

User's Manual

Part 1. QRF600 ARS Overview

The QRF600 Audience Response System (ARS) is an easy-to-use RF response system that obtains immediate feedback from each participant (up to 400 persons) synchronously. Working completely out of Power Point, the QClick software is both easy to learn and use. The system is also organized for instructors to use any no-Power Point formats of document exam files or hardcopy exam paper to start an exam, or with free style of system setting, an instructor can start a quiz even without considering a quiz file or a quiz paper ahead before starting a quiz. The instance captured quiz questions and answers can be easily saved to the system after a quiz is finished.

The system is composed of hardware (instructor remote keypad, participants' remote keypads, RF main receiver, and extended USB cable, etc) and PC software. The instructor keypad is equipped with a remote mouse and PC keypad functions making it easy to control any formats of showing slide and the system functions in a far distance.

The QRF600 LCD display and no volatile memory in student and instructor keypads make it possible that remote control can be used in any classes with the features of virtually log into a class which is located by automatic RF channel searching. The beauty of RF communication makes it easy for a student to raise a question by directly communicating to an instructor with one single key press, but not interrupting other people. At the same time, an instructor can view each student's exam performances and the exam statistical data on the remote LCD display without sharing the private student exam info with others. The no volatile memory in the student remote keypad can hold as much as a whole semester's homework and exam answers for later review. Students can use the keypads to receive the homework assignment, do the homework from home, and then turn in the assignment in the class with just a simple key press. Each student keypad keeps one unique Student ID which can be easily set and reset by a manager or by a user. If a student keypad is lost or damaged, it can be replaced with any new keypad by just resetting its Student ID.

The QRF600 ARS encourages participation and elicits individual response through the following no free style activities: Normal Quiz, Paper Quiz, Homework, Rush Quiz, Elimination, Survey, Vote, and Roll Call and free style activities: Normal Quiz, Rush Quiz and Elimination. The QRF600 displays the instant results in the form of a histogram and score board after each question is finished in a quiz.

Part 2. Hardware & System Installation Illustration

1. Student keypad

1.1 Specifications

Dimensions (l w h): 130mm x 52mm x 18.5mm

Keys: 21

Power required: 2 AAA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year dependent on the usage

Function: Transmit response signals

Frequency band : 2404.1 ~ 2480.0 MHz ISM/SRD band systems



The working frequency of QRF 600 system

1. Adopting the 2404.1-2480.0 MHz ISM/SRD band systems
2. The specific value of 50 carrier wave frequency points are as follows:

0	2404.1	2424.0	2444.0	2464.0
1	2405.6	2425.6	2445.6	2465.6
2	2407.2	2427.2	2447.2	2467.2
3	2408.8	2428.8	2448.8	2468.8
4	2410.4	2430.4	2450.4	2470.4
5	2412.0	2432.0	2452.0	2472.0
6	2413.6	2433.6	2453.6	2472.6
7	2415.2	2435.2	2455.2	2474.5
8	2416.7	2436.8	2456.8	2476.2
9	2418.4	2438.4	2458.4	2478.8
10	2412.0	2440.0	2460.0	2480.0
11	2421.6	2441.6	2461.6	
12	2423.2	2443.2	2463.2	

1. 2. Illustration

1.2.1 Student Keypad Layout:

- 1- **LCD**
- 2- **Power Key:** Press and hold for at least 0.5 seconds to turn on or off the keypad.
- 3- **Up Key:** To scroll the screen display up when pressed.
- 4- **Return Key:** To return menu to one level up. Special function is used to enter a function selection menu when a user exits from the answer screen in homework or paper quiz mode (see 1.2.2 section 6).
- 5- **Alpha-Numeric Key:** To toggle between alpha and numeric key functions.
- 6- **Enter key:** To confirm a selection or to enter the main menu when pressed.
- 7- **Del key:** To back space or to delete an exam under Paper Quiz or Home Work.
- 8- **T/Y Key:** To respond to Yes/No or True/False prompt for T (TRUE) or Y (YES).
- 9- **Down Key:** To scroll the screen display down when pressed. A special function is used for auto registration.
- 10- **F/N Key:** To respond to Yes/No or True/False prompt for F (FALSE) or N (NO).
- 11- **Choice Keys:** Labeled “A1” to “J0” for alpha numeric inputs.
- 12- **Operation +/- Key:** For “+” “-” sign enter.
- 13- **Operation /. Key:** For the division “/” and the decimal point “.” sign enter.

1.2.2 Student Keypad Instruction:

1- *NoHost Screen:*



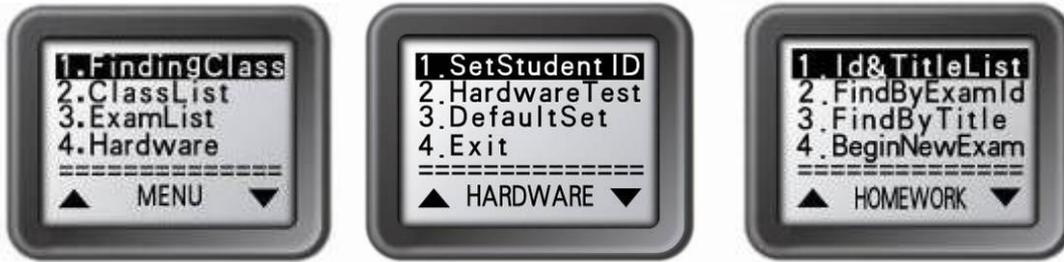
The following information is displayed:

- 1) RF Signal strength is displayed on the upper left corner of LCD.
- 2) Battery remaining sign is displayed on the upper right corner of LCD.
- 3) Student ID.
- 4) The class name registered last time.

The following functions can be performed under this display:

- 1) To enter main menu by pressing the “**Enter Key**”.
- 2) To auto register by pressing “**Down Key**”.
- 3) To search class by pressing “**F/N Key**”.

2- *Menu Screens:*



Use “**Up Key**” or “**Down Key**” to scroll selection of the menu item. The item selected will be highlighted. Press “**Enter Key**” to select the menu item. The shortcut to select a menu item is by directly pressing “**Choice Keys**” number corresponding to the submenu items number shown at front of each item.

3- *Input Screens:*



The shown cursor prompts a user to input characters or numeric numbers. The user can press “**Choice Keys**” or press its combination of “**Alpha-Numeric Key**” to enter desired characters. Or just simply press “**T/Y Key**” or “**F/N Key**” to enter “true” or “false” or “yes” or “no” selection. Pressing “**Del Key**” will backspace to remove the character just entered. Pressing “**Enter Key**” will save or send a setting.

For convenience of multiple fields setting, after finishing setting for one field, if press the “**Enter Key**”, it will advance the cursor to next field. When a page is turned over, the content of the turned page is automatically saved in the memory.

If the input area is alpha numeric type, at the end of the line, a or sign will indicate whether the current input mode is either alphabetic or numeric. Use the “**Alpha-Numeric Key**” to toggle the input mode. Under the **Homework** menu and under the **Find-By-Title** screen, the “**Alpha-Numeric Key**” is used to toggle a selection of upper or lower case letter.

4- *Confirmation Screens:*



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

The user either press "**T/Y Key**" to confirm or press "**F/N Key**" to cancel the current operation.

5- Connecting student keypads to a host:

After a keypad connecting to a host, the student can start to take an exam by pressing choice keys to respond to the questions in the normal, rush and elimination modes, or start to receive the exam ID and the exam titles in paper and homework modes, or to raise questions, etc.

6- Functions and Operations:

(1) Setting up Student ID:

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

To set a Student ID :

- 1) Under the **NoHost** screen, press the "**Enter key**" to enter to the main menu.
- 2) Select "**4.Hardware**" submenu.
- 3) Under the **Hardware** screen, select "**1.SetStudentID**" submenu.
- 4) Under the **SetStudentId** screen, enter a valid Student ID and press the "**Enter key**" to save.

Note: All submenu items can be selected by directly pressing its corresponding item number shown at the front of each item.

(2) Find a class:

To find a class to log in:

- 1) Under the **No Host** screen, press the "**Enter key**" to enter to the main menu.
- 2) Select "**1.FindingClass**" to find classes.

Or

Under the **NoHost** screen, press the “**F/N Key**” to find classes.

After finishing searching, a list of classes will display. The nearest class will be displayed on the top of list.



While the searching is in progress, you may press any key to discontinue the searching.

Note 1: Only classes in an exam state will be listed (See Software Portion).

Note 2: Previously logged in class names are saved in the keypad. To log into the previously logged in class, just select the class name from the list.

(3) Log into a class:

After finding a class, a user can select a class from the list to login.

Login :

1) Under the **NoHost** screen, press the “**Down Key**” to log into the class you logged in from the previous time. The name of the class just logged in will be shown on the screen.

Or

2) Under the main menu, select “**ClassList**” to display the class list. Select a class and enter to the **ClassInfo** screen · Press the “**Enter Key**” or “**T/Y Key**” to login.



After successfully logging in, the login screen will show the displays according to the activity mode. These will be introduced in the section (4). Once logged in, an assigned registration number will show on the screen.

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

- 1) “Failure!” Not able to connect to a host.
- 2) “Wait to Start!” Software has not yet entered to exam state.
- 3) “Invalid ID!” Software is not able to recognize the student ID.

(4) The screen displays after successfully logging in:

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

1) Normal Exam Screen:



This applies to the PC software activity modes: Normal Quiz, Rush Quiz, Elimination, Survey and Vote.

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

- 1) Input your answer by pressing the “**Choice Keys**” and then press the “**Enter Key**” to send. A message will be displayed to acknowledge the operation. The inputted choices for the previous question will be shown on the screen for your reference.
- 2) Press the “**Up Key**” to enter into the “Raise a Hand Screen”, and then press the “**T/Y Key**” if you have any questions. The ARS system will show a marker at the bottom of the main exam question display screen to bring up an alert to the instructor. Then the instructor can use the instructor keypad to search for the persons who are asking questions.



- 3) Press the “**Down Key**” to re-register if the ARS system is logged out, for example, if an instructor switches to other exams, the student keypad should re-register.
- 4) Press the “**Return Key**” to exit exam. You will be prompted for confirmation. Press the “**T/Y Key**” to exit the current exam or the “**F/N Key**” to cancel the operation and return to the previous screen. If the “**T/Y Key**” is pressed, it will bring you to the **NoHost** screen.

2) Paper Quiz Screen:

This applies to the PC software activity modes: Paper Quiz and Homework.

There are two cases under the Paper Quiz Screen:

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



2) If Test ID selected is not saved in the student keypad, the “**creating a new test screen**” will display. Only the test title can be modified on this screen. Under this screen, press the “**Enter Key**” to start the exam.



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

<1> Enter your answers by pressing “**Choice Keys**”, then press the “**Enter Key**” or the “**Down Key**” to save the answer to the keypad. The cursor then advances to next question. Going to the next page, the previous page answers were saved to the student keypad. Use the “**Del Key**” to delete the inputs if an answer needs to be modified.



<2> Press the “**Return Key**” to enter the paper quiz menu. Select a menu item and press the “**Enter Key**” to confirm the operation.



3) Rush Quiz and Roll Call Screen:



This applies to the following activity modes: Rush Quiz and Roll Call.

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

- 1) Press any key (except “**Power Key**”, “**Up Key**”, “**Down Key**”, and “**Return Key**”) to respond to the Rush Quiz or Roll Call. If it is in Rush Quiz, Normal Exam Screen will pop up to allow a student to submit an answer. After sending the answer, it will return to the Rush Quiz or the Roll Call Screen.
- 2) Press the “**Up Key**” to enter into the “Raise a Hand Screen” and then press the “**T/Y Key**” if you have any questions. The ARS system will show a marker at the bottom of the main question screen to bring an attention to the instructor. The names of person who are asking questions can be shown on the instructor keypad screen.



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

7- Homework Mode:

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

The Homework submenu has the following items:

- (1) ID & Title List: All tests saved in this keypad will be shown when this item is selected. Each line corresponds to one test. Press the “**Alpha-Numeric Key**” to toggle displays between test names and test IDs. Use the “**Up Key**” or “**Down Key**” to select the desired test. Selected tests will be highlighted. Press the “**Enter Key**” to go to the Paper Quiz Screen; Press the “**Del Key**” to delete the test.



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

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

TTL



“**Del Key**” to modify your input.TTL

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



To create a new test answer frame, the following items need to be filled in:

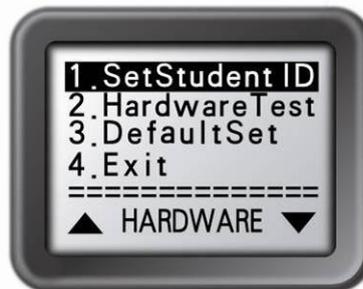
- 1) “ID:” The Test’s ID. This item will be used to match the Test taken when the homework is submitted and the ID is also used for the identification for searching a test later. The ID will be assigned if the Test is in electronic format which is delivered through the ARS system in Homework or Paper Mode. If a test is distributed in paper format, a Test ID will be assigned by the teacher and the Test ID will be entered by students using their keypads.

- 2) “Q#:” Number of questions. This item will be used to tell how many questions there are in a test. The number of questions will be assigned if the Test is in electronic format, delivered through the ARS system in Homework or Paper Mode. If a Test is distributed in paper format, the number of questions needs to be filled in by a student to match the total number of questions assigned in the paper.

- 3) “Ti:” Test Title. It is used for easily locating a test later. The ARS system does not use this info, hence it can be assigned by a user to any easily remembered text title. However the “Choice Keys” letters are limited to a range from “A” to “J”, the title name entered has its limits. But in the electronic format, there is no limit.

All of above fields must be filled to complete the setting. When the setting is done, press the “**T/Y Key**”, the exam screen will show. Press the “**Return Key**”, to go back to the previous menu if needed.

8- Student keypad special functions:



(1) Hardware Test

The PC software must be in hardware test mode in order to do the hardware test. This function can be used to test the student keypad.

To enter to the **Hardware** test screen:

Under the main menu, select item “4.Hardware” to enter to the **Hardware** submenu.

Select “2.HardwareTest” submenu to enter to the test screen.

Enter the channel number, which is the same as the host machine’s channel number selected by the PC software, and then press the “**T/Y Key**” or the “**Enter Key**”. If the channel number matches the host machine’s channel number, the PC software will display the student keypad’s student ID on a row in a first come first serve order. Additionally, the register number is also shown on this test screen in the keypad. Otherwise, the failure error message will show on the top of this test screen in the keypad.

(2) Student keypad factory settings:

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

Sometimes it is convenient to clear all data stored in this keypad without spending much time, simply by restoring the factory settings.

To use this function:

Under the main menu, select item “4.Hardware” to enter the **Hardware** submenu. Under the **Hardware** submenu, select “3.DefaultSet” submenu in order to restore factory settings. Press the “**T/Y Key**” to confirm the operation.

9- *Student keypad sleep mode:*

In order to increase the battery life of the response pads, a sleep mode is implemented.

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

After 10 minutes without any operation in the keypad, the keypad will be powered off automatically. At this point, the user can not wake up the keypad simply by pressing any key. Instead, the user must power on the keypad to start over by pressing the “**Power Key**”.

2. *Instructor Keypad*

2.1. *Specifications*

Dimension (l w h): 130mm x52mm x18.5 mm

Keys: 21

Power required: 2 AAA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year depending on the usage (not including the laser pointer usage)

Function: Used by the instructor/presenter

Frequency band : 2404.1-2480.0 MHz ISM/SRD band systems

2.2. *Illustration*

2.2.1 **Instructor Keypad Layout:**

1 – LCD

2 – **Power Key**: Press and hold > 0.5S to turn on or off the keypad.

3 – **Up Key**: Scroll the screen display up

4 – **Laser pointer Key**: Hold the key to keep the laser on

5 – **Left Key**: Move the input cursor left

6 – **Enter Key**: To confirm or to enter to main menu.

7 – **Right Key**: Move the input cursor to the right.

8 – **Return Key**: To return the menu to one level up.



- 9 – **Down/login Key**: Scroll the screen display down, or
to view a list of the students with questions
or to re-log into a class
- 10 – **Ok Key**: To confirm an operation
- 11 – **Mouse Key**: Toggle between the mouse and keypad control
- 12 – **Question Key**: To view the students who have a question.
- 13 – **View Key**: To view student records.
- 14 – **Slide Up Key**: PPT slide page-up or previous question.
- 15 – **Stop Key**: To stop the current activity.
- 16 – **Start/Pause Key**: Toggle between start and pause
an activity or used to an exam
- 17 – **Result Key**: Displays a histogram of results.
- 18 – **Report Key**: Displays the Score Board.
- 19 – **Slide Down Key**: PPT slide page-down or next question
- 20 – **F1 Key**: F1 function key
- 21 – **F2 Key**: F2 function key
- 22 – **ESC Key**: To escape or exit an exam

2.2.1 Remote Mouse Keypad Definition:

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

2.2.2 Instructor keypad operation guides:

1- NoHost screen display:



The following information will display on this screen:

- 1) Signal strength displayed in the upper left corner.
- 2) Battery remaining sign displayed in upper right corner.
- 3) The instructor's name whose was logged in most recently.
- 4) The prompt to press the **Ok Key** to search a class.

The following functions can be performed under this screen:

- 1) Press the **Enter key** to enter the main menu .
- 2) Press the **Login Key** to log in to the previous class selected.
- 3) Press the **Ok Key** to search for an existing class.

2- Menu screens display:



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

3- Input screens display:



The shown cursor highlight indicates that the user can input characters. A list of valid characters or numbers display and the user can use the **Up Key**, **Down Key**, **Left Key** or **Right Key** to move the cursor to select the desired character or number and then press the **Ok Key** to enter the selection.

Pressing the **Return Key** will backspace to remove any entered characters, and will revert to the menu one level up if all of the characters have been removed.

4- Connecting instructor's keypad to the host:

(1) Find a class

Use the following steps to find an online class:

- 1) Under the NoHost screen, press the **Ok Key** to find a list of all online classes.
- 2) Under the main menu, select "2.FindingClass" to start searching.

A list of online classes will be displayed and the nearest class will be listed on the top. When the search is in progress, pressing any key will discontinue the searching.

Note 1: Unlike the student keypad, the instructor keypad can search for a class once the host has communicated with the PC software. The instructor's keypad will be notified if no class and/or no exam has been selected or loaded.

Note 2: The instructor keypad can log in to any class previously logged in.



Note 3: The **Ok Key** can be used to toggle the display of class name and the number of students in the class.

(2) Log in to a class:



After finding a class, using the following methods to log into a class

- 1) Under the NoHost screen, press the **Login Key** to log in to any class logged in previously. There is a list of classes logged in previously stored in the keypad.
- 2) Go to the main menu, select the item ClassList to display the previous logged in class list. Find and select the class to enter to the ClassInfo screen, press the **Enter Key** or **Ok Key** to log in.
- 3) After finishing the class searching, find and select a class from the list to enter to the ClassInfo screen, and then press the

Enter Key or **Ok Key** to log in.

After logging in, the instructor keypad will show the connected screen and the following information display:



- 1) The activity mode the software set
- 2) The selected class name
- 3) The instructor name
- 4) The number of student key pads registered and the number of total students in the class

5- Instructions after login:

After an instructor's keypad is logged in, the instructor keypad can have the following functions:

- 1) The displayed software power point slides can be turned up or down by pressing the **Slide Up Key** or **Slide Down Key**.
 - 2) An exam can be started, paused, or stopped by pressing the **Start/Pause Key** or **Stop Key**.
 - 3) Exit an exam by pressing the **ESC Key**.
 - 4) View the histogram of the current question's grade and reports in the displayed software screen by pressing the "**Report Key**" and "**Result Key**".
 - 5) View an individual student exam performance in the keypad screen.
 - <1> Press the **View Key** to view a list of the students, then use **Up Key** or **Down Key** to scroll the selection and then press **Enter Key** to select the student to view the result.
- Or
- <2> Under the connected screen showing, press the **Enter Key** to enter to network function menu. Go to the sub screen with a list of the student names by selecting "ExamReport". Find and select a student name and then press the **Enter Key** to view the results. Only the current question/answer from the exam will be shown for the student selected.



Note 1: Under the student list screen showing, press the **Ok Key** to toggle the display between the student name and the student ID.

Note 2: A message will be displayed if the student list is empty

6) View the histogram of the current question grade in the instructor keypad.



Under the connected screen showing, press the “**Enter Key**” to enter to the Network Function menu. Select item “ExamResult” to display the histogram.

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

7) Respond to student’s questions:



View the name of the student who has a question:

<1> Under the connected screen showing, press the **Question Key** to list the students who have a question.

Or

<2> Under the connected screen showing, press the **Enter Key** to enter the network function menu. Select “HandraiseList” to view the list of student who has questions.

Note: After responding to the student’s request, select the student by his or her name and press the **Enter Key** to remove the student name from the list.

8) Set up an instant question:

Only under free style modes can an instructor set up an instant question:

<1> Under the connected screen showing, press the **Enter Key** to enter to the network function menu. Select “SetQuestion” to view the question type list.



Set up an instant question:

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



<3> Under “OptSum:” Set the total number of option and under ”StdAns:” set the standard answer. Use the **Up Key** or **Down Key**, and **Left Key** or **Right Key** to select the desired character or number and then press the **Ok Key** to input the character or number selected. After setting up, press the **Enter Key** to send. The test will start automatically through the successful sending.

6- Instructor keypad sleep mode:

For saving the battery, a sleep mode is implemented.

After 5 minutes without any operation in the keypad, the keypad will enter to the sleep mode and will shut off the instructor screen display. The user can press any key to wake up the keypad to return to the previous display.

After 10 minutes without any operation in the keypad, the keypad will power off. The user can not wake up keypad by simply pressing any key at this point. The user then needs to power on the keypad to start it over.

3. Main Receiver and USB Cable

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

Specifications

Dimensions (l w h): 76 mm x 23 mm x 10 mm

Weight: 26g

Operating Temperature: 0-40 degree

Operating Relative Humidity: 0-90%

Transmitting and receiving distance: ~200 feet radial

Function: Used to send or receive signals to and from the remotes and exchange data with the computer.

Frequency band : 2400-2483.5 MHz ISM/SRD band systems

Carrier Frequency: $\text{Carrier Frequency} = 2400\text{MHz} + \text{channel} * (2483.5 - 2400 - \text{MHz} / 50)$
(Channel Range: 1--50)



Illustration

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

4. Keypad pack

Convenient carrying case that holds audience remotes, instructor receiver, software disk, and cables



Part 3. Software

Software Overview

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

The **Quiz Genius** is used to set up classes, to conduct quizzes, games, survey and vote.

The **Exam Editor** is used for creating and editing the power point exam slides and for setting the slide question answers. It is also used for creating and editing answer sheets for the examinations without using power point files.

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

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

The **Settings** is used for the system set up, for the QClick hardware testing, for setting the channel number of QClick receiver, for managing the system database, for the system administration set up and for displaying the hardware and software version information.

System Requirements

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

A minimum of 512 MB RAM

At least 200 MB of hard drive space for software

Microsoft Windows XP/Vista

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

Screen resolution of 1024x768 or higher

Projection system, i.e. projector, Liquid Crystal Display (LCD), or TV (recommended, but not required)

Installation

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

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

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

How to Use the Software

Quiz Genius



Note: You should remember two important definitions in the QClick system when using the Power Point file as your quiz material:

One PPT file = one quiz paper

One slide = one question

Run the QClick program by double click the QClick icon  on the desktop. If the QRF600 main receiver is plugged into the USB port, the software will automatically switch to QRF600 software. Otherwise, the software will prompt you with a system selection window. You may plug the QRF600 main receiver into the USB port at this time. The software will automatically switch to QRF600 system and prompt you the logon window. If you don't have the hardware, but if you still want to practice the QRF600 software system, you may select the system QRF600 from the system selection drop-down menu. The next step is to logon the QClick system by typing the user name and the password. The software sets the default login user name to "qomo" and password to "qomo" too. If you do not desire to logon to the system, just click the Cancel button, the system allows you to do some limitation of operations; at least the system database won't get updated.

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

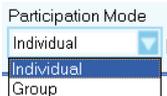
Once the application starts running, the software displays the following control Tab windows, Quiz Genius, Exam Editor, Template design, Reports, and Settings on the top of screen. The active default Tab is set to Quiz Genius.

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

The Normal Routine of Running a Quiz Genius:

To run a quiz genius, follow these steps:

Set up a class by clicking the Class  icon, refer to session 1.1.1 Class for detail set up.

Select a participate mode from the Participate Mode  drop-down menu.

To choose or not to choose the free style by checking or un-checking the Free Style Free Style check box; refer to session 1.2.10 Free Style Normal/Rush/Elimination.

Load an exam file and or an answer sheet, by clicking the Load  icon to display the browser; refer to session 1.1.4 Load.

You may change the test ID by clicking the Title  icon to set the change or use the system default ID number; refer to session 1.1.5 Title.

Click the Run  icon to start the quiz, refer to session 1.1.6 Run /Start a Quiz.

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

Free Style	Activity Mode	Type of File Loaded	Title & Test ID	Need to Load an Answer Sheet Before Test?	Need Answers After Each Test of Question?	Need Answers After the Whole Test Finish?
No	Normal, Rush, Elimination, Multiple Mode, Survey	System PPT file	The loaded exam file name is used as the title name, the system default test ID number can be changed	No	No	No
No	Normal, Rush, Elimination, Multiple Mode, Survey	Any format of exam files	The loaded exam file name is used as the title name, the system default test ID number can be changed	Yes	No	No
No	Paper Quiz, Homework	Hardcopy	The loaded answer sheet file name is used as the title name, the system default test ID number can be changed	Yes*	No	No

No	Vote	System PPT file	The loaded vote file name is used as the title name, the system default test ID number can be changed	No	No	No
No	Roll Call	Not needed	Not needed	No	No	No
Yes	Normal, Rush, Elimination	Not needed	Not needed	No	Maybe**	Maybe**

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

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



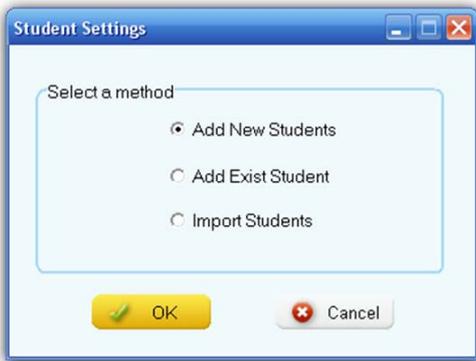
Class:

The QClick system uses the class to engage a quiz session. A class must be created or selected prior to any activities. The class is used by the QClick system to form a group of students. A teacher and a subject are associated with a class. The students in the class can be grouping. In the class setting, there are many ways to enter the class info. You can choose to import a student roster from a spreadsheet or choose to type in student info in the program. In the same way, the teacher info and subject name can be imported from a spreadsheet or entered in the QClick system. To create, to select or to modify class info, please follow these steps:

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

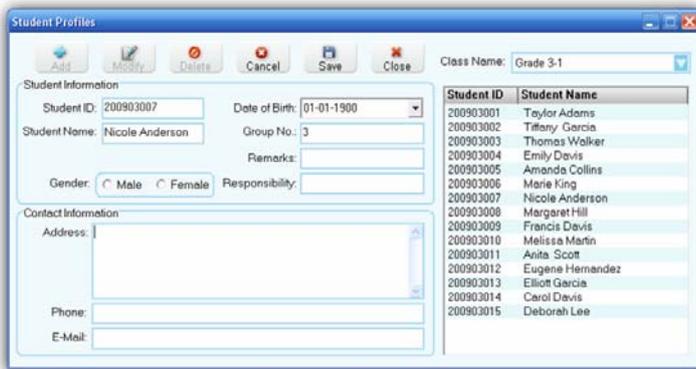
Select a class from the **Class Name** drop-down list. A student roster associated with the class will be updated following this selection.

If you want to add a new class, select the **Add** tab. Type in the new class name and click the **Add**  button. The **Student Settings** window display with three choices, **Add New Students**, **Add Exist Student** and **Import Student** from a spreadsheet.

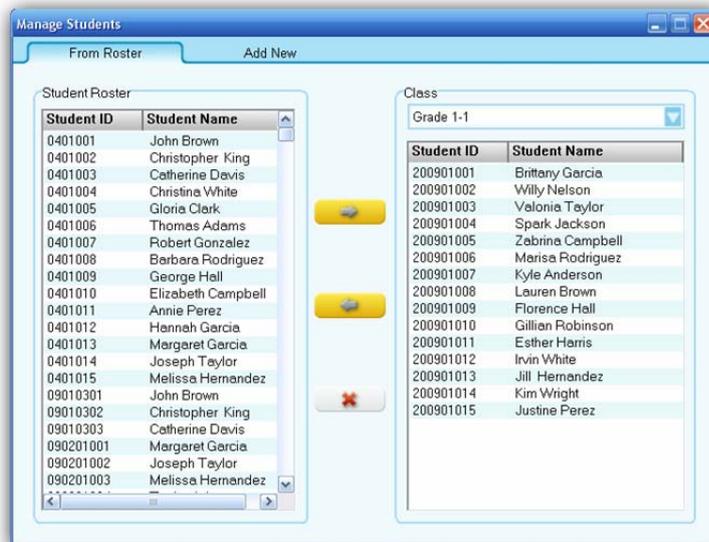


Select one of choices in Student Settings to enter the student info.

You may modify the student info by directly double clicking on the student row in the roster to display the Student Profile window.

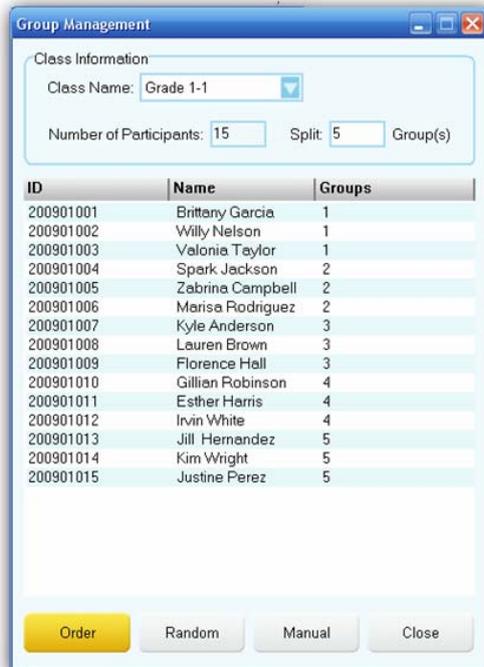


If you want to add or remove the students to or from the class, click the **Manage**  button to display the **Manage Students** window.



If you want to import or export the student roster from or to a spreadsheet, click the Import  or Export  button to display the file browser.

If you want to set up the grouping for the students in the class, click Grouping  to display the Group Management window.



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



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

You may **Add**, **Delete**, or **Modify** a subject name to the subject list by clicking the **Edit** button next to the **Subject Name** drop-down list.

Select the teacher associated with the class from the **Teacher Name** drop-down list.

You may **Add**, **Delete**, or **Modify** a teacher info to the teacher list by clicking the **Edit** button next to the **Teacher Name** drop-down list. The teacher list can be imported or exported from or to a spreadsheet by clicking the **Import** or **Export** button under the teacher group window.

If you don't login to the QClick system, it is not allowed to add, delete or modify the student roster, the

teacher name list and the subject name list in the database. Click the **Login/Logout**  button to login or logout the QClick system.

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

Participation Mode:

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

Activity Modes:

The QClick system has these activity modes: Normal Quiz, Paper Quiz, Homework, Rush Quiz, Elimination, Multiple Mode, Survey, Vote and Roll Call. You should choose a mode from the **Activity Modes** drop-down list before engaging a quiz or activity session. For further detail information about these modes and about how to choose a mode, please refer to section 1.2 **Activity Modes**.

Load:

The load function is used for the system loading a quiz file or loading an answer sheet. The system Power Point quiz file usually contains the quiz answer information. It is no necessary to load an answer sheet after loading a Power Point quiz file. However, if you choose to use a no Power Point quiz file for the quiz session, an answer sheet file is required to be loaded after loading a quiz file for these activity modes **Normal Quiz**, **Rush Quiz**, and **Elimination**. If a quiz is engaged under a hardcopy paper or you choose the homework mode, you only need to provide the answer information to the system. Then you just need to load in an answer sheet or a Power Point quiz file which contains the answer information. To load a quiz file or an answer sheet,

simply just click the **Load**  button to display the file browser. To make an easily using the quiz genius, the system automatically asks you what kind of file you need to load into the system, based on the activity mode you select and based on what kind of quiz file you are using.

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

Title

The QClick system uses the title information for the engaging quiz or an activity. The title name and the

test ID are used for the quiz management and for the searching use in the student keypads which store the quiz info. For example, the student keypad may store the homework questions for you to bring home to finish. The title and test ID help you to locate the homework. Once a quiz file or an answer sheet is loaded to the system, the quiz or answer sheet file name is copied and saved to the quiz title name area and the test ID embedded in the quiz or answer sheet file is read into the system. If a quiz or an answer sheet file is first time loaded to the system, and there is no test ID embedded in the file, the system will automatically assign a test ID and save it to the file for the engaging quiz. The test ID number is kept by increasing by one when every time the system uses the test ID number to save it to the file. The valid test ID number is from 1 to 9999. When the maximum number 9999 reaches, the system will reset the number to 1. You may click the



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

Run / Start a Quiz

Once a class is selected and a quiz file or an answer sheet is loaded, you can start the engaged quiz session by clicking the **Run**  button. Or you may press the “Play”  button on the instructor remote keypad to start the engaged session as well. The loaded Power Point or other format of quiz file will display on the screen with a tool bar at the bottom, if you select no free style activity modes other than **Paper quiz, Homework and Roll Call.**



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

The display screen is divided into three sessions:

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

Register/Answering Status Bar: Displays audience logged in register number .The number is displayed in increasing first come first serve order. Each number has a background color, the meaning of the color is:

- **Gray** color – indicates the student keypad is in logout state
- **Green** color – indicates the student keypad is in login state
- **Blue/Brown** color – indicates response signal received. The color is toggled between blue and brown when each time the answer is changed, the system only record the last response received before the timeout.

Tool Status Bar:

1. Control Buttons:

- **Start/Pause**  – to start or to pause the timer
- **Stop**  – to stop the timer
- **Previous**  – to turn to previous page of question
- **Next**  – to turn to next page of question
- **Exit**  – to exit the engaged quiz session
- **F1**  – To control the Register/Answering Status Bar size, by continue pressing the button to cycle the size from large, small and disappear.
- **F2**  – To control the **Register/Answering Status Bar** position, by continue pressing the button to cycle the position from top, left and right.
- **Report/Result**  /  – To view the instance report and the result. Refer to session 1.1.7 **Result and Report**.

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

2. The Question Answer Timer:

- The timeout value is preset for each question when the quiz file is set up.
- Timer box background color indicates: **Black:** Stop; **Green:** Running; **Yellow:** Pause.
- The left up/down button to reset the timer **Minute** : Press up or down button on the left side of timer box to increase or decrease the timer **Minute** setting.
- The right up/down button to reset the timer **Second** : Press up or down button on the right side of timer box to increase or decrease the timer **Second** setting.

3. Quiz Status:

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

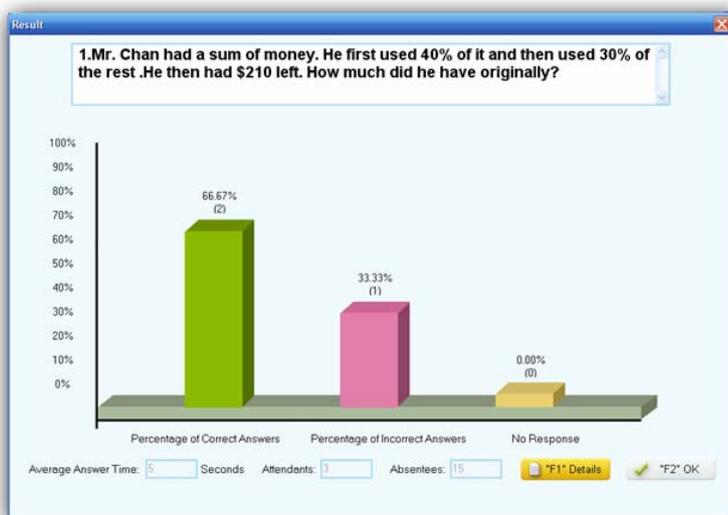
To begin gathering responses from the participants, click the **Start/Pause**  button or use the

instructor remote keypad play . The register number corresponding to each individual clicker logged in appears on the top of your screen.

Count down timer will display the remaining time in minute and seconds. You may increase or decrease the timer timeout value by pressing the up/down button before or during the question is conducting. Once the timer is at 0 second, the receiver will no longer receive audience/participant responses. The timer window will then illuminate in black. The instructor can always stop the timer ahead of time to stop gathering information or press the **Start/Pause** button to stop the countdown temporarily.

Result and Report

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



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

Elimination, Multiple Mode, Survey, Vote, and Roll Call associated with no Free Style and 3 activity modes: Normal Quiz, Rush Quiz and Elimination associated with Free Style. The detail description for each mode is as follow:

Normal Quiz:

In the **Normal Quiz**, a quiz file should be provided with the correct answer for each question prior to starting the quiz. The quiz file is either in the Power Point format with the embedded answers or in no Power Point format with the answer sheet file provided. The instructor controls the pace of a question answering in a session. The question could be in the format of standardized multiple-choice with one correct answer, or multiple choice with correct answer more than one choices, or the answer in the format of cloze test or with a short answer in text.

Paper Quiz:

A quiz file is not needed to be loaded to the system in **Paper Quiz**. The quiz questions are displayed on the sheets of hardcopy paper. But the answer sheet associated with the paper quiz should be loaded prior to starting the session. After the **Paper Quiz** is started, the instructor should set up a time for the whole quiz in the timer window displayed on the bottom of tool bar. Registered students will receive the quiz information in their keypad. The quiz title, quiz ID and question frame are automatically received by the student keypads. The students need to hit the 'T' key to create the paper quiz broadcast information into the keypad. It is ready for the students to start to answer the questions in their keypad. The quiz pace is controlled by the individual participant. When the paper quiz is finished by a student, he or she can directly submit the whole quiz answers without waiting for the others.

Homework:

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

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

Rush Quiz:

This mode is similar to the normal mode. Except that the first audience member who presses any effective “Rush Quiz” buttons gets the power to answer the question in a given time. If the answer is right, the audience will get the credit point. If wrong, he or she will get the negative credit point.

Elimination:

This mode is similar to the normal mode. Except that the audience members who answer the question correctly in the previous question have permission to enter the next round of question answering, the loser is eliminated by the system automatically.

Multiple Mode:

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

Survey:

The **Survey** activity is used for surveying objects. The QClick system collects the audience surveying responses for the survey object and provides the report of the survey result. You may use the system **Exam Editor** to create a survey file with the survey object names and the items associated with the objects. A set of value points from high to low is assigned to the items, which is used as the numeric evaluation of the surveying object and also used in the system reporting. The survey file to be loaded to the system could be the Power Point file with the weight information embedded in the file or could be no Power Point file. If no Power Point survey files are used, the answer sheets with the item weight information associated with the survey file should be loaded prior to starting surveying activity. The responses from the audiences are just used to evaluate the survey object and there are no correct or incorrect answers information related to the responses.

Vote:

The **Vote** activity mode is similar to the **Survey** activity mode. The audience responses contain no correct or incorrect answer information. When you select the **Vote** activity mode, the system only allows you to load in the vote file in Power Point format. No an answer sheet is needed to be loaded to the system prior to starting the **Vote** activity. In this activity mode, the audiences vote responses help to choose one successor among many candidates.

Roll Call:

The **Roll Call** mode is used for helping the instructor to roll call the attendances. When you select the **Roll Call** activity mode, the system won't ask you to load in any quiz files or any answer sheets prior to starting the **Roll Call** activity. The roll call result can be saved to the system database for the later reporting use, or can be instantly viewed after the activity.

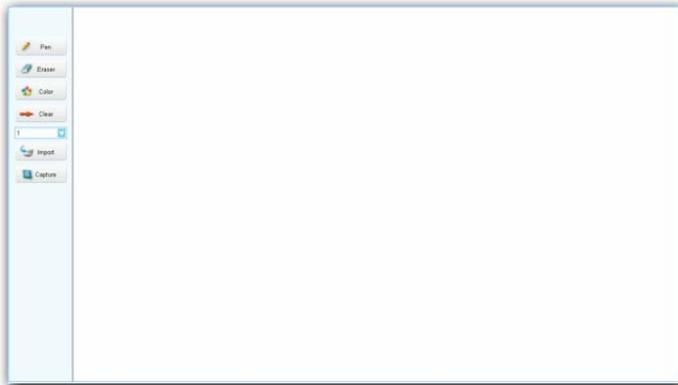
Free Style Normal/Rush/Elimination:

The QClick system uses the **Free Style** control for the **Normal Quiz**, **Rush Quiz** and **Elimination** activity mode. The Free Style control is used for the instructor to start a quiz session without loading a prepared quiz file or an answer sheet. The quiz question information could be the captured images from the computer or from the internet or could be from a third party white board or from the system built in white board drawing or even from the instructor's dictation. The correct answers for the questions could be provided after finishing each question answering or provided after the whole quiz session is completed. The main advantage of **Free Style** over the **No Free Style** is to give the instructor more freedom to use the QClick system, which is not restricted to the well preparing material examination before the instructor to start a quiz session, and at the same time, it does not lose any student quiz performance data.

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

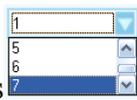
1. Under **Quiz Genius** tab window, check the **Free Style** check box to select the **Free Style** control.
2. Select the **Normal Quiz** or **Rush Quiz** or **Elimination** activity mode from the Activity Mode drop-down list.
3. Click **Run** button to start the Free Style activity mode.
4. The **status tool bar** displays on the bottom of screen. If you don't want to capture any images or to use the system white board tool to draw or to write a quiz question, you may click the **Start** button on the **status tool bar** to start an oral quiz.
5. To capture an image, right click on the **status tool bar** area. Select the **Cut Picture** item from the pop-up window. The cursor changes the shape and the color. Hold the left mouse button and draw a selection rectangular window on the objective image you want to capture. Then double click on the selection rectangular box. The system white board tool displays the image you capture on the center of the white board screen.
6. If you want just to use the system white board to draw or write a quiz question, right click on

the **status tool bar** area. Select the **Manage Picture** item from the pop-up window. The system white board tool displays.



7. The system white board tool contains these controls:

- Pen  button – Click the button to select the pen function.
- Eraser  button – Click the button to select the eraser function.
- Color  button – Used for the selection of a color for the pen drawing.
- Clear  button – Click the button to clear all the drawing on the white board screen.



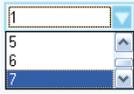
- Pen Thickness  drop-down list – Click to select the thickness number for the pen drawing. The bigger number is the thicker.
- Import  button – Click the button to display the import browser to import an image file. The import function only takes the “.bmp” file format. The imported image will display on the white board window.
- Capture  button – Click the button to capture an image to display it on the white board window. Refer to step 5 for about how to capture an image.

Table of Comparing the Mode Selections with Their Functions

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

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

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

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

“**” Pressing the result key brings you the roll call result table.

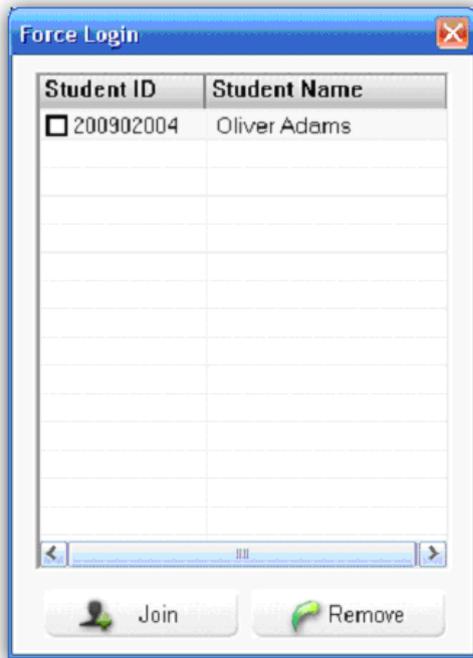
Logon and Force Login

Logon

The QClick system requires the instructor and student keypad should logon to the system RF network before starting to conduct a quiz session. The instructor must select a class containing a list of student ID before starting a quiz session. If students want to attend the quiz or the exam, they need to set up their keypad student IDs. These ID numbers should be from the class student roster list. When the class is selected, the instructor and the student can start to logon the system RF network. Please refer to the hardware manual session about how to use the instructor and students keypad to logon the system RF network. Once students are logged on to the system RF network, they can keep staying there unless the instructor selects a different class.

Force Login

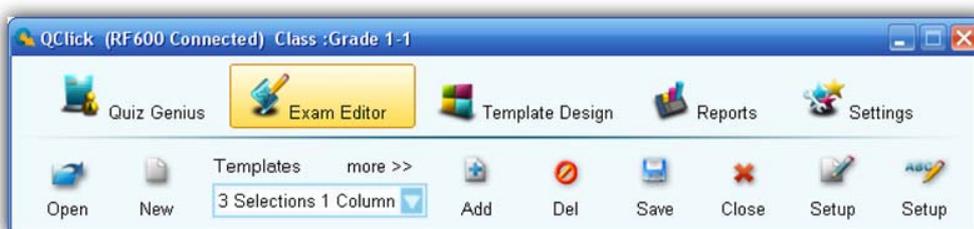
If a student’s ID is not included in the student ID roster list of the class the instructor selects, but he or she still want to take the quiz or the exam, then use the same way as the normal students do to logon the system RF network. However, when this happens, the software will pop up a **Force Login** window.



The ID and the name of the student who want to force login will be displayed on the **Force Login** window. Then, the instructor can decide to allow the student in or not. To operate the **Force Login** function, follow these steps:

1. Click the check box on **Force Login** student list window to select the student.
2. If you allow the student **Force Login**, click the **Join**  button. The student ID and name will be automatically saved to the student roster of the class. And the session test data will also be automatically saved to the system database.
3. If you want to reject the student to **Force Login**, click the **Remove**  button. The student will be unable to attend the session quiz.
4. Whether the student is permitted to **Force Login** or not, the “Invalid ID” is displayed on the student keypad before permission. After the instructor approves the **Force Login**, the student should try one more time to logon to the system RF network.

Exam Editor



The QClick system software well handles plug-in Microsoft **Power Point** software. It is very convenient to use the QClick system to conduct a quiz if you choose to use the **Power Point** file as the quiz question presentation materials. The instructor keypad fully controls the **Power Point** slide just with a single key press.

But before using the **Power Point** quiz file, you should need to create and edit the Power Point quiz file. The QClick **Exam Editor** is there for you to easily create a **Power Point** quiz file and to set up the correct answers and the related information. If you choose not to use the **Power Point** as the quiz material presentation software tool, The QClick can still handle it. Actually, you can have various methods to conduct quizzes. The quiz material could be from third party format file, like **ExamView**, or could be from MS word documents, or could be from Adobe PDF files, or with the Free Style mode, the quiz materials could be from the white board, or from the images captured from PC or from the internet, or even from the dictation of the instructor. In all these methods, you should provide the correct answers information to the system in order for the system to grade the quizzes and to generate reports. The **Exam Editor** allows you to create and edit the **Answer Sheets** used for these methods of quizzes.

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

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

2. To edit an existing Power Point file, click **Open**  button; the **Open** file browser will display to allow you to choose a file.

3. To edit a new Power Point file, click **New**  button; a blank Power Point slide will displays on the window.

4. To add a new slide, select a **Templates** slide from the **Template** drop-down list. Then Click the **Add**  button. If you want to open other template lists, click **more>>**.

5. To delete the current editing slide from Power Point quiz file, click the **Delete**  button.

6. To save the edited Power Point quiz file, click the **Save**  button.

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

8. To set up the power point quiz file, click the Power Point **Setup**  button. This will bring you to the Power Point **Setup** window. Refer to the session **2.8 Power Point Setup** for detail.

9. To set up an answer sheet, click the **Answer Sheet Setup**  button. This will bring you to the **Answer Sheet Setting** window. Refer to the session **2.11 Answer Sheet Setup** for detail.

Note: The system always loads the template list which was loaded last time when you use the **Exam Editor**.

Open  :

Open function is used to open the existing Power Point quiz file for editing. A file browser will display after you clicking the **Open** button to allow you to choose a Power Point quiz file. The default loading path is:

“(Installation Path)\QClick\User\QRF600\Paper Base.”

New :

New function is used to open a new Power Point quiz file. Clicking the **New** button will bring up a blank slide.

Templates:

The **Templates** drop-down list provides you template models for the easily quiz questions editing. The default provided system template file is loaded when you first time use the **Exam Editor**. The user defined template file can be opened by clicking the control “more >>”. The software always loads the last time used template file.

Add :

Add function is used to add the selected Template model slide to your editing Power Point quiz file.

Del :

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

Save :

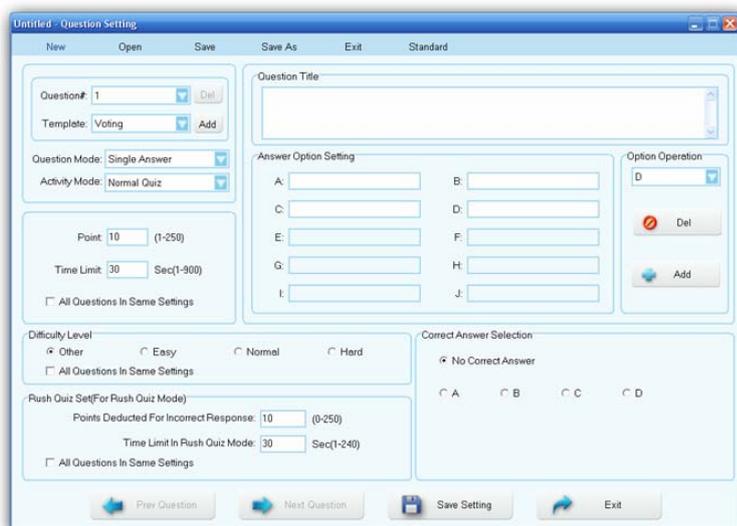
Save function is used to save the current editing Power Point quiz file. The default path is: “(Installation Path)\ QClick \ User\QRF600 \Paper base.”

Close :

Close function is used to close the current editing Power Point quiz file. The software will prompt you for the saving, if the opened Power Point quiz file has been changed.

Power Point Questions Setup

Under **Exam Editor** Tab window, clicking the **Setup**  button will bring you to the Power Point **Question Settings** window. If a Power Point quiz file is open, the file name will display on the top of the window bar, meaning you are setting up the questions for the quiz file.



To set up questions for the open Power Point quiz file, follow these steps:

1. Have a Power Point quiz file open from **Exam Editor**, refer to session 2.1 **Open**; or click on menu **Open** shown on the top of this window to open an existing Power Point quiz file; or create a new Power Point quiz file from the Exam Editor, refer to session 2.2 **New**; or click on menu **New** shown on the top of this window to open a new Power Point quiz file.
2. The detail description for the window menus as following:
 - **New** – To new a Power Point quiz file for the questions set up.
 - **Open** – To open a Power Point quiz file for the questions set up. Clicking on menu **Open** will bring you to the file browser to open an existing Power Point quiz file.
 - **Save** – To save the questions set up to the open Power Point quiz file.
 - **Save As** – To save the current open Power Point quiz file as other file name. Clicking on the menu **Save As** will bring you to the file browser to save the existing Power Point quiz file to the other name.
 - **Exit** – To exit this Question settings window.
 - **Standard** – To open the state education standard hierarchical chart for you to choose a standard for the question setup. Refer to session 2.9 **Standard**.
3. The detail description for the function items in the window as following:
 - **Question#:** -- Select a question you desire to set up from the **Question#** drop-down list.
 - **Add a Question:** -- Click the **Add**  button to add one more question right after the current display question.
 - **Delete a Question:** -- Click the **Del**  button to delete the current display question.
 - **Template:** -- Click the **Template** drop-down list to select the template for the current question set up. Refer to session 2.3 **Template** for detail.
 - **Question Mode:** -- Click the **Question Mode** drop-down list to select the question mode for the

current question set up. Refer to session 2.10 **Question Mode** for detail.

- **Activity Mode:** -- Click the **Activity Mode** drop-down list to select the activity mode for the current question set up. This function is used for the software to pick up a mode from **Normal Quiz**, **Rush Quiz** and **Elimination** for the conducting question when you select the **Multiple Mode** as your quiz session activity mode.

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

- **Question Title:** -- The question title window is used to edit the question title content. If you create a **New** Power Point quiz file, then this window will be blank. But if you open the existing Power Point quiz file and the **Question Title** has been entered before. The **Question Title** window will display the last saved Question Title content.
- **Answer Option Setting:** -- The software assigns default 4 options to each new created question. You may increase or decrease the total number of options by clicking the **Add**  button or **Del**  button under Option Operation area. Edit the active option as you desire to set.
- **Option Operation:** -- Use **Add**  button or **Del**  button to increase or decrease the total number of options. The Option drop-down list provides you a selection of option you desire to delete. When you add or delete the options, the **Correct Answer Selection** will be automatically updated.
- **Correct Answer Selection:** -- Click on radio button next to the letter option to indicate the correct option. If you don't want to have a correct answer for the question, then click the radio button "No Correct Answer".
- **Point:** -- The point specifies the mark for the question answered correctly. The valid point number is from 1 to 250 and the default value is set to 10.
- **Time Limit:** -- Specifies the time limit for the question answering. The session running timer copies this time limit value when every question is started. The valid time is from 1 second to 900 seconds and the default value is set to 10 seconds.

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

- **All Questions in Same Setting:** -- If you check the box **All Questions in Same Setting**, you will apply the **Point** and **Time Limit** setting for the current question to all other questions. If you want to have different **Point** and **Time Limit** setting for the questions, then you need to uncheck this box. The other two **All Questions in Same Setting** check boxes are located in **Difficulty Level** area and **Rush Quiz Set** area. They have the similar function. Except they represent the different function setting.
- **Difficulty Level:** -- Select the Difficulty Level for the current question setting, by clicking on the corresponding radio button.
- **Rush Quiz Set:** -- The **Rush Quiz Set** is only applied to the **Rush Quiz** activity mode.

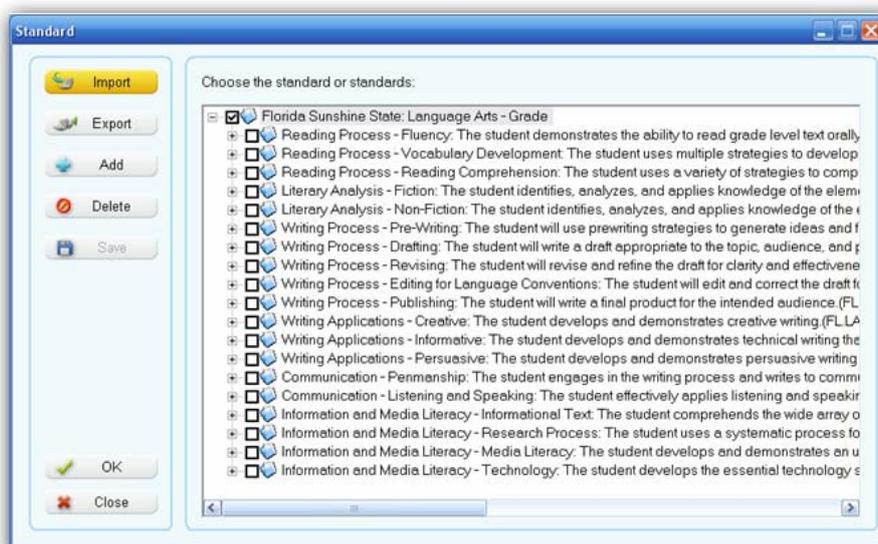
- **Points Deducted For Incorrect Response:** -- Set the points valid from 0 to 250 for incorrect answering deduction when the session is in **Rush Quiz** mode. The default point is set to 10.
- **Time Limit in Rush Quiz Mode:** -- Set the time limit for the Rush Quiz answering. When a student wins the question rushing, then he or she will be given this time limit to answer the question.

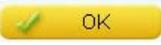
Note: *The new set timer value in a running session will overwrite the time limit value set here in the Rush Quiz question set up.*

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

Standard Setup

Refer to 2.8 **Power Point Question Setup**, about menu **Standard** in the **Question Setting** window. The state education standard can be set up for a question setting. Click the menu **Standard** under the Question Setting window, the **Standard** set up window will display.



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

QClick reports system. There are some controls displayed on the left of the **Standard** window. They are:

- **Import:** -- **Import** function is used to import the state education standard XML file. Click the **Import**  button to display the **Import Standard** window. Then click the **Browse** button; the import file browser will display. Load in the file and then choose the standard you desire to import from the list in **Choose the standard or standards** window. Current import function only supports XML format files.
- **Export:** -- **Export** function is used to export the state education standards to XML files. Click the **Export**  button; the export file browser will display. Save the exporting standard to a XML format file you desire.
- **Add:** -- **Add** function is used to add a standard under an existing parent state education standard. Select the parent standard by clicking the check box on the right hierarchical standard chart window. Then click the **Add**  button; the **Standard Setting** window will display. In the window, enter the code into the **Code** text box and enter the standard title into the **Title** text box. Then click the button **Save and Close**.
- **Delete:** -- **Delete** function is used to delete a standard from the hierarchical standard chart. Select the standard you desire to delete by clicking the check box on the right hierarchical standard chart window. Then click the **Delete**  button to delete the standard. The software will prompt you for the confirmation of the deletion.
- **Save:** -- Click the **Save**  button to save all the standard setting changes. If you close the **Standard** window without saving the change, all the standard setting changes will be lost.
- **Close:** -- Click the **Close**  button to close the **Standard** window. The software will prompt you to save the standard setting changes if there are any changes to the standard setting.

Question Modes

Refer to session 2.8 **Power Point Question Setup** about the **Question Mode** setup item. The QClick examination system handles 5 question modes: **Single Answer**, **Multiple Answer**, **Cloze Test**, **Short Answer** and **Teaching Plan**. The detail description for each question mode is as following:

- **Single Answer:** -- The multiple choices question has the correct answer with only one single option choice.
- **Multiple Answer:** -- The multiple choices question has the correct answer with the combination of more than one option choices. For example, a multiple choices question with options from A to D has the correct answer set to the combination of option A and option C.
- **Cloze Test:** -- This kind of question is usually not a multiple choices question. The answer could be the numeric numbers of fractions or the decimal numbers or letters.
- **Short Answer:** -- This kind of question is usually not a multiple choices question, but a question has the answer with a short of sentence.
- **Teaching Plan:** -- If a question is set up as a teaching plan, the question cannot be used as the quiz

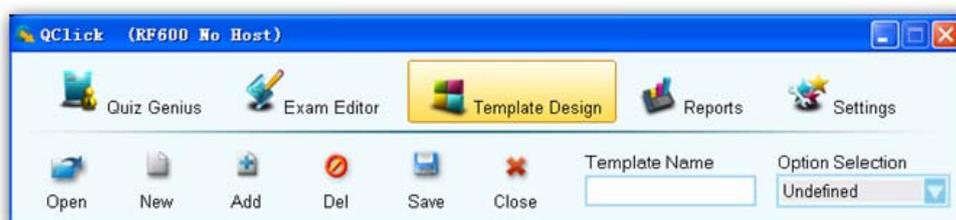
question. It is used for the presentation of teaching material.

Answer Sheet Setup

Under **Exam Editor** Tab window, clicking the **Answer Sheet Setup**  button will bring you to the **Answer Sheet Settings** window to allow you to set up an answer sheet. Please refer to the Chapter 2 **Exam Editor** about why and when you need to load in an answer sheet. The **Answer Sheet Setting** window looks and functions very similar to the Power Point **Question Setup** window. You may open an existing answer sheet to edit by clicking the menu **Open** under the window menu bar or you may create a new answer sheet to edit by clicking the menu **New**.  Most of function controls in the **Answer Sheet Setting** window are the same as those in the Power Point **Question Setup** window. Refer to session 2.8 **Power Point Question Setup**. Two functions **Import** and **Export** are added to the Answer Sheet Setting window. The detail description for these two functions is as following:

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

Template Design



A good template model would bring a convenience to a question editing. In the **Template Design**, you can design various types of template models and save them into the system. Then, when you create quit questions, you can easily bring these template models up to your question designs in the **Exam Editor**. The QClick system provides a basic of system default template model and it is loaded when you use the **Template Design** first time.

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

1. Select **Template Design** Tab window.

2. To edit an existing template design file, click **Open**  button; the **Open** file browser displays to

allow you to choose a file.

3. To edit a new Template Model file, click **New**  button; a blank Power Point slide will displays on the window.
4. Click **Add**  button; the software will bring you a system question **Template** list with different option orientations. Then click on one of the template option orientation; the selected template will be added to your template design.
5. Provide names for the template designs. The system would pick up the default name “Slide1, Slide2, Slicde3 ...” for the new added **Templates** slides. Click on the **Template Name** text box to enter the name for the current editing designed template and then press “**Enter**” key.
6. Normally, when you add a template from the system **Template** list, the block of question title on the Power Point slide display is assigned and the block of option order is assigned in alphabet order starting from letter ‘A’. But if you want to do the re-assignment, click the block you desire to assign on the Power Point Slide display (Question Title, Options...) and then click the **Option Assignment** drop-down list to select either “Qu_ Title” or “Options”. For example, you want the first option block to be assigned to option B, click to select the first option block and then click the **Option Assignment** drop-down to select “OptionB”.
7. To delete the current editing template slide from Power Point template file, click the **Delete**  button. The software will prompt you for the deletion of confirmation.
8. To save the edited Power Point template file, click the **Save**  button.
9. To close the edited Power Point template file, click the **Close**  button. If changes have been made, the software will ask you to save the changes, otherwise, the changes will be lost.

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

Open  :

The **Open** function is used to open the existing Power Point template file for editing. A file browser will display after you clicking the **Open** button to allow you to choose a Power Point quiz file. The template file extension is “.pot” or “.potx”. The default loading path is: “(Installation Path)\QClick\User\QRF600\Module”.

New  :

The **New** function is used to create a new Power Point template file. Clicking the **New** button will bring up a blank template slide.

Add  :

The **Add** function is used to add a new template model selected from the system **Template** list with different option orientations, appending to the last template in the file.

Del  :

Del function is used to delete the editing template slide from the opened Power Point template file. The software will prompt you for the confirmation of deletion when the **Del** button is clicked.

Save  :

Save function is used to save the current editing Power Point template file “.POT”. The default saving path is “(Installation Path)\QClick\User\QRF600\Module”.

Close  :

Close function is used to close the current editing Power Point template file. The software will prompt you for the saving, if the opened Power Point template file has been changed.

Template Name:

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

Option Assignment:

Option Assignment is used to determinate which block on the template Power Point slide is assigned to the Question Title, which block is assigned to Option A or Option B and so on. If the template question model is created by the system template, the choices will be automatically denominated. Otherwise, the Question Title and each option assignment should be denominated manually.

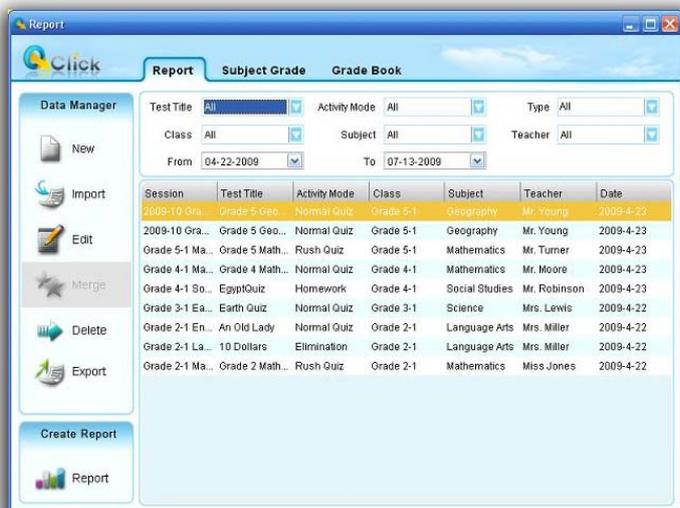
Reports



Reports

Reports

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



Data Manager

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

Create Report

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

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

- **Test Title** – Related to an individual electronic or paper test title used in the system.
- **Activity Mode** – The mode selected during a test. These modes include Normal Quiz, Paper Quiz, and Homework.
- **Type** – Indicates session type. For example, class participation, exam, lab or a game. When an activity mode

is selected during a test, the session type is automatically generated.

- A session type also can be entered when a new session is created using this reporting software. Please refer to the **Creating a new session** in the following headings.
- **Class** – Select a class name to filter a session
- **Subject** – Select a subject name to filter a session
- **Teacher** – Select a teacher name to filter a session
- **Time period** – Select a period of time to cover a date that an activity has taken place to accurately locate a session

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

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

Student ID	Student Na...	Answer
200901007	Esther Harris	
200901011	Florence Hall	
200901009	Gillian Robin...	
200901010	Irin White	
200901012	Jill Hermand...	
200901013	Justine Pere...	
200901015	Kim Wright	
200901014	Kyle Anders...	
200901007	Lauren Brow...	
200901008	Marisa Rodri...	
200901006	Spark Jacks...	
200901004	Valonia Tayl...	
200901003		

To create a new session, follow these steps:

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

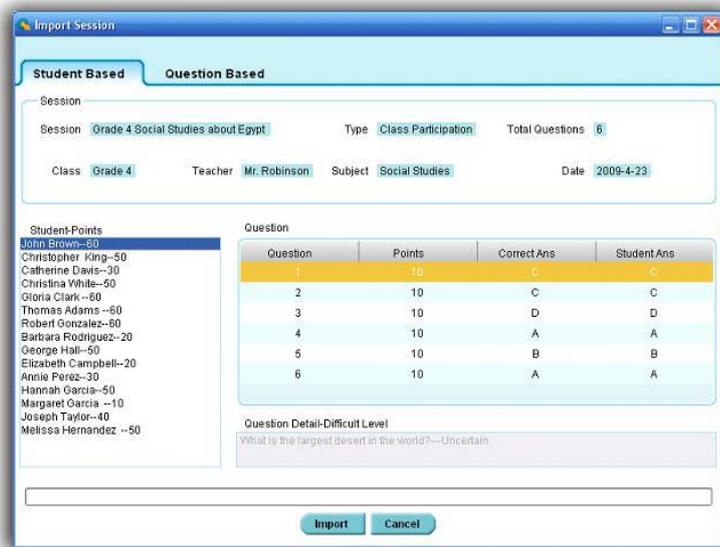
1. Type in a session name into the **Session** box.
2. Type in a test title name into the **Test Title** box. The test title should correspond to the electronic or paper copy test title or a file name loaded in a classroom activity. In order to make the session being created consistent with the session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

default is 100.

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

Import a data session to the system database from a file

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



Edit a session

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



This following section will demonstrate how to:

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

MODIFY SESSION INFORMATION

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

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

RE-ASSIGN THE TYPE OF QUESTIONS

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

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

Edit QUESTIONS

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

- **Edit the correct answer to a question**
- **Change the answer selection**
- **Change the difficulty level of a question**
- **Change the point value of a question**
- **Change the associated standard of a question**

Follow these steps to Edit a Question

1. Click the **Edit Question** tab.
2. Select a question you wish to edit by clicking the question number and highlighting it.
3. Click the **Correct Answer** edit box in the **Questions** area and type in the new correct answer into the box. If the question type is single or multiple choices, then typing the character should be within the

range. For example, with a single choice type of question with 4 options, the maximum allowed is 'D'.

4. Click the **# Of Option** edit box in the **Questions** area and type in the new number option you desire for single or multiple choice questions. The number entered will be checked against the correct answer. For example, if you change the number option to 2 but the correct answer is kept as 'D', this will not correlate to the existing settings.
5. Click the **Difficulty Level** drop down list in the **Questions** area then select a new difficulty level if desired.
6. Click the **Point** edit box in the **Questions** area and type in the new point value you desire.
7. Click the **Standard** drop down list menu in the **Questions** area and select a new standard level for the question if you choose to associate the standard to the question.
8. Click the **Save** button then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.

EDIT STUDENTS ANSWERS

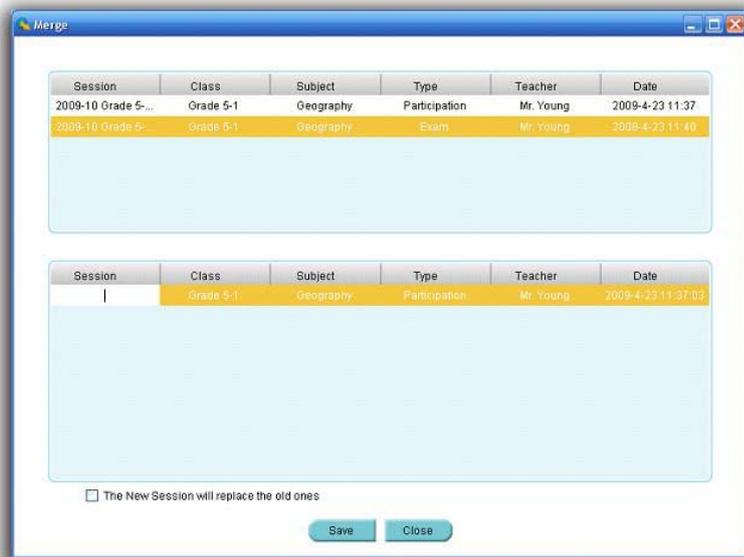
A student answer can be edited and the correct answer changed. To edit a student answer, follow these steps:

1. Click the **Edit Student Answer Sheet** tab.
2. Select the student you choose to edit by clicking the student name and highlighting it in the **Student** list window.
3. Select a question you choose to edit by clicking the question number in the **Answer for Question** window.
4. Click the **Correct Answer** edit box in the **Answer for Question** area and type in the new correct answer. If the question type is single or multiple choices, the typing character should be within the range. For example, with a single choice type of question with 4 options, the maximum allowed is 'D'.
5. Click the **Answer** editing box in the **Answer for Question** area and type in the new correct answer. If the question type is single or multiple choices, the typing character should be within the range. For example, with a single choice of 4 questions, the maximum allowed is 'D'.
6. Click the **Save** button then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.

Merge two or more sessions

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

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



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

Delete selected sessions

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

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

Export a session from the system database to a file

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

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

Create Report

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

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

The QClick system generates these reports for the session selected:

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

The QClick system provides these reporting functions.

- Generate reports
- Print reports
- Control of previewing a report
- Export reports

All reports include a **Report Title** which includes:

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

Additionally, each report includes the following:

STUDENT GRADE REPORT

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

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

Total points for student performance in the Session

Student Grade Report

Class: Grade 4-1
 Date: 23/04/2009
 Subject: Mathematics
 Teacher: Mr. Moore
 Session: Grade 4-1 Math Midterm Exam

Report				
Student ID	Student Name	Correct Ratio	Correct(%)	Total Points
200904011	Annie Perez	5/6	83	85
200904009	Barbara Rodriguez	4/6	66	70
200904003	Catherine Davis	4/6	66	65
200904004	Christina White	1/6	16	15
200904002	Christopher King	4/6	66	60
200904010	Elizabeth Campbell	4/6	66	70
200904000	George Hall	5/6	83	85
200904005	Olivia Clark	4/6	66	70
200904012	Hannah Garcia	3/6	50	50
200904001	John Brown	5/6	83	80
200904014	Joseph Taylor	3/6	50	50
200904013	Margaret Garcia	5/6	83	85
200904015	Melissa Hernandez	5/6	83	85
200904007	Robert Gonzalez	5/6	83	80
200904008	Thomas Adams	3/6	50	55

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STUDENT RESPONSE RESULT

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

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

Student Response Result

Class: Grade 4-1
 Date: 23/04/2009
 Subject: Mathematics
 Teacher: Mr. Moore
 Session: Grade 4-1 Math Midterm Exam

Report	
Annie Perez	Total Points:85
(1) $18.51 - 9.08 = 9.97$?	
A:10.51 B:8 C:8.51 D:9 Your Answer: C	✓
(2) $32 + 8.4 + 88 + 3.6$?	
A:110 B:100 C:101 D:111 Your Answer: A	✓
(3) $15.5 + 26.4 = 20.4$?	
A:20.5 B:21.5 C:21 D:22.5 Your Answer: B	✓
(4) $10.27 + 0.4 = 8.27$?	
A:3 B:1.4 C:2.4 D:2 Your Answer: D	✗
(5) $24.8 - 3.88 + 5.4 = 9.02$?	
A:10 B:20 C:21 D:30 Your Answer: B	✓
(6) $84.3 - 18.75 + 45.7 = 11.25$?	
A:49 B:49.7 C:50 D:50.25	

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QUESTION REPORT

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

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

Question Report

Class: Grade 5-1
 Date: 23/04/2009
 Subject: Geography
 Teacher: Mr. Young
 Session: 2009-10 Grade6-1 Geography Midterm Exam

Report

1. What is the capital of New York State?

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

Correct Answer: A

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

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CLASS RESPONSE REPORT

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

The **class response** report list includes:

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

Class Response Report

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

Report

1. What is the capital of New York State?	
A. Albany	80.0%
B. Boston	6.7%
C. Charleston	6.7%
D. Harrisburg	6.7%
2. In which state is Mount McKinley?	
A. Colorado	13.3%
B. California	13.3%
C. Alaska	60.0%
D. South Dakota	13.3%
3. What's the hottest place in the USA?	
A. Death Valley	73.3%
B. Grand Canyon	13.3%
C. Yellowstone National Park	6.7%
D. Yosemite National Park	6.7%
4. Which National park is in Florida?	
A. Yosemite	13.3%
B. Mesa Verde	20.0%
C. Everglades	53.3%
D. Yellowstone	13.3%
6. Which state is called Lone Star State?	
A. California	0.0%
B. Texas	80.0%
C. Florida	6.7%
D. Arizona	6.7%

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STUDY GUIDE

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

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

Study Guide

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

Report

Toby Evans

1. What is the capital of New York State?	
A. Albany	
B. Boston	
C. Charleston	
D. Harrisburg	
Your Answer: C	Correct Answer: A
2. In which state is Mount McKinley?	
A. Colorado	
B. California	
C. Alaska	
D. South Dakota	
Your Answer: B	Correct Answer: C
5. Which state is called Lone Star State?	
A. California	
B. Texas	
C. Florida	
D. Arizona	
Your Answer: D	Correct Answer: B

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CLASS STUDY GUIDE

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

- Report Title
- Student name
- Incorrect percentage

- Question number, indicating the correct answer and the incorrect answer per student

Class Study Guide

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

Report

Norma Gonzalez
 You missed 3 out of 5 questions for 60 % accuracy.
 The question(s) you missed are listed below.

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

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ITEM ANALYSIS

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

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

Item Analysis

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

Q#	A(17)	B(18)	C	D	E	F	G	H	I	J	Other
1	80.0	5.7	5.7	5.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2	13.3	13.3	60.0	13.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3	73.3	13.3	5.7	5.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0
4	13.3	20.0	53.3	13.3	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5	0.0	80.0	5.7	5.7	0.0	0.0	0.0	0.0	0.0	0.0	5.7

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ABSENTEE REPORT

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

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

Absentee Report

Class: Grade 5-1
 Date: 2/3/4/2009
 Subject: Geography
 Teacher: Mr. Young
 Session: 2009-10 Grade5-1 Geography Midterm Exam

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

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STANDARD ANALYSIS REPORT

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

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

Standards Analysis Report

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

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

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ROLL ACCL REPORT

The **Roll Call** report is reserved for the roll call activity session. This report lists those in

attendance as well as those students who are absent. The Roll Call Report also provides the comparative percentage of those in attendance and those students who are absent. The roll call report list includes

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

Roll Call

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

Report

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

Attendees	Absentees
Bethany Garcia	Esther Harris
Maria Rodriguez	Florence Hall
Neil	O'Shea Robinson
Oliver Adams	Ivan White
Philip Thompson	Jill Hernandez
Valencia Taylor	Judith Perez
	Kim Wright
	Kyle Anderson
	Larissa Brown
	SpaK Jackson
	Willy Reavis
	Zabrina Campbell

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RESULTS OF SURVEY

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

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

Results Of Survey

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

Report

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

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

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

Voting Results

Class: Grade 5-1
 Date: 3/10/2009
 Subject: Geography
 Teacher: Mr. Owen
 Session: Vote Quiz

Report

1. **1. The vote method Please pick your favorite internet service! Home Page** Total: 10

Candidate	Count	Percent
A. Bing	2	11.1%
B. Google	2	11.1%
C. Yahoo	1	5.6%
D. Yahoo	1	5.6%
Abstained/Nonvoting	12	60.7%

2. **2. Map** Total: 10

Candidate	Count	Percent
A. Bing	3	15.7%
B. Google	1	5.6%
C. Yahoo	1	5.6%
D. Other	1	5.6%
Abstained/Nonvoting	12	60.7%

3. **3. News** Total: 10

Candidate	Count	Percent
A. Bing	2	11.1%
B. Google	3	15.7%
C. Yahoo	0	0.0%
D. Other	0	0.0%
Abstained/Nonvoting	13	72.2%

4. **4. Free Email** Total: 10

Candidate	Count	Percent
A. Google	2	10.7%
B. Hotmail	4	8.6%
C. Yahoo	1	5.6%
D. Other	0	0.0%
Abstained/Nonvoting	13	72.2%

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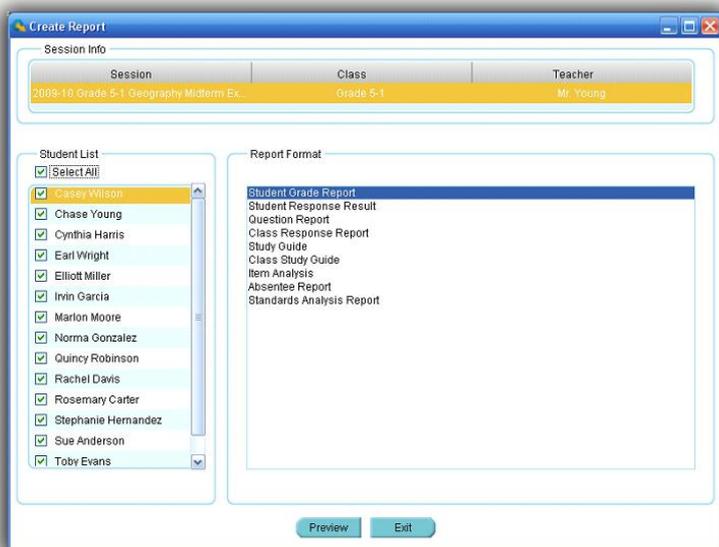
GENERATE REPORTS

To generate a report, follow these steps:

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



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



The session name, class and teacher name for the selected session are displayed on the top of the window. The list of students in the class is displayed in the **Student List** window and all of the available report formats are displayed in the **Report Format** window.

4. Select the student(s) by checking the box in front of each student name or by clicking the **Select All** check box to select all students.
5. Select the report formats desired from the list in the **Report Format** window by checking one of them. The item selected will be highlighted.
6. You can double click the report format you select or click the **Preview** button to preview the report

contents.

PRINT REPORTS

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

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

CONTROL OF PREVIEWING A REPORT

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



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

EXPORT REPORTS

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

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

To export a preview report, follow these steps:

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

Subject Grade

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



Data Manager

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

Create Report

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

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

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

subject grade book. These filters are:

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

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

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

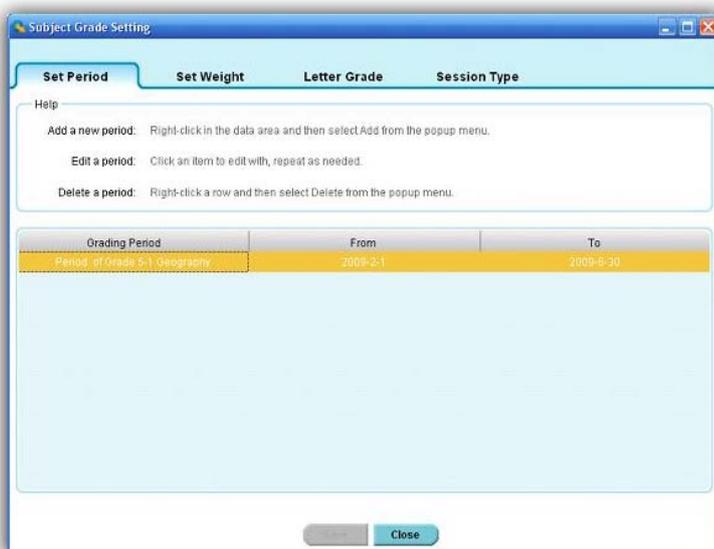
Subject grade set up

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

 under the **Data Manager** group. Subject grade set up includes

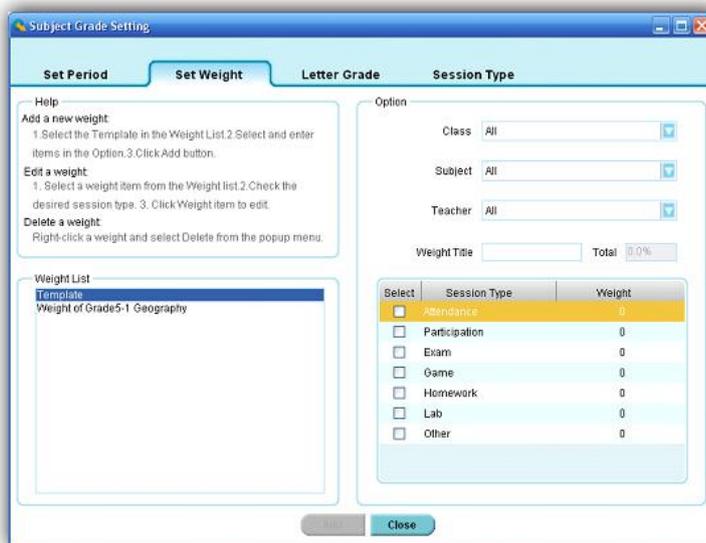
- Set Period
- Set Weight
- Letter Grade
- Session Type

To set up a period, follow these steps:



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

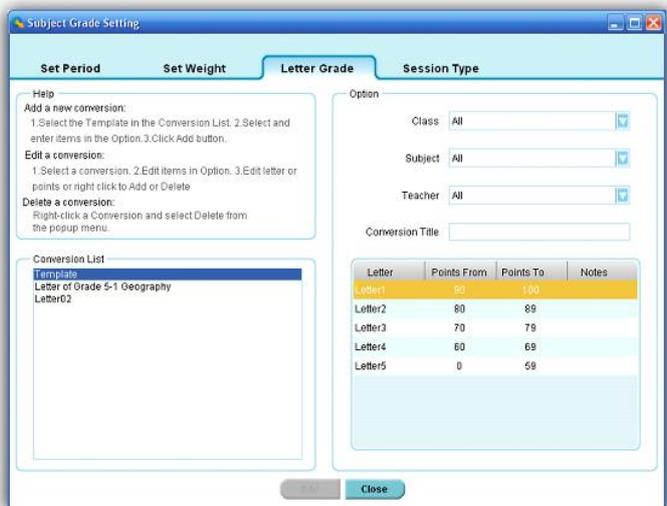
To set up a weight, follow these steps:



1. Click the **Set Up** button in the **Data Manager** group.
2. Click the **Set Weight** tab; the set weight window appears.
3. The text box window on the upper left corner provides a summarized help guide showing how to add a new weight setup, and how to edit and delete an existing weight setup.
4. To **add** a new weight setup, click on the system template in **Weight List**, then select the class name, subject name, and teacher name associated to the weight from the drop-down lists. Enter the weight title in the **Weight Title** text box.
5. All the session types set up in the subject grade setup are shown in the weight list. Each session type has a weight setting associated with it. Click on the weight item to enter the percentage of the selected weight item you wish to edit.
6. Click the checkboxes corresponding to the weight applied to the subject grade report. The total weight percentage added together should be 100%.
7. To **edit** a weight setup, click the weight item you wish to edit in the **Weight List** window. Edit the contents in the **Option** window, as previously described.
8. To **delete** a weight setup, right click the weight item you wish to delete in the **Weight List** window. From

the popup drop-down menu select **delete**.

To set up a letter grade, follow these steps:



1. Click the **Set Up** button in the **Data Manager** group.
2. Click the **Letter Grade** tab; the letter grade window appears.
3. The text box window on the upper left corner provides a summarized help guide showing how to add a new letter grade conversion, and how to edit and delete an existing letter grade conversion.
4. To **add** a new letter grade conversion, click on the system template in **Conversion List** then select the class name, subject name, and teacher name associated with the letter grade conversion from the drop-down lists. Enter the conversion title in the **Conversion Title** text box.
5. Edit the letter and points by clicking on the item. To add more letters or to delete a letter conversion, right click on the letter list window, and then select **add** or **delete** from the popup, drop-down menu. The points range setup should not be overlapped!
6. To **edit** a letter grade conversion, click on the conversion you wish to edit in the **Conversion List**. Edit the items in the Option window as previously described.
7. To **delete** a letter grade conversion, right click the letter grade conversion you wish to delete in the **Conversion List** window. From the popup, drop-down menu select **delete**.

To set up a session type, follow these steps:



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

Create a new subject grade session

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



1. Click the **New** button in the **Data Manager** group; the **New Subject Grade** window appears.
2. Enter the new subject grade session name in the **Session** text box.
3. Select an associated class name with the session from the **Class** drop-down list. When a class is selected, a list of student names and student ID's in the class will be shown in the student list window.
4. Select a type for the new subject grade session from the **Type** drop-down list.
5. Select an associated subject name and teacher name for the session from the **Subject** and **Teacher** drop-down lists.
6. Select a date for the new subject grade session from the **Date** calendar list.
7. Enter the total points for the new subject grade session into the **Total Points** text box. The total points default is 100.
8. Click a student name and enter the student points in the **Student Points** text box.
9. Repeat step 8 until all of the students points are entered for the new subject grade session.
10. Click the **Save** button to save all of the selections and input data for the new session to the system database. If the window is closed without saving, all of the input data will be lost.

Edit a subject grade session

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



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

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

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

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

MODIFYING SESSION INFORMATION

To modify the session information, follow these steps:

In the **Selection** window:

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

To modify session points for students, follow these steps:

In the student list window:

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

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

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

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



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

Export a subject grade session from system database to a file

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

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

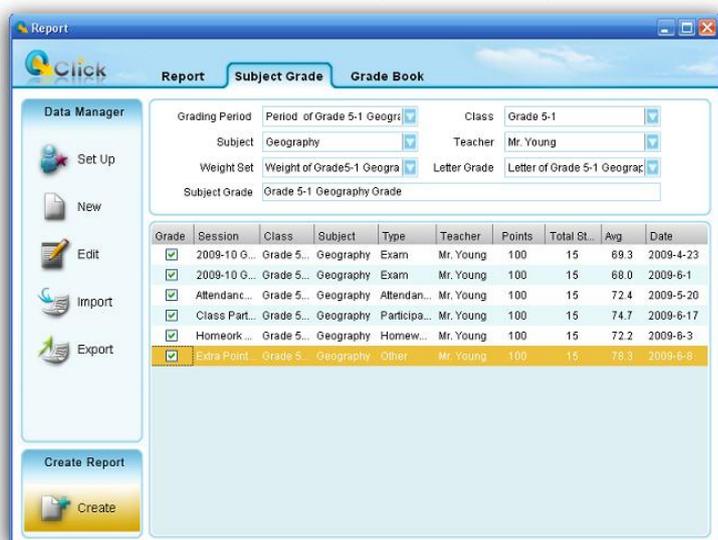
1. Click the subject grade session you wish to export from the list.
2. Click the Export button to begin the export.
3. The file browser will open allowing you to select a file you wish to save the subject grade session data into.
4. Click the **Save** button to start saving. If the subject grade session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

Create Subject Grade Report

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

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

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



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

1. Under the report window select the **Subject Grade** window tab.
2. Select a grading period from the **Grading Period** drop-down list.
3. Select a class name from the **Class** drop-down list.
4. Select a subject name from the **Subject** drop-down list.
5. Select a teacher name from the **Teacher** drop-down list.
6. In the session list window, only those sessions which are satisfied with the parameters set in steps 2 through 5 will be displayed. You may select the sessions you wish to include in the Subject Grade report by checking the box in front of them.

7. Select a weight set for the Subject Grade report from the **Weight Set** drop-down list.
8. Select a letter grade set for the Subject Grade report from the **Letter Grade** drop-down list.
9. Enter the Subject Grade book name in the **Grade Book** text box.
10. Click the **Save** button, to save the current selected Subject Grade report to the system database.

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

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

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

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

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

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

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

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

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

1. Follow the above 10 steps to generate a **Subject Grade** Report then click the **Create** button under the **Create Report** group to open the **Create Subject Grade Report** window.
2. Click **Progressive Report** from the four reports listed in the window.

3. Select the student you choose to report by clicking on the student name in the **Subject Grade** Report list.
4. Click the **Preview** button and the **Progressive Report** window for the student will be displayed.

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

Academic Summary Report
Grade 5-1 Geography Grade

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

Session Type	Student Points	Session Avg
Attendance(1)	100.0	72.4
Exam(2)	70.0	66.7
Homework(1)	62.0	72.2
Other(1)	90.0	78.3
Participation(1)	85.0	74.7

Missed Session(s)

Teacher Signature/Date Parents Signature/Date

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

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

Subject Grade Summary
Grade 5-1 Geography Grade

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

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

Teacher Signature/Date Parents Signature/Date

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

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

Class Grade Report
Grade 5-1 Geography Grade

Class: Grade 5-1
Subject: Geography
Teacher: Mr. Young
Class Avg: B
Grading Period: 2/1/2009 - 6/30/2009

Weight of Grade5-1 Geography:
Attendance(10.0%); Participation(10.0%); Exam(50%); Homework(20.0%); Other(10.0%)

Letter of Grade 5-1 Geography:
A(90-100); A-(80-89); B(70-79); B-(60-69); C(50-59); C-(40-49); D(0-29)

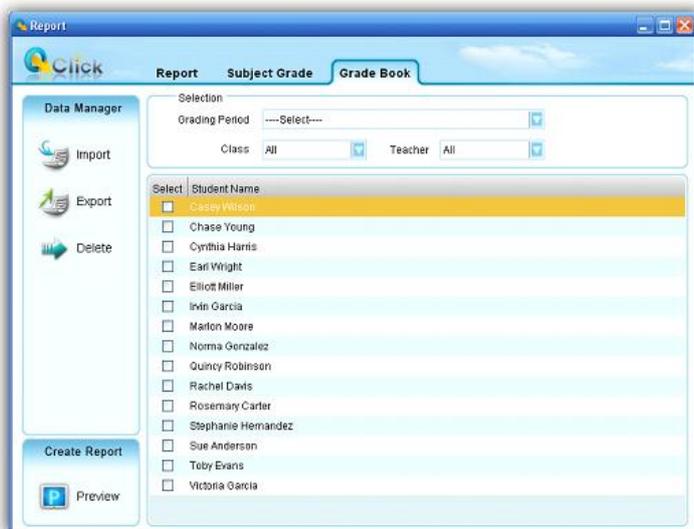
Student Name	Student Points	Student Grade
Casey Wilson	74.9	B
Chase Young	71.7	B
Cynthia Harris	76.1	B
Earl Wright	62.4	B-
Elliott Miller	66.7	B-
Irvin Garcia	79.4	B
Marlon Moore	73.6	B
Norma Gonzalez	60.5	B-
Quincy Robinson	68.4	B-
Rachel Davis	53.5	A-
Rosemary Carter	66.1	B-
Stephanie Hernandez	58.6	C
Sue Anderson	91.4	A
Toby Evans	69.3	B-
Victoria Garcia	67.1	B-

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

Grade Book

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



Data Manager

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

Create Report

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

Import a grade book to the system database from a file

In the **Data Manager** groups, click the **Import**  button to open the file browser to import a grade book stored in a file. The import and export of grade book data is a pairing function allowing you to transfer one or more subject grade data from one computer into another. The export function allows you to retrieve one or more subject grade data from the QClick system database in one computer to save it to a dedicated file name and path. The import function allows you to merge the subject grade data from the data file into another computer QClick system database. This file takes the extension ".gbd" format.

Export a grade book from system database to a file

Select a grading period you choose to export from the **Grading Period** drop-down list. In the **Data Manager** groups, click the **Export** button  to open the subject selection dialog window. From the window, select one or more subjects you choose to export to the grade book. If you select one subject, the related subject grade data regardless of class selection will be exported. If you select all subjects, the grade data for all subjects regardless of class selection will be exported. After the subject selection, a file browser will open allowing you to select or enter the file and path you wish to use for the export file. The import and export of the grade book data is a pairing function allowing you to transfer the grade data for one or more subjects from one computer into another. The export function allows you to retrieve the subject grade data for one or more subjects from the QClick system database in one computer, and save it to the file you have chosen. The import function allows you to merge the grade data for one or more subjects from the data file into another computer's QClick system database. The file takes the extension ".gbd" format. To export a grade book, follow these steps:

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

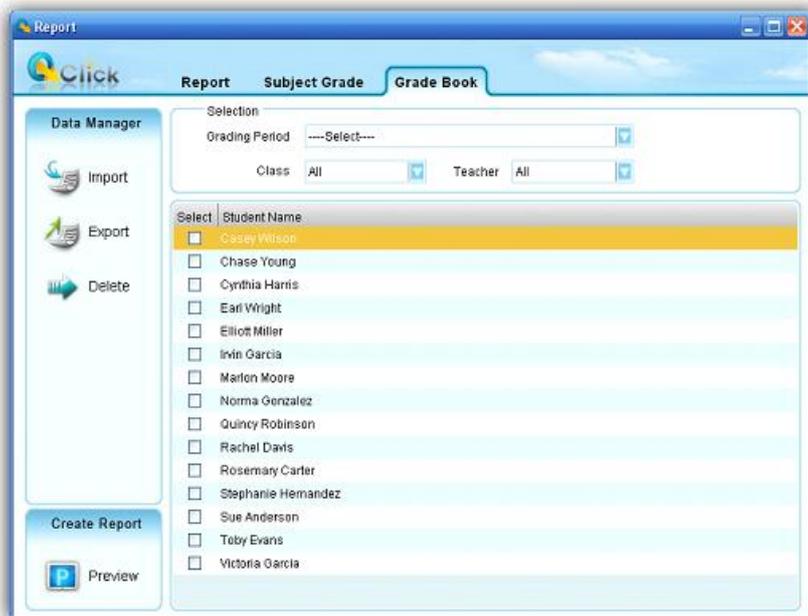
Delete a grade book in the system database

Select the grading period you wish to delete from the **Grading Period** drop-down list. In the **Data Manager** groups, click the **Delete**  button to open the subject selection dialog window. From the window, select one or more subjects you want to delete from the grade book. If you select one subject, all grade data associated with this subject regardless of classes are deleted from the system database. If you select all subjects, the grade data for all subjects regardless of classes are deleted. To delete a grade book, follow these steps:

1. Click the **Grading Period** drop down list and select the period you choose to delete.
2. Click the **Delete** button to open the subject selection dialog window.

3. Select one or more subjects in the subject selection dialog window and click the **Ok** button.
4. The deletion confirmation message window is open to ask if you want to delete or not.

Create Grade Book Report



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

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

To generate a student report card, follow these steps:

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

You can print and export the report card.

PRINT REPORT CARD

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

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

EXPORT REPORT CARD

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



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

To export a preview report card, follow these steps:

1. From the tool bar on the **Create Report** preview window, click the Export icon .
2. The **Export Report** file browser window will be displayed. Click the **Save as type** drop-down list and select a third party application from the list.
3. Type in the file name of the exporting report in the **File name** text box.

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

Settings



System:

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

The audio setup is used for the selection of your favorite sounds used when the activity entering a quiz, start taking response and stop taking response. If the check box is unchecked, the sound will be muted for that activity.

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

1. Select **Settings** Tab window.

2. Click the **System**  icon; this will bring up the **System Settings** window.
3. Click on one of sound activity check boxes that you are going to work on; the **Browse...** button will become active. Click the **Browse...** button; this will bring up the sound file open browser. Select your favorite sound file for the activity and then click **Save** button to save it to the system.
4. Repeat step 3, if you desire to set up more sounds to other activities.

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

5. To set up the remote mouse sensitivity, move the cursor onto the indicator on the **Mouse Sensitivity Setting** level bar, and then click and hold the left mouse button to drag the level indicator to left or right for decreasing or increasing the remote mouse sensitivity.
6. Click the **Save** button to save the system setting. Then click the **Close** button to close the setting.

Channel:

The **Channel** setup is used to read the channel number of the main receiver connected to the system and also used to set a new channel number for the main receiver. The channel number has been preset when a main receiver is delivered from the factory. Under rare circumstances, the channel number needs to be set to a different number to avoid interference of other main receiver nearby. For QRF600 system, the change of main receiver channel number will not affect the instructor and student keypad communication, because the keypad can automatically allocate a main receiver.

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

1. Select **Settings** Tab window.
2. Click the **Channel**  icon; this will bring up the **Set Channel** window.
3. If a main receiver is plugged into a USB port, the channel number of the receiver will be displayed on the **Set Channel** text box. Click on the text box to enter the channel number you desire for the main receiver. Then click on the **Send**  button to send the change to the main receiver. The valid channel number is from 0 to 49.

Hardware test:

The **Hardware test** interface is used as hardware testing tool for the main receiver , instructor, and student keypad.

To use the hardware test tool, follow these steps:

1. Select **Settings** Tab window.
2. Click the **Hardware**  icon; this will bring up the **Hardware** test window.

3. If a main receiver is plugged into a USB port, the channel number of the receiver will be displayed on the **Hardware Channel** text box.
4. Use the instructor keypad or the student keypad to go into the hardware test menu. Refer to the instructor and student hardware manual for the detail about how to enter the hardware test menu. Then select the same channel number as the one displayed on the **Hardware Channel** text box.
5. If the word “**Teacher**” or the **Student ID** number for the instructor or for the student keypad displays on the student ID list window, it means the communication between the main receiver and PC and the communication between the main receiver and the instructor keypad or the student keypad are successful. Otherwise, it means the hardware test is failure. The failure could be from the main receiver or from the instructor or the student keypad.
6. Click the **Ok** button to close the hardware testing.

Database Management:

The QClick system database management allows you to perform some basic database managements which includes database backup and recovery. You can also perform some basic data clean up like deleting session test data, deleting students, teachers, classes, and subjects records. Please practice with caution by backing up important data and information before the data clean up, because once the data or records are purged, there is no way to rollback.

Database Backup:

Backup the current database to a file which could be used for recover. Please remember the login information for later use when you need to recover from this backup file.

Database Recover:

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

Caution: *all records in the current database will be lost after the recovery operation. Also please change the login information immediately.*

Clear Session:

To purge all test records in the database .You will be prompted to backup the test records if you need to.

Del All Records:

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

To use database management tool, follow these steps:

1. Select **Settings** Tab window.

2. Click the **Database**  icon; this will bring up the **Data Management** window.
3. Click **Backup**  button, if you want to backup the current database; this will bring up the backup file browser to allow you to choose a file to use for the backup.
4. Click **Recover**  button, if you want to recover the database from a recover file; this will bring up the recover file browser to allow you to choose the file for the recovering.
5. Click **Clear Session**  button, if you want to clear all session test data. The software will prompt you to backup the current database first.

Note: *The cleared session test data won't be recovered if you don't backup the database containing the session test data.*

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

Note: *The delete all records won't be recovered if you don't backup the database containing the records.*

7. Click **Ok** button to close the **Data Management** window.

Login Setup:

You can change the login user name and the password. It is recommended to do so after the first time running QRF600. The default login name and password are: **Login:** qomo; **Password:** qomo.

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

1. Select **Settings** Tab window.
2. Click the **Login Set**  icon; this will bring up the **Change Password** window.
3. Enter the current user name and the password and then enter the new user name and the new password. The new password needs to be re-entered to confirm.

Version Info:

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

To view the version information, follow these steps:

1. Select **Settings** Tab window.

2. Click the **Version Info**  icon; this will bring up the **Version Info** window. The information for Window Operating System version, the MS office version, the host main receiver hardware version and this software version will display on this window.
3. Click **Ok** button to close the **Version Info** window.

FCC Statement:

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.

NOTE: THE MANUFACTURER IS NOT RESPONSIBLE FOR ANY RADIO OR TV INTERFERENCE CAUSED BY UNAUTHORIZED MODIFICATIONS TO THIS EQUIPMENT. SUCH MODIFICATIONS COULD VOID THE USER'S AUTHORITY TO OPERATE THE EQUIPMENT.