Qwizdom®

Connect

User Guide

Table of Contents

1 Introduction

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

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

Some map images are derived from maps © 2006. Map Resources, Lambertville, NJ 08530 www.mapresources.com

2 Getting Started

Contents of Remote Set

Q2RF, Q4RF, or Q5RF Remotes*
1 RF Host
1 Q5RF Instructor Remote
1 USB Cable
1 Charger (Q5RF Instructor Remote)*
1 Multi-charger (Q5RF Remotes)*
1 Screwdriver
AA Batteries (Q4RF) or AAA Batteries (Q2RF)*
1 Remote Carrying Case
1 Quick Reference Guide**
1 Software; *Qwizdom Connect*

**Remote types and accessories based on actual order. 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.*
***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.

CE0981

This product is designed for the 2,4 Ghz WLAN network throughout the EC region and Switzerland with restrictions in France.

2.2 Installing Qwizdom Connect

System Requirements

Windows XP and later with *Service Pack 2*
Microsoft PowerPoint 2003 or later (registered version)
Microsoft Excel 2003 or later (registered version)
Microsoft .NET Framework 3.5 (included in installer)
Intel Pentium 1Ghz
1G of RAM
5 GB of disk space
CD-ROM drive
Open USB Port

Installing Qwizdom Connect

1. Insert the *Qwizdom Connect disc* into the CD-ROM drive. The *Qwizdom Connect* 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 Connect* 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 Q4RF remote to secure the battery compartment; or place two AAA batteries (provided in the remote set) and insert the screw (optional) into the back of the Q2RF remote to secure the battery compartment Plug the Q5RF participant and Q5RF 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 Connect* 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 Connect* 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 XP

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

1. Insert the *Qwizdom Connect* 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 Connect* 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.

3 Content Manager

Click on the  *Content Manager* button in the floating toolbar. *Content Manager* opens. *Content Manager* displays all created and imported activities.

Create a New Folder

1. Click on the  *New Folder* button.
2. Enter a name for the folder and click on *OK*.
3. The folder appears in the *Content Tree* on the left.

Create a New Activity

1. Click on the  *New Activity* button.
2. Enter a name for the activity and click on *OK*.
3. The activity appears in the *Content Tree* on the left.

Create a New Answer Key

1. Click on the black arrow to the right of the  *New Activity* button.
2. Select "*Create and Add Answer Key file*" and enter a name.
3. Click on *OK* and the answer key will appear in the *Content Tree* on the left.
4. Double-click on the answer key file to launch the *Answer Key* window. See ***Answer Key*** for more information.

3.1 Importing and Exporting

Importing Activities (*.QAP* and *.QZA*)

1. Go to the *File* menu and select *Import Activity or Archive*. The *Open* window appears.
2. Select the *File of Type*: *.QAP* or *.QZA* to import.
3. Select the activity and click on *Open*. The activity will import into the *Content Tree*.

You can also drag and drop activities (*.QAP, .QZA, .QAK*) into the *Content Tree*.

Importing External Documents

1. Go to the *File* menu and select *Import External Document*. The *Open* window appears.
2. Select the file you would like to import and click on *Open*. The external document will import into the *Content Tree*.

3.2 Printing

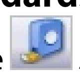
1. Select an activity and go to the *File* menu.
2. Select *Print*. The activity will print.

3.3 Standards

Installing Standards

1. Click on the  *Settings/Preferences* button in the *Qwizdom Connect* toolbar.
2. Click on the *Standards* tab.
3. Select your state standards in the *Select State* drop-down list.
4. Click on *Download State Standards* to download your state standards into *Qwizdom Connect.*

Applying Standards

1. Click on the  *Standards* button. The *Standards* window appears.
2. Select the standard at the level you want to apply to the slide(s).
3. Click on *Add* and then *Done*. The standards will appear in the *Standards* tab at the bottom of the *Content Manager* window.

If the *Standards Properties* tab isn't displayed, go to the *View* menu and select *Properties*.

3.4 Presentation

Presenting an Activity

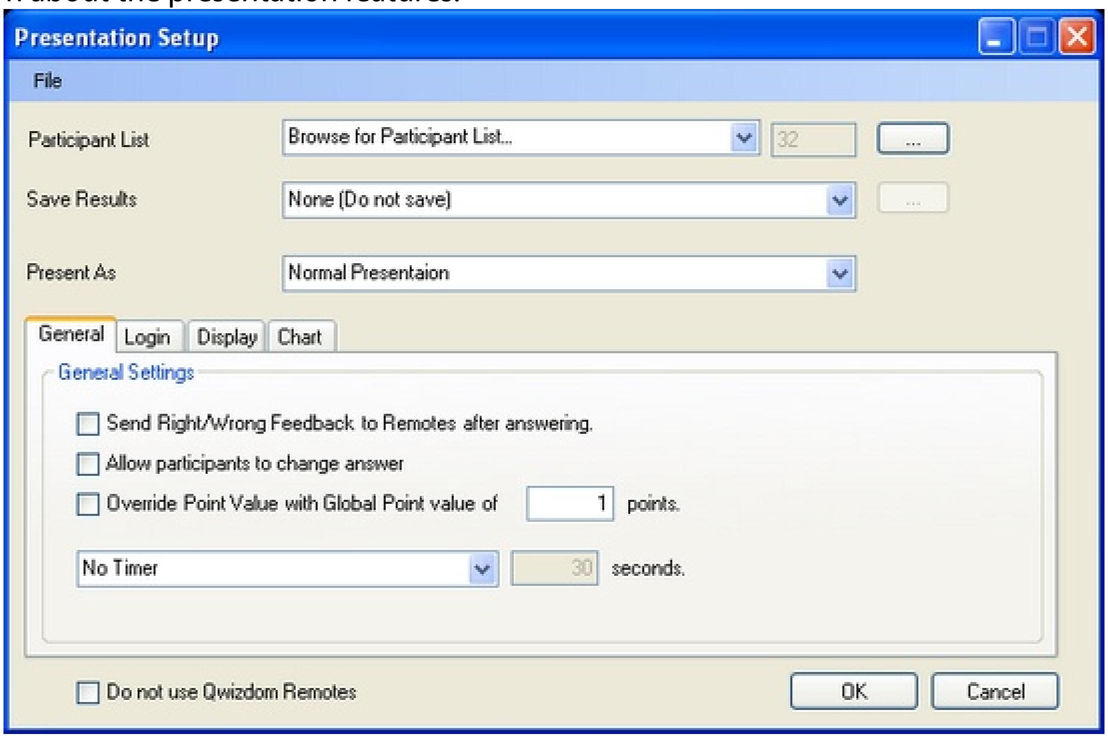
1. Select an activity to present.

2. Click on the  *Present* button. 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.

Presenting Multiple Answer Keys

Feature coming soon.

Before presenting an activity using *Qwizdom* remotes, please see ***Presentation Setup*** to learn about the presentation features.



1. Click on the  *Present* 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*, *Display*, and *Chart* tabs in the lower part of the *Presentation Setup* window.
6. Click on *OK* to begin the presentation.

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.

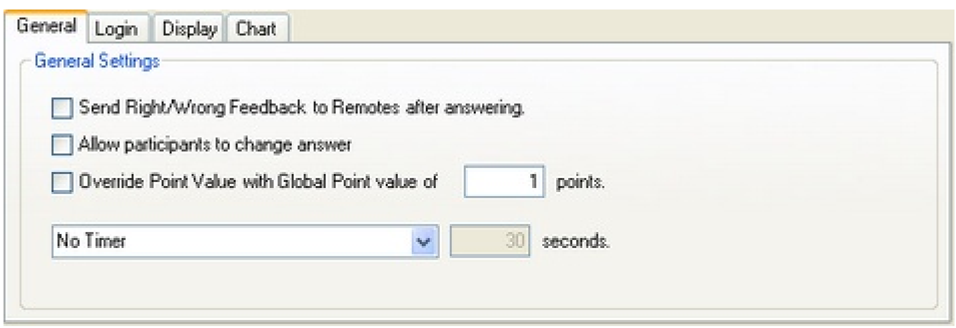
Here are a few things you may execute during presentation:

- 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 complete. Click on the *Utilities* button and select *Exit*.

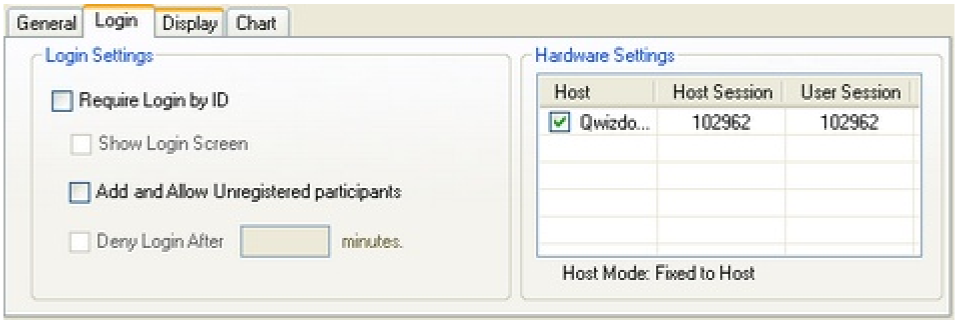
3.4.1 Presentation Setup

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



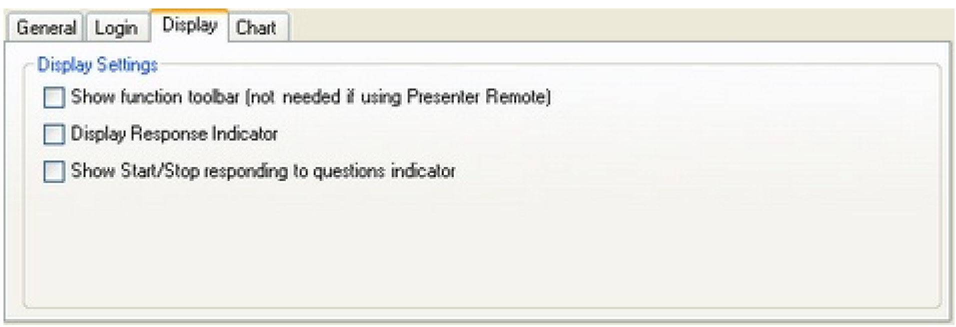
General tab:

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

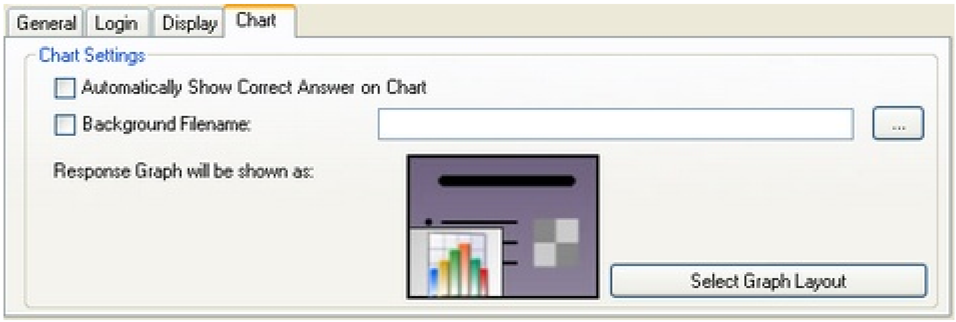
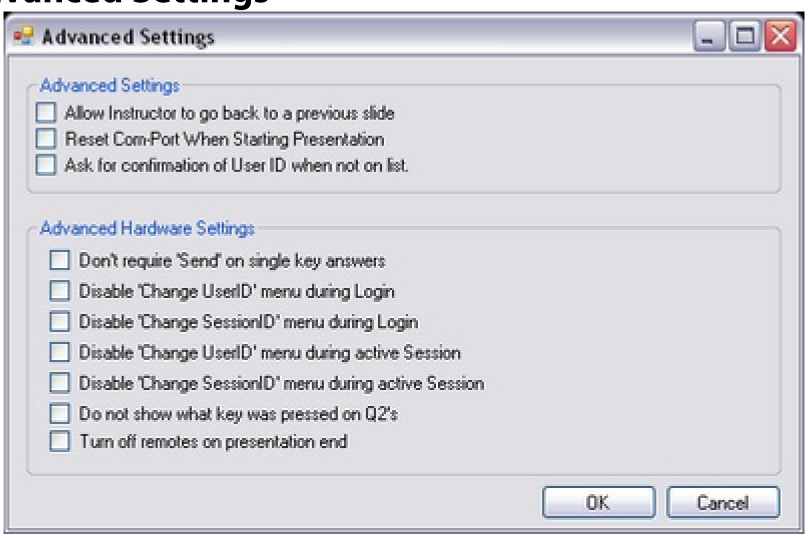


Chart tab:

- ***Automatically Show Correct Answer on Chart***-checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.
- ***Background Filename***-selecting this option will allow you to select an image to display as the response chart background.
- ***Select Graph Layout***-select how the response chart will be displayed during presentation.

Advanced Settings



Advanced Settings

- ***Allow Instructor to go back to a previous slide***-checking this option allows the instructor remote to move back to a previous slide.
- ***Reset Com-Port When Starting Presentation***-this option is checked by default to ensure the host activates when presentation begins.
- ***Ask for confirmation of User ID when not on list***-the remote will prompt the participant for the user ID again, if the participant is not in the participant list that is loaded.

Advanced Hardware Settings

- ***Don't require "Send" on single key answers***-the remote will automatically send the answer once it has been entered.

- ***Disable "Change UserID" menu during Login***-hides the "*User ID*" option from the menu.
- ***Disable "Change SessionID" menu during Login***-hides the "S*ession ID*" option from the menu.
- ***Disable "Change UserID" menu during active Session***-hides the "*User ID*" option from the menu during presentation.
- ***Disable "Change SessionID" menu during active Session***-hides the "*Session ID*" option from the menu during presentation.
- ***Do not show what key was pressed on Q2's***-does not show the key that is pressed on the display.
- ***Turn off remotes on presentation end***-automatically turns off the Q2RF and Q4RF remotes when a presentation ends.

3.4.1.1 Presentation Settings

Presentation settings can be saved and loaded (onto the same computer or another computer) into the *Presentation Setup* window of *Actionpoint*, *Answer Key*, and *Question Bar* applications.

Saving Presentation Settings

1. In the *Presentation Setup* window, select the options you would like during presentation.
2. Go to the *File* menu and select *Save Settings*. The *Save As* window appears.
3. Enter the name for the selected settings.
4. Click on *Save*. The settings will save as a .*CFG* file in the location you selected.

Loading Presentation Settings

1. In the *Presentation Setup* window, go to the *File* menu.
2. Select *Load Presentation Settings*. The *Open* window appears.
3. Select the saved settings file (.*CFG*) and click on *Open*.
4. The current settings in the *Presentation Setup* window will change to the settings you selected to load.

3.4.1.2 Saving Results

All results are saved as an .*QRX* file but can be converted into a .*CSV* (Comma Separated Values) file.

Manual Save

1. Click on the  *Present* 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.

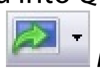
6. Click on *Save*. The file name and location will appear in the *Save Results* field.
7. The results will save in the selected location.

Auto-save

1. Click on the  *Present* 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.
6. The results will save when the presentation is complete.

Auto-Save to Results Manager

You must be logged into *Qwizdom Online* to access this feature.

1. Click on the  *Present* button. The *Presentation Setup* window will appear.
2. Select *Auto Save to Results Manager.*
3. The results will save in the *Results/Reports* window when the presentation is complete.

3.4.1.3 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 IDs 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 IDs can only be numeric.
- The maximum number of digits allowed for IDs using the Q2RF remotes is 8.
- The maximum number of digits allowed for IDs using the Q4RF remotes is 9.
- The maximum number of digits allowed for IDs using the Q5RF remotes is 8.
- IDs cannot be used for more than one participant (IDs cannot be duplicated).

1. Select an activity or create one to present.
2. Click on the  *Present* 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.

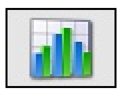
For example, you have select to deny log in after 5 minutes. After 5 minutes has passed, participants who try to log in will be denied.

3.4.2 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

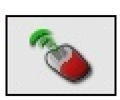
1. Click on the  *Response Graph* button.
2. The *Response Graph* appears.
3. Click on the available chart(s) to view the results.
4. Double-click on the title bar of the window to display the graph in full screen.

Picking Participants

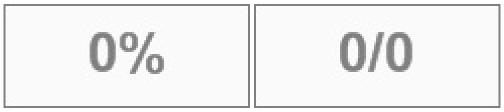
1. Click on the  *Pick* button to randomly call up on a participant.
2. The participant's name will appear on screen.
3. Click on the  *Pick* button again to remove the name.

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.

Start/Stop Indicator

The start/stop indicator resets the time and reposes the question.

1. Check the "*Show 'Start/Stop responding to questions indicator*" box in the *Display* tab of the *Presentation Setup* window.

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 ---- 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.

3.4.2.1 Response Graph

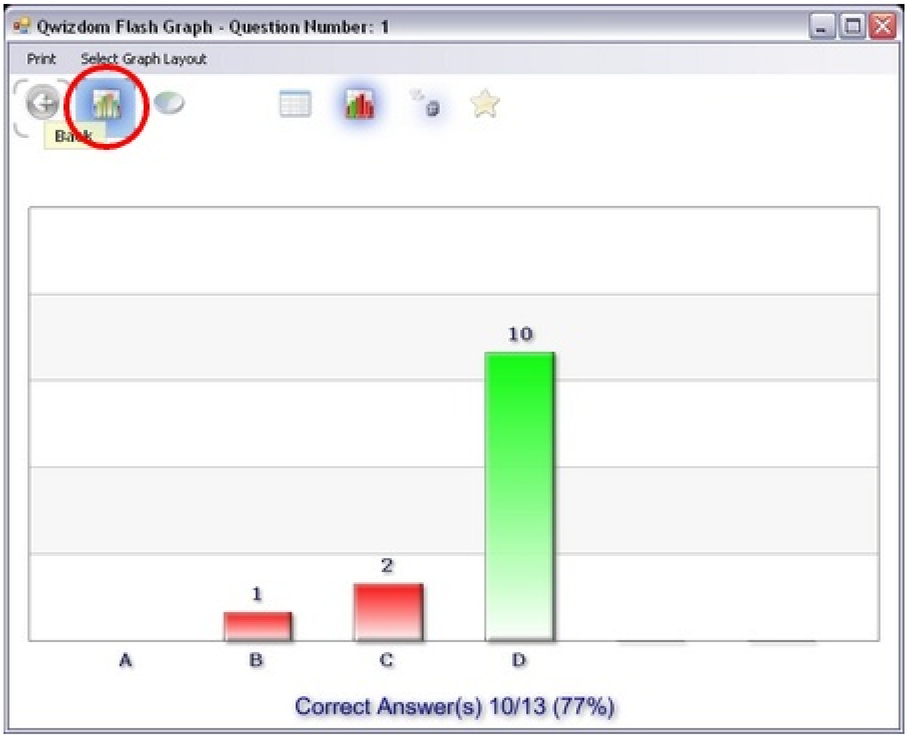
During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph.

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 right/left arrows to view a different graph of the results.
4. Press the **/** key again to remove the response graph.

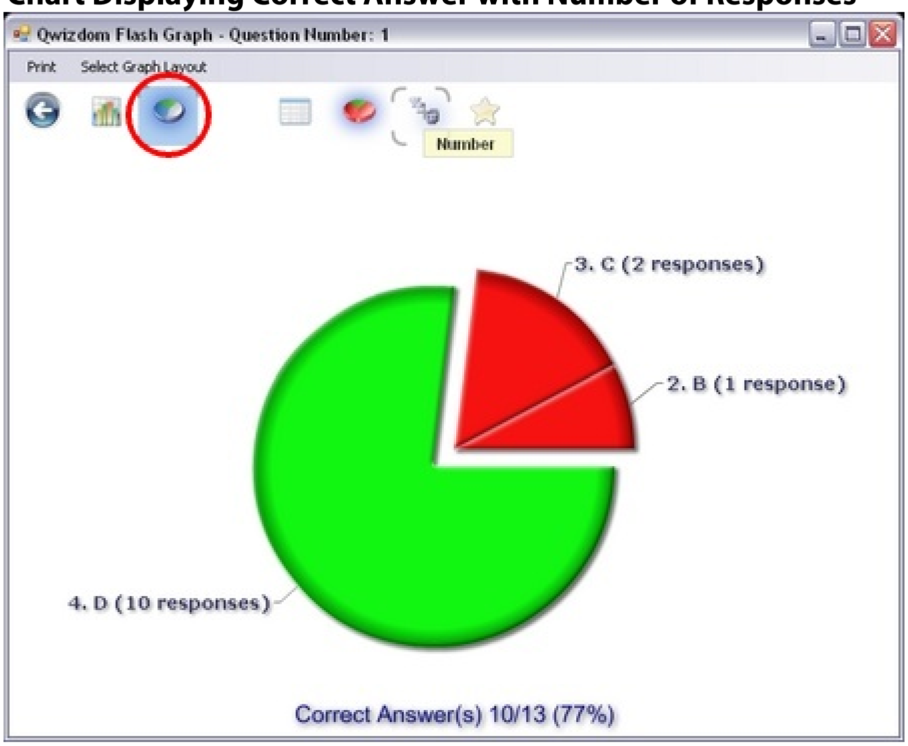
If you have a graph displayed, either on the instructor remote or computer, you must first remove that graph before displaying the other graph and/or move onto the next question.

Bar Chart

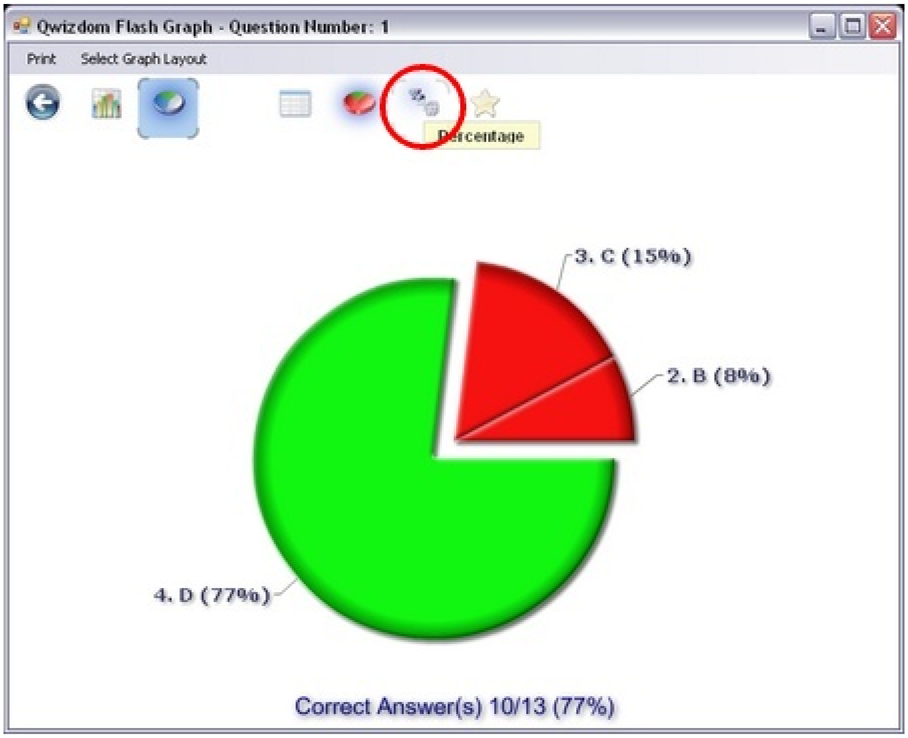


Press circle key to show bars horizontally or vertically.

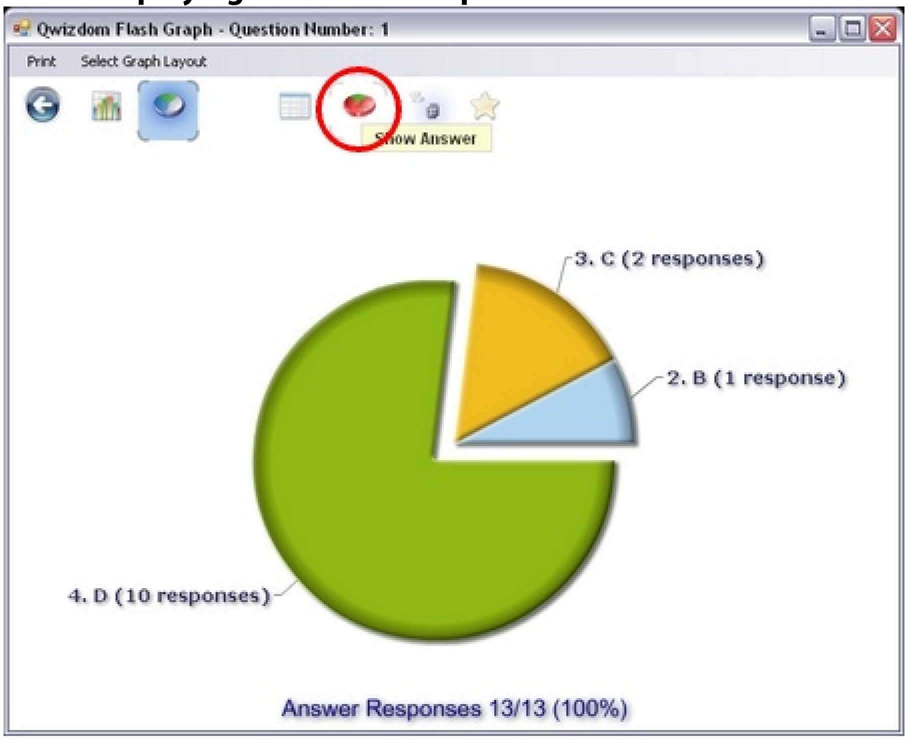
Pie Chart Displaying Correct Answer with Number of Responses



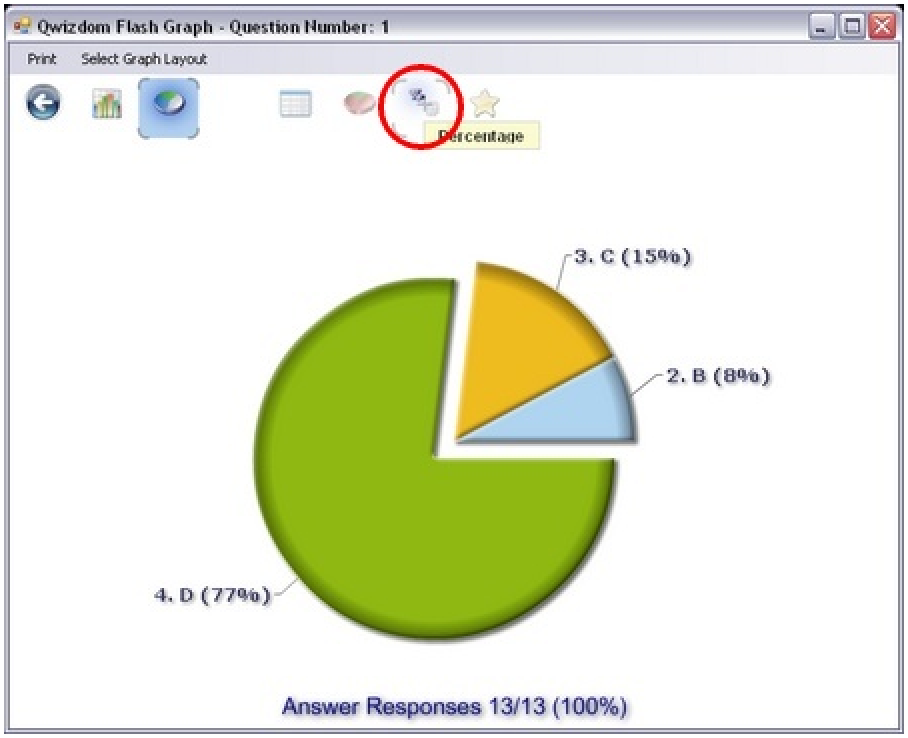
Pie Chart Displaying Correct Answer with Percentages



Pie Chart Displaying Number of Responses



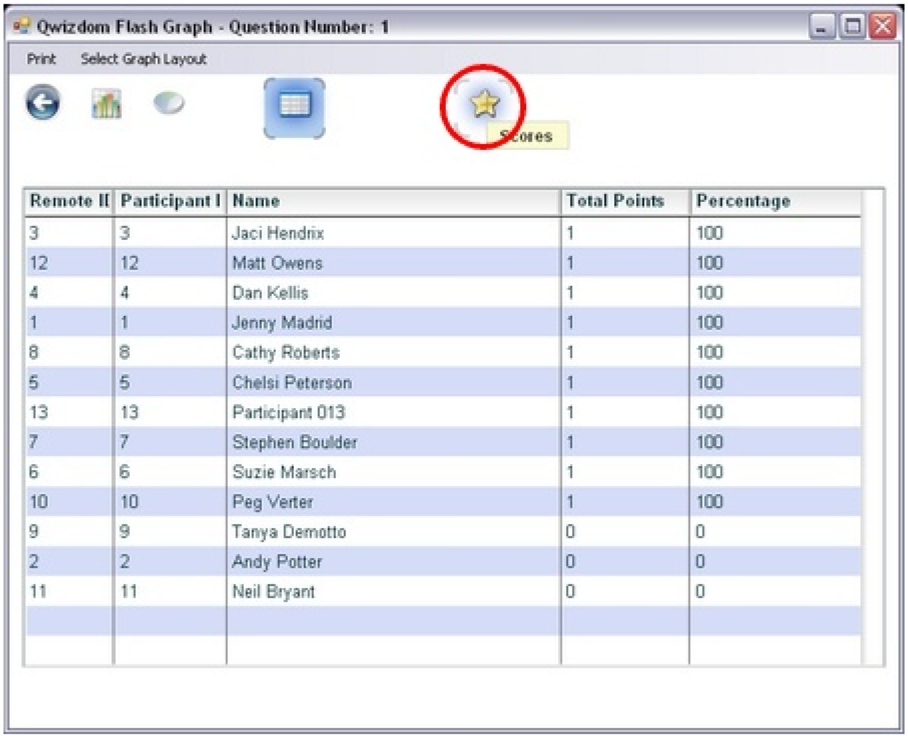
Pie Chart Displaying Number of Responses



List View Chart

Remote II	Participant I	Name	Selected	Response Tim	Correct Answer
10	10	Peg Verter	D	60.35	✓
12	12	Matt Owens	D	60.64	✓
13	13	Participant 013	D	60.84	✓
11	11	Neil Bryant	B	62.21	
6	6	Suzie Marsch	D	63.09	✓
7	7	Stephen Boulder	D	63.29	✓
9	9	Tanya Demotto	C	64.07	
5	5	Chelsi Peterson	D	65.34	✓
8	8	Cathy Roberts	D	65.53	✓
1	1	Jenny Madrid	D	66.51	✓
4	4	Dan Kellis	D	66.83	✓
2	2	Andy Potter	C	67.65	
3	3	Jaci Hendrix	D	68.25	✓

Scores Chart

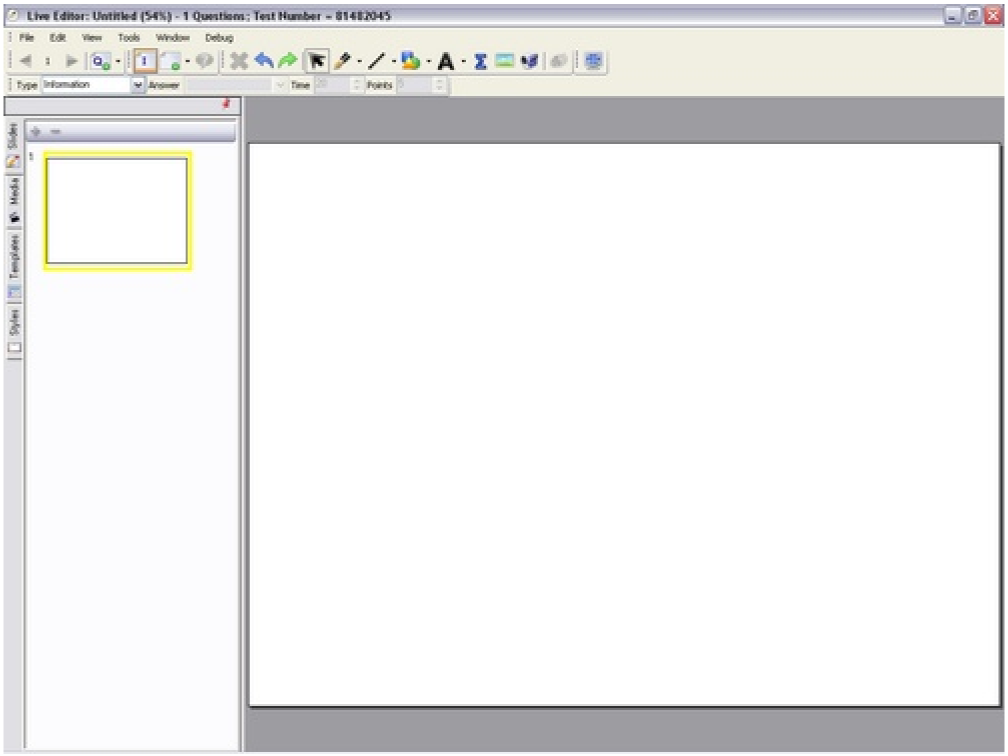


Private Response Graph

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.

4 Live Editor

Click on the  *Live Editor* button in the floating toolbar. *Live Editor* opens. *Live Editor* enables you to create slides to present within *Qwizdom Connect*.



Editor Toolbar

Slide navigator

Create new question

I indicates Information slide

Q indicates question slide

Copies current slide as into slide set

Poses selected slide

Deletes a selected object on the slide

Undo/redo palette

Selects objects on slide

Pen tool

Line tool

Shapes tool

Text tool

MathML

Insert image

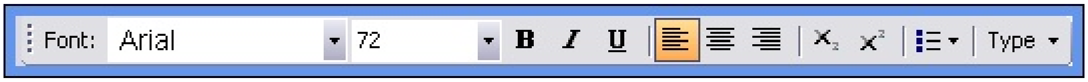
Insert multimedia

Color

Full screen mode

Font Toolbar

The font toolbar only appears when there is an active text box.



Font: Arial Font type selector

72 Font size selector

B Bolds font

I Italicizes font

U Underlines font

Left justify

Center justify

Right justify

Subscript

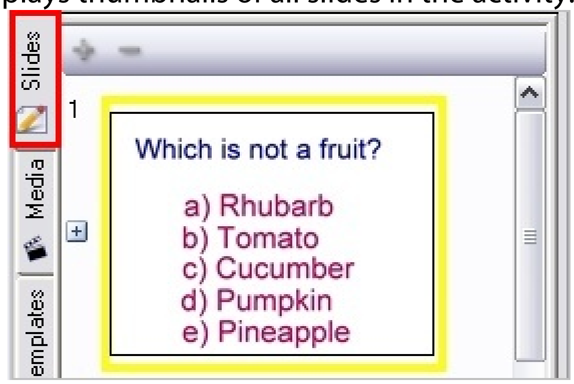
Superscript

Bullets

Type Text box type

Slides Tab

Displays thumbnails of all slides in the activity.

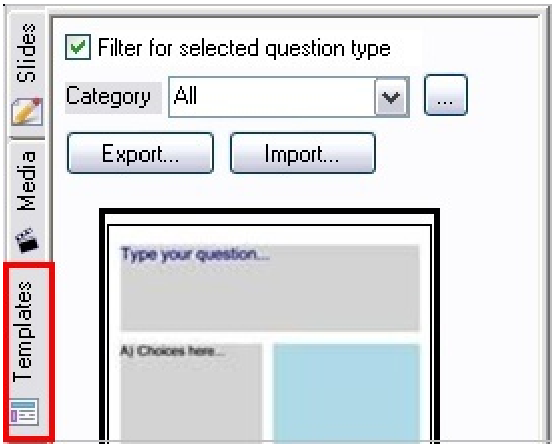


Media Tab

Allows you to search and use images in the *Qwizdom* database.

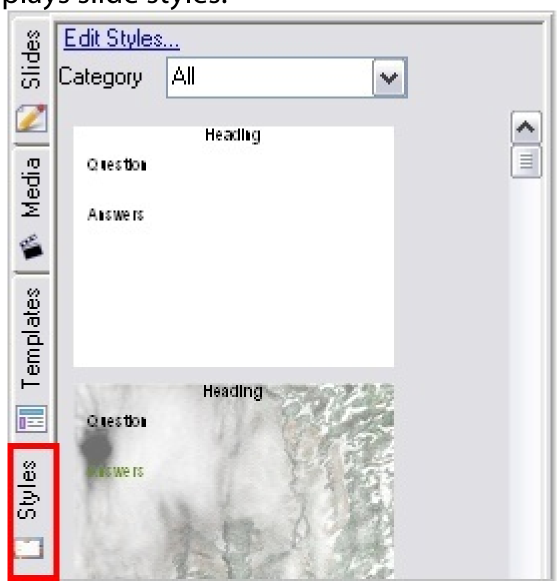
Templates Tab

Displays slide templates.



Styles Tab

Displays slide styles.



4.1 Creating Slides

Information

Non-question slide.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *None* as the slide type.
3. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
4. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

Multiple Choice

Multiple choice question slide (up to six choices). Use with Q2RF, Q4RF, and Q5RF.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Multiple Choice* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Select the correct answer in the *Answer* field.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

Yes/No

Yes/No question slide. Use with Q2RF, Q4RF, and Q5RF.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Yes/No* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Select the correct answer in the *Answer* field.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

True/False

True/False question slide. Use with Q2RF, Q4RF, and Q5RF.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *True/False* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and

using templates and styles are optional.

5. Select the correct answer in the *Answer* field.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

Numeric

Numeric question slide. Single digit numeric answer allowed for Q2RF; nine digit numeric answer allowed for Q4RF; and eight digit numeric answer allowed for Q5RF.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Numeric* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Enter the correct answer in the *Answer* field and press the *Enter* key on the keyboard to save it.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

Sequence

Place item choices in the specified order. Use with Q4RF and Q5RF.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Sequence* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Enter the correct answer in the *Answer* field and press the *Enter* key on the keyboard to save it.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.

7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

Multiple Mark

This question type enables two or more correct answers (up to six choices). Use with Q4RF and Q5RF.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Multiple Mark* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Enter the correct answer(s) in the *Answer* field and press the *Enter* key on the keyboard to save it.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

Rating Scale

Rating scale question slide (i.e. rating/opinions/polling using scales from 1-5, 1-10, etc.). Use with Q4RF and Q5RF.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Rating Scale* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Select the correct answer in the *Answer* field.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

Text Input (only applicable to Q5 RF remotes)

Answer can be up to 30 characters long.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *Text Input* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Enter the correct answer in the *Answer* field and press the *Enter* key on the keyboard to save it.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

Survey

Survey question slides do not have a correct answer. Use with Q2RF, Q4RF, and Q5RF.

1. Click on the *New Question* button. A blank slide will appear on the right and the thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click on the *Type* drop-down list and select *None* as the slide type.
3. Setting the time limit and number of points are optional.
4. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
5. Select "*None*" in the *Answer* field.
6. Creating an answer slide is optional. To create an answer slide, click on the *Add Slide* button (optional). A new slide will appear within the slide set.
7. Enter text onto the slide; adding multimedia such as images, movies, sound and using templates and styles are optional.
8. When the slide is complete, either go to *File* menu and select *Exit*; or click on the *New Question* button to create a new slide set.

4.2 MathML

1. Click on the *Equation* button. *MathML* opens.
2. Enter an equation in the *MathML* window.
3. Click on the *Close* button (red X) when finished.
4. The equation will appear on the slide as an object.

5. You can resize the equation by stretching the handles (click and drag).

4.3 Styles and Templates

Applying Styles

1. Create a slide with text.
2. Click on each text box and set the text box type (*Heading*, B*ody 1*, B*ody 2*, *Answer Choices*).
3. Click on the *Styles* tab.
4. There are two ways to apply a style.
    - Click and drag the style to the slide (on the right) to apply.
    - Right-click on the style and select *Apply to Slide*, *Apply to Question*, or *Apply to Activity*.
5. You are able to change the font style, size, and color after applying the style.

Applying Templates

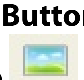
1. There are two ways to apply a template.
    - Click and drag the template onto the slide.
    - Right-click on the template and select *Load Template*.
2. Once the template is on the slide, add text to create the slide.

4.4 Multimedia

Adding Images

There are two ways to add an image to a slide:

Using the Image Button

1. Click on the  *Add Image* button in the toolbar. The *Open* window appears.
2. Select the image and click on *Open*.
3. The image will appear on the slide.
4. Grab and drag the handles of the image to resize to desired size.

Using the Media Tab

1. Click on the *Media* tab.
2. Enter a word in the *Keywords* field to search for an image.
3. Images matching the keyword you entered will appear in the *Media* tab.
4. Select an image by dragging and dropping it onto the slide (on the right).

Adding Movies

1. Click on the  *Add Video* button in the toolbar. The *Open* window appears.
2. Select the movie and click on *Open*.
3. The movie will appear on the slide.
4. Double-click the movie to play or stop it; or set the media properties.

Adding Sound

1. Click on the  *Add Video* button in the toolbar. The *Open* window appears.
2. Select the sound file and click on *Open*.
3. The sound file will appear on the slide.
4. Double-click the sound file to play or stop it; or set the media properties.

Multimedia Properties

- ***Visible in presentation***-displays the movie and/or sound file with name on slide.
- ***Play when clicked***-to play the movie or sound file when clicked with mouse.
- ***Show Controller***-displays a box of the movie and/or sound file names with play and stop buttons.
- ***Repeat***-repeat movie or sound file continuously when the slide is displayed.
- ***Close when finished***-to stop movie or sound file when finished.
- ***Play full screen***-for movies, plays movie in full size; for sound, displays sound in colors (best used with only the sound file on the slide).
- ***Play automatically***-to play the movie or sound file upon slide display.
- ***Delay ---- seconds before playing***-enter number of seconds for the movie or sound file to play.

Setting Multimedia Properties

1. Right-click on the movie or sound file.

2. Select *Properties*.
3. Select the options for presentation.
4. Click on *OK* to apply.

5 Qwizdom Actionpoint

Click on the *Qwizdom Actionpoint* button in the floating toolbar to launch *Qwizdom Actionpoint*. *Microsoft PowerPoint* will open displaying the *Qwizdom Actionpoint* toolbar.

5.1 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

5.2 Slides

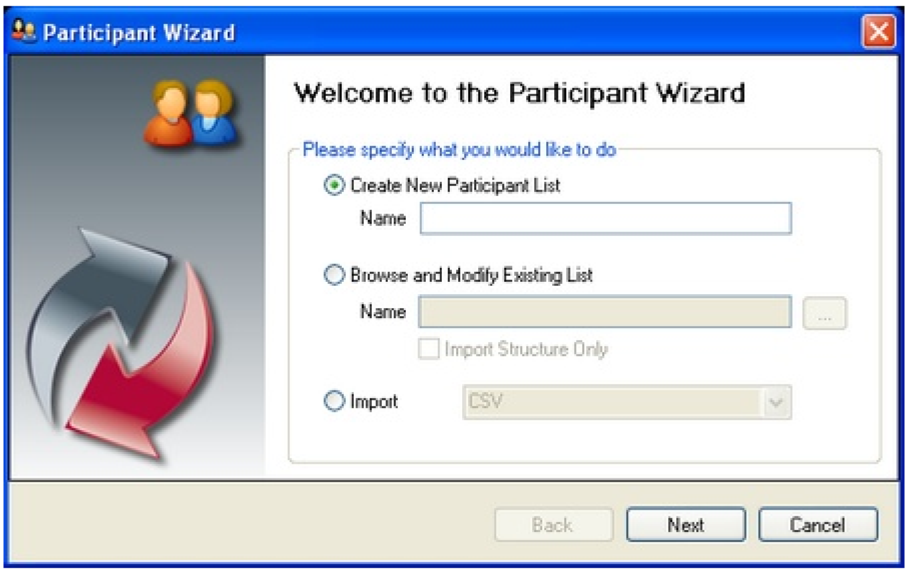
1. Click on the *Qwizdom Actionpoint* button in the floating toolbar. *Microsoft PowerPoint* will open.
2. Click on the Insert Slide *Insert Slide* drop-down menu.
3. Select the type of slide you want to create. The template will appear on the slide.
4. The *Question* field will indicate the slide format.
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.

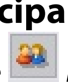
If you type the answer into the *Answer* field, press the *Enter* key on the keyboard to save it.

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.

5.3 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.

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*).
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 within the *Configurations Settings* window. 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. Open a *PowerPoint* presentation (that has been properly formatted with the *Qwizdom Actionpoint* toolbar).
2. Click on the *Present* button. The *Presentation Setup* window will appear.
3. Click on the *Participant List* drop-down list and select *Anonymous*.
4. 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.*

5. 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

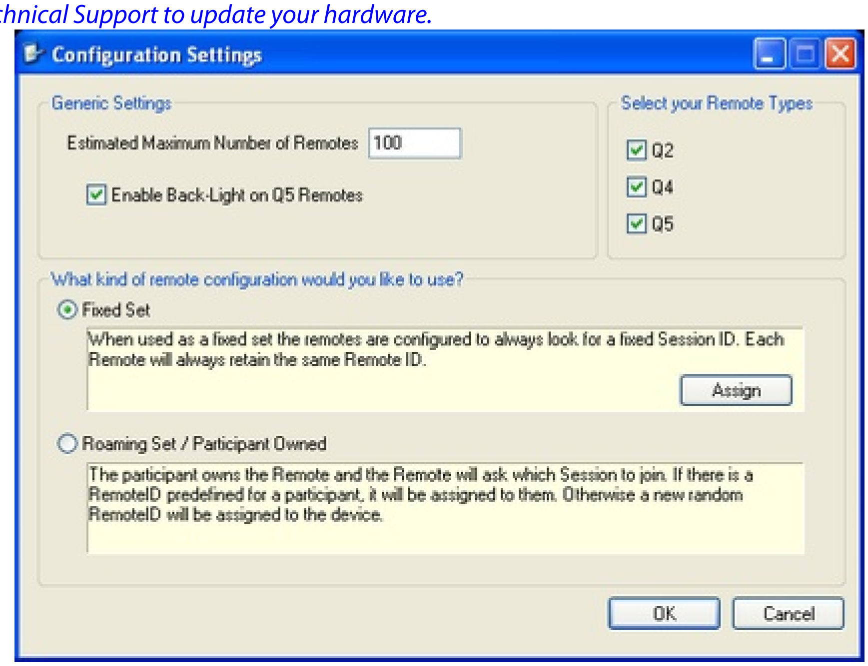
will appear.

10. Enter the name of the class and click on *Save*.

5.4 RF Remote Setup

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

v.86 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 Q5RF 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 Set/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 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. 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 Q2RF remotes-wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see "--*S*" on the display, it is prompting you for the session ID. Enter it and press the *Send* key to confirm.
- For Q4RF 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* (*Ye*s) to change. Enter the session ID and press the *Send* (double arrows) key to send.
- For Q5RF 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  *Present* 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 Q2RF, when you see "--*U*," enter the participant ID and press *Send*.
    - For Q4RF 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 Q5RF 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 for Q4RF and Q5RF.

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 *Present* 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.

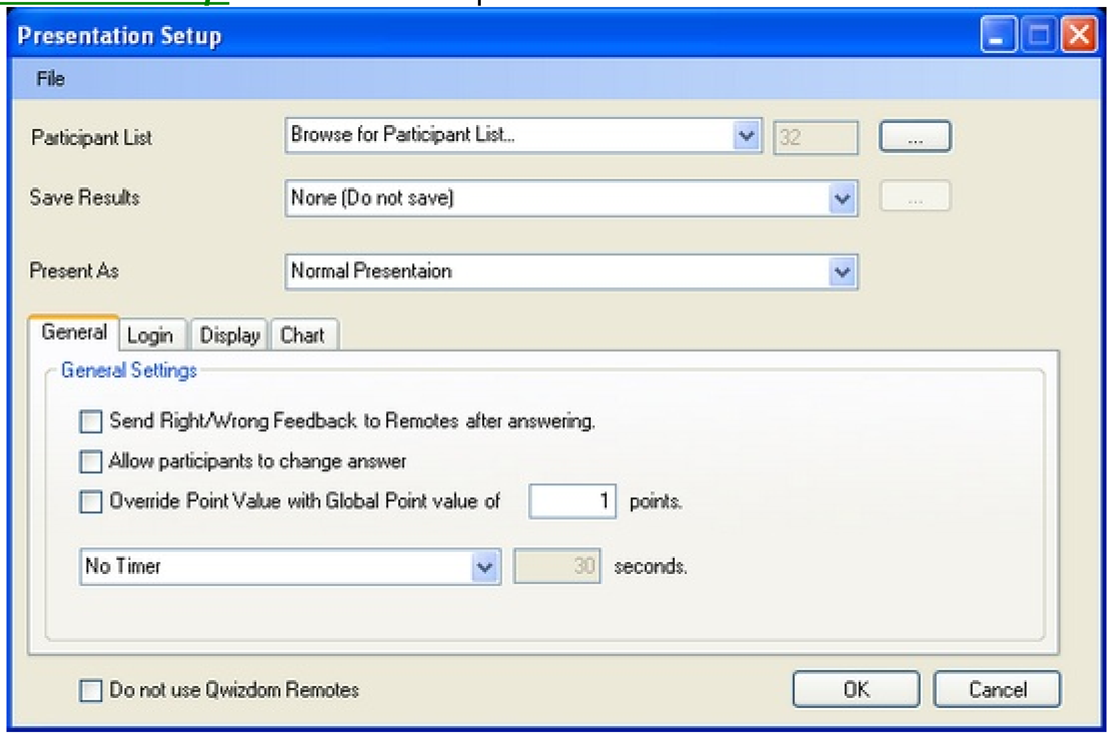
If you use the default session ID in the *Host Session* column, the *User Session* column must be blank.

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 Q4RF/Q5RF 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 Q4RF/Q5RF remotes may read "*Push Key*," "*Inactive*," or "*Not Active*," press the Send (double arrows) key to "wake up" the remote.
    - If the Q4RF displays "*No Net*" or Q5RF displays "*Host not found*," re-enter the session ID.
    - If the Q4RF displays "*Denied"* or Q5RF displays "*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 Q2RF displays "- - -," the remote could not find an active host and will automatically turn off. Turn remote back on and press the *Help* key to enter the correct session ID.

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***.

5.5 Presentation

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



1. Click on the *Present* 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*, *Display* and *Chart* 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 *Present* button to use *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.

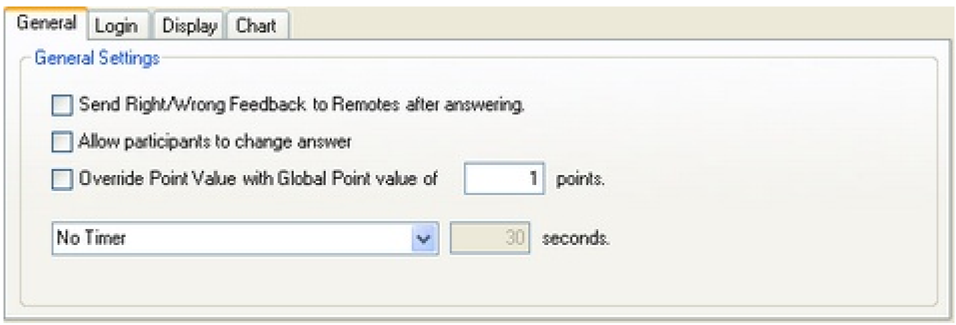
Here are a few things you may execute during presentation:

- 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*.

5.5.1 Presentation Setup

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



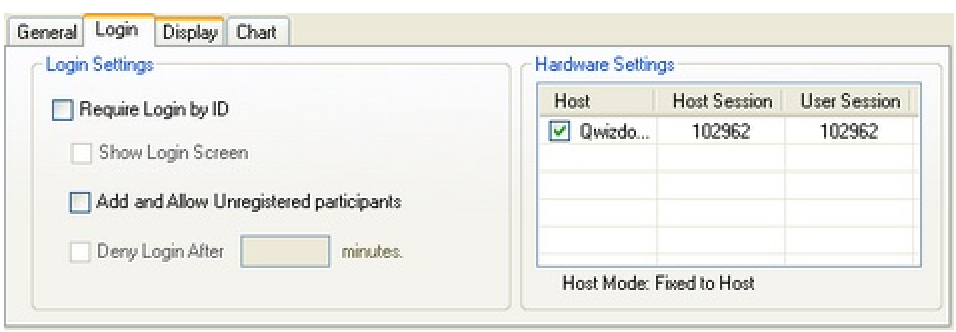
General tab:

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 "----" points-enter the new amount of points that will be applied to the slide temporarily for that presentation.

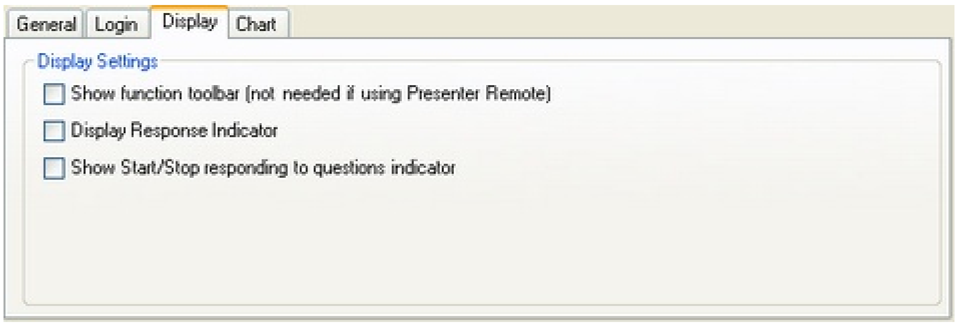
Timer-you can select no timer, use the time set within the slides, and global timer by entering the number of seconds for all slides in the presentation.



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

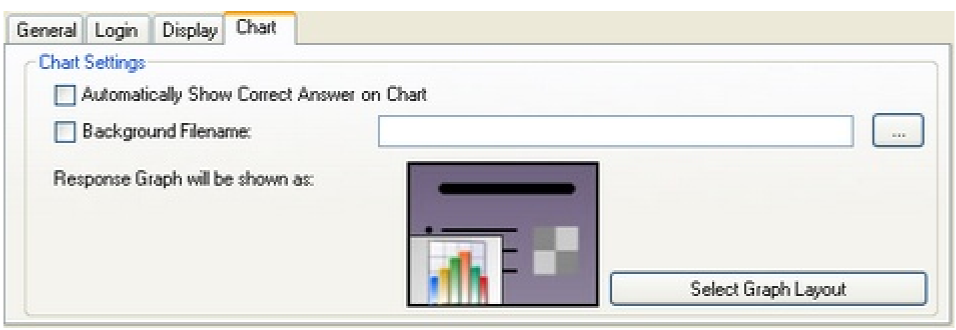
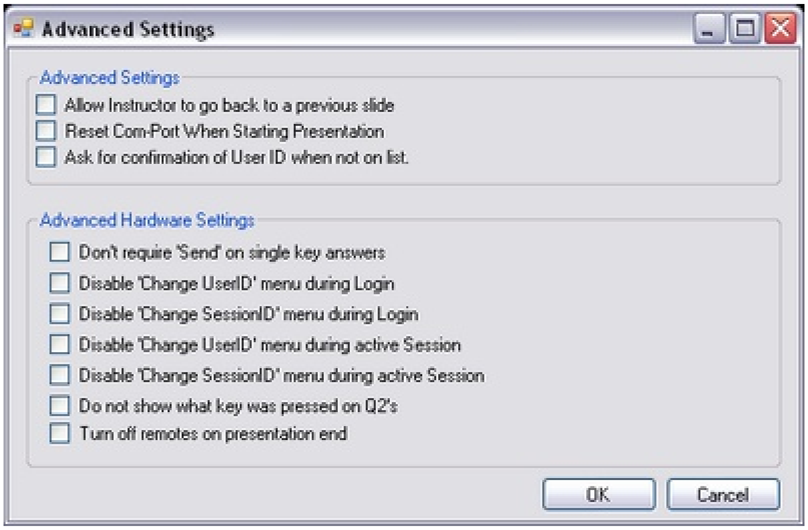


Chart tab:

Automatically Show Correct Answer on Chart-checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.
Background Filename-selecting this option will allow you to select an image to display as the response chart background.
Select Graph Layout-select how the response chart will be displayed during presentation.

Advanced Settings



Advanced Settings

- ***Allow Instructor to go back to a previous slide***-checking this option allows the instructor remote to move back to a previous slide.
- ***Reset Com-Port When Starting Presentation***-this option is checked by default to ensure the host activates when presentation begins.
- ***Ask for confirmation of User ID when not on list***-the remote will prompt the participant for the user ID again, if the participant is not in the participant list that is loaded.

Advanced Hardware Settings

- ***Don't require "Send" on single key answers***-the remote will automatically send the answer once it has been entered.
- ***Disable "Change UserID" menu during Login***-hides the "*User ID*" option from the menu.
- ***Disable "Change SessionID" menu during Login***-hides the "*Session ID*" option from the menu.
- ***Disable "Change UserID" menu during active Session***-hides the "*User ID*" option from the menu during presentation.
- ***Disable "Change SessionID" menu during active Session***-hides the "*Session ID*" option from the menu during presentation.
- ***Do not show what key was pressed on Q2's***-does not show the key that is pressed on the display.
- ***Turn off remotes on presentation end***-automatically turns off the Q2RF and Q4RF remotes when a presentation ends.

5.5.1.1 Presentation Settings

Presentation settings can be saved and loaded (onto the same computer or another computer) into the *Presentation Setup* window of *Actionpoint*, *Answer Key*, and *Question Bar* applications.

Saving Presentation Settings

1. In the *Presentation Setup* window, select the options you would like during presentation.
2. Go to the *File* menu and select *Save Settings*. The *Save As* window appears.
3. Enter the name for the selected settings.
4. Click on *Save*. The settings will save as a *.CFG* file in the location you selected.

Loading Presentation Settings

1. In the *Presentation Setup* window, go to the *File* menu.
2. Select *Load Presentation Settings*. The *Open* window appears.
3. Select the saved settings file (*.CFG*) and click on *Open*.
4. The current settings in the *Presentation Setup* window will change to the settings you selected to load.

5.5.1.2 Saving Results

All results are saved as an *.QRX* file but can be converted into a *.CSV* (Comma Separated Values) file.

Manual Save

1. Click on the *Present* 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.
7. The results will save in the selected location.

Auto-save

1. Click on the *Present* 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.
6. The results will save when the presentation is complete.

Auto-Save to Results Manager

You must be logged into *Qwizdom Online* to access this feature.

1. Click on the *Present* button. The *Presentation Setup* window will appear.
2. Select *Auto Save to Results Manager.*
3. The results will save in the Results/Reports window when the presentation is

complete.

5.5.1.3 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 IDs 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 IDs can only be numeric.
- The maximum number of digits allowed for IDs using the Q2RF remotes is 8.
- The maximum number of digits allowed for IDs using the Q4RF remotes is 9.
- The maximum number of digits allowed for IDs using the Q5RF 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 *Present* 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.

5.5.1.4 Presentation Queue

Presentation queues are only for *Actionpoint* using *PowerPoint* presentations.

Use Presentation Queue

1. Click on the *Present* button. The *Presentation Setup* window appears.
2. Go to the *File* menu and select *Use Presentation Queue*. The *Presentation Queue* window appears.
3. Click on *Add*. The window will change to show three fields: *Presentation*, *Participant List*, and *Results*.
4. Click on the *Browse* button for *Presentation*. The *Open* window appears.
5. Select the presentation and click on *Open*.
6. Click on the *Browse* button for *Participant List*. The *Open* window appears.
7. Select the participant list and click on *Open*.
8. Click on the *Browse* button for *Results*. The *Save As* window appears.
9. Select a location where the results will be saved.
10. Enter a name for the results and click on *Save*.
11. Click on *Add*. You will be taken back to the *Presentation Queue* window and see the files you just added.
12. Repeat steps 4-12 to add another presentation.
13. When you are finished creating your queue, click on *Save Queue*. The *Save As* window appears.
14. Select a location where you would like to save the queue.
15. Enter a name for the queue and click on *Save*.
16. Click on *OK*. You will be taken back to the *Presentation Setup* window.
17. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
18. Click on the *Saved Results* drop-down field and select how you would like to save the results.
19. 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.
20. Click on *OK* and the queue will start.
21. When the first presentation is complete, exit presentation mode.
22. The results will save as a *.QRX* file in the selected location with a designated name.
23. The second presentation will begin, on its own, in a few moments.

This process will repeat depending on how many presentations are set in the queue. Results will be generated after each presentation is closed upon completion.

Loading a Saved Presentation Queue

1. Double-click on the *Actionpoint* icon.
2. Click on the *Present* button. The *Presentation Setup* window appears.
3. Go to the *File* menu and select *Use Presentation Queue*. The *Presentation Queue* window appears.
4. Click on *Load Queue*. The *Open* window appears.

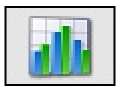
5. Select the queue you want to use and click on *Open*. The files will appear in the *Presentation Queue* window.
6. Click on *OK* and you will be taken back to the *Presentation Setup* window.

5.5.2 Presentation Features

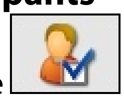
Function Bar

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

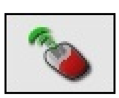
1. Click on the  *Response Graph* button.
2. The *Response Graph* appears.
3. Click on the available chart(s) to view the results.
4. Double-click on the title bar of the window to display the graph in full screen.

Picking Participants

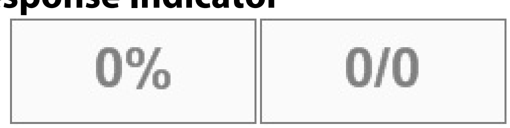
1. Click on the  *Pick* button to randomly call up on a participant.
2. The participant's name will appear on screen.
3. Click on the  *Pick* button again to remove the name.

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.

Start/Stop Indicator

The start/stop indicator resets the time and reposes the question.

1. Check the "*Show 'Start/Stop responding to questions indicator*" box in the *Display* tab of the *Presentation Setup* window.

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 ---- 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.

5.5.2.1 Response Graph

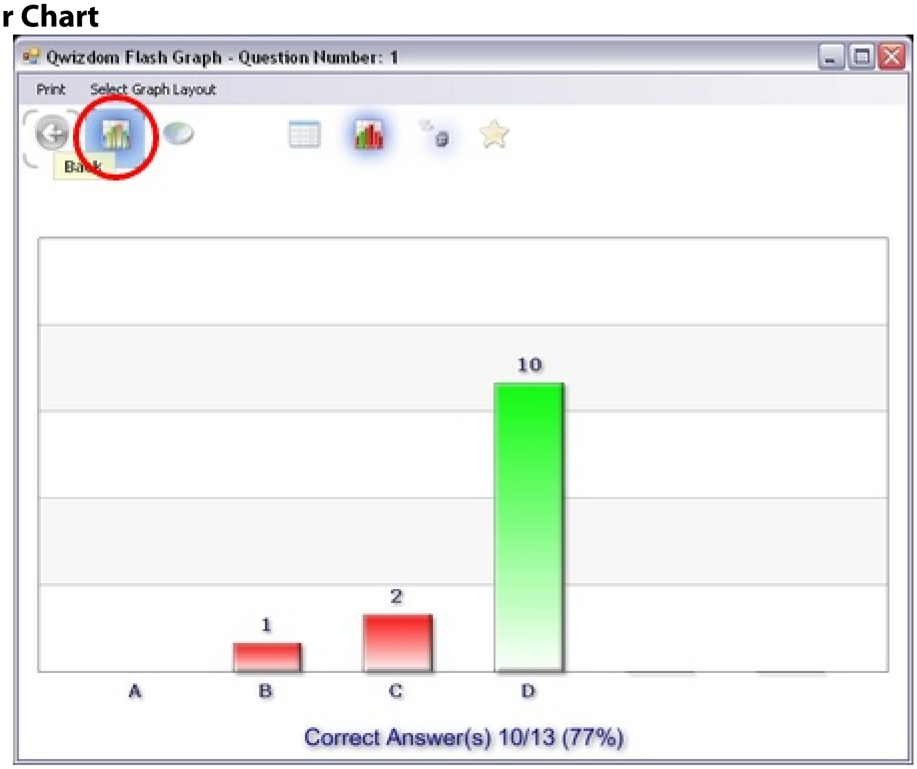
During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph.

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 right/left arrows to view a different graph of the results.
4. Press the / key again to remove the response graph.

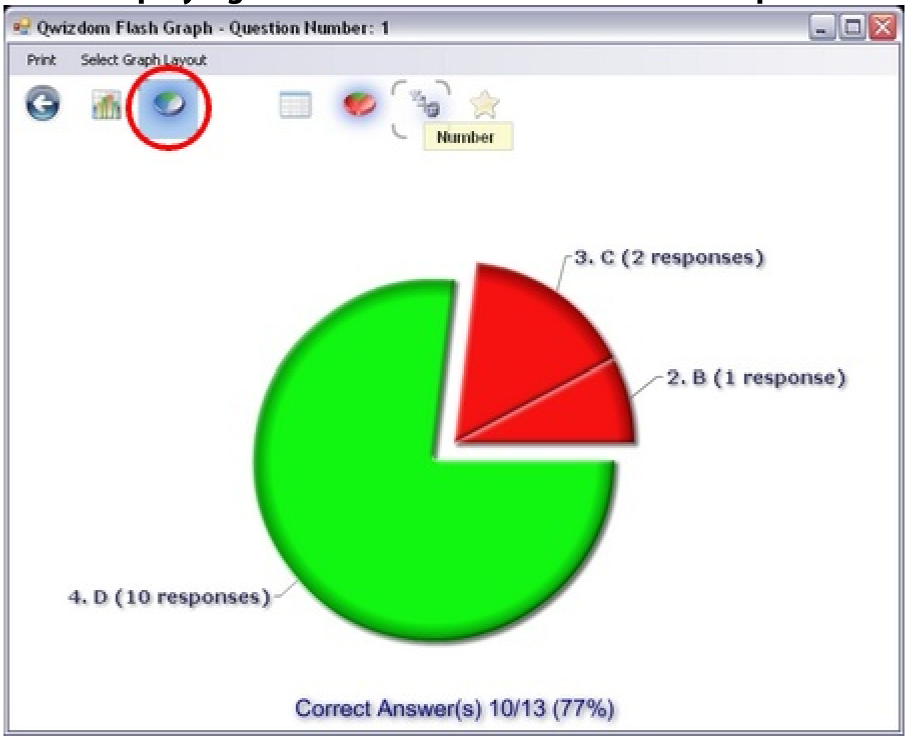
If you have a graph displayed, either on the instructor remote or computer, you must first remove that graph before displaying the other graph and/or move onto the next question.

Bar Chart

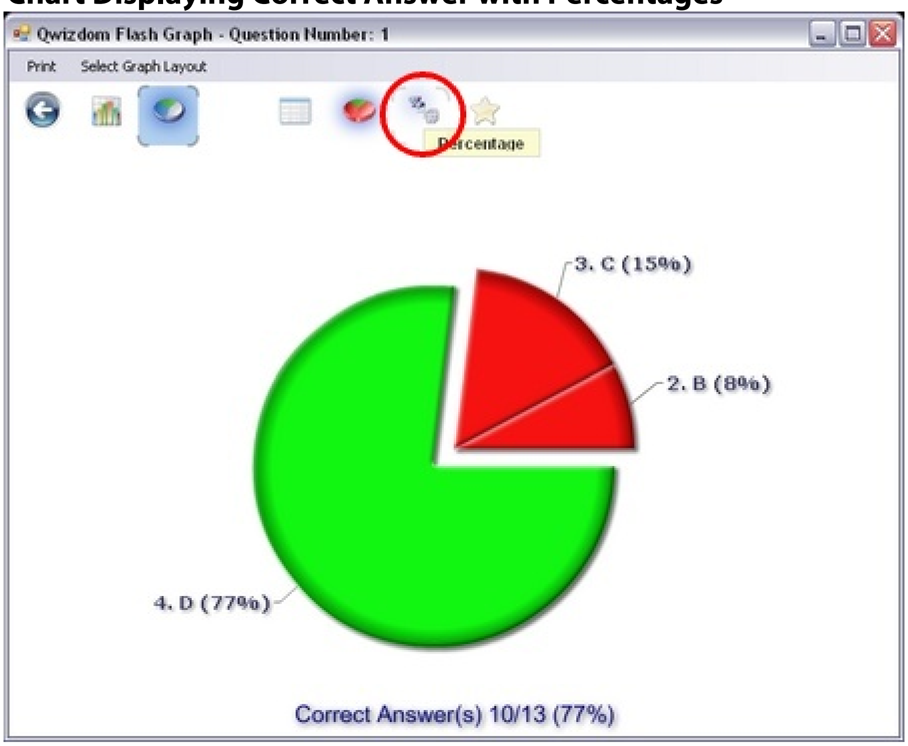


Press circle key to show bars horizontally or vertically.

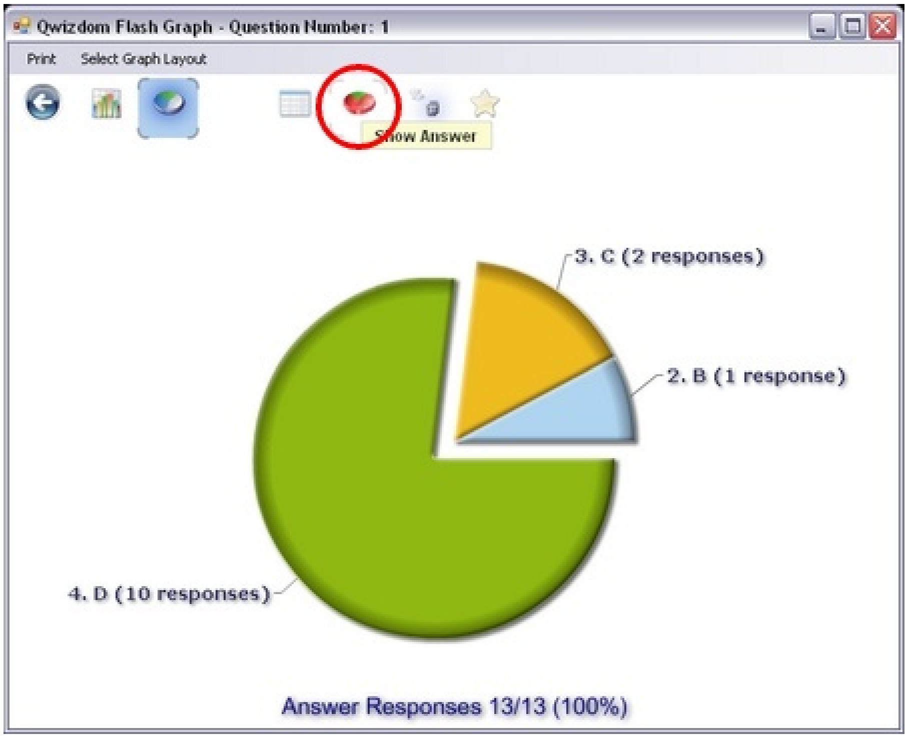
Pie Chart Displaying Correct Answer with Number of Responses



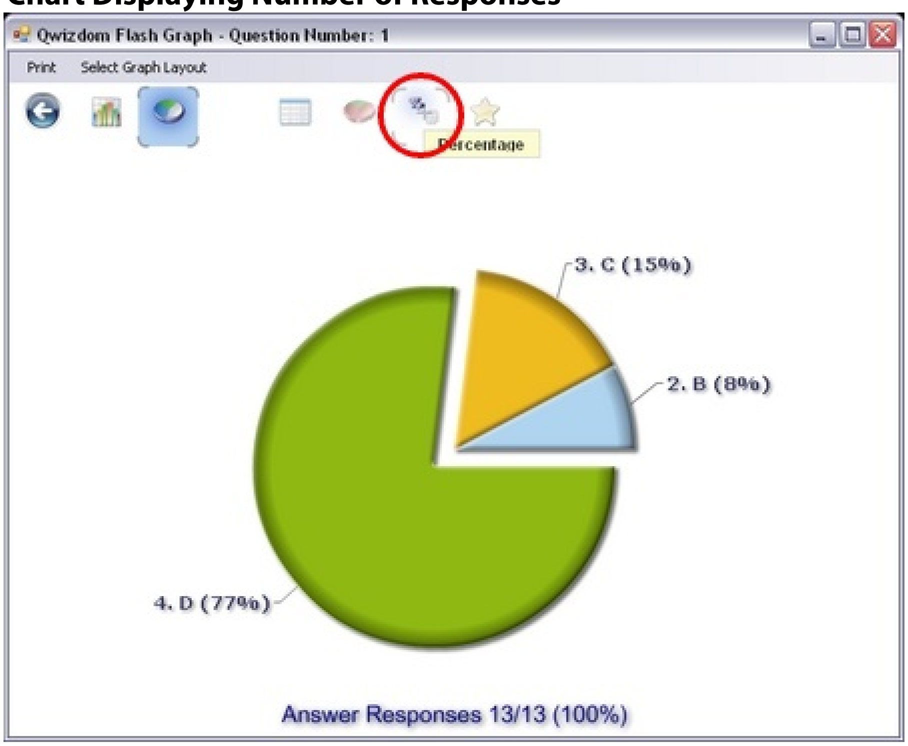
Pie Chart Displaying Correct Answer with Percentages



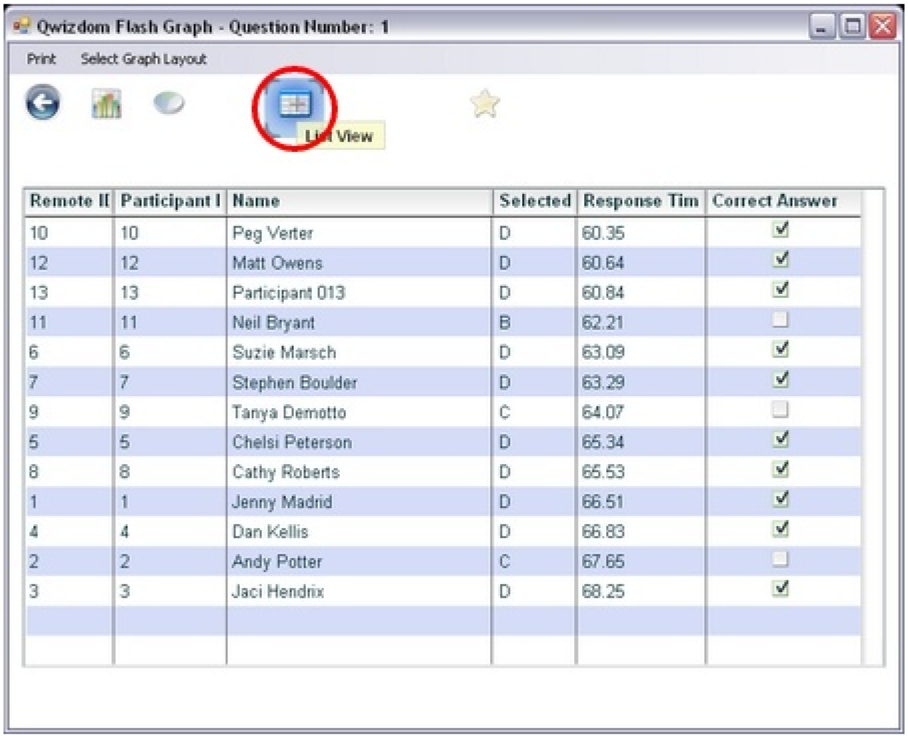
Pie Chart Displaying Number of Responses



Pie Chart Displaying Number of Responses

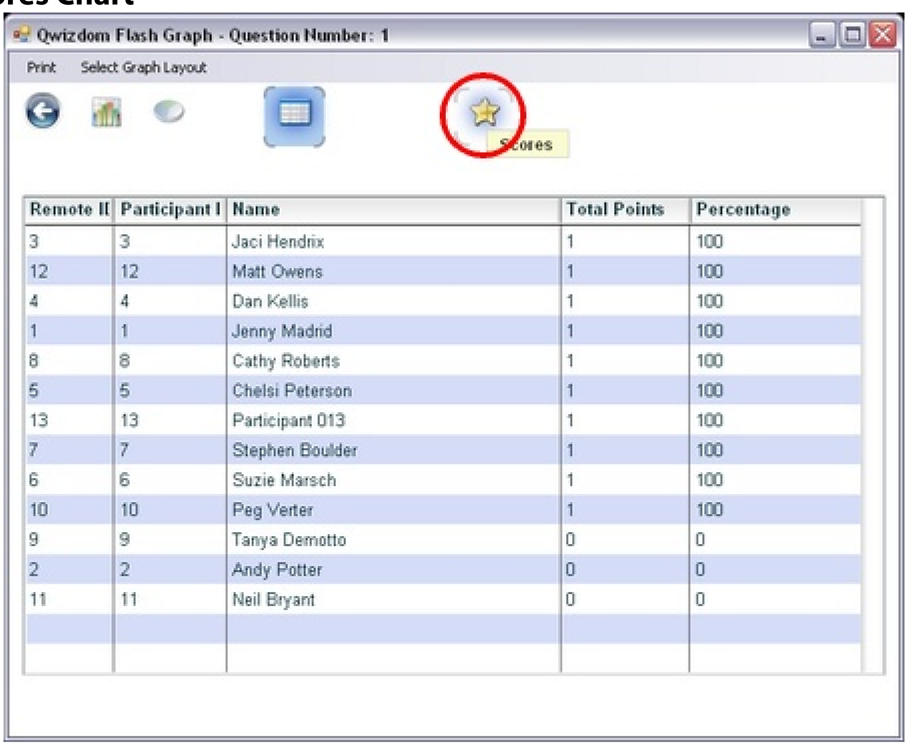


List View Chart



Remote II	Participant I	Name	Selected	Response Tim	Correct Answer
10	10	Peg Verter	D	60.35	☑
12	12	Matt Owens	D	60.64	☑
13	13	Participant 013	D	60.84	☑
11	11	Neil Bryant	B	62.21	☐
6	6	Suzie Marsch	D	63.09	☑
7	7	Stephen Boulder	D	63.29	☑
9	9	Tanya Demotto	C	64.07	☐
5	5	Chelsi Peterson	D	65.34	☑
8	8	Cathy Roberts	D	65.53	☑
1	1	Jenny Madrid	D	66.51	☑
4	4	Dan Kellis	D	66.83	☑
2	2	Andy Potter	C	67.65	☐
3	3	Jaci Hendrix	D	68.25	☑

Scores Chart



Remote II	Participant I	Name	Total Points	Percentage
3	3	Jaci Hendrix	1	100
12	12	Matt Owens	1	100
4	4	Dan Kellis	1	100
1	1	Jenny Madrid	1	100
8	8	Cathy Roberts	1	100
5	5	Chelsi Peterson	1	100
13	13	Participant 013	1	100
7	7	Stephen Boulder	1	100
6	6	Suzie Marsch	1	100
10	10	Peg Verter	1	100
9	9	Tanya Demotto	0	0
2	2	Andy Potter	0	0
11	11	Neil Bryant	0	0

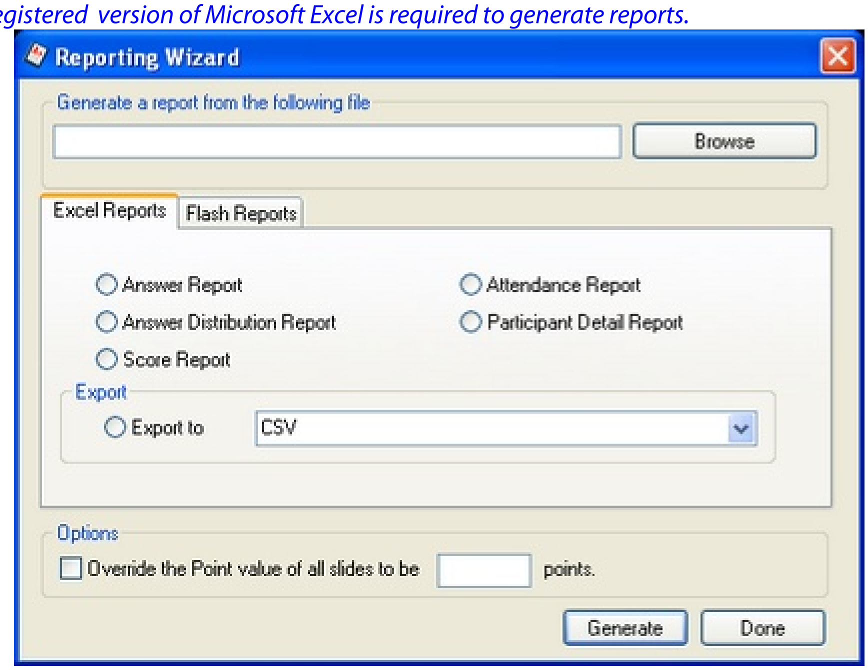
Private Response Graph

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.

5.6 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 *Reporting Wizard* window 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 *.QRX*. 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.

- ***Attendance Report***-displays participant information with their remote login time, number of questions answered and total questions.
- ***Participant Detail Report***-displays detailed participant information such as name, ID, and group number.

Export:
- ***Convert to .CSV***-selecting this options converts the *.QRX* file into a *.CSV*.

Options:
- ***Override the Point value of all slides to be "----" points***-overrides point value that was awarded during presentation.

6 Answer Key

Click on the *Answer Key* button in the floating toolbar. The *Answer Key Maker* window appears.

Creating an Answer Key

1. Click on the *New Answer Key* button.
2. Click on the *Insert a Question* button.
3. Select the question type and answer.
4. Set the number of points.
5. Click on the *Insert a Question* button and repeat steps 2-4.

If you delete a question or if the numbering is not in sequential order, go to the *Tools* menu to select *Renumber Questions* to correct.

6. When the answer key is complete, click on the *Save* button. The *Save As* window will appear.
7. Select the location the answer key will be saved and enter a name.
8. Click on *Save* when done. The answer key will save as a *.QAK* file.

Presenting an Answer Key

1. Click on the *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click on *Open*.

3. The answer key will appear.
4. Click on the *Present* button.
5. The *Presentation Setup* window appears.
6. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
7. Click on the *Saved Results* drop-down field and select how you would like to save the results.
8. 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.
9. Click on *OK* to begin the presentation.
10. The *Privacy Screen* appears.

Click on the little red *X*, below the blue bar that shows the word Activity, to show a grid of all the participants. You can view their progress and scores during the answer key.

11. The answer key will load into the remote.
12. When the answer key is complete, click on the large red *X* in the top left corner of the *Paper-Based Score Entry* window.
13. You will be taken back to the *Answer Key Maker* window.
14. The saved results will save in the location you selected.

Presenting Odd-Numbered Questions

1. Click on the *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click on *Open*.
3. The answer key will appear.
4. Go to the *Edit* menu and select "*Select Odd*." Only the odd-numbered questions will be checked.
5. Click on the *Present* button.
6. Participants will only answer the odd-numbered questions during their answer key.

Presenting Even-Numbered Questions

1. Click on the *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click on *Open*.
3. The answer key will appear.
4. Go to the *Edit* menu and select "*Select Even*." Only the even-numbered questions will be checked.
5. Click on the *Present* button.

6. Participants will only answer the even-numbered questions during their answer key.

Presenting Selected Question Numbers

1. Click on the *Open* button. The *Open* window appears.
2. Select the answer key you want to present and click on *Open*.
3. The answer key will appear.
4. Check the question numbers you want to present.
5. Click on the *Present* button.
6. Participants will only answer the selected question numbers during their answer key.

Presenting Multiple Answer Keys

1. Click on the *Open* button. The *Open* window appears.
2. Select an answer key and click on *Open*.
3. The answer key will open with the *Test Number* (*Activity ID*) in the title bar of the window.
4. Write down the test number (activity ID).
5. Open another answer key and do the same.
6. Click on the black arrow to the right of the *Present* button.
7. Select *Present Multiple Answer Keys*.
8. The *Browse for Folder* window appears.
9. Select the location of the answer keys. With multiple answer keys, they must be saved in the same location (*i.e. Desktop, My Documents, etc.*).
10. Click on *OK* and the *Presentation Setup* window will appear.
11. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
12. Click on the *Saved Results* drop-down field and select how you would like to save the results.
13. 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.
14. Click on *OK* to begin the presentation.
15. The *Privacy Screen* appears.

Click on the little red *X*, below the blue bar that shows the word Activity, to show a grid of all the participants. You can view their progress and scores during the answer key.

16. *Activity ID* will appear on the remote LCD screen.
17. Enter the test number (activity ID) of the answer key into the remote and press the *Send* key.

18. The answer key will load into the remote.
19. When all answer keys have been completed, click on the large red *X* in the top left corner of the *Paper-Based Score Entry* window.
20. You will be taken back to the *Answer Key Maker* window.
21. The saved results will save in the location you selected.

Generating a Report for an Answer Key

1. Go to the *Tools* menu and select *Reporting*. The *Reporting Wizard* window appears.
2. Click on the *Browse* button. The *Open* window appears.
3. Search for the saved results and select it.
4. Click on *Open*.
5. Select a report type.
6. Click on the *Generate* button.
7. *Microsoft Excel* will open displaying the saved results in report form.

7 Question Bar

Question Bar (without Instructor Remote)

1. Click on the  *Question Bar* button in the floating toolbar. The *Presentation Setup* window appears.
2. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
3. Click on the *Saved Results* drop-down field and select how you would like to save the results.
4. 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.
5. Click on *OK* to begin the presentation.
6. The *Question Bar* will appear at the top of the screen.
7. Click on *New*.
8. Select the question type from the *Type* drop-down list.
9. Select an answer at this time; or you can select the correct answer when the question has stopped.
10. Click on *Pose*.
11. Participants will send their responses.

The response graph can be displaying during and after the posed question by pressing the / (graph) key on the instructor remote.

12. When time is up or when the question has been answered, click on *Stop*.
13. If you chose to select a correct answer after the question has been posed, select the correct answer now; otherwise, click on *New* to pose a new question.

14. Repeat steps 9 through 14 until the presentation is complete.
15. Click on the *Utilities* button and select *Exit*.
16. The saved results will generate in the location that was designated.

A report for the saved results can be generated within the *Results/Reports* window of *Qwizdom Connect*.

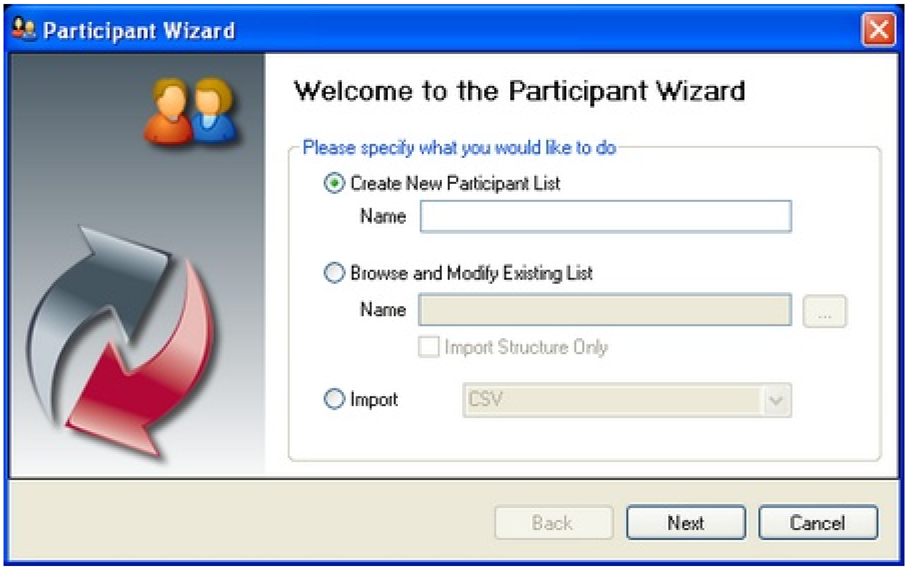
Question Bar (with Instructor Remote)

1. Click on the *Question Bar* button in the floating toolbar. The *Presentation Setup* window appears.
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.
7. The *Question Bar* will appear at the top of the screen.
8. Press the *New Q* button on the instructor remote. A list of question types will appear on the LCD.
9. Use the arrows on the thumb pad to scroll through the different question types.
10. Press the *Send* or *Circle* key (in thumb pad) to select the question type.
11. You can select the correct answer and press *Send*; or press *Send* without selecting a correct answer (survey).
12. Participants will send their responses.

The response graph can be displaying during and after the posed question by pressing the / (graph) key on the instructor remote.

13. When time is up or when the question has been answered, press the *New Q* button again to pose another question.
14. Repeat steps 8-11 until the presentation is complete.
15. Click on the *Utilities* button and select *Exit*.
16. The saved results will generate in the location that was designated.

8 Users/Participants



Creating a Participant List

1. Click on the  Users/Participants button in the floating toolbar. The *Users/Participants* window opens.
2. Click on the  *Participant Wizard* button. The *Participant* wizard will appear.
3. Select "*Create New Participant List.*"
4. Enter a name for the class and click on *Next*.
5. 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.

6. Select a template (optional) and click on *Next.*
7. 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.
8. 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.
9. Click on *Next*. The participant template will appear.
10. Fill in the fields and click on *Finish*. The *Save As* window will open.

11. 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 Users/Participants button in the floating toolbar. The *Users/Participants* window opens.
2. Click on the *Participant Wizard* button. The *Participant* wizard will appear.
3. Select *Import from a .CSV file.*
4. Click on the *Browse* button. The *Open* window will appear.
5. Search for the *.CSV* file you want to import.
6. Select the *.CSV* file and click on *Open*. The name of the class file will appear in the *Name* field.
7. Click on *Next*. You will be taken to *Template Selection*.
8. Select a template (optional) and click on *Next*.

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

9. 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.
10. 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.
11. Click on *Next* when all the fields have been matched. You will be taken to *Group Selection*.
12. 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.
13. Click on *Next*. The class list will appear.
14. Click on *Finish* and the *Save As* window will appear.
15. Type in the class name and click on *Save*. The *.CSV* class will save as a *.QPL* file (*Qwizdom Participant List*).
16. 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 within the *Configurations Settings* window. 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. Select an activity, answer key, etc. to present.
2. Click on the *Present* button. The *Presentation Setup* window will appear.
3. Click on the *Participant List* drop-down list and select *Anonymous*.
4. 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.*

5. Click *OK* to begin presentation.

Editing an Existing Participant List

1. Click on the Users/Participants button in the floating toolbar. The *Users/Participants* window opens.
2. Click on the *Participant Wizard* button. The *Participant* wizard will appear.
3. Select "*Browse and Modify Existing List*."
4. Click on the *Browse* button. The *Open* window will appear.
5. Search for the participant list you want to edit.
6. Select it and click on *Open*. The name of the participant list will appear in the *Name* field.
7. 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.
8. 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.
9. 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*.

10. Make the necessary changes and click on *Finish* when done. The *Save As* window will appear.

11. Enter the name of the class and click on *Save*.

8.1 Groups

Groups are necessary for certain games.

Creating Groups

1. Select the class, in the *Class* drop-down menu, you want to create groups for.
2. Click on the *Groups* button. The *Group Management* window will open.
3. In the *Automatic Grouping Options* tab, select the *Grouping Action*.
   - ***Balance***-groups students by ability
   - ***Group Similar***-groups students evenly; one team may be odd depending on the number of students in your class
   - ***Random***-groups students randomly; groups may be odd/even
   - ***Group Size***-specify the number of students in each group

   Assign Members Based On-you are able to assign partners based on ability and performance
   - ***Activity Score***-based on overall grade on a particular activity

   Select an Activity-use this drop-down menu to select the activity when you are assigning partners based on selected activity performance.
   - ***Predefined Ability Rating***-based on participants capability of learning
4. Under *Grouping Action*, select *Balance*.
5. Select *Overall Performance* under *Assign Members Based On*.
6. Click on *Generate* and then click on *Done* when finished.

You can click on students to drag and drop them into different groups.

8.2 Seating

The seating chart is used to track student seating and needs to be completed to take attendance. See ***Attendance*** for more information.

1. Select the class you want to setup the seating chart for.
2. Click on the *Seating Chart* button to bring up the seating chart. The *Seating Chart* window appears.
3. Student names will be in a column on the right.
4. Click and drag the name of a student to place them onto the seating chart.
5. Click on *OK* when you are finished.

8.3 Attendance

The seating chart must be completed before you start taking attendance. See ***Seating Chart*** for more information.

1. Select the class you want to take attendance for.
2. Click on the  *Attendance* button. The *Attendance* window will appear.
3. Click on the *Layout* or *List* tab.
4. Mark the attendance of each student by clicking on the student name.
5. Click on *OK* when finished.

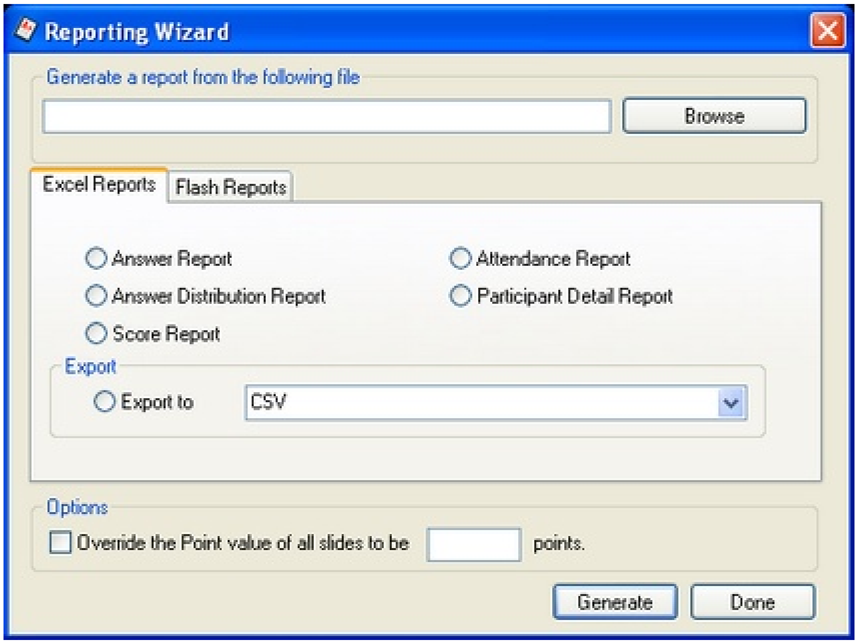
Attendance by Remote Login

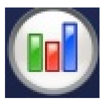
1. Select the class you want to take attendance in.
2. Click on the  *Attendance* button. The *Attendance* window will appear.
3. Click on the *Layout* or *List* tab.
4. Click on the *Host* drop-down list and select the COM number the host is on. The session ID will automatically appear in the *SessionID* field.
5. Using the RF remotes to log in, press the *Menu* key.
6. Select *Login* and press the *Send* (double arrows) key.
7. The students would enter their ID and press the *Send* (double arrows) key.
8. Click on *OK* when finished.

9 Results/Reports

You can generate reports* using existing saved results.

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



1. Click on the  *Reports/Results* button in the floating toolbar. The *Reports/Results* window appears.
2. Click on the  *Report Wizard* button. The *Reporting Wizard* window will appear.
3. Click on the *Browse* button to search for the file you want to generate a report for. The *Open* window will appear.
4. The file type will be .*QRX*. Search for the file and select it.
5. Click on *Open*.
6. Select the type of report you want to generate and click *OK*. *Microsoft Excel* will open to generate the report.
7. 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.
- ***Attendance Report***-displays participant information with their remote login time, number of questions answered and total questions.
- ***Participant Detail Report***-displays detailed participant information such as name, ID, and group number.

Export:

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

Options:

- ***Override the Point value of all slides to be "----" points***-overrides point value that was awarded during presentation.

10 Settings/Preferences

Click on the  *Settings/Preferences* button in the floating toolbar. The *Preferences* window appears.

General Tab

- ***Auto-start Qwizdom Connect on system start up***-checking this option will open *Qwizdom Connect* when you're computer starts up.
- ***Show toolbar on desktop during startup***-displays *Qwizdom Connect* toolbar when program is launched.
- ***Auto-login to Qwizdom Connect***-automatically logs in with your username and password when *Qwizdom Connect* is opened. When this option is checked, you will be prompted to enter your username and password to store for the auto-login process.
- ***Auto-upload results to Qwizdom Connect***-must be logged in for feature to enable results to be automatically uploaded to the *Results/Reports* window of *Qwizdom Connect*.
- ***Toolbar Items***-icons that are checked will appear in the toolbar, icons that are deselected will be removed (hidden) from the toolbar.
- ***Remote Settings***-See ***Remote Setup*** for more information.
- ***Start Registration Wizard***-*Qwizdom Connect* registration.

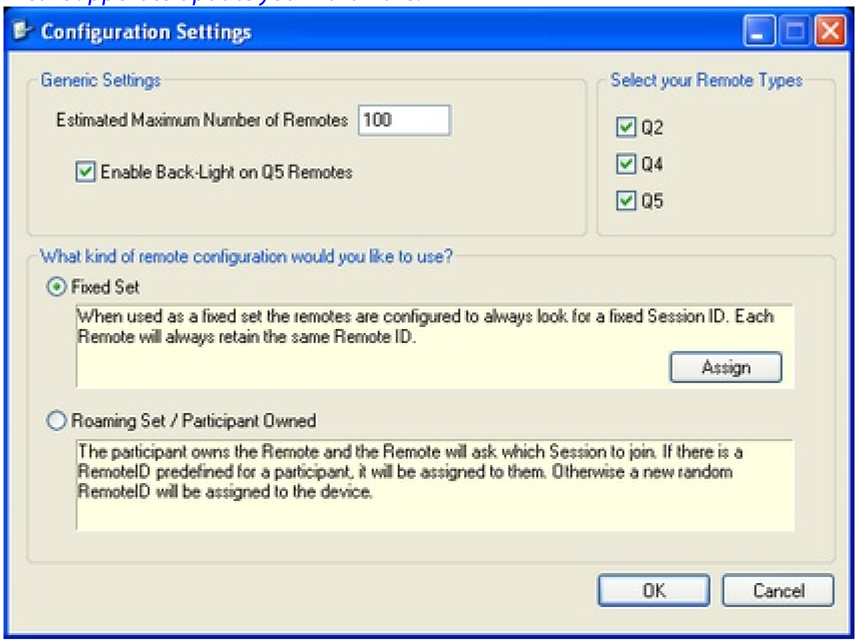
Standards Tab

1. Select your state standards in the *Select State* drop-down list.
2. Click on *Download State Standards* to download your state standards into *Qwizdom Connect.*

11 Remote Setup

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

v.86 host or higher is required for Qwizdom Actionpoint. If the host is not v.86 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 Q5RF 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 Set 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 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. 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 Q2RF remotes-wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see "--*S*" on the display, it is prompting you for the session ID. Enter it and press the *Send* key to confirm.
- For Q4RF 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 Q5RF 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 *Present* 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 Q2RF, when you see "--*U*," enter the participant ID and press *Send*.
    - For Q4RF 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 Q5RF 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 for Q4RF and Q5RF.

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 *Present* 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 Q2RF displays "- - -," the remote could not find an active host and will automatically turn off. Turn remote back on and press the *Help* key to enter the correct Session ID.

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***.

11.1 Notice

FCC 15.19:

(3) All other devices shall bear the following statement in a conspicuous location on the device.

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, ad (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC 15.21:

The users manual or instruction manual for an intentional or unintentional radiator shall caution the user that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. In cases where the manual is provided only in a form other than paper, such as on a computer disk or over the Internet, the information required by this section may be included in the manual in that alternative form, provided the user can reasonably be expected to have the capability to access information in that form.

FCC 15.105:

(b) For a Class B digital device or peripheral, the instructions furnished the user shall include the following or similar statement, placed in a prominent location in the text of the manual:

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, uses 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 not 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 a circuit different from that to which the receiver is connected.
-- Consult the dealer or an experienced radio/TV technician for help.

11.2 Q2RF

Participant Remote

1. E ink™ display-displays the remote's ID number when it is turned off; displays remote's ID number and battery icon when it is turned on.
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 (with single digit answers).
5. ***Send*** key-press to turn remote on/off or confirm Session and/or User IDs.
6. ***Help*** key-press to request assistance or press to change Session ID when the remote cannot find the host.

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.

11.3 Q4RF

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.

11.4 Q5RF

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.

11.5 Q7RF

Instructor Tablet

Available Fall 2008

The Q7RF Instructor Tablet* acts as an absolute position mouse, controlling standard keyboard shortcuts such as:

- copy, paste, and delete
- navigating presentations

**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.*

Pen (for Q7RF Instructor Tablet)
Available Fall 2008

The Pen* is used as a mouse that can left-click, right-click, and double-click to execute commands/actions on the Q7RF Instructor Tablet.
**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.*

RF Host (for Instructor Tablet)
Available Fall 2008

The RF Host* is plugged into the computer to collect data from the RF remotes and recorded into the software program.
**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.*

11.6 Using Remotes in Presentation

Instructor Remote Tips

- The Q5RF instructor remote will say "*Ready*" or "*Last Key*.
- Since the Q5RF 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 Q4RF and Q5RF remotes when a lesson (non-question) slide is in view.
- On Q4RF and Q5RF remotes, 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 Q4RF/Q5RF remote, press the *Menu* key to select *Help* and press *Send* on the remote to request for help.
- To change the Session ID on the Q4RF 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 Q5RF 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 Q4RF 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 Q4RF and Q5RF remotes may display "*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 Q4RF and/or Q5RF remotes say "*No Net*" or "*Host not found*," re-enter the session ID. Go to ***Changing Session IDs*** for more information.

- If the Q4RF and/or Q5RF 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.

- To change the Session ID on the Q2RF remote, wait for the remote to display " - - -," and then it will automatically turn off. Turn the remote back on and press the *Help* key. When "--S" displays, enter the correct Session ID and press the *Send* key.

- The Q2RF is searching for an active host when it displays "- -" and then " - " for a few moments.

- "--*U*" indicates the Q2RF is asking for the participant/user ID.

- "--*S*" indicates the Q2RF is asking for the Session ID.

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 number(s) 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/Text Input**; 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.

12 Troubleshoot

12.1 Uninstalling Software and Hardware

Uninstalling Qwizdom Connect

Before uninstalling, be sure to export any activities, classes, etc. saved within *Qwizdom Connect* before uninstalling, otherwise they will be deleted.

1. Go to *Add/Remove* programs in the *Control Panel*.
2. Search for *Qwizdom Connect* 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.