

The QClick logo consists of a blue circle with a yellow hand cursor pointing at it, followed by the word 'Click' in a bold, blue, sans-serif font. To the right of 'Click' is a small icon of a hand holding a yellow pad with a red signal icon above it.

## QClick QRF 300 Operating Manual

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The QRF 300 Audience Response System is an easy-to-use RF response system that obtains immediate feedback from each participant (up to 400 persons) synchronously. Its range now extends to 230 feet. Working completely out of PowerPoint, the QClick software is both easy to learn and use.

The system is composed of hardware (instructor remote, response pads, RF receiver dongle) and software.

The QRF 300 system encourages participation and elicits individual response through the following activities: Normal Quiz, Rush Quiz, Elimination, Voting, Survey, Grade, Ad-lib Quiz, Oral response, Rollcall, and Grouping. The system displays instant results in the form of a chart and graph. It can also generate 11 statistical reports.

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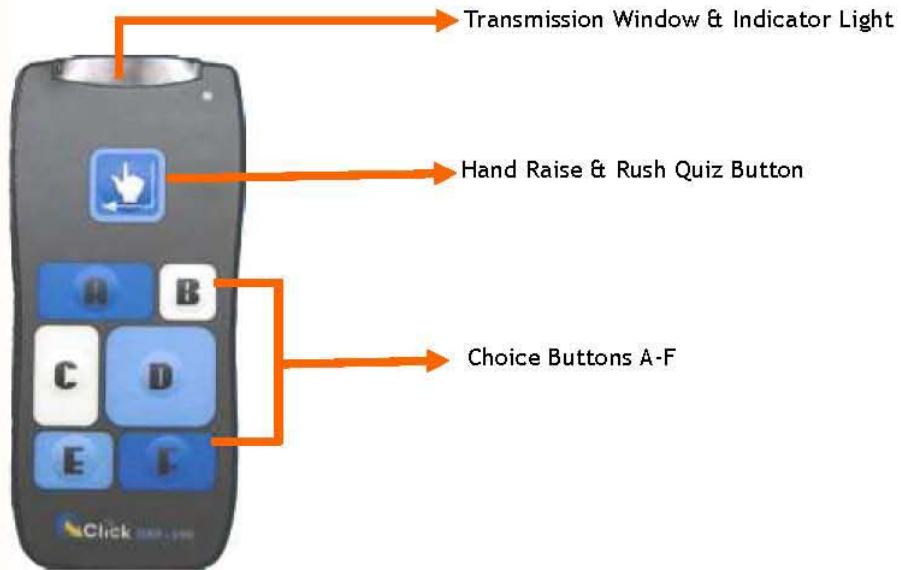
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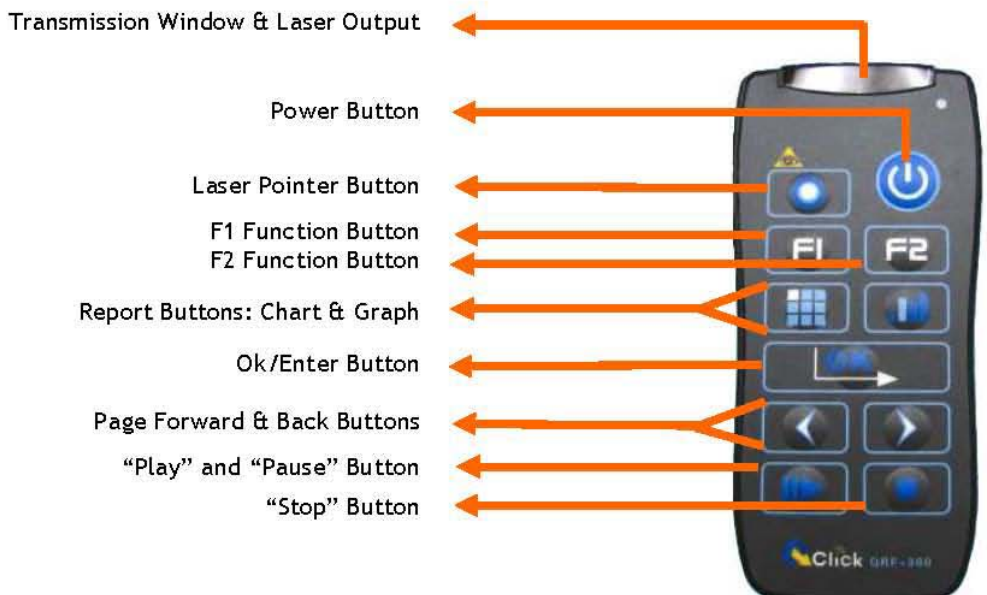
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## I. Hardware Overview

Response Pad: 4 1/8" × 1 15/16" × 5/8", Powered by 2 AAA batteries



Instructor Remote: 4 1/8" × 1 15/16" × 5/8", Powered by 2 AAA batteries



RF Receiver Dongle: 2.4 GHz Radio Frequency Receiver



Used to receive signals from the remotes and send information. The receiver is powered from and connected to the USB port of the computer.

## **II. Installation**

The QClick Software suite features modules to setup classes, create exams, design templates, manage communication setup and data, and produce results. With one click, you are able to convert an existing PowerPoint presentation into a QClick exam. Supports all standard PowerPoint features such as slide transition, custom animation, multimedia, audio, etc. You will also be able to export and import class lists via Microsoft Excel.

### **System Requirements:**

PC

Intel Pentium II or higher processor

One COM port 9Pin RS-232

A minimum of 64 MB RAM

At least 100 MB of hard drive space for software

Microsoft Windows Me/2000/XP/Vista

Microsoft Office 2000 or higher (The security level of PowerPoint should be set to “medium”)

Screen resolution of 800x600 or higher

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

### **Software Installation:**

1. Place the provided software disk in your computer drive.
2. Open the disk on your computer & double click the “setup.exe” file in the root directory.
3. Install by following the displayed prompts.

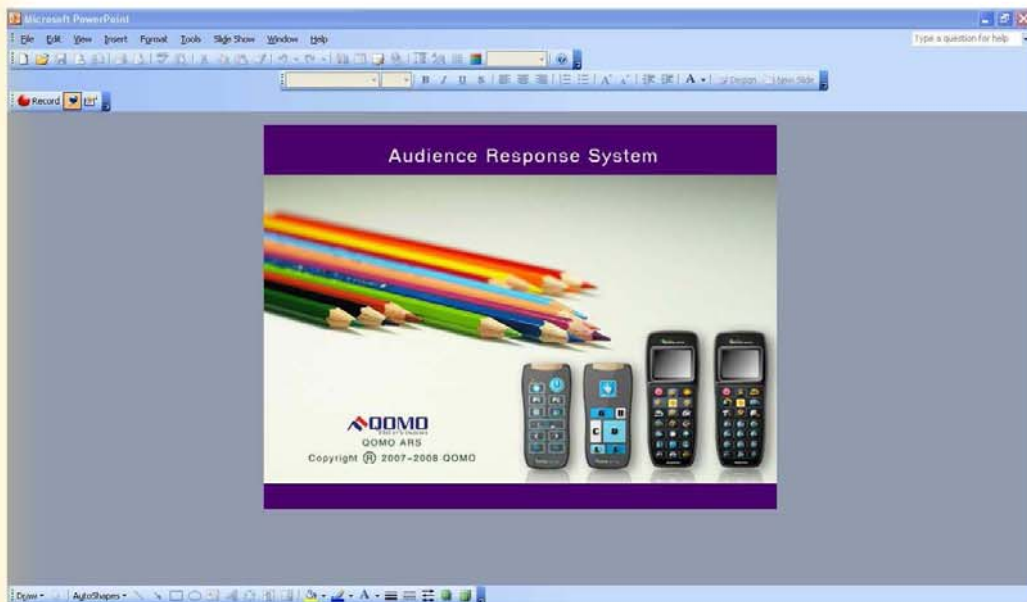
If you have previously installed a QClick system on your computer, we suggest that you remove the previous program prior to installing the new software.

The default installation path is: c:\program files\QOMO QClick, and it will produce two shortcut icons on the desk: Qars Setup and QClick.exe.

### III. Software Overview

#### A. **Getting Started**

Now that your software has been installed, make sure you plug your Receiver dongle into your USB port on your computer. Next, navigate to your desktop on your computer and click on QClick.exe to launch the program. As you will see, Microsoft PowerPoint will immediately open, along with the QClick welcome screen:



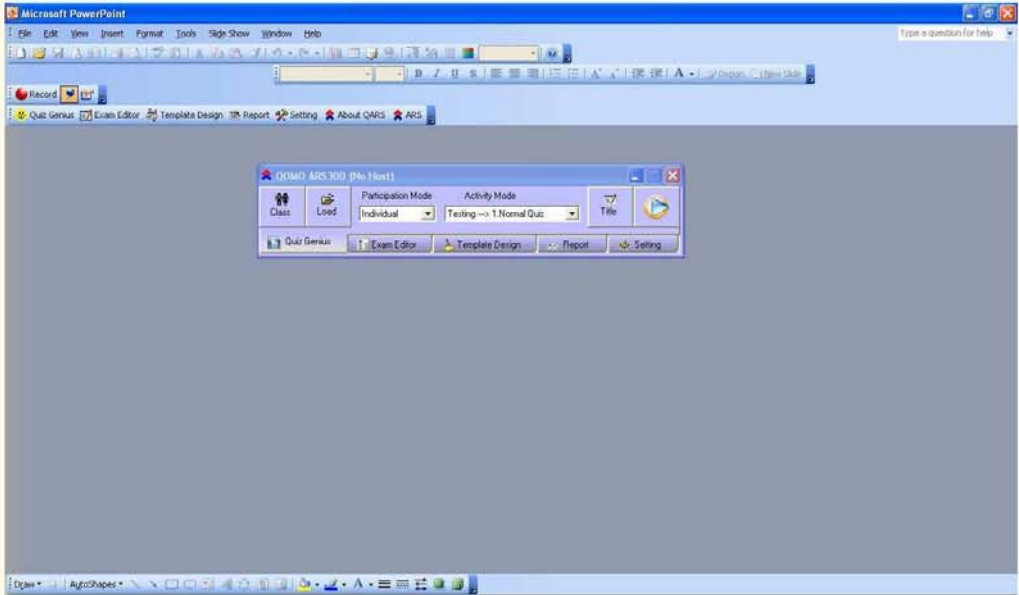
Next, the program will ask which Audience Response System you are using: QRF 300 or 600. Select QRF 300 and click OK.



Now, the program will ask for your username and password. By default, it will be Username: qomo and Password: qomo.



Once you login, the QOMO ARS 300 toolbar will appear on your screen:

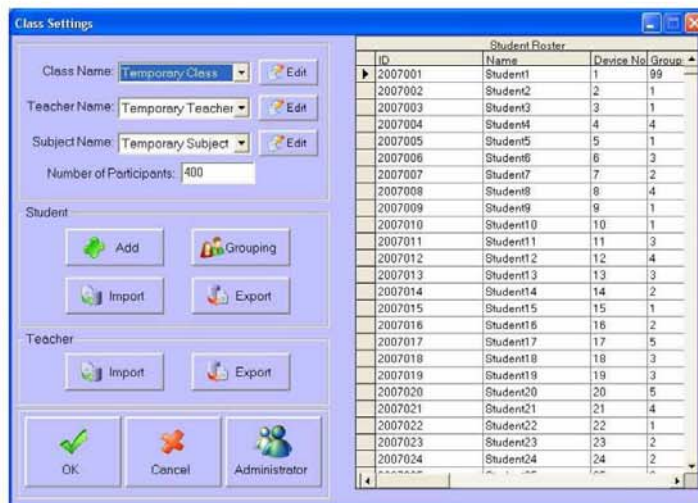


**Please Note:**

One PPT file = One Quiz Paper  
 One Slide = One Quiz Question

**Step 1: Load a Class**

Click **Class** on the main toolbar to open the class settings page. Here you can load information about students, teachers, and subjects:



By default, the software will assign you to a Temporary Class. You may use this class to begin a test or quiz, but the reporting options will not be customized in any way. To customize the class list, you will need to click the Edit buttons for Class Name, Teacher Name, and Subject Name.

To add a class, type in the class name, click **Save**, and click **Close**.



Next, you will want to add a teacher, type in at least the teacher name, click **Save**, and click **Close**. The other fields are optional.



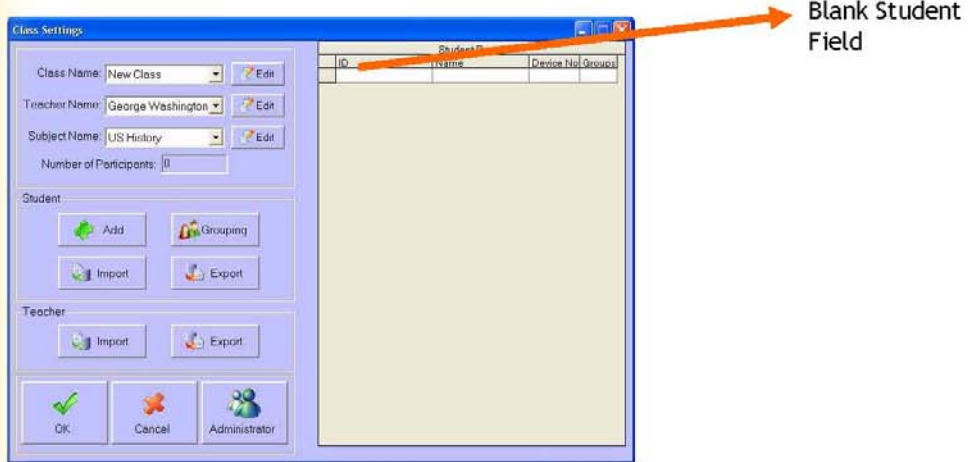
To add a Subject, type in the subject name, click **Save**, and click **Close**.



**Please Note:** Within each of these Edit screens there is also a **Modify** tab. To change a class, teacher, or subject that you have already created, click on the **Modify** tab, select the name you would like to change from the drop down menu, make the appropriate changes, click **Update**, and then click **Close**.

**Adding Students to the Class:**

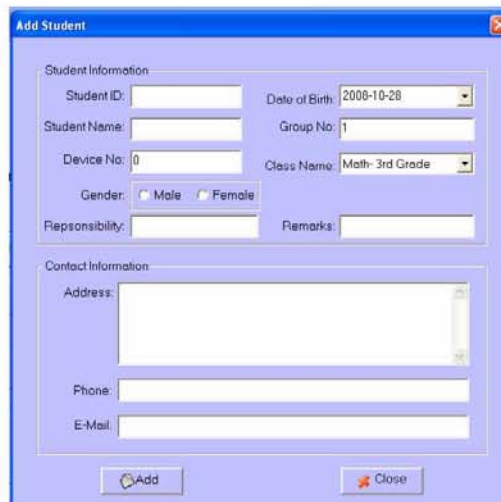
When you initially create a Class, it does not contain any students.



To add students to the class, simply click the **Add** button:



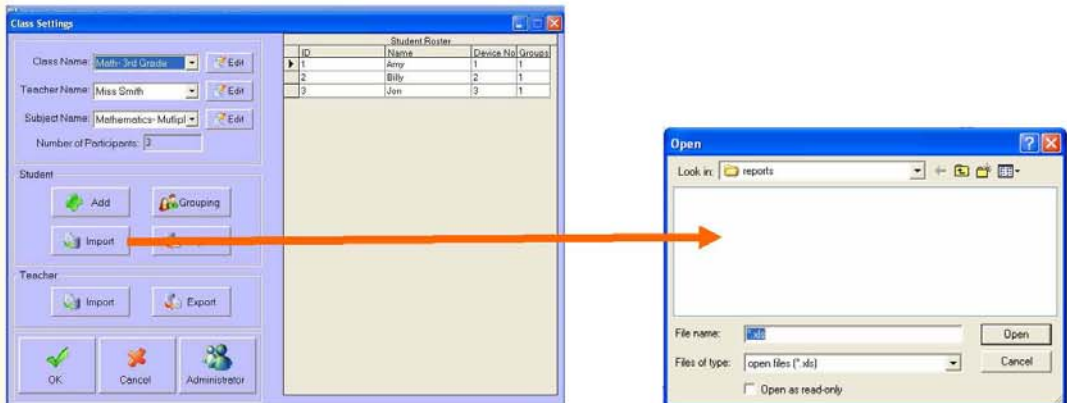
The following screen will appear:



You may add student information into this field, such as Student ID number, name, birthdate, gender, class name, address, phone, email, and comments. This is also where you can record the device number (ie: his or her response pad number).



Many instructors keep track of their classes in Microsoft Excel. You can import Excel documents into the QClick software in order to ease the data entry process of setting up your class lists. To do so, simply click **Import**:

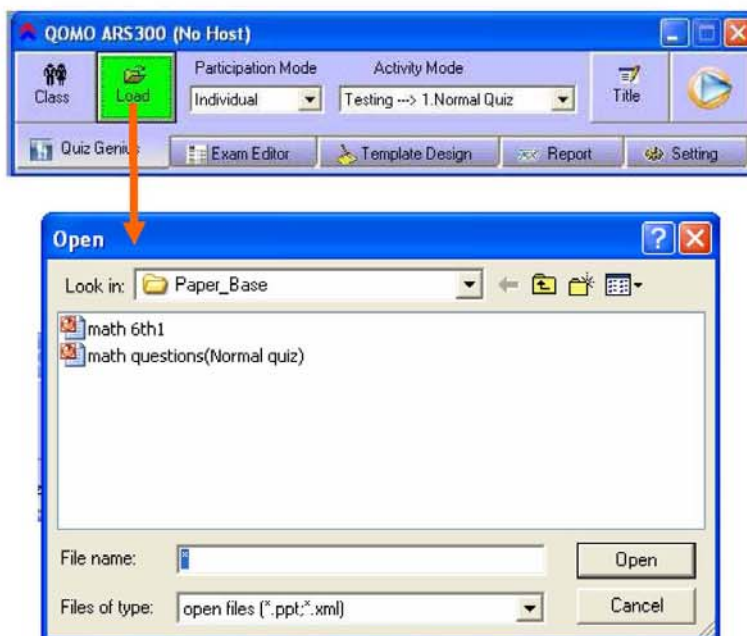


In the same way, you can also export documents using the **Export** function under **Class Settings**.

Lastly, you can also **Import** and **Export** documents under the Teacher subheading as well. The **Administrator** settings are found under the **Class Settings** tab and are password protected.

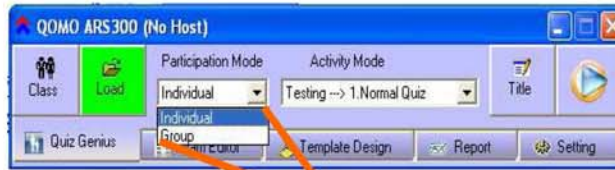
## Step 2: Load a Paper

When you load a paper, this means that you are loading a quiz, prepared in PowerPoint, directly into the QClick software. We will review how to convert PPT's into quizzes in the Exam Editor section of this manual- Page 14.



### Step 3: Select Participation Mode

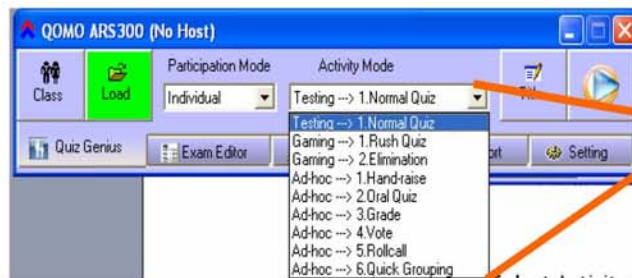
The default mode for participation is individual. However, you may select the audience participation mode by group as well. If by group, the response of any member in a group will be representative of the entire group.



Participation Mode

### Step 4: Select Activity Mode

Default mode can be preset while editing the paper, but you will choose between the following activity modes/quiz types: Normal, Rush, Elimination, Hand-Raise, Oral Quiz, Grade, Vote, RollCall, & Quick Grouping. We will review these in greater detail in the Activity Modes Section- Page 11-12.




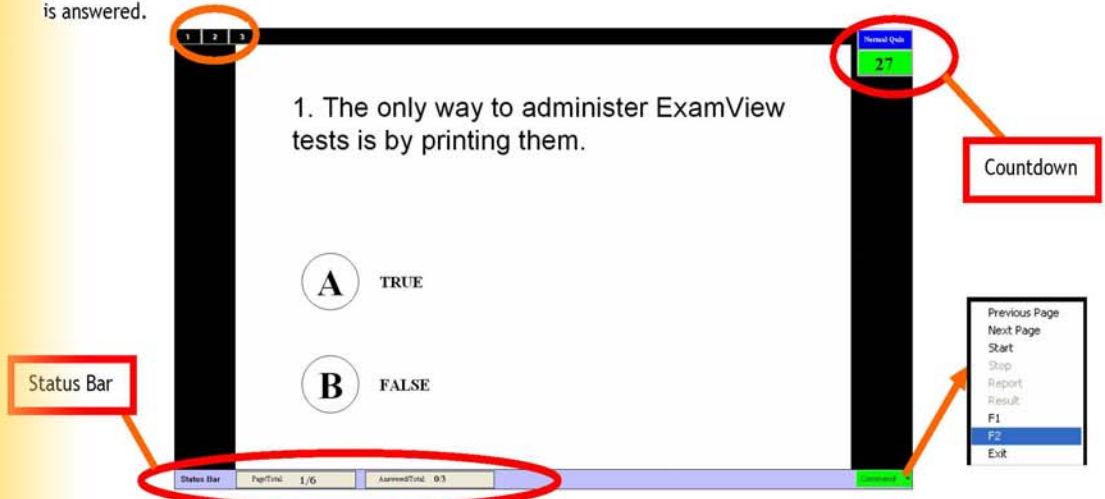
Activity Mode

### Step 5: Run/Present Question

Once the settings are established, the quiz can be initiated.

Response Pad Numbers turn blue when question is answered.

- A. Press the **Power** key on the instructor/presenter's remote or click the  in the program. The quiz will launch directly:



The system will automatically present the questions one by one and the teacher can preset the transfer time.

### Step 6: Start Gathering

Once you have pressed the button, as detailed above, the quiz will appear and the countdown will start at your command. You can start this by either pressing the button on your instructor remote or by pressing **Start** in the Command area on the bottom, right hand side of your screen. Now the system will automatically begin to gather signals from the audience response pads. The system ceases to collect the data from the response pads once the timer runs down to zero. The instructor may press the **Stop** button ahead of time to end the data gathering prior to the countdown's completion- the timer will turn to red to show this. **Pause** may also be used to temporarily stop the countdown during the quiz- the timer will turn to yellow to show this change.

### Step 7: Result & Report

Exam results and reports can be generated at the click of a button. By pressing the "Report" buttons on the instructor remote, you can view the answers of your audience:

**Report:**

Device No	Student ID	Student Name	Group No	Mark	Time	Total Mark
1	1	Amy	1	0	5	0
2	2	Billy	1	0	5	0
3	3	Jon	1	0	5	0

Average: 0.00

Buttons: Histogram, "F2" Cancel

**Results:**

Question Reiterated: 1. The only way to administer ExamView tests is by printing them.


Percentage of Correct Answers: 0.00%

Percentage of Incorrect Answers: 0.00%

No Response: 100.00% (3)

% Correct, % Incorrect, % No Response

## Step 8: Exit

You can either press the “Power” button on your instructor remote , or by selecting **Exit** in your **Command** prompt. The system will ask you whether you really want to exit or not and will prompt you to save your records.


### B. **Activity Modes**

As mentioned previously, the system has 9 activity modes: Normal Quiz, Rush Quiz, Elimination, Vote & Inquiry, Grade, Ad-Lib Quiz, Hand-Raise, Rollcall, & Grouping.

#### 1. Normal Quiz

Standardized multiple choice with the option of indicating a correct answer. Everyone can respond at the same time.

#### 2. Rush Quiz

The first participant who clicks the “Rush Quiz” button  gets the opportunity to respond within a preset time limit. If he/she responds correctly, points are added to her/his score. If the response is incorrect, points are deducted.

#### 3. Elimination

Each participant has the chance to respond to the questions. Those participants who respond correctly are then able to move onto the next round of questions. Those who respond incorrectly are out of the game and are restricted from answering any further questions.

#### 4. Vote, Inquiry

Questions with standardized multiple choice and no right answer. Choose one from the bulleted answers- the maximum number of possible answers to choose from is 6 (ABCDEF).


#### 5. Grade

Grade the object displayed. ie: A-excellent, 10 points; B-above average, 8 points; C-average, 6 points; D-below average, 4 points; E-poor, 2 points; F-unacceptable, 0 points. The system will display the total scores of each object and sort them by total or average answers.

#### 6. Ad-Lib Quiz

Used for quizzes with standardized multiple-choice and only one right answer. This activity mode does not require any slides prepared using the QClick paper editor. The instructor verbally (or by other means) explains or describes the questions and choices, and then presses start on his or her instructor remote. The audience members then click in their answers via their own response pads. Once the instructor presses the Stop button, the software will cease gathering information from the audience remotes and will then ask the instructor to set the right choice and scores of the questions. Results and Reports are displayed subsequently.

#### 7. Hand-Raise

Used for quizzes without a standardized set of answer choices. The instructor displays the slide/question and presses Start. The participant who pushes the Hand-Raise/Rush Quiz button first , has the opportunity to respond. The instructor grades the audience according to his/her response, awarding or deducting points.

#### 8. Rollcall

This participation mode is restricted to the individual setting. Once the instructor presses **Start**, the participants may press and key to be recognized by the system. When the instructor presses **Stop**, rollcall is over and the system will bring up the roll book for reference purposes. Attendance is easily taken in this manner.

### 9. Grouping

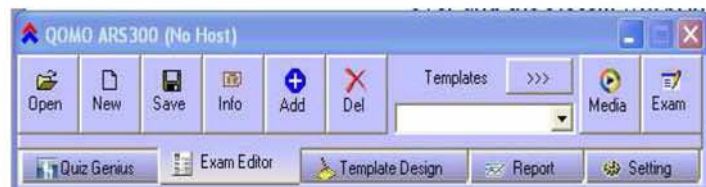
This mode is also restricted to individual participation. The participants who press “A” are arranged into one group, then “B” into another, and so on. The grouping is over when the instructor presses Stop and the software will display the member tally and proportion of every group.

## C. Exam Editor

### 1. Creating Question Slides:

Because QClick software is a Plug-In software for MS PowerPoint, we can simply use the PPT tools to edit the questions. For example, opening a file, inserting a picture, inserting film and voice, and also project slides. Our exam editor is especially designed for quizzes and various other Audience Response System activities.

Click the Exam Editor tab on the bottom, left hand side of your main QClick toolbar:



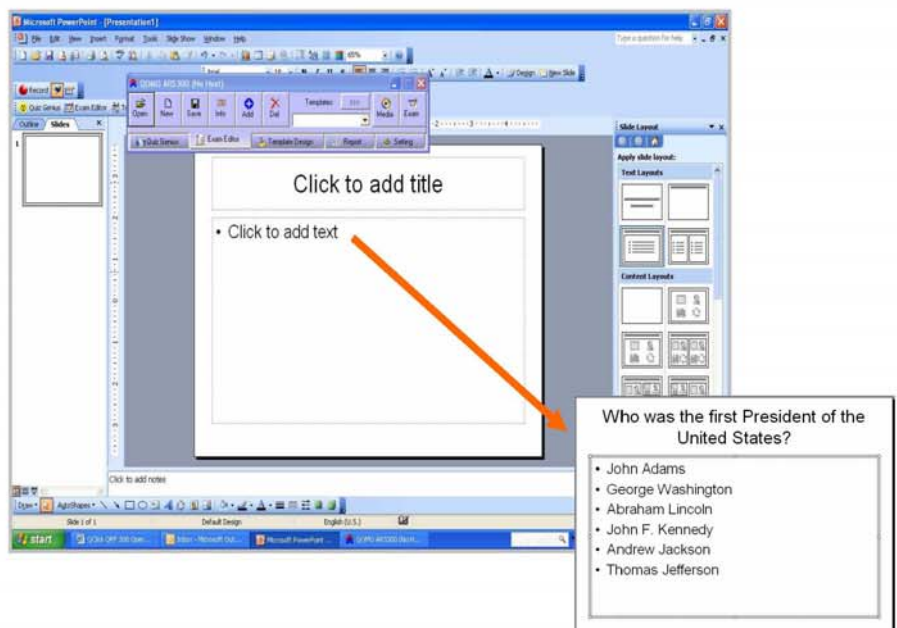
To review the buttons, we will to simply go right down the line:

#### a. Open

Click **Open** to load a prepared PPT file (AKA: quiz paper).The default load path is: C:\QOMO\QClick\ARS300\Paper\_Base

#### b. New

When you click **New**, a brand new PPT file will open up for you to input your quiz information. When looking at a PPT slide, the “title” portion will be your quiz question and the lower bulleted section is where your multiple choice answers will be.



**c. Save**

Save the current quiz/exam. The default Save path is C:\QOMO\QClick\ARS300\Paper\_Base

**d. Info**

The Info button will display the exam information including test file name, test file path, total number of questions, scoring information, level of difficulty, time limit, and more.



**e. Add**

The Add function allows you to add a slide by selecting from some preformatted models:

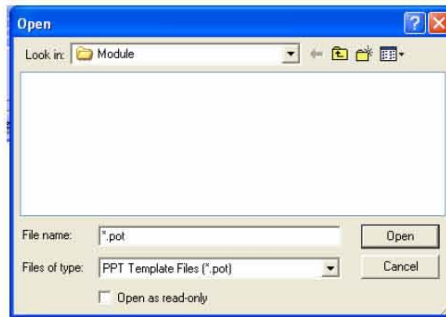


**f. Delete**

Use the Delete function to erase any slides you no longer want included in the exam or activity.

**g. Template**

The **Template** function lets you add questions using a preformatted question model of your own design.

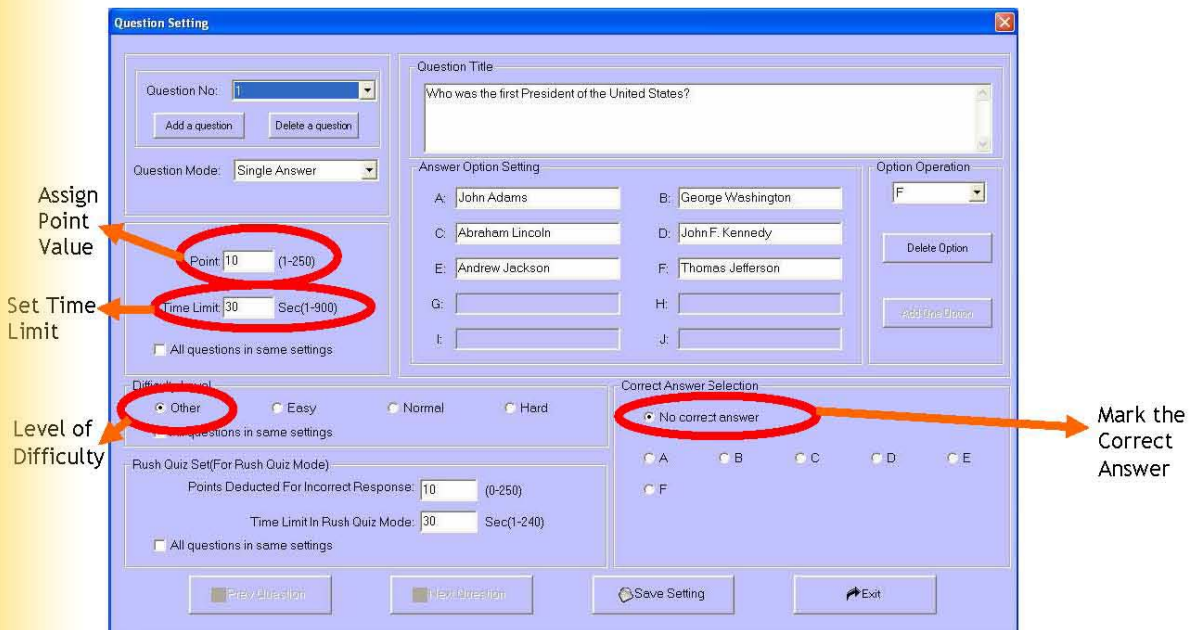


**h. Media**

Use the **Media** function whenever you wish to insert videos or images into your quizzes.

**i. Exam**

The **Exam** button serves as your **Save As** function and will set your quiz so you're ready to deliver it to the class. It will **CONVERT** your bulleted slides into questions in numeric or alpha format, according to your preference. Simply go through and add all of your "questions" and bulleted "answers" into the PPT slides. Once you are done, click **Exam** and the following screen will pop up, allowing you to set point values, mark the correct answer, set difficulty levels, etc.:



To convert existing PPT slides into quiz questions, simply open your existing PPT and then click the **Exam** button on your Exam Editor tab. It will work in just the same way as when you are creating a new PPT slide from scratch. It will convert your bullets into answers for you, as you click through to assign values and answers.

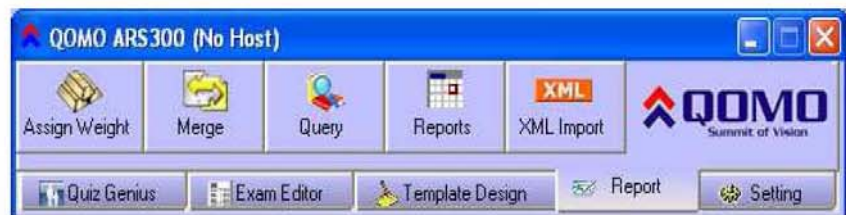
## D. **Template Design**

1. Designing and saving preformatted quiz sets will bring ease and efficiency to a presenter's planning. This enables the instructor to design different types of models for different purposes.



As you can see, the **Template Design** tab is almost identical to the **Exam Editor** tab. The difference is that here you can create, name, and modify quizzes to be used in future classes and subjects.

## E. **Report**



### 1. **Assign Weight**

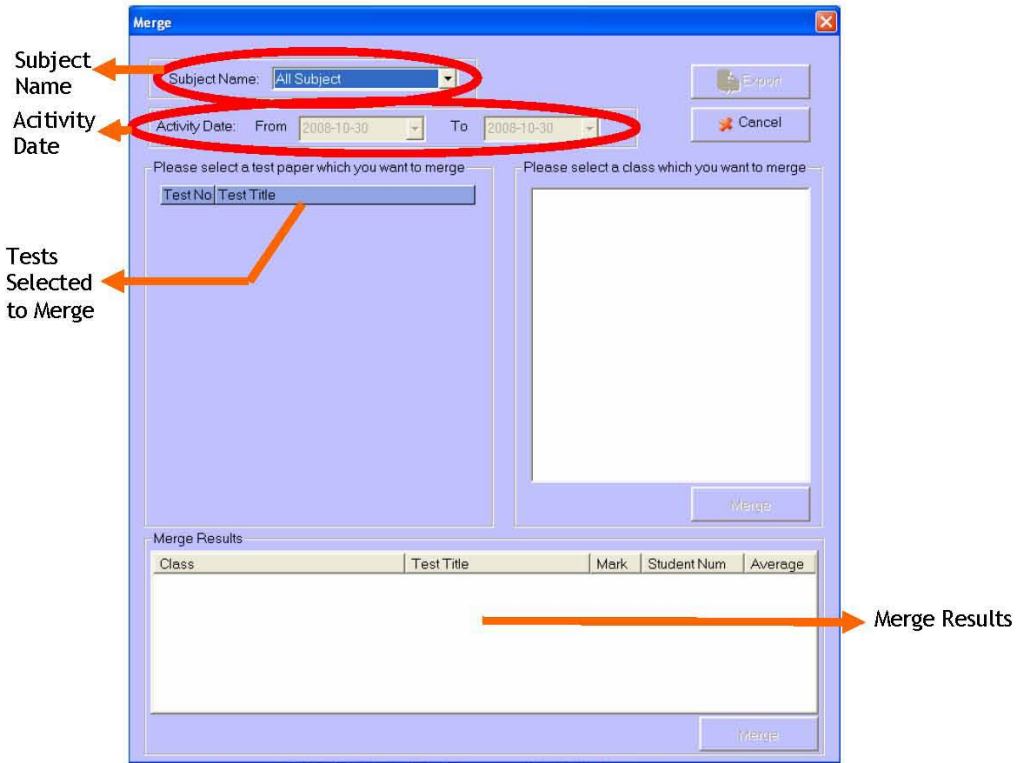
The Assign Weight button, allows you to weight your exams so you can average out your tests over the course of the class semester or quarter.



### 2. **Merge**

In the event that you have two classes performing the same activity together, or want to merge two exams into one for scoring purposes (eg: Part I and Part II), this is a great tool:

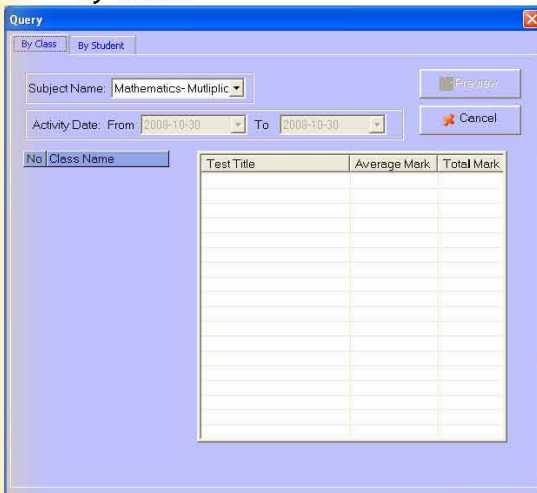




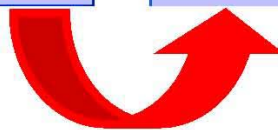
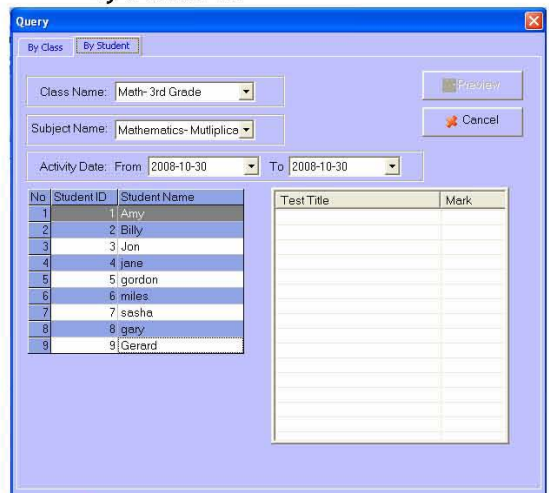
### 3. Query

The Query function will allow you to get exam results and scoring based on class averages and also by individual student scoring. When you click on the Query button, the following box will pop up:

By Class:



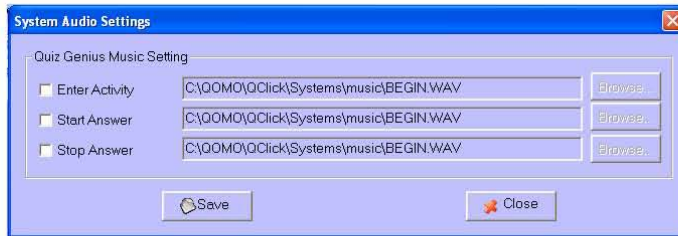
By Student:





**1. Audio**

In the Audio function, you can browse through your computer in order to add sound to your quizzes. Below, you will see boxes to add sound to signify when a new activity is being entered, when the countdown to answer has begun, and when the countdown has been ended:

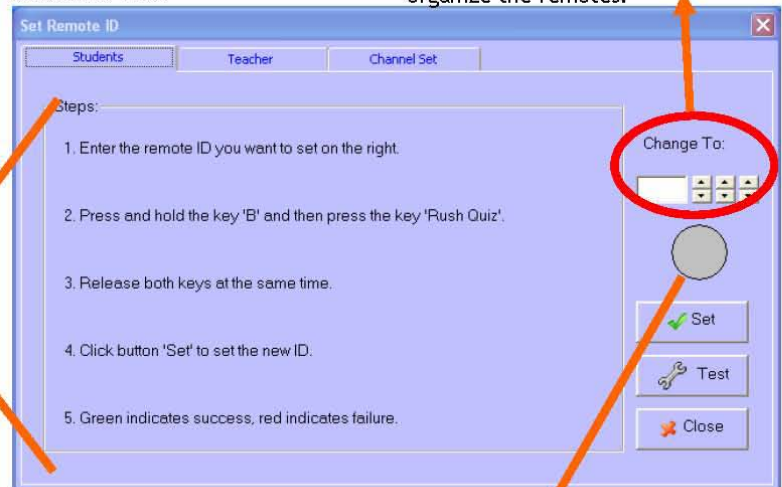


**2. Set Remote ID**

Before your remote pads will be operational and communicate with the receiver dongle, you must set their remote ID's. This function will allow you to do so simply and easily. When you click on this button, a dialogue box will open with three separate tabs: Students, Teacher, and Channel:

Assign a number to each response pad to organize the remotes.

**Students Tab:**

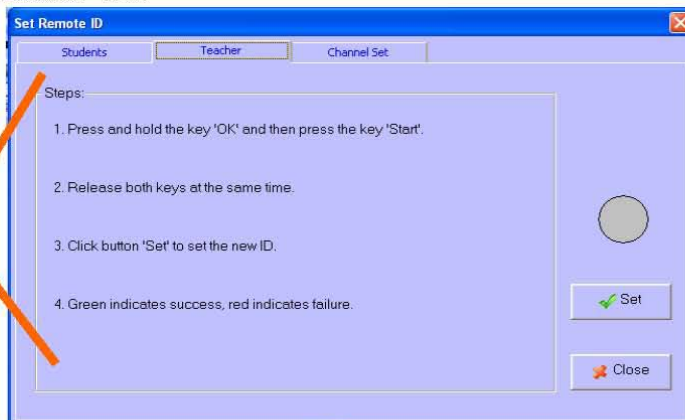


Steps to Setting the Student Remote ID's



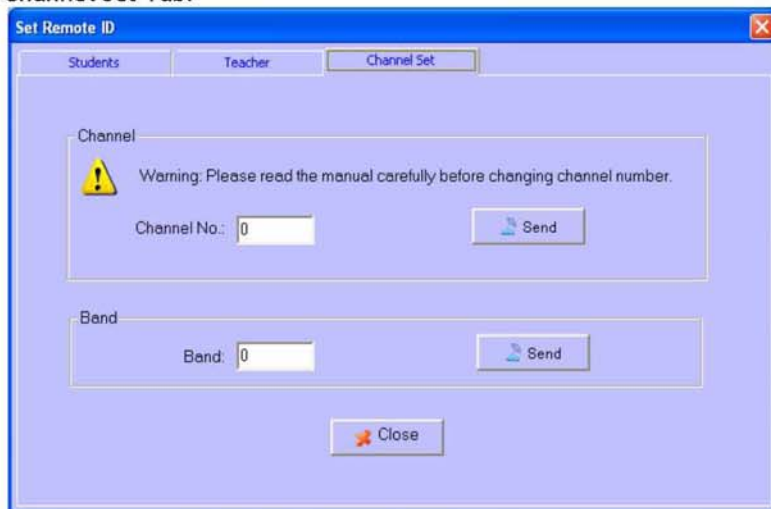
**Please Note:** The gray circle on the right side of the tab will illuminate to green once you have properly set the remote ID for each individual. It will blink red if it has failed to set the remote ID.

**Teacher Tab:**



Steps to set Remote ID for Teacher

**Channel Set Tab:**



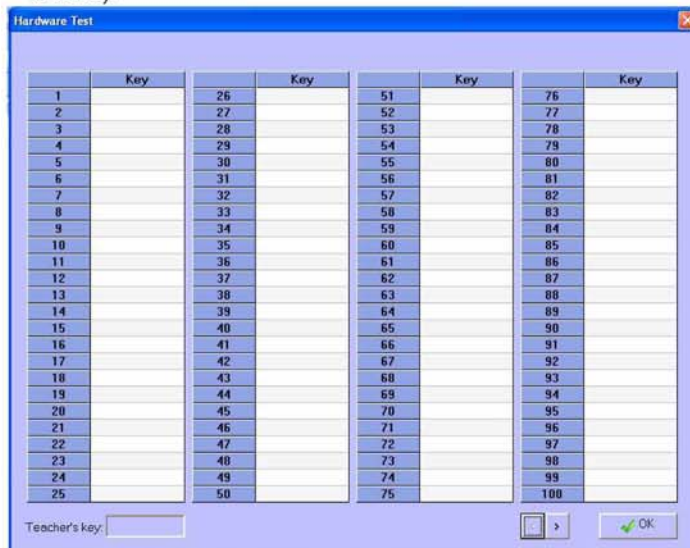
**Please Note:** The default Username and Password are Qomo and Qomo.

The Channel Set tab is not only password protected, but is also important to ensure correct operation with the QClick audience response system.

The reason for this is that when in a school environment, it is possible that the RF signals can interfere with other classrooms if everyone’s response pads are programmed on the same channel. There are 60 different channels to choose from, so all you need to do is type in any number between 1-60 in the channel box. Since the QClick’s range is 230 feet, anyone within that range using different Audience Response Systems should be set on different channels. This will avoid overlap or interference.

**3. Hardware Test**

The Hardware button will allow you to check individual and instructor remotes to ensure that they are operating correctly and are “talking” to the receiver dongle. In this way, we’ll know that quiz will be delivered successfully. You will check the device numbers in the chart to make sure they align with the key, aka your student’s remotes (up to 400 students at a time):



**4. Database**

The database function allows you to backup your data, recover your backup data, and clear your activity records.



**5. Login Set**

The Login Set button is your gateway to editing usernames and passwords:



**6. System Info**

Basic software information for you to reference.

