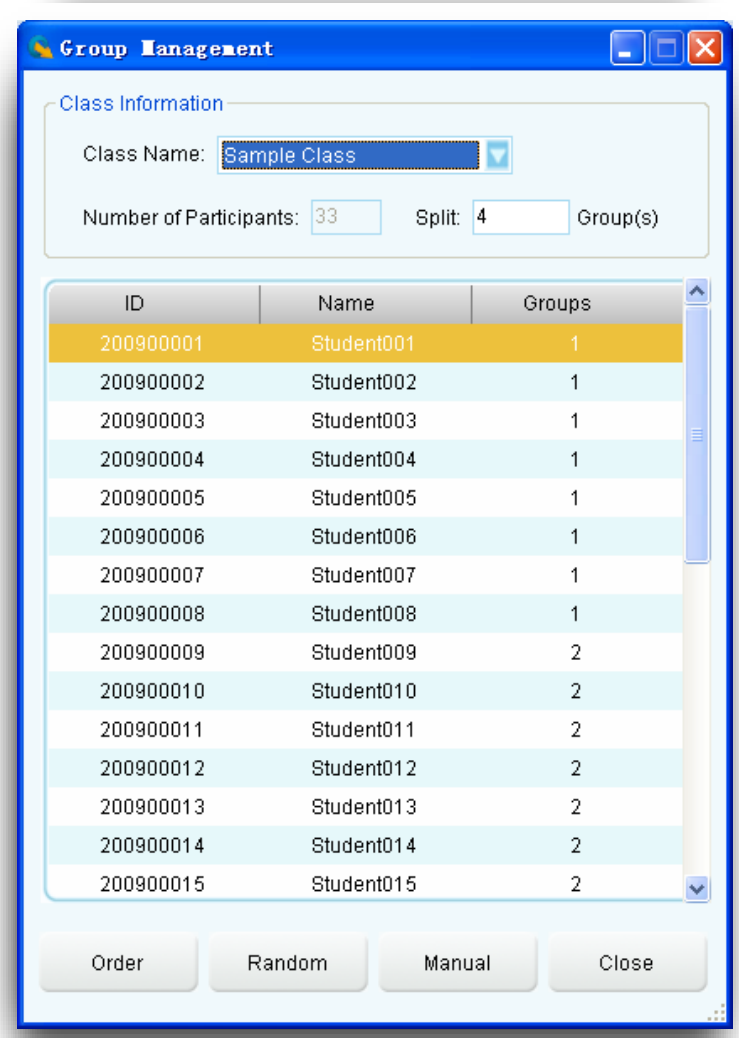
7. To import or export the student roster from a spreadsheet, click the Import

or Export

button to display the file browser.

8. To set up groups for the students in the class, click Grouping

to display the Group Management window.

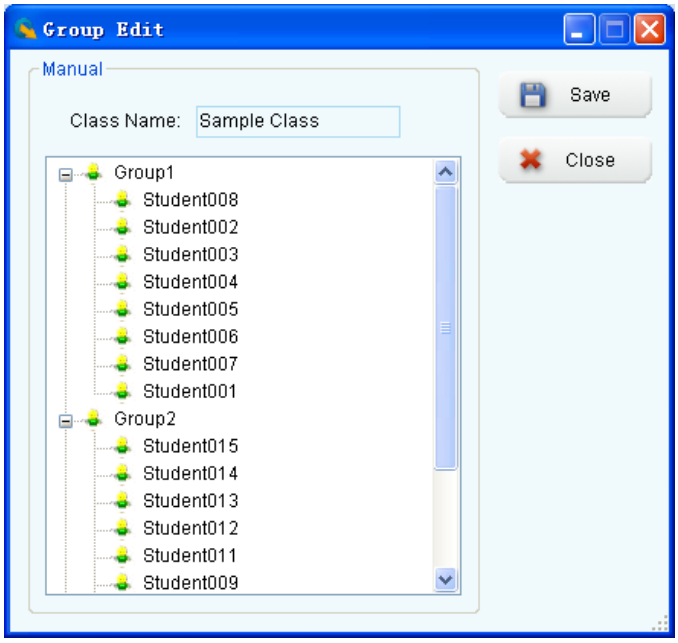


There are three grouping methods, Random, Manual and Order. Type in the group number you desire, and then click the **Order** button

for the orderly grouping, the software will automatically group the students in order. 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 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 will change to green.*

2.1.1.2 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 section 2.1.1.1 **Class** step 8 to set up groups. Only the activity modes **Normal Quiz**, **Rush Quiz** and **Elimination** apply to the group participation mode.

2.1.1.3 Activity Modes

The QClick system has multiple activity modes to choose from: 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 section 2.1.2 **Activity Modes**.

2.1.1.4 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 you select a hardcopy paper or homework mode, only the answer information is needed; then you will need to load an answer sheet or a PowerPoint quiz file containing the answer information. To load a quiz file or an answer sheet, simply 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.

Note: *Once the loading is finished, the color of the* **Load** *button will change to green.*

2.1.1.5 Title

The QClick system uses the title information to associate a quiz or an activity. The title name and the test ID are used in the quiz management and for searching in the student keypads which store 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, the associated file name is copied and saved to the quiz title name area and the test ID is embedded into the quiz or

the answer sheet file in the system. If a quiz or an answer sheet file is loaded into the system for the first time, and there is no test ID embedded in the file, the QClick system will automatically assign a test ID and save it to the file for the associated quiz. The test ID number is recorded 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**

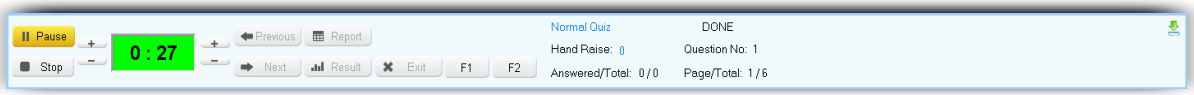
button to display the **Set Test ID** window and change the test ID number you desire to set and/or to write a memo for the associated quiz.

2.1.1.6Run/Start a Quiz

Once a class is selected and a quiz file or an answer sheet is loaded, you can begin the quiz ses**sio**n by clicking the **Run**

button, **or** by pressing the "**Play**"

button on the instructor's remote keypad.The loaded PowerPoint or other selected format will display on the screen with a tool bar at the bottom of the screen.



Note: *To hide the tool bar, click the sign* *on the right corner of the tool bar window; to display the tool bar in Free Style, move the cursor to the bottom line of the entire window; to display the tool bar in other non-Free Style, click the sign* *on the left corner at the bottom of the screen.* 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 into the register number. The number is displayed in successive order upon the first entry . Each number has a background color:

- **Gray** – indicates the student keypad is logged out
- **Green** – indicates the student keypad is logged in

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

Tool Status Bar:

1. Control Buttons:

- **Start/Pause**

– start or pause the timer
- **Stop**

– stop the time
- **Previous**

– return to the previous question page
- **Next**

– advance 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 it will disappear.
- **F2**

–Controls the **Register/Answering Status Bar** position, by continuing to press the button you will cycle the position from top, left and right.
- **Report/ Result**

/

Displays the instant report and result.(If desired) Refer to session 2.1.1.7 **Result and Report**.

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

2. The Question Answer Timer:

- The timeout value is selected for each question during the quiz file set up.
- The timer box background colors and functions are: **Black**: Stop; **Green**: Running; **Yellow**: Pause.
- **The left up/down** button will reset the **Minutes** Press the **up or down** button on the left side of the timer box to increase or decrease the **Minute's**.

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

3. Quiz Status:

- Activity Mode: Indicates the current activity you have selected.
- 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 in.
- Question Done: When the question is finished, the sign "**Done"** will display.
- Question No: Indicates 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.

Note: *After a question is completed, press the button* ***Next***

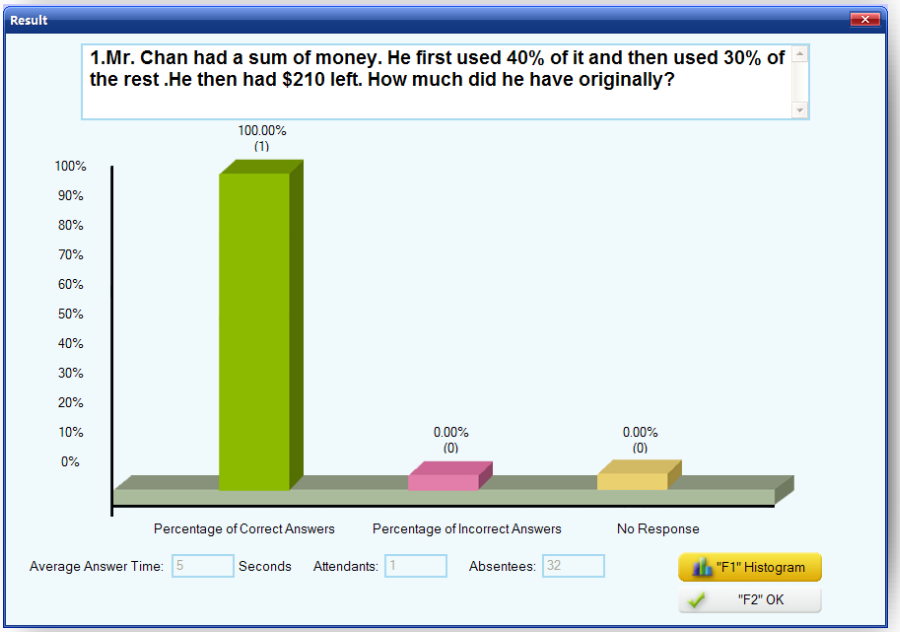
button. *The quiz will begin automatically without clicking the* ***Start/Pause***

button or using the instructor remote keypad **re***fer to 2.5.1 System in details.*

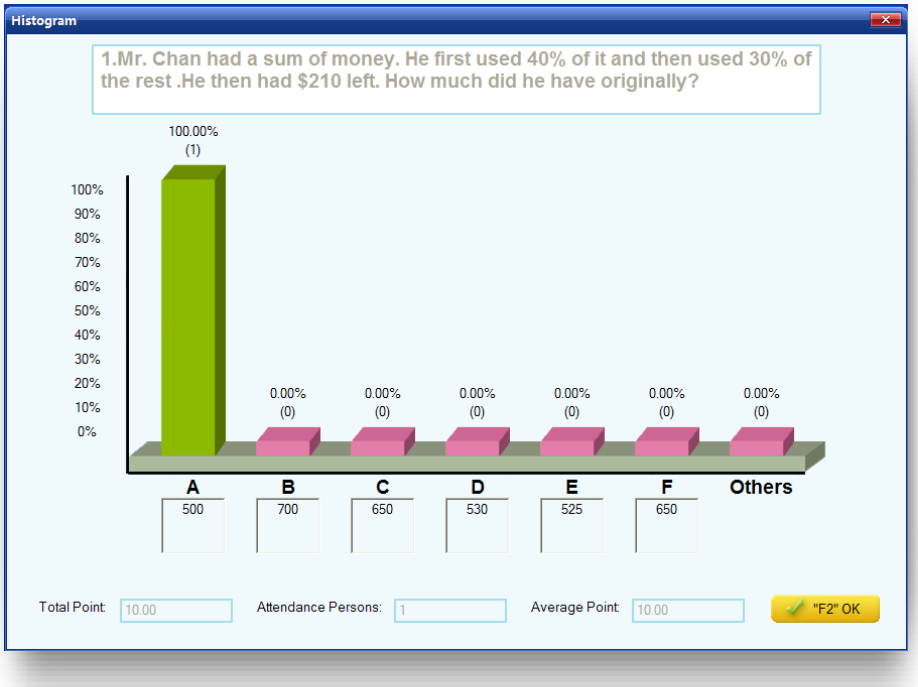
2.1.1.7 Result and Report

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

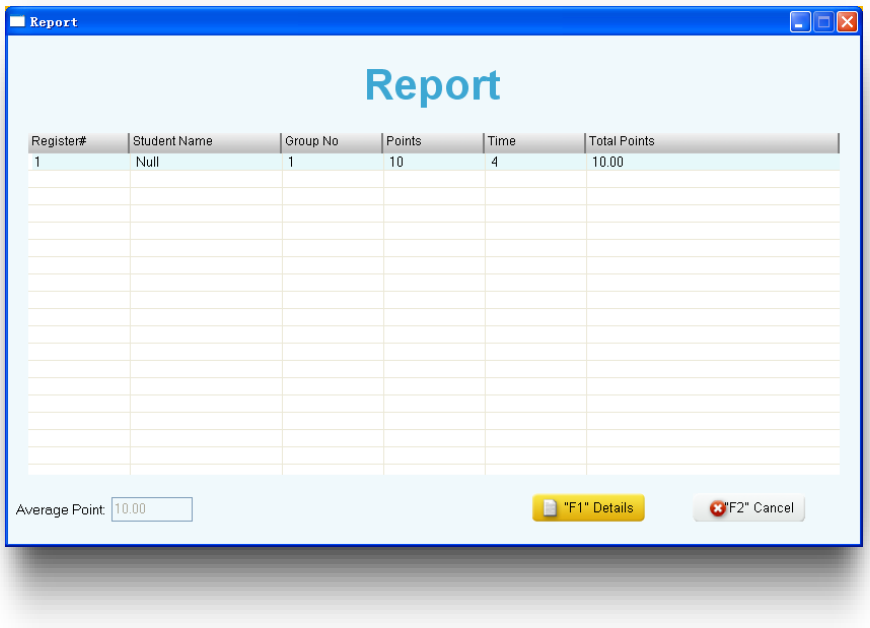


Press the **F1** key to show the detail percentage for each answer option.

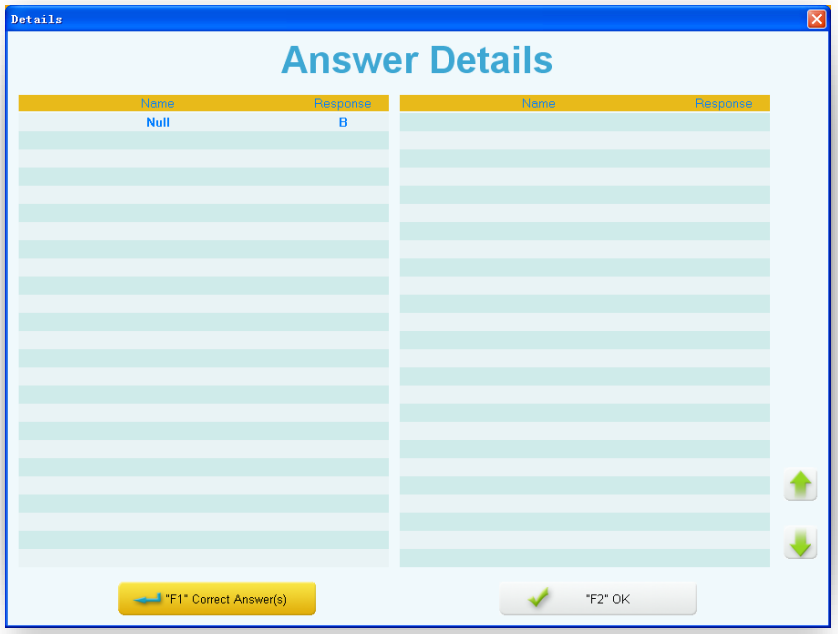


By pressing the **Report** button (using the PC or the instructor's remote mouse, or through the instructor's remote **Report** key), the instructor can view the responses to the individual questions. The instant reports are displayed in a table. The table shows the register number, the student names, the group number, point information and the response time. You can view the student ID by checking the "Show Student ID" in the

Quiz Genius box in System Settings. Refer to session 2.5 Settings on Student ID Display for details.



Press the **F1** key F1 shift to show the detail response answer for each participant. You can view the student ID by checking the “Show Student ID” in the Quiz Genius box in System Settings. Refer to session 2.5 Settings on Student ID Display for details



2.1.1.8 Exit

You can exit the current quiz session by pressing the **ESC** key on the PC keyboard or on the instructor’s remote keypad ESC 2.4a, or by pressing the **Exit** 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 session is completed.

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

2.1.2 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.

2.1.2.1 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. If a different format other than PowerPoint is used, then the answer sheet file must be provided. The instructor controls the pace of the questions being answered.

2.1.2.2Paper 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 **Left Soft 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 completed by the students, the students can directly submit their whole quiz answers without waiting for the other students to finish the test.

2.1.2.3 Homework:

The **Homework** activity allows the instructor to send homework question frames or question contents to the student clickers allowing the students to take their homework questions to complete away from the classroom. The homework answers are received from the student clicker and the answers are either embedded in the PowerPoint file or in

the answer sheet. These files should be loaded prior to starting the homework session. The homework title from the answer sheet or from the PowerPoint file name and the test ID created by the system or set up in the Title window (refer to session 2.1.1.5 Title) are used for tracking the reports in the system database. They are also used for the homework searching in the student clickers. There is no time limit for the Homework activity.

***Note**: The **Homework Mode** is running in a state either **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 the Homework mode switching from the state of **assigning (Sending Homework)** to the state of **Receiving**.*

2.1.2.4 Rush Quiz:

This mode is similar to the normal mode; however, in this mode the first student who presses any effective **"Rush Quiz"** button locks out the rest of the students from answering 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.

2.1.2.5 Elimination:

This mode is similar to the normal mode; but in this mode only those students who answer correctly can move on to the next question. Those answering incorrectly are automatically eliminated.

2.1.2.6 Multiple Modes:

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 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 select the **Normal Quiz**, or **Rush Quiz**, or **Elimination** for the entire 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** for the entire quiz session activity mode.

2.1.2.7 Survey:

The **Survey** activity is used for subjective responses. 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 not 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.

2.1.2.8Vote:

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.

2.1.2.9 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 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.

2.1.2.10 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 oral questioning. The correct answers to these questions can be provided either 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, all of the student quiz performance data conducted in this **Free Style** mode can be stored in the report section and may 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.

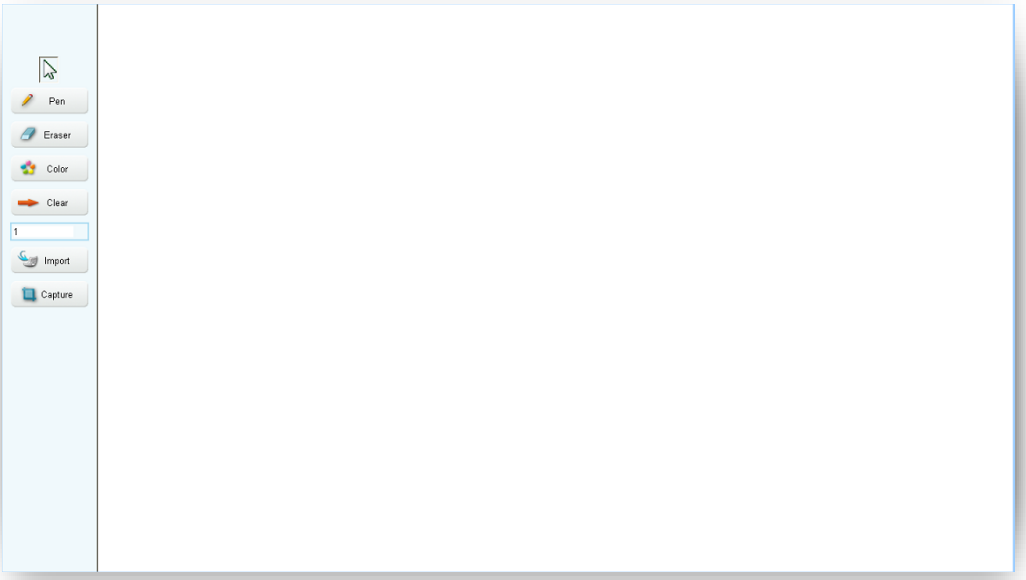
2. Select the **Normal Quiz**, **Rush Quiz** or **Elimination** activity mode from the Activity Mode drop-down list.

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 your questions, simply click the **Start** button on the **status tool bar** to begin an oral quiz.

5. To capture an image, right click on the **Status Tool Bar** area. Select the item **Cut Picture** 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.

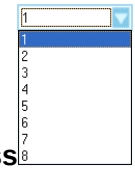
6. If you want to use the system white board to draw or write a quiz question; right click on the **Status Tool Bar** area. Select the **Manage Picture** item from the pop-up window or simply click the **White Board** button on the **Status Tool Bar.** The system white board tool will be displayed.



***Note**: To close the system white board, click the sign* *on the right corner of the status tool bar window.*

7. The system white board tool contains these controls:

- Arrow button – Click the button to toggle between function keys
- **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.

8. An Answer Settings window will automatically pop up once a quiz question is finished. The instructor can use the PC or the instructor remote to select a correct answer in the Answer Settings window. Using the PC, you can select the Answer Settings Tab in the pop up window; or using the instructor remote, you can use the remote mouse to select the Answer Settings Tab, and to click on the corresponding radio button to select the question mode; or using the **Slide Up Key**

and **Slide Down Key**

on the instructor remote keypad to make the selection.

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 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 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)

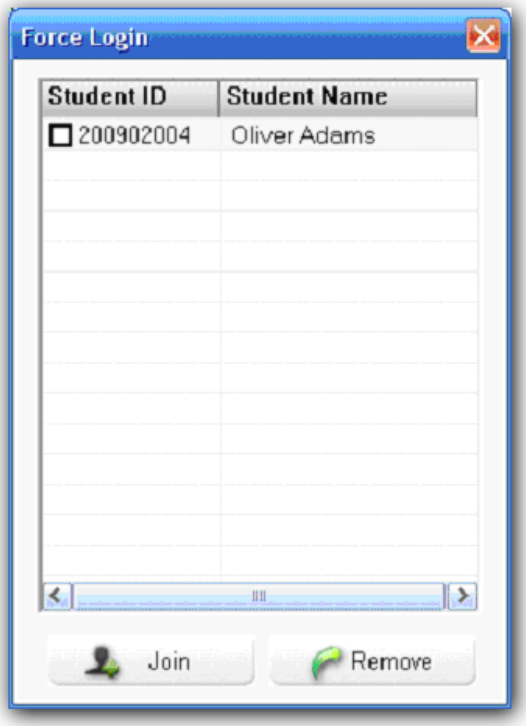
2.1.3 Logon and Force Login

2.1.3.1 Logon

Prior to using the QClick system, both the Instructor and the student need to logon to the system. The instructor must select a class containing a list of the student IDs 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.

2.1.3.2 Force Login

If a student is not in the student ID roster but desires to participate in the quiz or the exam, he or she may execute a forced logon. He or she simply logs on in the normal manner. The software will display a **Force Login** window, when the logging on is happening.



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

1. Click the check box on the **Force Login** student list window to select the student.

2. To allow the student **Force Login**, click the **Join**

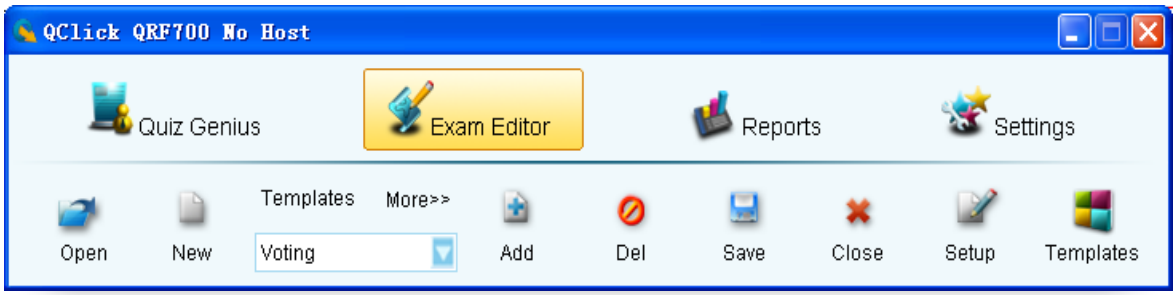
button. The student ID and name will be automatically saved to the student roster of the class. The session test data will also be automatically saved to the system database.

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.

2.2 Exam Editor



The QClick 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.

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 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
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 open the PowerPoint **Setup** window which includes the answer sheet setting! Refer to the session **2.2.8 PowerPoint Setup** for further details.

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

2.2.1 Open:

The **Open** function is used to open an existing PowerPoint quiz file for editing. The 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\QRF900\Paper_Base."

2.2.2 New:

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

2.2.3 Templates:

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

2.2.4 Add:

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

2.2.5 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.

2.2.6 Save:

The **Save** function is used to save the current edited PowerPoint quiz file. The default path is: "(Installation Path)\ QClick \ User\QRF900 \Paper Base."

2.2.7 Close:

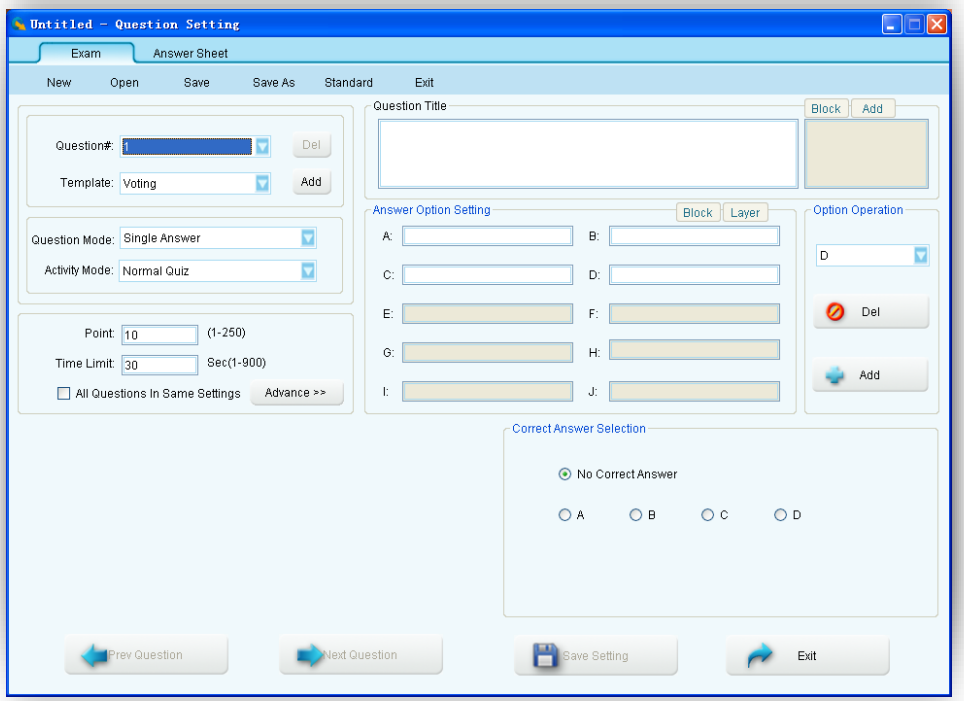
The **Close** function closes the current PowerPoint editing quiz file. The software will prompt you to save, if the opened PowerPoint quiz file has been changed.

2.2.8 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 Setting** 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.

Note: The **Question Setting** window includes two tabs; Exam and Answer Sheet. Select Exam to set up questions for the PowerPoint quiz file, Select Answer Sheet for the answer sheet setting.



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 session 2.2.1. **Open** or click **Open** in the menu bar shown at the top of this window, to open an existing PowerPoint quiz file. You can also create a new PowerPoint quiz file from the Exam Editor, session 2.2.2, **New**; or click on **New** shown in the menu on the top of this window to open a new PowerPoint quiz file.

2. Select Exam tab

3. Window Menus:

   - **New** – Enter a new a PowerPoint quiz file for questions set up.
   - **Open** – Opens an existing PowerPoint quiz file from your file browser, for questions set up.
   - **Save** – Save the questions set up into the open PowerPoint quiz file.
   - **Save As** – Allows saving the current open PowerPoint quiz file by another file name.
   - **Standard** – Opens the state education standard hierarchical chart for you to choose a standard for question setup. Refer to session **2.2.9 Standard Setup**.
   - **Exit** – Exits the Question setting window.

4. Function Items:

- **Question#**: -- Select the question you choose 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 question currently displayed.

- **Template:** -- Click the **Template** drop-down list to select the template for the current question set up. Refer to session **2.3 Template** for details.

- **Question Mode:** -- Click the **Question Mode** drop-down list to select the question mode for the current question set up. Refer to session 2.2.10 **Question Mode** for details.

- **Activity Mode:** -- Click the **Activity Mode** drop-down list to select the activity mode for the current question set up. This function is used 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 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 in the Option Operation 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 a selection of options to be deleted. When you add or delete the options, the **Correct Answer Selection** will be automatically updated.

- **Correct Answer Selection**: -- Click on the **Radio** 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 **Radio** 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 at 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 at 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.

For additional question setting options click the

button to choose from the following:

- **Difficulty Level**: -- Select the Difficulty Level for the current question 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 a deduction when the question is answered incorrectly 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.*

- **Preview Question**: -- The **Preview 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 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.

Any PowerPoint file can be converted to a formatted Test Paper using the Exam Editor. To convert a PowerPoint file follow these steps:

1. Open the PowerPoint file you wish to edit.

2. Click on

button, which opens the Question Setting window and select the Exam tab.

3. In the Question Title area, click the Block button to choose the text you wish to set as the

   Question title; in the Answer Choice Setting area, click the Block button to choose the text you wish to set as the answer options, if necessary.

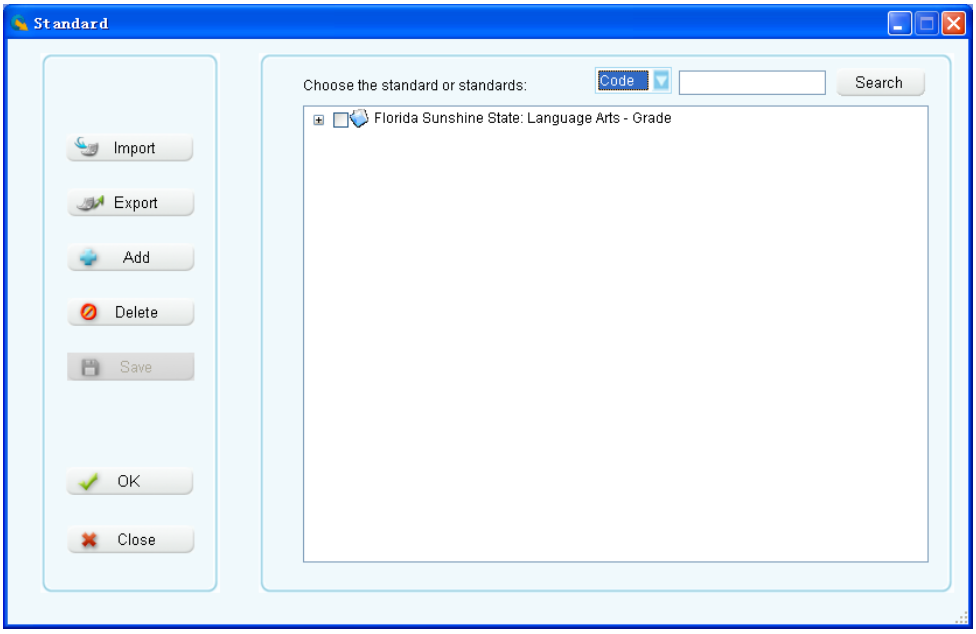
4. In the Correct Answer Selection column, clicking on the radio button before each answer option to choose the answer(s) depends on the selected question mode.

5. Click the Save Setting button, type in the new file name in the displayed window.

Note: *By clicking the Save Setting button, the system will automatically save the setting into another quiz file without covering the original PowerPoint file.*

2.2.9 Standard Setup

Refer to section **2.2.8 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. An alternative way to search a standard is to type the key word in the text box on the upper right corner of the window and click the

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. Currently, the 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.

2.2.10Question Modes

Refer to section 2.2.8 **PowerPoint Question Setup** regarding the **Question Mode** setup item. The QClick exam system handles 6 question modes: **Single Answer, True or False, Multiple Answer, Cloze Test, Short Answer** and **Teaching Plan**.

- **Single Answer**: -- Multiple choice question with only a single correct answer choice.

- **True or False**: -- Multiple choice question with only a true or false 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**: -- This type of question is answered by texting.

- **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.

2.2.11Answer Sheet Setup

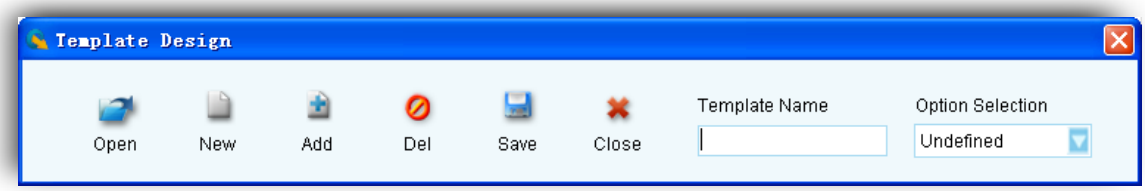
Under the **Exam Editor** Tab, click the **Setup**

button. This will display the PowerPoint **Question Setting** window, and then select the Answer Sheet tab, 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 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 session 2.2.8 **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 an answer sheet into this **Answer Sheet Setting** window. Clicking the menu **Import** to bring you to the import file browser will allow you to select a file name.; and then click the **Open** button to confirm the importing.
- **Export**: -- The **Export** function is used to export the answer sheet setting from this **Answer Sheet Setting** window into a Microsoft spreadsheet format file. Click the menu **Export** to bring you to the export file browser which will allow you to select a file name. Then click the **Save** button to confirm the exporting.

2.3 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. Click the button **Templates**

to open the Template Design window.

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 be displayed.

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 "Question 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**

button.

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

button. If changes have been made, the software will ask you to save the changes, otherwise, the changes will be lost.

The detailed description for the template design control is:

2.3.1 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 "x.pot". The default loading path is: "(Installation Path)\QClick\User\QRF900\Module".

2.3.2 New:

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

2.3.3 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.

2.3.4 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.

2.3.5 Save:

The Save function will save the currently edited PowerPoint template file ".POT". The default save path is "(Installation Path)\QClick\User\QRF900\Module".

2.3.6 Close:

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

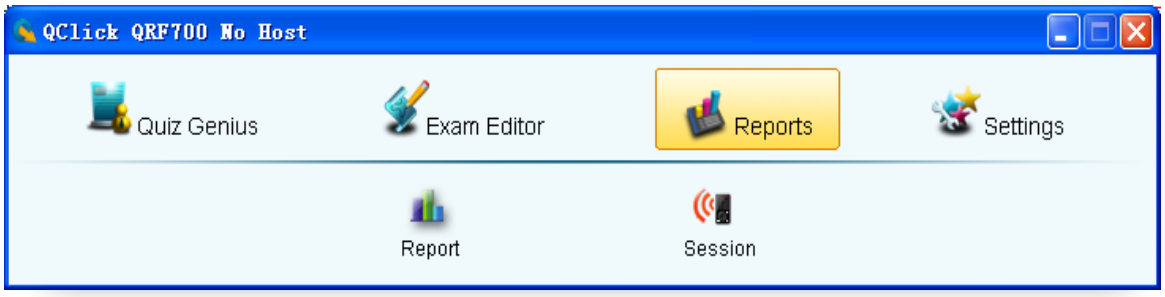
2.3.7 Template Name:

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

2.3.8 Option Selection:

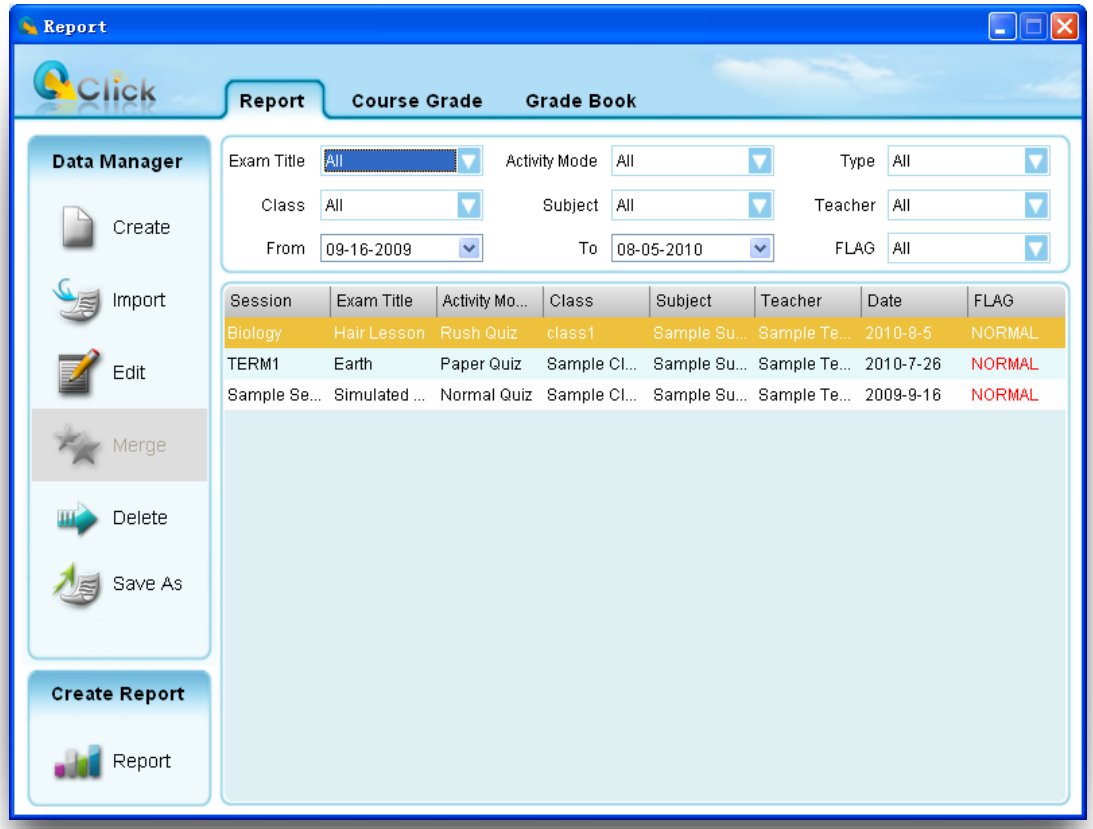
The Option Selection will determine which block on the PowerPoint slide template is assigned to the Question Title; and which block is assigned to Option A or Option B. If the template question model is created using the system template, the choices will be automatically assigned; otherwise, the Question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

2.4 Reports



2.4.1 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
- Creating a new course grade
- Import a data session to the system database from a file
- Import a course grade session to the system database from a file

- Edit a session
- Edit a course grade session
- Merge two or more sessions
- Delete selected sessions
- Delete selected course grade session

- Save a session to a file
- Save a course grade session to a file

Create Report

Session data is recorded during the session activities in a class; or created using the reporting tool **Create** under **Data Manager.** The session information is recorded in the system database once a session has been 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 filer selection, the filter functioning is **Off**. The filters are:

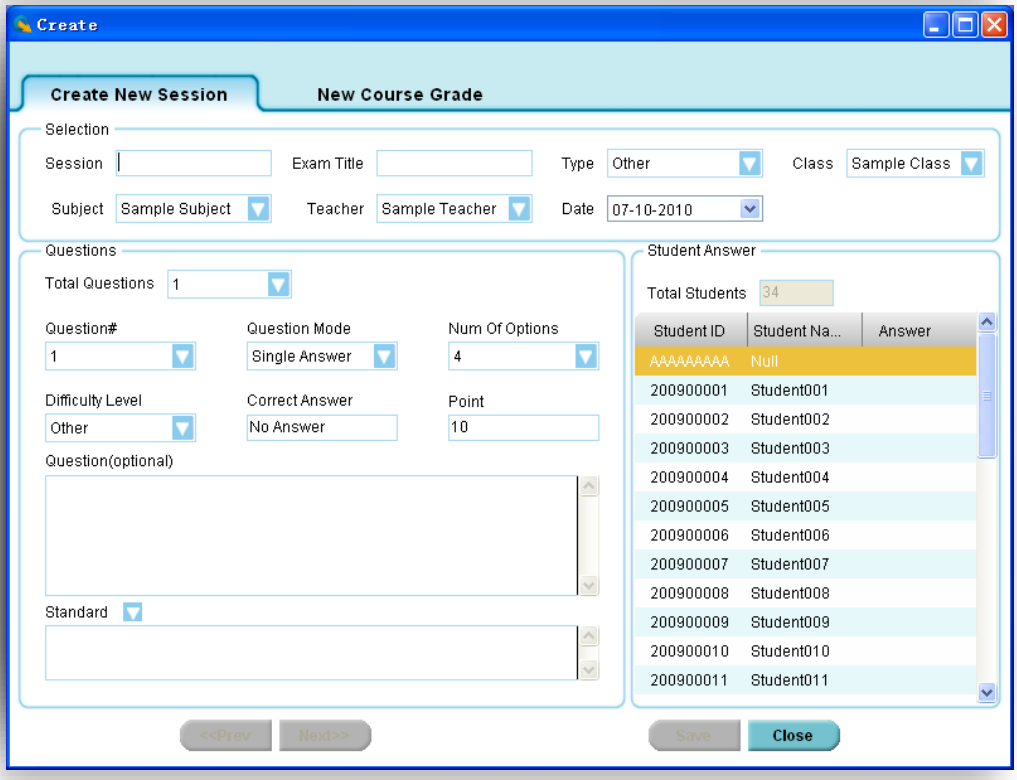
- **Exam Title** – Related to an individual electronic or paper test title used in the system.
- **Activity Mode** – The mode selected during a test. These modes include Normal Quiz, Paper Quiz, Rush Quiz, Elimination and Multiple Mode.
- **Type** – Indicates session type. For example, class participation, 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 in order 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 into 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 may want the system grade book software to include these test results. In this application, the session data can be entered manually.

2.4.1.1 Create a new session



To create a new session, follow these steps:

In **Data Manager** groups**,** click the **Create**

button, select Create New Session tab to begin creating a new session**.**

1. Type in a session name into the **Session** box.
2. Type in an exam title name into the **Exam Title** box. The exam 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 exam 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 #**.
10. Select the **question mode** from the drop down list **Question Mode** for the question you are working on.
11. Select the **difficulty level** 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.

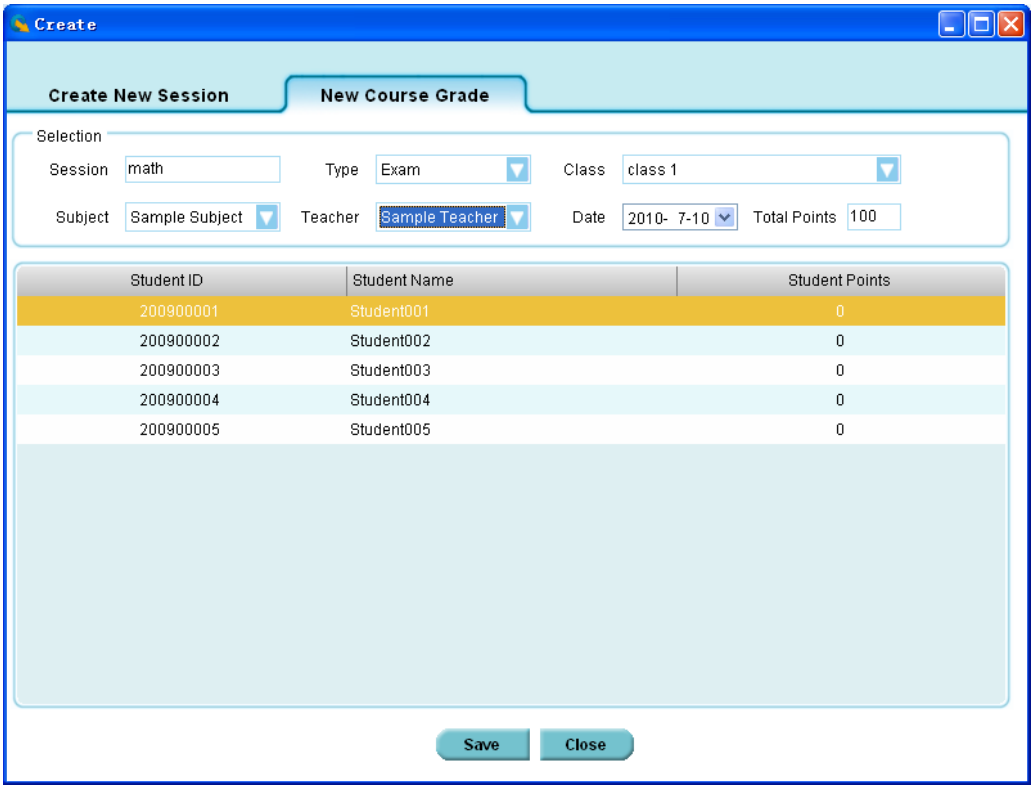
19. After the settings have been completed, select

to go to the next question, select

to go back to the previous question.

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.

2.4.1.2Create a new course grade



To create a new course grade, follow these steps:

In the **Data Manager** groups**,** click the **Create**

button, and select the New Course Grade tab to begin creating a new course grade**.**

1. Type in a session name into the **Session** box.

2. Select a **type** for the session being created from the drop down list **Type**.

3. Select a **class name** for the session being created from the drop down list **Class.**

4. Select a **subject name** for the session being created from the drop down list **Subject.**

5. Select a **teacher name** for the session being created from the drop down list **Teacher.**

6. Select a **date** for the session being created from the calendar table **Date.**

7. Enter the total points for the new course 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.

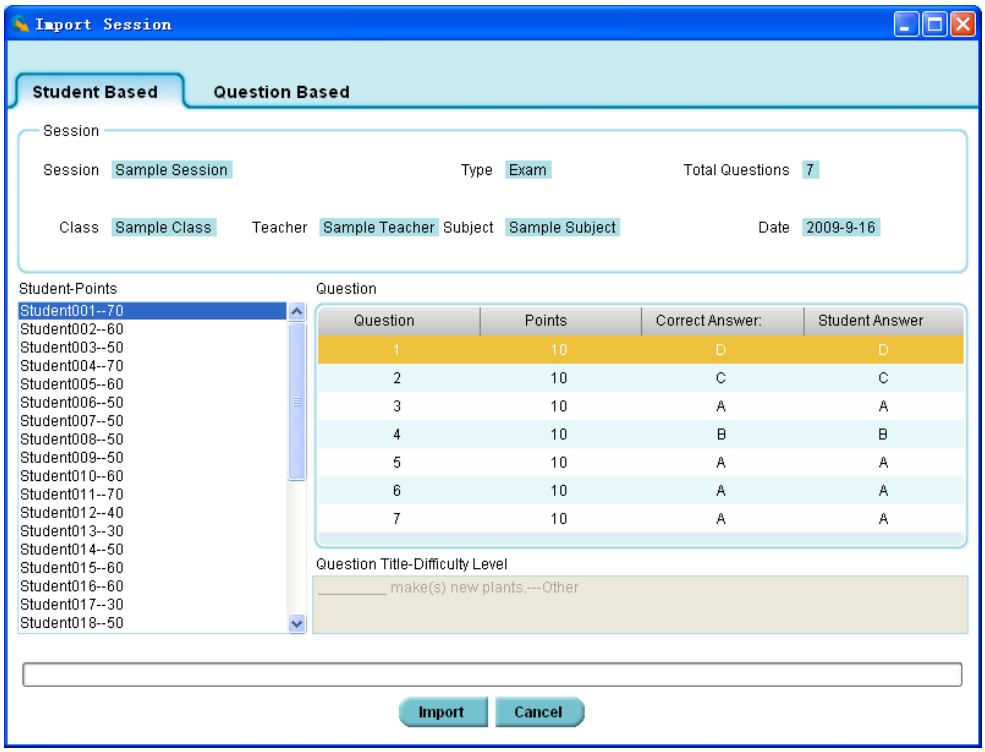
9. Repeat step 8 until all of the students points are entered for the new course grade session.

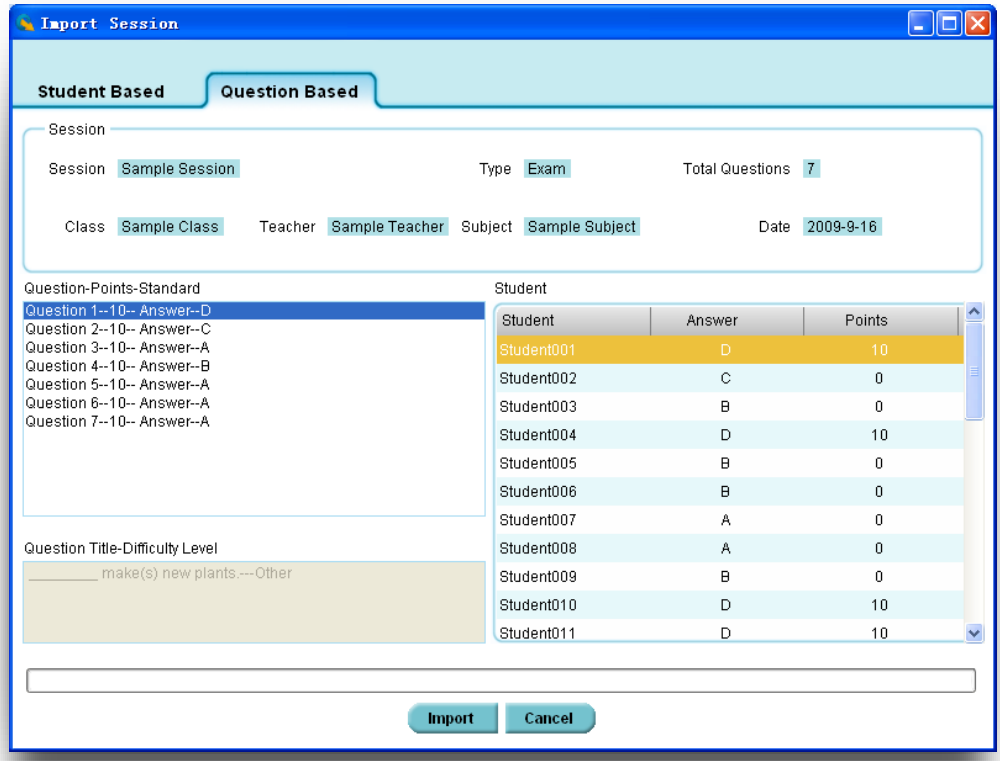
10. Click the **Save** button to save all of the selections and input data for the new session to the system database. **If the window is closed without saving, all of the input data will be lost.**

2.4.1.3 Import a data session into the system database from a file

In the **Data Manager** groups, click the **Import** button

to open the file browser to import a session stored in a file. The import and saving of session data allows you to transfer this data from one computer to another. The saving function allows you to retrieve a session from the QClick system database and save it into 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.

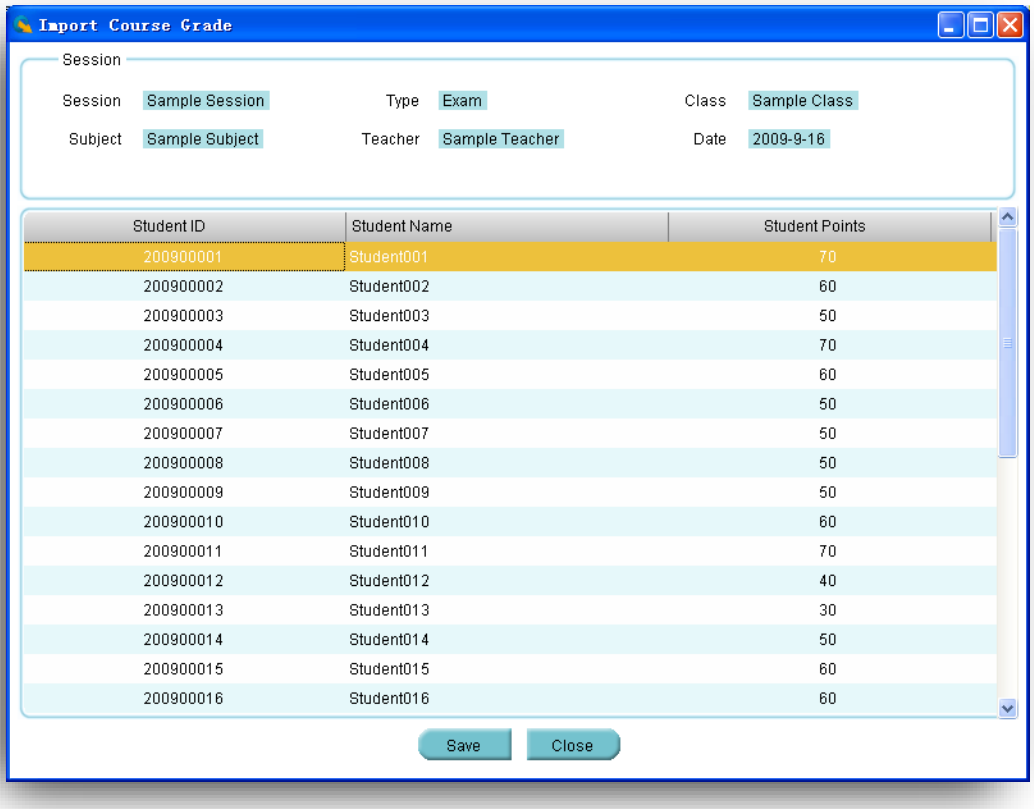

Import Session
Student Based
Question Based
Session
Session Sample Session
Type Exam
Total Questions 7
Class Sample Class
Teacher Sample Teacher
Subject Sample Subject
Date 2009-9-16
Student-Points
Student001--70
Student002--60
Student003--50
Student004--70
Student005--60
Student006--50
Student007--50
Student008--50
Student009--50
Student010--60
Student011--70
Student012--40
Student013--30
Student014--50
Student015--60
Student016--60
Student017--30
Student018--50
Question
Question
Points
Correct Answer:
Student Answer
1 10 D D
2 10 C C
3 10 A A
4 10 B B
5 10 A A
6 10 A A
7 10 A A
Question Title-Difficulty Level
_____ make(s) new plants.---Other
Import
Cancel


Import Session
Student Based
Question Based
Session
Session Sample Session
Type Exam
Total Questions 7
Class Sample Class
Teacher Sample Teacher
Subject Sample Subject
Date 2009-9-16
Question-Points-Standard
Question 1--10-- Answer--D
Question 2--10-- Answer--C
Question 3--10-- Answer--A
Question 4--10-- Answer--B
Question 5--10-- Answer--A
Question 6--10-- Answer--A
Question 7--10-- Answer--A
Question Title-Difficulty Level
_____ make(s) new plants.---Other
Student
Student
Answer
Points
Student001 D 10
Student002 C 0
Student003 B 0
Student004 D 10
Student005 B 0
Student006 B 0
Student007 A 0
Student008 A 0
Student009 B 0
Student010 D 10
Student011 D 10
Import
Cancel

2.4.1.4 Import a course grade session into the system database from a file

In the **Data Manager** groups click the **Import**

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



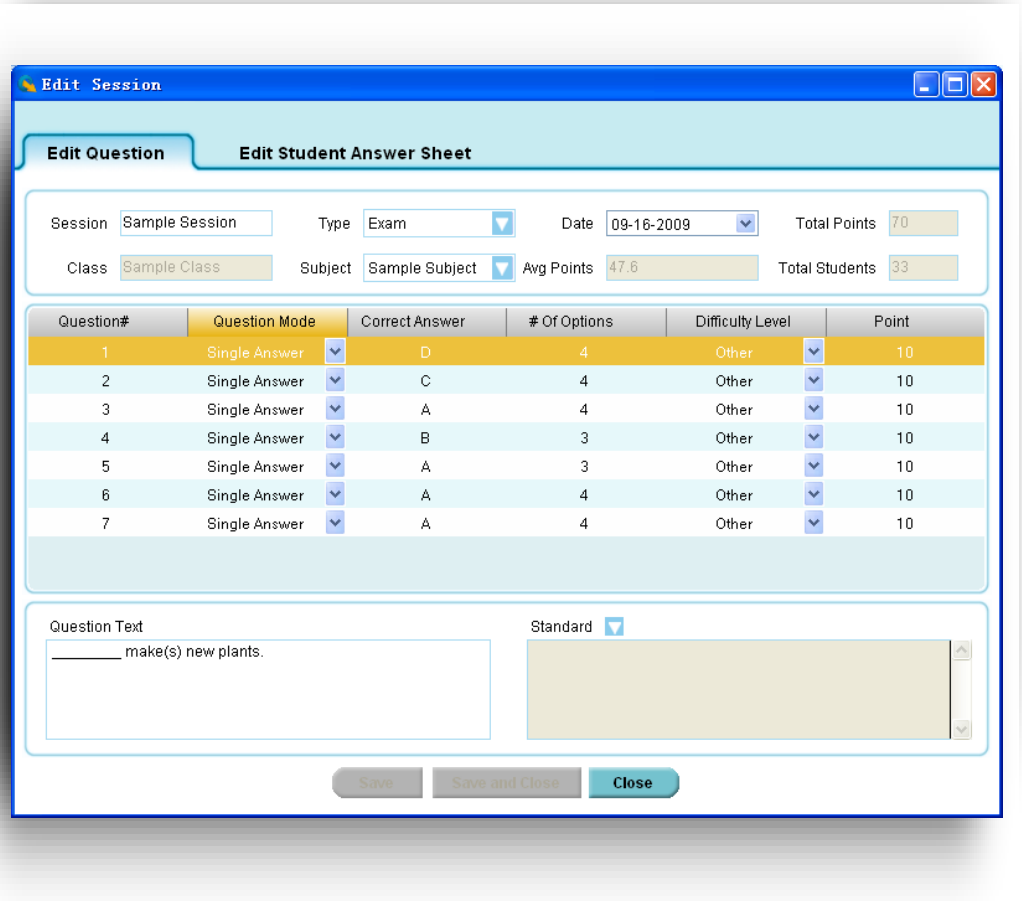
In the **Import Information** group; session name, session type, class name, subject name, teacher name and session creation date are shown. In the student session point list; the student ID, student name and the student session points are shown. These allow you to preview the data being imported. Click 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

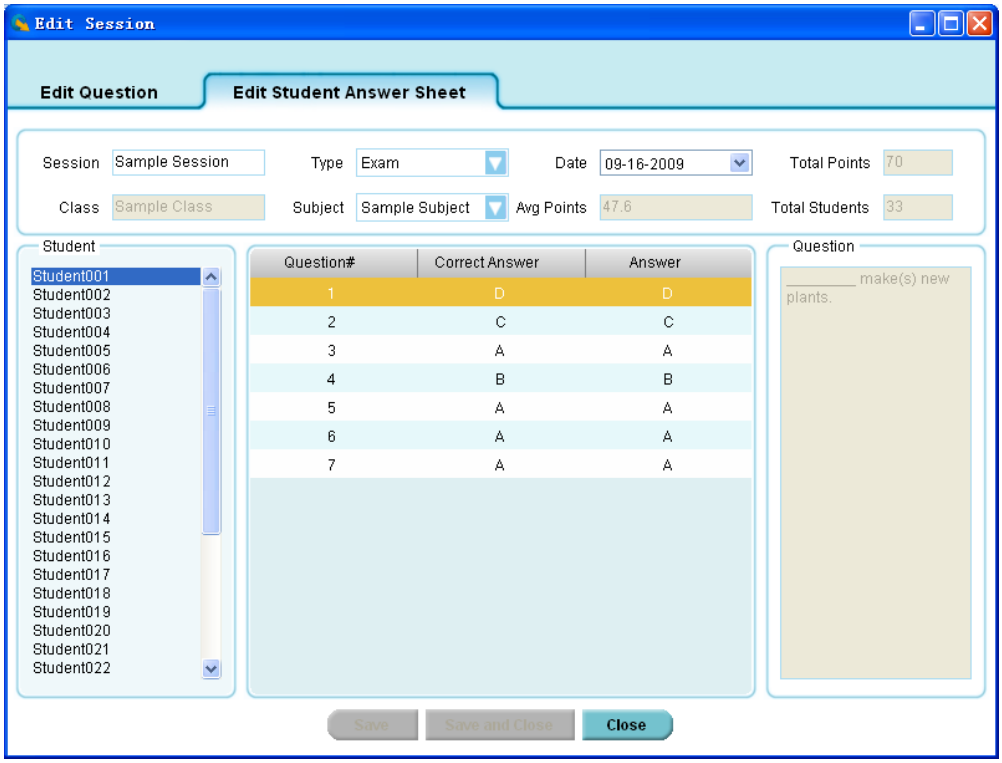
successful.

2.4.1.5 Edit a session

Select NORMAL from the FLAG tab.and 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 as well as the point value, if desired. All question information contained in the session can also be modified. Under the **Edit Student Answer Sheet** tab, you can change the student's answers, session name, session type, session date and subject.





This following section will demonstrate how to:

- Modify session information
- Re-assign the type of questions
- Re-calculate the questions (including point value)
- Re-grade the students test

MODIFY SESSION INFORMATION

Session information is contained in both the **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 the **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 MODE OF QUESTIONS

A question type can be modified from single choice to multiple choices or the cloze 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 then highlight the question number.
3. Click the **Question Mode** drop down list in the **Questions** area; and then select the new mode of question desired.
4. 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.**

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 a 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 and 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 at the bottom of the window and then 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.**

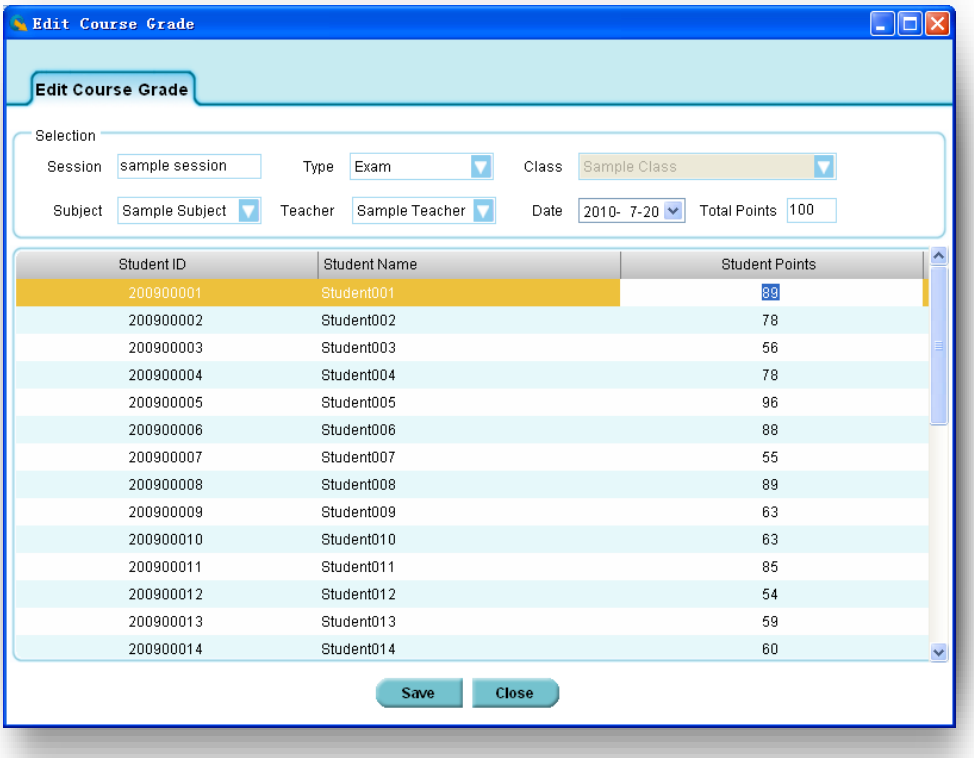
EDIT STUDENTS ANSWERS

A student answer can be edited. 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.
4. Click the **Answer** editing box 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’.
5. 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.**

Through the filters on the upper right window, select COURSE from the FLAG tab, and then click the **Edit** button

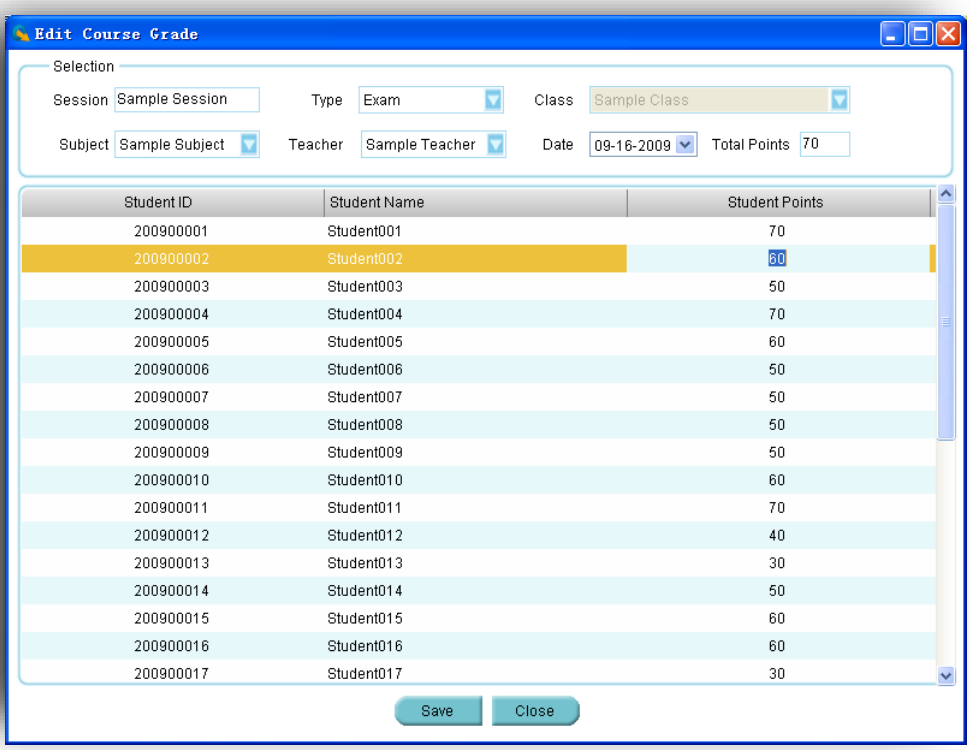
in the Data Manager Group to open the Edit Course Grade window. You can change the session name, session type, subject name and teacher name, if desired. You can also change the student point value by typing the score into the Student Point box.



2.4.1.6 Edit a course grade session

Select COURSE from the FLAG tab. Click the **Edit** button

in the **Data Manager** Groups to open the **Edit Session** window. The alternate way to open the **Edit Course Grade** window is by double clicking on the session you wish to open.



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:

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 the 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.**

2.4.1.7 Merge two or more sessions

From the session list window, select two or more existing sessions with the same class, and subject quiz file, and then click the **Merge** button

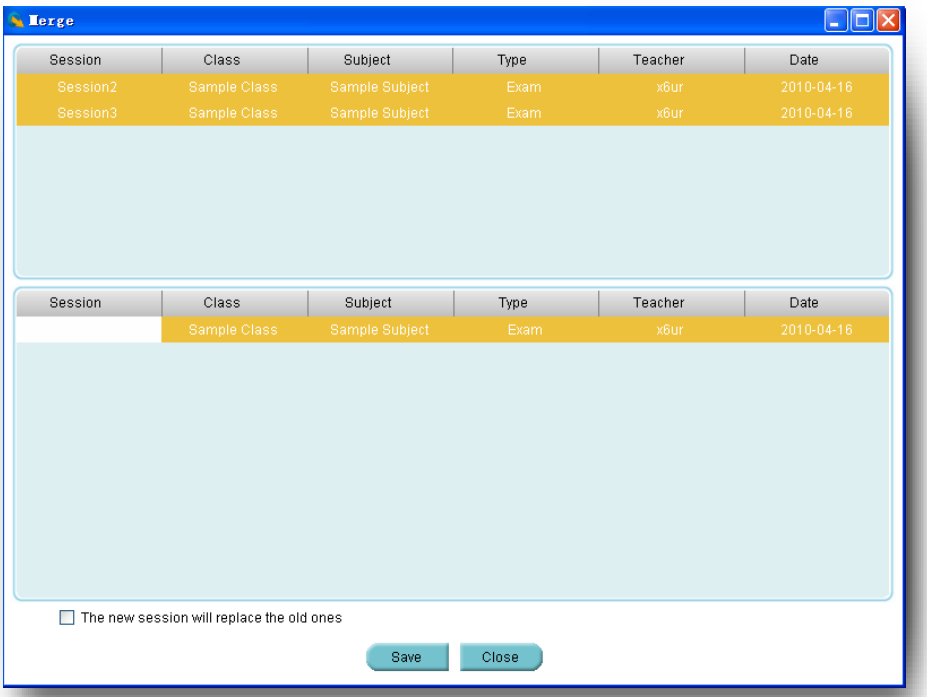
to begin the merging function. The merge function is useful when you have a make-up session but don't want to keep two separate sessions; one for the regular and one for the make-up with the same class and the same subject, using the same activity test. This way, you can merge the make-up session and 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 active after step 1. Click the **Merge**

button.

3. If the sessions to be merged have **the same class and subject quiz file** the merge window will appear; otherwise, an error message will prompt you to select the same class and the same subject to merge.



4. The **Merge** window consists of two sections. The top section lists all of 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, and 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 newly created session will be stored in the system database.

2.4.1.8Delete the selected sessions

Select one or more sessions from the NORMAL FLAG tab 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.

2.4.1.9Delete the selected course grade session

Select one or more of the course grade sessions from the COURSE FLAG tab you wish to delete and then click the **Delete** button

in the **Data Manager** groups to delete the selected course grade sessions in the list. To delete course grade sessions, follow these steps:

1. Select the course grade sessions you wish to delete by holding the **Ctrl** key and click the session you have selected from the list. You may select multiple course grade sessions by holding the **Shift** key and clicking the start and the end session in the list. All of the course grade 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.

2.4.1.10 Save a session to a file

Select a session from the NORMAL FLAG tab you wish to save. In the **Data Manager** groups, click the **Save as** button

to open the file browser to save the selected session to a file. The import and saving of the session data is a pairing function to let you transfer session data from one computer to the other. The save 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 save a session, follow these steps:

1. Click the session you wish to save from the list.

2. Click the **Save As** button to begin saving.

3. The file browser will open allowing you to select the 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 save operation is canceled.

2.4.1.11 Save a course grade session to a file

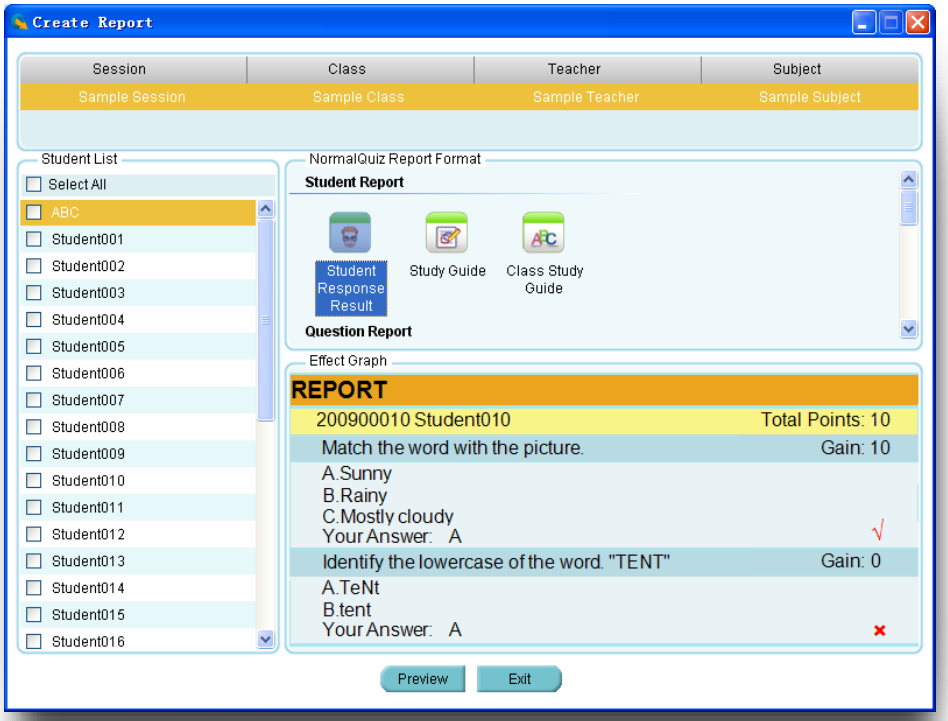
Select a course grade session from the COURSE FLAG tab you wish to export. In the **Data Manager** groups, click the **Save As**

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

1. Click the course grade session you wish to save from the list.
2. Click the **Save As** button to begin saving.
3. The file browser will open allowing you to select a file you wish to save the course grade session data into.

Click the **Save** button to start saving. If the course 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.

2.4.1.12 Create Report



The QClick reporting system generates various category reports using the student class activity performance data. Scroll the report format menu and click on the icons for different reports to create as desired. By clicking on the icons, a corresponding Effect Graph will be displayed in the bottom right of the window to show you what the report looks like. There are four categories of reports, each report focusing on different areas.

These categories are:

- Student Report
- Question Report
- Class Overview Report
- Standard Report

Note: *In the report choosing panel, right click on the icon, there are sorting options for certain reports*

Once an option is set it will become bold to indicate the state of the report and its icon will also be changed

Select "By Default" to return the report to its initial state..

The QClick system generates these reports for the session selected:

- Student Session Report
- Student Response Result
- Question Report
- Class Response Report
- Correct Rate Statistics
- Study Guide
- Class Study Guide
- Response Spread Report
- Absentee Report
- Standard Analysis Report
- Personal Standards Report
- Roll Call
- Survey Report
- Vote Report
- Group Reports

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

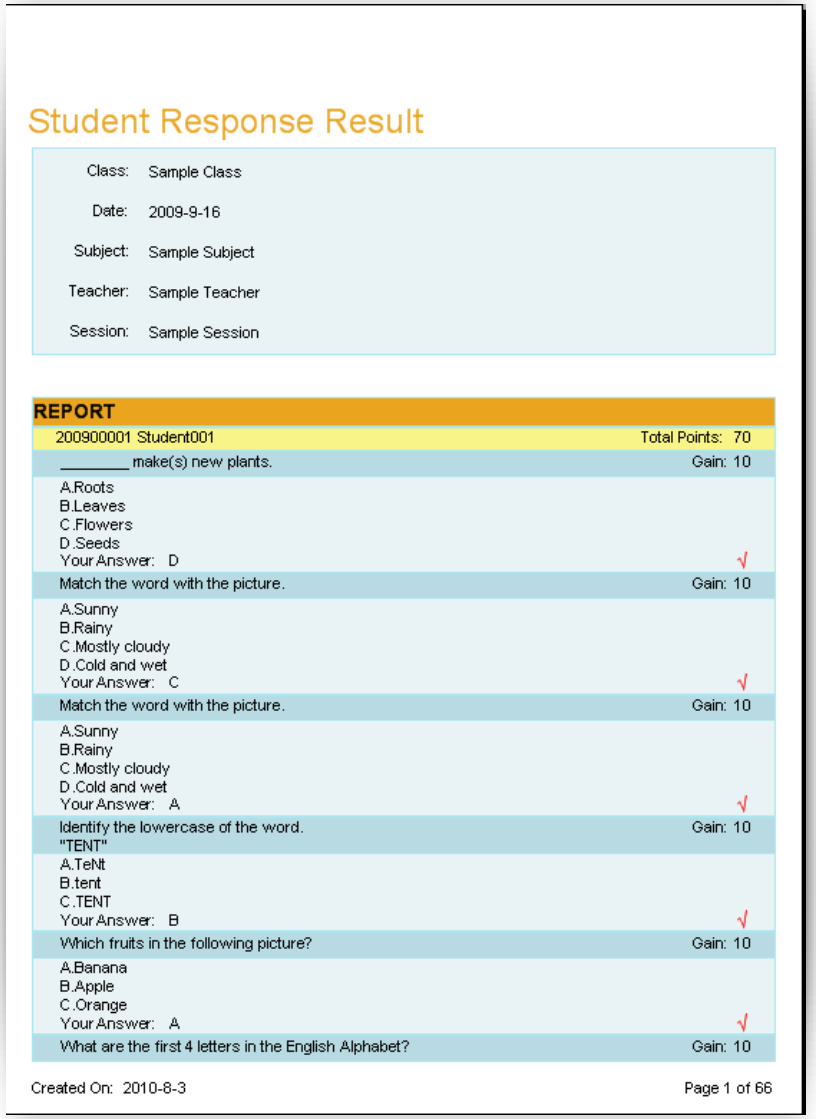
Student Report includes the following:

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 check



Student Response Result

Class: Sample Class

Date: 2009-9-16

Subject: Sample Subject

Teacher: Sample Teacher

Session: Sample Session

REPORT

200900001 Student001 Total Points: 70

_____ make(s) new plants. Gain: 10

A.Roots
B.Leaves
C.Flowers
D.Seeds
Your Answer: D √

Match the word with the picture. Gain: 10

A.Sunny
B.Rainy
C.Mostly cloudy
D.Cold and wet
Your Answer: C √

Match the word with the picture. Gain: 10

A.Sunny
B.Rainy
C.Mostly cloudy
D.Cold and wet
Your Answer: A √

Identify the lowercase of the word. Gain: 10
"TENT"

A.TeNt
B.tent
C.TENT
Your Answer: B √

Which fruits in the following picture? Gain: 10

A.Banana
B.Apple
C.Orange
Your Answer: A √

What are the first 4 letters in the English Alphabet? Gain: 10

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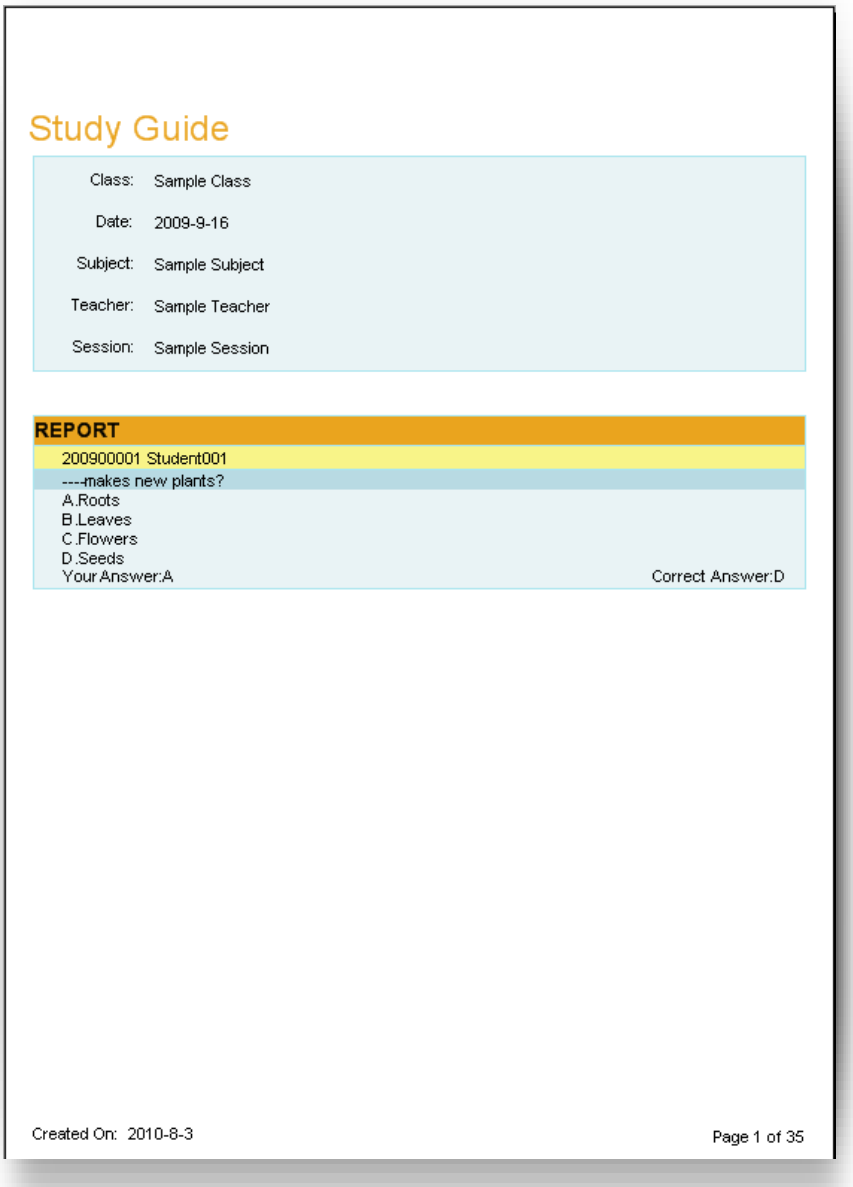
STUDY GUIDE

The **study guide** report provides a list of incorrect answers for each student providing the instructor with the information 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



Study Guide

Class: Sample Class

Date: 2009-9-16

Subject: Sample Subject

Teacher: Sample Teacher

Session: Sample Session

REPORT

200900001 Student001

----makes new plants?

A.Roots
B.Leaves
C.Flowers
D.Seeds
Your Answer:A Correct Answer:D

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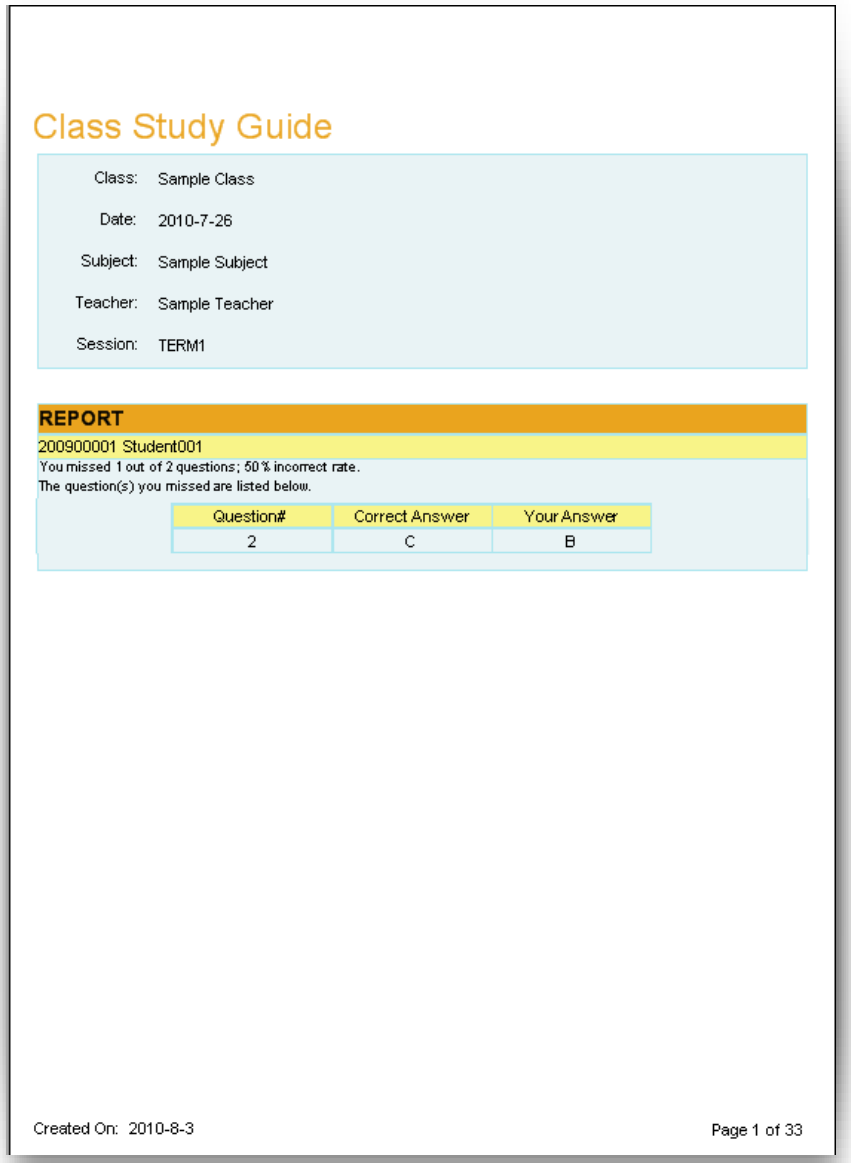
CLASS STUDY GUIDE

The **class study guide** report lists the percentage of incorrect answers for each 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 for each student



Class Study Guide

Class: Sample Class

Date: 2010-7-26

Subject: Sample Subject

Teacher: Sample Teacher

Session: TERM1

REPORT

200900001 Student001

You missed 1 out of 2 questions; 50 % incorrect rate.

The question(s) you missed are listed below.

Question#	Correct Answer	Your Answer
2	C	B

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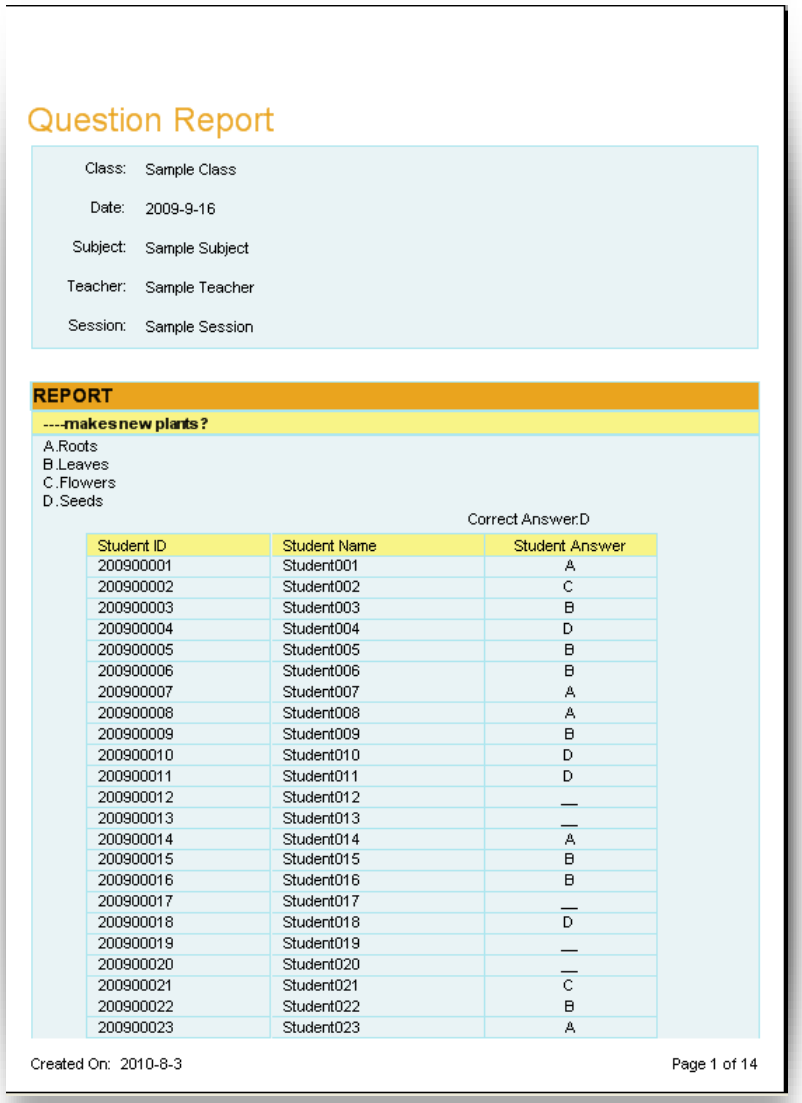
Question Report includes the following:

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: Sample Class

Date: 2009-9-16

Subject: Sample Subject

Teacher: Sample Teacher

Session: Sample Session

REPORT

----makes new plants?

A.Roots
B.Leaves
C.Flowers
D.Seeds

Correct Answer:D

Student ID	Student Name	Student Answer
200900001	Student001	A
200900002	Student002	C
200900003	Student003	B
200900004	Student004	D
200900005	Student005	B
200900006	Student006	B
200900007	Student007	A
200900008	Student008	A
200900009	Student009	B
200900010	Student010	D
200900011	Student011	D
200900012	Student012	__
200900013	Student013	__
200900014	Student014	A
200900015	Student015	B
200900016	Student016	B
200900017	Student017	__
200900018	Student018	D
200900019	Student019	__
200900020	Student020	__
200900021	Student021	C
200900022	Student022	B
200900023	Student023	A

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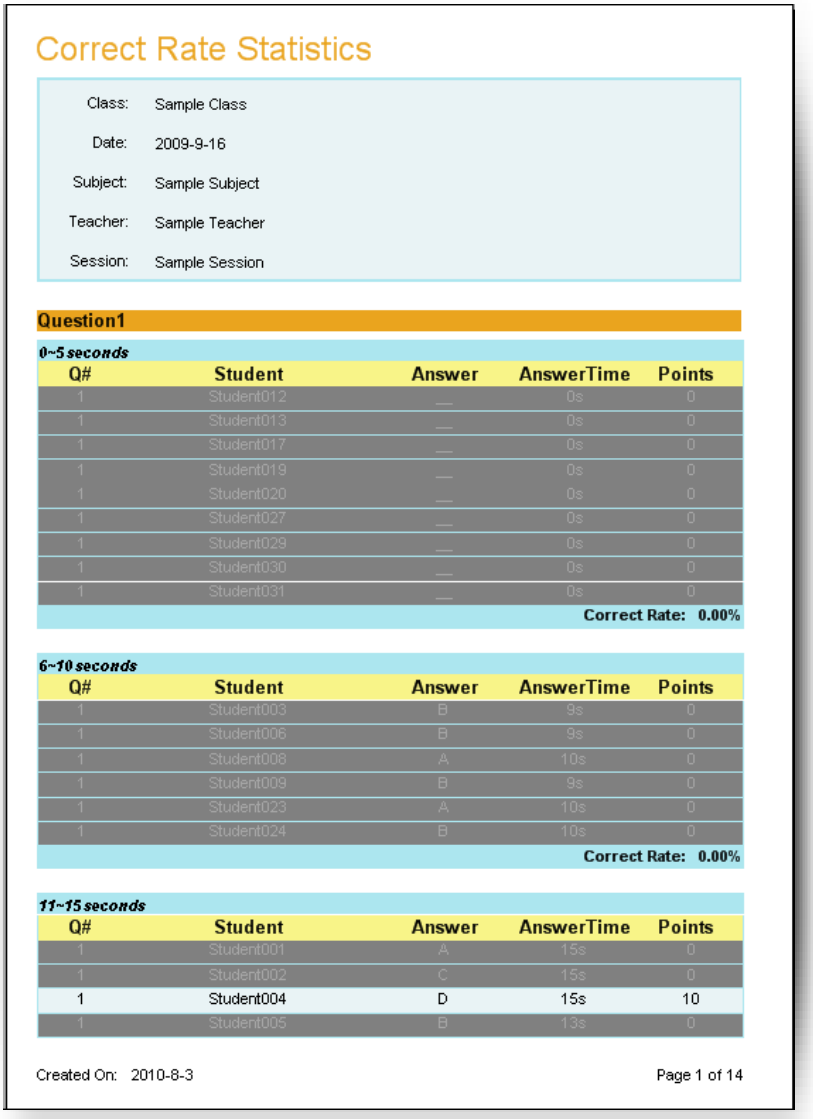
CORRECT RATE STATISTICS

The **correct rate statistics** lists the percentage of correct answers for students in a particular time period in the class as well as no response to the question. The background color remains black if there is no response to the question; highlight the correct answer by right clicking on the icon. The **correct rate statistics** list includes:

- Report Title
- Student answer time and individual answers
- Correct rate for particular answer time
- Distribution period for particular answer time.



Correct Rate Statistics

Class: Sample Class
Date: 2009-9-16
Subject: Sample Subject
Teacher: Sample Teacher
Session: Sample Session

Question1

0~5 seconds

Q#	Student	Answer	AnswerTime	Points
1	Student012	__	0s	0
1	Student013	__	0s	0
1	Student017	__	0s	0
1	Student019	__	0s	0
1	Student020	__	0s	0
1	Student027	__	0s	0
1	Student029	__	0s	0
1	Student030	__	0s	0
1	Student031	__	0s	0

Correct Rate: 0.00%

6~10 seconds

Q#	Student	Answer	AnswerTime	Points
1	Student003	B	9s	0
1	Student006	B	9s	0
1	Student008	A	10s	0
1	Student009	B	9s	0
1	Student023	A	10s	0
1	Student024	B	10s	0

Correct Rate: 0.00%

11~15 seconds

Q#	Student	Answer	AnswerTime	Points
1	Student001	A	15s	0
1	Student002	C	15s	0
1	Student004	D	15s	10
1	Student005	B	13s	0

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The Class Overview Report includes the following:

STUDENT SESSION REPORT

The **student session report** lists the 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 Session Report

Class: Sample Class
Date: 2009-9-16
Subject: Sample Subject
Teacher: Sample Teacher
Session: Sample Session

REPORT

Student ID	Student Name	Correct Ratio	Correct(%)	Total Points
200900001	Student001	6/7	85	60
200900002	Student002	6/7	85	60
200900003	Student003	5/7	71	50
200900004	Student004	7/7	100	70
200900005	Student005	6/7	85	60
200900006	Student006	5/7	71	50
200900007	Student007	5/7	71	50
200900008	Student008	5/7	71	50
200900009	Student009	5/7	71	50
200900010	Student010	6/7	85	60
200900011	Student011	7/7	100	70
200900012	Student012	4/7	57	40
200900013	Student013	3/7	42	30
200900014	Student014	5/7	71	50
200900015	Student015	6/7	85	60
200900016	Student016	6/7	85	60
200900017	Student017	3/7	42	30
200900018	Student018	5/7	71	50
200900019	Student019	4/7	57	40
200900020	Student020	0/7	0	0
200900021	Student021	6/7	85	60
200900022	Student022	5/7	71	50
200900023	Student023	5/7	71	50
200900024	Student024	5/7	71	50
200900025	Student025	5/7	71	50
200900026	Student026	4/7	57	40

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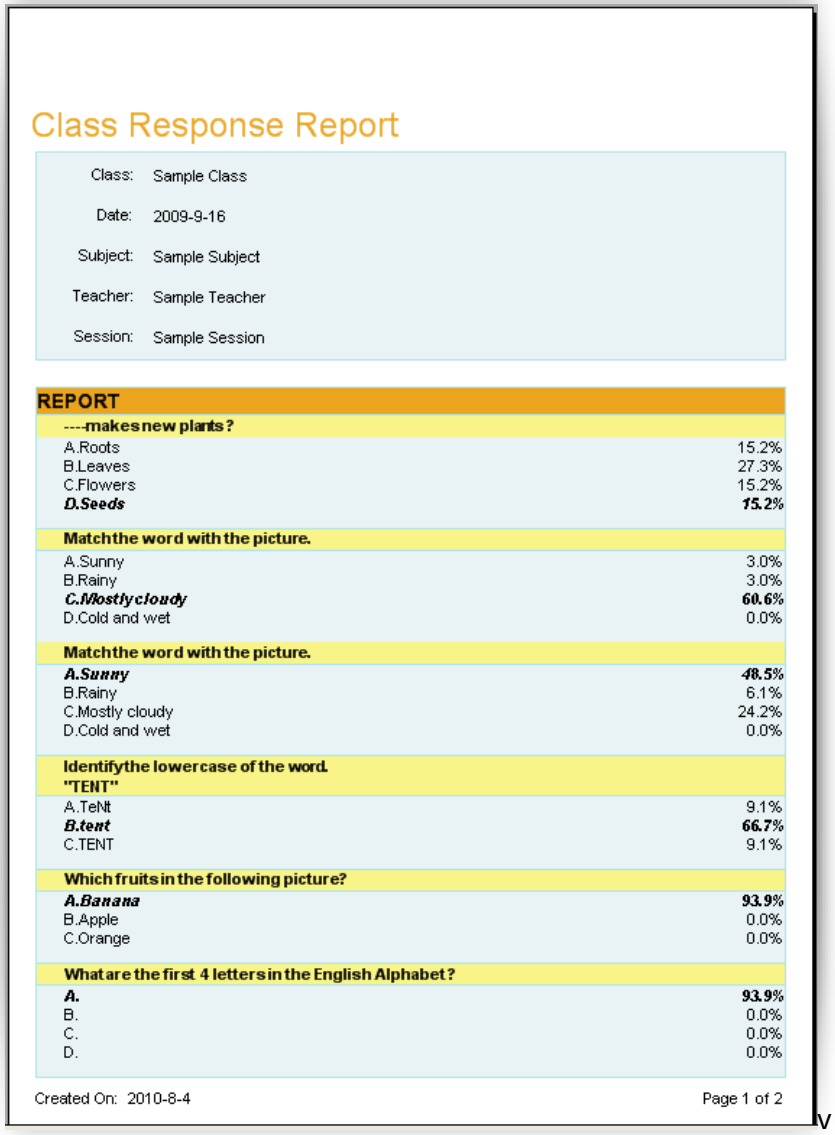
CLASS RESPONSE REPORT

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: Sample Class
Date: 2009-9-16
Subject: Sample Subject
Teacher: Sample Teacher
Session: Sample Session

REPORT	
----makes new plants?	
A.Roots	15.2%
B.Leaves	27.3%
C.Flowers	15.2%
D.Seeds	***15.2%***
Match the word with the picture.	
A.Sunny	3.0%
B.Rainy	3.0%
C.Mostly cloudy	***60.6%***
D.Cold and wet	0.0%
Match the word with the picture.	
A.Sunny	***48.5%***
B.Rainy	6.1%
C.Mostly cloudy	24.2%
D.Cold and wet	0.0%
Identify the lowercase of the word. "TENT"	
A.TeNt	9.1%
B.tent	***66.7%***
C.TENT	9.1%
Which fruits in the following picture?	
A.Banana	***93.9%***
B.Apple	0.0%
C.Orange	0.0%
What are the first 4 letters in the English Alphabet?	
A.	***93.9%***
B.	0.0%
C.	0.0%
D.	0.0%

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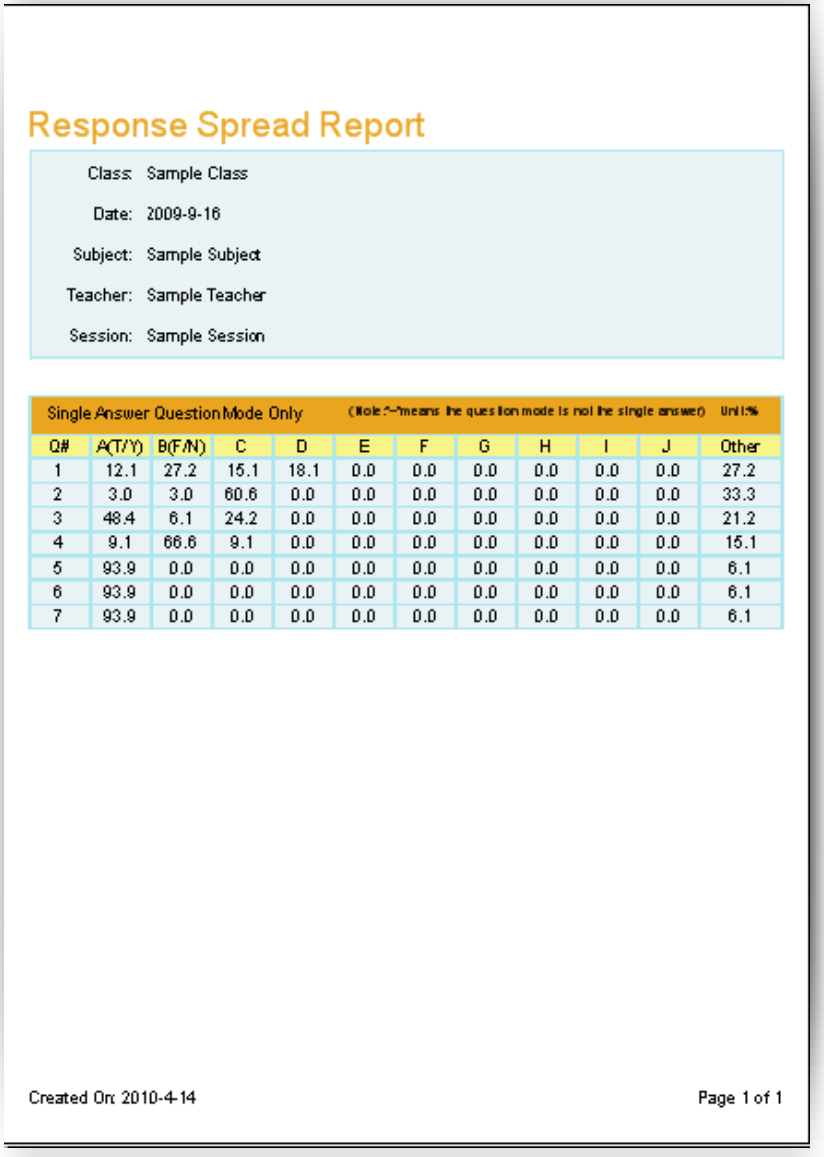
RESPONSE SPREAD REPORT

The **response spread 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 **response spread report** includes:

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



Response Spread Report

Class: Sample Class
Date: 2009-9-16
Subject: Sample Subject
Teacher: Sample Teacher
Session: Sample Session

Single Answer Question Mode Only (Note:"-"means the question mode is not the single answer) Unit:%

Q#	A(T/Y)	B(F/N)	C	D	E	F	G	H	I	J	Other
1	12.1	27.2	15.1	18.1	0.0	0.0	0.0	0.0	0.0	0.0	27.2
2	3.0	3.0	60.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	33.3
3	48.4	6.1	24.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21.2
4	9.1	66.6	9.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.1
5	93.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.1
6	93.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.1
7	93.9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.1

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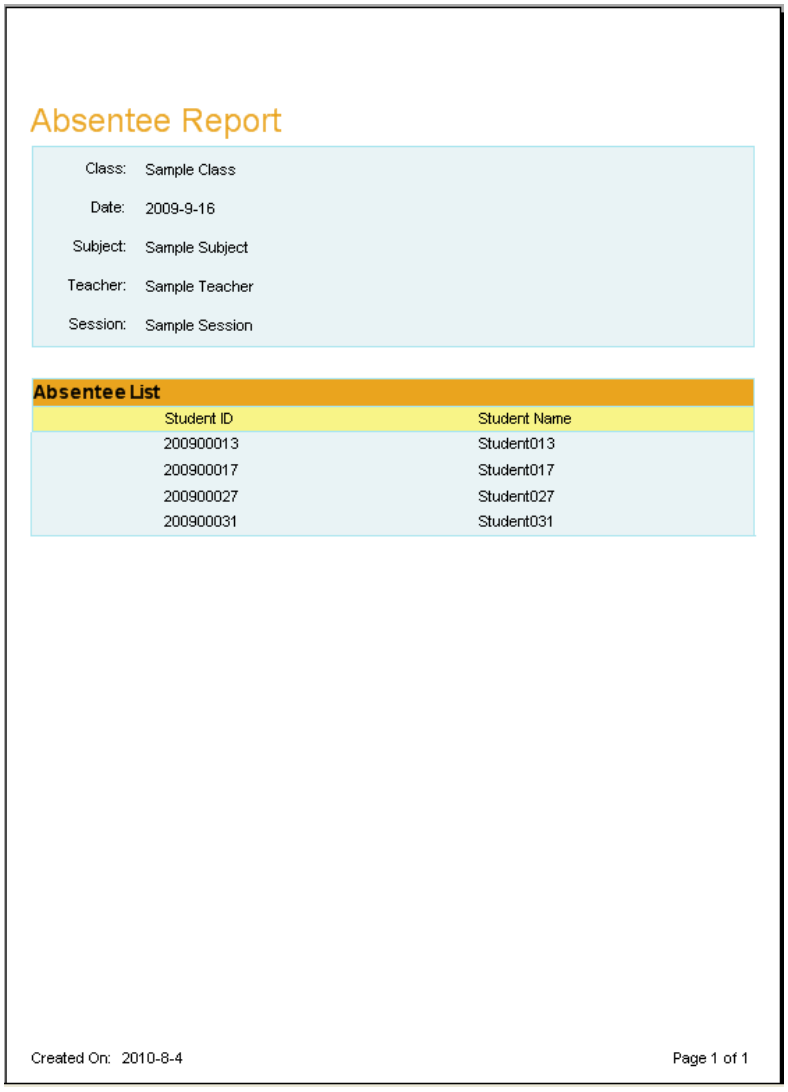
ABSENTEE REPORT

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 IDs.



Absentee Report

Class: Sample Class
Date: 2009-9-16
Subject: Sample Subject
Teacher: Sample Teacher
Session: Sample Session

Absentee List

Student ID	Student Name
200900013	Student013
200900017	Student017
200900027	Student027
200900031	Student031

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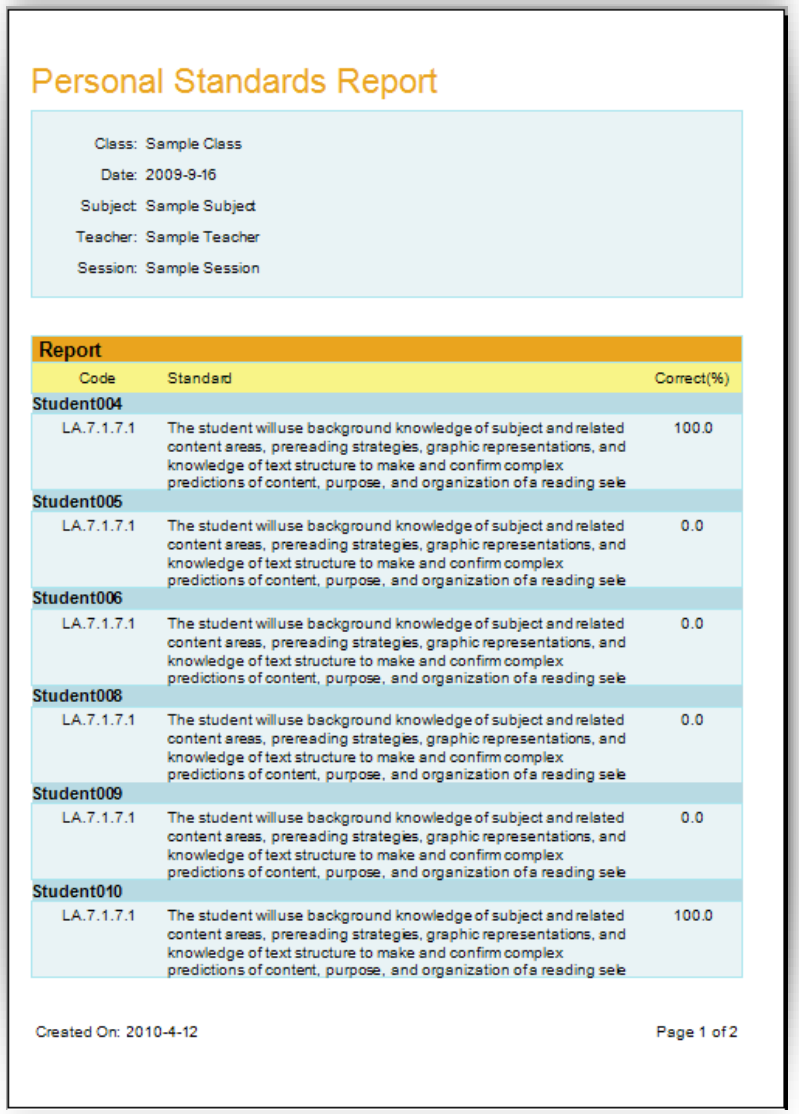
Standard Report includes the following:

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



Personal Standards Report

Class: Sample Class
Date: 2009-9-16
Subject: Sample Subject
Teacher: Sample Teacher
Session: Sample Session

Report

Code	Standard	Correct(%)
Student004		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	100.0
Student005		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	0.0
Student006		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	0.0
Student008		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	0.0
Student009		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	0.0
Student010		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	100.0

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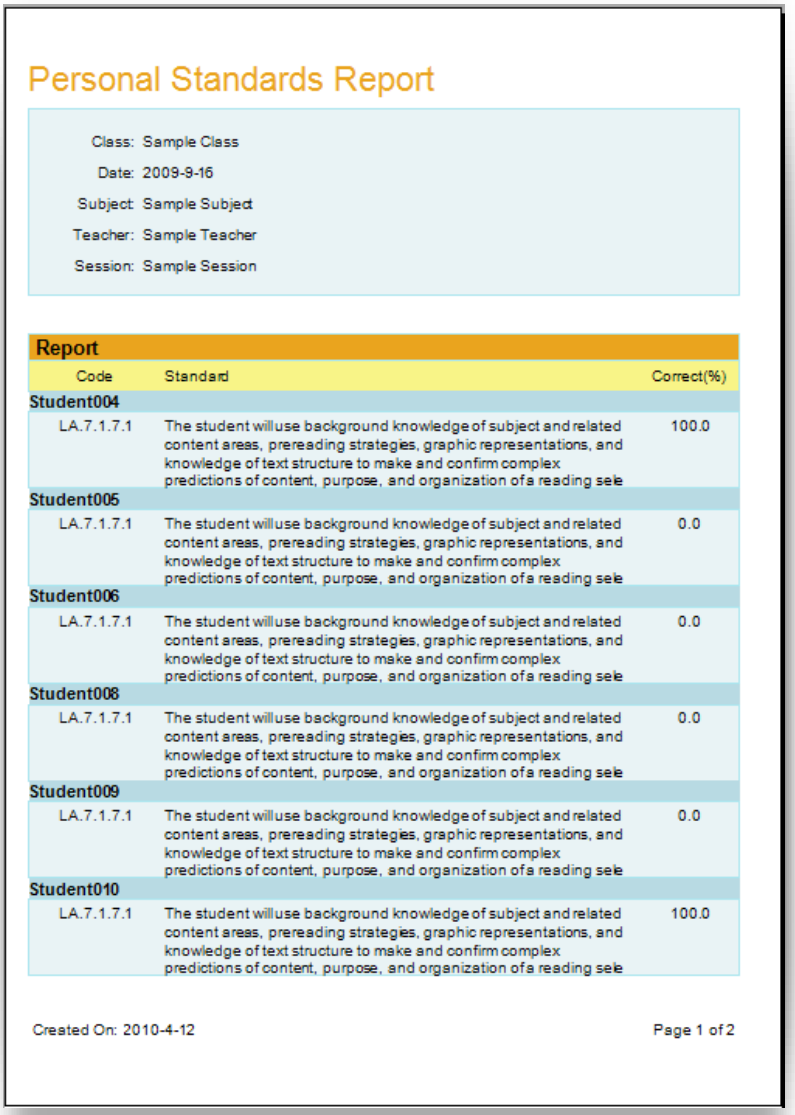
PERSONAL STANDARDS REPORT

The **personal standards** report provides the code, standard and the percentage of correct response to each student if the question is associated to a standard. The Personal

Standards report includes:

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



Personal Standards Report

Class: Sample Class
Date: 2009-9-16
Subject: Sample Subject
Teacher: Sample Teacher
Session: Sample Session

Report

Code	Standard	Correct(%)
Student004		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	100.0
Student005		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	0.0
Student006		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	0.0
Student008		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	0.0
Student009		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	0.0
Student010		
LA.7.1.7.1	The student will use background knowledge of subject and related content areas, prereading strategies, graphic representations, and knowledge of text structure to make and confirm complex predictions of content, purpose, and organization of a reading sele	100.0

Created On: 2010-4-12

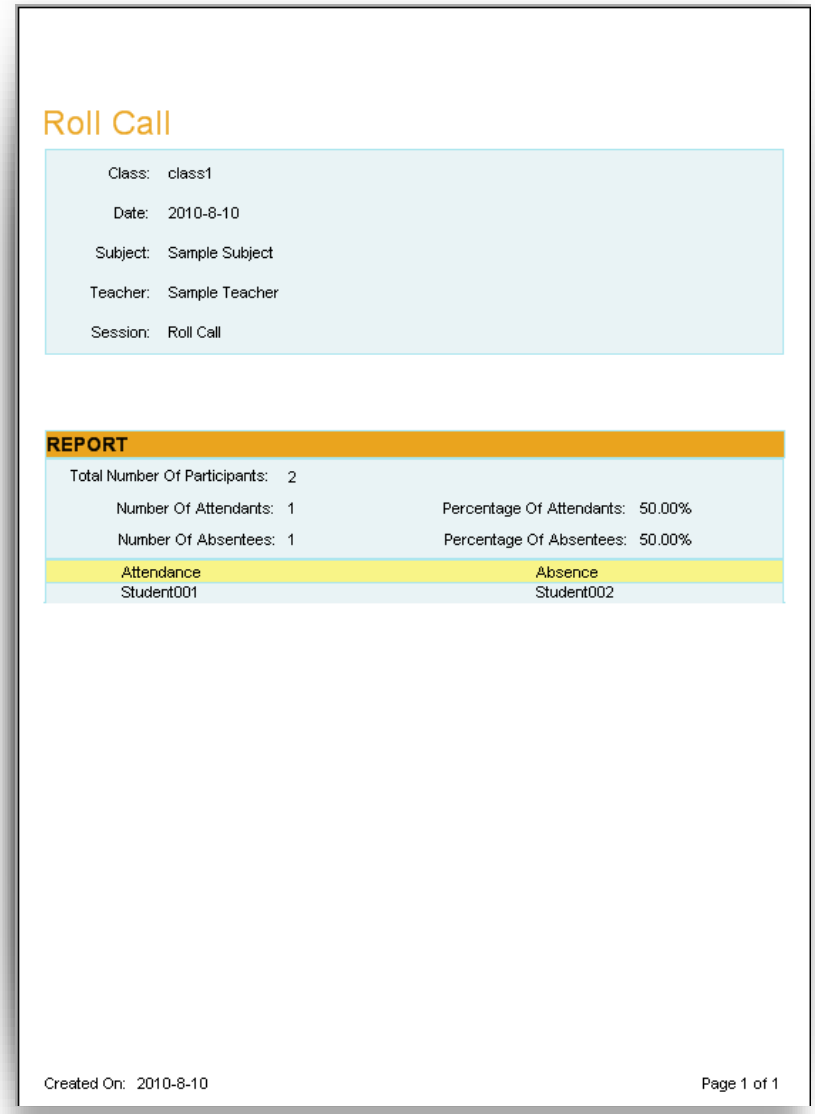
Page 1 of 2

Under different activity modes or participation modes, the QClick system generates different reports. In addition to the four categories illustrated above, there are other reports to choose from:

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 absentee number
- Percentage of those in attendance and those who are absent
- Names of students in attendance and those who are absent



Roll Call

Class: class1

Date: 2010-8-10

Subject: Sample Subject

Teacher: Sample Teacher

Session: Roll Call

REPORT

Total Number Of Participants: 2

Number Of Attendants: 1 Percentage Of Attendants: 50.00%

Number Of Absentees: 1 Percentage Of Absentees: 50.00%

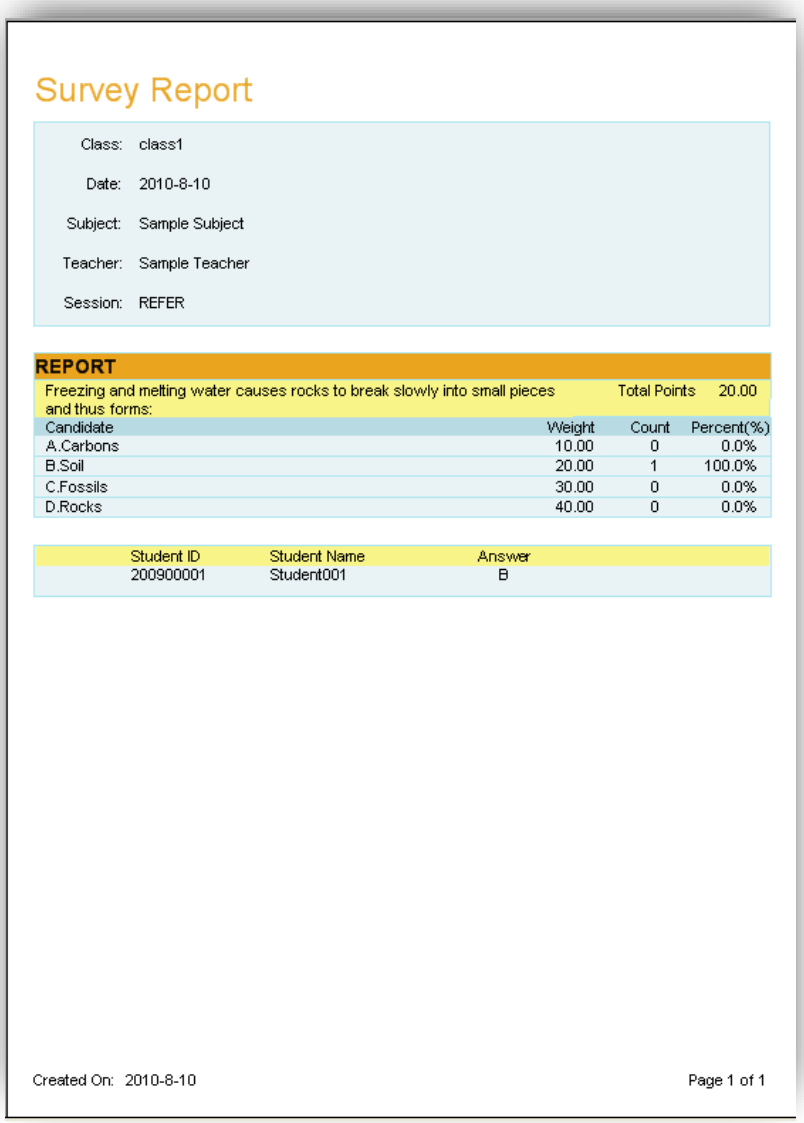
Attendance	Absence
Student001	Student002

Created On: 2010-8-10 Page 1 of 1

SURVEY REPORT

The **Survey Report** 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 based upon the survey point design. The survey report includes

- Report Title
- List of survey title and the survey result
- The total vote count for each survey item and weight design



Survey Report

Class: class1

Date: 2010-8-10

Subject: Sample Subject

Teacher: Sample Teacher

Session: REFER

REPORT

Freezing and melting water causes rocks to break slowly into small pieces and thus forms: Total Points 20.00

Candidate	Weight	Count	Percent(%)
A.Carbons	10.00	0	0.0%
B.Soil	20.00	1	100.0%
C.Fossils	30.00	0	0.0%
D.Rocks	40.00	0	0.0%

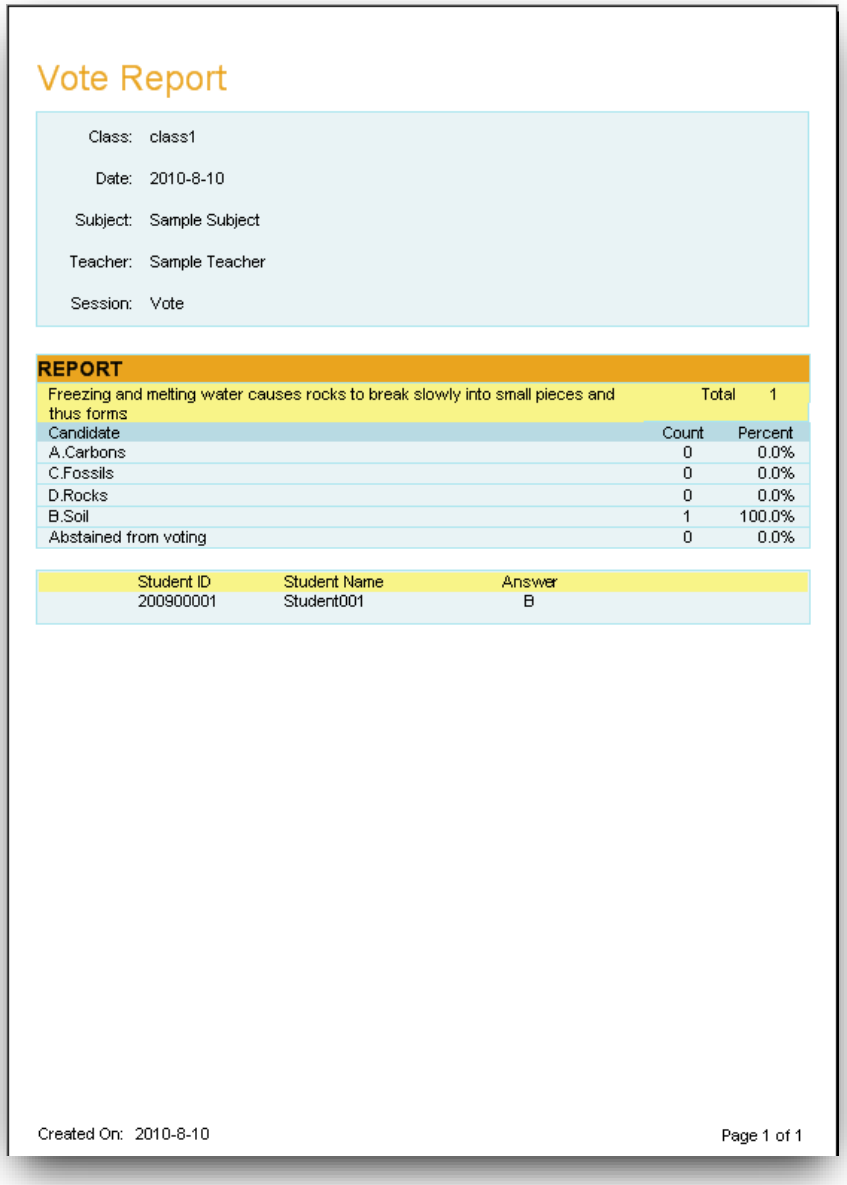
Student ID	Student Name	Answer
200900001	Student001	B

Created On: 2010-8-10 Page 1 of 1

VOTE REPORT

The **vote report** is used 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



Vote Report

Class: class1

Date: 2010-8-10

Subject: Sample Subject

Teacher: Sample Teacher

Session: Vote

REPORT

Freezing and melting water causes rocks to break slowly into small pieces and thus forms — Total 1

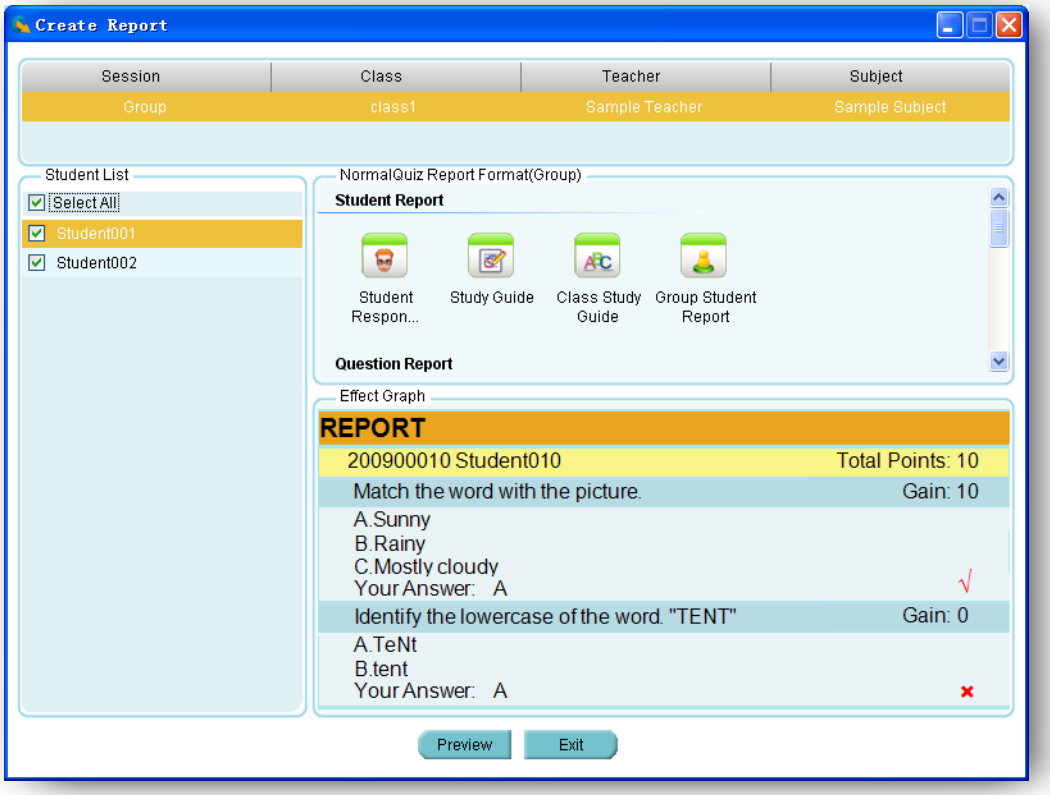
Candidate	Count	Percent
A.Carbons	0	0.0%
C.Fossils	0	0.0%
D.Rocks	0	0.0%
B.Soil	1	100.0%
Abstained from voting	0	0.0%

Student ID	Student Name	Answer
200900001	Student001	B

Created On: 2010-8-10

Page 1 of 1

Under the Group participation mode, QClick also generates various reports. In like manner, the group reports are created with the selection of the various activity modes.

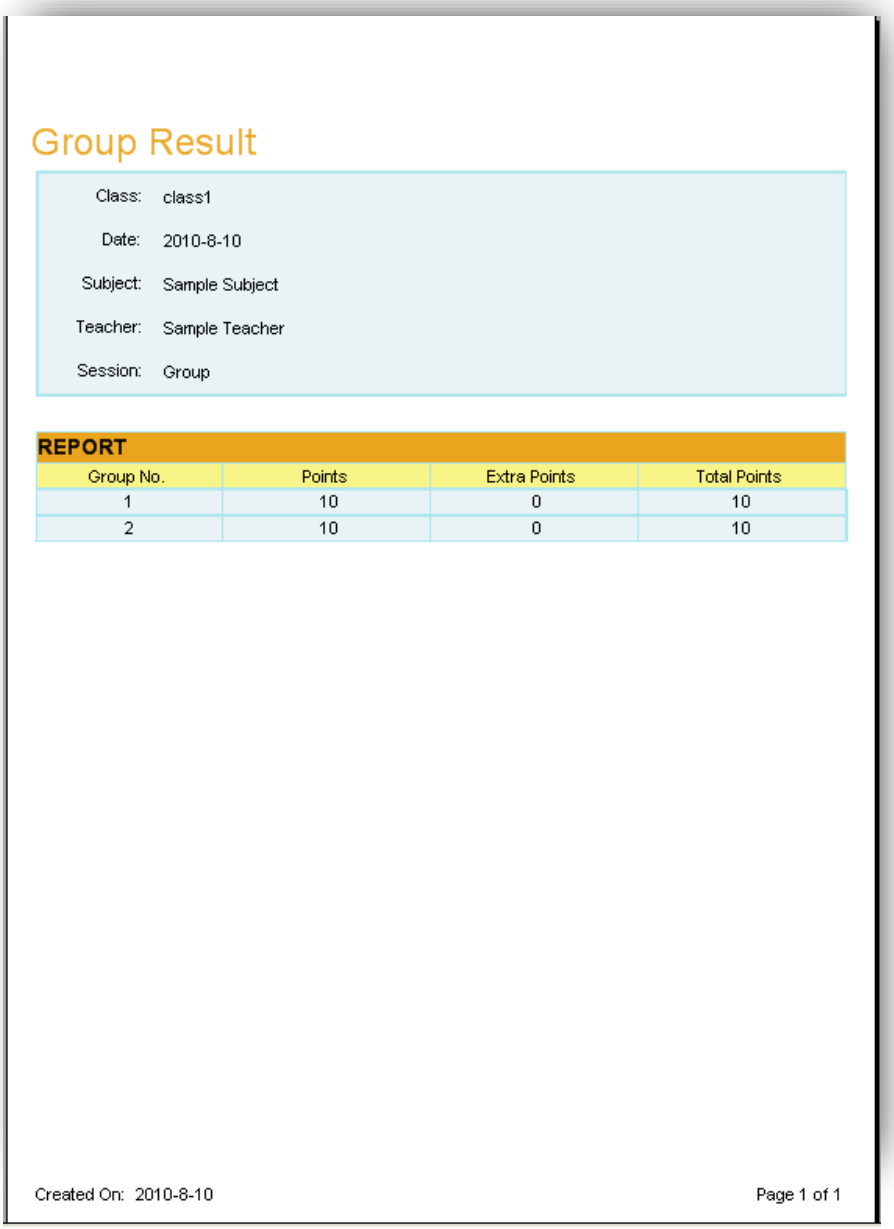


Some Examples of using the Group Participation mode:

GROUP RESULT

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

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



Group Result

Class: class1

Date: 2010-8-10

Subject: Sample Subject

Teacher: Sample Teacher

Session: Group

REPORT

Group No.	Points	Extra Points	Total Points
1	10	0	10
2	10	0	10

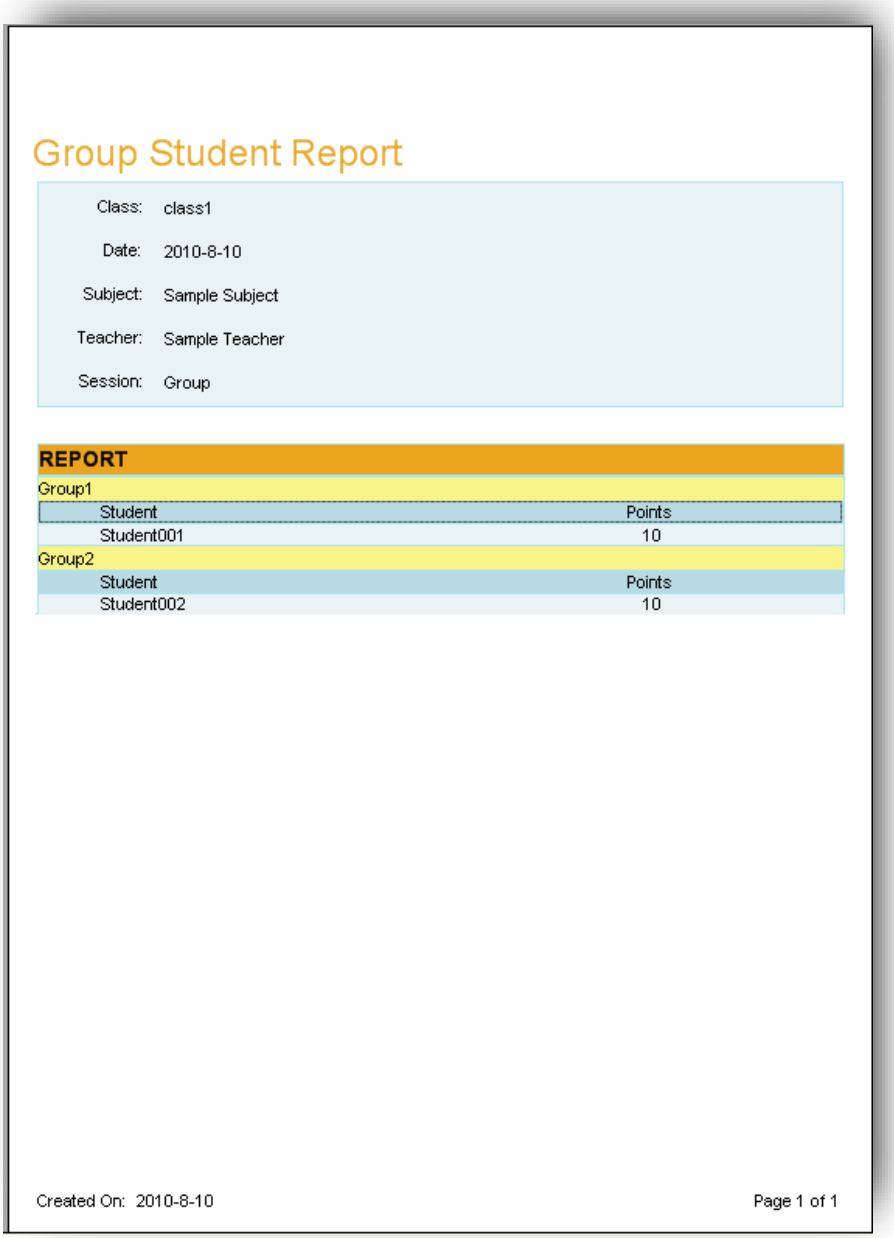
Created On: 2010-8-10

Page 1 of 1

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: class1

Date: 2010-8-10

Subject: Sample Subject

Teacher: Sample Teacher

Session: Group

REPORT	
Group1	
Student	Points
Student001	10
Group2	
Student	Points
Student002	10

Created On: 2010-8-10

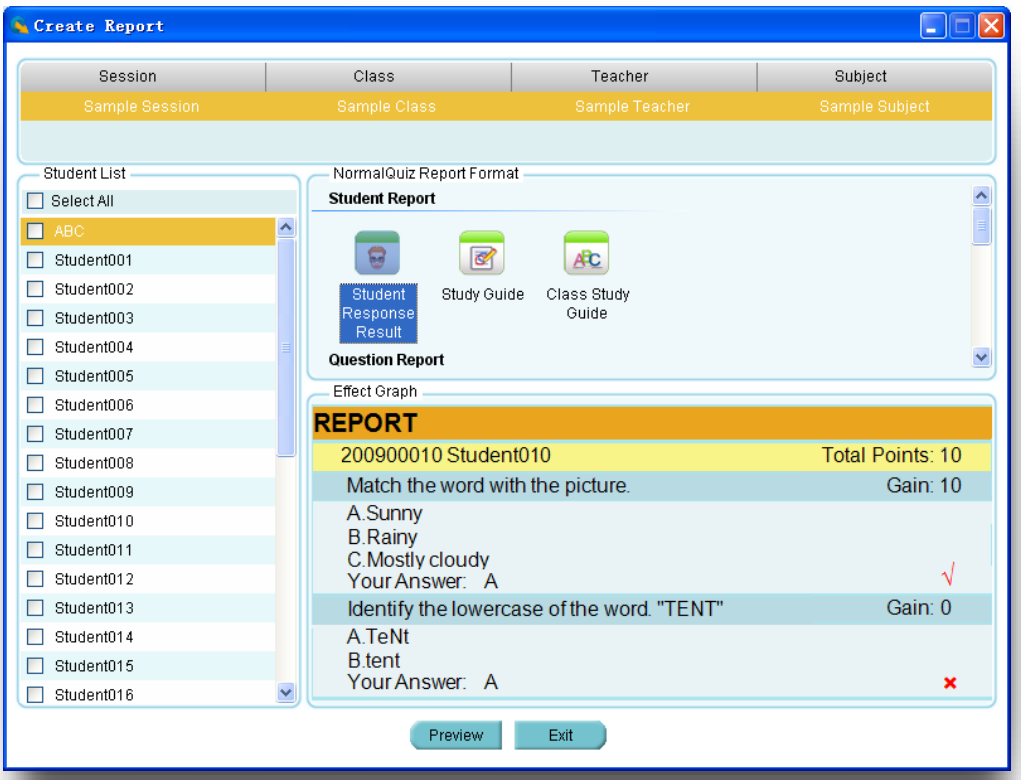
Page 1 of 1

GENERATE REPORTS

To generate a report, follow these steps:

1. Click the 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 a report format 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.

CONTROLS FOR PREVIEWING A REPORT

The tool bar on the top of the **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
- **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:

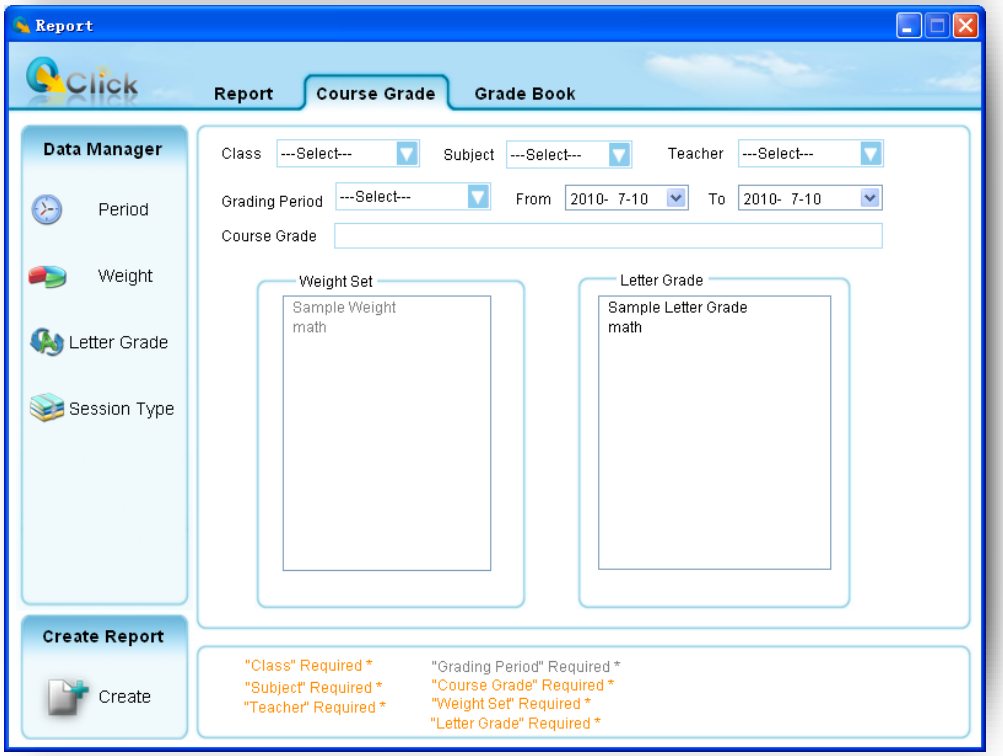
- Crystal Report (*.rpt)
- Adobe Acrobat (*.pdf)
- Microsoft Excel (*.xls)
- Microsoft Excel Data Only (*.xls)
- Microsoft Word (*.doc)
- Rich Text Format (*.rtf)

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.

2.4.2 Course Grade

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



Data Manager

- **Set up a grading Period**
- **Set up a Weight**
- **Set up a Letter Grade**
- **Set up a Session Type**

Create Report

Course Grade session data are either stored when a session's activities are completed or created by this reporting tool→ **Data Manager→ Create**. The course 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 course grade session is about an overall lab grade. The QClick **Course Grade→ Create Report** 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 **Course Grade set up** session.) The **Weight** setting should match the selection of the course grade sessions. For example, if a **Weight** setting includes the attribute of "Attendance" in the list, then the selection of the group of **Course Grade** should include a

session with a type of “Attendance”. Click the **Create Report** tab to enter the **Create Course Grade Report** window. The 4 types of reports which may be previewed and printed include:

- Progressive Report
- Academic Summary
- Course Grade Summary
- Class Grade Summary

In the **Course Grade** tab window, 4 filters allow you to select a group of course grade sessions for use in the course grade book. These filters are:

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

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

- **Weight Set** – Set up in the **Course Grade Setting** window; this sets the weight percentage in the course grade book for use in the course grade sessions.
- **Letter Grade** – Set up in the **Course Grade Setting** window; this associates letters to the final score of the group in the course grade sessions.

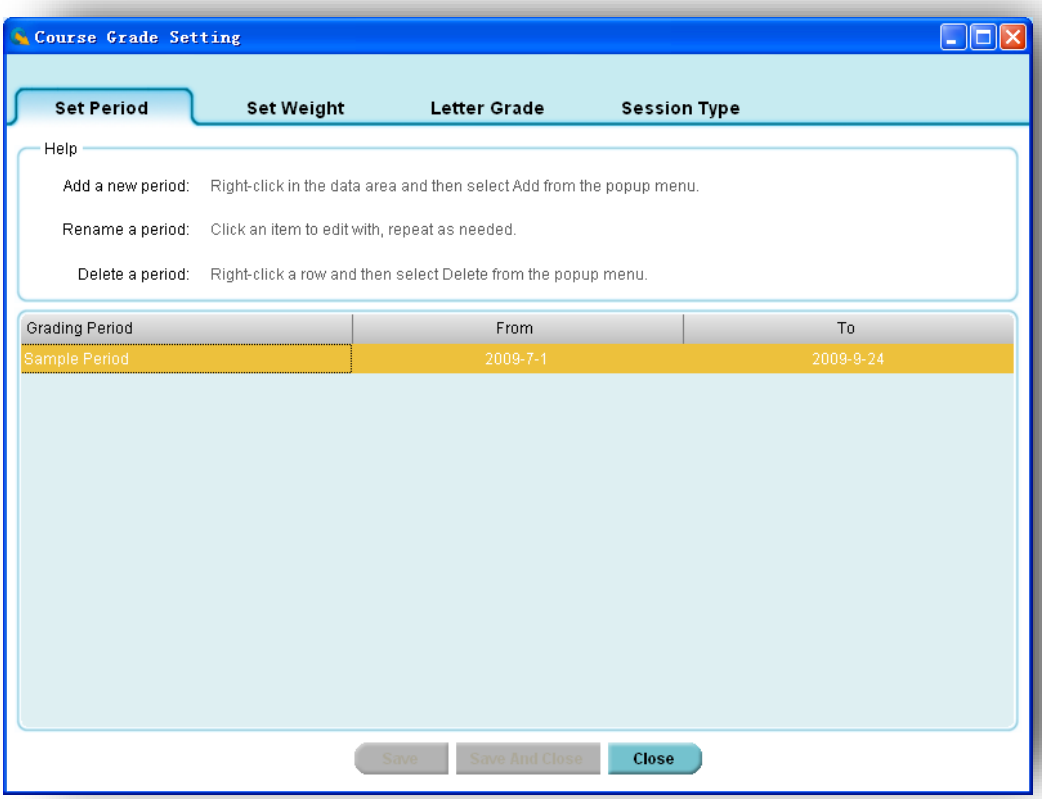
2.4.2.1 Course Grade set up

The QClick course grade setup interface provides users a method of defining the setup for generating a grade book. To generate a grade book, first 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 course 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 course grade setup provides a letter grade setup to output the letter grade based upon your setup parameters. To enter the Course Grade set up,

click the **item button you wish to set** under the **Data Manager** group. The Course Grade set up includes

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

To set up a grading period, follow these steps:



1. Click the **Period** button in the **Data Manager** group, the Set Period window will appear.
2. 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.

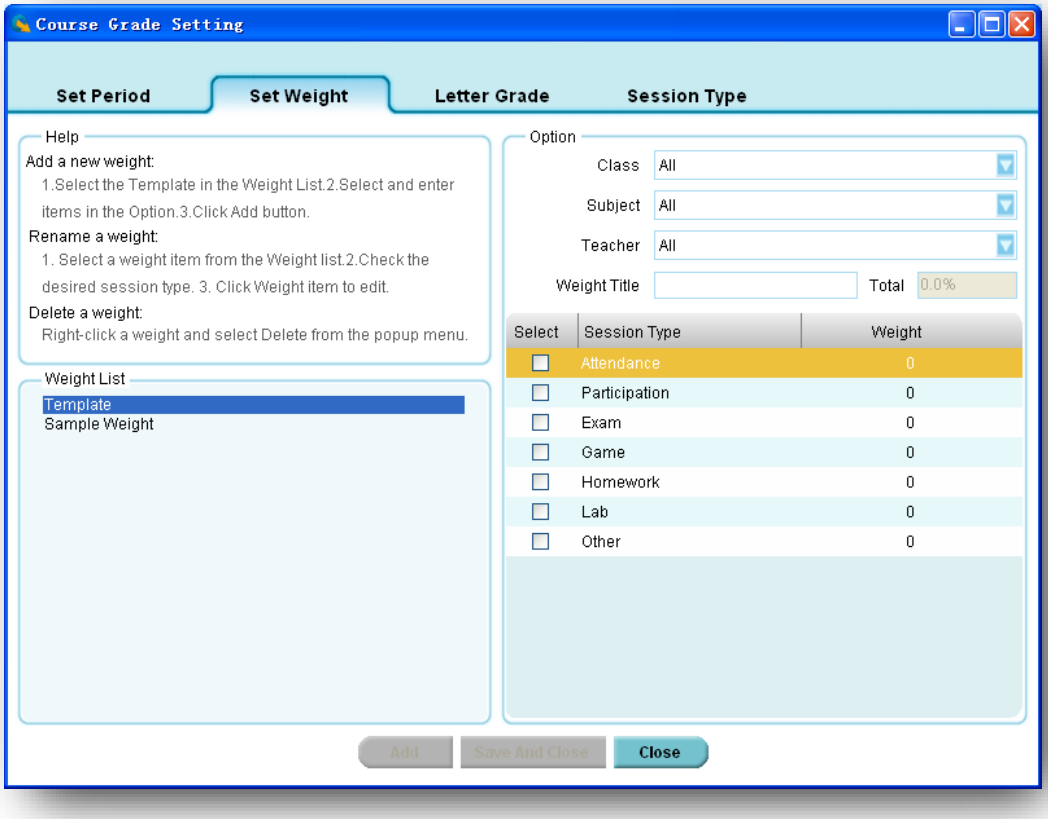
3. To **add** a new period, right click on the data showing area, then select **Add** from the pop-up drop-down menu**.**

4. The system assigns the default grading session title name and assigns the current date as the starting and ending date of the period.

5. 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.

6. 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:



1. Click the **Weight** button in the **Data Manager** group, the Set Weight window will appear.

2. 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.

3. To **add** a new weight setup, click on the system template in the **Weight List**, then select the class name, subject name, and teacher name associated with

the weight from the drop-down lists**.** Enter the weight title in the **Weight Title** text box.

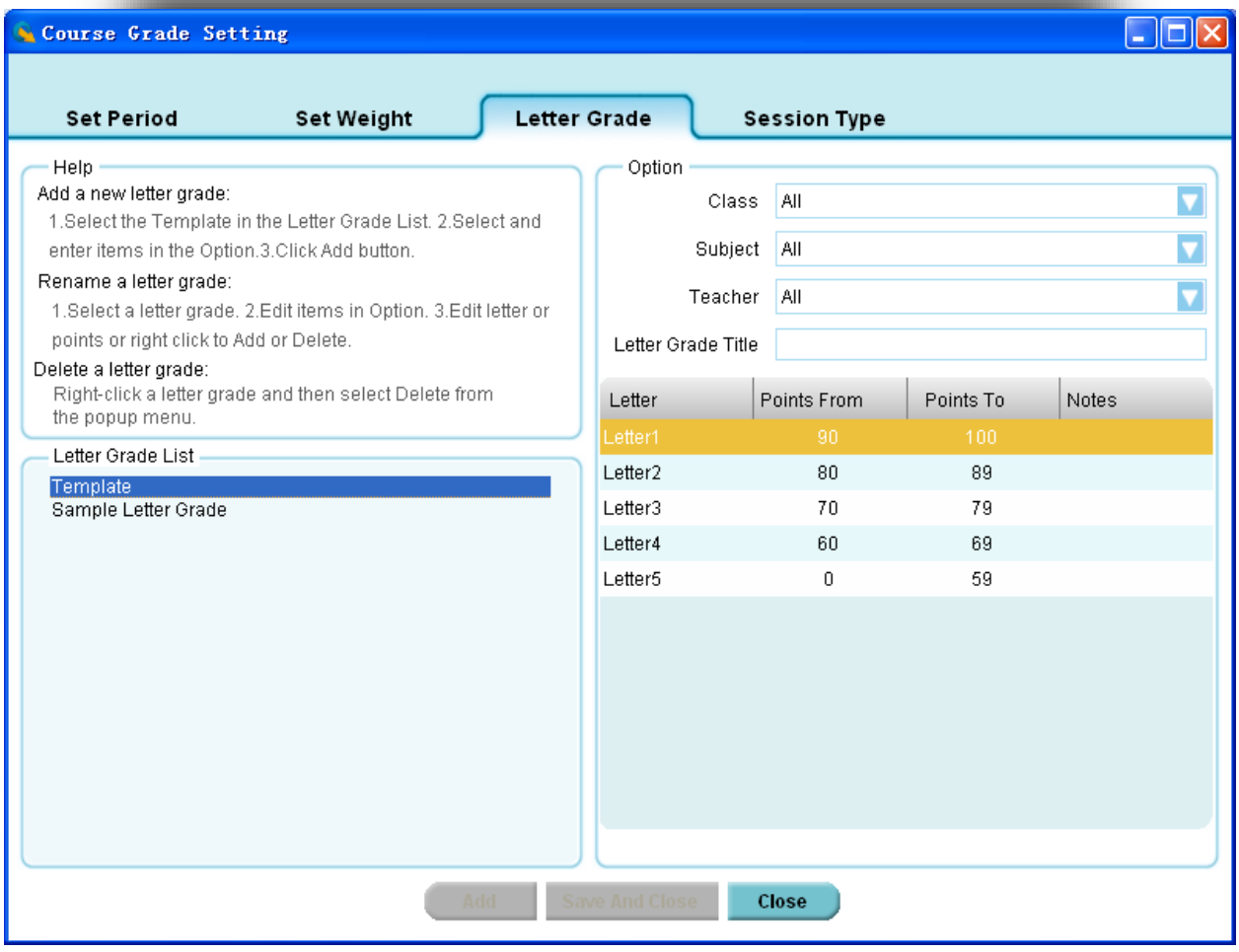
4. All the session types set up in the course grade setup are shown in the weight list. Each session type has a weight setting associated with it. Click on the weight item to enter the percentage of the selected weight of the item you wish to edit.

5. Click the checkboxes corresponding to the weight applied to the course grade report. The total weight percentage added together should be 100%.

6. 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.

7. 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 **Letter Grade** button in the **Data Manager** group, the letter grade window will appear.

2. 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.

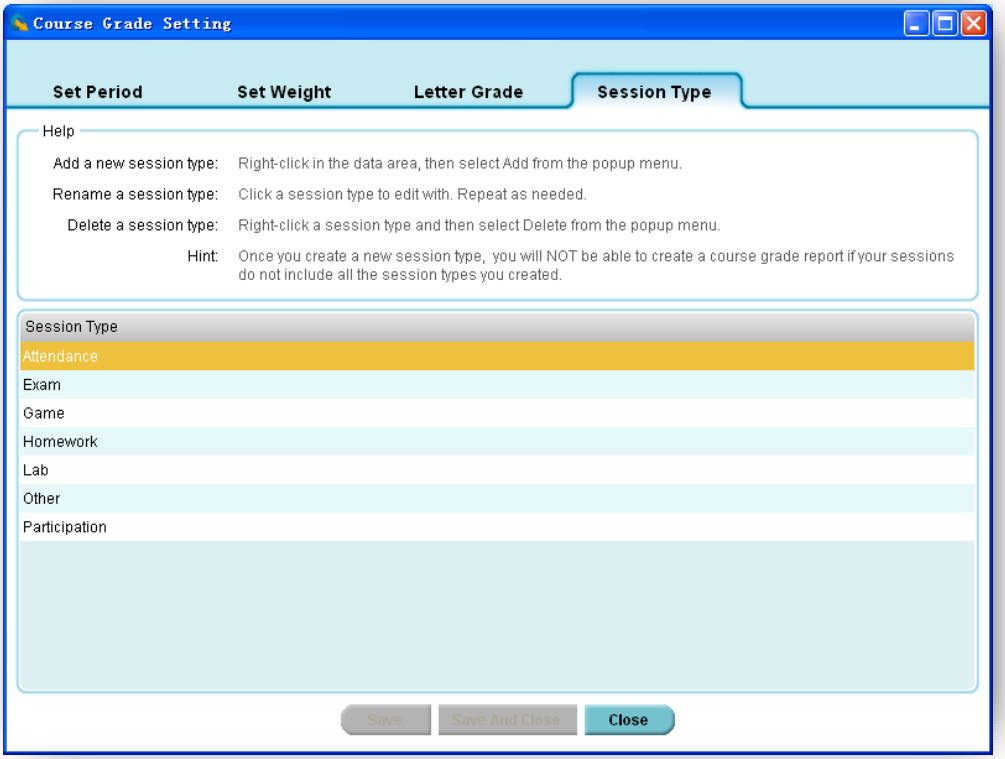
3. To **add** a new letter grade conversion, click on the system template in **Letter Grade and** then select the class name, subject name, and teacher name associated with the letter grade conversion from the drop-down lists**.** Enter the conversion title in the **Letter Grade Title** text box.

4. 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!

5. To **edit** a letter grade conversion, click on the conversion you wish to edit in the **Letter Grade**. Edit the items in the Option window as previously described.

6. To **delete** a letter grade conversion, right click on the letter grade conversion you wish to delete in the **Letter Grade** window. From the popup, drop-down menu select **delete**.

To set up a session type, follow these steps:



1. Click the **Session Type** button in the **Data Manager** group, the session type window will appear.

2. 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.

3. 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.

4. To **edit** a session type, click on the session type you wish to edit.

5. 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**.

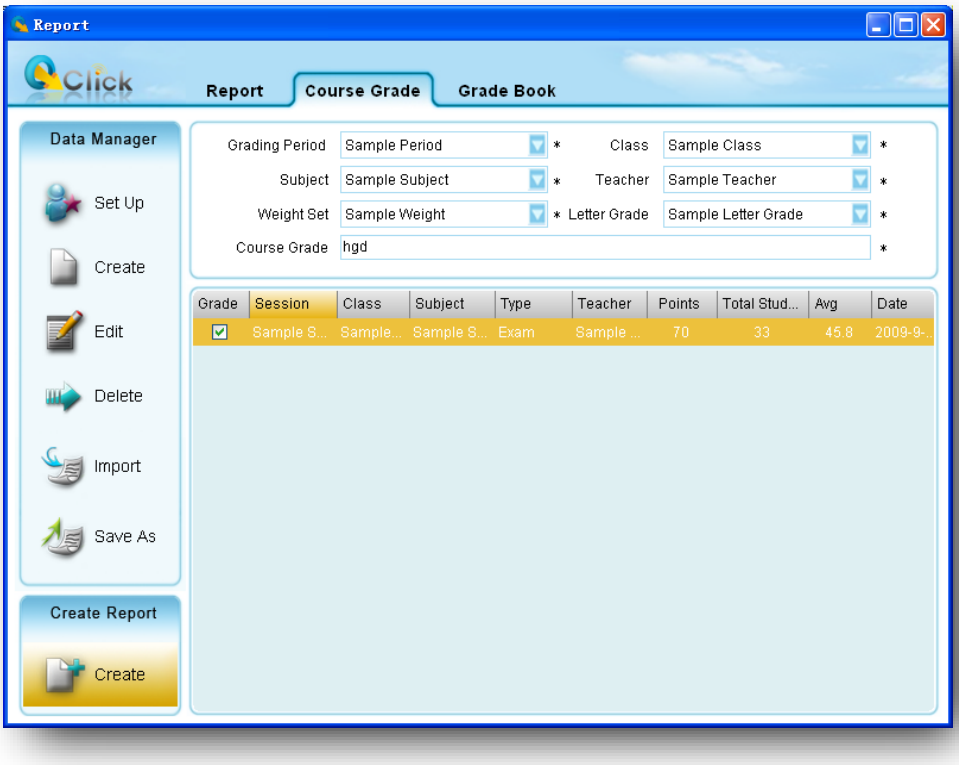
2.4.2.2 Create Course Grade Report

The QClick Course Grade system generates a course grade report using the student class performance data. Usually, the course grade report covers a period of time, which includes many completed sessions data in the period. Typically this period would be a semester. The generation of the course 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 refer to session 2.4.1.2.1 **Course Grade** set up.

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

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



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

1. Under the report window select the **Course 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.
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 Course Grade report by checking the box in front of them.

7. Select a weight set for the Course Grade report from the **Weight Set** drop-down list.

8. Select a letter grade set for the Course Grade report from the **Letter Grade** drop-down list.

9. Enter the Course Grade name in the **Course Grade** text box.

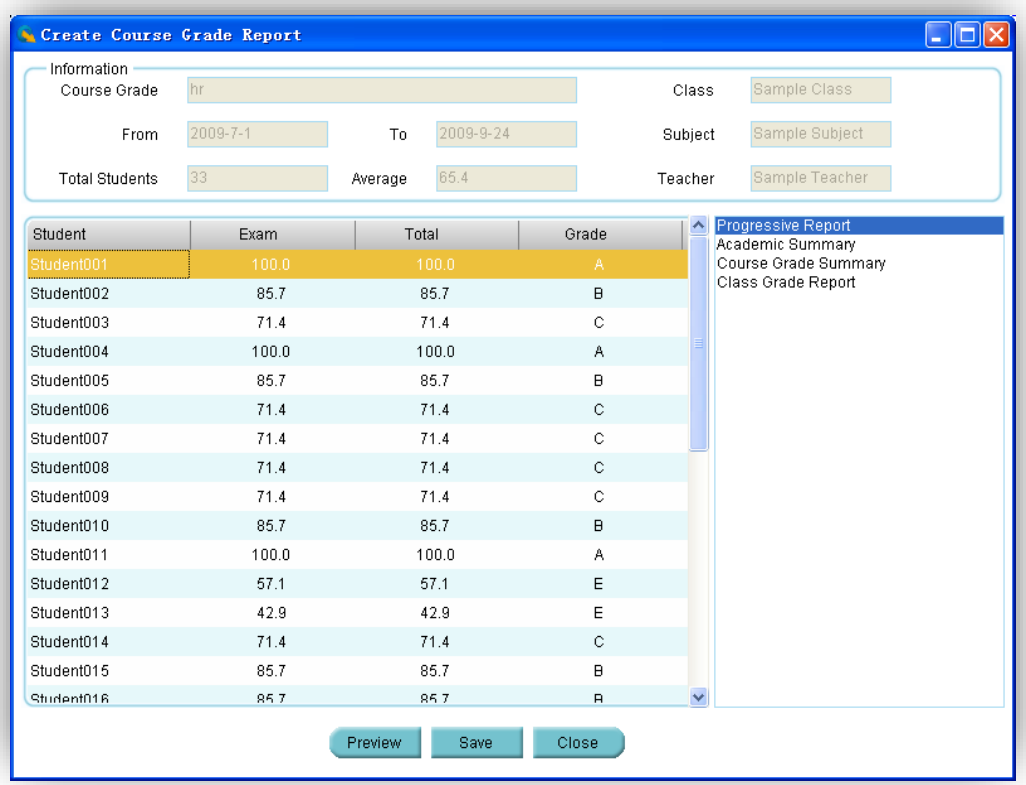
10. Click the **Create**

button and then click the **Save** button, to save the current selected Course Grade report into the system database.

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

To open the **Create Course Grade Report** window, click the **Create**

button under the **Create Report** group. If there are no errors involving the weight setting, the **Create Course Grade Report** Window will be displayed.



The grade book name, class name, subject name and the teacher name selected will be displayed in the **Create Course 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 Course Grade:

- **Progressive Report** – Lists individual 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.

- **Course 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 and point accumulated in the class.

Select one of these four reports and click on the **Preview**

button to preview the Course Grade Report. You may choose to print the preview report or 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 session 2.4.1.1.7 **Create Report** about the portion **PRINT REPORTS, EXPORT REPORTS and CONTROL OF PREVIEWING REPORT**.

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

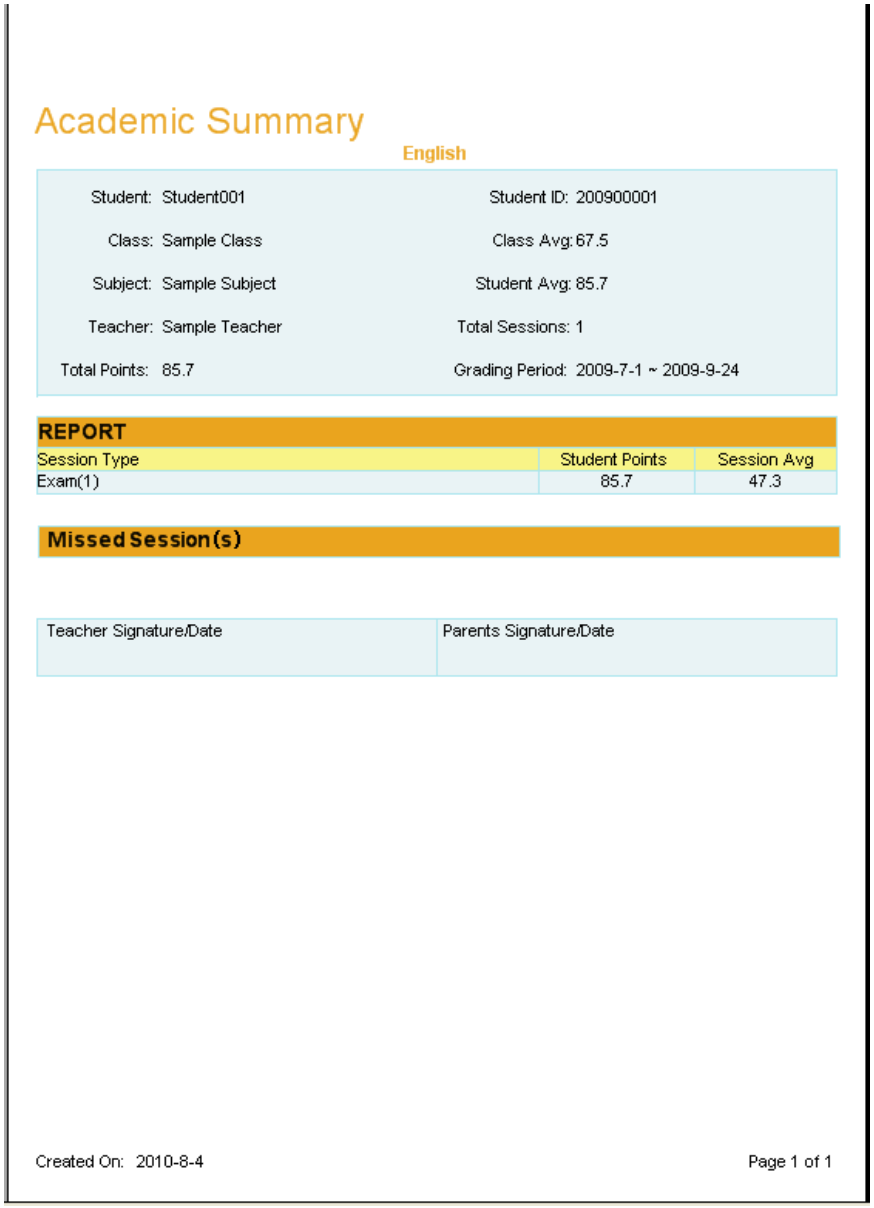
1. Follow the above 10 steps to generate a **Course Grade** Report and then click the **Create** button under the **Create Report** group to open the **Create Course Grade Report** window.

2. Click on the **Progressive Report** from the four reports listed

3. Select the student you choose to report by clicking on the student name in the **Course 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

English

Student: Student001 Student ID: 200900001

Class: Sample Class Class Avg: 67.5

Subject: Sample Subject Student Avg: 85.7

Teacher: Sample Teacher Total Sessions: 1

Total Points: 85.7 Grading Period: 2009-7-1 ~ 2009-9-24

REPORT

Session Type	Student Points	Session Avg
Exam(1)	85.7	47.3

Missed Session(s)

Teacher Signature/Date	Parents Signature/Date

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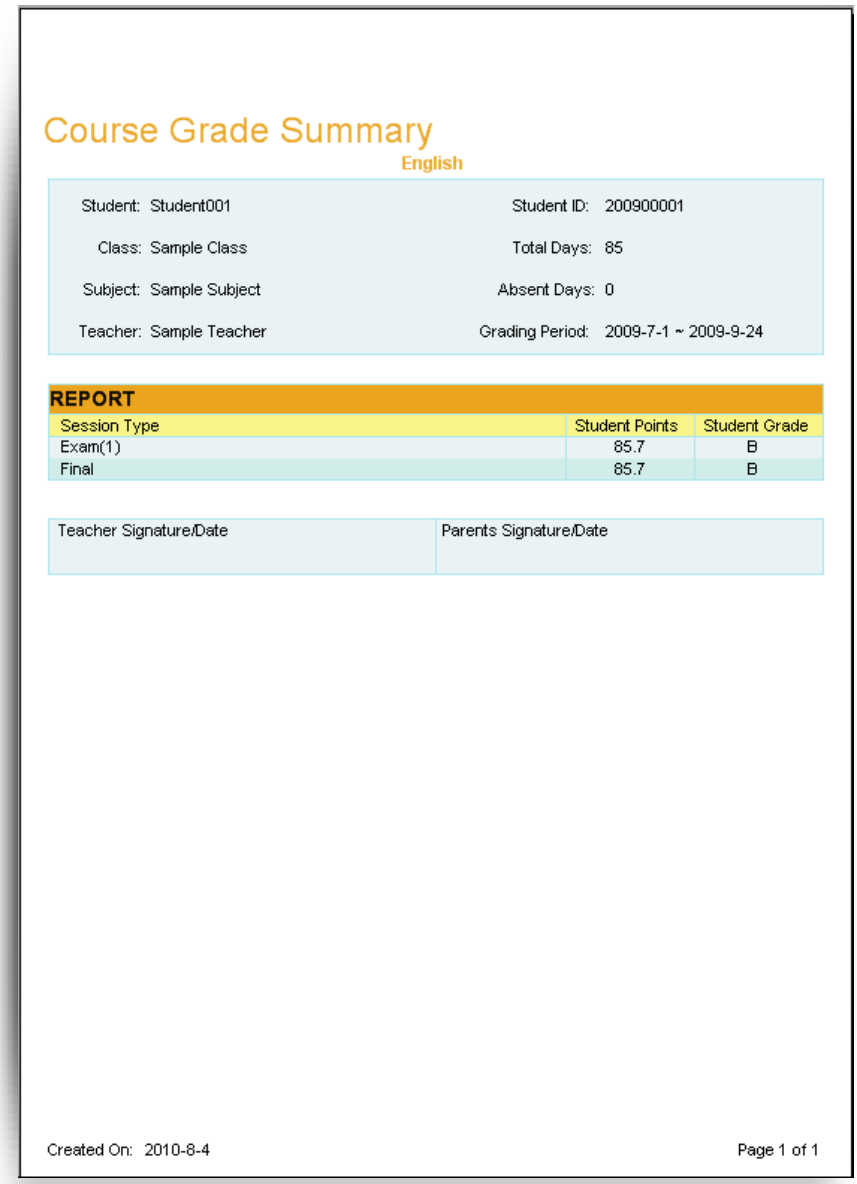
1. Follow the above 10 steps to generate a **Course Grade** Report and then click the **Create** button under the **Create Report** group to open the **Create Course Grade Report** window.

2. Click on 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 **Course Grade** Report list.

4. Click the **Preview** button and the **Academic Summary** window for the student will be displayed.

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



Course Grade Summary

English

Student:	Student001	Student ID:	200900001
Class:	Sample Class	Total Days:	85
Subject:	Sample Subject	Absent Days:	0
Teacher:	Sample Teacher	Grading Period:	2009-7-1 ~ 2009-9-24

REPORT

Session Type	Student Points	Student Grade
Exam(1)	85.7	B
Final	85.7	B

Teacher Signature/Date	Parents Signature/Date

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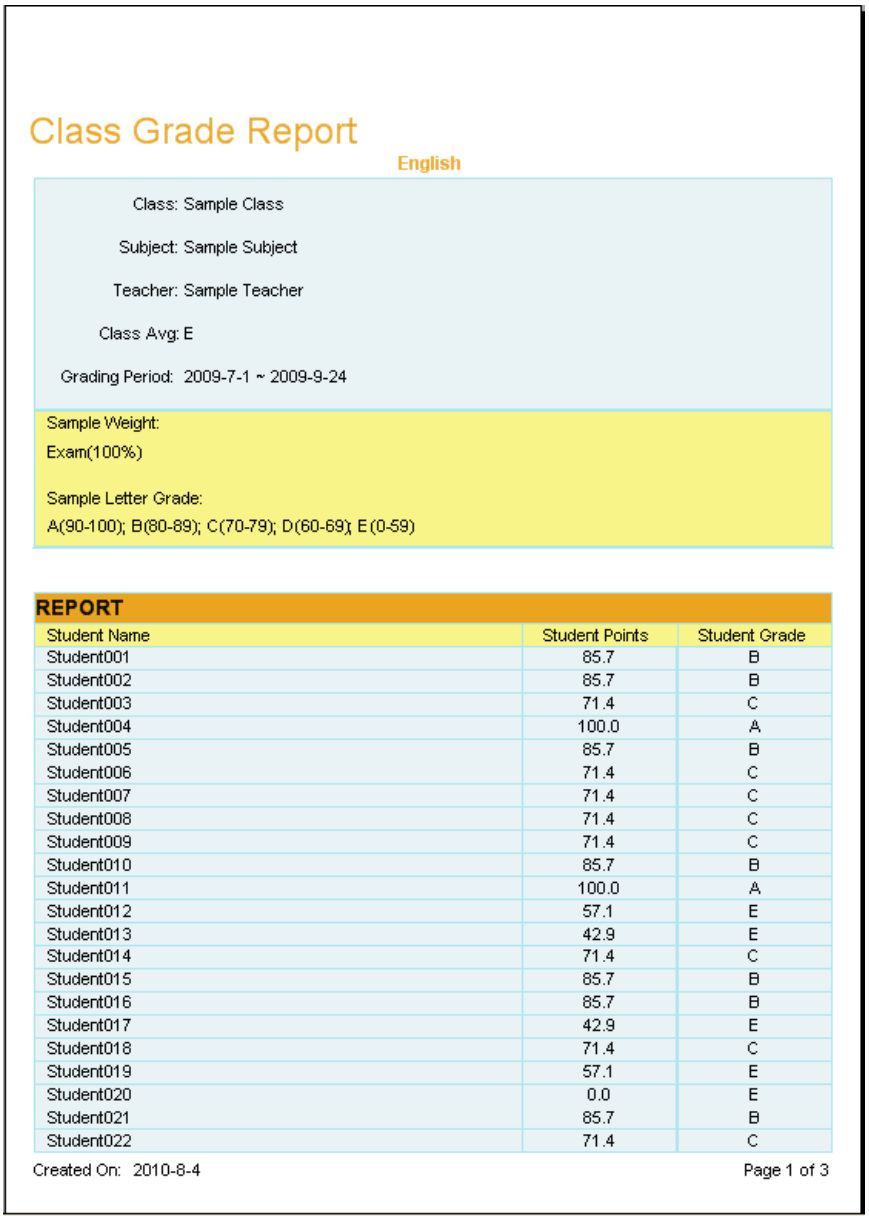
1. Follow the above 10 steps to generate a **Course Grade** Report and then click the **Create** button under the **Create Report** group to open the **Create Course Grade Report** window.
2. Click on the **Course Grade Summary** from the four reports listed in the window.
3. Select the student you wish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

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



Class Grade Report

English

Class: Sample Class

Subject: Sample Subject

Teacher: Sample Teacher

Class Avg: E

Grading Period: 2009-7-1 ~ 2009-9-24

Sample Weight:

Exam(100%)

Sample Letter Grade:

A(90-100); B(80-89); C(70-79); D(60-69); E(0-59)

REPORT

Student Name	Student Points	Student Grade
Student001	85.7	B
Student002	85.7	B
Student003	71.4	C
Student004	100.0	A
Student005	85.7	B
Student006	71.4	C
Student007	71.4	C
Student008	71.4	C
Student009	71.4	C
Student010	85.7	B
Student011	100.0	A
Student012	57.1	E
Student013	42.9	E
Student014	71.4	C
Student015	85.7	B
Student016	85.7	B
Student017	42.9	E
Student018	71.4	C
Student019	57.1	E
Student020	0.0	E
Student021	85.7	B
Student022	71.4	C

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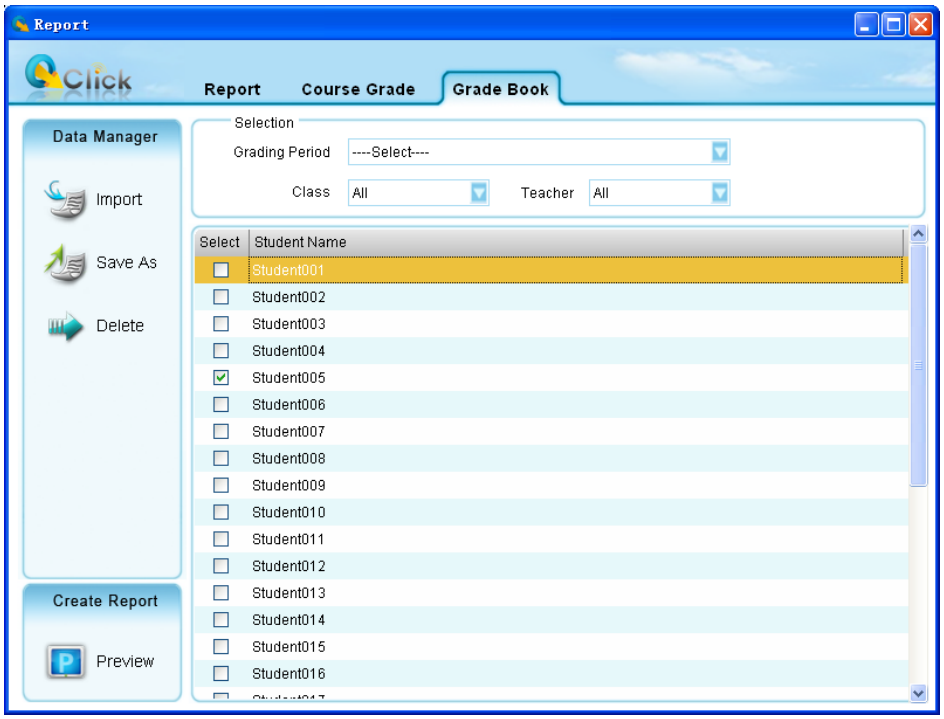
1. Follow the above 10 steps to generate a **Course Grade** Report and then click on the **Create** button under the **Create Report** group to open the **Create Course Grade Report** window.

2. Click on the **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 to be displayed.

2.4.3 Grade Book

Click on the **Reports** tab from the QClick main window and then click the **Reports** 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
- Save a grade book to a file
- Delete a grade book in the system database

Create Report

From the **Create Report** group click on the **Preview**

button to preview a student grade book. A Grade Book integrates the student's course grades 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 then select the grade book report period. The class name and the teacher name will help in filtering the student selection. If you choose to turn off the filter in order to view all of the students in the list, select "All" from the drop-down list of **Class** name and **Teacher** name.

2.4.3.1Import a grade book to the system database from a file

In the **Data Manager** groups, click on the **Import**

button to open the file browser to import a grade book stored in a file. The import and saving of grade book data is a pairing function allowing you to transfer one or more course grade data from one computer into another. The saving function allows you to retrieve one or more course 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 course grade data from the data file into another computer's QClick system database. This file takes the extension ".gbd" format.

2.4.3.2 Save a grade book to a file

Select the grading period you choose to save from the **Grading Period** drop-down list. In the **Data Manager** groups, click on the **Save As**

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 course grade data regardless of class selection will be saved. If you select all subjects, the grade data for all subjects regardless of class selection will be saved. 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 file to be saved. The import and saving 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 saving function allows you to retrieve the course 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 save a grade book, follow these steps:

1. Under the report window select the **Grade Book** window tab.
2. Click on the **Grading Period** drop down list and select the period you choose to save.
3. Click on the **Save AS** button to open the subject selection dialog window.
4. Select one or more subjects in the subject selection dialog window and click the **Save As** button.

5. The file browser will open allowing you to provide a dedicated file name and path to save the grade book data into.

6. Click on the **Save** button to start saving.

2.4.3.3 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 on the **Delete**

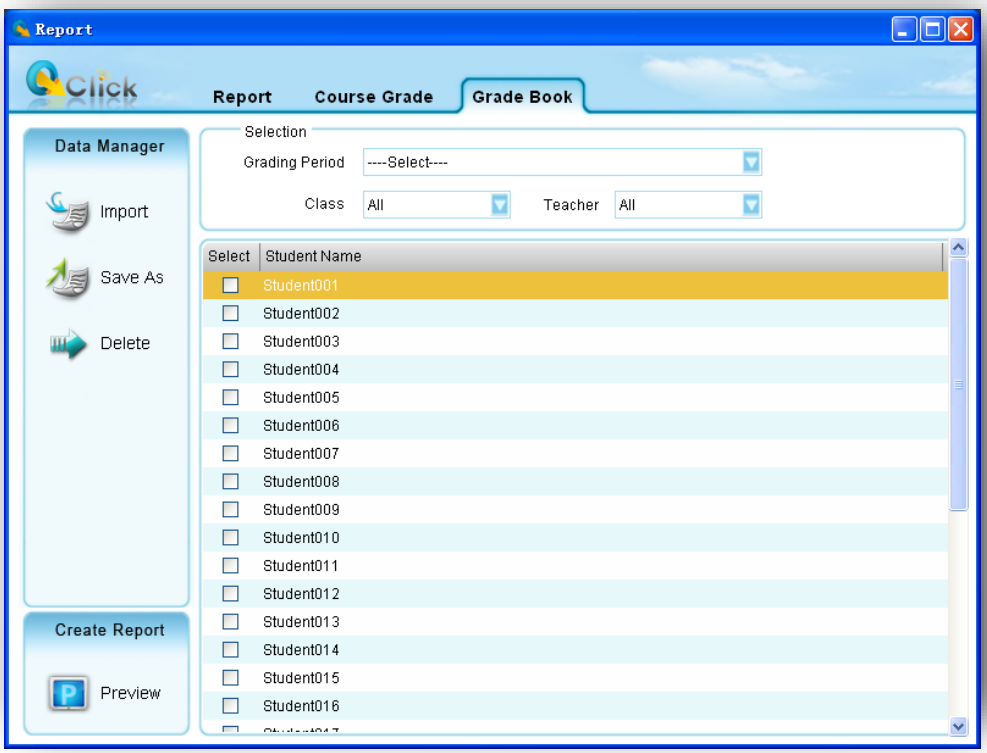
button to open the subject selection dialog window. From the window, select one or more of the subjects you want to delete from the grade book. If you select one subject, all grade data associated with this subject regardless of classes are deleted from the system database. If you select all subjects,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

1. Click on the **Grading Period** drop down list and select the period you choose to delete.

2. Click on the **Delete** button to open the subject selection dialog window.

3. Select one or more subjects in the subject selection dialog window and then click on the **Delete** button.

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



2.4.3.4Create 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 on 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 of the preview report and how to export and print the preview report, please refer to session 2.4.1.1.7 **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 you wish to generate the report card for.

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

You can print and export the report card.

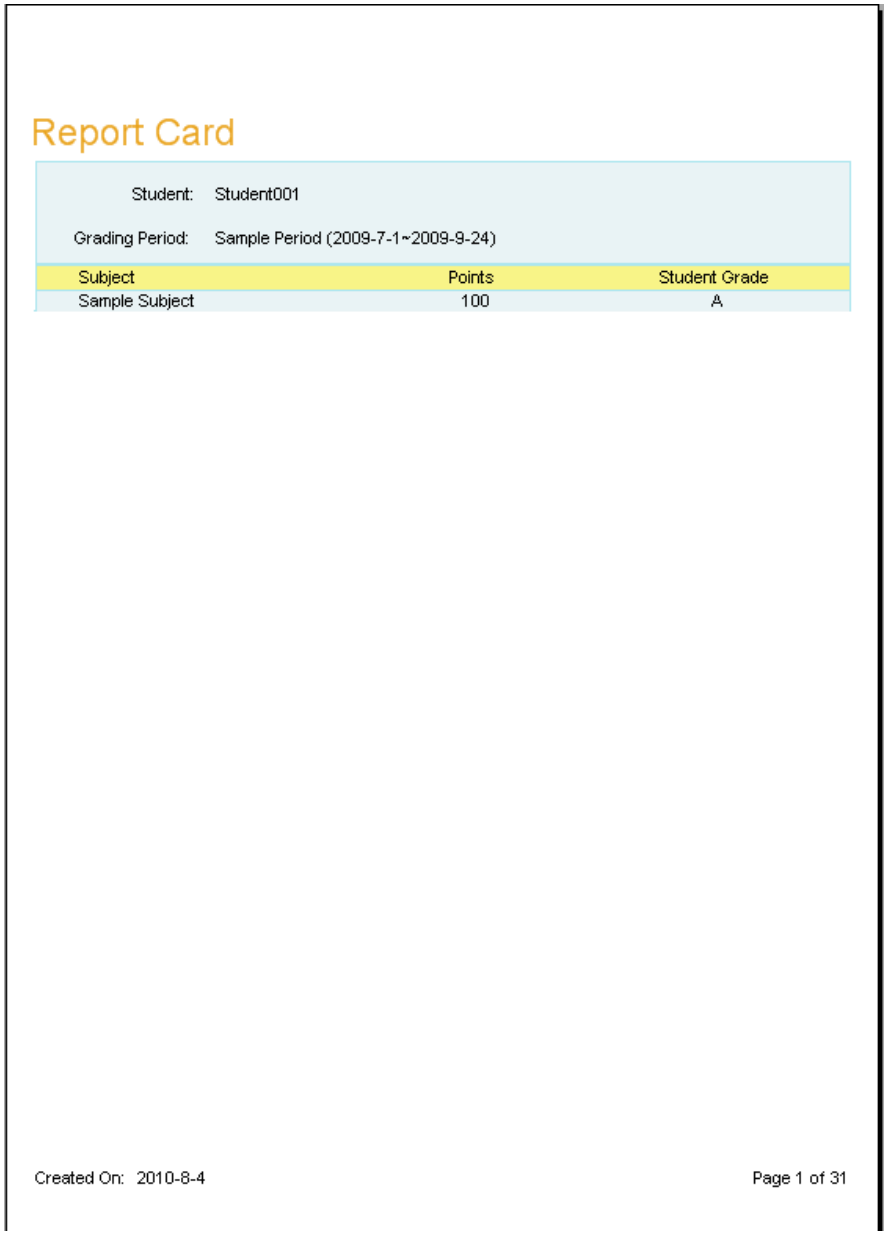
PRINT REPORT CARD

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 on the printer icon on the menu bar at the top of the Create Report window. The printer selection window will be displayed.
2. Select the printer from the list and click on the Print button or click on 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:



Report Card

Student: Student001

Grading Period: Sample Period (2009-7-1~2009-9-24)

Subject	Points	Student Grade
Sample Subject	100	A

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- 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 card, follow these steps:

1. From the tool bar on the **Create Report** preview window, click on the Export icon .

2. The **Export Report** file browser window will be displayed. Click on the **Save as type** drop-down list and select a third party application from the list.

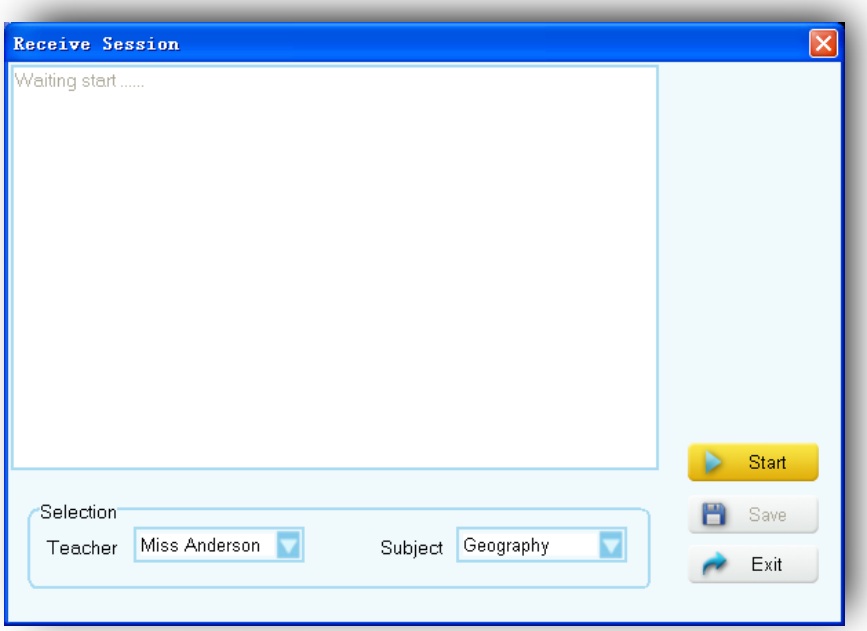
3. Type in the file name of the exporting report in the **File name** text box.

4. Click on the **Save** button to begin exporting. If the preview report card is long, it may take additional time to export.

2.4.4 Receive Session

Under the instructor keypad *Offsite mode*, the instructor keypad assumes the role of the main receiver, functioning as the host to directly receive the student keypad responses in a quiz session. However after the quiz session has been completed, the student's performance session data are only stored in the instructor's keypad. The session data must now be uploaded into the QClick system database. The interface of **Receive Session Data** allows you to upload the session data from the instructor's keypad into the system database. To upload the session data, follow these steps:

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



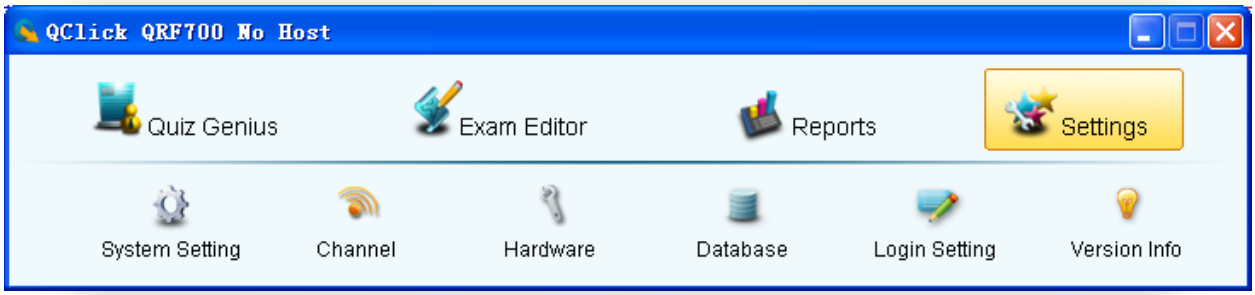
In the **Receive Session** window, select the teacher and the subject associated with the session being uploaded from the **Teacher** and the **Subject** drop-down list.

Click on the **Start** button to begin uploading.

The **Receive Session** window will display "Session Info receiving….." Select *Offsite mode* on the instructor's keypad and then select the function **Upload Session**. Refer to **Part 3 Hardware & System Installation Illustration,** session **3.2.2.5.3 Upload Session** for detailed instructions.

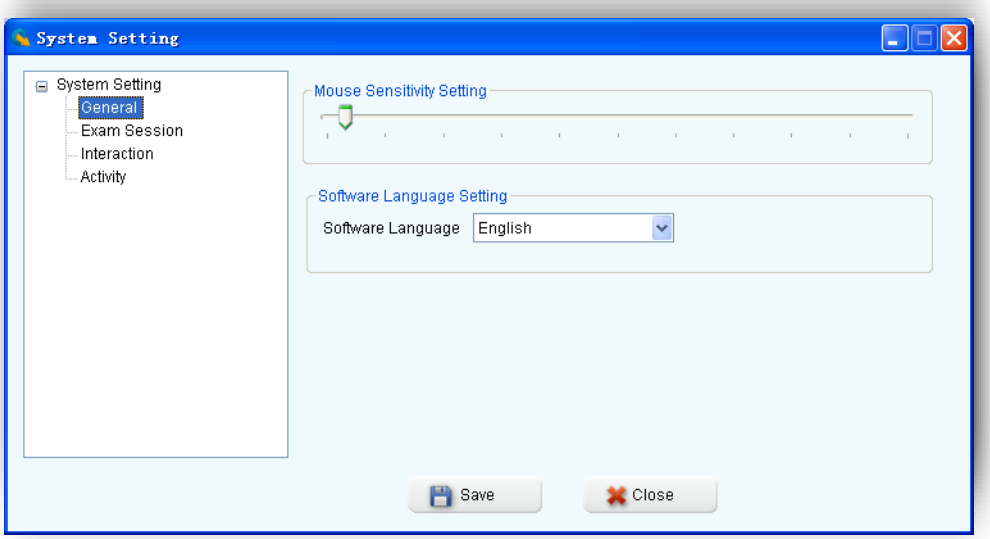
After the uploading has been completed, click on the **Save** button to save the uploaded session data into the system database. When you click on the **Exit** button to exit the **Receive Session** without saving the uploaded session data, the software will prompt you to save the data. **If you don't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

2.5Settings



2.5.1 System:

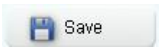
The System settings contain audio settings, instructor remote control mouse sensitivity setting, timer setting and other settings in a quiz. The System Settings Tree View contains **General**, **Exam Session**, **Interaction** and **Activity**. Select one of the categories to begin selection of your settings.



The General contains **Mouse Sensitivity Setting** and the **Software Language Setting**:

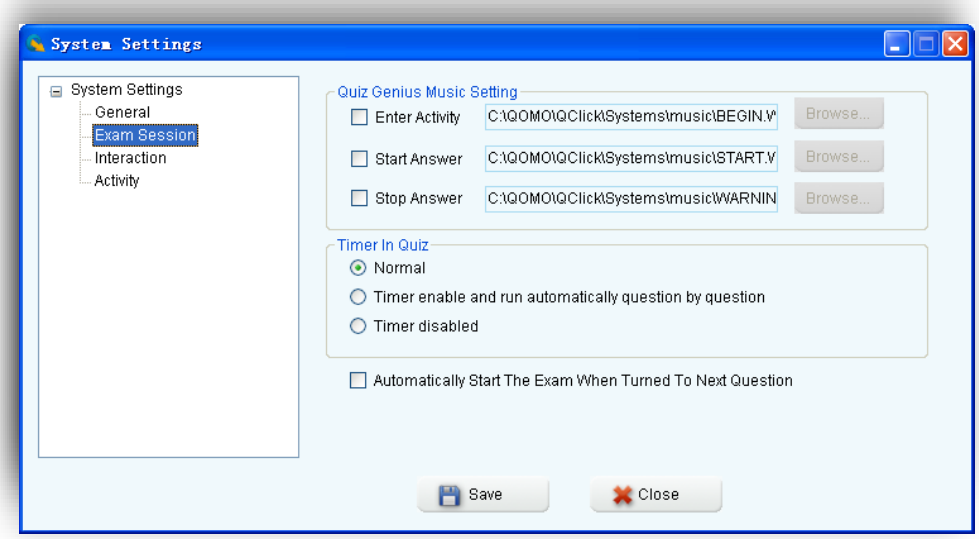
The Mouse Sensitivity Setting allows the sensitivity setting for a mouse used by the instructor. To set up the remote mouse sensitivity, move the cursor onto the indicator on the **Mouse Sensitivity Setting** level bar, and then click and hold the left mouse button to drag the level indicator to the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

The Software Language Setting allows the selection of languages for the program. Click on the language drop-down list, and then select the language you desire. Currently,

QClick software supports five languages, **English**, **Russian, Slovak**, **Czech** and **Hungarian**. Click on the 

button to automatically save your setting..

The Exam Session contains **the Quiz Genius Music Setting**, the setting for the **Timer in the Quiz** and the setting of **Automatically Start The Exam When Turned To Next Question**:



The Quiz Genius Music Setting 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, follow these steps:

1. Select the **Settings** Tab.

2. Click on the **System**

icon; this will display the **System Settings** window.

3. In the left column of the **System Settings** window, click on the System Setting , select the Exam Session in the catalog, the setting items will display on the right of the window

4. Click on the sound activity check boxes you desire and then click on the **Browse** button, this will display the sound file browser. Select the desired sound file for the activity and then click on the **Save** button to save the sound selection into the system.

5. Repeat step 4, 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.*

The Timer in Quiz allows the selection of a timer to be used in a quiz. The default set is **Normal**. Select one of the timers you desire by clicking on its corresponding radio button.

The Normal setting allows you to select a timer for each question. The preset time will count down when you press the **Start/Pause**

button or use the instructor remote keypad to press the **play**

button to start a quiz. When the timer reaches 0, students are unable to send their answer.The instructor can advance to the next question and start the quiz.

The Timer enabled and run automatically question by question setting allows you to select timers for each question. The preset times for each question will count down when the quiz begins. When the time is up, the next question will be shown automatically and the new preset time for the question is displayed. This will repeat until all of the questions in the exam have been completed,, or the instructor presses the pause or stop button to interrupt the quiz.

Note: *This function is unavailable under free-style mode.*

Click on the **Save** button to save your timer selection.

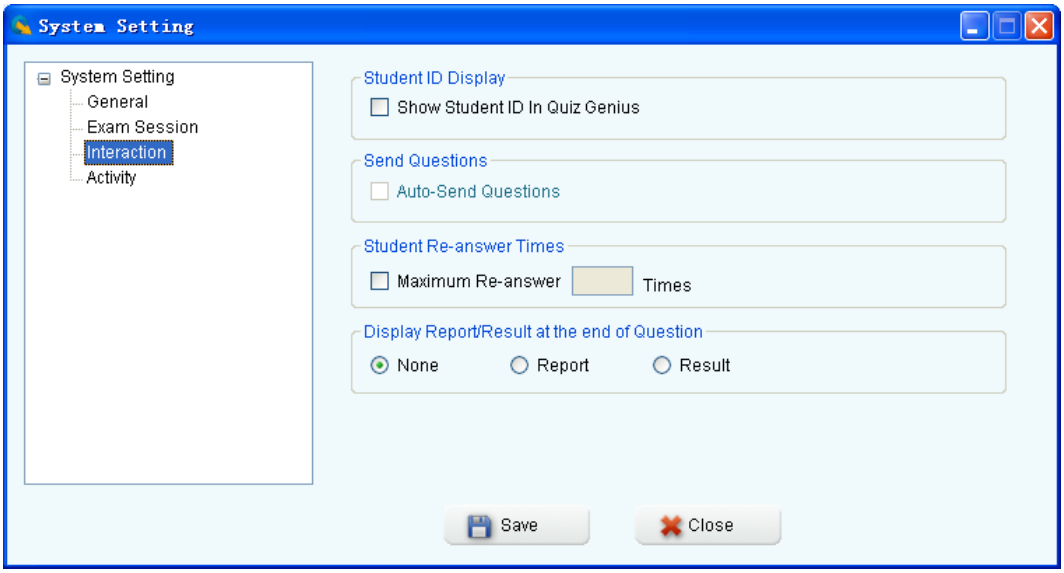
The Timer disabled setting allows you to disable the timer function for each question. The starting and stopping of the quiz will be manually controlled by the instructor.

The Automatically Start The Exam When Turned To Next Question allows you to start the next question without pressing the **Start/Pause**

button each time you turn to the next question.

Note: *This function is unavailable under free-style mode.*

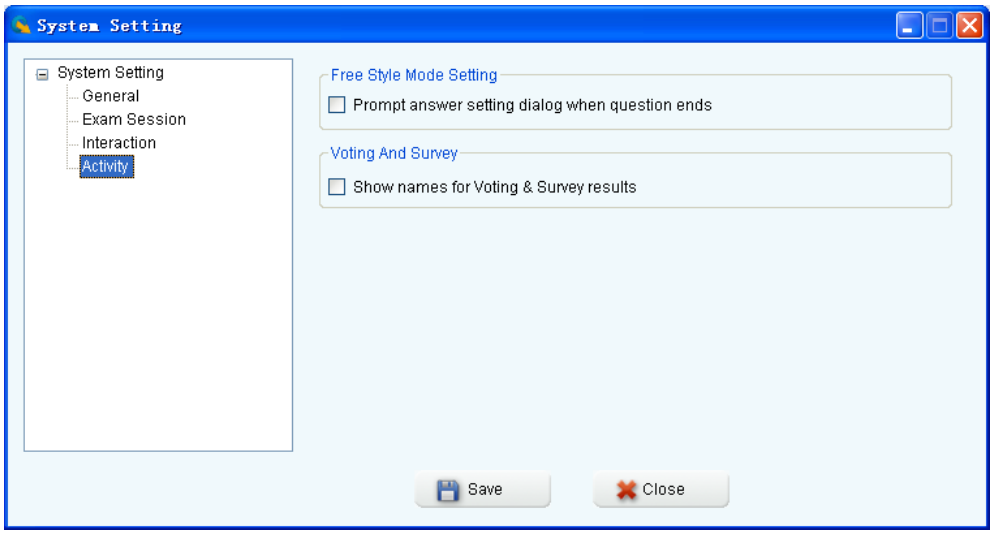
The Interaction setting contains the **Student ID Display**, **Send Questions (unavailable in this system)**, **Student Re-answer Times** and **Display Report/Result at end of Question**:



The Student ID Display allows you the option to display or not display the student ID in the Report generated by the Quiz Genius. Check the box in front of the **Show Student ID** in Quiz Genius if you want to show the student ID and then click on the **Save** button to save the setting.

Student Re-answer Times allows instructors to control the times students can change the answer for the question in a quiz. The default is the **Maximum Re-answer** check box unchecked, which allows students to re-enter their answers as many times as they desire. If the checkbox is checked, you can enter the number of times a student can change their answer.

Display Report/Result at end of Question allows **you** to automatically show the instant result or report after finishing a question. Check the radio button in front of the item you desire to select. If you do not wish to show either of them, check the selection "**None"**. Click on the **Save** button to save the system setting, and then click on the **Close** button to close the setting.

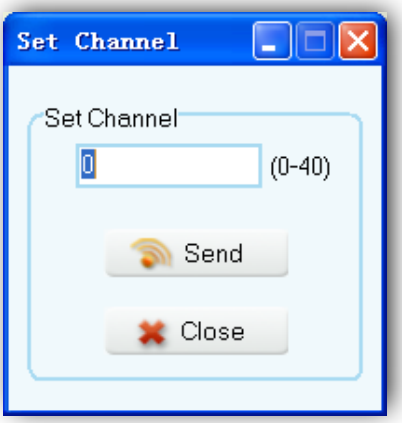


The Activity contains **Free Style Mode Setting**, **Voting and Survey**. Under the Free Style mode, if you desire to an answer dialog prompt when each question ends, simply check the box to apply the setting; uncheck the box if you do not want the prompt.

The Voting And Survey setting allows you the choice of displaying or not displaying the detailed information including student ID and the student name in the report under the activity modes of the Vote and Survey. Check the box to apply the function, otherwise the report only shows the vote and survey results; the student ID and student names won't be displayed

2.5.2 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 receiver delivered. Using the QRF900 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:

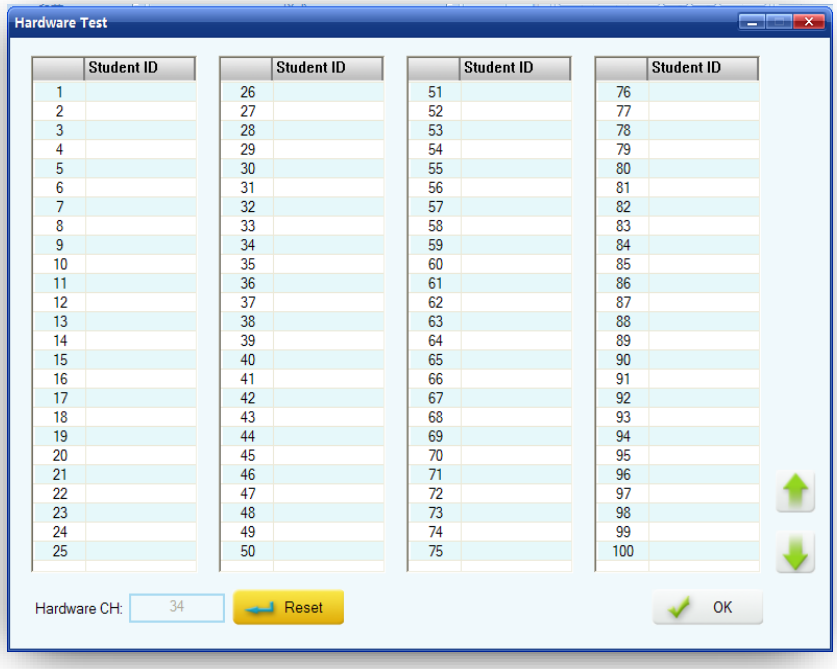
1. Select the **Settings** Tab.
2. Click on the **Channel**

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; and then click on the **Send**

button to send the change to the main receiver. Valid channel numbers are 0 to 40.

2.5.3 Hardware Test:

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



To use the hardware test tool, follow these steps:

1. Select the **Settings** Tab.
2. Click on 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. 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 on the **OK** button to close the hardware test.

2.5.4 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.**

2.5.4.1 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.

2.5.4.2 Database Recover:

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

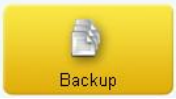
Caution: *All records in the current database will be lost after the recovery operation. Please change the login information immediately.*

2.5.4.3 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 the **Settings** Tab.
2. Click on the **Database**

icon; this will display the **Data Management** window.
3. Click on 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 backup.
4. Click on 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 on 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 backingup the database containing the session test data.*

2.5.4.4 Del All Records:

1. Click on the **Del All Records**

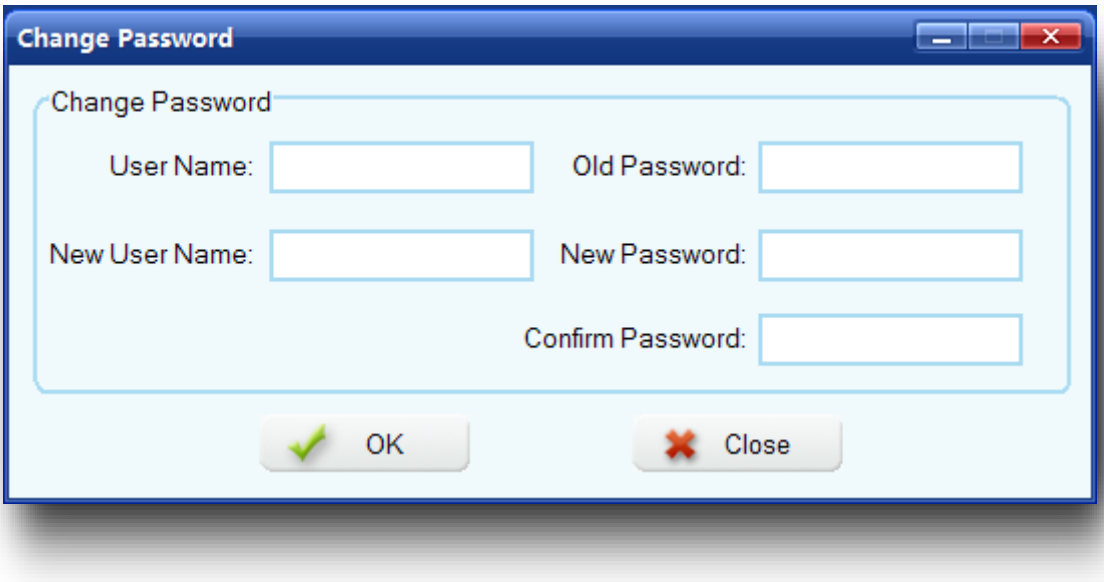
button, if you would like to delete all input records. The software will prompt you to backup the current database first.

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

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

2.5.5 Login Setup:

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



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

1. Select the **Settings** Tab.

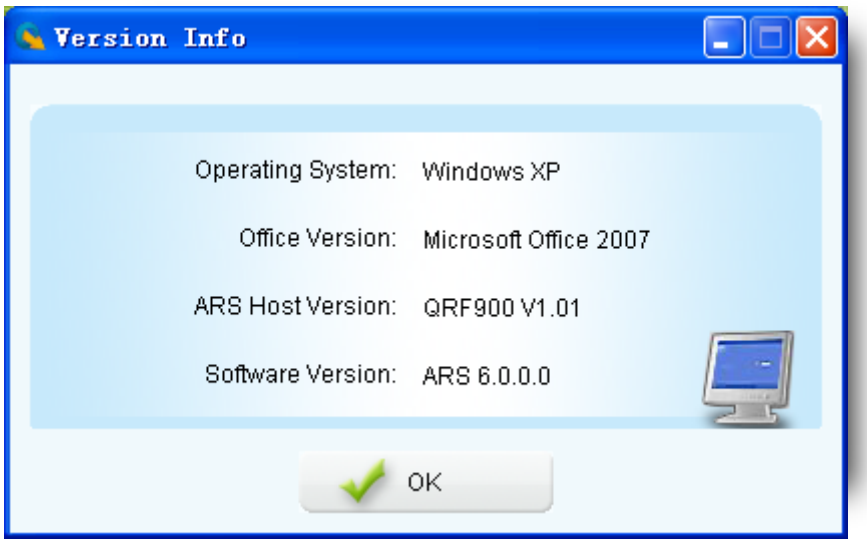
2. Click on the **Login Set**

icon; this will display the **Change Password** window.

3. Enter the current user name and password and then enter the new user name and the new password. The new password will need to be entered twice to confirm the change.

2.5.6 Version Info:

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



To view the version information, follow these steps:

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

2. Click on the **Version Info**

icon; this will display the **Version Info** window. Your computers operating system, its version of Microsoft Office as well as the QClick Hardware and Software versions will be displayed.

3. Click on the **OK button** to close the **Version Info** window.

Part 3. Hardware & System Installation Illustration

3.1Student Keypad

3.1.1 Specifications

Dimensions (L× W× H): 4.5'' x 1.8''x0.71''

Keys: 21

Power required: 2 AAA Batteries

RF transmission distance: ~200 feet

Battery life: Depends upon use or up to 6 months

Function: Transmit response signals

Note:

Each of the clickers is battery operational. Insert two "AAA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items

Screwdriver

Screws

3.1.2 Illustration

3.1.2.1 Student Keypad Layout

1. **Power:** Turns unit on and off
2. **Screen Display**
3. **Left Soft Key** : **Confirms** the operation which appears on the bottom left of the screen
4. **Up Key** : Scrolls the screen display up
5. **Right Soft Key** : Confirms an operation that appears at the bottom right of the

screen; when exiting from the answer screen during homework or paper quiz mode, this button is also used to enter into the function selection menu

6. **Left Key** **:** Scrolls to the left

7. **Menu/OK Key** **:** Confirms a selection or enters into the main menu

8. **Right Key** **:** Scrolls to the right

9. **Send Key** **:** Sends a response. May also be used as a shortcut key to register to a class

10. **Down Key** **:** Scrolls the screen display down

11. **Del Key** **:** Deletes an exam during the paper quiz or homework mode and is also used to backspace

12. **Selection Keys :** Labeled “A1” to “J0” and “a” to “z” for alpha numeric inputs

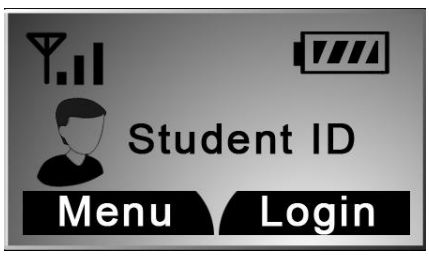
13. **Shift Key** **:** Toggles between upper and lower case letters during typewriting functions

14. **Operation Key** **:** Used to enter a space, the division "/" or the asterisk “*”signs

15. **Alpha-Numeric Key** **:** Toggles between multiple choice options, and alphabet and numeric key functions

3.1.2.2 Student Keypad Instruction

3.1.2.2.1 NoHost Screen



The following information is displayed on the NoHost screen:

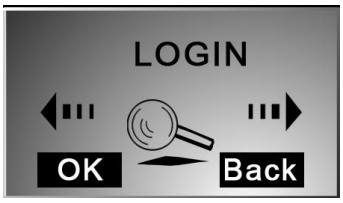
- RF Signal strength is displayed in the upper left corner
- The battery indicator is displayed in the upper right corner
- Student ID number

Note: *Press the "**Down Key**"* *to show the user name.*

The following functions can be performed under this display:

- Enter the main menu by pressing the "**Menu/OK Key**" .
- Enter the main menu by pressing "Menu" **"Left Soft Key"** .
- Short cut key to register by pressing the "**Send Key**" .
- Log into the class by pressing "Login" **"Right Soft Key"** .

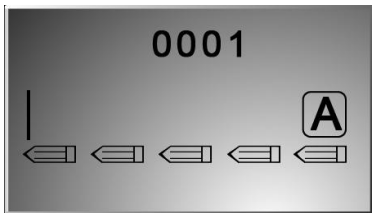
3.1.2.2.2 Menu Screens



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 "**Menu Key/OK**" or **Left Soft Key** to select the menu item.
- To use the shortcut to select a menu item, press the "**Selection Key**" corresponding to the item number in front of the item. For example, to enter "**3.FindByTitle**" sub menu, you press key "3".

3.1.2.2.3 Input Screens



Operations under these menu displays:

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

The user can press the "**Selection Keys**" to enter the desired characters.

- The "**Del Key"**

serves as the backspace key.

- The "**Send Key"**

serves as the sending answer key.

Notes: When the question ends, you can input the answer directly and the system automatically deletes the previous answer before that. The input has the limitation of 32 letters, which will automatically shrink to fit the screen once it is more than 7 letters.

<<< .

If the input area is the multiple choice or an alpha numeric type, there will be an input type indication A, 1 or abc on the upper right corner of the screen. These signs indicate whether the current input mode is the choice input, numeric or alpha.

- Use the "**Alpha-Numeric Key**"

to toggle through the input modes from choice input A or numeric input 1 or alpha input abc.

- "**Shift Key**"

is used to toggle between upper and lower case letters.

3.1.2.2.4 Confirmation Screens

Operations under these menu displays:

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 “**Left Soft Key**” or ***“Menu/OK Key”*** to confirm an operation.
- Press “Return” “**Right Soft Key**” to cancel the current operation.

3.1.2.2.5 Connecting student clickers to a host

Operations under these menu displays:

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

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

3.1.2.2.6 Functions and Operations

(1) Setting the Student ID and the User Name

Note: *Before logging in, a valid Student ID and user name (stored in the class database) must be set for each student keypad. The Student ID is used in the software but the user name is not used in the software.*

To set a Student ID, follow these steps:

1. Under the NoHost screen, press the “**Menu Key/OK**” to enter into the main menu.
2. **Press Down Key** or **Right Key** **to select SET STUDENT ID menu.**
3. Under the “**SetStudentID**” screen, enter a valid Student ID and then press the “**Menu Key/OK**” to save it. The Student ID can be the combination of numeric and alpha.

To set a username, follow these steps:

1. Under the NoHost screen, press the “**Menu/OK”** key to enter into the main menu.

2. **Press Down Key** or **Right Key** **to select Set User Name menu.**

3. Under the "**SetUserName**" screen, enter a valid user name and press the "**Menu/OK**" key to save.

(2) Login to a class:

To login to a class, follow these steps:

Under the NoHost screen, select the "**Login**" right soft key to directly login to your class.

OR

1. Under the NoHost screen, press the **"Menu/OK"** key or "menu" "**Left Soft Key**" **t**o enter the main menu.

2. Select "**Login**" to login into your class.

Note: *The clicker will detect the active class in the closest proximity.*

(3) Set Channel:

If the clicker does not automatically detect the right class you would like to attend, you may manually set your clicker communication channel to the channel number that the class use. The class channel number is the main receiver channel number set.

Note: *The main receiver channel can be set in the software. Refer to the software channel session.*

To set the clicker channel, follow these steps:

1. Under the NoHost screen, press the "**Menu/OK**" key to enter into the main menu.

2. **Press Down Key** or **Right Key** **to select SET CHANNEL menu.**

Under the "**SetChannel**" screen, enter a valid channel number.

(4) Login to the last same channel class:

To login to the last same channel class, follow these steps:

Under the NoHost screen, press the "**Send Key**"

to directly log into the class you had last logged into if the channel is not changed.

After successfully logging in, the login screen will show various displays according to the software activity mode selected. These will be introduced in operation (5). Once the student has logged in, an assigned registration number will be displayed on the top of screen.

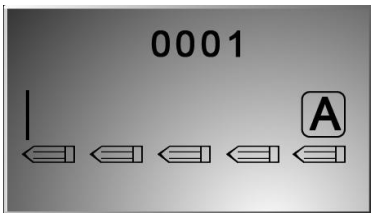
If the login fails, one of the following messages will be displayed:

- "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 the instructor has selected.

(5) Operations after a successful login:

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

a) Normal Exam Screen:



This kind of displays will be shown if the instructor selects the activity modes: **Normal Quiz, Rush Quiz, Elimination, Multiple Mode, Survey** and **Vote**.

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

- Enter your answer by pressing the "**Choice Keys**" and then press the "**Menu/OK**" key

or "**Send**" 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 **Down Key** to enter into the “Hand Raise List”, and then press the “**Menu/OK**” key . The software will display a marker at the bottom of the main exam question display window to raise the instructor’s attention. The instructor may look on his or her keypad LCD screen to view the student who is asking the question.

- Press the “**Send 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 to rejoin the quiz.

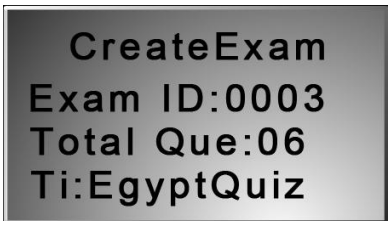
- Press the “**Right Soft Key**” to select the function “**Return**” if you want to exit the exam. The keypad will prompt you for confirmation. Press the “**Menu/OK**” key to confirm the exit or press “Return” “**Right Soft Key**” to cancel the operation and return to the previous display. If the “**Menu/OK**” 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:

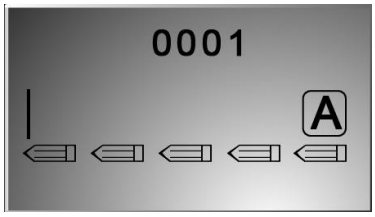
1) If the exam ID selected for the quiz is already saved in the student keypad, the exam title name with the EXAM ID will display on the screen. The student can start the exam by selecting the exam.



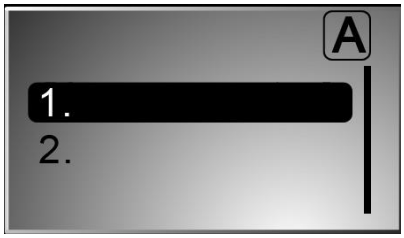
2) If the EXAM ID selected for the quiz is not saved in the student keypad previously, then creating a new test screen will display. Only the test title can be modified on this screen. Press “OK” “**Left Soft Key**” to start the exam.

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

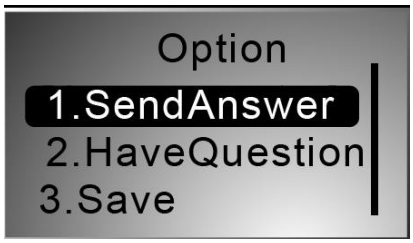
- Enter your answers by pressing the “**Choice Keys**”.
- Press the “**Menu/OK**” key or the “**Left Soft Key**” to save the answers into your keypad. The cursor will advance to the next question. Going to the next page, the previous page answers will be saved to the student keypad.



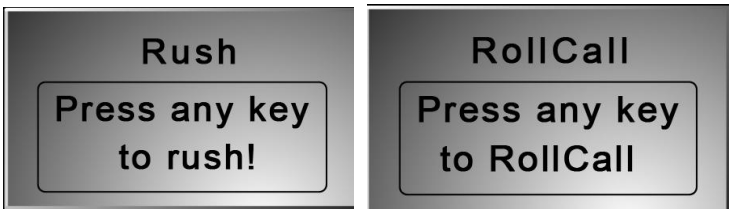
- Use the “**Del Key**” to delete the inputs if an answer needs to be modified.



- Press “Option” “**Right Soft Key**” to enter into the paper quiz “Option” menu. Select a menu item and press the “**Menu/OK**” key to confirm the operation.



c) Rush Quiz or Roll Call Screen:



This applies when the instructor has selected the **Rush Quiz** or **Roll Call** activity modes.

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

- Press any key （except “Right Soft Key” and “Down 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 **Down Key** to enter the “**Raise Your Hand Screen**” and then press the “**Menu/OK**” 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 “**Send Key**” to re-reregister the class.
- Press the “**Right Soft Key**” to select “Return” to exit the exam. You will be prompted for confirmation. Press the “**Menu/OK**” key to confirm the exit or “Return” “**Right Soft Key**” to cancel the operation and return to

the previous screen. If “**Menu/OK**” key is pressed, the keypad will display the NoHost screen.

3.1.2.2.7 Homework Mode

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

Under the main menu, **Press Down Key** or **Right Key** **to select EXAM LIST menu** enter into the Homework submenu.

The Homework submenu consists of the following items:

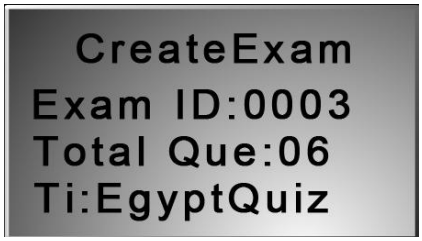
- ID & Title List: All tests saved in the student keypad will be displayed when the item ID & Title List is selected. Each line corresponds to one test. Use the “**Up Key**” or “**Down Key**” to select the desired test. Selected tests will be highlighted. Press the “**Menu/OK**” key to go to the Exam Screen; Press the “**Del Key**” if you want to delete the test.

- FindByExamID: The Find By Exam ID screen will be displayed when the item FindByExamID is selected. Enter an exam ID number to find an exam. After entering the exam ID number, press the “**Menu/OK**” key to start searching. If there is a match, a listing of matched tests will be displayed. Otherwise, a “no match” message will be displayed. Only a numeric ID number can be entered. Use the “**Del Key**” to modify the input.

- FindByTitle: The Find By Title 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: *The cell phone style keypad provides you an easy way to enter a character. Use the "**Del Key**"* *to modify your inputs. After entering your searching title, press the **"Menu/OK"** key* *to start your search.*

- 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) "**Exam ID:**" The ID will be used to identify the homework when the homework is submitted and the ID is also used for identification when searching for an exam later. The ID will be assigned if the exam is in electronic format which is delivered through the software when the instructor chooses the **Homework** or **Paper Quiz** Mode. If an exam is distributed in paper format, the exam ID will be assigned by the instructor and the ID will be entered manually by the students using their keypads.

2) "**Total Questions:**" This refers to the number of questions. This item will determine how many questions are in an exam. The number of questions will be assigned if the exam is in electronic format, delivered through the software when you choose the **Homework** or **Paper Quiz** Mode. If the exam 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) "**Exam Name:**" This is used for easily locating an exam 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 "**Menu/OK**" key . The homework question screen(when the instructor send questions) or answer screen will be displayed. Press "Return" "**Right Soft 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 the next day in the class; or just save the question frames to work on them later.

3.1.2.2.8 Student's keypad special functions

(1) Hardware Test

To use 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 2. Software in session 2.5.3 Hardware test.

2. Under the main menu, **Press Down Key** or **Right Key** **to select HARDWARE TEST menu** to enter into the Hardware test screen display.

3. Enter the channel number, which is the same as the host machine's (main receiver) channel number selected by the PC software.

4. Press the "**Menu/OK**" 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 the keypad test screen. Otherwise, the failure error message will be displayed on this test screen.

(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, **Press Down Key** or **Right Key** **to select SETTINGS menu** to enter into the Settings submenu.
2. Under the Setting submenu, select "**5.DefaultSet**" submenu in order to restore the factory settings.
3. Press the "**Menu/OK**" key to confirm the operation.
4. Follow the screen prompt, and press the"**Del Key**" to initialize the setting.

3.1.2.2.9 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.

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

1. Under the main menu, **Press Down Key** or **Right Key** **to select SETTINGS menu** to enter into the Settings submenu.
2. Under the Hardware submenu, select "**3.ScreenSaver**" submenu in order to set the duration time before going to the keypad sleep mode.
3. Press the "**Up Key**" , **Right Key** or "**Down Key**" **, Left Key** to increase or decrease the time setting.
4. Press the **Menu/ok Key** to confirm the setting.

Note: *If the clicker stays without any interaction for a period of time that set in Screen Saver, the clicker 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. For further saving the battery life, you should turn off the power of the clicker.*

3.1.2.2.10 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 logged in but the quiz has not started.	N/A	Joining the class	Receives message “Wait to Start”
3	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.
4	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. Display the register screen.
5	The quiz is loaded and ready but the timer has not started. The student keypad joined the class previously.	Yes	Power Up	You can press “**Send**” key to directly logon back to previous class. Display the register screen.
6	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 login to the class and register.
7	The quiz is loaded and ready but the timer has not started.	Yes	Enter and send the answer	Receives the message “Wait to Start”
8	The quiz is loaded and running, the timer started. The student	Yes	Power Up	You can press “**Send**” key to directly logon

	keypad joined the class previously.			back to previous class. Display the register screen.
9	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:

a) Turn on the keypad power. If the scenario is in form 5 or 8, you just need to press the "**Send**" key SEND.

b) If you did not join the class previously, you may have to login to the current class and register for the class.

c) If you joined the current class previously, you may simply press the "**Send"** key SEND to get a short cut to directly register for the class.

d) 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 the permission of the participation.

e) 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 in the self controlled pace, you should understand the function operation forms on the above table before you can begin your quiz.*

To join the quiz, follow these steps:

1. If you didn't join the class previously, you may have to login to the current class and then register and join the class.

2. If you joined the current class previously, simply press the "**Send"** key SEND to get a short cut to directly register for the class.

3. 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 decide the permission of the participation.
4. You can begin to answer the questions at your own pace, using the "**Up Key**" /"**Down Key**" to scroll up and down to enter and view the answers. Use the "**Menu/ok"** key to save your answers into the keypad.
5. After your have finished, press the "Right Soft" key to select the "Option" menu and select item "Send Answer" to turn in your answers.

3.2 Instructor Keypad

3.2.1 Specifications

Dimension (L × W × H): 5 inches x 2 inches x 1 inch

Keys: 21

Power required: 2 AA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year depending on use

(Not including laser pointer use and Offsite mode use)

Function: Instructor/Presenter

Note:

Each of the clickers is battery operational. Insert two "AA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items

Screwdriver

Screws

3.2.2 Illustration

3.2.2.1 Instructor Keypad Layout:

1. **LCD:** Color display
2. **Power:** Turns unit on and off
3. **Left Soft Key** : Confirms an operation that appears on the bottom left of the screen
4. **Up Key** : Scrolls screen display up
5. **Right Soft Key** **:** Confirms an operation that appears on the bottom right of the screen.

6. **Left Key** : Moves cursor to the left

7. **Menu/OK Key** : Confirms a selection or enters the Main Menu

8. **Right Key** : Moves cursor to the right, views the list of students who have questions

9. **Laser pointer Key** : Press and hold to activate the laser pointer

10. **Down Key** : Scrolls screen display down

11. **Del Key** **:** Delete and backspace

12. **Mouse Key** :

    In *Normal Mode*: Used to toggle between the mouse and keypad control

    In *Offsite mode*: Displays student information

13. **View Key** :

    In Normal Mode: Displays student records

    In Offsite mode: Displays the current question and the correct answer

14. **Question Key** : Displays the names of the students who have a question

15. **Start/Pause Key** : Starts or pauses or logs you back into a class

16. **Stop Key** : Stops current activity

17. **Slide Up Key** : Displays previous PowerPoint slide or previous question; it is also used as a page up key

18. **Result Key** : Displays histogram of results

19. **Report Key** : Displays Score Board

20. **Slide Down Key** : Advances PowerPoint slide, displays next questions, and is also used as a page down key

21. **F1 Key** : Function key and toggles between upper and lower case letters during typewriting function

22. **F2 Key** : Function key also used to enter the following characters: space, "/", and the decimal point “.” sign

23. **ESC Key** : Escape or exit an exam and toggle among multiple choice inputs, alphabet and numeric key functions

24. **Choice Keys:** Labeled “0” to “9” and “a” to “z” for alpha numeric inputs

3.2.2.2 Remote Mouse Keypad Definition:

1. **Up Key** : Moves cursor up

2. **Laser pointer Key** : Press and hold to activate the laser pointer

3. **Left Key** : Moves cursor left

4. **Menu/ok Key** : Mouse double-click

5. **Right Key** : Moves cursor to the right

6. **Right Soft Key** : Mouse right-click

7. **Down Key** : Moves cursor down

8. **Left Soft Key** **:** Mouse left-click

9. **Mouse Key** : Toggles between the mouse and keypad control

10. **Question Key** : Mouse left-click hold

11. **View Key** : “Tab key” PC keyboard

12. **Slide Up Key** : “Page Up Key” PC keyboard

13. **Stop Key** : “Enter Key” PC keyboard

14. **Start/Pause/Login Key** : “Up Key” PC keyboard

15. **Result Key** : “Left Key” PC keyboard

16. **Report Key** : “Right Key” PC keyboard

17. **Slide Down Key** : “Page Down Key” PC keyboard

18. **F1 Key** : “Down Key” PC keyboard

19. **F2 Key** : Free Style cut picture function key

20. **ESC Key** : “ESC Key” PC keyboard

NOTE: *Using the remote mouse, the keypad will automatically take the initial flat surface as the datum, therefore it is suggested to place the keypad at your convenient flat surface. Additionally, please DO NOT POINT THE LASER DIRECTLY INTO EYES, it would be harmful to your eyes!*

3.2.2.3 NoHost Screen

The instructor keypad works in both the Normal and the Offsite mode. Press the **Up** **/Down Key** to select either the Normal or the Offsite mode to enter. Press the **Menu/OK** Key to confirm to enter the mode you select.

3.2.2.3.1 NoHost screen display:

The following information will be displayed on this screen:

- Signal strength is displayed in the upper left corner.
- Battery life indicator is displayed in the upper right corner.
- The instructor's name and the name of the last class logged into.
- Press the **Up /Down Key** to select to enter the Normal/Offsite mode.

The following functions can be performed while on this screen:

- Press the **Menu/OK Key** to enter the main menu of your desired mode.
- Press the **Start Key** **or Right Key** to log into the previously selected class.
- Press the "Login" **Right Soft Key** to login to an existing class.

3.2.2.3.2 Operation mode selection screens:

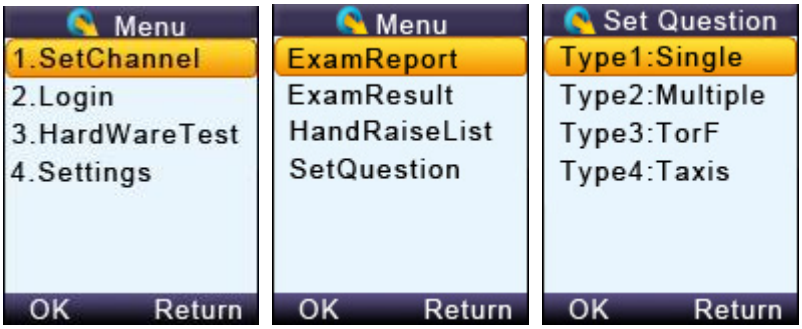
Use the **Up Key** or **Down Key** to select the *Normal mode* or *Offsite mode*.

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 or a display device. The *Offsite mode* is used for conducting quiz sessions using only the instructor keypad and student keypad. The main receiver, PC and the display device are not needed for conducting this type of quiz sessions.

3.2.2.4 Normal Mode

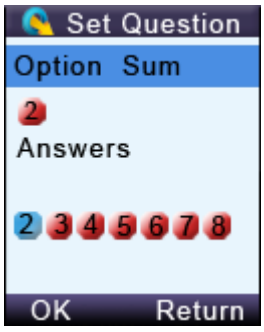
3.2.2.4.1 Normal mode menu display:



Operations available under these menu screens:

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

3.2.2.4.2 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 “OK” **Left Soft Key** to enter the selection.
- Pressing the **Del Key** will backspace and remove any entered characters。
- Pressing the “Return” **Right Soft Key** reverts to the menu one level up.
- Press the **Menu/ok Key** to select the answer, and press “OK” **Left Soft Key** to save the question setting.

3.2.2.4.3 Connecting the instructor’s keypad to the host receiver:

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

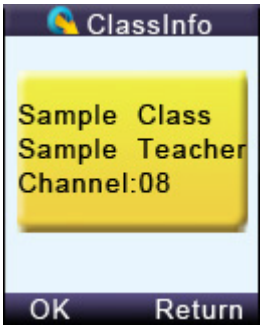
(1) Login to a class:

To login to a class, follow these steps:

Under the NoHost screen, select “Login” **Right Soft Key** to login to your nearby class.

OR

1. Under the NoHost screen, press the **“Menu/OK” Key** to enter the main menu.
2. Select item “**Login**” to login into your class.



(2) Set Channel:

If the clicker does not automatically detect the right class you would like to attend, you may manually set your clicker communication channel to the channel number that the class use. The class channel number is the main receiver channel number set.

Note: *The main receiver channel can be set in the software. Refer to the software channel session.*

To set the instructor clicker channel, follow these steps:

1. Under the NoHost screen, press the **Menu/OK Key**

to enter into the main menu.
2. Select "**1.SetChannel**" submenu.

Under the "**SetChannel**" screen, enter a valid channel number.

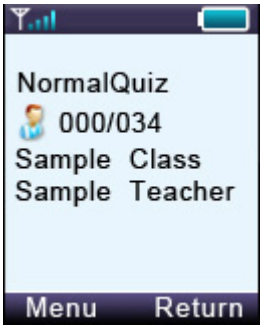
(3) Login to the last same channel class:

To login to the last same channel class, follow these steps:

Under the NoHost screen, press the **Start Key**

or Right Key to directly log into the class you had last logged into if the channel is not changed. The name of the class, the teacher's name and the channel number will be displayed on the LCD screen.

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 over the number of total students in the class.

3.2.2.4.4 Functions after login:

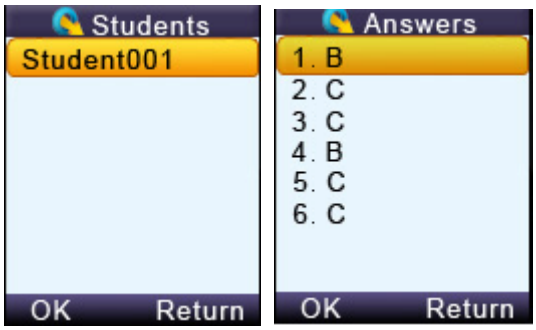
The following functions are available once the Instructor keypad is logged in:

- λ The displayed PowerPoint slides can be selected up or down by pressing the Slide Up Key 6 mno or Slide Down Key 9 wxyz.
- λ An exam can be started, paused, or stopped by pressing the Start/Pause Key 4 ghi or Stop Key 5 jkl.
- λ Exit an exam by pressing the ESC Key ESC 2 a.
- λ View the statistics histogram of the current question answering or an instant report about the answering by pressing the Result Key 7 pqrs or Report Key 8 tuv.
- λ View an individual student's exam performance in the keypad screen.

1. Press the **View Key** 2 abc 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 **Menu/OK Key** MENU OK to select the desired student.

   OR

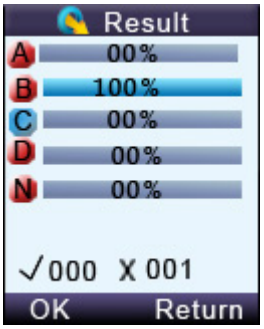
2. On the current screen, press the **Menu/OK Key** MENU OK to enter into the Menu screen. Select "**ExamReport**", find and select the desired student and then press the **Menu/OK Key** MENU OK to view the results. Only the current question/answer from the exam will be displayed for the student selected.



Note: *Under the student list display, press the* **Menu/OK Key** MENU OK *to toggle the display between the student name and the answer report.*

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

- λ View the histogram of the current question and grade in the instructor keypad.



On the currently displayed screen, press the **Menu/OK Key** MENU OK to enter into the Menu screen.

Select "**ExamResult"** to display the histogram.

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

- λ Respond to the student's questions:

View the name of the student who has a question:

1. On the currently displayed screen, pressing the **Question Key** ? 3 def will display a list of the students who have a question.

   OR

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

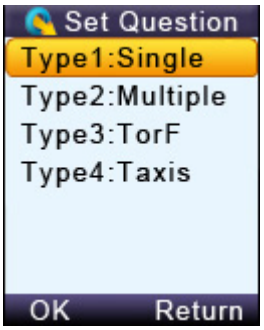
Note: *After responding to the student's request, select the student name and press the*

Menu/OK Key *to remove the student from the list.*

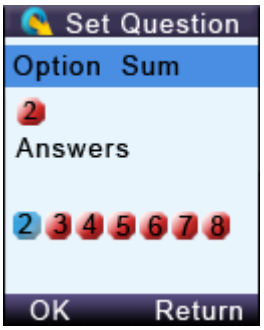
λ Set up an instant question:

In the **Free Style** mode, the instructor can ask the instant questions using the clicker. To set the instant question type and the instant question correct answers, follow these steps:

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



2. Select a question type from the list and then press the **Menu/OK Key** to go into the Set Question screen.



3. In the item "**Option Sum**:" choose the total number of choices for this question and in the item "**Answers**:" choose the correct answer for the question.

4. Use the **Left Key** or **Right Key** to select the Option Sum number and then use the **Down Key** to go to the correct answer selection.

5. Use the **Left Key** or **Right Key** to select the correct answer. After all the selection, press "OK" **Left Soft Key** to send the selection. The quiz will start automatically once the information is successfully sent and received.

3.2.2.4.5 Instructor keypad in sleep mode:

In order to extend the life of the battery, a sleep mode has been implemented.

To use the sleep mode settings for the instructor keypad follow these steps:

1. Under the main menu, select item "**4.Setting**" to enter into the Settings submenu.
2. Under the Hardware submenu, select "**2.ScreenSaver**" submenu in order to set the duration time before going to the sleep mode.
3. Press the **Up** **/Down Key** to adjust and select time.
4. Press the **Menu/OK Key** to confirm the setting.

Note: *If the clicker stays without any interaction for a period of time that set in Screen Saver, 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.*

3.2.2.4.6 Instructor keypad factory settings:

WARNING: *Using this function will clear all user data stored, including all the exam question contents in the instructor 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.

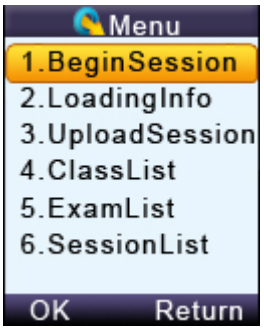
To use the factory settings for the instructor keypad, follow these steps:

1. Under the Normal submenu, select "**4. DefaultSet**" in the submenu to restore the factory settings.
2. Press the **Menu/OK Key** to confirm the operation.
3. Follow the screen prompt, and press the "**Del Key**" to initialize the setting.

3.2.2.5 Offisite Mode

The instructor clicker will consume more power when it is running in the Offsite mode. The

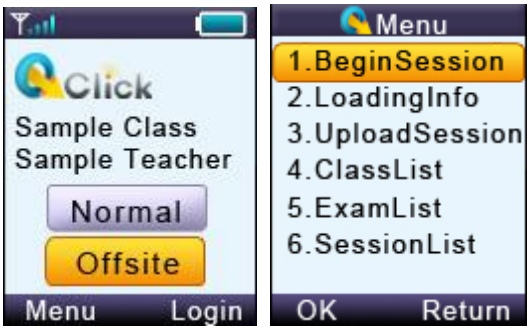
clicker with new batteries can last about 35 hours for continuing using under this mode. In the *Offsite* mode, the instructor's clicker will act as the main receiver, working as the host to directly receive the student keypad responses in a quiz session. Before the instructor clicker can be used to conduct a quiz session, the instructor should download at least one class setting with the student information and at least one set of the quiz correct answers into the instructor's keypad. The *Offsite mode* has these functions:



- Begin Session
- Loading Info
- Upload session
- Class List
- Exam List
- Session List

3.2.2.5.1 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 answers must be loaded into the keypad. It is not necessary to have the correct answers ready when choosing the **Free Style** mode. To conduct a quiz in the *Offsite mode*, follow these steps:



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

1. Select the Offsite 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 session **3.2.2.5.6 Session List** for detailed instructions.

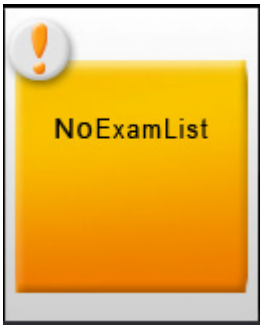
Note: *Before purging data, make sure you have uploaded the session into the QClick database system. Otherwise, the session data will not be recovered after the purging.*

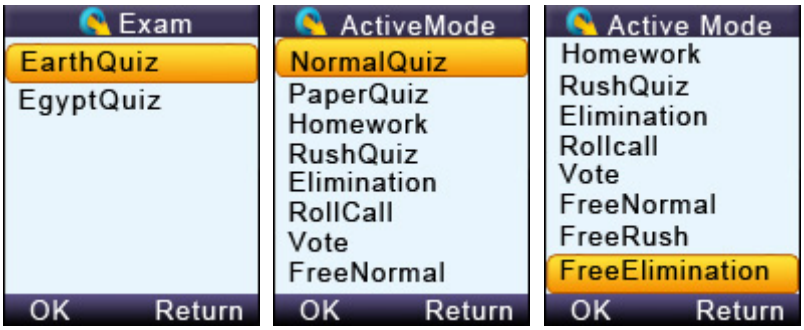
The LCD screen will display a list of classes previously loaded.

3. Move the highlight using **Up** **/Down Key** to the class area and then select the desired class by pressing the **Menu/OK Key** . If there are no classes loaded in the keypad, the screen will display "NoClasslist!".

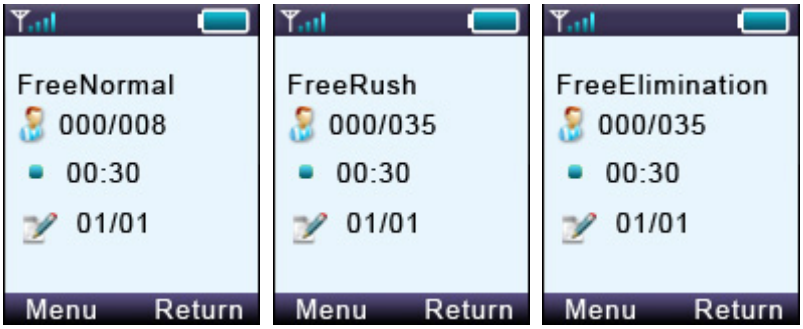
Once you have successfully selected a class, choose an activity mode from the list displayed on the LCD screen.

4. Move the highlight using **Up** **/Down Key** to the ExamList area and then select the desired exam by pressing the **Menu/OK Key** . If there is no exam loaded in the keypad, the ExamList area is blank. If you choose one of the **Free Style** activities, which include **FreeNormal**, **FreeRush** and **FreeEliminate**, you will not need to load an exam prior to conducting the quiz. However, if you choose one of the **No Free Style** activities, then you must load an exam. If no exams are downloaded into the instructor's keypad, then after beginning a session, the LCD screen will display this message "NoExamList"



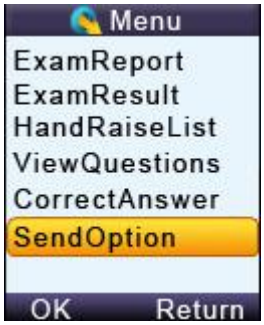


5. Press the **Left Soft Key** to start the Offsite session. The following screen will display based on the activity mode selected.

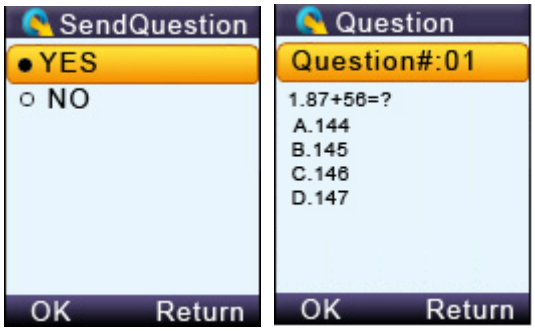


6. Under **No Free Style Activity** mode, the instructor can push the question contents into the student clickers. To implement this function, follow these steps:

   (1) On the activity mode display, enter the menu, and then choose the **SendOption**



   (2) If you select **YES**, the student keypad will display the question contents when the exam begins. Press the “OK” **Left Soft Key** to confirm the operation,



(3) You may choose **ViewQuestions** to view the question contents. Use the **Left /Right Key** to scroll the next or previous question contents.

7. Press the **Start/Pause Key** 4 ghi to start or pause a session. When the session starts, the running 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** 5 jkl to stop the current question response. Use the **Slide Up Key** 6 mno or **Slide Down Key** 9 wxyz to go to the previous or next question. The current question number over the total question number also shows on the instructor clicker screen.

8. Press "Return" **Right Soft Key** to complete the current session. The display will prompt you to confirm the exit. Enter the session name and then press **Menu/OK Key** MENU OK to save the conducted session into the instructor clicker.

The control keys function in the session saving includes:

Menu/OK Key MENU OK – Confirm enter the session name

Right Soft Key – "Return" to exit the session saving

Del Key – Delete a numeric number or a character

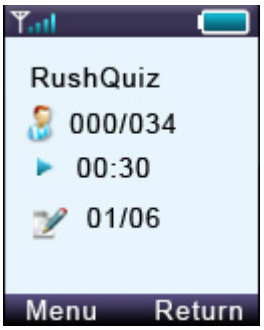
Left Soft Key – Confirm the OK operation

Shift Key – Toggles between upper and lower case letters during typewriting function

If you have chosen the **Free Style Mode**, after press the "Return" **Right Soft Key** to exit the session conducting, the numeric EXAM ID and the default exam name "EXAM#" will be saved to the clicker memory. Afterward, you may go to the **ExamList** menu to view the saved free style exam.

In whatever activity mode you select, when exiting the session, the session name needs to be entered to save the conducted session. But if you don't want to save the session, you can press the "Return" **Right Soft Key** again when the display prompts you to save the session name. The keypad will prompt you for confirmation of exit without saving. Press the **Menu/OK Key** to confirm the cancellation of saving or press "Return" **Right Soft Key** to return to the saving screen.

Control Functions for Conducting a Session:

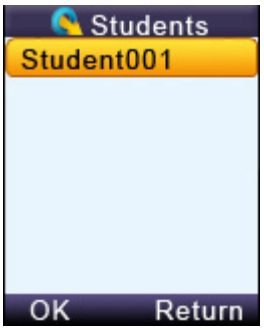


This display shows a Rush Quiz session example. There are a total of 6 questions and the keypad is currently on question 1. No students have registered for the selected class and there are 34 students in this class. The third line shows the testing time in seconds.

These functions can be operated under the activity display:

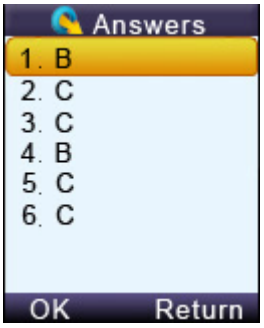
Press the **Menu/OK Key** to enter the main menu for the control function selection for this session.

Press the **Report Key** to view the current list of registered students. Select a student name and then press the **Menu/OK Key** to view the student question responses.



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

Press the **View Key** 2 abc to view the current question correct answer.

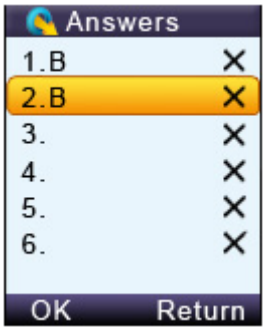


Press the **Start/Pause Key** 4 ghi to start/pause the test timer. While using the timer, you can press the **Up Key** or **Down Key** to increase or decrease the time by 5 seconds.

Press the **Stop Key** 5 jkl to stop the timer.

Press the **Slide Up** 6 mno **/Down Key** 9 wxyz to select the previous or next question.

Press the **Report Key** 8 tuv to view the answers of a registered student for the current question.



Note: *This funciton is only active when the timer is stopped.*

Press the “Return” **Right Soft Key** to exit the session.

Assigning or receiving function for the homework mode.

Before pressing the **Start/Pause Key** 4 ghi, the session homework mode stays in the ***Assigning*** homework mode. After pressing the **Start/Pause Key** 4 ghi the session is

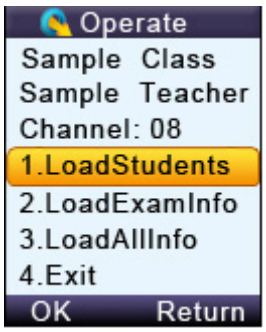
in the ***Receiving*** homework mode.

3.2.2.5.2 Loading Information

Download student's information

To download the students' 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 Ran**.



1. Plug in the main receiver to the PC USB port.

2. In the QClick software, select a **Class** and then select the activity mode, Refer to Part 2 Software session **2.1.1.1 Class** for detailed instruction.

3. Select the **Offsite** mode in the instructor keypad.

4. Select the **LoadingInfo** 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 **LoadStudentInfo** and load the class and student 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 **LoadStudentInfo** 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 session **3.2.2.5.4 Class List** for detailed instruction.

Download exam information

To download the exam information, follow these steps:

1. Go to the **Loading Info** selection screen.
2. Select the function **LoadExamInfo** to start loading the answer sheet into the instructor's keypad.
3. The instructor's keypad can store up to 8 exams. If the keypad has reached its maximum storage, the **LoadExamInfo** will not operate. You will need to go to the function **ExamList** and delete some of the exams to allow more storage capacity. Refer to session **3.2.2.5.5 ExamList** for detailed instructions.
4. The display will remind the instructor to **load** an answer sheet and **start** the session in the QClick software. Refer to **Part 2 Software**. Click the **Menu/OK Key**

on the keypad to confirm the answer sheet has been loaded or click "Return" **Right Soft Key** to cancel the loading.

Download All Information:

If you want to load both students and exam information at the same time, follow these steps:

1. Go to the **Loading Info** selection screen.
2. Select the function **LoadAllInfo** to start loading students and exams into the instructor's keypad.
3. The instructor's keypad can store up to 8 classes and 8 exams. If the keypad has reached its maximum storage, the **LoadAllInfo** will not operate. You should delete the class and the exams you stored. Refer to session **3.2.2.5.4 Class List** and session **3.2.2.5.5 ExamList** for detailed instruction.

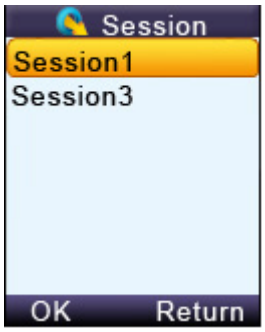
3.2.2.5.3 Upload sessions

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

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

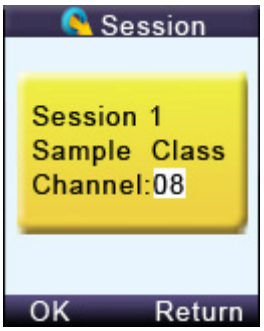
1. Plug the main receiver into a PC.
2. Set the QClick software to the **Receiving Session** Data mode. Refer **to Part 2 Software, 2.4.2 Receive Session** for detailed instruction.
3. Select the **Offsite** mode in the instructor keypad. Then select the function **UploadSession.**

4. The LCD screen will display a list of available sessions.



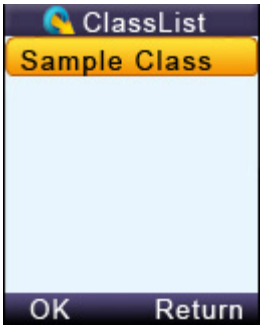
5. Select the desired session and press the **Menu/OK Key** MENU OK.

6. The LCD will display the selected information. Click the **Menu/OK Key** MENU OK to confirm or click “Return” **Right Soft 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.



3.2.2.5.4 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 **Offsite** mode in the instructor keypad, and then select the function **ClassList**.
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 **Del Key** and then press **Menu/OK Key** to delete the selected class. Press "Return" **Right Soft Key** to return to the Offsite mode main menu.

If you press the **Del Key** to delete the selection, the keypad will prompt you for confirmation. Press the **Menu /OK Key** to confirm the deletion or press "Return" **Right Soft Key** to cancel the deletion. After the operation, the keypad will display the previous class list menu.

3.2.2.5.5 Exam List:

The **Exam List** function provides the list of exams which have been downloaded into the instructor keypad and the selection of exams that you desire to delete from the keypad memory in order to make room for downloading new exams. The maximum number of exams the instructor keypad can store is 8. To view and to delete an exam from the answer sheet list, follow these steps:

1. Select the **Offsite** mode in the instructor keypad, and then select the **ExamList** function.
2. The exams 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 **Del Key** to delete the selected exam and then press the **Menu/OK**

Key to confirm the operation. Press “Return” **Right Soft Key** to return to the **Offsite** mode main menu.

If you press the **Del Key** to delete the selection, the keypad will prompt you for confirmation. Press the **Menu/OK Key** to confirm the deletion or press “Return” **Right Soft Key** to cancel the deletion. After the operation, the keypad will display the previous exam list menu.

3.2.2.5.6 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 ***Offsite*** *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 **Offsite** mode in the instructor keypad, and then select the **SessionList** 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 **Menu/OK** Key to delete the selected session. Press “Return” **Right Soft Key** to return to the Offsite mode main menu.

If you press the **Del Key** to delete the selection, the keypad will prompt you for confirmation. Press the **Menu/OK Key** to confirm the deletion or press “Return” **Right Soft Key** to cancel the deletion. After the operation, the keypad will display the previous session list menu.

3.3 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.

3.3.1 Specifications

Dimensions (L × W × H) 87mm ×24.55mm ×10mm

Weight: 14.4g

Operating Temperature: 0-104 degree F

Operating Relative Humidity: 0-90%

Transmitting and receiving distance: ~200 feet radial

3.3.2 Illustration

1- QRF700 Main Receiver

2- Extension USB: extends the connection between the main receiver and the computer.

3.4 Carrying Case

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