



Qwizdom[®]
Actionpoint
User Guide

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1 Introduction

This is a user guide for the **Qwizdom Actionpoint**. This guide provides information and tips on using **Qwizdom Actionpoint**.

If you need assistance, please contact *Technical Support*.

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

2 Getting Started

Contents of Remote Set

- Q4 RF or Q5 RF Student/Participant Remotes
- 1 RF Host
- 1 Q5 Instructor Remote
- 1 USB Cable
- 1 Charger for Q5 Instructor Remote
- 1 Multi-charger for Q5 Student Remotes (if applicable)
- 1 Screwdriver
- AA Batteries
- 1 Remote Carrying Case
- 1 Quick Reference Guide*
- 1 Software; Qwizdom Actionpoint

*Full user guide is located on the disc and at www.qwizdom.com.

2.1 Notice

Notices of Compliance for Qwizdom's RF Response Devices

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This

equipment generates, users and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Caution: Changes or modifications to Qwizdom's RF hardware that are not expressly approved by Qwizdom could void the user's authority to operate the equipment.

2.2 Installing Qwizdom Actionpoint

System Requirements

Windows 2000 or later

Microsoft PowerPoint 2003 or later (registered version)

Microsoft Excel 2003 or later (registered version)

Microsoft .NET Framework 2.0 (included in installer)

Intel Pentium 233-MHZ or faster processor (Pentium III recommended)

256MB of RAM

200MB of free space

CD-ROM drive

Open USB Port

Installing Qwizdom Actionpoint

Microsoft PowerPoint 2003 (or later) must be installed before installing Qwizdom Actionpoint.

1. Insert the *Qwizdom Actionpoint disc* into the CD-ROM drive. The *Qwizdom Actionpoint* wizard will appear.
2. Click on *Next*. The *Select Installation Folder* section appears.
3. You have the option to select the location of where you would like the *Qwizdom Actionpoint* or use the default location.
4. Click on *Next* to begin the installation. This will take a few moments.
5. Once the installation is complete, click on *Close* and restart your computer.

2.3 Hardware Setup

1. Plug the USB cable into the RF Host and then plug the other end of the USB cable into an open USB port.
2. Place two AA batteries (provided in the remote set) and insert the screw (optional) into the back of the Q4 RF remote to secure the battery compartment. Plug the Q5 RF participant and Q5 RF instructor remotes into the multi-charger and/or single charger for 24 hours before first use.

Installing USB Drivers on Vista

You will need to do this procedure twice (*because there are two drivers*).

1. Insert the *Qwizdom Actionpoint* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel*.
3. Click on *Hardware and Sound*.
4. Click on *Device Manager*.
5. Select the option *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* should be located under *Universal Serial Bus Controllers, Ports and Unknown or Other Devices*.
7. When you find it, double-click on it and click on the *Driver* tab.
8. Click on the button that says *Update Driver*. The installation wizard will appear.
9. Select "*Browse Computer for Software Driver*" and click *Next*.
10. Click on the *Browse* button. A window appears.
11. Click on *My Computer*, click on the drive that *Qwizdom Actionpoint* is in, and then find the folder that says *USB_Drivers*.
12. Click *OK* and then *Next*.
13. When it's done installing, click on *Close*. Repeat the above steps once more and then restart your computer.

Installing USB Drivers on Windows 2000/XP

You will need to do this procedure twice (*because there are two drivers*).

1. Insert the *Qwizdom Actionpoint* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel* or go to *Settings* and then *Control Panel*.
3. Double-click on the *System* icon and click on the *Hardware* tab.
4. Click on the *Device Manager* button.
5. Select the option *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* or *Qwizdom USB Base* should be located under *Universal Serial Bus Controllers, Ports and Unknown or Other Devices*.
7. When you find it, double-click on it and click on the *Driver* tab.
8. Click on the button that says *Update Driver*. The installation wizard will appear.
9. Select "*Install from a list or specific location*" and click *Next*.
10. Select "*Search for the best driver in these locations*" and check the "*Search removable*

media" and *"Include this location in search"* boxes.

11. Click on the *Browse* button, click on *My Computer*, click on the drive that *Qwizdom Actionpoint* is in, and then find the folder that says *USB_Drivers*. (Do not open the folder).
12. Click *OK* and then *Next*. A prompt will appear that says the drivers have not passed the *Microsoft Windows Update* testing, click on *Continue Anyway* and then *Finish*.
13. Repeat the above steps once more and then restart your computer.

Installing USB Drivers on Windows 98

You will need to do this procedure twice (*because there are two drivers*).

1. Insert the *Qwizdom Actionpoint* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to *Settings*.
3. Go to the *Control Panel* and double-click on the *System* icon.
4. Click on the *Device Manager* tab.
5. Select the option *View Devices by Type*.
6. *Qwizdom RF Host* or *Qwizdom USB Base* should be located under *Universal Serial Bus Controllers, Ports and Unknown or Other Devices*.
7. When you find it, select the file and then click on the *Properties* button on the bottom.
8. Click on the *Driver* tab and click on the button that says *Update Driver*. The installation wizard will appear.
9. Click *Next* and select *"search for a better driver than the one your device is using now."*
10. Click *Next*.
11. Check the *CD-ROM drive* and *Specify Location*.
12. Click on the *Browse* button. Go to the drive the *Qwizdom Actionpoint* disc is in and then select the *USB_Drivers*.
13. Click *OK* and then *Next*. A prompt will appear that says the drivers have not passed the *Microsoft Windows Update* testing.
14. Click on *Continue Anyway* and then *Finish*.
15. Repeat the above steps once more and then restart your computer.

3 Chapter 1

3.1 Actionpoint Overview



From right to left:

Present (*Actionpoint icon*) button -presentation setup

Insert Slide-create a new slide

Question -displays slide type

Type-number of choices (applicable depending on question type)

Answer-correct answer or *None* for survey

Points-number of points awarded for correct response

Timer-allows slide to be viewed in presentation for time that is set

Configuration Settings button-remote setup

Participants button-create, modify, import participant lists

Reports button-upload saved presentation results to generate reports using

Microsoft Excel

About button-displays software version number

3.2 Slides

1. Double-click on the *Qwizdom Actionpoint* icon to launch the program.
2. Click on the  *Insert Slide* drop-down menu.
3. Select the type of slide you want to create. The template will appear on the slide.
4. The *Question* field will indicate the slide format.
5. If you selected *Multiple Choice*, *Sequence*, *Multiple Mark*, or *Rating Scale* as the slide format, the *Type* drop-down menu will show the number of choices you selected. If not, the *Type* field will be grayed out because it doesn't apply to the question type you selected.
6. Type in the question and choices (if applicable).
7. After the question has been created, click on the *Answer* drop-down menu and select or type the correct answer.



If you type the answer into the *Answer* field, press the *Enter* key on the keyboard to save it.

8. Click on the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
9. Click on the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

4 Chapter 2

4.1 Participants



Creating a Participant List

1. Click on the  *Participant* button. The *Participant* wizard will appear.
2. Select "Create New Participant List."
3. Enter a name for the class and click on *Next*.
4. In the *Template Selection*, select the template you would like to use (optional).



Remote ID is a default column within the templates. You do not need to create a field for the remote IDs, otherwise you will have two Remote ID columns. Templates are commonly used fields to allow you to customize a participant list you create or an existing one. You can also use the predefined ones that are available.

5. Select a template (optional) and click on *Next*.
6. Select the different fields you would like to use and click on *Next*. If you do not see a field you would like in the participant list, you can create a customized field and add it to your template.



Remote ID is a default column within the templates. You do not need to create a field for the remote IDs, otherwise you will have two Remote ID columns.

7. If you want to create groups, enter the name of the group in the "Create a new group" field and click on *Add*. The name of the group will appear in the "Use the following Groups" column. Skip to the next step if you do not want to create groups.
8. Click on *Next*. The participant template will appear.
9. Fill in the fields and click on *Finish*. The *Save As* window will open.
10. Click on *Save* and the participant list will save as a .QPL file.

Importing a .CSV (Comma Separated Values) File

You can import .CSV class and convert it into **Qwizdom** participant lists (.QPL).



If you have a class list in Microsoft Excel you would like to import, save them as .CSV files.

1. Click on the  *Participant* button. The *Participant* wizard will appear.
2. Select *Import from a .CSV file*.
3. Click on the  *Browse* button. The *Open* window will appear.
4. Search for the .CSV file you want to import.
5. Select the .CSV file and click on *Open*. The name of the class file will appear in the *Name* field.
6. Click on *Next*. You will be taken to *Template Selection*.
7. Select a template (optional) and click on *Next*. If you are importing a class list from *Qwizdom Actionpoint*, you will need to select a template and click on *Next*. You will be taken to the *Import from CSV* window.



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

8. Match the fields on the left to the fields on the right. If you don't know what the field is, select *None*. Templates are commonly used fields to allow you to customize a participant list you create or an existing one. You can also use the predefined ones that are available.
9. If the information on the left are headers, check the "*First Record is Header*" box, otherwise leave it unchecked. For example, if the imported information on the left shows column headers such as *Last Name*, *First Name*, *Remote ID*, etc., those are headers so you would check the "*First Record is Header*" box. If the information on the left show the actual name, remote number, etc., uncheck '*First Record is Header*' because those are not headers.
10. Click on *Next* when all the fields have been matched. You will be taken to *Group Selection*.
11. If you want to create groups, enter the name of the group in the '*Create a new group*' field and click on *Add*. The name of the group will appear in the "*Use the following Groups*" column. Skip to the next step if you do not want to create groups.
12. Click on *Next*. The class list will appear.
13. Click on *Finish* and the *Save As* window will appear.
14. Type in the class name and click on *Save*. The .CSV class will save as a .QPL file (*Qwizdom Participant List*). The *Qwizdom Participant List* file format is what you will be using for the *Qwizdom Actionpoint* program.
15. Click on *Save*. The participant list will be available for you to select when you go into presentation mode.

Creating an Anonymous List

Before using an anonymous list, be sure you have the correct 'estimated number of remotes' set under the *Configurations Settings* tab. For example, if you create an anonymous list with a hundred participants but only have eighty as the "estimated number of remotes," then not all remotes will register.

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Click on the *Participant List* drop-down list and select *Anonymous*.
3. Enter in the number of participants. The anonymous list has been created.



In *Configuration Settings*, check to make sure the estimated maximum number of remotes reflects the number of the participants (or higher). e.g If you have 32 participants but 24 as the estimated maximum number of remotes, then only 24 remotes will be allowed.

4. Click OK to begin presentation.

Editing an Existing Participant List

1. Click on the  *Participant* button. The *Participant* wizard will appear.
2. Select "*Browse and Modify Existing List*."
3. Click on the  *Browse* button. The *Open* window will appear.
4. Search for the participant list you want to edit.
5. Select it and click on *Open*. The name of the participant list will appear in the *Name* field.
6. Click on *Next*. You will be taken to *Participant Field Selection*. You may add new fields or remove existing fields. If you do not want to change anything, skip to the next step.
7. Click on *Next*. You will be taken to *Group Selection*. You may add new groups or remove existing groups. If you do not want to change anything, skip to the next step.
8. Click on *Next*. The participant list will appear.



You can renumber the remotes in order of any column you click on to order by going to *Options* (in the *Participant Wizard* window) and selecting *Autonumber Remotes*.

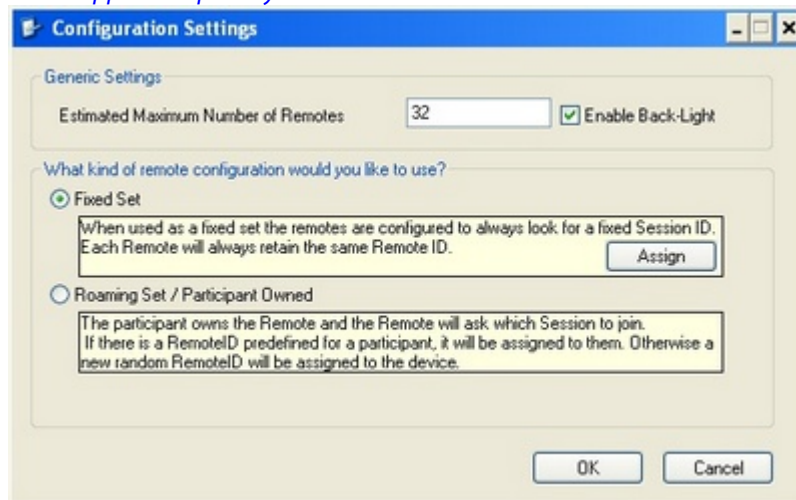
9. Make the necessary changes and click on *Finish* when done. The *Save As* window will appear.
10. Enter the name of the class and click on *Save*.

5 Chapter 3

5.1 RF Remote Setup

Follow the steps below to set up remotes. Be sure the RF host* is properly installed before proceeding.

v.857 host or higher is required for Qwizdom Actionpoint. If the host is not v.857 host or higher, please contact Technical Support to update your hardware.



- **Estimated Maximum Number of Remotes**—the number of remotes that will be in use for presentation. Class/group sizes vary, so it's best to enter the highest estimated amount of remotes rather than accommodating each class/group.
 - **Enable Backlight**—activates the back light on the Q5 RF participant and instructor remotes.
 - **Fixed Set**—select this mode if you are K-12 or Corporate setting. Fixed Set is where the remotes are assigned with an internal number (assigning fixed numbers) where logging in by ID is mandatory.
 - **Roaming or Participant Owned**—check this option if the participants own the remotes. This mode is best-suited for Higher Ed/University settings. Participants are required to either enter a Session ID or Participant ID to join a presentation.
1. Click on the  *Configuration Settings* button. The *Configuration Settings* window appears.
 2. Enter an estimated number of remotes that will be used.
 3. Depending on the setting, select *Fixed Set* or *Roaming Set/Participant Owned*.
 4. If not, click OK.

Session IDs

When using Q4 RF and Q5 RF remotes for the first time, the remotes may ask for a session ID. Session IDs "assign" the remote to the host. The remote identifies and communicates

only with the host the session ID is assigned to. Each host has a default six digit session ID that is located on the bottom of the host.

You can also create your own Session ID. The Session ID must be unique because if you have other hosts in the same building, the remotes will become confused on which host they should send the information to. Session IDs can be any number from 1 to 16,777,215. If you are using a fixed set, Session IDs only need to be entered in once. If you switch hosts or use remotes from another set, you will need to enter the session ID for the host you will be using into the remotes.

Assigning Fixed Numbers

If you have selected *Fixed Set* mode, then you would assigned fixed numbers to the remotes if the participants will not be logging in by participant ID. Assigning fixed numbers assigns the remote ID (e.g. *remote #1, remote #2, etc.*). The file that contains the remote assignments are saved onto the computer, not the actual remote. You only have to assign fixed numbers once unless you change computers or hosts.

1. Click on the  *Configuration Settings* button. The *Configuration Settings* window appears.
2. Select *Fixed Set*.
3. Click on the *Assign* button. The *Remote Assignment* window will appear.
4. Click on the *Host* drop-down menu and select the *COM* number (of the host) you will be using.
5. Enter in the session ID in the *Session ID* field or use the default ID.
6. Click on the *Start* button.
7. Turn on the remotes and enter the session ID. When the remotes communicate with the host, the number of the remote (with a remote image) will appear in the window. The remote number will also appear on the remote.
8. After all the remotes have been assigned, click on *Stop*.
9. If you are not using multiple hosts, skip to *step 15*. If you are using multiple hosts, continue to *step 10*.
10. Click on the *Host* drop-down menu and select the *COM* number of the other host you will be using.
11. Enter in the session ID in the *Session ID* field.
12. Click on the *Start* button.
13. Turn on the remotes and enter the session ID. The remotes will be assigned to this host only.
14. When the remotes have been assigned fixed numbers, click on the *Stop* button.
15. Click *OK* to save and exit the *Remote Assignment* window.
16. Click *OK* to save and exit the *Configuration Settings* window.

Changing Session IDs

If the RF remote says "No Net," "Not Found," "Not Active," or "Inactive," it could be that the session ID is not correct.

- For Q4 RF remotes-press the *Menu* key, use the right arrow to scroll to *Sess. ID.*, and press the *Send* (double arrows) key to select the option. You will see the current session ID and will be asked if you want to change the session ID. Press *T* (Yes) to change. Enter the session ID and press the *Send* (double arrows) key to send.
- For Q5 RF remotes-wait for the remote to say "No Net," "Not Active," or "Not Found." Press the *Menu* key and select *Enter Session ID* using the *Send* (double arrows) key or the circle key on the thumb pad. Enter the session ID and press the *Send* (double arrows) key.

Logging in with Participant IDs

Participant IDs can only be numeric.

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Click on the *Login* tab.
3. Select "Require Login by ID."
4. Select the participant list and any other options you want to apply to the presentation.
5. Click *OK* to begin the presentation.
6. The remotes will display "User ID."
7. Enter the participant ID and press the *Send* (double arrows) key.
8. If a remote says "Access Denied" or "Denied," then the participant ID may have been entered incorrectly.
 - For Q4 RF remotes, press the *Menu* key, use the right arrow to scroll to *User ID*, and press the *Send* (double arrows) key to select it. Re-enter the participant ID and press the *Send* (double arrows) key.
 - For Q5 RF remotes, press the *C* (clear) key, re-enter the participant ID, and press the *Send* (double arrows) key.

The participant IDs will be remembered for the session until another participant list is selected to present to.

Using Multiple Hosts

Up to 16 hosts (with 1000 remotes on each) can be used for presentation.

If you have selected to use fixed set, be sure you have assigned fixed numbers for the remotes using all RF hosts.

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Click on the *Login* tab.
3. Select the hosts you will be using by placing a check mark in each one of the boxes.
4. You can create your own session ID in the *User Session* column or use the default session ID.



If you use the default session ID in the *Host Session* column, the *User Session* column must be blank.

5. Click on *OK* to begin the presentation.

6. When the presentation appears, turn on the remotes.
7. If you assigned fixed numbers, the remotes will automatically log into the correct host, using the session IDs used at that time.
8. Enter the appropriate session IDs into the remotes (including instructor) if prompted to do so and press the *Send* (double arrows) key. Press the C (clear) key to delete if you accidentally mistyped a number or see [Changing Session IDs](#) above for more information.
9. At this time, the remote should display the question answer choices or it may display "Qwizdom" and the remote number.
10. Below are other things the remotes may display:
 - The instructor remote will say "Ready" or "Last Key."
 - If the remotes say "Qwizdom" and display their remote number, they are ready and waiting for a question slide to appear. Remotes can only respond when the slides are remote-answerable such as *Multiple Choice*, *True/False*, *Numeric*, etc.
 - The LCD screen on the participant remotes may read "Push Key," "Inactive," or "Not Active," press the Send (double arrows) key to "wake up" the remote.
 - If the remotes say "No Net" or "Host not found," re-enter the session ID.
 - If the remotes say "Denied" or "Access Denied," this could be that the participant/user ID is incorrect, or the remote number attempting to participate isn't in the participant list that was loaded. Re-enter the participant/user ID, and check to make sure that remote number is in the participant list.

If the remotes continue say "No Net" and will not establish a connection to the host, go to **Initializing the Host** to get the host to initialize. If you need further help, please contact [Technical Support](#).

5.2 Q2 RF Remote Diagram

Participant Remote

Q2 RF remote available Fall '07



1. E-ink display-shows the last response until the remote is used again.
2. Navigation   arrows-to scroll through question numbers. Left arrow  is also used as a backspace.
3. **True/Yes, False/No** keys-use to answer True/False and Yes/No questions
4. **Multiple Choice and Numeric** keypad-answer multiple choice and numeric questions.
5. **Send**  key-press to submit answer or select menu options.
6. **Help**  key-press to request assistance

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

5.3 Q4 RF Remote Diagram

Participant Remote



1. **Send**  key-press to submit answer or select menu options.
2. **Menu** [power] key-press to view menu options (use the scroll   keys to scroll through options and press Send  key to select the option). Holding the *Menu* button for two seconds will turn the remote on/off. Turn off remotes if they are not in use. Remotes automatically turn off at the end of a *PowerPoint* presentation. *Search*, *Sess. ID*, *User ID*, and *Exit* are options available in the Menu. When you're in presentation, the menu items are *Help*, *Login User Id*, and *Exit*. To request help during presentation, press the *Menu* key, scroll to select *Help*, and press the Send  key to select it.
3. **Scroll**   keys-to scroll through menu options, answer choices, or question numbers.
4. **Clear** [C] key-press to delete response or change answers if instructor has enabled the feature.

5. **True/Yes** and **False/No** keys--use to answer True/False and Yes/No questions

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

5.4 Q5 RF Remote Diagram

Participant Remote



1. **Send**  key-press to submit answer
2. **Clear** [C] key-press to delete response or change an answer in a presentation (if option to change responses is allowed)
3. Thumb pad-press to navigate between letters when keying in answer, press the circle button in the middle to select a letter or to select menu options or to scroll through question numbers during answer keys (paper-based tests).
4. **Question** [?] key-signals help to instructor during presentation
5. **Menu** key-displays menu options *Search Again*, *Enter Session ID*, and *Exit*. Use the thumb pad to scroll through the menu options and the **Send**  key or circle button to select an option.
6. **True/Yes** and **False/No** keys-use to answer True/False and Yes/No questions
7. Power switch-turns remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use.
8. Light switch-turns Backlight on/off

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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



1. **Send**  key-press to submit command
2. **C** [Clear] key-press to clear names from the *Help Request* list.
3. Thumb pad-press right/left to navigate between slide sets, up/down for menu options, and "on-the-fly" question choices. Press the circle button (in the middle) to select an option, play *Microsoft PowerPoint* animations, advance slides, exit the presentation, and show/hide correct responses on the response graph.
4. **?** [Help List] key-displays list of participants who requested help on the LCD screen
5. **Menu** key-view menu options such as entering session ID and search again for host
6. **True/Right** and **False/Wrong** keys-not applicable using *Qwizdom Actionpoint*
7. **New Q** [-] key-press to pose an "on-the-fly" question
8. **Pick** [.] key-press to display/hide a random participant's name on the computer screen
9. LCD Graph  [0] key-displays the results of the class responses as a graph on the LCD screen of the instructor's remote
10. Screen Graph  [/] key-displays the results of the class responses as a graph on the computer (projector, television screen, etc.) screen for everyone to view. Use the right/left controls on the thumb pad to scroll through the different graphs. Use the circle button (in middle of thumb pad) to show/hide correct responses.
11. **Show** [7] key-not applicable using *Qwizdom Actionpoint*
12. **Play** [8] key-pauses or continues a video/sound clip
13. **Fn** (Function) key-allows you to re-pose a question if you go back during to a

previous slide during presentation-previous answers will be overwritten.

14. Power switch-turns remote on/off

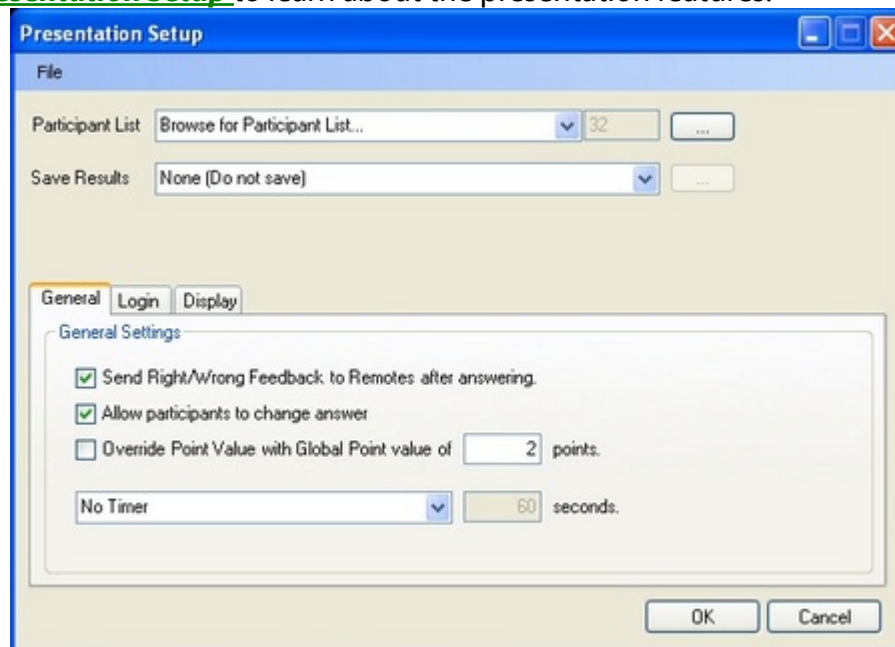
15. Light switch-turns Backlight on/off. The "Enable Backlight" box in the *Configuration Settings* window needs to be checked to turn on the Backlight feature.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

6 Chapter 4

6.1 Presentation

Before presenting a *PowerPoint* presentation using *Qwizdom* remotes, please see [Presentation Setup](#) to learn about the presentation features.



1. Click on the  *Presentation* button.
2. The *Presentation Setup* window appears.
3. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
4. Click on the *Saved Results* drop-down field and select how you would like to save the results.
5. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
6. Click on OK to begin the presentation.



If you present using the *PowerPoint Slide Show* options, *Qwizdom* remotes will

not activate. You must present the slides by clicking on the  Presentation button to use the Qwizdom remotes.

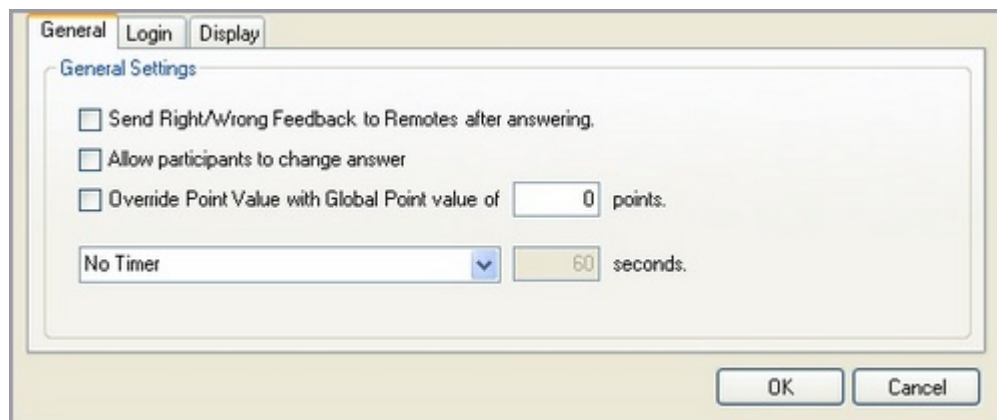
7. Have the participants turn on their remotes.
8. Either the answer choices or a blank screen appears on the remote, depending on the question type.

Here are a few things you may execute during presentation:

- Display the response chart by pressing the / key
 - Display the private graph by pressing the zero key
 - Randomly call upon a participant by pressing the Pick key
9. Go through the presentation until all the question slides are answered.
 10. When you are unable to advance to the next slide, this means the presentation is done. Press the circle key in the thumb pad to stop the presentation (screen will go black) and press it again to exit back to *PowerPoint*.

6.1.1 Presentation Setup

There are many options you can apply to your presentation. Not all options will be applicable.



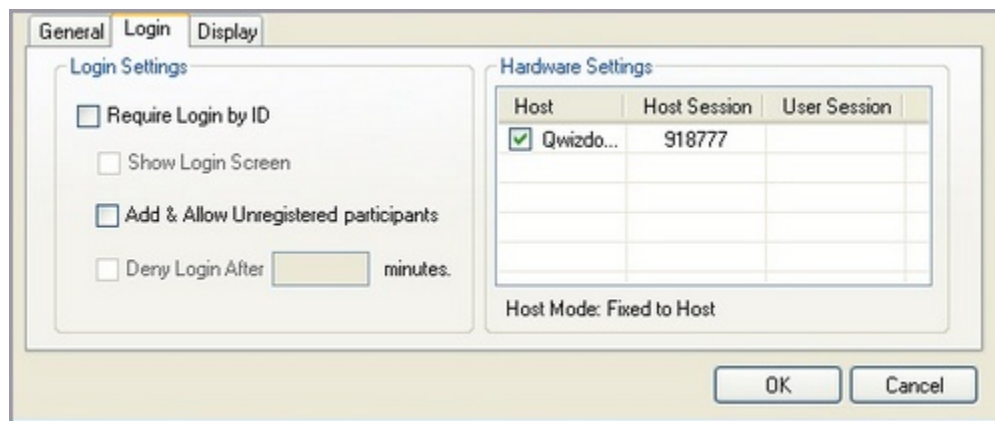
General tab:

Send Right/Wrong Feedback to Remotes after answering-remotes will receive a *check mark* if answer is correct and an *X* if answer is incorrect. Remotes will receive both a *check mark* and *X* if feedback is turned off to indicate that the response has been received.

Allow participants to change answer-checking this option allows participants to change their answer for the question slide they are on.

Override Points Value with Global Point value of "xxx" points-enter the new amount of points that will be applied to the slide temporarily for that presentation.

Timer-you can select no timer, use the time set within the slides, and global timer by entering the number of seconds for all slides in the presentation.



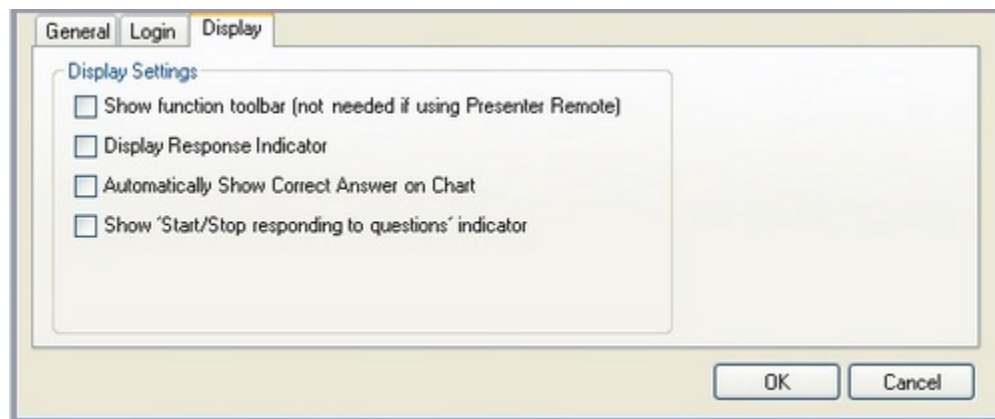
Login tab:

Require Login by ID-checking this option will have remotes prompt participants to enter their participant ID.

Show Login Screen-displays the login screen so the instructor can view the participants that are logging in.

Add & Allow Unregistered participants-participants will be added to the participant by logging in with their participant ID. This option must be checked when using an *Anonymous* list. For the *Anonymous* list, participants will only log in with the session ID.

Deny Login After "xxx" minutes-logins after the set amount of time will not be accepted.



Display tab:

Show function toolbar (not needed if using Presenter Remote)-checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.

Display Response Indicator-this displays the percentage of the class that has answered; double-click the percentage to convert to a fraction.

Automatically Show Correct Answer on Chart-checking this option will mark the correct answer in green and show the incorrect responses in red.

Show 'Start/Stop' responding to questions indicator-clicking on *Stop* will pause the presentation and responses will not be accepted. Clicking on *Start* continues the presentation activating the remotes.

6.1.2 Presentation Features

Function Bar

The control bar has the *Response Graph*, *Pick*, and *Re-Pose* buttons. To view the control bar during presentation, select "*Show Function Bar*" in *Display* tab.



Response Graph



1. Click on the  *Response Graph* button.
2. The *Response Graph* appears.
3. Click on the available chart(s) to view the results.
4. Double-click on the title bar of the window to display the graph in full screen.

Picking Participants



1. Click on the  *Pick* button to randomly call up on a participant.
2. The participant's name will appear on screen.



3. Click on the  *Pick* button again to remove the name.

Re-posing a Question

Re-posing is used to ask a question again and/or when you accidentally skip a slide that needs to be answered. Re-posing the question overwrites the previous responses if any are recorded.



1. Click on the  *Re-pose* button to ask the question on the slide again.

Response Indicator

The response indicator displays the percentage of participants that have answered.

In the *Presentation Setup* window:

1. Check the "*Display Response Indicator*" box in the *Display* tab.
2. In presentation mode, you can move the response indicator by clicking on it with the mouse and dragging it to another area of the screen.
3. To change the indicator view, double-click on it to display responses as fractions.
4. Double-click again to change indicator back to percentage.

Timer

To view the timer during presentation, click on the *Timer* drop-down list in the *General* tab to view the timer options. Here are a few tips on using the timer:

- The timer has pause/play, stop, and add/subtract 5 seconds options.
- You can move the timer by clicking on it and dragging it to another area of the screen.
- Remotes will not be able to answer when time is up.

You can set the timer two ways; use the time from each slide or apply a new time to the presentation. When you create a slide, you enter the amount of time you want the slide to display for.

To set a new time to the presentation:

1. Click on the *Timer* drop-down list and select "*Use Global Timer Value of...*"
2. Enter the number of seconds.
3. Click on *OK* to present the presentation with the newly set time.

Points

You can set the point value two ways; use the point value from each slide or apply a new point value to all the questions in the presentation. When you create a slide, you enter the number of points the correct response will be awarded. Go to [Creating a Slide](#) for more information.

To apply a new point value to all the questions in the presentation:

1. Check the "*Override Point Value with Global Point value of xxx points*" option.
2. Enter the number of points.
3. Click on *OK* to present the presentation with the newly set time.

Right/Wrong Feedback

This allows participants to see if their response is right or wrong.

1. Check the "*Send Right/Wrong Feedback to Remotes after answering*" box in the *General* tab of the *Presentation Setup* window.

Feedback will appear on the LCD screen of the participant's remote during presentation. A *check mark* will indicate a correct response, an *X* will indicate an incorrect response. If the feedback is disabled, a *check mark* and *X* will appear on the LCD screen indicating that a response was received.

6.1.3 Using Remotes in Presentation

Instructor Remote Tips

- The Q5 RF instructor remote will say "*Ready*" or "*Last Key*."
- Since the Q5 RF remote is not applicable during answer keys, the LCD screen will display "*Access Denied*."
- Press the / key on the RF instructor remote to display the response graph.
- Press the / key on the RF instructor remote to close the response graph.

- Press the 0 key on the RF instructor remote to display the graph on the instructor's LCD.
- Press the Pick (.) key on the RF instructor remote to randomly call upon a participant during presentation.
- Press the *Play* (8) key on the RF instructor remote to play/stop movie or sound on slide.
- Press the *Show* (7) key on the RF instructor remote to show current scores of participants/group during game mode.
- Press the *New Q* (-) key to pose a spontaneous question. A list of question types will appear on the LCD. Use the up/down arrows on the thumb pad to navigate through the question types. Press the *Send* key to select the question type. Select the correct answer and press *Send*; or the answer is survey only, press the *Send* key without selecting an answer.
- Press the ? key to display the list of participants who have requested help.
- Press the circle key, in the thumb pad, to close out of the presentation (must be on last slide), play the *PowerPoint* animation and schemes (if any were applied), move to the next slide, or displays/hides the correct answer on response graph

Participant Remote Tips

- "Qwizdom" will be displayed on the remotes when a lesson (non-question) slide is in view.
- Participants will either see answer choices or a blank screen (depending on question type) on their remote during a question slide.
- To request help; on the participant RF remote, press the *Menu* key to select *Help* and press *Send* on the remote to request for help. On the participant IR remote, press the ? key to request for help.
- To change the Session ID on the Q4 RF remote, press the *Menu* key and use the right arrow to scroll through the menu options. When you see *Sess. ID*, press the *Send* key to select it. An existing session ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter the new Session ID. Press the *Send* key to confirm.
- To change the Session ID on the Q5 RF remote, press the *Menu* key when the remote displays "*No Host Found.*" Use the thumb pad to navigate through the menu options and press the *Send* key to select *Enter Session ID*.

- To change the user ID on the Q4 RF remote, press the *Menu* key and use the right arrow key to scroll to *User ID*. An existing user ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter a user ID. Press the *Send* key to confirm.
- The LCD screen on the participant remotes may read "*Push Key*," "*Inactive*," or "*Not Active*," press the *Send* (double arrows) key to 'wake up' the remote. If the remote still says "*Not Active*," re-enter the session ID.
- If the remotes say "*No Net*" or "*Host not found*," re-enter the session ID. Go to [*Changing Session IDs*](#) for more information.
- If the remotes say "*Denied*" or "*Access Denied*," the participant ID is incorrect, or the remote number attempting to participate isn't in the participant list that was loaded. Re-enter the participant ID, and check to make sure that remote number is in the participant list.

Below are the procedures on how to respond for each question type during presentation:

- **True/False**; select T or F and press the *Send* key.
- **Yes/No**; select Y or N and press the *Send* key.
- **Multiple Choice**; select A, B, C, D, E, or F and press the *Send* key.
- **Multiple Mark**; select the letter choices and press the *Send* key.
- **Numeric**; enter the numbers and press the *Send* key.
- **Sequence**; enter the numbers in the order and press the *Send* key.
- **Multiple Answer-List**; press the letter choices and press the *Send* key.
- **Fill-in/Completion**; for Q5 remotes only-for one answer you will see:

1) _____

*)Send

Make sure 1) is highlighted and press either the *Circle* or the *Send* key to select it.

1) _____ will appear on the LCD. Press the *Menu* key to display the alphabet. Use the arrows on the thumb pad to navigate through the letters, using the *Circle* key to select the letter(s). Press the *Send* key when finished entering the answer. You will see 1) your answer. Press the down arrow on the thumb pad to select *)Send and press the *Send* key to confirm the answer.

For two answers, you will see:

1) _____

2) _____

*)Send

Make sure 1) is highlighted and press either the *Circle* or the *Send* key to select the question number. 1)_____ will appear on the LCD. Press the *Menu* key to display the alphabet. Use the arrows on the thumb pad to navigate through the letters, using the *Circle* key to select the letter(s). Press the *Send* key when finished entering the answer. You will see 1)your answer.

Press the down arrow on the thumb pad to select 2)_____ and press the *Circle* or *Send* key to select the question number. 2)_____ will appear on the LCD.

Press the *Menu* key to display the alphabet. Use the arrows on the thumb pad to navigate through the letters, using the *Circle* key to select the letter(s). Press the *Send* key when finished entering the answer. You will see 2)your answer.

Press the down arrow on the thumb pad to select *)Send and press the *Send* key to confirm the answers.

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

6.2 Response Graph

During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph.

Public Response Graph

1. Press the / key on the RF instructor remote.
2. The response graph will appear on screen for the participants to view.
3. Press the up arrow to view a different graph* of the results.
4. If you press the circle key (in the middle of the thumb pad), you can change the colors of the chart to show either the correct/incorrect responses (green/red) or hide the correct/incorrect responses (pink, blue, yellow).
5. Press the / key again to remove the response graph.

Depends on question type; pie chart may not be available for all question types.



If you have a graph displayed, whether it be on the instructor remote or computer, you must remove that graph before displaying the other graph; both graphs cannot be displayed simultaneously.

Private Response Graph

1. Press the 0 key on the RF instructor remote.
2. A bar chart showing the number of responses will display on the RF instructor remote's LCD screen.

3. Press the 0 key again to remove the graph.

6.3 Remote Login

Logging in with IDs allows participants to use any remote. If you use participant IDs from a participant list, the ID will link the remote to the participant's information in the list.

To have participants log in, they must have a participant ID. Participant ID's are setup when creating participant lists. (Go to [Participant Lists](#) for more information). Each participant should have a unique ID assigned to their name.

- Participant ID's can only be numeric.
 - The maximum number of digits allowed for IDs using the Q4 RF remotes is 9
 - The maximum number of digits allowed for IDs using the Q5 RF remotes is 8.
 - IDs cannot be used for more than one participant (IDs cannot be duplicated).
1. Open a *PowerPoint* presentation or create one to present.
 2. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
 3. Select a participant list from the "Participant List" drop-down menu.
 4. Click on the *Login* tab.
 5. Check the "Require Login by ID" option.
 6. Checking the "Show Login Screen" is optional.
 7. Select all other preferred options and click on *OK* to present. The presentation will begin.
 8. The remotes will display "User ID."
 9. Participants will enter their ID and press the *Send* (double arrows) key.
 10. Once everyone has logged in, begin the presentation.

You can start the presentation as participants log in. Participants who are late, can log in later if you have not set a timer to deny log-in.

Login Timer

You can deny login after a certain amount of time by setting the time under the *Login* tab.

1. Check the "Deny Login After ... Minutes" option.
 2. Enter the number of minutes that participants have to log in.
- For example, you have select to deny log in after 5 minutes. After 5 minutes has passed, participants who try to log in will be denied.

6.4 Saving Results

All results are saved as an .XML (Extensible Markup Language) file but can be converted into a .CSV (Comma Separated Values) file.

Manual Save

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Select *Browse for Save Location*.

3. Click on the  *Browse* button. The *Save As* window appears.
4. Select a location to save the results in.
5. Enter the name you want the results to be saved as.
6. Click on *Save*. The file name and location will appear in the *Save Results* field.

Auto Save

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Select *Auto Save as 'Filename + List + Date.'*
3. The *Browse for Folder* window appears.
4. Select the location and click on *OK*.
5. The file name will contain the location, name of the participant list, date, and time under the *Save Results* field.

7 Chapter 5

7.1 Reports

You can generate reports* using existing saved results.

**Registered version of Microsoft Excel is required to generate reports.*



1. Click on the  *Reports* button. The *Excel Report* wizard will appear.
2. Click on the *Browse* button to search for the file you want to generate a report for. The *Open* window will appear.
3. The file type will be *.XML*. Search for the file and select it.
4. Click on *Open*.

5. Select the type of report you want to generate and click *OK*. *Microsoft Excel* will open to generate the report.
6. In *Microsoft Excel*, go to the *File* menu and select *Save* to save the report.

Report Features

Excel Reports:

- **Answer Report**-displays bar chart and lists participant names, ID, and remote ID with score and breakdown of responses for each question.
- **Answer Distribution Report**-shows a percentage for each answer choice, correct answer, percentage of correct answers, and the average of the answer sent for each question.
- **Score Report**-displays bar chart and shows the participant information with the number of correct responses out of the total number of questions answered and in the presentation. Also shows score and spontaneous question totals.
- **Participant Detail Report**-displays detailed participant information such as name, ID, group number, username and password.
- **Participant Group Overview Report**-displays the participants in their assigned group number with remote and participant IDs.
- **Attendance Report**-displays participant information with their remote login time, number of questions answered and total questions.

Conversion:

- **Convert to .CSV**-selecting this options converts the *.XML* file into a *.CSV*.

Options:

- **Give "xx" number of points for participation**-enter the number of points to give for participation but points. Participation points do not appear anywhere but are taken into account when scores are calculated.
- **Override the Point value of all slides to be "xx" points**-overrides point value that was awarded during presentation.

8 Troubleshoot

Use this troubleshooter to identify and solve problems related to using *Qwizdom's Actionpoint*. Select the topics that best describe the problem and then try the suggested steps.

- 1) Which version of *Microsoft PowerPoint* do you need to run *Qwizdom's Actionpoint*?
- 2) How can I find out which version of *Microsoft PowerPoint* is on my computer?
- 3) I installed *Qwizdom Actionpoint* but when I open *Microsoft PowerPoint*, the toolbar isn't appearing. How can I get the *Qwizdom* toolbar to show?
- 4) Do I use *Qwizdom Interact* when I use *Qwizdom's Actionpoint*? And is it okay

- to have both installed on the same computer?
- 5) How do I initialize the host?
 - 6) My remotes won't respond...what do I do?
 - 7) When I present a *PowerPoint* activity, my remotes won't respond and the *Qwizdom* menu settings aren't showing (such as timer, response chart, etc.).
 - 8) How do I turn off the Right/Wrong feedback?
 - 9) How do I set the timer?
 - 10) Can I show the total number of participants that responded rather than a percentage?
 - 11) Can I import a class list that I have created within *Qwizdom Interact*?
 - 12) How do I create a participant list?
 - 13) Can I import the class lists I created in *Microsoft Excel* into *Actionpoint*?
 - 14) How do I start a presentation so that my remotes will be activated?
 - 15) How do I use more than one host at a time?
 - 16) How do I select the correct answer for a slide?
 - 17) A window keeps appearing that says '*Resume Slide Show*' after I begin my presentation. How do I get this to stop happening?
 - 18) I entered the time/points in the *Timer/Points* field but the value doesn't save.
 - 19) In the *Configurations Settings* window, how do I know if I should use *Fixed set* or *Roaming* or *Participant Owned* mode?
 - 20) What is a session ID and where do I find it?
 - 21) How do I create a slide using *Qwizdom* in *PowerPoint*?
 - 22) How can participants change their answers during a presentation?
 - 23) How do I go back to a previous slide using the instructor remote when in presentation?
 - 24) I received more remotes. How will the program know that I have more remotes?
 - 25) Which version of *Microsoft PowerPoint* do you need to run *Qwizdom's Actionpoint*?
 - 26) The session ID is zero. How do I correct this?

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

- What version of *Microsoft PowerPoint* do you have?
- What version of *Microsoft Excel* do you have?
- How long have you had your *Qwizdom* product?
- Where is the problem occurring?
- If you are getting an error, what does it say? When an error occurs, it is helpful to write down what it says.

Website

www.qwizdom.com

Phone

(253) 770-1285

E-mail support@qwizdom.com

Office Hours 6 a.m. to 4:30 p.m. PST

Address Qwizdom, Inc.
12617 Meridian East
Puyallup, WA 98373

1) Which version of Microsoft PowerPoint do you need to run Qwizdom's Actionpoint?

To install Qwizdom's Actionpoint, Microsoft PowerPoint 2003 or later is required to run Qwizdom's Actionpoint. Registered version of Microsoft PowerPoint is required—trial or limited versions are not applicable.

2) How can I find out which version of Microsoft PowerPoint I have?

To find out which version of Microsoft PowerPoint you have, launch PowerPoint. Go to the *Help* menu and select *About Microsoft PowerPoint*. A window will appear displaying the version of Microsoft PowerPoint that is installed on the computer.

3) I installed Qwizdom Actionpoint but when I open Microsoft PowerPoint, the toolbar isn't appearing. How can I get the Qwizdom toolbar to show?

Registered version of Microsoft PowerPoint 2003 or later is required. If you don't see the toolbar, go to the *View* menu, select *Toolbars* and check the *Qwizdom Actionpoint* toolbar. You can also try repairing your Microsoft PowerPoint by going online to www.microsoft.com to check for PowerPoint updates. If the toolbar still isn't appearing in PowerPoint, please contact **Technical Support**.

4) Can I run Qwizdom's Actionpoint simultaneously with Qwizdom Interact? And is it okay to have both installed on the same computer?

No, you either use Qwizdom Actionpoint or Qwizdom's Interact. Do not have both programs open and running at the same time. Materials you create using Qwizdom's Actionpoint save within PowerPoint (or wherever you choose to save) and materials created in Qwizdom Interact save within Interact.

Since they are two separate applications, both programs can be installed on the same computer.

5) How do I initialize the host?

1. You will need to do this procedure twice (*because there are two drivers*).
2. Insert the Qwizdom Actionpoint disc into the computer or download the USB Drivers off of www.qwizdom.com website (when download the USB Drivers folder, do not unzip the files from the folder). Be sure the host is properly plugged in.
3. From the *Start* menu, go to the *Control Panel* or go to *Settings* and then *Control Panel*.

4. Double-click on the *System* icon and click on the *Hardware* tab.
5. Click on the *Device Manager* button.
6. Select the option *View Devices by Type* under the *View* menu.
7. Scroll to *Universal Serial Bus Controllers and Ports*. Look for *Qwizdom RF Host*. The *Qwizdom RF Host* might also be located under *Unknown* or *Other Devices*.
8. When you find it, double-click on it (if there is an exclamation point or question mark on it) and click on the *Driver* tab.
9. Click on the button that says *Update Driver*. The installation wizard will appear.
10. Select '*Install from a list or specific location*' and click *Next*.
11. Select '*Search for the best driver in these locations*' and check the '*Search removable media*' and '*Include this location in search*' boxes.
12. Click on the *Browse* button, click on *My Computer*, click on the drive that *Qwizdom Actionpoint* is in or area where you saved the USB Drivers folder (that was downloaded from the *Qwizdom* website), and then find the folder that says *USB_Drivers*.
13. Click *OK* and then *Next*. A prompt might appear that saying the drivers has not passed the *Microsoft Windows Update* testing. Click on *Continue Anyway* and then *Finish*.
14. Repeat the above steps once more (if needed) and then restart your computer.

6) My remotes won't respond while in presentation and/or in the Assign Fixed Numbers screen...what do I do?

There are a few reasons why your remotes may not be responding:

Double check that the host is plugged in and installed properly (see Initializing the Host for more information). The host must be initialized for the remotes to respond during presentation and/or assigning fixed numbers.

Q4 RF remotes require two AA batteries. Be sure the batteries are placed properly. *Q5 RF* remotes have rechargeable batteries. The remotes must be charged for 24 hours.

Be sure all remotes have the correct session ID entered into the remote (see RF Hardware Setup for more information).

If remotes aren't responding during presentation, make sure you have the correct participant list loaded and that you used the *Presentation* button to start your presentation.

7) When I present a PowerPoint activity, my remotes aren't responding and the Qwizdom menu options aren't appearing (such as timer, response chart, etc.).

There are a couple reasons why the menu options might not be appearing and the remotes aren't responding during presentation:

If you select *Slide Show* or *View Show*, that will launch the *PowerPoint* presentation using *Microsoft PowerPoint* rather than *Qwizdom*. Remotes can't be used if you launch the presentation using *PowerPoint*. To present the *PowerPoint* activity

using *Qwizdom*, you must click on the *Presentation* button to launch the presentation using *Qwizdom*.

If you present using *Qwizdom* and the menu options aren't appearing during presentation, the menu options may not be enabled. Menu options are enabled by selecting them in the *Presentation Setup* window. Click on the  *Presentation* button and click on the *Presentation Settings* tab. Check the 'Show Control Bar,' 'Display Percentage of participants who responded,' and 'I would like to use the Timer function.'

8) How do I turn off the Right/Wrong feedback?

To disable Right/Wrong feedback, click on the  *Presentation* button. Click on the *Remote Settings* tab. Uncheck 'Send Right/Wrong Feedback to Remotes after answering' to disable the feature.

9) How do I set the timer?

There are two ways to set the timer:

To set the time on a slide, select a slide. In the *Qwizdom* toolbar, either select the time value or type in the desired time value in the *Timer* field (if you type in the value, press the *Enter* key on the keyboard to apply the time). Then click on the  *Presentation* button. Click on the *Presentation Settings* tab. Check 'I would like to use the Timer function' to activate the timer.

To apply a set time for all the slides, click on the  *Presentation* button. Click on the *Presentation Settings* tab. Check 'I would like to use the Timer function' to activate the timer and then check the 'Override Slide Timer with Global timer value of xx seconds' option. Enter the number of seconds.

10) Can I show the total number of participants that responded rather than a percentage?

Yes, total number of participants can be displayed rather than percentage. Click on the  *Presentation* button. Click on the *Presentation Settings* tab. Select 'Display Percentage of participants who responded.' Click OK to begin presentation. You will see a percentage box on the screen. Use the mouse to double click on the percentage box and it will change to show number of participants responded out of total number of participants. To change it back to percentage, double click on the box with the mouse.

11) Can I import a class list that I have created within *Qwizdom Interact*?

Yes, class lists can be exported from *Qwizdom Interact* and imported into *Qwizdom Actionpoint*. If you have *PowerPoint* open, close the program down. Open *Qwizdom Interact* and click on the *participants* tab. Select the class you want to export and go to the *File* menu. Select *Export participants*. Name the file and click on *Save*. The file will save as a .csv file. Close *Interact* and open *PowerPoint*. Click

on the  *Participant* button. The *Participant* wizard will appear. Select '*Import from a CSV file*' and click on *Browse* button. Search for the class that you exported from *Qwizdom Interact*. When you find it, select it and click on *Open*. The name of the class list will appear in the *Name* field. Click on *Next* and follow the wizard to import the class list. An *Interact* template should be selected.

12) How do I create a participant list?

Click on the  *Participant* button. The *Participant* wizard will appear. Select '*Create New Participant List*.' Enter the name of the participant list and click on *Next*. Select the template (if you want to use one) you would like to use and click on *Next*. You can edit which fields will appear in the participant list by adding or removing them. Click on *Next*. Create groups (optional) and click on *Next*. The participant list template will appear for you to add participants to. Click on *Done* when complete.

13) Can I import the class lists I created in Microsoft Excel into Actionpoint?

Yes, class lists created in *Microsoft Excel* can be imported into *Actionpoint*. Open the class you created in *Excel*. In *Excel*, go to the *File* menu and select *Save As*. Enter the name of the class and click on the *Save as Type* drop down menu. Select *.CSV Comma Delimited* and click on *Save*. Close *Excel* and open *PowerPoint*. Click on the  *Participant* button. Select '*Import from a CSV file*' and click on the *Browse* button. Search for the class you saved as a *.CSV*, select it and click on *Open*. The name of the class will appear in the *Name* field. Click on *Next* and follow the wizard to import the class list.

14) How do I start a presentation so that my remotes will be activated?

You will need to present from the *Qwizdom* toolbar to ensure the remotes will be active during presentation. Click on the  *Presentation* button. The *Presentation Setup* window will appear. Select the desired settings in the *Presentation Setup* window.

If you present the *PowerPoint* activity using standard *PowerPoint* procedures, your remotes will all say '*Inactive*.'

15) How do I use more than one host at a time?

Each host can handle 1000 remotes being sent at a time. If you have a larger group, you will want to use more hosts.

Setting up multiple hosts is a two-part process.

First, you must assign fixed numbers to the remotes using both hosts (only if using a fixed class, which is a typical scenario when using multiple hosts). Second, you must choose to use both hosts when setting up your presentation properties.

After installing the program, plug both hosts into the computer to be used. Make sure both sets of drivers are installed and ready to use. Open *Microsoft PowerPoint*

and click on the *Configuration Settings* button. The  *Configuration Settings* window will appear. If you are using a fixed set, (the remotes will always be used with the same hosts) you will want to select that option and click on the *Assign* button. The *Remote Assignment* window will appear. Click on the *Host* drop-down menu to select the host you would first like to assign numbers to. The default session ID will appear on the right. You may type your own session ID there if you prefer. Click on *Start* and then turn on the desired number of remotes (no higher than 1000). When you are done with the first host, click on *Stop* and put the remotes aside for they will be turned off. Click on the *Host* drop-down menu and select the next host. Select or enter the session ID and click on *Start*. Turn on the desired number of remotes (no higher than 1000) and click on *Stop* when finished. When all remotes have been assigned to the hosts, click on *OK*.

Click on the  *Presentation* button and click on the *Remote Settings* tab. You will see all available hosts listed there. Select the host(s) you will be using. If you specified a unique session ID during the assigning process, be sure that you type that number under the *User Session* column. Select all the other appropriate choices in the setup area and click the *OK* button to begin your presentation.

16) How do I select the correct answer for a slide?

There are two ways to select the answer for a slide:

Click on the *Answer* drop-down menu and select the correct answer.

Type in an answer and press the *Enter* key to apply the answer. If you do not press *Enter*, the default value will appear in the answer field.

17) A window keeps appearing that says 'Resume Slide Show' after I begin my presentation. How do I get stop this from happening?

To stop this window from appearing, click on the X to close the window out. If you select '*Resume*', the window will continue to appear in subsequent presentations.

18) I entered the time/points in the *Timer/Points* field but the value doesn't save. How do I get it to save?

If you type in a value, you must press the *Enter* key on the keyboard to apply it.

19) In the *Configurations Settings* window, how do I know if I should use *Fixed set or Roaming or Participant Owned mode*?

Fixed set mode should be used if the same group of remotes will always be used with the same host. This scenario is most common in corporate and K-12 settings. If you are going to share the set of remotes, you can still use this mode as long as the remotes always stay with the same host. The remotes are assigned a fixed number and the session ID is permanently assigned to the remotes. Participants may still log in using their participant ID if you select the option in the *Presentation Setup* window. This option allows the participant to pick up any remote rather than having to use the same remote each time.

Roaming or Participant Owned mode is best suited to university settings or situations where the participants will keep possession of the remotes and may be in several classes where different hosts are used. In this mode, the participants must have a numeric participant ID to enter into the remote. Each time the remote is used, a new session ID has to be entered into the remote.

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

A session ID is used to identify which host your remotes will be sending information to. Click on the  *Presentation* button. The *Presentation Setup* window will appear. Click on the *Remote Settings* tab. Select the host you will be using. You can either use the default session ID (six digit number which is also located on the bottom of the host) or create one. If you want to create one, type in a number in the *User Session* column. If you want to use the defaulted session ID, leave the *User Session* column blank. Since the session ID is not visible during presentation, it's best to have it written on the board or a place where the participants can see it.

21) How do I create a slide using Qwizdom in PowerPoint?

Open *PowerPoint* and you will see the *Qwizdom* toolbar. Click on *Insert Slide* and select the slide type. Then select the number of choices (if applicable) under *Type*. Create your question with the answer choices (if applicable) on the slide. Now select the answer (if applicable). *Enter* the number of points. If the point value you desire does not appear in the *Points* drop-down menu, type in the number and press the *Enter* key on the keyboard. Enter the time in the *Time* field. If the time value you desire does not appear in the *Timer* drop-down menu, type in the number and press the *Enter* key on the keyboard.

22) How can participants change their answers during a presentation?

Participants can only change their answers during a presentation if the feature has been enabled. Click on the  *Presentation* button and the *Presentation Setup* window will appear. In the *Presentation Setup* window, click on the *Remote Settings* tab. Select the '*Allow participants to change answer*' option to enable participants to change their answer during presentation. Participants would press the *C* (Clear) button on their remote and send their new response.

23) How do I go back to a previous slide using the instructor remote when in presentation?

To allow the instructor remote to go back to previous slides during presentation, click on the  *Presentation* button. In the *Presentation Setup* window, click on the *Presentation Settings* tab. Select the '*Allow Instructor to go back to previous slide*' option to enable the instructor remote to view previous slides during presentation. If you go back to a question slide and want participants to answer it again, press the *Fn* button on the instructor remote or click on the *Re-pose** button on screen.

Check "Display Function Bar" in the Presentation Setup window to display the Re-pose button.

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

You will need to change the number of estimated remotes. Click on the  *Configurations Settings* button. Type in the number of estimated remotes to reflect the number of remotes you currently have.

25) Which version of Microsoft PowerPoint do you need to run Qwizdom's Actionpoint?

To generate reports using *Qwizdom Actionpoint*, registered version of *Microsoft Excel 2003* or later is required-trial or limited versions are not applicable.

26) The session ID is zero. How do I correct this?

Unplug the host and close out of the program. Wait a few seconds and plug the host back in. Launch Actionpoint again and see if the session ID is still zero.

8.1 Uninstalling Software and Hardware

Uninstalling Qwizdom Actionpoint

Before uninstalling, be sure to relocate any materials saved within the *Qwizdom Actionpoint* folder (that you want to save) such as participant lists before uninstalling otherwise they will be deleted.

1. Go to *Add/Remove programs* in the *Control Panel*.
2. Search for *Qwizdom Actionpoint* and click *Remove*.
3. The *InstallShield* wizard will appear and follow the instructions.
4. Restart your computer for the changes to take affect.

Uninstalling USB Drivers

If the host is still not initializing after following the steps above, then the hardware needs to be completely removed and then reinstalled. Follow the steps below.

1. Go to your *Control Panel* from either your *Settings* or *Start* menu.
2. Double-click on *System* and click on the *Hardware* tab or *Device Manager* tab. If you go to the *Hardware* tab, click on the *Device Manager* button.
3. Search for the *Qwizdom RF Host* under *Universal Serial Bus Controllers*, *Ports*, and/or *Other* or *Unknown Devices*.
4. Double-click on the file and click on the *Driver* tab.
5. Select *Uninstall*.
6. Unplug your host after it is uninstalled and go back to the *Control Panel*.
7. Double-click on *Add or Remove Programs* and search for *FTDI Universal Serial Converter Drivers*.
8. When you find it, remove the file.
9. Now plug your host in. A prompt or wizard will appear notifying you of new

hardware.

10. Follow the steps above for *Windows 2000/XP*.