



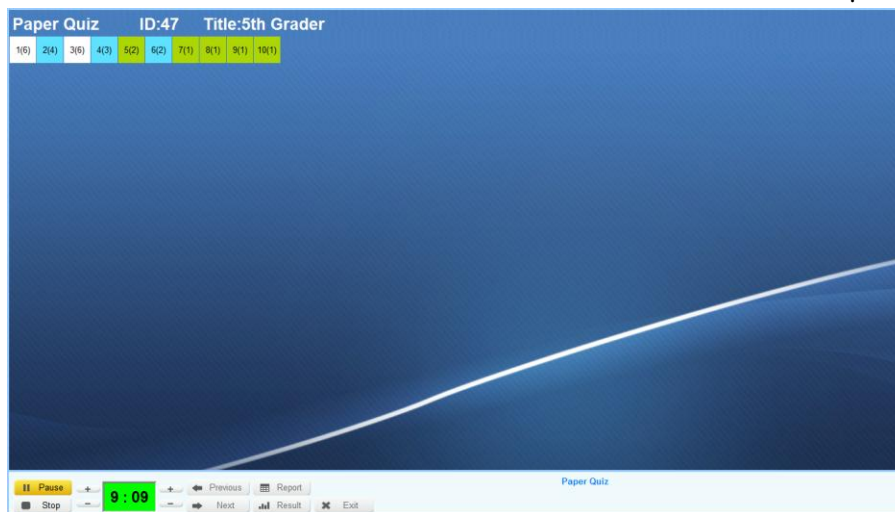
Normal Quiz

This is a traditional question/answer quiz. The students view the questions and answer options on the screen and submit their answers into the responders. See the Quick Guide for detailed directions.

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Paper Quiz

This quiz requires the questions to go on a handout that students will receive. However, they will use their responders to submit their answers. An answer sheet needs to be created in the Exam Editor feature. (See directions on how to set up an answer sheet.)



Run a Paper Quiz

1. If you load a quiz, you will have the option to send the questions to the students' remotes. Select F1 "Send Questions" when you run the quiz.
Note: If you load an answer sheet, the questions won't be in the student remotes.
2. Start the quiz. Enough time needs to be allowed for the students to submit ALL of their answers.
3. When the students are done, they will click on the Option menu and select Send Answer. Their ID box on the screen will turn blue.

Homework

The homework quiz allows the students to take their responders home and submit their answers. The exam is downloaded into their remotes in class, the student enters their answers on their own then the answers are uploaded to the teacher's computer.



Loading a quiz to the student remotes:

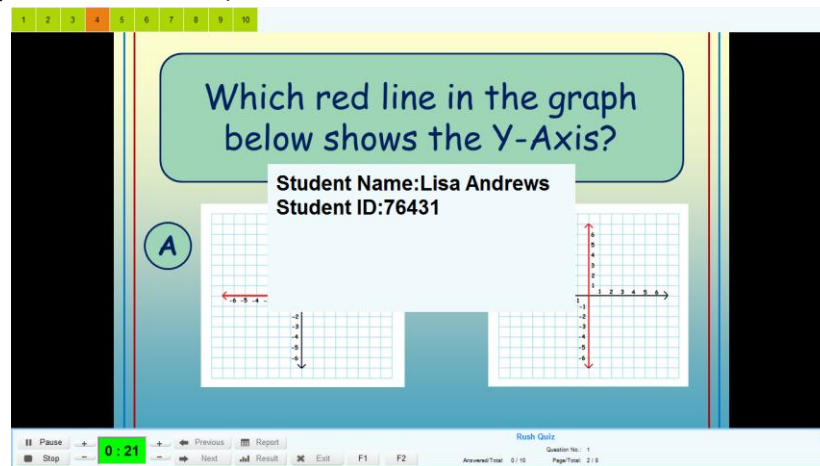
1. Load the class and the quiz. Have the students log into their remotes.
2. Click on F1 to send the questions to the student remotes. A box will appear showing that the questions are being loaded to the remotes.
3. Have the student select the option screen on their remotes and select to exit.
4. The students can access their quiz later by going into the main menu and selecting the exam list.

Loading the students' responses to the computer:

1. Load the class and the quiz. Have the students log into their remotes.
2. Run the quiz and hit the start button. The timer will say "Receiving".
3. The student remotes will automatically display the exam. Have the students click OK.
4. A menu will appear. Have students select "Send Answer" in their menus. When it goes through successfully, their ID box on the QClick screen will turn blue.

Rush Quiz

A rush quiz is a type of game where the person who clicks on the responder first, is given the opportunity to answer the question.



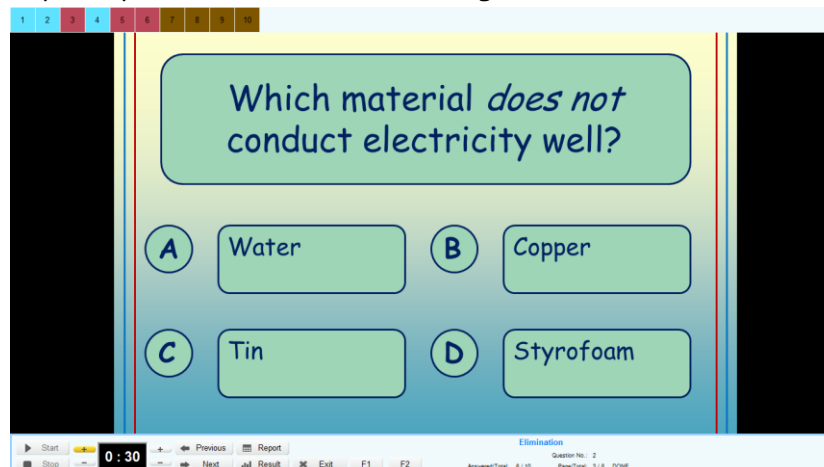
Run a Rush Quiz

1. Start the quiz. The timer won't start until a student hits a button on the remote.
2. When the first person hits a button, their ID box will turn red and the timer automatically begins to count down.
3. When the student submits their answer, the timer automatically stops.
4. If they answered correctly, their box turns blue. If they answered incorrectly, their box turns brown and points are eliminated from the student's total points.
(Go to Quiz Setup to change the number of deducted points)

Note: Deducted points are only supported in this activity mode.

Elimination Quiz

The elimination quiz is a game where everybody gets a chance to answer, but if they answer incorrectly, they are eliminated from the game.



Run an Elimination Quiz

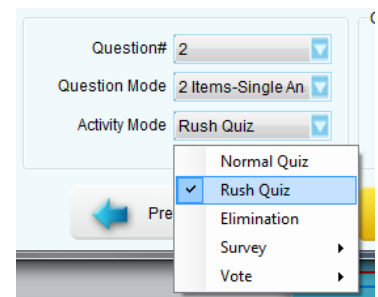
1. Begin the quiz.
2. Students will submit their responses. The student's boxes will turn blue to indicate that they answered.
3. After the timer stops, the student boxes change to green if they got the answer right and brown if they got the answer wrong.
4. The students who answered incorrectly cannot answer any more questions for the rest of the quiz.

Note: The histogram only applies to those who are still able to participate.

Multiple Mode

Multiple Mode allows you to have each question set up in the activity as a Normal Quiz type question, an Elimination Quiz type question, or a Rush Quiz type question. If elimination questions are consecutive, then the eliminated players will not be able to participate with that next question. If an elimination quiz question is followed by a rush quiz question, all of the students—regardless of their previous answers—will be allowed to participate.

To create a multiple mode quiz, go to Exam Editor and click on Setup. For each question, select a different activity mode for each question.



Survey

A survey collects data without requiring an answer key. Numbers are assigned to the responses as high or low; which are used as a numeric evaluation of the survey. Weight needs to be assigned to the survey before it is conducted.



Set Up a Survey Session

1. Click on Exam Editor and click on Setup.
2. Click on the Activity Mode menu and select Survey.
3. Select the number of responses. A Survey Weight Response box will appear.
4. Choose value points for each response.
5. Save your settings after you've edited each question.

The screenshot shows the 'Exam Editor' interface with the 'Survey' activity mode selected. A question is displayed: 'Communications are handled pleasantly and professionally.' with five response options: A. Never, B. Rarely, C. Sometimes, D. Often, and E. Always. The 'Clicker Display' section shows the question text and the response options. The 'Correct Answer Selection' section shows the point values for each response: A: 10.00, B: 7.50, C: 5.00, D: 2.50, and E: 0.00. The 'Point' is set to 10 (1-250) and the 'Time Limit' is 30 (Sec1-900). The 'Deducted Point' is 10 (1-250). The 'All Questions in Same Set' checkbox is checked. The 'Advanced' button is visible.

Vote

The voting mode collects data without an answer sheet or weighted responses. The reports and results show a number count and a percentage of how many people selected the different options.

Set Up a Voting Session

1. Click on Exam Editor and go to Setup.
2. Click on the Activity Mode menu and select survey.
3. Select the number of responses.
4. Click on the Save Settings button when you are finished setting up the quiz.

The screenshot shows the 'Vote Report' interface for a class named 'Astronomy'. The report displays the date '7/12/2012', the subject 'Science', the teacher 'Mrs. H', and the session 'Voting II'. The report title is 'Vote Report'. The report content shows a table with the following data:

REPORT	What should the class colors be?	Total	Count	Percent
Candidate		6		
A. Gold and Black		1	16.67%	
B. Black and Silver		1	16.67%	
C. Burgundy and White		1	16.67%	
D. Blue and Silver		3	50.00%	
Abstained from voting		0	0.00%	

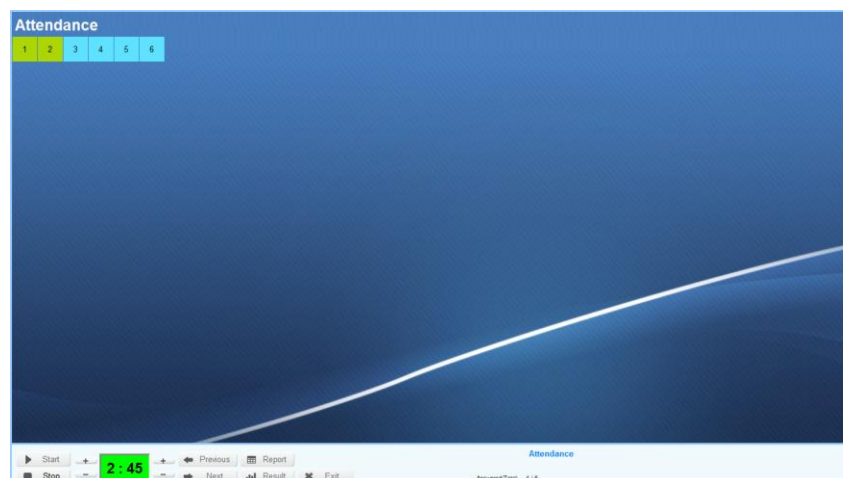
Below the table, there is a list of students and their answers:

Student ID	Full Name	Answer
69446	Sean Miller	A
69500	Kari Reid	A
69560	Becca Long	D
78619	Lindsay Tate	B
78622	Jack Donner	A
79363	John Baz	C

The report was created on 7/12/2012 and is page 1 of 5.

Attendance

Attendance mode allows the teacher to take attendance. It can be saved in the database and it can be viewed immediately after the activity.



Run an Attendance Session

1. Select a class.
2. Click Run.
3. Choose how much time you are going to allow for students to sign in by adding or subtracting time from the timer.
4. Click the Start button
5. The students can press any button to sign in.
6. When the activity is stopped, click on Results. Totals of the number and percentage of present and absent students will be shown. Click F1 to view the list of absent students.

Attendance	
Class: Astronomy	
Date: 7/12/2012	
Subject: Science	
Teacher: Mrs. H	
Session: Attendance	

REPORT	
Total Number Of Participants: 6	
Number Of Attendees: 4	Percentage Of Attendees: 66.67%
Number Of Absentees: 2	Percentage Of Absentees: 33.33%

Attendance	Absence
Jack Donner	Becca Liang
John Balz	Kari Reid
Lindsay Tate	
Sean Miller	

Created On: 7/12/2012 Page 1 of 1

Freestyle

Freestyle allows the teacher to collect data without having a quiz or an answer sheet created ahead of time. The correct answers are submitted by the teacher during the quiz, either before each question begins or at the end of each question. Short answer responses cannot be used in this mode. Freestyle only supports Normal, Rush, and Elimination modes only.

The screenshot shows a software interface for a Freestyle Quiz. At the top, there's a toolbar with various icons for editing and navigation. Below the toolbar, the main area displays a geometry problem. The problem text is: "ABC is proportional to RST. What is the length of x?". Below the text, there are two triangles. Triangle ABC has side AB = 3 cm, side BC = 2 cm, and side AC = 4 cm. Triangle RST has side TS = 8 cm, side TR = 16 cm, and side SR = x. Below the triangles, there are four multiple-choice options: A. 7, B. 20.5, C. 12, and D. 32. At the bottom of the interface, there's a status bar with a timer showing 0:30, and buttons for Start, Stop, Previous, Next, Report, Answer Setting, White Board, and Exit. The status bar also shows "Normal Quiz" and "Page Total: 1/1".

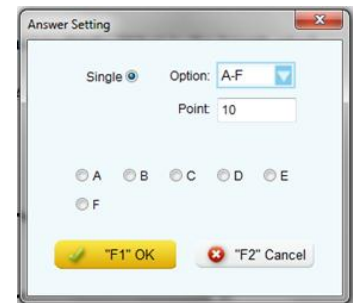
Run a Freestyle Quiz

1. Select a class.
2. Click on the Freestyle box and hit run.
3. Login the teacher's remote.
4. Go into Menu on the teacher's remote.
5. Select Set Question. A list of the type of questions appears. Select your question

type. An option summary screen appears.

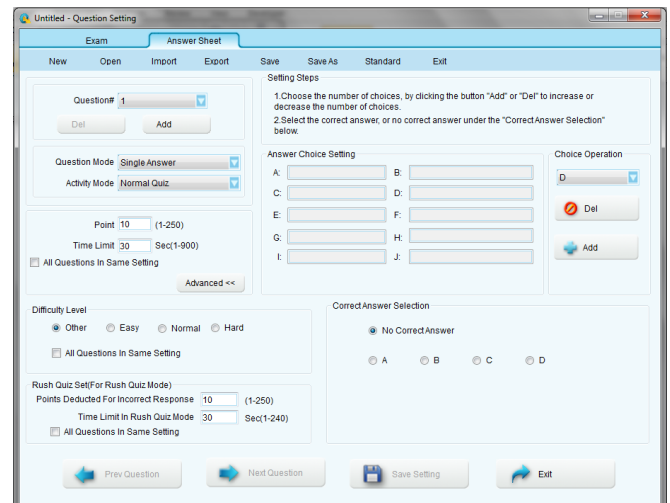
6. Select how many answer choices there is for your questions so that it is highlighted blue.
7. Push the down arrow to select the correct answer. Select the answer so that it is highlighted blue.
8. Push OK to record the answer. This will automatically start the timer for the students to respond.
9. For a new question, select next, and repeat the answer selection process.

Note: If you run the quiz in Freestyle mode, like a normal quiz, without submitting the correct answer first, a box will appear when the timer stops that will prompt you to select the right answer.



How to Create an Answer Sheet

1. Click on Exam Editor and click on Setup.
2. At the top of the screen, click on the Answer Sheet tab. You will notice that the question number defaults to #1.
3. Click on Question Mode and select the type of answer.
4. Click on activity mode to select the type of activity.
5. Set the point limit and time limit.
6. In the Correct Answer Selection box, click on the bubble next to the right answer.
7. At the top click the Add button to add another question. Repeat the above steps until your answer sheet is complete.
8. Save the file. It will save as a .sep file, which you will have to load for certain activity modes.



Offsite Mode

Offsite Mode allows you to conduct an activity without being connected to a computer. The activity can be uploaded to the teacher remote ahead of time or it can be conducted in Freestyle mode.

How to Upload an Activity to the Teacher Remote:

1. On the teacher remote select Offsite.
2. Open up the QClick program with the dongle plugged in. Select a class and load a quiz.
3. On the teacher remote, select Loading Information. The quiz will automatically run on the computer. A box containing your class information appears, as well as a menu
4. Select Load All Info to download the class list and the quiz information. A download status bar will appear showing that the information has downloaded.
5. In the menu, select Exam List to view the downloaded quizzes.

How to Run an Activity in Offsite Mode:

1. Click on "Begin Session" in the teacher remote. A blue and white screen shows with class, exam, and activity information. The yellow line highlights the field that you can change.
2. To change the class, hit "ok". This brings up a list of all of the class lists that are stored in the teacher remote.
3. Select the Exam and Activity mode.
4. Have the students log in.
5. Click the Start button. A summary screen of the quiz appears. Conduct the quiz using the teacher remote.
6. Click on "Return" to end the activity. Save the session with a name.

How to Upload a Quiz Session into QClick:

1. Click on the Reports button on the QClick main screen. Click on Session and click Start.
2. In the teacher remote, click on menu and select Upload Session. A list of all of the sessions appears. Select the quiz.
3. The exam information will appear on the computer screen. Click on "Save".



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