QOMO
HiteVision

User Manual

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QOMO ARS Overview

Thank you for purchasing the QOMO Audience Response System (ARS). The QOMO Audience Response System is user friendly and it provides instant feedback from all of the participants (up to 1,000 persons). Working with Microsoft PowerPoint, the QClick software is easy to learn and easy to use. Some of the student clickers display the question being asked on its own screen. Both the questions and the answers can be easily and quickly created using built-in PowerPoint templates; or by using existing PowerPoint presentations. Furthermore, you can use hardcopy tests and have your students answer using QClick. The QClick's **Instant Questions** setting allows instructors to add questions during the test.

The system is composed of hardware (instructor keypad, student keypad, RF receiver, etc.) and software.

With multiple question type selections—**Multiple Choice**, **Short Answer**, and **True/False**—QOMO ARS encourages the participants to be involved in various activities—**Normal**, **Rush**, and **Vote/Survey**—and combines them in one quiz session. Generally, **Normal Quiz, Elimination, Homework**, and **Paper Quiz** are used to conduct the tests.

The instructor keypad incorporates a remote mouse and some PC keyboard functions allowing control of the slide selection as well as other software functions. The remote mouse functionality of the keypad gives the instructor the freedom of not having to use a computer to conduct the tests. The QOMO ARS allows the instructor to display instant test results in the form of a histogram and a score board after each question is completed.

Part 1: Software

Software Overview

QClick software has four sections: **User, Add a Question, Question Settings,** and **Tools.**

The **User** section allows you to login/logout the system and to manage user profiles.

The **Add a Question** section allows the selection of question mode, and the creation and editing of the PowerPoint exam slides.

The **Question Setting** section allows you to create and edit the slide questions, as well as the answer selections.

The **Tools** section is designed for class management, quiz process settings, session management, and the system set up.

System Requirements

Windows 7 (both 32 and 64 bit), Vista (32 bit) and Windows XP (32 bit) operating system

Office 2007, Office 2010 with Office PowerPoint and Office Excel installed

Intel or AMD 600 Mhz class processor (1 GHz or higher recommended)

256 MB RAM

245 MB hard disk space (an additional 187 MB is required if you do not have Microsoft .NET Framework 3.5 installed or higher)

1024 x 768 resolution at 32-bit color or higher

Standard USB 1.1/2.0 port (for USB-based hardware devices)

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.

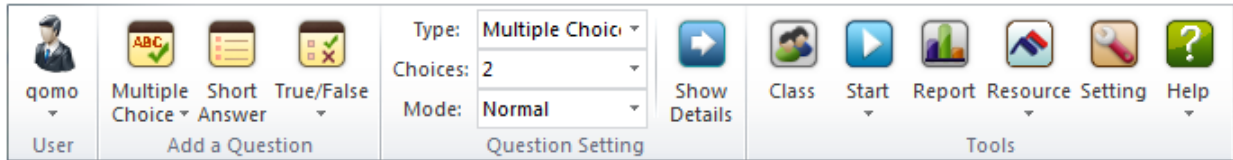3. Follow the instructions displayed during the installation.

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 will produce one shortcut icon on the desktop: .

Using the QClick Software

1.1 User

1.1.1 User Login

To login the system, follow these steps:

1. Click the **Login** icon and the User Login window will display.

2. Select the user name from the **Username** drop-down list, or directly enter the username and password in the textboxes.

3. Click the check box in front of **Remember My Password** and the system will save your password automatically.

4. Then click the **Login** button to log into the system.

Note: *User login the system, username will be displayed on the User Section, like this .*
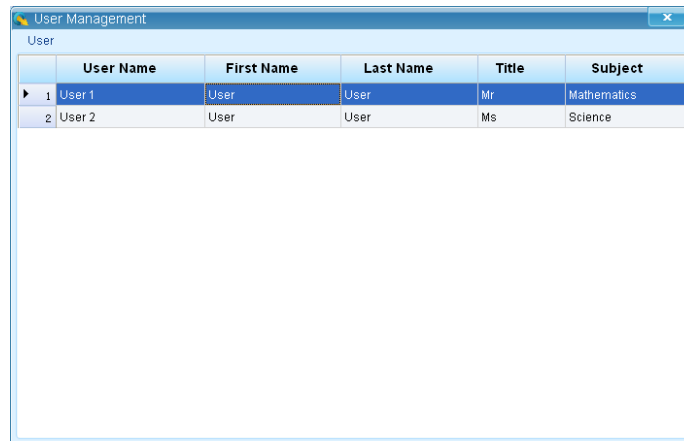
1.1.2 User Management

The default username and password is "qomo". This is also the administrator login which is used to manage other user profiles.

To manage user profiles, follow these steps:

1. Click the username icon then click the selection of User Management. The User Management window will pop up.
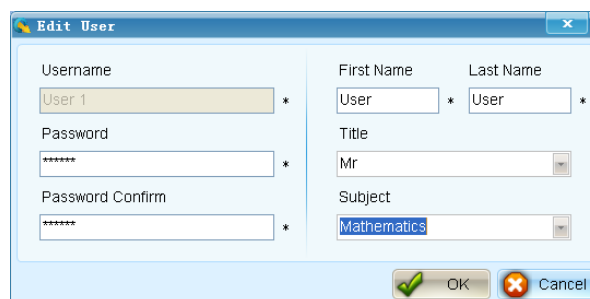

2. All user profiles will be displayed on the table, including User Name, First Name, Last Name, Title, and Subject.

3. To add a new user, click the User button on the top left of the window and select **Add** from the option menu. Or, right click the username data and then select **Add a User** from the drop-down menu.

4. To edit a selected user, click the User button on the top left of the window and select **Edit** from the option menu. Or, right click the username data and select **Edit the User** from the drop-down menu. The Edit User window will pop up.

5. To delete a selected user, click the User button on the top left of the window and select **Delete** from the option menu. Or, right click the username data and then select **Delete the User** from the drop-down menu.

Note: *Only the system default username "Qomo" can be used for user management.*

Note: *All users can edit a personal profile by clicking the avatar icon* *above the username and then the Edit User window will pop up.*
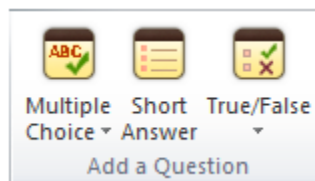
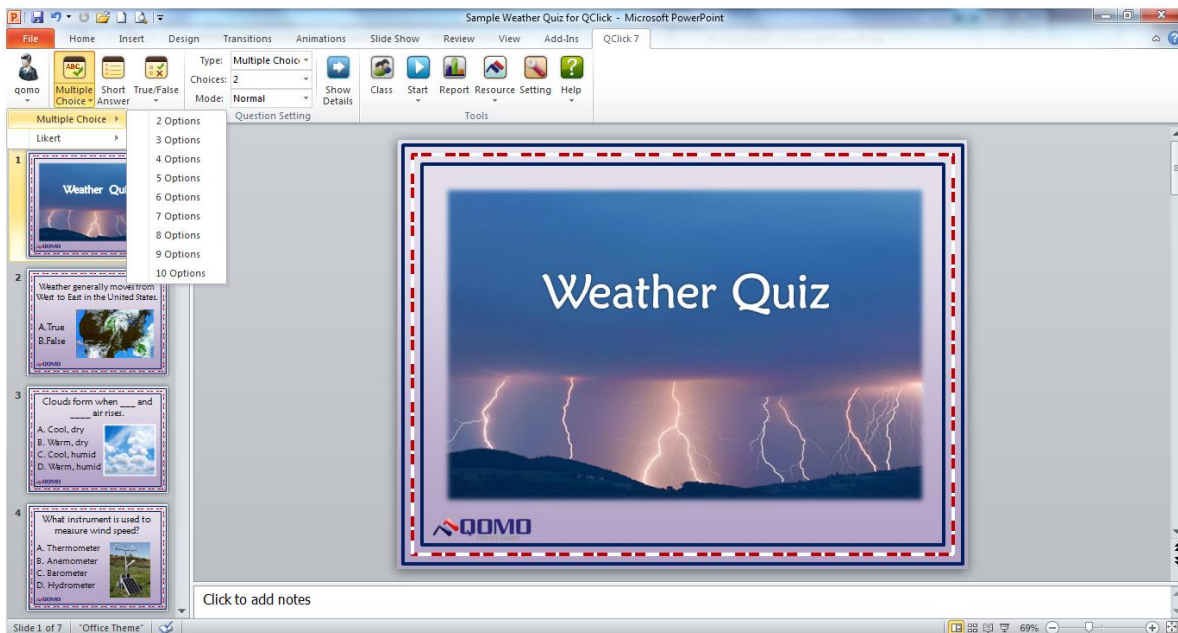Add or delete a user in User Login window by clicking the **Add** or **Delete** button.

1.2 Add a Question

In this section, there are three types of slide templates to choose from: **Multiple Choice, Short Answer** and **True/False**.

1.2.1 Multiple Choice:

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Click the **Multiple Choice** button ⬛. An option menu popup with two question selections will appear: **Multiple Choice** and **Likert.**

- **Multiple Choice:** Set for two types of questions—**Single Answer & Multiple Answers** and choose from 2 to 10 selections.

  - **Single Answer**: Multiple options question with only a single correct answer choice.

  - **Multi Answer**: Multiple options question with the option of more than one correct choice.

- **Likert**: Mostly used for Vote and Survey questions. There are dozens of likert templates in the QClick system.

To add a **Multiple Choice** slide follow these steps:

1. Click the **Multiple Choice** button ⬛. The question selections menu pops up.

2. Click the question options to complete the question setup.

Note: *When you click on the **Multiple Choice** icon ⬛ a blank four option slide will be added.*
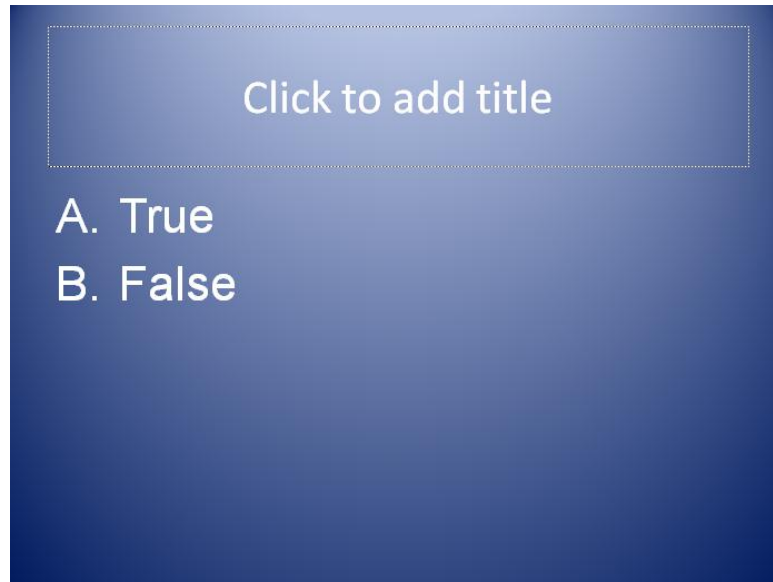
1.2.2 Short Answer

This type of template is designed for text input questions.

Clicking the **Short Answer** button will add a blank slide to the presentation.

1.2.3 True/False:

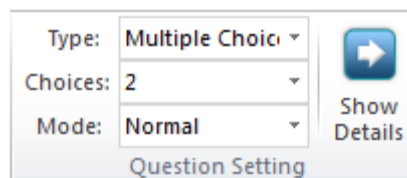To add a new **True/False** question, follow these steps:

1. Click on the **True/False** icon ⬛. A slide with the True/False options will be added.

2. Click the **True/False** button [True/False button] and an option menu will pop up. Click one option and a new slide will be added.
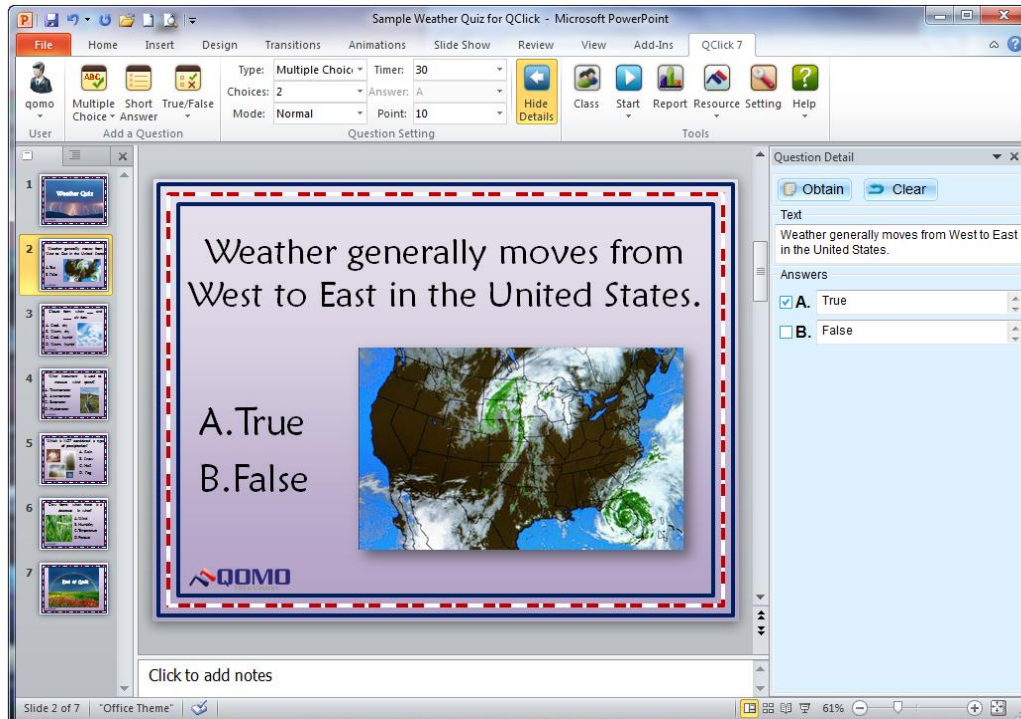
1.3 Question Setting

**Question Setting** window has two parts, hidden by the button [Hide Detail button].

To set up the PowerPoint questions, go to the **Question Setting** section and click the **Show Detail** button [Show Detail button]. The **Question Setting** window will be fully displayed. One is **Question Setting** located on the main toolbar; the other is **Question Detail** located on the right of the screen next to the slide setting window.

1.3.1 Question Setting
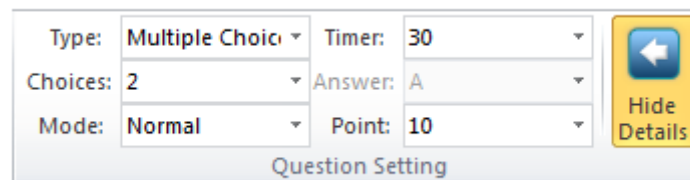
1.3.1.1 Type

Type: Select the question type you desire to set up from the **Type** drop-down list. The three question types to choose from are **Multiple Choice, True/False,** and **Short Answer**.

1.3.1.2 Choices

Choices: Select the answer options you desire to set up from the **Choices** drop-down list. Choose 2 to 10 answer options for a multiple choice question.

Note*: **Short Answer** questions have no choice setting and **True/False** questions defaults to 2 options.*

1.3.1.3 Mode

Mode: Select a question mode from the **Mode** drop-down list for the question setting. There are three question modes: **Normal, Rush and Vote/Survey**. The default setting is **Normal.**

- **Normal**: A quiz file must be provided with the correct answers for each question prior to starting the quiz.

- **Rush**: The first student who presses any effective **"Rush Quiz"** button locks out the rest of the students from answering and is the only person able to respond to this particular question.

- **Vote/Survey**: The activity is used for subjective responses. The audience's response is either a positive or a negative with no correct or incorrect answer.

  Note: *Short Answer can only be used in **Normal** and **Rush** mode.*

1.3.1.4 Timer

Timer: Select a time from the drop-down list and set the time limit from 10 to 60 seconds—the default value is set at 30 seconds. Or type a number in the **Timer** textbox directly—the valid time is from 1 to 900 seconds. The session running timer copies this time limit value when each question starts.

1.3.1.5 Answer

Answer: For **Short Answer** questions, type in the correct answer. For **Multiple Choice** and **True/False** questions, the correct answers are selected and edited through the Question Details screen.

Note: *Answers cannot be edited when the question mode is set up for **Vote/Survey**.*

1.3.1.6 Points

Points: The point value is specified for correct answers. In the **Point** drop-down list, there are 5 options to choose from: 1, 2, 5, 10 and 20. The valid point is from 1 to 250, and the default value is set at 10. Users can type any valid number in the **Point** textbox directly.
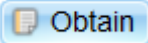
Note: *Points cannot be edited when the question mode set up for **Vote/Survey**.*

1.3.2 Question Detail

Question Detail is designed to set up the question details and the correct answer.

To set up the questions, follow these steps:

1. Click the **Obtain** button ⬚ Obtain and the question content will be displayed in the textboxes from the current slide.
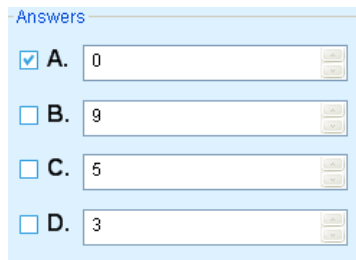   - The question title will be displayed in the textbox under **Text.**

   - The answer options will be displayed in the textboxes under **Answers.**

   Note: *Obtain has two functions for question data storage: sending questions to* ***Student Responders*** *(QRF900) and keeping the question title stored in the* ***Session Record***.

   - To edit the question content, users can also select and drag the current editing question into the **Text** & **Answers** textboxes.

2. *Set up the correct answer manually:*
   - Set the correct answer for the **Multiple Choice** & **True/False** questions by clicking the check box in front of the answer options.
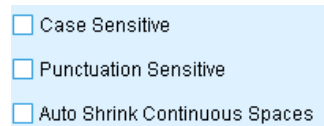
   - Type the answer in the textbox directly for **Short Answer** questions.
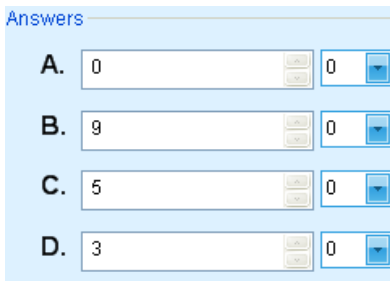
   Note: *You can click or not click the check box of the selections under the* ***Answers*** *textbox* for the text format.

   - Select a point value from the drop-down list for the corresponding answers for **Vote/Survey** types of questions.
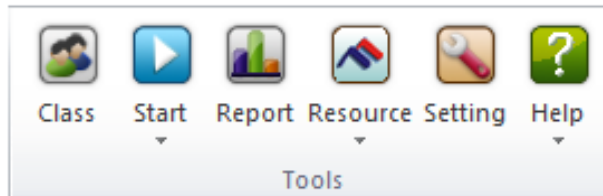

3. Click the **Clear** button ⬚ Clear to clear all changes of the current editing slide.
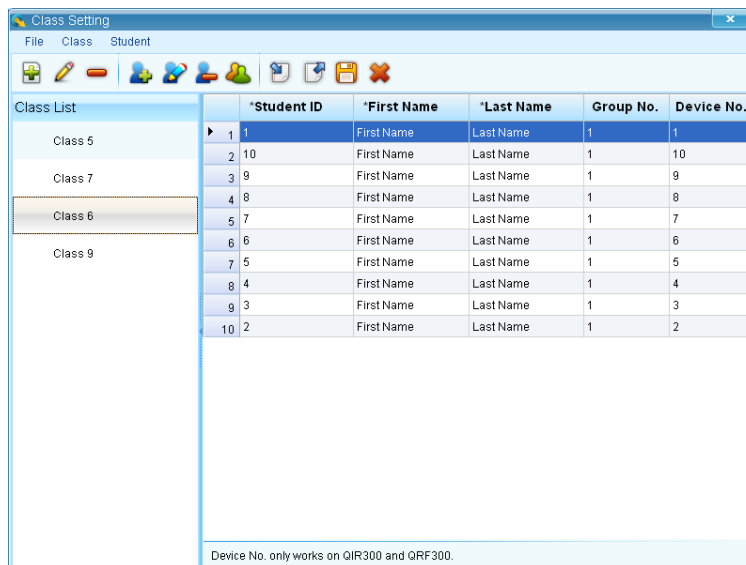
1.4 Tools

1.4.1 Class

Click the **Class** Tab in the Tools window. The **Class Setting** window will be displayed.

Windows Menu:

1.   File—import, export, save, or exit the file.

2.   Class—add, rename, or delete a class.

3.   Student—add, edit, delete, or group students.

Controls on the toolbar:

   Add a new class in **Class List**

Edit the selected class name in **Class List**

Delete the selected class

Add a new student to the student list

Edit the selected student profile

Delete the selected student

Group the students

Import a Class List

Export the selected Class List

Save

Exit the **Class Setting** window

Class Setting

To create, select, or modify class information follow these steps:

1. Click the **Class** button in the **Class Setting** windows menu. An option menu will pop up.

2. To add a new class, select **Add** from the option menu or click the **Add** icon .

3. To edit the class name, select **Rename** from the option menu, click the **Edit** icon or double click **Class Name**.

4. To delete the selected class, select **Delete** from the option menu or click the **Delete** icon .

Note: The functions of the **Class** button are the same as the controls on the toolbar .

Student Setting

To create or modify student profiles, follow these steps:

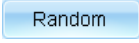1. Click the **Student** button ⬚Student in the **Class Setting** windows menu. An option menu will pop up.

2. To add a new student, select **Add** from the option menu, click the **Add** icon ⬚, or right click on the student roster table.

3. To edit the selected student profile, select **Edit** from the option menu, click the **Edit** icon ⬚, or click the needed cell on the student roster table.

4. To delete the selected student, select **Delete** from the option menu, click the **Delete** icon ⬚, or right click on the student roster table.

5. To set up groups for the students in the class, select **Group** from the option menu or click the **Group** icon ⬚ to display the Group Management window.
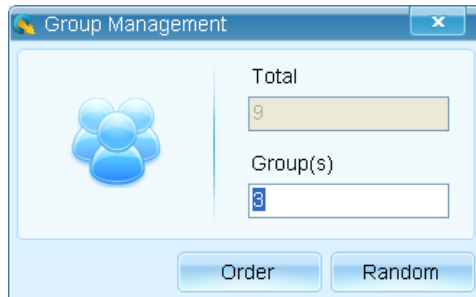
There are two grouping methods displayed on the window: **Order** and **Random**. For orderly grouping, type in the number of groups that you want and click the **Order** button ⬚Order. The software will automatically group the students in order. Click the **Random** button ⬚Random for the random grouping. The software will randomly select students for the grouping. Students can be grouped manually by double clicking the cells on the student roster table.

Note: The functions of the **Student** button⬚Student are the same as the controls on the toolbar ⬚.
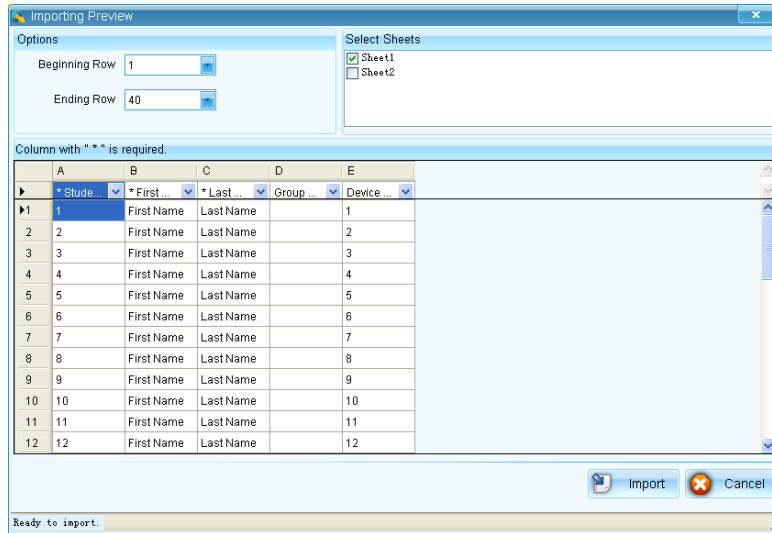
Other Settings

The other settings are **Import, Export, Save** and **Exit**. You can find these controls displayed on the toolbar ⬚ and displayed in an option menu by clicking the **File** button ⬚File.

Import Class List

To import a class list, follow these steps:

1. Click **Import** and a file browser will pop up.

2. Select a file and an **Importing Preview** window will display.

3. Choose the **Beginning Row** and **Ending Row** from the drop-down list under the **Options** tab.

4. Choose the spreadsheet under the **Select Sheets** tab.

5. Click the **Import** button [Import] to begin importing.

6. Click the **Cancel** button [Cancel] to stop current importing.

Export a Class List

To export a file, follow these steps:

1. Select the class list you want to export.

2. Click **Export** and a file browser will pop up.

3. Type in the file name of the exporting report in the **File Name** text box.

4. Click the **Save** button to begin exporting.

1.4.2 Quiz
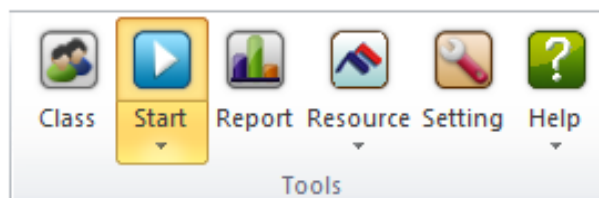
When the **Question Settings** and the **Class Settings** are configured you can start the quiz. The

default activity mode is **Normal Quiz** and will start by directly clicking the **Start** icon ▶. If you select the **Start** button, the activity mode window will display four choices: **Normal**, **Elimination**, **Homework**, and **Paper Quiz**.

1.4.2.1 Normal Quiz

In the **Normal Quiz** mode, a quiz file must be provided with the correct answer for each question prior to starting the quiz. The instructor controls the pace of the question answering session.
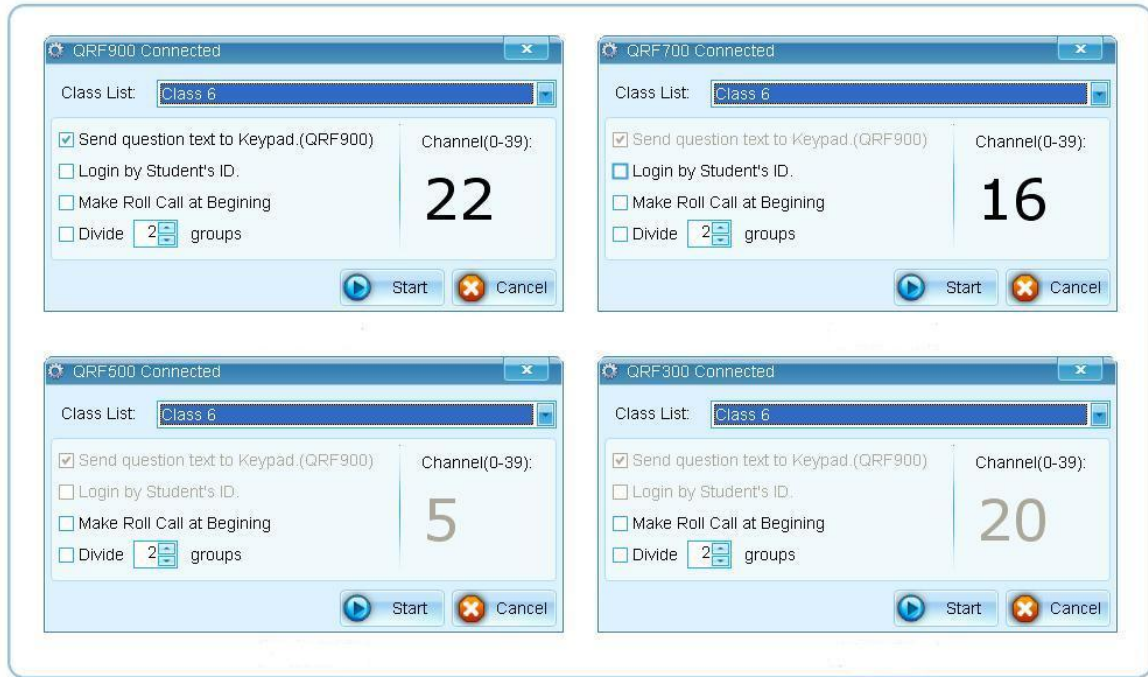
1.4.2.1.1 Quiz Setting

To set up the **Quiz Settings**, follow these steps:

1. Select **Normal** as the current activity mode and a **Quiz Setting** window will pop up. The window toolbar will appear "**QRF Connected**" or "**No Host**". If it shows "No Host" unplug and replug the dongle back in. If there is a connection, the channel number will display on the screen. The valid channel number is from 1 to 39. If the host is not connected, the channel number shows **0**.
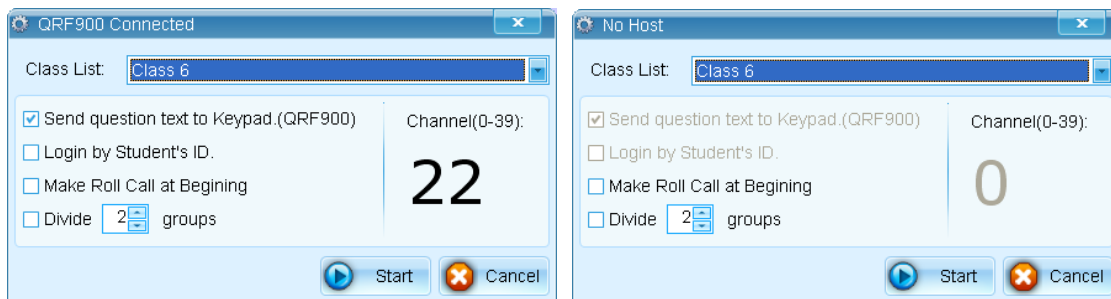
2. Select a class from the **Class List** drop-down list.

3. The checkbox labeled **Send Question Text** will display the questions on the student responders. (QRF900 only)

4. The checkbox labeled **Login by Student ID** only allows the students listed in the selected class list to take the exam when it is checked, other students are not allowed. If the check box is not selected, all the students can take the exam. (QRF700 and QRF900 only)

5. The checkbox labeled **Make Roll Call at Beginning** will allow teachers to take attendance before the quiz starts.

6. Click the "**Divide groups**" check box, then click [icon] or [icon] to select the groups; or edit the groups manually, typing a valid number from 1 to 10. Before the quiz starts, students can choose a group freely. If the check box is not selected, it will start a quiz directly.

   • The students will select A, B, C, or D on their responders to join a group.
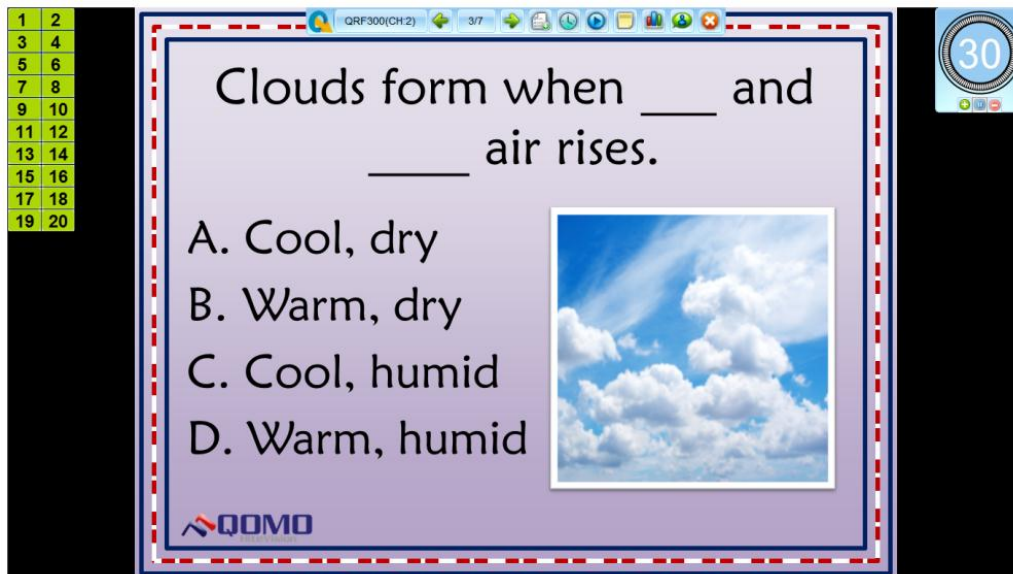
Please select your group!

Group 1(A)	Group 2(B)	Group 3(C)	Group 4(D)
3 4	2	6	1
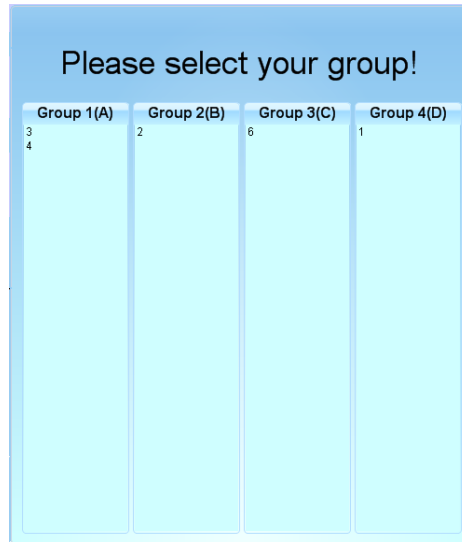
7. Click the **Start** button [Start] to run the quiz.

8. Click the **Cancel** button [Cancel] to cancel the settings.

1.4.2.1.2 Start a Quiz

A Normal Quiz will start by clicking the **Start** button [Start] in the quiz setting window.

The display screen is divided into four segments:

- Student Register Number/Answer Status Bar

- Timer Clock

- Quiz Tool Bar

- Questions display

Student Register Number/Answer Status Bar:

This displays the students' logged-in register number ![1 2 / 3 4]. The number is displayed in successive order on the left side of the screen. For the QRF700 and QRF900 models, the student numbers are in order based on the order when they log into the system.

- The register numbers can be moved around the screen by using the mouse. Click and hold the boxes and move them to your desired location.
- The register numbers can be zoomed in, zoomed out, or hidden by pressing the **F2 key** on the teacher remote.

The background colors of the student register numbers have different meanings:

Login/Logout Signal:

- **Green –** indicates that student remote is logged in.

- **Gray** – indicates that student remote is logged out.

Response Signal:

- **Dark Green** –indicates that students have answered the question.

- **Light Green** –indicates that students have not responded to the question.

- **Orange** – indicates that students have changed their answer.

Timer:

Press the **F1 key** on the Instructor Keypad or right click the timer clock that will switch it to another setting that shows **hours/minutes/seconds**. To hide the timer, you can right click the timer and select **Hide**, or press the F1 key on the Instructor keypad.
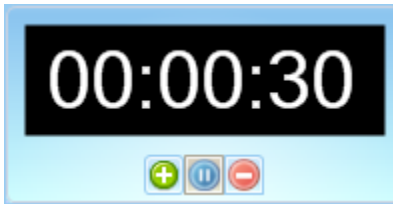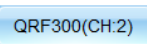
This displays the response time to a question. The default value is set at 30 seconds. The session running timer copies the time limit set in the **Question Setting** window. To hide the timer, press the **F1 key** on instructor remote.

- Click the **Add** button under the timer clock to increase the time. **5 seconds will be added for each click.**

- Click **Reduce** button under the timer clock to reduce the time. **5 seconds will be reduced for each click.**

- Click the **Start** or **Pause** button to start or pause the quiz, or with the Start/Pause key on the instructor remote.

Quiz Tool Bar

 Version Information: provides information about the version of your computer's OS, version of Microsoft Office, ARS host, QClick software, as well as the exam title, total slides, number of logged-in students and session time.
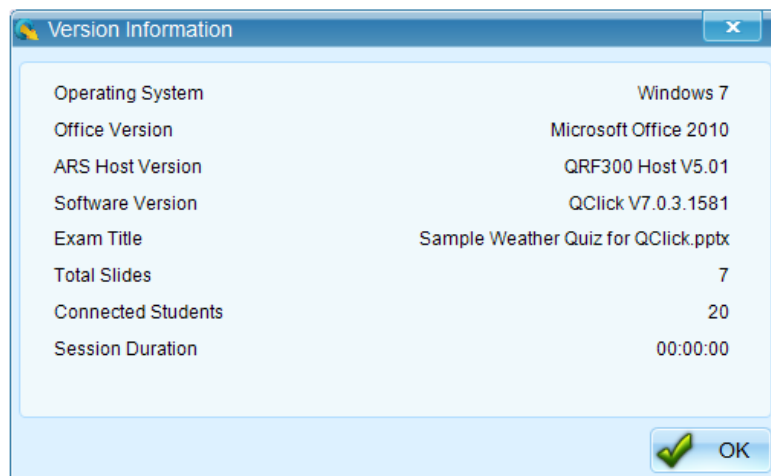
 Previous Question: Return to the previous question page.

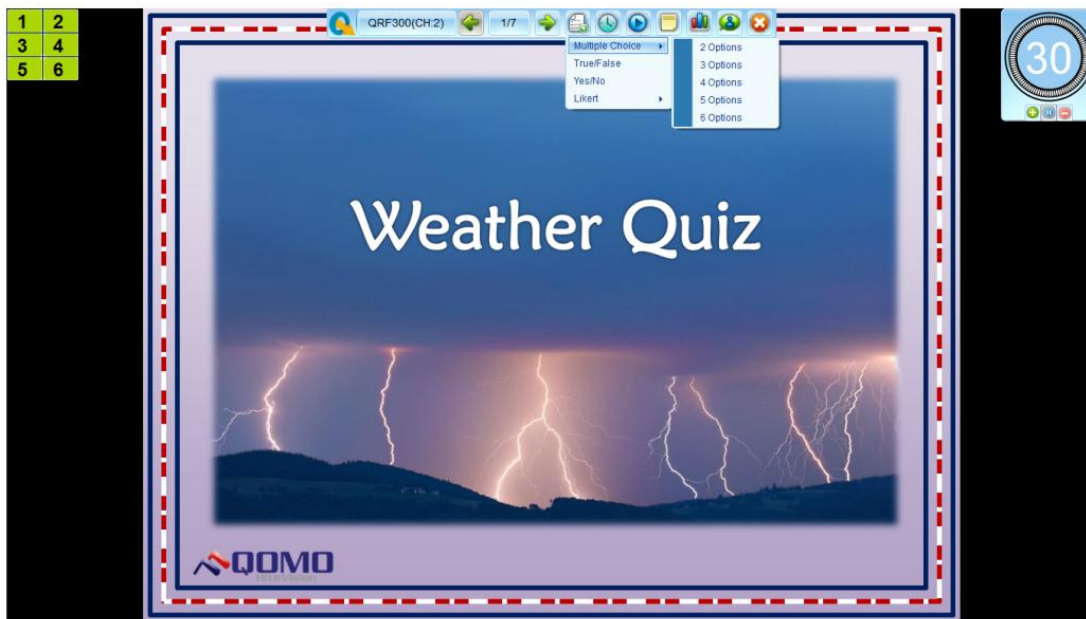**1/6** **Slides**: Shows the current slide number and the total number of slides in the quiz.

   Note: *The button will be orange* **1/6** *when the question is answered.*

Next Question: Go to the next question page.

Instant questions: Add questions during the quiz.
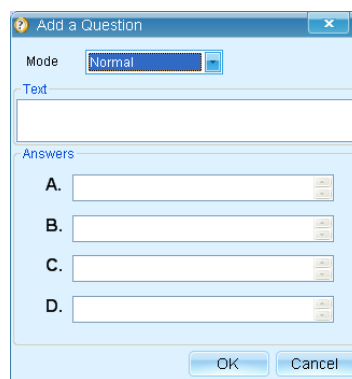
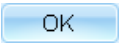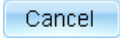   Follow these steps to add questions:

      1. Click the **Instant Questions** button and the question modes menu will pop up.
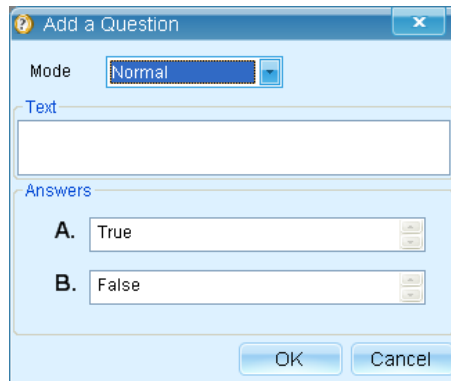

  2. Add a **Multiple Choice** question

      • Click **Multiple Choic**e and select a template from the submenu and the **Add a Question** window will pop up.
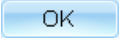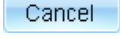
- Select the question mode from the **Mode** drop-down list.

- Edit the question title in the textbox.

- Edit the answer options in the **Answers** textboxes.

- Click the **OK** button OK to complete the settings.

- Click the **Cancel** button Cancel to exit the editing window.

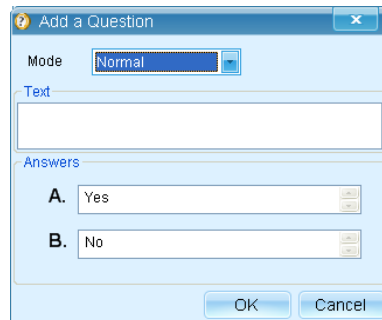3. Add a **True/False** Question

- Click **True/False** and the **Add a Question** window will pop up.

- Select the question mode from the **Mode** drop-down list.

- Edit the question title in the textbox.

- Click the **OK** button OK to complete the settings.

- Click the **Cancel** button Cancel to exit the editing window.

4. Add a **Yes/No** question

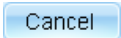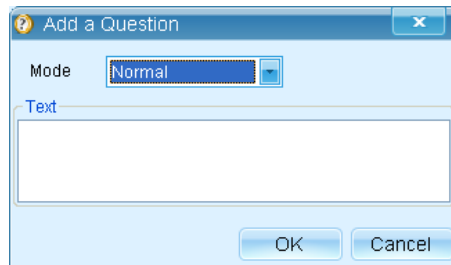- Click **Yes/No** and the **Add a Question** window will pop up.

- Select the question mode from the **Mode** drop-down list.

- Edit the question title in the textbox.

- Click the **OK** button [OK] to complete the settings.

- Click the **Cancel** button [Cancel] to exit the editing window.

5. Add a **Short Answer** question

- Click **Short Answer** and the **Add a Question** window will pop up.

- Select the question mode from the **Mode** drop-down list.

   Note: Short Answer questions are unavailable in the **Vote/Survey** mode.

- Edit the question title in the textbox.

- Click the **OK** button [OK] to complete the settings.

- Click the **Cancel** button [Cancel] to exit the editing window.

6. Add a **Likert** question

   a. Click **Likert** and select a template from the submenu. The **Add a Question** window will pop up.
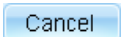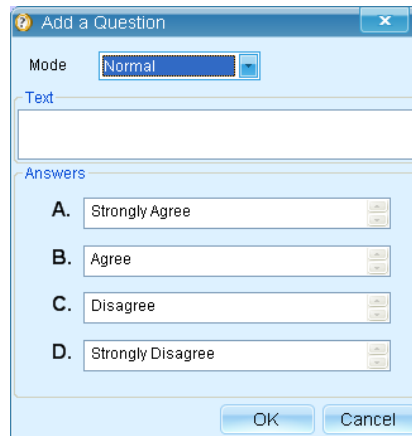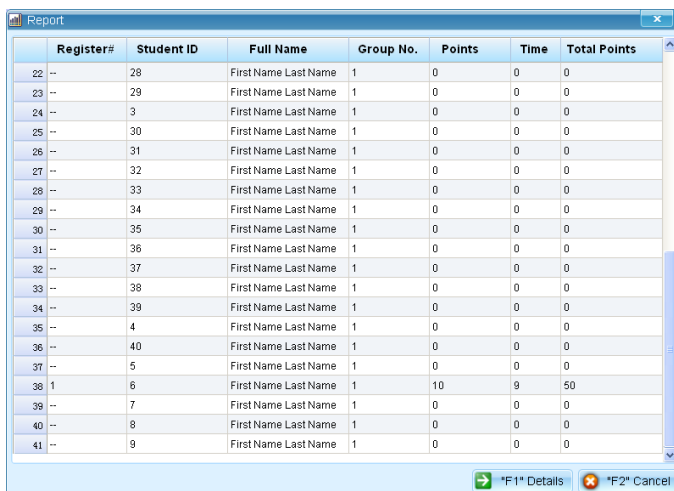

- Select the question mode from the **Mode** drop-down list.

- Edit the question title in the textbox.

- Click the **OK** button [OK] to complete the settings.

- Click the **Cancel** button [Cancel] to exit the editing window.

Assigning a correct answer setting for **Instant Questions** can be done two ways:
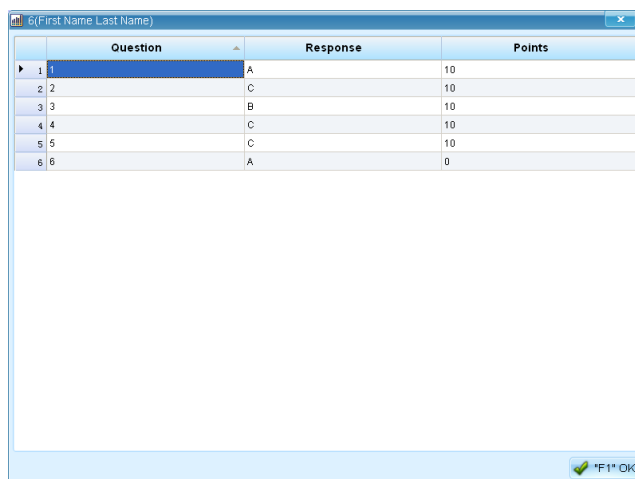
1. Set the correct answer in the **Question Detail** window after the quiz. (Click cancel when the answer setting box pops up.)

2. Set the correct answer after each question answered; refer to **4.4.2 Exam Session** for details.

By pressing the **Report** button [icon], or through the instructor's **Report** [icon] key, the instructor can view the individual student responses. The results are displayed in a table. The table shows the register number， student ID, student names, group number， points earned, and the response time.

	Register#	Student ID	Full Name	Group No.	Points	Time	Total Points
22	--	28	First Name Last Name	1	0	0	0
23	--	29	First Name Last Name	1	0	0	0
24	--	3	First Name Last Name	1	0	0	0
25	--	30	First Name Last Name	1	0	0	0
26	--	31	First Name Last Name	1	0	0	0
27	--	32	First Name Last Name	1	0	0	0
28	--	33	First Name Last Name	1	0	0	0
29	--	34	First Name Last Name	1	0	0	0
30	--	35	First Name Last Name	1	0	0	0
31	--	36	First Name Last Name	1	0	0	0
32	--	37	First Name Last Name	1	0	0	0
33	--	38	First Name Last Name	1	0	0	0
34	--	39	First Name Last Name	1	0	0	0
35	--	4	First Name Last Name	1	0	0	0
36	--	40	First Name Last Name	1	0	0	0
37	--	5	First Name Last Name	1	0	0	0
38	1	6	First Name Last Name	1	10	9	50
39	--	7	First Name Last Name	1	0	0	0
40	--	8	First Name Last Name	1	0	0	0
41	--	9	First Name Last Name	1	0	0	0

[→ "F1" Details] [✕ "F2" Cancel]

Press the **F1** key to show the detail responses of the student you selected.

6(First Name Last Name)

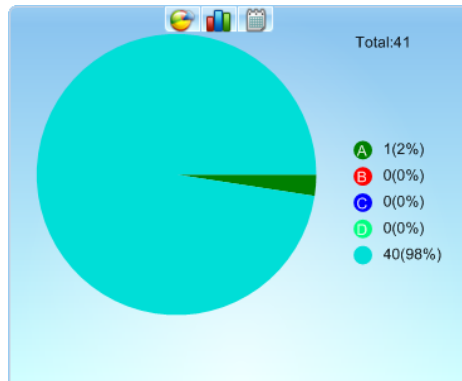|	Question	Response	Points
1	1	A	10
2	2	C	10
3	3	B	10
4	4	C	10
5	5	C	10
6	6	A	0

[✓ "F1" OK]

 Result: Show response result in a graph.

By pressing the **Result** button , or on the instructor remote , the instructor can view the responses to the individual quiz questions. Results are displayed in graphs.

The user can change the graphs through the buttons displayed on the top of the graph window or by pressing **F1 key** on the instructor remote.

The pie chart is the default chart.

The graph can be changed to a histogram by pressing the chart button .
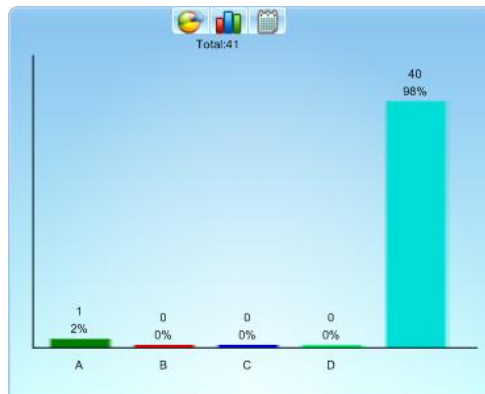
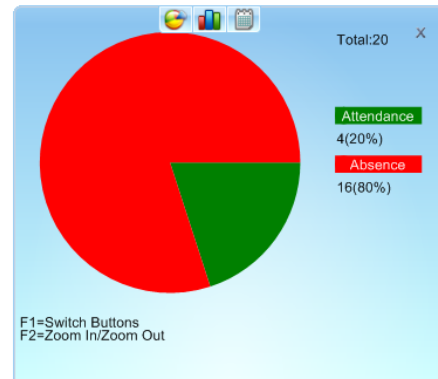Answer details can be viewed by pressing the grid button .

Answer Details

	Student ID	Full Name	Question ▲	Response	Points
23	29	First Name Last Name	1	__	0
24	3	First Name Last Name	1	__	0
25	30	First Name Last Name	1	__	0
26	31	First Name Last Name	1	__	0
27	32	First Name Last Name	1	__	0
28	33	First Name Last Name	1	__	0
29	34	First Name Last Name	1	__	0
30	35	First Name Last Name	1	__	0
31	36	First Name Last Name	1	__	0
32	37	First Name Last Name	1	__	0
33	38	First Name Last Name	1	__	0
34	39	First Name Last Name	1	__	0
35	4	First Name Last Name	1	__	0
36	40	First Name Last Name	1	__	0
37	5	First Name Last Name	1	__	0
▶ 38	6	First Name Last Name	1	A	10
39	7	First Name Last Name	1	__	0
40	8	First Name Last Name	1	__	0
41	9	First Name Last Name	1	__	0

✔ "F1" OK

Roll Call: Take attendance during the quiz. The **Roll Call** window will pop up by pressing the roll call button and it will be closed by clicking the stop button .


Roll Call

	Student ID	Full Name	Attendance Status
▶ 1	1	First Name Last Name	×
2	20	First Name Last Name	√
3	19	First Name Last Name	√
4	18	First Name Last Name	√
5	17	First Name Last Name	√
6	16	First Name Last Name	×
7	15	First Name Last Name	×
8	14	First Name Last Name	×
9	13	First Name Last Name	×
10	12	First Name Last Name	×
11	11	First Name Last Name	×
12	10	First Name Last Name	×
13	9	First Name Last Name	×
14	8	First Name Last Name	×
15	7	First Name Last Name	×
16	6	First Name Last Name	×
17	5	First Name Last Name	×
18	4	First Name Last Name	×
19	3	First Name Last Name	×
20	2	First Name Last Name	×

✔ "F1" OK

Total:20

Attendance
4(20%)

Absence
16(80%)

F1=Switch Buttons
F2=Zoom In/Zoom Out

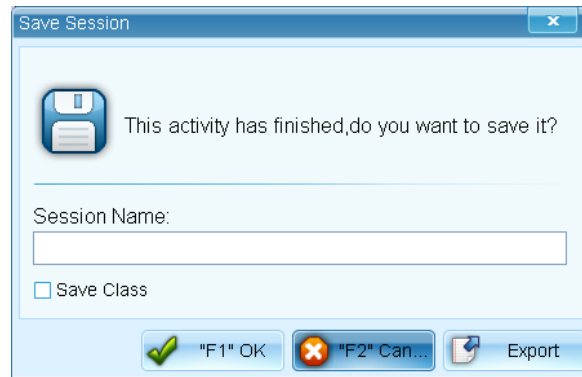**Exit**: Exit the current quiz session.
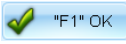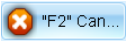
Follow these steps to exit the current quiz session:

1. When the quiz is closed the system will prompt: "Are you sure to exit this activity?"
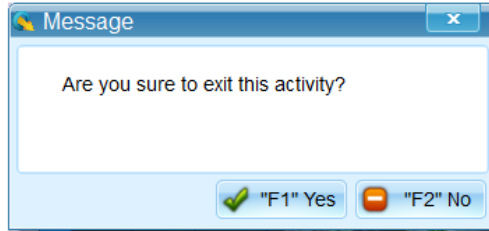
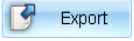2. Clicking the **Yes** button [✔ Yes] will go to the next step and save the session record to system.

> **Note:** If it isn't saved, all session data will be lost.

3. Type the session name in the **Session Name** textbox.

4. Click the **Save Class** checkbox. The unlisted students who have taken the exam will be saved in the selected class list (QRF700 and QRF900 only).

5. Save session to system by pressing **"F1"OK** [✔ "F1" OK], and exit the quiz session.

6. Click [✖ "F2" Can...] to exit current session without saving the record.
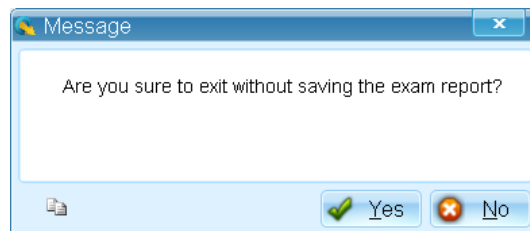
7. You can export the session record to an .xml file by clicking the **Export** button [Export].

1.4.2.2 Elimination

Elimination is similar to **Normal** but in this mode only those students who answer correctly can move on to the next question. Those answering incorrectly are automatically eliminated.

Select the **Start** button [Start] in the **Tools** window and select **Elimination** from the option menu to start the quiz. **Elimination** has the same quiz setting interface as a **Normal** quiz, but the different

background colors on the Student Register Number/Answer Status Bar indicate different information:

- **Blue** –indicates that students have answered correctly.

- **Burgundy** –indicates that students have answered incorrectly.

- **Brown** – indicates that students are eliminated.

Note: *A graph will display after each question to indicate the number of students that are eliminated.*
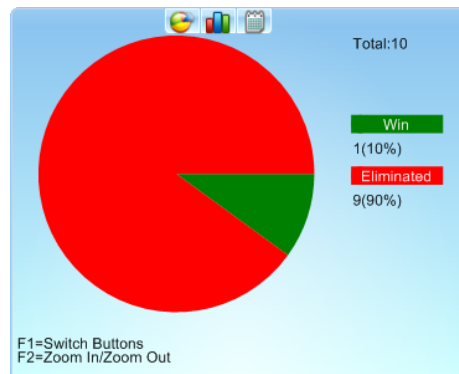
1.4.2.3 Homework & Paper Quiz

Homework:

Homework mode allows homework questions to be sent to the student remotes so the students can take their exams outside of the classroom. The homework answers are received from the student remotes and the correct answers are either embedded in the PowerPoint file or from the answer sheet. These files should be loaded prior to starting the homework session.

Note: Homework mode is only supported by the QRF700 and QRF900 models.

Paper Quiz

Using the Paper Quiz, no quiz file is necessary. The questions are displayed on hardcopy paper. However, the answer sheet associated with the paper quiz must be loaded prior to starting the session.

1.4.2.3.1 Quiz Setting

Select the **Start** button in the **Tools** window and choose **Homework** as the current activity mode to start the quiz.
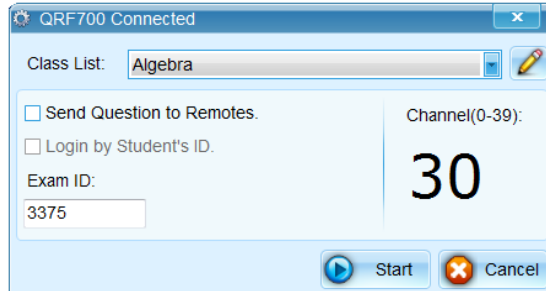
To set up a Homework quiz, follow these steps:

1. Select **Homework** as current activity mode and the **Quiz Setting** window will pop up. The window toolbar will appear "**QRF Connected**" when the host is connected; or it will show "**No Host**" if it isn't connected.   If it shows that it isn't connected, unplug then re-plug the dongle back in.

2. Select a class from the **Class List** drop-down menu.

3. The checkbox labeled **Send Question Text** will display the questions on the student responders. (QRF900 only)

4. The checkbox labeled **Login by Student ID** only allows the students listed in the selected class list to take the exam when it is checked; other students are not allowed. If the check box is not selected, all the students can take the exam. (QRF700 and QRF900 only)

5. Type any number into the textbox under **Exam ID** from 1 to 9999. If the textbox is blank, the system will assign a four- digit number for the **Exam ID**.

6. To change the channel number, type the number directly on the channel number shown. The valid channel number is 0 to 40.

7. Click the **Start** button to run the quiz.

8. Click the **Cancel** button to cancel the settings.

1.4.2.3.2 Start a Quiz

There aren't any questions on the screen, but the QClick background picture displayed when the quiz starts. **Exam ID** and **Exam Title** will also show on the top left of the background picture.

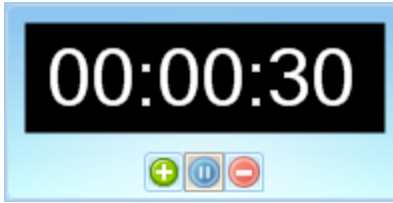To start the quiz, click the **start** button on the toolbar or press the start key on the instructor keypad.

To stop a question, click the **stop** button on the toolbar or press the stop key on the instructor keypad.

To check the response time, view the timer.

The default time value is set at 90 minutes. Right click on the timer to choose to view the clock by hours/minutes/seconds.
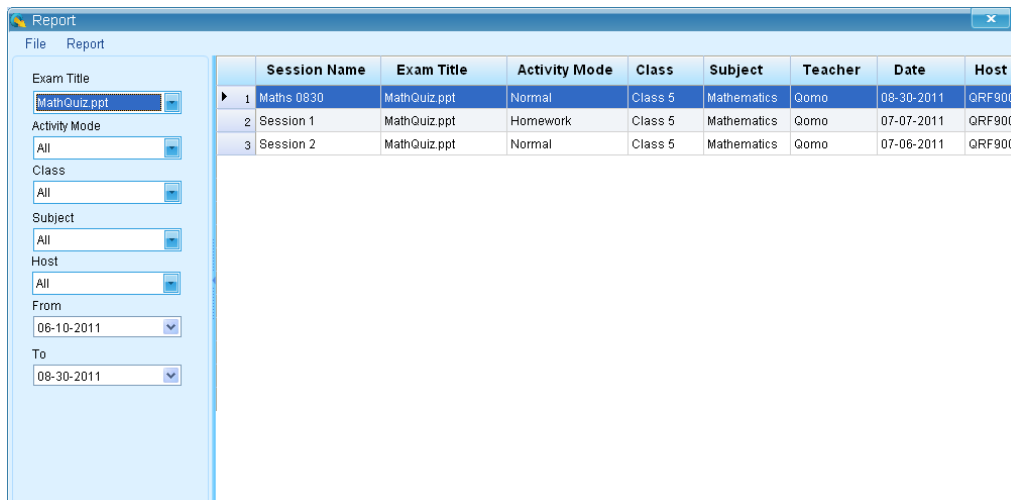
- Click the Add button under the timer clock to increase time—**5 minutes will be added for each click.**

- Click the Reduce button under the timer clock to reduce time—**5 minutes will be reduced for each click.**

- Click the **Start** **/Pause** button to start or pause the quiz, or click the Start/Pause key on the instructor keypad.

Click the **exit** button to exit the current quiz session.

1.4.3 Report
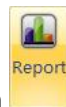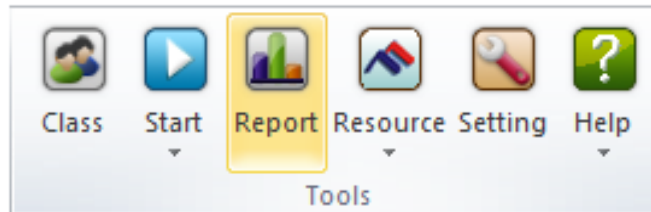
Select the **Report** button in the **Tools** window. The **Session** window will show on the screen.

The session data is recorded in the system once a session has been completed and saved. On the left of the session interface, there are several filters to help you select a needed session. If you select **All** for a filter selection, the filtering functioning is **Off**. The filters are:

- **Exam 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, Homework, Elimination and Paper Quiz.

- **Class**: Select a class name to filter a session.

- **Subject**: Select a subject to filter a session.

- **Host**: Select a Host to filter a session.

- **From…To**: Select a period of time to cover a date that an activity has taken place in order to accurately locate a session.

On the right of the Session interface, the session list displays associated information, including session name, exam title, activity mode, class, and subject, as well as the date of exam and host version.

1.4.3.1 Record Management

Users can handle data management through the **File** button File on the top left of the window. Click on it and an option menu will pop up.
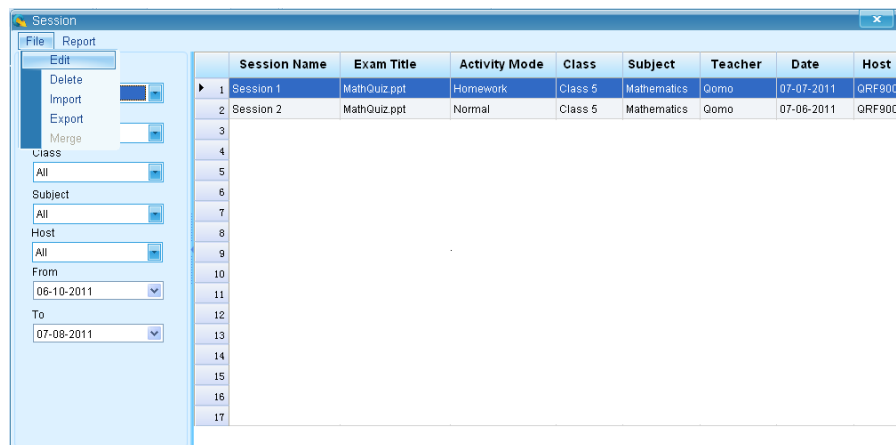
1.4.3.1.1 Edit the session

Click the **File** button File and select **Edit** from option menu to open the edit session window, or double click the session you selected directly in the list.
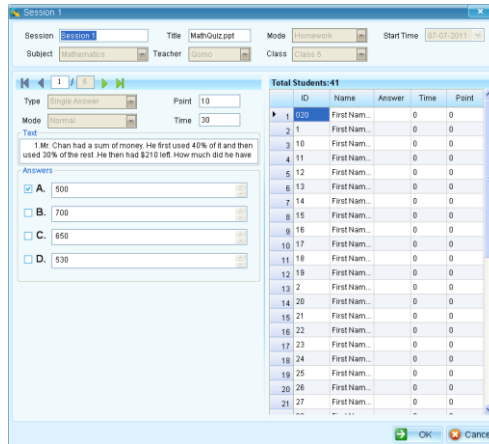
The session name is displayed on the top of the window. Users can change the session name, exam title, the point value and response time, if desired. All question information contained in the session can be modified.

1.4.3.1.2 Delete the Session

Click the **File** button [File] and select **Delete** from the option menu to delete the selected session.

1.4.3.1.3 Import a session

Click the **File** button [File] and select **Import** from the option menu to import a session into the system.

1.4.3.1.4 Export a session

Click the **File** button [File] and select **Export** from the option menu to export the selected session to a file.

1.4.3.1.5 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 **File** button [File] and select **Merge** from the option menu 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. A make-up session and a regular session can be merged 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 sessions.

   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 **File** button [File] and select **Merge** from the option menu.

3. The sessions to be merged must have the **same class, subject name, quiz file and number of questions**, so that the merge window will appear; otherwise, an error message will prompt you to select the same class and the same subject to merge.
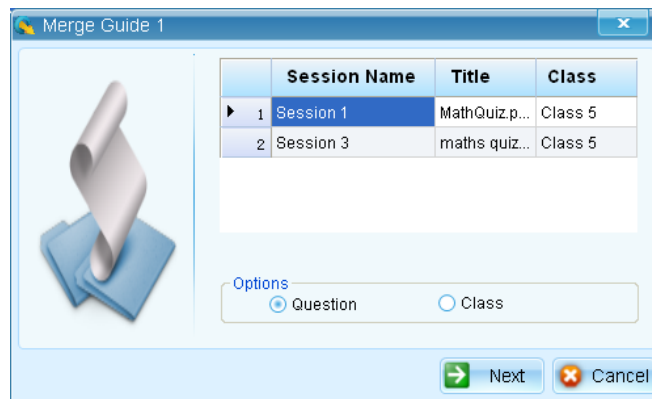

4. The **Merge Guide 1** window consists of two sections. The top section lists all the sessions to be merged, and the lower section lists two options: **Question & Class**.

- Users can merge the **class** when the selected sessions have the same class and same subject in the same activity mode, but not the same test paper.

- Users can merge the **questions** when the selected sessions have the same text paper and same subject in the same activity mode, but not the same class.

5. Type the new session name in textbox in the **Merge Guide 2** window.
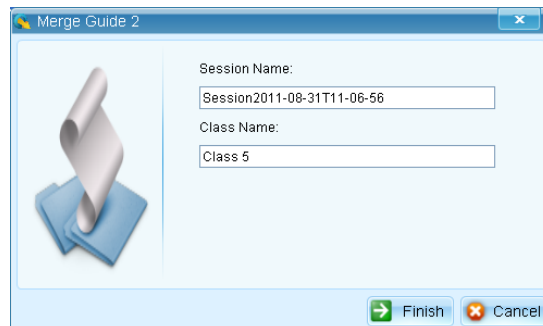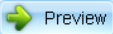
6. Click the **Finish** button ![Finish] to complete the merge function.

7. Click the **Cancel** button ![Cancel] to exit the merge settings.

1.4.3.2 Create Report

Select a session record then click the **Report** button ![Report]. The Create Report window will pop up.
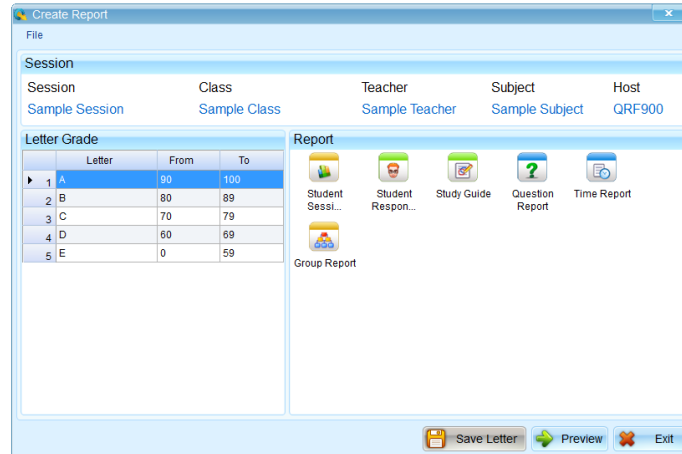
The QClick reporting system generates various category reports using the student class activity performance data. A sample of the report will be displayed beside the icon to show you what the report looks like when the cursor hovers over the icons.

To preview a session record, users can select a report icon and click the **Preview** button or click the **File** button to open a report in the .xml format.

The QClick system generates these reports for the session selected:

- Student Session Report
- Student Response Result
- Study Guide
- Question Report
- Group Report
- Roll Call

The QClick system provides these reporting functions.

- Generate 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

STUDENT SESSION REPORT

The **Student Session Report** lists the 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 Session Report

Class:	Class 6
Date:	2011-7-11
Subject:	Mathematics
Teacher:	Qomo
Session:	20110711

Report

Student ID	Full Name	Correct Ratio	Correct(%)	Total Points
1	First Name Last N...	0/6	0.0	0
10	First Name Last N...	0/6	0.0	0
9	First Name Last N...	0/6	0.0	0
8	First Name Last N...	0/6	0.0	0
7	First Name Last N...	0/6	0.0	0
6	First Name Last N...	5/6	83.3	50
5	First Name Last N...	0/6	0.0	0
4	First Name Last N...	0/6	0.0	0
3	First Name Last N...	0/6	0.0	0
2	First Name Last N...	0/6	0.0	0

Created On: 2011-7-11   1/1

STUDENT RESPONSE RESULT

The **Student Response Result** provides detailed information for each question by students. This report includes：

- Report Title
- Student name and the total points earned during the session
- Questions and option content
- The student's answer and the correct answer

Student Response Result

Class:	Class 6
Date:	2011-7-11
Subject:	Mathematics
Teacher:	Qomo
Session:	20110711

Report

(Note:"__" means No Answer,"__N" means you got the chance to answer but did not answer in Rush Quiz Mode)

1 First Name Last Name		Total Points: 0
1. 1.Mr. Chan had a sum of money. He first used 40% of it and then used 30% of the rest .He then had $210 left. How much did he have originally?		Gain: 0
A.500 B.700 C.650 D.530		
Your Answer: __		✗
2. 2. In a zoo there are 28 animals with 68 feet. If there are only hens and dogs, find the number of dogs.		Gain: 0
A.30 B.43 C.22 D.31		
Your Answer: __		✗
3. 3.The sum of two number is 56 and the difference is 22.Find the larger number.		Gain: 0
A.42 B.39 C.22 D.27		
Your Answer: __		✗
4. 4. Ricky buys a calculator for $135. If its original price is $150, what percentage of the original price does he save in buying the calculator?		Gain: 0
A.15% B.20% C.10% D.30%		
Your Answer: __		✗
5. 5.Chris takes 3 hours 18mins to complete a Marathon race this year. The time he needed is 12% less than in last year. Find the time Chris needed to complete the race last year.		Gain: 0
A.150 mins		

Created On: 2011-7-11   1/20

STUDY GUIDE

The **Study Guide** report provides a list of incorrect answers per 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:	Class 6
Date:	2011-7-11
Subject:	Mathematics
Teacher:	Qomo
Session:	20110711

Report

(Note:"__" means No Answer,"__N" means you got the chance to answer but did not answer in Rush Quiz Mode)

1 First Name Last Name

1.   1.Mr. Chan had a sum of money. He first used 40% of it and then used 30% of the rest .He then had $210 left. How much did he have originally?
   A.500
   B.700
   C.650
   D.530
   Your Answer: __
   Correct Answer: A

2.   2. In a zoo there are 28 animals with 68 feet. If there are only hens and dogs, find the number of dogs.
   A.30
   B.43
   C.22
   D.31
   Your Answer: __
   Correct Answer: C

3.   3.The sum of two number is 56 and the difference is 22.Find the larger number.
   A.42
   B.39
   C.22
   D.27
   Your Answer: __
   Correct Answer: B

4.   4. Ricky buys a calculator for $135. If its original price is $150, what percentage of the original price does he save in buying the calculator?
   A.15%
   B.20%
   C.10%
   D.30%
   Your Answer: __
   Correct Answer: C

Created On: 2011-7-11   1/19

QUESTION REPORT

The **Question Report** provides a composite analysis of each question. This report includes:

- Report Title

- Question and option content

- Answer Key per question

- Distribution bar chart for the selected options.

GROUP REPORT

The **Group Report** provides a list of the points for each student in the group. The Group Report includes:

- Report title

- The total number of each group

- The total point of each student

ROLL CALL

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

- Report Title

- Total numbers of students

- Percentage of attendants and absentees

- The names of absent students

PREVIEWING A REPORT

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

 Export the report.

 Print the report.

 Toggle the report display window

 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.

 Find the text you wish by typing the text in the **Find Text** dialogue window.

 Select a zoom control from the **Zoom** drop-down list to view a report properly.

1.4.4 Setting
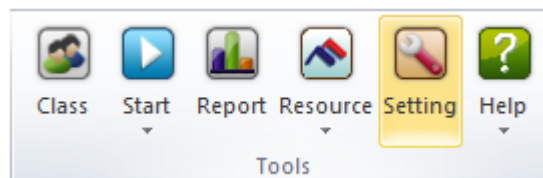
The System Settings View contains **General**, **Exam Session**, and **Advanced** options. Select one of the categories to begin the selection of your settings.

1.4.4.1 General

1.4.4.1.1 General
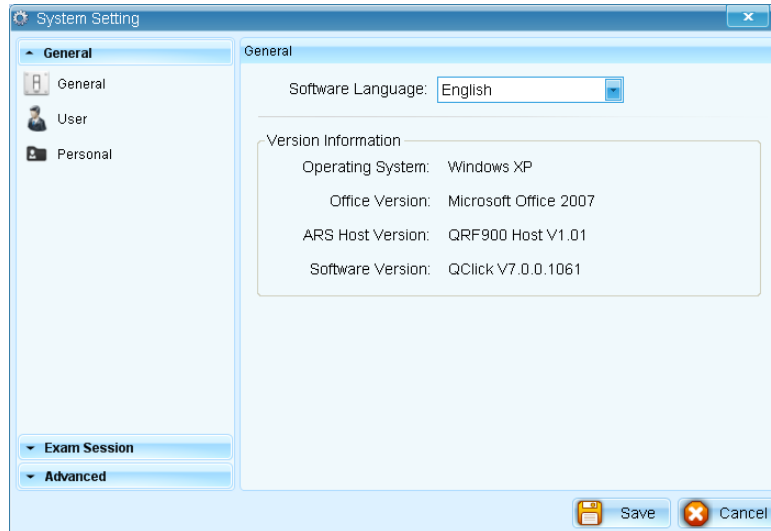
General contains a **General**, **User**, and **Personal** setting.

The **General** setting contains a **Software Language Setting** and provides software version information.

The **Software Language** setting allows the selection of languages for the program. Click on the language drop-down list, and select the language you desire. **English** is the system default language.

Click the **Save** button [Save] to save your setting.

1.4.4.1.2 User
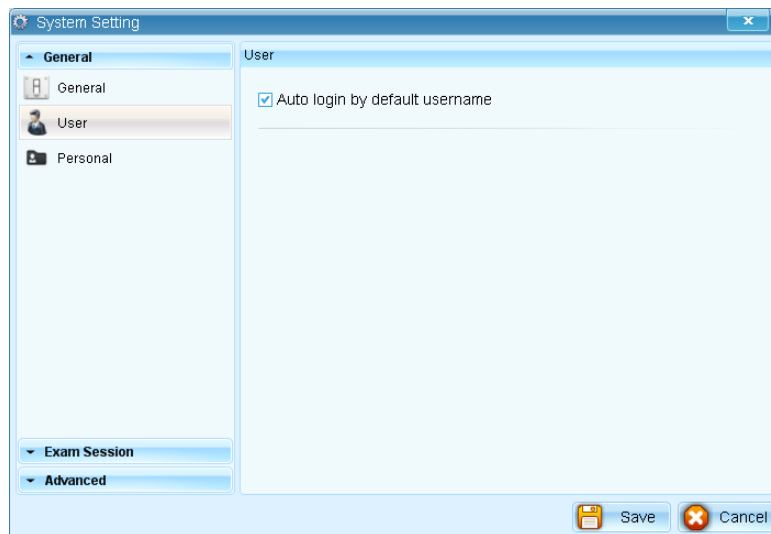
Copyright © 2012 All Rights Reserved by QOMO HiteVision.

Click the **Auto Login by Default Username** check box to have the system automatically log in by the default username.

1.4.4.1.3 Personal
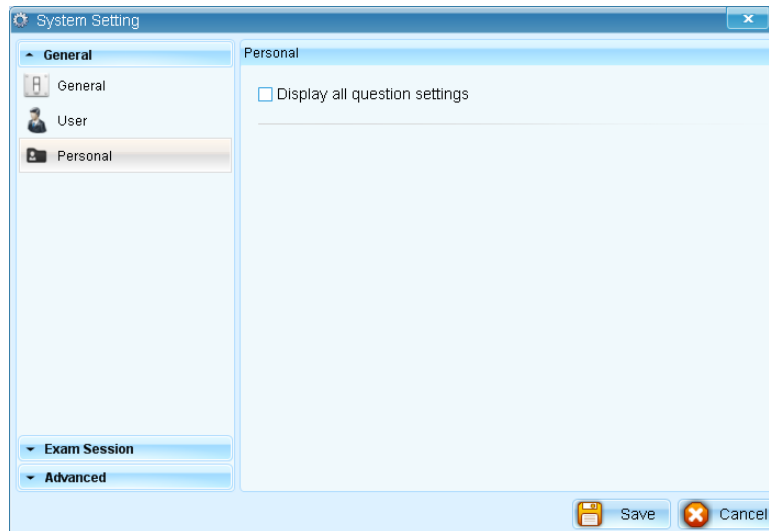
When selecting the "**Display answers in the tool bar**" checkbox, the Question Setting window will be fully displayed with the two parts: **Question Setting & Question Detail**, and **Show Details** or **Hide Details**.

1.4.4.2 Exam Session

Exam Session has settings to adjust how the program operates during an exam session.
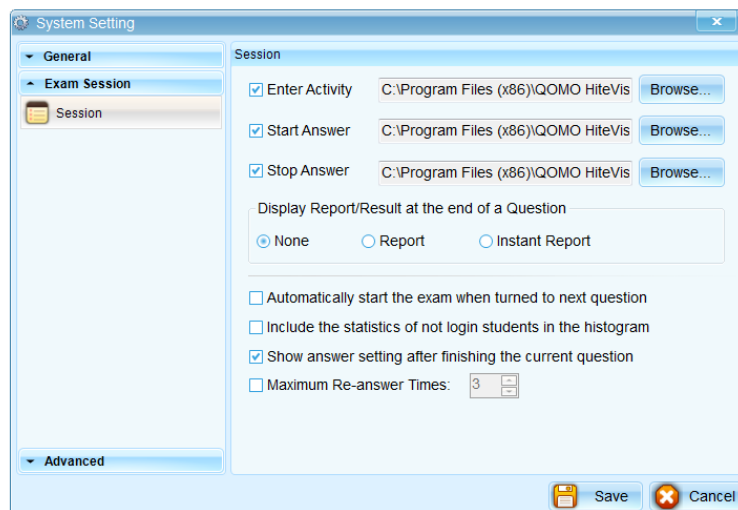
1.4.4.2.1 Sound Settings

The **Sound Settings** allows the selection of sounds to be used while entering a quiz, starting a quiz,

and completing a quiz. If the check box is not checked, the sound will be disabled for that activity.

To set up the audio, follow these steps:

1. Select the **Setting** tab and the **System Setting** window will display.

2. Select the **Exam Session** in the catalog and the setting items will display on the right of the window.

    Note: Sounds are enabled as the default setting.

3. Click on the **Browse** button—this will display the sound file browser. Select the desired sound file for the activity and then click on the **Save** button to save the sound selection into the system.

4. Repeat step 4, if you wish to set up additional sounds for other activities.

1.4.4.2.2 Report & Result Setting

To select the items of information which will automatically appear as a question is answered during a quiz, click one of the buttons of **Display Report/Result at the end of a Question**.

None: Nothing will be displayed.

Report: Report window will be displayed automatically as each question is answered.

Result: Result graphics will be displayed as each question is answered.

1.4.4.2.3 Quiz Setting

Automatically Start the Exam When Turned to Next Question allows you to start the next question without pressing the **Start** or **Pause** button each time you advance to the next question.

Include the statistics of not logged in students in the histogram allows unlisted students in the selected class to be displayed on the report table and result graphs.

Show answer setting after finishing the current question allows you to set the correct answer as each question is answered. During the exam, the **Set Correct Answer** window will pop up. It can be used in **Instant Questions** and with the questions that weren't assigned correct answers in the **Question Detail** settings.
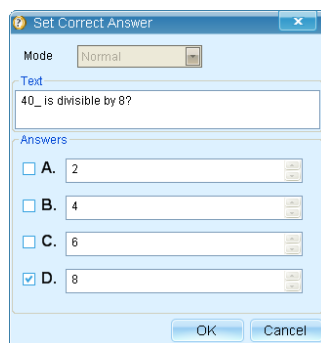
1.4.4.3 Advanced
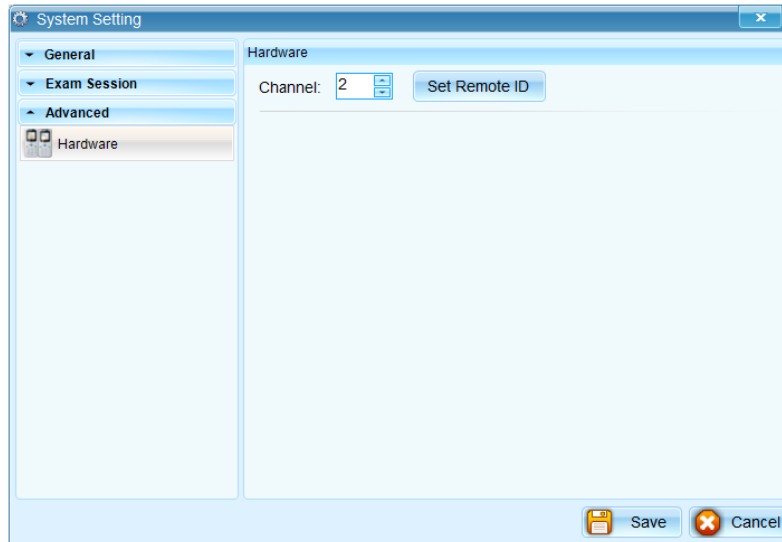
1.4.4.3.1 Channel

The **Hardware** settings feature is used to check the communication of the main receiver, instructor remote control, and the student remote.
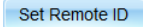
The **Channel** setup will read the channel number of the main receiver connected to the system and will also be used to set a new channel number for the main receiver. The channel number is preset when a main receiver delivered, but it can be changed.

Change the Channel on the Receiver

To set up a new channel number for the receiver, you can simply click the ▲ or ▼ to set the channel number, or type the number directly in the textbox. The valid channel number is from 1 to 40.

> **Note:** If two classrooms are using the system simultaneously with the same channel number, interference may happen. It is recommended that both classes run with two different channels.

Change the Channel on the Student Remotes

Click the **Set Remote ID** button Set Remote ID to change the remote ID on the student remotes. Follow the directions to change the remote channel as listed in the window.
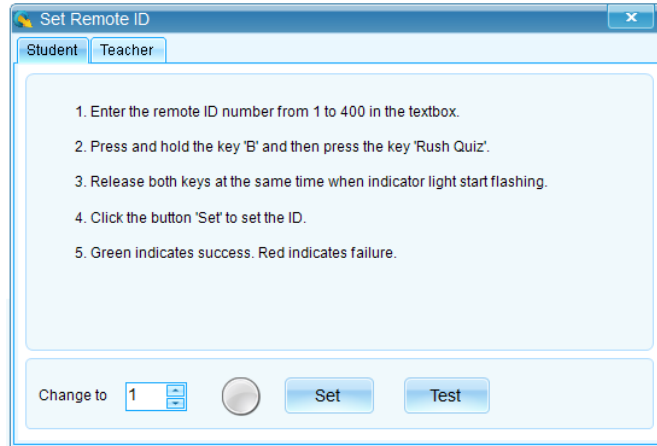
Change the Channel on the Teacher Remote

Click on the teacher tab in the Set Remote ID window. Follow the directions to change the remote channel as listed in the window.
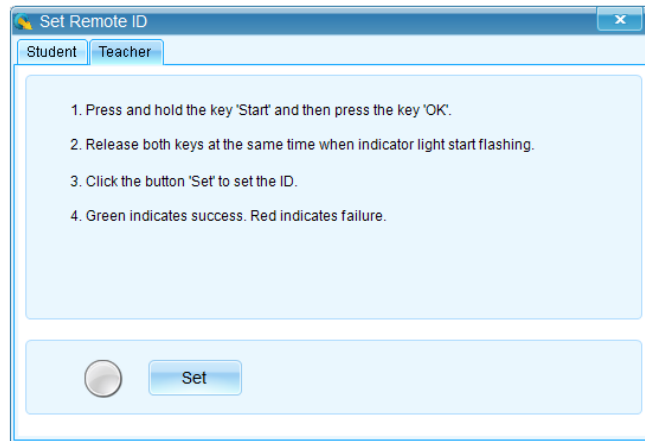
1.4.4.3.2 Hardware Test

Hardware Test is used to check the communication of the main receiver, instructor remote, and the student remote. All settings require the user to log in the system to perform.

Hardware Test for QRF900 & QRF700

To use the hardware test tool for QRF700 and QRF900, follow these steps:

Click on the Hardware Test button to check that the remotes are communicating with the dongle receiver.
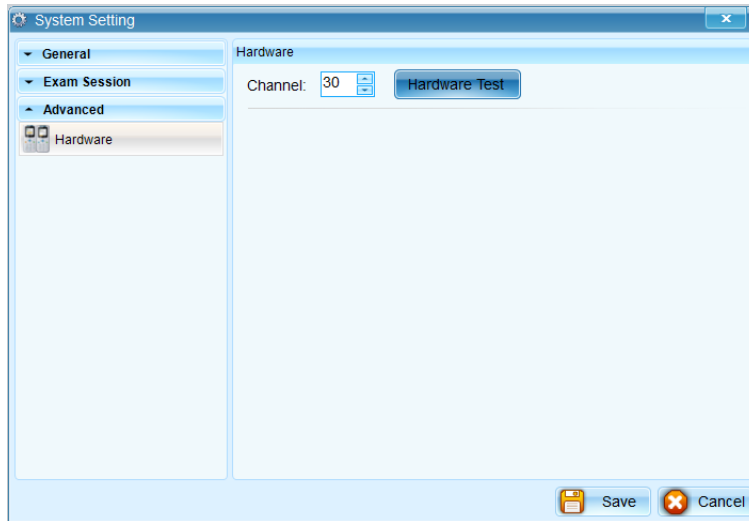
A **Hardware Test** window will open. On the student remotes, go to the main menu and select **Hardware Test**. Fill in the channel number and click ok. If the communication is successful, the student's ID will fill in on the Hardware Test chart.
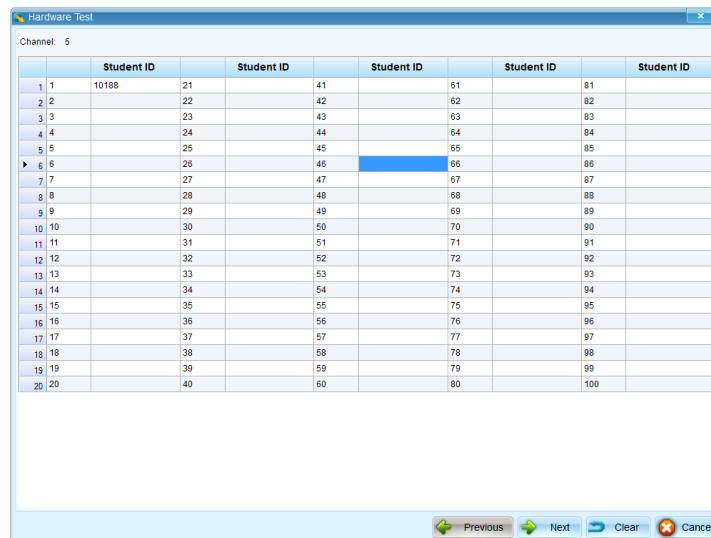
Part 2. QRF900 Hardware & System Installation Illustration

2.1 Student Keypad

2.1.1 Specifications

Dimensions (L✕ W✕ H): 5 inches x 2 inches ✕ 1 inch

Keys: 21

Power required: 2 AA Batteries

RF transmission distance: ~200 feet

Battery life: Depends upon use or up to 6 months

Function: Transmit response signals

Note:

Each of the clickers is battery operated. Insert two "AA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The screws and screwdriver are provided for your convenience.

2.1.2 Illustration

2.1.2.1 Student Keypad Layout

1. **LCD:** Color display
2. **Power:** Turns the unit on and off
3. **Left Soft Key** : Confirms the operation which appears on the bottom left of the screen
4. **Up Key** **:** Scrolls the screen display up
5. **Right Soft Key** : Confirms an operation that appears at the bottom right of the screen; when exiting from the answer screen during homework or paper quiz mode, this button is also used to

enter into the function selection menu.

6. **Left Key** ◀ **:** Scrolls to the left

7. **Menu/OK Key** (MENU OK) **:** Confirms a selection or enters into the main menu

8. **Right Key** ▶ **:** Scrolls to the right

9. **Del Key** (DEL) **:** Deletes an exam during the paper quiz or homework mode and is also used to backspace.

10. **Down Key** ▼ **:** Scrolls the screen display down

11. **Send Key** (SEND) **:** Sends a response. May also be used as a shortcut key to register for a class.

12. **Selection Keys :** Labeled "A1" to "J0" and "a" to "z" for alpha numeric inputs.

13. **Operation +/- /. Key** $A^T_{+-}{}^1$ **:** Used to enter the plus "+", the minus "－"or the decimal point "." Signs.

14. **Shift Key** ⬆shift **:** Toggles between upper and lower case letters during typewriting functions

15. **Operation Key** $J_{\lrcorner/*}^0$ **:** Used to enter a space, the division / or the asterisk * signs

16. **Alpha-Numeric Key** 2•abc **:** Toggles between multiple choice options, and alphabet and numeric key functions

2.1.2.2   Student Keypad Instruction

2.1.2.2.1 No Host Screen
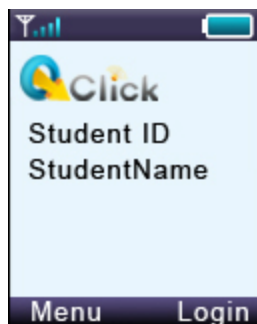
The following information is displayed on the NoHost screen:

- RF signal strength is displayed in the upper left corner
- The battery indicator is displayed in the upper right corner
- Student ID number and user name.

The following functions can be performed under this display:

- Enter the main menu by pressing the "**Menu/OK Key**" .

- Enter the main menu by pressing the "Menu" **"Left Soft Key"** .

- Short cut key to register by pressing the "**Send Key**" .

- Log into the class by pressing "Login" **"Right Soft Key"** .

2.1.2.2.2 Menu Screens

Operations under these menu displays:

- Use the "Up Key" or "Down Key" to scroll through the selection of the menu items. The item selected will be highlighted.
- Press the "Menu Key/OK" or "OK" Left Soft Key to select the menu item.
- To use the shortcut to select a menu item, press the "Selection Key" corresponding to the item number in front of the item. For example, to enter "3. Exam List" sub menu, press key "3" .

2.1.2.2.3 Input Screens
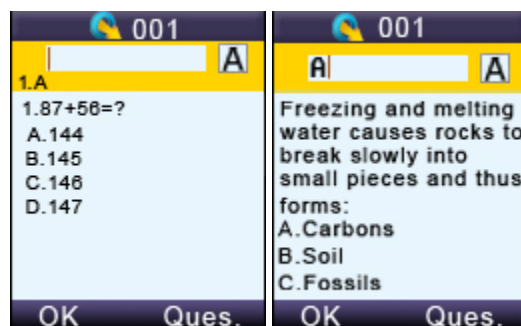
Operations under these menu displays:

The displayed cursor will prompt the user to input characters or numbers.

- The user can press the "Selection Keys" to enter the desired characters.

- The "Del Key" serves as the backspace key.

- The "Send Key" serves as the sending answer key.

Note: *For the convenience of entering multiple lines of answers, once you enter one field and press*

*the **"Menu/OK Key"*** *, the cursor will automatically advance to the next field. When a page is completed, the content of that page is stored into the memory.*

If the input area is the multiple choice or an alpha numeric type, there will be an input type indicator $\boxed{A}$, $\boxed{1}$ or $\boxed{abc}$ on the upper right corner of the screen. These signs indicate whether the current input mode is the multiple choice input, numeric, or alpha.

- Use the "**Alpha-Numeric Key**" $\boxed{2 \triangleright abc}$ to toggle through the input modes from multiple choice input $\boxed{A}$ or numeric input $\boxed{1}$ or alpha input $\boxed{abc}$.
- "**Shift Key**" $\boxed{\uparrow shift}$ is used to toggle between upper and lower case letters.

2.1.2.2.4 Confirmation Screens
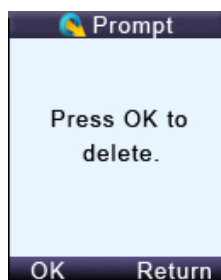
Operations under these menu displays:

Note: *Some operations require the 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.*

- Press the "OK" "Left Soft Key" or "Menu/OK Key" to confirm an operation.
- Press the "Return" "Right Soft Key" to cancel the current operation.

2.1.2.2.5 Connecting student clickers to a host

Operations under these menu displays:

After a keypad is connected to a host receiver, students can:

- Login to a class.
- Begin an exam by pressing the **Selection Keys** to respond to the questions in the normal, rush, and elimination activities.
- Start receiving the test ID and the test titles in the paper and homework activities.
- Ask a question during the quiz.

2.1.2.2.6 Functions and Operations

(1)   Setting the Student ID and the User Name

Note: *Before logging in, a valid Student ID and user name (stored in the class database) must be set for each student keypad. The Student ID is used in the software but the user name is not used in the software.*

To set a Student ID, follow these steps:

1. Under the No Host screen, press the "**Menu Key/OK**" [MENU OK] to enter into the main menu.

2. Select "**4.SetStudentID**" submenu or directly press number "4".

3. Under the "**Set Student ID**" screen, enter a valid Student ID and then press the "**Menu Key/OK**" [MENU OK] to save it. The Student ID can be the combination of numeric and alpha.

To set a username, follow these steps:

1. Under the No Host screen, press the "**Menu/OK"** key [MENU OK] to enter into the main menu.

2. Select "**5.Set User Name**" submenu or directly press number "5".

3. Under the "**SetUserName**" screen, enter a valid user name and press the "**Menu/OK**" key [MENU OK] to save.

    Note: *All submenu items can be selected by directly pressing their corresponding item numbers displayed at the front of each item.*

(2) Login to a class:

To login to a class, follow these steps:

Under the No Host screen, select the "**Login**" right soft key [•••] to directly login to your class.

OR

1. Under the No Host screen, press the **"Menu/OK"** key [MENU OK] or "menu" "**Left Soft Key**" [•••] to enter the main menu.

2. Select "**Login**" to login into your class.
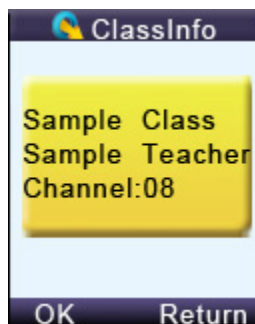
Note: *The clicker will detect the active class in the closest proximity.*

(3) Set Channel:

If the clicker does not automatically detect the right class you would like to attend, you may manually set your clicker communication channel to the channel number used by that class. The class channel number is the channel number which the main receiver is set to. .

Note: *The main receiver channel can be set in the software. Refer to the software channel session.*

To set the clicker channel, follow these steps:

1.   Under the No Host screen, press the "**Menu/OK**" key to enter into the main menu.

2.   Select "**2.Set Channel**" submenu or directly press number "2".

Under the "**Set Channel**" screen, enter a valid channel number.

(4)   Login to the last same channel class:

To login to the last same channel class, follow these steps:

Under the No Host screen, press the "**Send Key**" to directly log into the class you had last logged into if the channel is not changed.

After successfully logging in, the LCD login screen will show various displays according to the software activity mode selected. These will be introduced in operation (5). Once the student has logged in, an assigned registration number will be displayed on the top of LCD screen.

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

- "Failure!" Not able to connect to a host at this time.
- "Wait to Start!" The exam is not ready to begin.
- "Invalid ID!" The software is not able to recognize the student ID. Be sure your student keypad ID is listed in the class the instructor has selected.

(5)   Operations after a successful login:

One of the following LCD screens will display according to the activity mode:

a)   Normal Exam Screen:
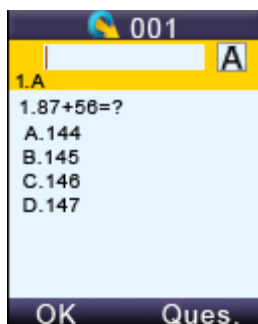
This kind of display will be shown if the instructor selects the activity modes: **Normal Quiz, Rush Quiz, Elimination, Multiple Mode, Survey,** and **Vote**.

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

- After your login to the class—before the exam begins—the screen will prompt you to get the question content or ask a question, if the software is configured to send the question content. If the exam has started, you can manually request the question content. However, if the exam has not yet started, you will not be able to get the question content. Once the exam starts, the question content will be automatically pushed into your clicker display.
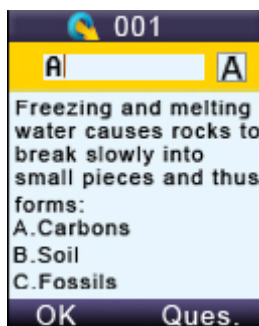
- Enter your answer by pressing the "**Choice Keys**" and then press the "**Send Key** or "**Menu/OK**" key   to send your answer. A message will be displayed to acknowledge the operation. The student responses will be displayed on the individual student screen for reference.

- To ask a question, press the "**Left Key**"   to enter into the "Hand Raise List", and then press the "**Menu/OK**" key   . The software will display a marker at the bottom of the main exam question display window to raise the instructor's attention. The instructor may look on his or her keypad LCD screen to view the student who is asking the question.

- Press the "Send Key" (SEND) to re-register if the software is logged out. For example, if you choose to logout to see another part of the keypad menu setting and then choose to return to the quiz, you will need to re-register to rejoin the quiz.

- Press the "Right Soft Key" (•••) to select the function "Return" if you want to exit the exam. The keypad will prompt you for confirmation. Press the "Menu/OK" key (MENU OK) to confirm the exit or press "Return" "Right Soft Key" (•••) to cancel the operation and return to the previous display. If the "Menu/OK" key (MENU OK) is pressed, the keypad will display the NoHost screen.

b)   **Paper Quiz Screen:**

This will appear when the instructor has selected the **Paper Quiz** and **Homework** activity modes.

There are two applications for the Paper Quiz Screen:

1) If the exam ID selected for the quiz is already saved in the student keypad, the exam title name with the test ID will display on the screen. The student can start the exam by selecting the exam.
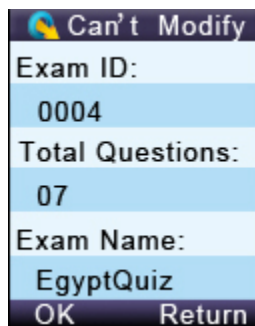
2) If the test ID selected for the quiz has not been saved into the student keypad previously, then creating a new test screen will display. Only the test title can be modified on this screen. Press the "OK" "**Left Soft Key**" (•••) to start the exam.

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

- Enter your answers by pressing the "**Choice Keys**".

- Press the "**Menu/OK**" key (MENU OK) or the "**Down Key**" (▼) to save the answers into your keypad. The cursor will advance to the next question. Going to the next page, the previous page answers will be saved to the student keypad.
- If the software is configured to send the question contents, and when the instructor presses the "**F1 Send Question**" button on the **Status Tool Bar** or presses the "**F1**" key (F1 shift) on the instructor keypad, the question contents will be pushed into the student keypad. The question contents will be shown on the LCD screen.
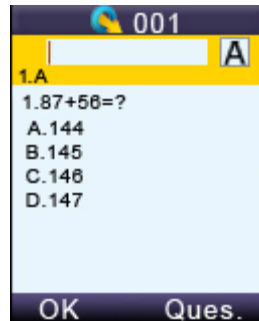
- Use the "**Del Key**" (DEL) to delete the inputs if an answer needs to be modified.
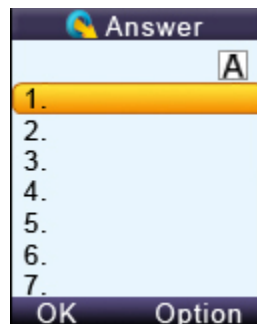
- Press "Option" "**Right Soft Key**" (•••) to enter into the paper quiz "Option" menu. Select a menu item and press the "**Menu/OK**" key (MENU OK) to confirm the operation.
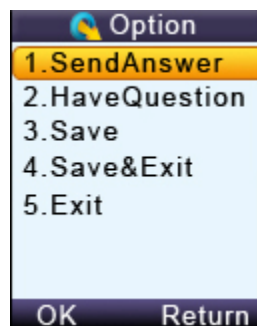
c)   **Rush Quiz or Roll Call Screen:**
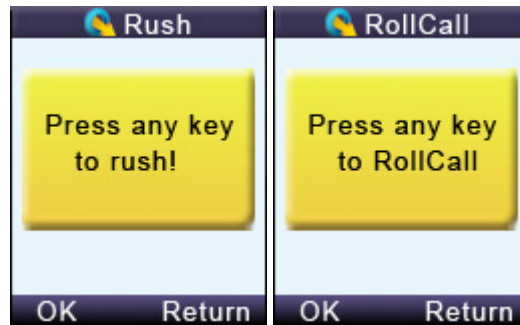
This appears when the instructor has selected the **Rush Quiz** or **Roll Call** activity modes.

In the Rush Quiz or Roll Call Screens, the following functions can be performed:

- Press any key (except "**Up Key**" ▲ , "**Down Key**" ▼ , "**Left Key** " ◄ , "**Right Key**" ► and "**Right Soft Key**" ⋯) to respond to the Rush Quiz or Roll Call. If it is in Rush Quiz, the Normal Exam Screen will be displayed to allow a student to submit an answer. After the answer has been sent, the display will return to the Rush Quiz or the Roll Call Screen.

- If you want to ask a question, press the "**Down Key**" ▼ to enter the "**Raise Your Hand Screen**" and then press the "**Menu/OK**" key. The software screen will display a marker at the bottom of the main question screen to alert the instructor. The names of students who are asking questions can be displayed on the instructor's keypad screen.
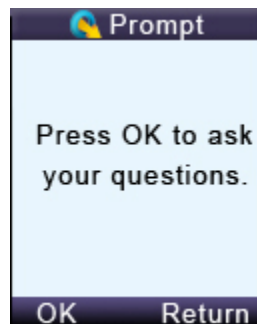
- Press the "**Send Key**" to re-reregister for the class.

- Press the "**Right Soft Key**" ⋯ to select "Return" to exit the exam. You will be prompted for confirmation. Press the "**Menu/OK**" key to confirm the exit or "Return" "**Right Soft Key**" ⋯ to cancel the operation and return to the previous screen. If the "**Menu/OK**" key is pressed, the keypad will display the NoHost screen.

2.1.2.2.7 Homework Mode

To use the student keypad for the homework management offline, follow these steps:

Under the main menu, select "**3.ExamList**" to enter into the Homework submenu.

The Homework submenu consists of the following items:

- ID & Title List: All tests saved in the student keypad will be displayed when the item ID & Title List is selected. Each line corresponds to one test. Use the "**Up Key**" ▲ or "**Down Key**" ▼ to select the desired test. Selected tests will be highlighted. Press the "**Menu/OK**" key OK to go to the Exam Screen; Press the "**Del Key**" DEL if you want to delete the test.

- FindByExamID: The FindByExamID screen will be displayed when the item FindByExamID is selected. Enter an exam ID number to find an exam. After entering the exam ID number, press the "**Menu/OK**" key OK to start searching. If there is a match, a listing of matched tests will be displayed. Otherwise, a "no match" message will be displayed. Only a numeric ID number can be entered. Use the "**Del Key**" DEL to modify the input.

- FindByTitle: The FindByTitle screen will be displayed when the item FindByTitle is selected. Enter a test title to search. There is no need to enter the complete title name. All close matches will be displayed on the test list screen. For example, if you only enter the letter 'A', all tests with a test title starting with the letter 'A' will be listed.

Note: *The cell phone style keypad provides an easy way to enter a character. Use the "**Del Key**" DEL to modify your inputs. After entering your title search, press the "**Menu/OK**" key OK to start your search.*

- BeginNewExam: Selecting the item BeginNewExam will allow you to create a new test answer frame. Once a frame is created, it can be used to store answers.
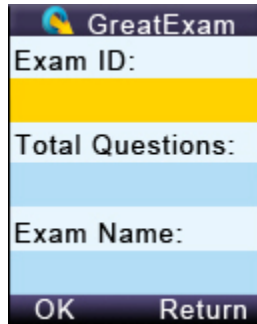
To create a new test answer frame, follow these steps:

1) "**Exam ID:**" The ID will be used to identify the homework when the homework is submitted and the ID is also used for identification when searching for an exam later. The ID will be assigned if the exam is in electronic format which is delivered through the software when the instructor chooses the **Homework** or **Paper Quiz** Mode. If an exam is distributed in paper format, the exam ID will be assigned by the instructor and the ID will be entered manually by the students using their keypads.

2) "**Total Questions:**" This refers to the total number of questions. This item will determine how many questions are in an exam. The number of questions will be assigned if the exam is in electronic format, delivered through the software when you choose the **Homework** or **Paper Quiz** Mode. If the exam is distributed in paper format, the number of questions will need to be filled in by the students to match the total number of questions assigned in the paper.

3) "**Exam Name:**" This is used for easily locating an exam later. The QClick Software does not use this information. Therefore, it can be assigned by students to any easily remembered text title.

4) When these settings are complete, press the "**Menu/OK**" key . The homework question screen (when the instructor send questions) or answer screen will be displayed. Press "Return" "**Right Soft Key**" to return to the previous menu.

5) You may start to work on the questions and save the answers to the keypad and then submit them the next day in class; or just save the question frames to work on them later.

2.1.2.2.8 Student's keypad special functions
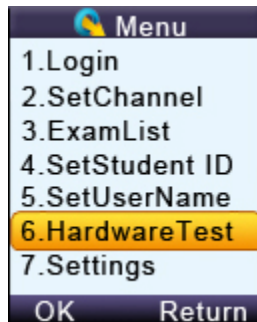
(6)   Hardware Test

To use the student keypad for a hardware test, follow these steps:

1. The QClick software must be in the hardware test mode in order to test the student keypad hardware. Refer to **Part 2. Software** in session **2.4.3 Hardware test**.

2. Under the main menu, select item "**6.HardwareTest**" submenu to enter into the Hardware test screen display.

3. Enter the channel number, which is the same as the host machine's (main receiver) channel number selected by the PC software.

4. Press the "**Menu/OK**" key. If the channel number matches the host receiver channel number, the PC software will display the student's keypad ID on a row in a first come first serve order. Additionally, the register number is also displayed on the keypad test screen. Otherwise, the failure error message will be displayed on this test screen.

(7)   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 the keypad. This can be done by simply restoring the factory settings. This is especially useful when you want to trade in your keypad.

To use the factory settings for the student keypad, follow these steps:

1. Under the main menu, select item "**7.Settings**" to enter into the Settings submenu.

2. Under the Setting submenu, select "**4.DefaultSet**" submenu in order to restore the factory settings.

3. Press the "**Menu/OK**" key to confirm the operation.

4. Follow the screen prompt, and press the "**Del Key**" **Menu/OK** to initialize the setting.

2.1.2.2.9 Student keypad sleep mode

In order to increase the battery life of the response pads, a sleep mode has been implemented in the student keypad.

To use the sleep mode settings for the student keypad, follow these steps:

1. Under the main menu, select item "**7.Settings**" to enter into the Settings submenu.

2. Under the Settings submenu, select "**2.ScreenSaver**" submenu in order to set the duration time before going to the keypad sleep mode.

3. Press the "**Up** ▲ **/Down Key**" ▼ to increase or decrease the time setting.

4.   Press the **Menu/Ok Key** to confirm the setting.

Note: *The default time setting is 2 minutes.*

Note: *If the clicker does not have any interaction for the period of time set in the Screen Saver, the clicker will enter into a 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. For additional battery life savings, you should turn off the power of the clicker.*

2.1.2.2.10 Routine steps using the student keypad

- **Taking a quiz with the pace controlled by the instructor**

Student Keypad Operation Form

Form	Class Status	Is the Student ID in the class list?	Actions	Result
1	Offline (No class selected)	N/A	All Actions	No Host Display
2	Class logged in but the quiz has not started.	N/A	Joining the class	Receives message "Wait to Start"
3	The quiz is loaded and ready to begin but the timer has not started.	No	Joining the class	Receives message "Invalid ID" and the software will display Force Login window.
4	The quiz is loaded and ready to begin but the timer has not started.	Yes	Joining the class	Registered for the class and receives the register number. The LCD displays the register screen.
5	The quiz is loaded and ready but the timer has not started. The student keypad joined the class previously.	Yes	Power Up	You can press "**Send**" key to directly logon back to previous class. The LCD displays the register screen.

6	The quiz is loaded and ready but the timer has not started. The student keypad not previously used for this test.	Yes	Power Up	No Host Display, need to login to the class and register.
7	The quiz is loaded and ready but the timer has not started.	Yes	Enter and send the answer	Receives the message "Wait to Start"
8	The quiz is loaded and running, the timer started. The student keypad joined the class previously.	Yes	Power Up	You can press "**Send**" key to directly logon back to previous class. The LCD displays the register screen.
9	The quiz is loaded and running and the timer started.	Yes	Enter and send the answer	Displays "Success!" message.

Note: *Before using your student keypad to join a quiz with the pace controlled by the instructor, you should understand the function operation from using this table.*

To join a quiz, follow these steps:

a) Turn on the keypad power. If the scenario is in form 5 or 8, you just need to press the "**Send**" key .

b) If you did not join the class previously, you may have to login to the current class and register for the class.

c) If you joined the current class previously, you may simply press the "**Send"** key to get a short cut to directly register for the class.

d) If your keypad ID is not listed in the current class, you may need to set your keypad ID to the one listed in the class, or try to force a login. The instructor will choose to allow the participation of a non-registered student.

e) After you registered for the class, follow the instructor's quiz pace.

- **Attending a quiz with self-controlled pace**

Note: *Before using your student keypad to join a quiz in the self-controlled pace, you should understand the function operation forms on the above table before you can begin your quiz.*

To join the quiz, follow these steps:

1. If you didn't join the class previously, you may have to login to the current class and then register and join the class.

2. If you joined the current class previously, simply press the "**Send"** key ● to get a short cut to directly register for the class.

3. If your keypad ID is not listed in the current class, you will need to set your keypad ID to the one listed in the class, or try to force a login. The instructor will choose to allow the participation of a non-registered student.

4. You can begin to answer the questions at your own pace, using the **Up Key** ▲ /**Down Key** ▼ to scroll up and down to view the questions. Use the "**Menu/OK"** key ● to save your answers into the keypad.

   After you have finished, press the "**Right Soft"** key ● to select the "Option" menu and select the item "**Send Answer**" to turn in your answers.

2.2 Instructor Keypad

2.2.1 Specifications

Dimension (L x W x H): 5 inches x 2 inches x 1 inch

Keys: 21

Power required: 2 AA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year depending on use

(Not including laser pointer use and Offsite mode use)

Function: Instructor/Presenter

Note:

Each of the clickers is battery operational. Insert two "AA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items
Screwdriver
Screws

2.2.2 Illustration

2.2.2.1 Instructor Keypad Layout:

1. **LCD:** Color display

2. **Power:** Turns unit on and off

3. **Left Soft Key** ⬤ : Confirms an operation that appears on the bottom left of the screen

4. **Up Key** ▲ : Scrolls screen display up

5. **Right Soft Key** ⬤ **:** Confirms an operation that appears on the bottom right of the screen.

6. **Left Key** ◀ : Moves cursor to the left

7. **Menu/OK Key** MENU OK : Confirms a selection or enters the Main Menu

8. **Right Key** ▶ : Moves cursor to the right, views the list of students who have questions

9. **Laser pointer Key** ✸ : Press and hold to activate the laser pointer

10. **Down Key** ▼ : Scrolls screen display down

11. **Del Key** DEL **:** Delete and backspace

12. **Mouse Key** 🖱 .+- :
    In *Normal Mode*: Used to toggle between the mouse and keypad control

    In *Offsite mode*: Displays student information

13. **View Key** 👤 abc 2 :
    In Normal Mode: Displays student records

    In Offsite mode: Displays the current question and the correct answer

14. **Question Key** ? def 3 : Displays the names of the students who have a question

15. **Start/Pause Key** ▶ ghi 4 : Starts or pauses or logs you back into a class

16. **Stop Key** : Stops current activity

17. **Slide Up Key** : Displays previous PowerPoint slide or previous question; it is also used as a page up key

18. **Result Key** : Displays histogram of results

19. **Report Key** : Displays Score Board

20. **Slide Down Key** : Advances PowerPoint slide, displays next questions, and is also used as a page down key

21. **F1 Key** : Function key and toggles between upper and lower case letters during typewriting function

22. **F2 Key** : Function key also used to enter the following characters: space, "/", and the decimal point "." sign

23. **ESC Key** : Escape or exit an exam and toggle among multiple choice inputs, alphabet and numeric key functions

24. **Choice Keys:** Labeled "0" to "9" and "a" to "z" for alpha numeric inputs

2.2.2.2 Remote Mouse Keypad Definition:

1. **Up Key** : Moves cursor up

2. **Laser pointer Key** : Press and hold to activate the laser pointer

3. **Left Key** : Moves cursor left

4. **Menu/ok Key** : Mouse double-click

5. **Right Key** : Moves cursor to the right

6. **Right Soft Key** : Mouse right-click

7. **Down Key** : Moves cursor down

8. **Left Soft Key :** Mouse left-click

9. **Mouse Key** : Toggles between the mouse and keypad control

10. **Question Key** : Mouse left-click hold

11. **View Key** : "Tab key" PC keyboard

12. **Slide Up Key** : "Page Up Key" PC keyboard

13. **Stop Key** [■ jkl 5] : "Enter Key" PC keyboard

14. **Start/Pause/Login Key** [▮▶ ghi 4] : "Up Key" PC keyboard

15. **Result Key** [.ıll pqrs 7] : "Left Key" PC keyboard

16. **Report Key** [▦ tuv 8] : "Right Key" PC keyboard

17. **Slide Down Key** [↓ wxyz 9] : "Page Down Key" PC keyboard

18. **F1 Key** [F1 shift] : "Down Key" PC keyboard

19. **F2 Key** [F2 0 ⌴/*] : Free Style cut picture function key

20. **ESC Key** [ESC 2 ⌴a] : "ESC Key" PC keyboard

NOTE: Using the remote mouse, the keypad will automatically take the initial flat surface as the datum; therefore it is suggested to place the keypad at your convenient flat surface. Additionally, please DO NOT POINT THE LASER DIRECTLY INTO EYES, it would be harmful to your eyes!

2.2.2.3   NoHost Screen

The instructor keypad works in both the Normal and the Offsite mode. Press the **Up** [▲] **/Down Key** [▼] to select either the Normal or the Offsite mode to enter. Press the **Menu/OK** Key [MENU OK] to confirm to enter the mode you select.

2.2.2.3.1 NoHost screen display:

The following information will be displayed on this screen:

- Signal strength is displayed in the upper left corner.
- Battery life indicator is displayed in the upper right corner.
- The instructor's name and the name of the last class logged into.
- Press the **Up** [▲] **/Down Key** [▼] to select to enter the Normal/Offsite mode.

The following functions can be performed while on this screen:

- Press the **Menu/OK Key** [MENU OK] to enter the main menu of your desired mode.

- Press the **Start Key** ![key] **or Right Key** ![key] to log into the previously selected class.

- Press the "Login" **Right Soft Key** ![key] to login to an existing class.

2.2.2.3.2 Operation mode selection screens:

Use the **Up Key** ![key] or **Down Key** ![key] to select the *Normal mode* or *Offsite mode*. The *Normal mode* is used for the normal quiz selection. To conduct the normal quiz session, the needed hardware will include the instructor keypad, student keypads, the main receiver, PC or a display device. The *Offsite mode* is used for conducting quiz sessions using only the instructor keypad and student keypad. The main receiver, PC and the display device are not needed for conducting this type of quiz sessions.

2.2.2.4 Normal Mode

2.2.2.4.1 Normal mode menu display:
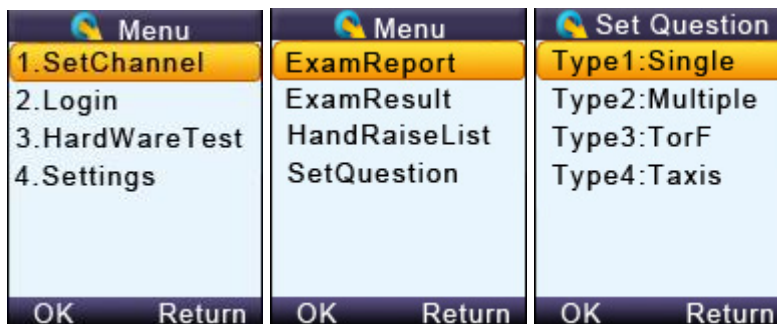
Operations available under these menu screens:

- Use the **Up Key** ![key] or **Down Key** ![key] to scroll up or down the selections.

- Press the **Menu/OK Key** ![key] to select the submenu and the keypad will go to the screen or the submenu.

2.2.2.4.2 Input screen display:

<u>Operations available under the input menu screen:</u>

Note: *The displayed cursor highlighted indicates that the user can input characters.*

- User can use the **Up Key** ▲, **Down Key** ▼, **Left Key** ◀ or **Right Key** ▶ to move the cursor to select the desired character or number from the list of valid characters or numbers display.
- Press "OK" **Left Soft Key** ⋯ to enter the selection.
- Pressing the **Del Key** DEL will backspace and remove any entered characters。
- Pressing the "Return" **Right Soft Key** ⋯ reverts to the menu one level up.
- Press the **Menu/ok Key** MENU OK to select the answer, and press "OK" **Left Soft Key** ⋯ to save the question setting.

2.2.2.4.3 Connecting the instructor's keypad to the host receiver:

To connect the instructor keypad to the host receiver, follow these steps:

(1) Login to a class:

To login to a class, follow these steps:

Under the No Host screen, select "Login" **Right Soft Key** ⋯ to login to your nearby class.

OR

1.   Under the No Host screen, press the **"Menu/OK" Key** MENU OK to enter the main menu.

2.   Select item "**Login**" to login into your class.

(2) Set Channel:

If the clicker does not automatically detect the right class you would like to attend, you may manually set your clicker communication channel to the channel number that the class use. The class channel number is the main receiver channel number set.

Note: *The main receiver channel can be set in the software. Refer to the software channel session.*

To set the instructor clicker channel, follow these steps:

1.   Under the NoHost screen, press the **Menu/OK Key** to enter into the main menu.

2.   Select "**1.SetChannel**" submenu.

Under the "**Set Channel**" screen, enter a valid channel number.

(3) Login to the last same-channel class:

To log into the last same-channel class, follow these steps:

Under the NoHost screen, press the **Start Key** or **Right Key** to directly log into the class you had last logged into if the channel is not changed. The name of the class, the teacher's name and the channel number will be displayed on the LCD screen.

After logging in, the following information will be displayed on the instructor keypad screen:

- The selected activity mode
- The selected class name

- The instructor name
- The number of registered student over the number of total students in the class.

2.2.2.4.4 Functions after login:

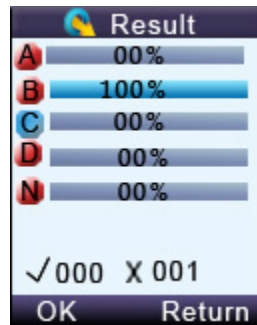The following functions are available once the Instructor keypad is logged in:

- The displayed PowerPoint slides can be selected up or down by pressing the Slide Up Key [↑ 6 mno] or Slide Down Key [↓ 9 wxyz].

- An exam can be started, paused, or stopped by pressing the Start/Pause Key [▶ 4 ghi] or Stop Key [■ 5 jkl].

- Exit an exam by pressing the ESC Key [ESC 2 a].

- View the statistics histogram of the current question answering or an instant report about the answering by pressing the Result Key [.ıl 7 pqrs] or Report Key [⊞ 8 tuv].

- View an individual student's exam performance in the keypad screen.

1. Press the **View Key** [2 abc] to view a list of the students. Use the **Up Key** [▲] or **Down Key** [▼] to scroll through the list of students and press the **Menu/OK Key** [MENU OK] to select the desired student.

   OR

2. On the current screen, press the **Menu/OK Key** [MENU OK] to enter into the Menu screen. Select "**ExamReport**", find and select the desired student and then press the **Menu/OK Key** [MENU OK] to view the results. Only the current question/answer from the exam will be displayed for the student selected.

Students	Answers
Student001	1. B
	2. C
	3. C
	4. B
	5. C
	6. C
OK Return	OK Return

Note: *Under the student list display, press the **Menu/OK Key** [MENU OK] to toggle the display between the student name and the answer report.*

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

<u>View the histogram of the current question and grade in the instructor keypad.</u>
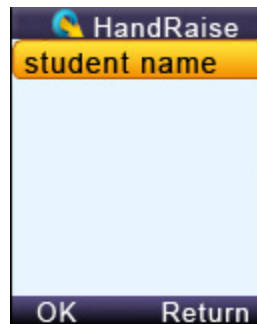
On the currently displayed screen, press the **Menu/OK Key** to enter into the Menu screen.

Select "**ExamResult"** to display the histogram.

Note: *This function only applies to the Normal Quiz and Elimination activity mode.*

<u>Respond to the student's questions:</u>

View the name of the student who has a question:

1. On the currently displayed screen, pressing the **Question Key** will display a list of the students who have a question.

   OR

2. On the currently displayed screen, press the **Menu/OK Key** to enter into the Menu screen. Select the item "**Hand raise List**" to view the list of students who have questions.

Note: *After responding to the student's request, select the student name and press the* **Menu/OK Key** *to remove the student from the list.*
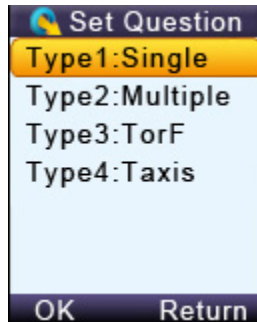
<u>Set up an instant question:</u>

In the **Free Style** mode, the instructor can ask the instant questions using the clicker. To set the

instant question type and the instant question correct answers, follow these steps:

1. On the currently displayed screen, press the **Menu/OK Key** to enter into the Menu screen. Select "**SetQuestion**" to view the question type list.

2. Select a question type from the list and then press the **Menu/OK Key** to go into the Set Question screen.
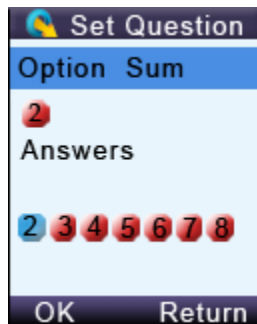
3. In the item "**Option Sum**:" choose the total number of choices for this question and in the item "**Answers**:" choose the correct answer for the question.

4. Use the **Left Key** or **Right Key** to select the Option Sum number and then use the **Down Key** to go to the correct answer selection.

5. Use the **Left Key** or **Right Key** to select the correct answer. After all the selection, press "OK" **Left Soft Key** to send the selection. The quiz will start automatically once the information is successfully sent and received.

2.2.2.4.5 Instructor keypad in sleep mode:

In order to extend the life of the battery, a sleep mode has been implemented.

To use the sleep mode settings for the instructor keypad follow these steps:

1. Under the main menu, select item "**4.Setting**" to enter into the Settings submenu.

2. Under the Hardware submenu, select "**2.ScreenSaver**" submenu in order to set the duration time before going to the sleep mode.

3. Press the **Up** /**Down Key** to adjust and select time.

4. Press the **Menu/OK Key** [MENU OK] to confirm the setting.

Note: *If the clicker stays without any interaction for a period of time that set in Screen Saver, the keypad will enter into a 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.*

2.2.2.4.6 Instructor keypad factory settings:

WARNING: *Using this function will clear all user data stored, including all the exam question contents in the instructor keypad. It is NOT recoverable.*

Sometimes it is convenient to clear all data stored in the keypad. This can be done by simply restoring the factory settings. This is especially useful when you want to trade in your keypad.

To use the factory settings for the instructor keypad, follow these steps:

1. Under the Normal submenu, select "**4. DefaultSet**" in the submenu to restore the factory settings.

2. Press the **Menu/OK Key** [MENU OK] to confirm the operation.

3. Follow the screen prompt, and press the "**Del Key**" [DEL] to initialize the setting.

2.2.2.5 Offsite Mode

The instructor clicker will consume more power when it is running in the Offsite mode. The clicker with new batteries can last about 35 hours for continuing using under this mode. In the *Offsite* mode, the instructor's clicker will act as the main receiver, working as the host to directly receive the student keypad responses in a quiz session. Before the instructor clicker can be used to conduct a quiz session, the instructor should download at least one class setting with the student information and at least one set of the quiz correct answers into the instructor's keypad. The *Offsite mode* has these functions:
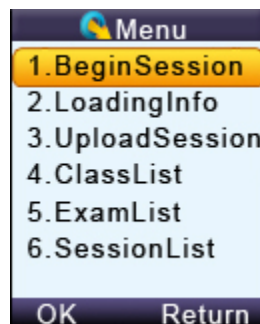
- Begin Session
- Loading Info
- Upload session
- Class List
- Exam List

• Session List

2.2.2.5.1 Begin Session:

At least one class must be loaded in the instructor keypad before using the **Begin Session** function. If you choose the **No Free Style** mode, at least one set of answers must be loaded into the keypad. It is not necessary to have the correct answers ready when choosing the **Free Style** mode. To conduct a quiz in the *Offsite mode*, follow these steps:
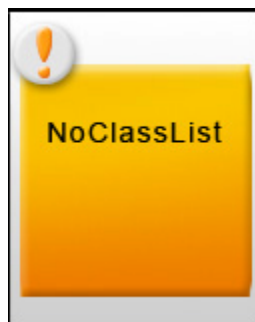

Note: *No main receiver or a PC is needed for conducting a session in this mode.*

1. Select the Offsite mode in the instructor keypad.

2. Select the function **Begin Session.** If the keypad has reached maximum storage, you must purge some of the existing data. Refer to session **3.2.2.5.6 Session List** for detailed instructions.

Note: *Before purging data, make sure you have uploaded the session into the QClick database system. Otherwise, the session data will not be recovered after the purging.*
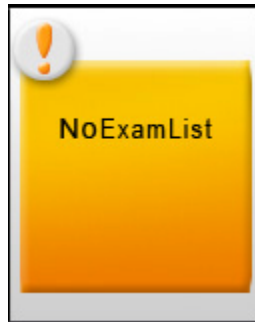
The LCD screen will display a list of classes previously loaded.

3. Move the highlight using **Up** ⌃ **/Down Key** ⌄ to the class area and then select the desired class by pressing the **Menu/OK Key** MENU OK. If there are no classes loaded in the keypad, the screen will display "NoClasslist!".
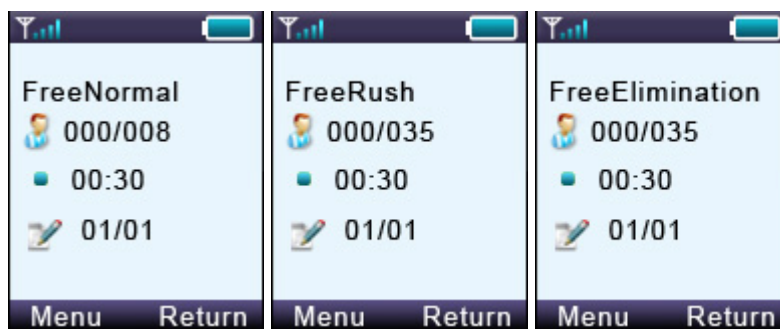

Once you have successfully selected a class, choose an activity mode from the list displayed on the LCD screen.

4. Move the highlight using **Up** ▲ /**Down Key** ▼ to the ExamList area and then select the desired exam by pressing the **Menu/OK Key** [MENU OK]. If there is no exam loaded in the keypad, the ExamList area is blank. If you choose one of the **Free Style** activities, which include **FreeNormal**, **FreeRush** and **FreeEliminate**, you will not need to load an exam prior to conducting the quiz. However, if you choose one of the **No Free Style** activities, then you must load an exam. If no exams are downloaded into the instructor's keypad, then after beginning a session, the LCD screen will display this message "NoExamList"

5. Press the **Left Soft Key** [···] to start the Offsite session. The following screen will display based on the activity mode selected.

6. Under **No Free Style Activity** mode, the instructor can push the question contents into the student clickers. To implement this function, follow these steps:

   (1) On the activity mode display, enter the menu, and then choose the **SendOption**
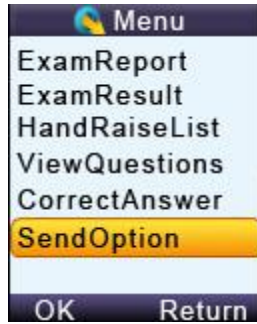
(2) If you select **YES**, the student keypad will display the question contents when the exam begins. Press the "OK" **Left Soft Key** to confirm the operation,
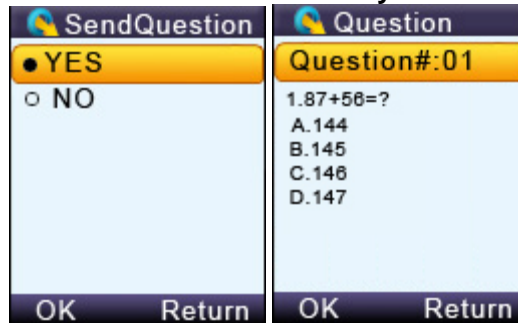
(3) You may choose **ViewQuestions** to view the question contents. Use the **Left** /**Right Key** to scroll the next or previous question contents.

7. Press the **Start/Pause Key** to start or pause a session. When the session starts, the running time set for each question will be displayed on the screen. You may increase or decrease the test time by pressing the **Up Key** or **Down Key** . Each key press will increase or decrease the time by 5 seconds. Press the **Stop Key** to stop the current question response. Use the **Slide Up Key** or **Slide Down Key** to go to the previous or next question. The current question number over the total question number also shows on the instructor clicker screen.

8. Press "Return" **Right Soft Key** to complete the current session. The display will prompt you to confirm the exit. Enter the session name and then press **Menu/OK Key** to save the conducted session into the instructor clicker.
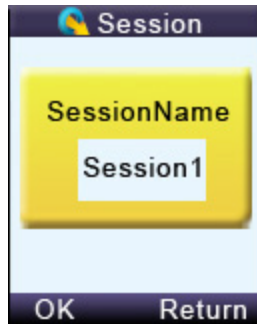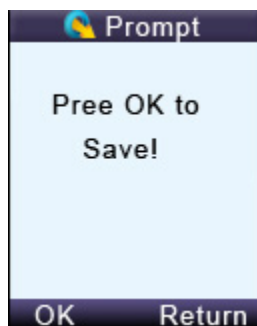
The control keys function in the session saving includes:

Menu/OK Key – Confirm enter the session name

Right Soft Key – "Return" to exit the session saving

Del Key – Delete a numeric number or a character

Left Soft Key – Confirm the OK operation

Shift Key –Toggles between upper and lower case letters during typewriting function
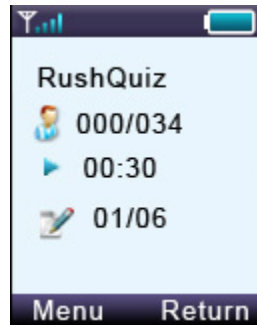
If you have chosen the **Free Style Mode**, after press the "Return" **Right Soft Key** to exit the session conducting, the numeric <u>EXAM ID</u> and the default exam name <u>"EXAM#"</u> will be saved to the clicker memory. Afterward, you may go to the **ExamList** menu to view the saved free style exam.

In whatever activity mode you select, when exiting the session, the session name needs to be entered to save the conducted session. But if you don't want to save the session, you can press the "Return" **Right Soft Key** again when the display prompts you to save the session name. The keypad will prompt you for confirmation of exit without saving. Press the **Menu/OK Key** to confirm the cancellation of saving or press "Return" **Right Soft Key** to return to the saving screen.

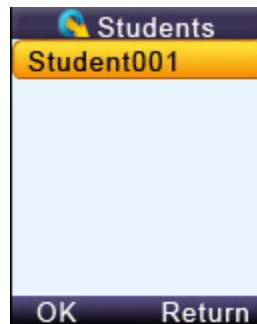**Control Functions for Conducting a Session:**

This display shows a Rush Quiz session example. There are a total of 6 questions and the keypad is currently on question 1. No students have registered for the selected class and there are 34 students in this class. The third line shows the testing time in seconds.
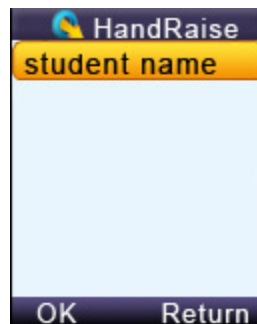
These functions can be operated under the activity display:

Press the **Menu/OK Key** to enter the main menu for the control function selection for this session.
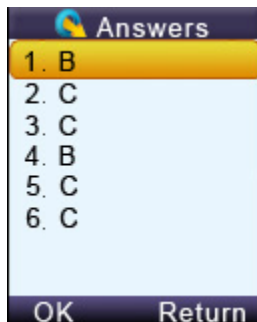
Press the **Report Key** to view the current list of registered students. Select a student name and then press the **Menu/OK Key** to view the student question responses.

Press the **Question Key** to view the list of students who have raised questions.

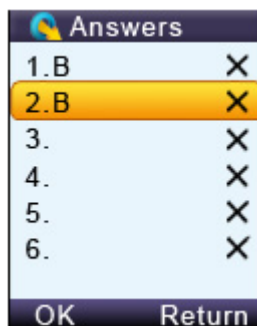Press the **View Key** ![icon] to view the current question correct answer.

```
  Answers
1. B
2. C
3. C
4. B
5. C
6. C

OK        Return
```

Press the **Start/Pause Key** ![icon] to start/pause the test timer. While using the timer, you can press the **Up Key** ![icon] or **Down Key** ![icon] to increase or decrease the time by 5 seconds.

Press the **Stop Key** ![icon] to stop the timer.

Press the **Slide Up** ![icon] **/Down Key** ![icon] to select the previous or next question.

Press the **Report Key** ![icon] to view the answers of a registered student for the current question.

```
  Answers
1.B          X
2.B          X
3.           X
4.           X
5.           X
6.           X

OK        Return
```

Note: *This funciton is only active when the timer is stopped.*

Press the "Return" **Right Soft Key** ![icon] to exit the session.
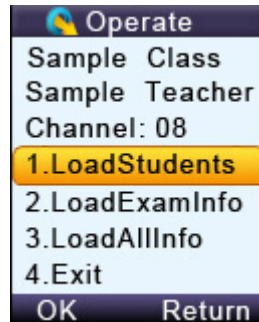
Assigning or receiving function for the homework mode.

Before pressing the **Start/Pause Key** ![icon], the session homework mode stays in the *Assigning* homework mode. After pressing the **Start/Pause Key** ![icon] the session is in the *Receiving* homework mode.

2.2.2.5.2 Loading Information

Download student's information

To download the students' information, follow these steps:

Note: *In the QClick software, a class should be selected and an answer sheet or PowerPoint which contains the answer information should be* **loaded and Ran**.

1.   Plug in the main receiver to the PC USB port.

2.   In the QClick software, select a **Class** and then select the activity mode, Refer to Part 2 Software session **2.1.1.1 Class** for detailed instruction.

3.   Select the **Offsite** mode in the instructor keypad.

4.   Select the **LoadingInfo** function. The instructor keypad will automatically begin searching for the available classes. Select the desired class.

Note: *While loading the class information and the answer sheets, keep the main receiver plugged in*.

5.   Select **LoadStudentInfo** and load the class and student information into the instructor's keypad.

6.   The instructor's keypad can store up to 8 classes. If the keypad has reached its maximum storage, the **LoadStudentInfo** will not operate. You will need to go to the function **ClassList** and delete some classes to allow more storage before you can continue. Refer to session **3.2.2.5.4 Class List** for detailed instruction.

Download exam information

To download the exam information, follow these steps:

1.   Go to the **Loading Info** selection screen.

2.   Select the function **LoadExamInfo** to start loading the answer sheet into the instructor's keypad.

3.   The instructor's keypad can store up to 8 exams. If the keypad has reached its maximum storage, the **LoadExamInfo** will not operate. You will need to go to the function **ExamList** and delete some of the exams to allow more storage capacity. Refer to session **3.2.2.5.5 ExamList** for detailed instructions.

4.   The display will remind the instructor to **load** an answer sheet and **start** the session in the QClick software. Refer to **Part 2 Software**. Click the **Menu/OK Key** on the keypad to

confirm the answer sheet has been loaded or click "Return" **Right Soft Key** ••• to cancel the loading.

Download All Information:

If you want to load both students and exam information at the same time, follow these steps:

1. Go to the **Loading Info** selection screen.

2. Select the function **LoadAllInfo** to start loading students and exams into the instructor's keypad.

3. The instructor's keypad can store up to 8 classes and 8 exams. If the keypad has reached its maximum storage, the **LoadAllInfo** will not operate. You should delete the class and the exams you stored. Refer to session **3.2.2.5.4 Class List** and session **3.2.2.5.5 ExamList** for detailed instruction.

2.2.2.5.3 Upload sessions

To upload the session data, follow these steps: (You must have at least one stored session to be uploaded)

Note: *The main receiver and a PC are needed for uploading the session data*

1. Plug the main receiver into a PC.

2. Set the QClick software to the **Receiving Session** Data mode. Refer **to Part 2 Software, 2.3.2 Receive Session** for detailed instruction.

3. Select the **Offsite** mode in the instructor keypad. Then select the function **UploadSession.**

4. The LCD screen will display a list of available sessions.
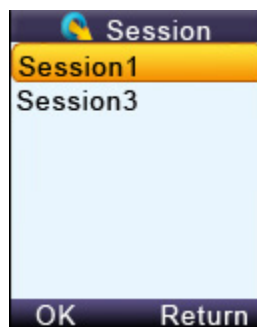
5. Select the desired session and press the **Menu/OK Key** [MENU OK] .

6. The LCD will display the selected information. Click the **Menu/OK Key** [MENU OK] to confirm or click "Return" **Right Soft Key** ••• to quit uploading. After successfully uploading, the session data will not be purged. To purge the session data, go to the function Session List.
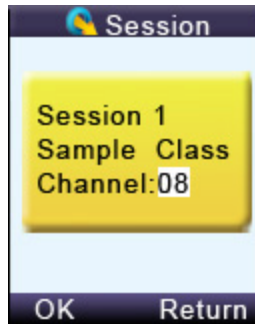
2.2.2.5.4 Class List:

The **Class List** function provides the list of classes which have been downloaded into the instructor keypad as well as the selection of classes you desire to delete from the keypad memory in order to make room for downloading new classes. The maximum number of classes the instructor keypad can store is 8. To view and delete a class from the class list, follow these steps:
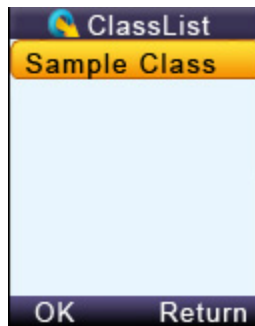
1. Select the **Offsite** mode in the instructor keypad, and then select the function **ClassList**.

2. The classes which have been downloaded in the keypad will be displayed on the LCD screen. Use the **Up** ▲ /**Down Key** ▼ to scroll through the selections. Press the **Del Key** 🔘 and then press **Menu/OK Key** 🔘 to delete the selected class. Press "Return" **Right Soft Key** 🔘 to return to the Offsite mode main menu.

If you press the **Del Key** 🔘 to delete the selection, the keypad will prompt you for confirmation.

Press the **Menu /OK Key** 🔘 to confirm the deletion or press "Return" **Right Soft Key** 🔘 to cancel the deletion. After the operation, the keypad will display the previous class list menu.

2.2.2.5.5 Exam List:

The **Exam List** function provides the list of exams which have been downloaded into the instructor keypad and the selection of exams that you desire to delete from the keypad memory in order to make room for downloading new exams. The maximum number of exams the instructor keypad can store is 8. To view and to delete an exam from the answer sheet list, follow these steps:

1. Select the **Offsite** mode in the instructor keypad, and then select the **ExamList** function.

2. The exams which have been downloaded in the keypad will be displayed on the LCD screen. Use the **Up** /**Down Key** to scroll through the selections. Press the **Del Key** to delete the selected exam and then press the **Menu/OK Key** to confirm the operation. Press "Return" **Right Soft Key** to return to the **Offsite** mode main menu.

If you press the **Del Key** to delete the selection, the keypad will prompt you for confirmation. Press the **Menu/OK Key** to confirm the deletion or press "Return" **Right Soft Key** to cancel the deletion. After the operation, the keypad will display the previous exam list menu.

2.2.2.5.6 Session List:

The **Session List** function provides the list of sessions which have been conducted and stored in the instructor keypad and the selection of session's data you desire to delete from the keypad memory in order to make room for storing new session data. The maximum number of sessions the instructor keypad can store is 8. If all storage is used, you will not be able to conduct a session using the *Offsite mode*. To view and delete session data from the session list, follow these steps:

Note: *Before purging a session data, make sure that you have uploaded the session into the QClick database system; otherwise, the session data will not be recovered after purging.*

1. Select the **Offsite** mode in the instructor keypad, and then select the **SessionList** function.

2. The sessions which have been stored in the keypad will be displayed on the LCD screen. Use the **Up** /**Down Key** to scroll through the selections. Press the **Menu/OK** Key to delete the selected session. Press "Return" **Right Soft Key** to return to the Offsite mode main menu.

If you press the **Del Key** to delete the selection, the keypad will prompt you for confirmation. Press the **Menu/OK Key** to confirm the deletion or press "Return" **Right Soft Key** to cancel the deletion. After the operation, the keypad will display the previous session list menu.

2.3 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 plugged into a computer's USB port or connected to a computer through a USB cable.

2.3.1 Specifications

Dimensions (L × W × H) 3.4 in ×.96 in ×.4in

Weight: .50 oz

Operating Temperature: 0-104 degree F

Operating Relative Humidity: 0-90%

Transmitting and receiving distance: ~200 feet radial

2.3.2 Illustration

1- QRF900 Main Receiver

2- Extension USB: extends the connection between the main receiver and the computer.

2.4 Carrying Case

Part 3.   QRF700 Hardware & System Installation Illustration

3.1 Student Keypad

3.1.1 Specifications

Dimensions (L× W× H): 4.5'' x 1.8''x0.71''

Keys: 21

Power required: 2 AAA Batteries

RF transmission distance: ~200 feet

Battery life: Depends upon use or up to 6 months

Function: Transmit response signals

Note:

Each of the clickers is battery operational. Insert two "AAA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items
    Screwdriver
    Screws

3.1.2 Illustration

3.1.2.1   Student Keypad Layout

17. **Power:** Turns unit on and off
18. **Screen Display**
19. **Left Soft Key** ⠶ **: Confirms** the operation which appears on the bottom left of the screen

20. **Up Key** : Scrolls the screen display up

21. **Right Soft Key** : Confirms an operation that appears at the bottom right of the screen; when exiting from the answer screen during homework or paper quiz mode, this button is also used to enter into the function selection menu

22. **Left Key** : Scrolls to the left

23. **Menu/OK Key** : Confirms a selection or enters into the main menu

24. **Right Key** : Scrolls to the right

25. **Send Key** : Sends a response. May also be used as a shortcut key to register to a class

26. **Down Key** : Scrolls the screen display down

27. **Del Key** : Deletes an exam during the paper quiz or homework mode and is also used to backspace

28. **Selection Keys :** Labeled "A1" to "J0" and "a" to "z" for alpha numeric inputs

29. **Shift Key** : Toggles between upper and lower case letters during typewriting functions

30. **Operation Key** : Used to enter a space, the division "/" or the asterisk "＊"signs

31. **Alpha-Numeric Key** : Toggles between multiple choice options, and alphabet and numeric key functions

3.1.2.2 Student Keypad Instruction

3.1.2.2.1 NoHost Screen
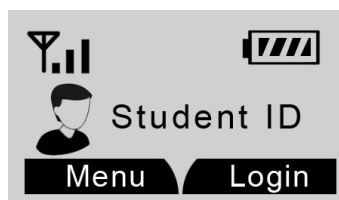
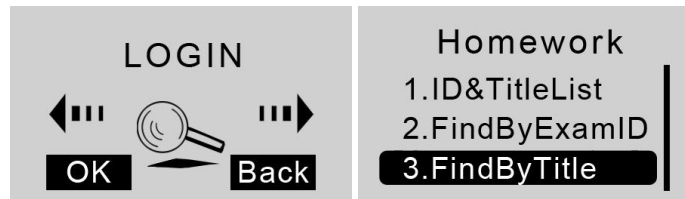The following information is displayed on the NoHost screen:

- RF Signal strength is displayed in the upper left corner
- The battery indicator is displayed in the upper right corner
- Student ID number

**Note:** *Press the "**Down Key**"* ▼ *to show the user name.*
The following functions can be performed under this display:

- Enter the main menu by pressing the "**Menu/OK Key**".
- Enter the main menu by pressing "Menu" **"Left Soft Key"**.
- Short cut key to register by pressing the "**Send Key**".
- Log into the class by pressing "Login" **"Right Soft Key"**.

3.1.2.2.2 **Menu Screens**

```
        LOGIN            Homework
                         1.ID&TitleList
   ◀▥    ◯    ▥▶         2.FindByExamID
    OK      Back         3.FindByTitle
```

Operations under these menu displays:

- Use the "Up Key" ▲ or "Down Key" ▼ to scroll through the selection of the menu items. The item selected will be highlighted.
- Press the "Menu Key/OK" or Left Soft Key to select the menu item.
- To use the shortcut to select a menu item, press the "Selection Key" corresponding to the item number in front of the item. For example, to enter "3.FindByTitle" sub menu, you press key "3". C 3

3.1.2.2.3 **Input Screens**

```
           0001

   |                A
   ◁  ◁  ◁  ◁  ◁
```
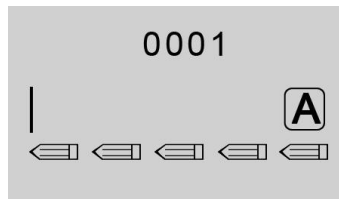
Operations under these menu displays:

The displayed cursor prompts the user to input characters or numbers.

The user can press the "**Selection Keys**" to enter the desired characters.

- The "Del Key" DEL serves as the backspace key.

• The "Send Key" serves as the sending answer key.

Notes: When the question ends, you can input the answer directly and the system automatically deletes the previous answer before that. The input has the limitation of 32 letters, which will automatically shrink to fit the screen once it is more than 7 letters.

If the input area is the multiple choice or an alpha numeric type, there will be an input type indication $\boxed{A}$, $\boxed{1}$ or $\boxed{abc}$ on the upper right corner of the screen. These signs indicate whether the current input mode is the choice input, numeric or alpha.

• Use the "**Alpha-Numeric Key**" to toggle through the input modes from choice input $\boxed{A}$ or numeric input $\boxed{1}$ or alpha input $\boxed{abc}$.
• "**Shift Key**" is used to toggle between upper and lower case letters.

3.1.2.2.4 Confirmation Screens
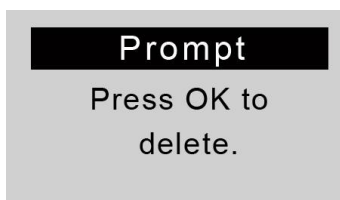
Operations under these menu displays:

Note: *Some operations require the 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.*

• Press "**Left Soft Key**" or *"Menu/OK Key"* to confirm an operation.
• Press "Return" "**Right Soft Key**" to cancel the current operation.

3.1.2.2.5 Connecting student clickers to a host

Operations under these menu displays:

After a keypad is connected to a host receiver, students can:

• Login to a class.
• Begin an exam by pressing the **Selection Keys** to respond to the questions in the normal, rush and elimination activities.
• Start receiving the test ID and the test titles in the paper and homework activities.
• Ask a question during the quiz.

3.1.2.2.6 Functions and Operations

(1) Setting the Student ID and the User Name

Note: *Before logging in, a valid Student ID and user name (stored in the class database) must be set for each student keypad. The Student ID is used in the software but the user name is not used in the*

software.

To set a Student ID, follow these steps:

1. Under the NoHost screen, press the "**Menu Key/OK**" to enter into the main menu.

2. **Press Down Key** or **Right Key** **to select SET STUDENT ID menu.**

3. Under the "**SetStudentID**" screen, enter a valid Student ID and then press the "**Menu Key/OK**" to save it. The Student ID can be the combination of numeric and alpha.

To set a username, follow these steps:

1. Under the NoHost screen, press the "**Menu/OK**" key to enter into the main menu.

2. **Press Down Key** or **Right Key** **to select Set User Name menu.**

3. Under the "**SetUserName**" screen, enter a valid user name and press the "**Menu/OK**" key to save.
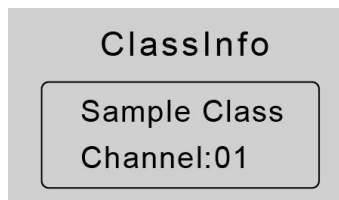
(2)   Login to a class:

To login to a class, follow these steps:

Under the NoHost screen, select the "**Login**" right soft key to directly login to your class.

OR

1. Under the NoHost screen, press the **"Menu/OK"** key or "menu" "**Left Soft Key**" **t**o enter the main menu.

2. Select "**Login**" to login into your class.

```
ClassInfo

Sample Class
Channel:01
```

Note: *The clicker will detect the active class in the closest proximity.*

(3)   Set Channel:

If the clicker does not automatically detect the right class you would like to attend, you may manually set your clicker communication channel to the channel number that the class use. The class channel number is the main receiver channel number set.

Note: *The main receiver channel can be set in the software. Refer to the software channel session.*

To set the clicker channel, follow these steps:

1. Under the NoHost screen, press the "**Menu/OK**" key to enter into the main menu.

2. **Press Down Key** or **Right Key** **to select SET CHANNEL menu.**

Under the "**SetChannel**" screen, enter a valid channel number.

(4) Login to the last same channel class:

To login to the last same channel class, follow these steps:

Under the NoHost screen, press the "**Send Key**" to directly log into the class you had last logged into if the channel is not changed.

After successfully logging in, the login screen will show various displays according to the software activity mode selected. These will be introduced in operation (5). Once the student has logged in, an assigned registration number will be displayed on the top of screen.

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

- "Failure!" Not able to connect to a host at this time.
- "Wait to Start!" The exam is not ready to begin.
- "Invalid ID!" The software is not able to recognize the student ID. Be sure your student keypad ID is listed in the class the instructor has selected.

(5) Operations after a successful login:

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

d) Normal Exam Screen:
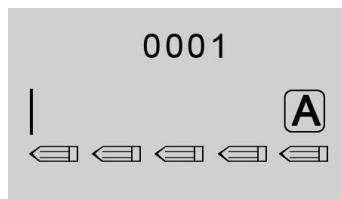
This kind of displays will be shown if the instructor selects the activity modes: **Normal Quiz, Rush Quiz, Elimination, Multiple Mode, Survey** and **Vote**.

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

- Enter your answer by pressing the "**Choice Keys**" and then press the "**Menu/OK**" key or "**Send**" key to send your answer. A message will be displayed to acknowledge the operation. The student responses will be displayed on the individual student screen for

reference.

- To ask a question, press the **Down Key** ▼ to enter into the "Hand Raise List", and then press the "**Menu/OK**" key. The software will display a marker at the bottom of the main exam question display window to raise the instructor's attention. The instructor may look on his or her keypad LCD screen to view the student who is asking the question.

> **Prompt**
> Press OK to
> ask your
> questions.
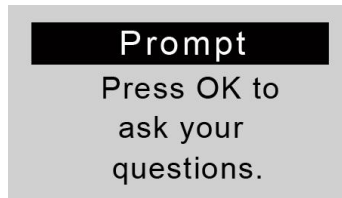
- Press the "**Send Key**" to re-register if the software is logged out. For example, if you choose to logout to see another part of the keypad menu setting and then choose to return to the quiz, you will need to re-register to rejoin the quiz.

- Press the "**Right Soft Key**" to select the function "**Return**" if you want to exit the exam. The keypad will prompt you for confirmation. Press the "**Menu/OK**" key to confirm the exit or press "Return" "**Right Soft Key**" to cancel the operation and return to the previous display. If the "**Menu/OK**" key is pressed, the keypad will display the **NoHost** screen.

e)   Paper Quiz Screen:

This applies when the instructor has selected the **Paper Quiz** and **Homework** activity modes.

There are two applications for the Paper Quiz Screen:

3) If the exam ID selected for the quiz is already saved in the student keypad, the exam title name with the EXAM ID will display on the screen. The student can start the exam by selecting the exam.

> **CreateExam**
> Exam ID:0003
> Total Que:06
> Ti:EgyptQuiz
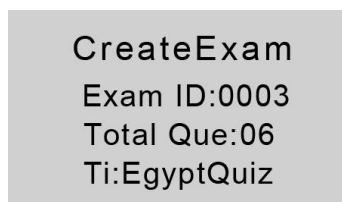
4) If the EXAM ID selected for the quiz is not saved in the student keypad previously, then creating a new test screen will display. Only the test title can be modified on this screen.

   Press "OK" "**Left Soft Key**" to start the exam.
The following functions can be performed in the Paper Quiz Screen:
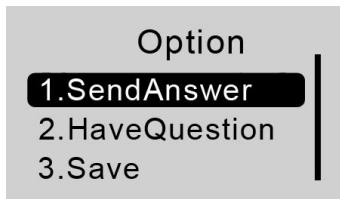
- Enter your answers by pressing the "**Choice Keys**".

- Press the "**Menu/OK**" key or the "**Left Soft Key**" to save the answers into your keypad. The cursor will advance to the next question. Going to the next page, the previous page answers will be saved to the student keypad.
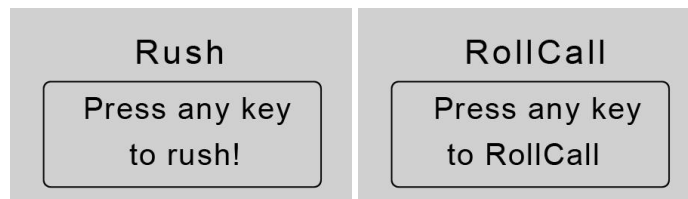
```
            0001

|                        A
    ◁  ◁  ◁  ◁  ◁
```
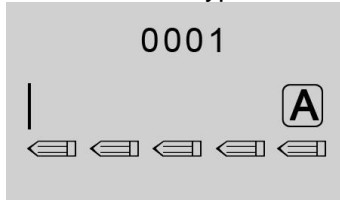
- Use the "**Del Key**" to delete the inputs if an answer needs to be modified.

```
                        A
   ┌──────────────────┐
   │ 1.               │
   └──────────────────┘
     2.
```

- Press "Option" "**Right Soft Key**" to enter into the paper quiz "Option" menu. Select a

  menu item and press the "**Menu/OK**" key to confirm the operation.

```
           Option
   ┌──────────────────┐
   │ 1.SendAnswer     │
   └──────────────────┘
     2.HaveQuestion
     3.Save
```

f)   Rush Quiz or Roll Call Screen:

```
      Rush                      RollCall
 ┌─────────────┐         ┌─────────────┐
 │ Press any key│         │ Press any key│
 │  to rush!    │         │  to RollCall │
 └─────────────┘         └─────────────┘
```

This applies when the instructor has selected the **Rush Quiz** or **Roll Call** activity modes.

In the Rush Quiz or Roll Call Screens, the following functions can be performed:

- Press any key （except "Right Soft Key" and "Down Key"） to respond to the Rush Quiz or Roll Call. If it is in Rush Quiz, the Normal Exam Screen will be displayed to allow a student to submit an answer. After the answer has been sent, the display will return to the Rush Quiz or the Roll Call Screen.

- If you want to ask a question, press the **Down Key** ▼ to enter the "**Raise Your Hand**

Screen" and then press the "**Menu/OK**" key. The software screen will display a marker at the bottom of the main question screen to alert the instructor. The names of students who are asking questions can be displayed on the instructor's keypad screen.

```
       Prompt
     Press OK to
       ask your
      questions.
```
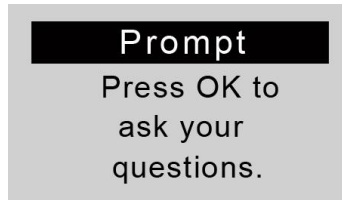
- Press the "**Send Key**" to re-reregister the class.

- Press the "**Right Soft Key**" to select "Return" to exit the exam. You will be prompted for confirmation. Press the "**Menu/OK**" key to confirm the exit or "Return" "**Right Soft Key**" to cancel the operation and return to the previous screen. If "**Menu/OK**" key is pressed, the keypad will display the NoHost screen.

3.1.2.2.7 Homework Mode

To use the student keypad for the homework management offline, follow these steps:

Under the main menu, **Press Down Key** ▼ or **Right Key** ▶ **to select EXAM LIST menu** enter into the Homework submenu.

The Homework submenu consists of the following items:

- ID & Title List: All tests saved in the student keypad will be displayed when the item ID & Title List is selected. Each line corresponds to one test. Use the "**Up Key**" ▲ or "**Down Key**" ▼ to select the desired test. Selected tests will be highlighted. Press the "**Menu/OK**" key to go to the Exam Screen; Press the "**Del Key**" if you want to delete the test.
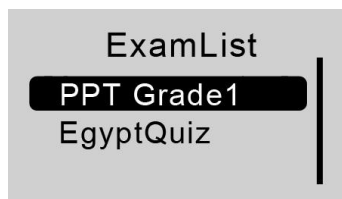
```
       ExamList
     ┌──────────────┐
     │ PPT Grade1   │
     └──────────────┘
       EgyptQuiz
```

- FindByExamID: The Find By Exam ID screen will be displayed when the item FindByExamID is selected. Enter an exam ID number to find an exam. After entering the exam ID number, press the "**Menu/OK**" key to start searching. If there is a match, a listing of matched tests will be displayed. Otherwise, a "no match" message will be displayed. Only a numeric ID number can be entered. Use the "**Del Key**" to modify the input.

- FindByTitle: The Find By Title screen will be displayed when the item FindByTitle is selected.

Enter a test title to search. There is no need to enter the complete title name. All close matches will be displayed on the test list screen. For example, if you only enter letter 'A', all tests with a test title starting with letter 'A' will be listed.

Note: *The cell phone style keypad provides you an easy way to enter a character. Use the "**Del Key**"* DEL *to modify your inputs. After entering your searching title, press the* **"Menu/OK"** *key* MENU OK *to start your search.*

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

```
CreateExam
Exam ID:0003
Total Que:06
Ti:EgyptQuiz
```

To create a new test answer frame, follow these steps:

6) "**Exam ID:**" The ID will be used to identify the homework when the homework is submitted and the ID is also used for identification when searching for an exam later. The ID will be assigned if the exam is in electronic format which is delivered through the software when the instructor chooses the **Homework** or **Paper Quiz** Mode. If an exam is distributed in paper format, the exam ID will be assigned by the instructor and the ID will be entered manually by the students using their keypads.

7) "**Total Questions:**" This refers to the number of questions. This item will determine how many questions are in an exam. The number of questions will be assigned if the exam is in electronic format, delivered through the software when you choose the **Homework** or **Paper Quiz** Mode. If the exam is distributed in paper format, the number of questions will need to be filled in by the students to match the total number of questions assigned in the paper.

8) "**Exam Name:**" This is used for easily locating an exam later. The QClick Software does not use this information. Therefore, it can be assigned by students to any easily remembered text title.

9) When these settings are complete, press the "**Menu/OK**" key MENU OK . The homework question screen (when the instructor send questions) or answer screen will be displayed. Press "Return" "**Right Soft Key**" , to return to the previous menu.

10) You may start to work on the questions and save the answers to the keypad and then submit them the next day in the class; or just save the question frames to work on them later.

3.1.2.2.8 Student's keypad special functions

HARDWARE TEST

(8)   Hardware Test

To use the student keypad for a hardware test, follow these steps:

1. The QClick software must be in the hardware test mode in order to test the student keypad hardware. Refer to Part 2. Software in session 2.4.3 Hardware test.

2. Under the main menu, **Press Down Key** ▼ or **Right Key** ▶ **to select HARDWARE TEST menu** to enter into the Hardware test screen display.

3. Enter the channel number, which is the same as the host machine's (main receiver) channel number selected by the PC software.

4. Press the "**Menu/OK**" key. If the channel number matches the host receiver channel number, the PC software will display the student's keypad ID on a row in a first come first serve order. Additionally, the register number is also displayed on the keypad test screen. Otherwise, the failure error message will be displayed on this test screen.

(9)   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 the keypad. This can be done by simply restoring the factory settings. This is especially useful when you want to trade in your keypad.

To use the factory settings for the student keypad, follow these steps:

1. Under the main menu, **Press Down Key** ▼ or **Right Key** ▶ **to select SETTINGS menu** to enter into the Settings submenu.

2. Under the Setting submenu, select "**5.DefaultSet**" submenu in order to restore the factory settings.

3. Press the "**Menu/OK**" key to confirm the operation.

4. Follow the screen prompt, and press the "**Del Key**" to initialize the setting.

3.1.2.2.9 Student keypad sleep mode

In order to increase the battery life of the response pads, a sleep mode has been implemented in the student keypad.

To use the sleep mode settings for the student keypad, follow these steps:

1. Under the main menu, **Press Down Key** ▼ or **Right Key** ▶ **to select SETTINGS menu** to enter into the Settings submenu.

2. Under the Hardware submenu, select "**3.ScreenSaver**" submenu in order to set the duration time before going to the keypad sleep mode.

3. Press the "**Up Key**"▲, **Right Key** ▶ or "**Down Key**"▼ **, Left Key** ◀ to increase or decrease the time setting.

4. Press the **Menu/ok Key** to confirm the setting.

Note: *If the clicker stays without any interaction for a period of time that set in Screen Saver, the clicker will enter into a 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. For further saving the battery life, you should turn off the power of the clicker.*

3.1.2.2.10 Routine steps using the student keypad

- **Taking a quiz with the pace controlled by the instructor**

Student Keypad Operation Form

Form	Class Status	Is the Student ID in the class list?	Actions	Result
1	Offline (No class selected)	N/A	All Actions	NoHost Display
2	Class logged in but the quiz has not started.	N/A	Joining the class	Receives message "Wait to Start"
3	The quiz is loaded and ready to begin but the timer has not started.	No	Joining the class	Receives message "Invalid ID" and the software will display Force Login window.

4	The quiz is loaded and ready to begin but the timer has not started.	Yes	Joining the class	Registered for the class and receives the register number. Display the register screen.
5	The quiz is loaded and ready but the timer has not started. The student keypad joined the class previously.	Yes	Power Up	You can press "**Send**" key SEND to directly logon back to previous class. Display the register screen.
6	The quiz is loaded and ready but the timer has not started. The student keypad not previously used for this test.	Yes	Power Up	NoHost Display, need to login to the class and register.
7	The quiz is loaded and ready but the timer has not started.	Yes	Enter and send the answer	Receives the message "Wait to Start"
8	The quiz is loaded and running, the timer started. The student keypad joined the class previously.	Yes	Power Up	You can press "**Send**" key SEND to directly logon back to previous class. Display the register screen.
9	The quiz is loaded and running and the timer started.	Yes	Enter and send the answer	Displays "Success!" message.

Note: *Before using your student keypad to join a quiz with the pace controlled by the instructor, you should understand the function operation from using this table.*

To join a quiz, follow these steps:

f) Turn on the keypad power. If the scenario is in form 5 or 8, you just need to press the "**Send**" key SEND.

g) If you did not join the class previously, you may have to login to the current class and register for the class.

h) If you joined the current class previously, you may simply press the "**Send"** key SEND to get a

short cut to directly register for the class.

i) If your keypad ID is not listed in the current class, you may need to set your keypad ID to the one listed in the class, or try to force a login. The instructor will decide the permission of the participation.

j) After you registered the class, follow the instructor's quiz pace.

- **Attending a quiz with self-controlled pace**

Note: *Before using your student keypad to join a quiz in the self-controlled pace, you should understand the function operation forms on the above table before you can begin your quiz.*

To join the quiz, follow these steps:

1. If you didn't join the class previously, you may have to login to the current class and then register and join the class.

2. If you joined the current class previously, simply press the "**Send**" key to get a short cut to directly register for the class.

3. If your keypad ID is not listed in the current class, you will need to set your keypad ID to the one listed in the class, or try to force a login. The instructor will decide the permission of the participation.

4. You can begin to answer the questions at your own pace, using the "**Up Key**" /"**Down Key**" to scroll up and down to enter and view the answers. Use the "**Menu/ok**" key to save your answers into the keypad.

5. After you have finished, press the "Right Soft" key to select the "Option" menu and select item "Send Answer" to turn in your answers.

3.2 Instructor Keypad

3.2.1 Specifications

Dimension (L × W × H): 5 "x 2" x 1"

Keys: 21

Power required: 2 AA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year depending on use

(Not including laser pointer use and Offsite mode use)

Function: Instructor/Presenter

Note:

Each of the clickers is battery operational. Insert two "AA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use

the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items
      Screwdriver
      Screws

3.2.2 Illustration

3.2.2.1 Instructor Keypad Layout:

25. **LCD:** Color display

26. **Power:** Turns unit on and off

27. **Left Soft Key** : Confirms an operation that appears on the bottom left of the screen

28. **Up Key** : Scrolls screen display up

29. **Right Soft Key :** Confirms an operation that appears on the bottom right of the screen.

30. **Left Key** : Moves cursor to the left

31. **Menu/OK Key** : Confirms a selection or enters the Main Menu

32. **Right Key** : Moves cursor to the right, views the list of students who have questions

33. **Laser pointer Key** : Press and hold to activate the laser pointer

34. **Down Key** : Scrolls screen display down

35. **Del Key :** Delete and backspace

36. **Mouse Key** :
In *Normal Mode*: Used to toggle between the mouse and keypad control

In *Offsite mode*: Displays student information

37. **View Key** :

    In Normal Mode: Displays student records

    In Offsite mode: Displays the current question and the correct answer

38. **Question Key** : Displays the names of the students who have a question

39. **Start/Pause Key** : Starts or pauses or logs you back into a class

40. **Stop Key** : Stops current activity

41. **Slide Up Key** : Displays previous PowerPoint slide or previous question; it is also used as a page up key

42. **Result Key** : Displays histogram of results

43. **Report Key** : Displays Score Board

44. **Slide Down Key** : Advances PowerPoint slide, displays next questions, and is also used as a page down key

45. **F1 Key** : Function key and toggles between upper and lower case letters during typewriting function

46. **F2 Key** : Function key also used to enter the following characters: space, "/", and the decimal point "." sign

47. **ESC Key** : Escape or exit an exam and toggle among multiple choice inputs, alphabet and numeric key functions

48. **Choice Keys:** Labeled "0" to "9" and "a" to "z" for alpha numeric inputs

3.2.2.2   Remote Mouse Keypad Definition:

21. **Up Key** : Moves cursor up

22. **Laser pointer Key** : Press and hold to activate the laser pointer

23. **Left Key** : Moves cursor left

24. **Menu/ok Key** : Mouse double-click

25. **Right Key** : Moves cursor to the right

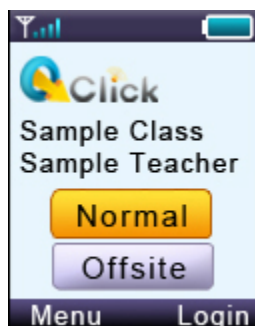26. **Right Soft Key** : Mouse right-click

27. **Down Key** ⏷ : Moves cursor down

28. **Left Soft Key** ⋯ **:** Mouse left-click

29. **Mouse Key** 🖱.+1 : Toggles between the mouse and keypad control

30. **Question Key** ? def3 : Mouse left-click hold

31. **View Key** abc2 : "Tab key" PC keyboard

32. **Slide Up Key** ↑ mno6 : "Page Up Key" PC keyboard

33. **Stop Key** ■ jkl5 : "Enter Key" PC keyboard

34. **Start/Pause/Login Key** � ghi4 : "Up Key" PC keyboard

35. **Result Key** .ıl pqrs7 : "Left Key" PC keyboard

36. **Report Key** ⊞ tuv8 : "Right Key" PC keyboard

37. **Slide Down Key** ↓wxyz9 : "Page Down Key" PC keyboard

38. **F1 Key** F1shift : "Down Key" PC keyboard

39. **F2 Key** F2 0_/* : Free Style cut picture function key

40. **ESC Key** ESC2●a : "ESC Key" PC keyboard

NOTE: Using the remote mouse, the keypad will automatically take the initial flat surface as the datum; therefore it is suggested to place the keypad at your convenient flat surface. Additionally, please DO NOT POINT THE LASER DIRECTLY INTO EYES, it would be harmful to your eyes!

3.2.2.3   NoHost Screen

The instructor keypad works in both the Normal and the Offsite mode. Press the **Up** ▲ **/Down**

Key ⏷ to select either the Normal or the Offsite mode to enter. Press the **Menu/OK** Key 🔵 to confirm to enter the mode you select.

### 3.2.2.3.1 NoHost screen display:

The following information will be displayed on this screen:

- Signal strength is displayed in the upper left corner.
- Battery life indicator is displayed in the upper right corner.
- The instructor's name and the name of the last class logged into.
- Press the **Up** ▲ /**Down Key** ▼ to select to enter the Normal/Offsite mode.

The following functions can be performed while on this screen:

- Press the **Menu/OK Key** to enter the main menu of your desired mode.
- Press the **Start Key** or **Right Key** to log into the previously selected class.
- Press the "Login" **Right Soft Key** to login to an existing class.

3.2.2.3.2 Operation mode selection screens:
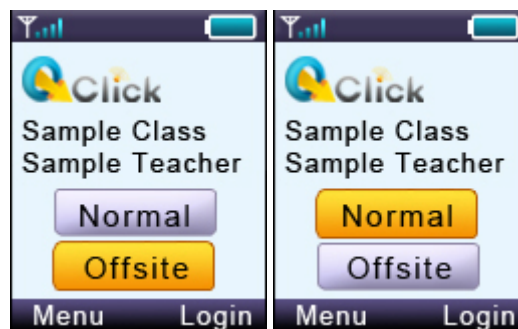
Use the **Up Key** ▲ or **Down Key** ▼ to select the *Normal mode* or *Offsite mode*. The *Normal mode* is used for the normal quiz selection. To conduct the normal quiz session, the needed hardware will include the instructor keypad, student keypads, the main receiver, PC or a display device. The *Offsite mode* is used for conducting quiz sessions using only the instructor keypad and student keypad. The main receiver, PC and the display device are not needed for conducting this type of quiz sessions.

3.2.2.4   Normal Mode
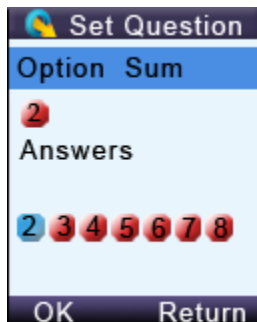
3.2.2.4.1 Normal mode menu display:
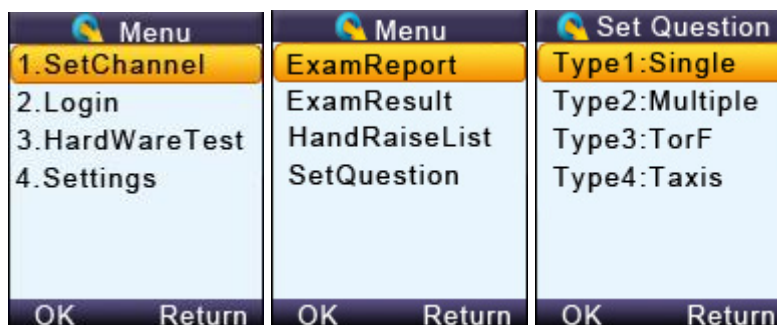
Operations available under these menu screens:

- Use the **Up Key** ▲ or **Down Key** ▼ to scroll up or down the selections.
- Press the **Menu/OK Key** to select the submenu and the keypad will go to the screen or the submenu.

3.2.2.4.2 Input screen display:

Operations available under the input menu screen:

Note: *The displayed cursor highlighted indicates that the user can input characters.*

- User can use the **Up Key** ▲, **Down Key** ▼, **Left Key** ◄ or **Right Key** ► to move the cursor to select the desired character or number from the list of valid characters or numbers display.
- Press "OK" **Left Soft Key** to enter the selection.
- Pressing the **Del Key** will backspace and remove any entered characters。
- Pressing the "Return" **Right Soft Key** reverts to the menu one level up.
- Press the **Menu/ok Key** to select the answer, and press "OK" **Left Soft Key** to save the question setting.

3.2.2.4.3 Connecting the instructor's keypad to the host receiver:

To connect the instructor keypad to the host receiver, follow these steps:
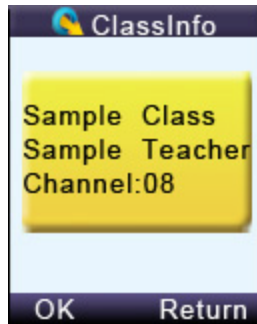
(1) Login to a class:

To login to a class, follow these steps:

Under the NoHost screen, select "Login" **Right Soft Key** to login to your nearby class.

OR

1. Under the NoHost screen, press the **"Menu/OK" Key** to enter the main menu.
2. Select item "**Login**" to login into your class.

(2) Set Channel:

If the clicker does not automatically detect the right class you would like to attend, you may manually set your clicker communication channel to the channel number that the class use. The class channel number is the main receiver channel number set.

Note: *The main receiver channel can be set in the software. Refer to the software channel session.*

To set the instructor clicker channel, follow these steps:

1.   Under the NoHost screen, press the **Menu/OK Key** to enter into the main menu.

2.   Select "**1.SetChannel**" submenu.

Under the "**SetChannel**" screen, enter a valid channel number.

(3) Login to the last same channel class:

To login to the last same channel class, follow these steps:

Under the NoHost screen, press the **Start Key** or **Right Key** to directly log into the class you had last logged into if the channel is not changed. The name of the class, the teacher's name and the channel number will be displayed on the LCD screen.

After logging in, the following information will be displayed on the instructor keypad screen:

- The selected activity mode
- The selected class name

- The instructor name
- The number of registered student over the number of total students in the class.

3.2.2.4.4 Functions after login:

The following functions are available once the Instructor keypad is logged in:

- The displayed PowerPoint slides can be selected up or down by pressing the Slide Up Key ![key] or Slide Down Key ![key].

- An exam can be started, paused, or stopped by pressing the Start/Pause Key ![key] or Stop Key ![key].

- Exit an exam by pressing the ESC Key ![key].

- View the statistics histogram of the current question answering or an instant report about the answering by pressing the Result Key ![key] or Report Key ![key].

- View an individual student's exam performance in the keypad screen.

3. Press the **View Key** ![key] to view a list of the students, and then use the **Up Key** ![key] or **Down Key** ![key] to scroll through the list of students and then press the **Menu/OK Key** ![key] to select the desired student.

   OR

4. On the current screen, press the **Menu/OK Key** ![key] to enter into the Menu screen. Select "**ExamReport**", find and select the desired student and then press the **Menu/OK Key** ![key] to view the results. Only the current question/answer from the exam will be displayed for the student selected.
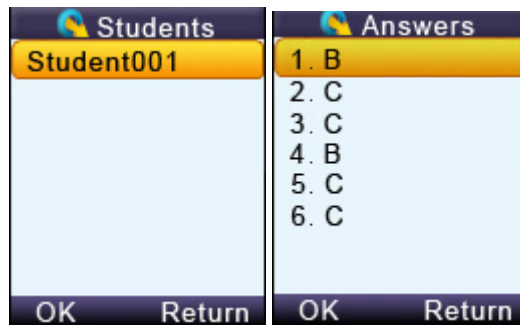
Note: *Under the student list display, press the **Menu/OK Key** ![key] to toggle the display between the student name and the answer report.*

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

View the histogram of the current question and grade in the instructor keypad.
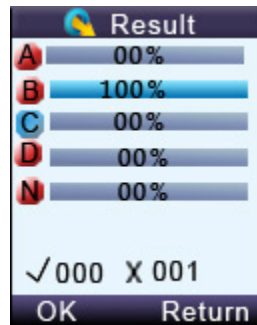
On the currently displayed screen, press the **Menu/OK Key** to enter into the Menu screen.

Select "**ExamResult"** to display the histogram.

Note: *This function only applies to the Normal Quiz and Elimination activity mode.*

Respond to the student's questions:
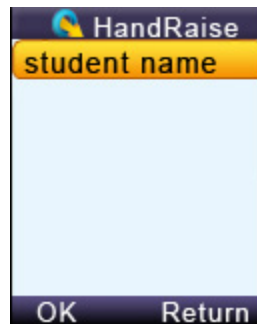
View the name of the student who has a question:

3. On the currently displayed screen, pressing the **Question Key** will display a list of the students who have a question.

   OR

4. On the currently displayed screen, press the **Menu/OK Key** to enter into the Menu screen. Select the item "**HandraiseList**" to view the list of students who have questions.

Note: *After responding to the student's request, select the student name and press the* **Menu/OK Key** *to remove the student from the list.*

Set up an instant question:

In the **Free Style** mode, the instructor can ask the instant questions using the clicker. To set the

instant question type and the instant question correct answers, follow these steps:

9. On the currently displayed screen, press the **Menu/OK Key** [MENU OK] to enter into the Menu screen. Select "**SetQuestion**" to view the question type list.

10. Select a question type from the list and then press the **Menu/OK Key** [MENU OK] to go into the Set Question screen.

11. In the item "**Option Sum**:" choose the total number of choices for this question and in the item "**Answers**:" choose the correct answer for the question.

12. Use the **Left Key** ◄ or **Right Key** ► to select the Option Sum number and then use the **Down Key** ▼ to go to the correct answer selection.
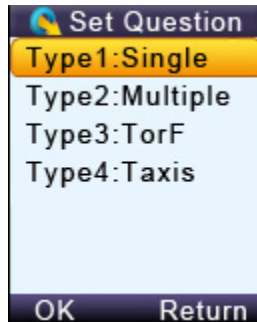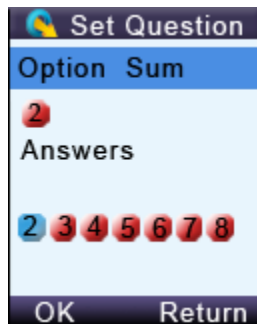
13. Use the **Left Key** ◄ or **Right Key** ► to select the correct answer. After all the selection, press "OK" **Left Soft Key** ••• to send the selection. The quiz will start automatically once the information is successfully sent and received.

3.2.2.4.5 Instructor keypad in sleep mode:

In order to extend the life of the battery, a sleep mode has been implemented.

To use the sleep mode settings for the instructor keypad follow these steps:

1. Under the main menu, select item "**4.Setting**" to enter into the Settings submenu.

2. Under the Hardware submenu, select "**2.ScreenSaver**" submenu in order to set the duration time before going to the sleep mode.

3. Press the **Up** ▲ /**Down Key** ▼ to adjust and select time.

4. Press the **Menu/OK Key** [MENU OK] to confirm the setting.

Note: *If the clicker stays without any interaction for a period of time that set in Screen Saver, the keypad will enter into a 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.*

3.2.2.4.6 Instructor keypad factory settings:

WARNING: *Using this function will clear all user data stored, including all the exam question contents in the instructor keypad. It is NOT recoverable.*

Sometimes it is convenient to clear all data stored in the keypad. This can be done by simply restoring the factory settings. This is especially useful when you want to trade in your keypad.

To use the factory settings for the instructor keypad, follow these steps:

4. Under the Normal submenu, select "**4. DefaultSet**" in the submenu to restore the factory settings.

5. Press the **Menu/OK Key** [MENU OK] to confirm the operation.

6. Follow the screen prompt, and press the "**Del Key**" [DEL] to initialize the setting.

3.2.2.5   Offsite Mode

The instructor clicker will consume more power when it is running in the Offsite mode. The clicker with new batteries can last about 35 hours for continuing using under this mode. In the *Offsite* mode, the instructor's clicker will act as the main receiver, working as the host to directly receive the student keypad responses in a quiz session. Before the instructor clicker can be used to conduct a quiz session, the instructor should download at least one class setting with the student information and at least one set of the quiz correct answers into the instructor's keypad. The *Offsite mode* has these functions:
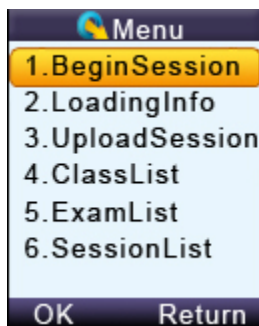
- • Begin Session
- • Loading Info
- • Upload session
- • Class List
- • Exam List

- Session List

3.2.2.5.1 Begin Session:

At least one class must be loaded in the instructor keypad before using the **Begin Session** function. If you choose the **No Free Style** mode, at least one set of answers must be loaded into the keypad. It is not necessary to have the correct answers ready when choosing the **Free Style** mode. To conduct a quiz in the *Offsite mode*, follow these steps:

Note: *No main receiver or a PC is needed for conducting a session in this mode.*

4. Select the Offsite mode in the instructor keypad.

5. Select the function **Begin Session.** If the keypad has reached maximum storage, you must purge some of the existing data. Refer to session **3.2.2.5.6 Session List** for detailed instructions.

Note: *Before purging data, make sure you have uploaded the session into the QClick database system. Otherwise, the session data will not be recovered after the purging.*

The LCD screen will display a list of classes previously loaded.

6. Move the highlight using **Up** ⏶ **/Down Key** ⏷ to the class area and then select the desired class by pressing the **Menu/OK Key** [MENU OK]. If there are no classes loaded in the keypad, the screen will display "NoClasslist!".

Once you have successfully selected a class, choose an activity mode from the list displayed on the LCD screen.

4. Move the highlight using **Up** ▲ /**Down Key** ▼ to the ExamList area and then select the desired exam by pressing the **Menu/OK Key** MENU OK. If there is no exam loaded in the keypad, the ExamList area is blank. If you choose one of the **Free Style** activities, which include **FreeNormal**, **FreeRush** and **FreeEliminate**, you will not need to load an exam prior to conducting the quiz. However, if you choose one of the **No Free Style** activities, then you must load an exam. If no exams are downloaded into the instructor's keypad, then after beginning a session, the LCD screen will display this message "NoExamList"

5. Press the **Left Soft Key** ••• to start the Offsite session. The following screen will display based on the activity mode selected.
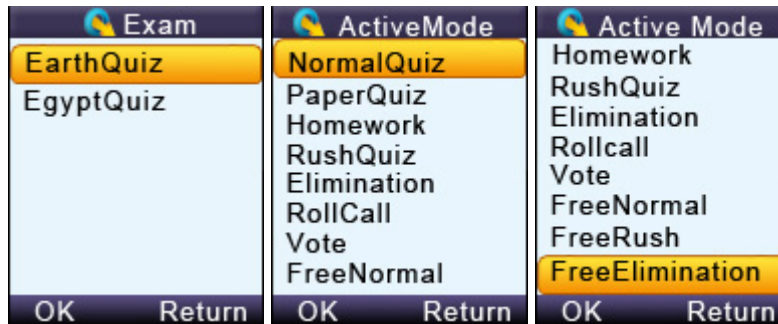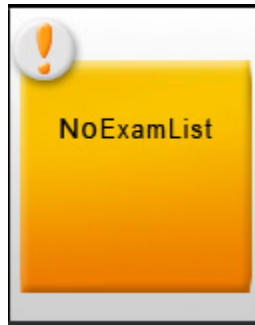

14. Press the **Start/Pause Key** ▋▶ g h i 4 to start or pause a session. When the session starts, the running time set for each question will be displayed on the screen. You may increase or decrease the test time by pressing the **Up Key** ▲ or **Down Key** ▼. Each key press will increase or decrease the time by 5 seconds. Press the **Stop Key** ▇ j k l 5 to stop the current question response. Use the **Slide Up Key** ↑ mno 6 or **Slide Down Key** ↓ wxyz 9 to go to

the previous or next question. The current question number over the total question number also shows on the instructor clicker screen.

15. Press "Return" **Right Soft Key** ⋯ to complete the current session. The display will prompt you to confirm the exit. Enter the session name and then press **Menu/OK Key** [MENU OK] to save the conducted session into the instructor clicker.

The control keys function in the session saving includes:

Menu/OK Key [MENU OK]   – Confirm enter the session name

Right Soft Key ⋯   – "Return" to exit the session saving

Del Key [DEL]   – Delete a numeric number or a character

Left Soft Key ⋯   – Confirm the OK operation

Shift Key [Fl shift] –Toggles between upper and lower case letters during typewriting function

If you have chosen the **Free Style Mode**, after press the "Return" **Right Soft Key** ⋯ to exit the session conducting, the numeric <u>EXAM ID</u> and the default exam name "<u>EXAM#</u>" will be saved to the clicker memory. Afterward, you may go to the **ExamList** menu to view the saved free style exam.

In whatever activity mode you select, when exiting the session, the session name needs to be entered to save the conducted session. But if you don't want to save the session, you can press the "Return" **Right Soft Key** ⋯ again when the display prompts you to save the session name. The keypad will prompt you for confirmation of exit without saving. Press the **Menu/OK Key** [MENU OK] to confirm the cancellation of saving or press "Return" **Right Soft Key** ⋯ to return to the saving screen.

Control Functions for Conducting a Session:

This display shows a Rush Quiz session example. There are a total of 6 questions and the keypad is currently on question 1. No students have registered for the selected class and there are 34 students in this class. The third line shows the testing time in seconds.

These functions can be operated under the activity display:

Press the **Menu/OK Key** to enter the main menu for the control function selection for this session.

Press the **Report Key** to view the current list of registered students. Select a student name and then press the **Menu/OK Key** to view the student question responses.

Press the **Question Key** to view the list of students who have raised questions.

Press the **View Key** to view the current question correct answer.
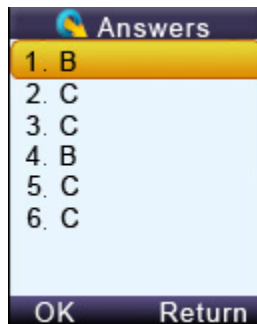
Press the **Start/Pause Key** to start/pause the test timer. While using the timer, you can press the **Up Key** or **Down Key** to increase or decrease the time by 5 seconds.

Press the **Stop Key** to stop the timer.

Press the **Slide Up** /**Down Key** to select the previous or next question.

Press the **Report Key** to view the answers of a registered student for the current question.
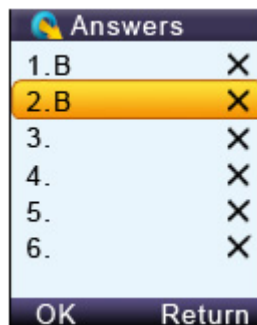
Note: *This funciton is only active when the timer is stopped.*

Press the "Return" **Right Soft Key** to exit the session.

Assigning or receiving function for the homework mode.

Before pressing the **Start/Pause Key** , the session homework mode stays in the *Assigning* homework mode. After pressing the **Start/Pause Key** the session is in the *Receiving* homework mode.

3.2.2.5.2 Loading Information

Download student's information

To download the students' information, follow these steps:

Note: *In the QClick software, a class should be selected and an answer sheet or PowerPoint which contains the answer information should be* **loaded and Ran***.*

1. Plug in the main receiver to the PC USB port.

2. In the QClick software, select a **Class** and then select the activity mode, Refer to Part 2 Software session **2.1.1.1 Class** for detailed instruction.

3. Select the **Offsite** mode in the instructor keypad.

4. Select the **LoadingInfo** function. The instructor keypad will automatically begin searching for the available classes. Select the desired class.
Note: *While loading the class information and the answer sheets, keep the main receiver plugged in*.

5. Select **LoadStudentInfo** and load the class and student information into the instructor's keypad.

6. The instructor's keypad can store up to 8 classes. If the keypad has reached its maximum storage, the **LoadStudentInfo** will not operate. You will need to go to the function **ClassList** and delete some classes to allow more storage before you can continue. Refer to session **3.2.2.5.4 Class List** for detailed instruction.

Download exam information

To download the exam information, follow these steps:

5. Go to the **Loading Info** selection screen.

6. Select the function **LoadExamInfo** to start loading the answer sheet into the instructor's keypad.

7. The instructor's keypad can store up to 8 exams. If the keypad has reached its maximum storage, the **LoadExamInfo** will not operate. You will need to go to the function **ExamList** and delete some of the exams to allow more storage capacity. Refer to session **3.2.2.5.5 ExamList** for detailed instructions.

8. The display will remind the instructor to **load** an answer sheet and **start** the session in the QClick software. Refer to **Part 2 Software**. Click the **Menu/OK Key** on the keypad to confirm the answer sheet has been loaded or click "Return" **Right Soft Key** to cancel the loading.

Download All Information:

If you want to load both students and exam information at the same time, follow these steps:

4. Go to the **Loading Info** selection screen.

5. Select the function **LoadAllInfo** to start loading students and exams into the instructor's keypad.

6. The instructor's keypad can store up to 8 classes and 8 exams. If the keypad has reached its maximum storage, the **LoadAllInfo** will not operate. You should delete the class and the exams you stored. Refer to session **3.2.2.5.4 Class List** and session **3.2.2.5.5 ExamList** for detailed instruction.

3.2.2.5.3 Upload sessions

To upload the session data, follow these steps: (You must have at least one stored session to be uploaded)

Note: *The main receiver and a PC are needed for uploading the session data*

7. Plug the main receiver into a PC.

8. Set the QClick software to the **Receiving Session** Data mode. Refer **to Part 2 Software, 2.3.2 Receive Session** for detailed instruction.

9. Select the **Offsite** mode in the instructor keypad. Then select the function **UploadSession.**

10. The LCD screen will display a list of available sessions.
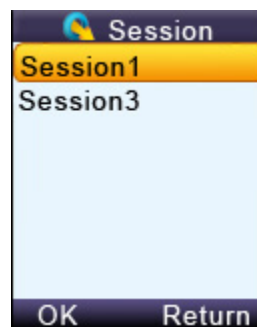
11. Select the desired session and press the **Menu/OK Key** MENU OK .

12. The LCD will display the selected information. Click the **Menu/OK Key** MENU OK to confirm or click "Return" **Right Soft Key** ••• to quit uploading. After successfully uploading, the session data will not be purged. To purge the session data, go to the function Session List.
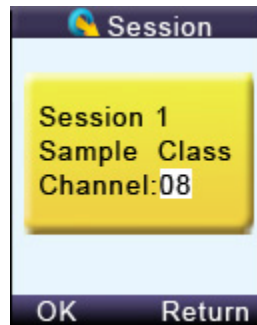
3.2.2.5.4 Class List:

The **Class List** function provides the list of classes which have been downloaded into the instructor keypad as well as the selection of classes you desire to delete from the keypad memory in order to make room for downloading new classes. The maximum number of classes the instructor keypad can store is 8. To view and delete a class from the class list, follow these steps:

3. Select the **Offsite** mode in the instructor keypad, and then select the function **ClassList**.

4. The classes which have been downloaded in the keypad will be displayed on the LCD screen. Use the **Up** ▲ /**Down Key** ▼ to scroll through the selections. Press the **Del Key** DEL and then press **Menu/OK Key** MENU OK to delete the selected class. Press "Return" **Right Soft Key** ••• to return to the Offsite mode main menu.

If you press the **Del Key** DEL to delete the selection, the keypad will prompt you for confirmation.

Press the **Menu /OK Key** MENU OK to confirm the deletion or press "Return" **Right Soft Key** ••• to cancel the deletion. After the operation, the keypad will display the previous class list menu.

3.2.2.5.5 Exam List:

The **Exam List** function provides the list of exams which have been downloaded into the instructor keypad and the selection of exams that you desire to delete from the keypad memory in order to make room for downloading new exams. The maximum number of exams the instructor keypad can store is 8. To view and to delete an exam from the answer sheet list, follow these steps:

3. Select the **Offsite** mode in the instructor keypad, and then select the **ExamList** function.

4. The exams which have been downloaded in the keypad will be displayed on the LCD screen. Use the **Up** ▲ **/Down Key** ▼ to scroll through the selections. Press the **Del Key** [DEL] to delete the selected exam and then press the **Menu/OK Key** [MENU OK] to confirm the operation. Press "Return" **Right Soft Key** [•••] to return to the **Offsite** mode main menu.

If you press the **Del Key** [DEL] to delete the selection, the keypad will prompt you for confirmation.
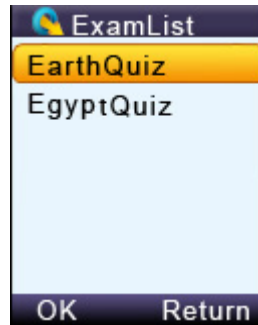
Press the **Menu/OK Key** [MENU OK] to confirm the deletion or press "Return" **Right Soft Key** [•••] to cancel the deletion. After the operation, the keypad will display the previous exam list menu.

3.2.2.5.6 Session List:

The **Session List** function provides the list of sessions which have been conducted and stored in the instructor keypad and the selection of session's data you desire to delete from the keypad memory in order to make room for storing new session data. The maximum number of sessions the instructor keypad can store is 8. If all storage is used, you will not be able to conduct a session using the *Offsite mode*. To view and delete session data from the session list, follow these steps:

Note: *Before purging a session data, make sure that you have uploaded the session into the QClick database system; otherwise, the session data will not be recovered after purging.*

3. Select the **Offsite** mode in the instructor keypad, and then select the **SessionList** function.

4. The sessions which have been stored in the keypad will be displayed on the LCD screen. Use the **Up** ▲ **/Down Key** ▼ to scroll through the selections. Press the **Menu/OK** Key [MENU OK] to delete the selected session. Press "Return" **Right Soft Key** [•••] to return to the Offsite mode main menu.

If you press the **Del Key** to delete the selection, the keypad will prompt you for confirmation. Press the **Menu/OK Key** to confirm the deletion or press "Return" **Right Soft Key** to cancel the deletion. After the operation, the keypad will display the previous session list menu.

3.3 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 plugged into a computer's USB port or connected to a computer through a USB cable.

3.3.1 Specifications

Dimensions (L × W × H) 87mm ×24.55mm ×10mm

Weight: 14.4g

Operating Temperature: 0-104 degree F

Operating Relative Humidity: 0-90%

Transmitting and receiving distance: ~200 feet radial

3.3.2 Illustration

3- QRF700 Main Receiver

4- Extension USB: extends the connection between the main receiver and the computer.

3.4 Carrying Case

Part 4. QRF500 Hardware & System Installation Illustration

4.1 Student Keypad

4.1.1 Specifications

Dimensions (L✕ W✕ H): 4.5'' x 1.8''x0.71''

Keys: 21

Power required: 2 AAA Batteries

RF transmission distance: ~200 feet

Battery life: Depends upon use or up to 6 months

Function: Transmit response signals

Note:

Each of the clickers is battery operational. Insert two "AAA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items
> *Screwdriver*
> *Screws*

4.1.2 Illustration

4.1.2.1   Student Keypad Layout

32. **Power:** Turns unit on and off
33. **Screen Display**

34. **Send Key** SEND **:** Sends a response.

35. **Del Key** DEL **:** Be used to backspace

36. **Left Key** ◀ **:** Scrolls to the left and is used to go to the previous question during paper quiz mode

37. **Hand Raise Key** 👆 **:** Button for "Rush Quiz" activity mode

38. **Right Key** ▶ **:** Scrolls to the right and is used to go to the next question during paper quiz mode

39. **True Key** TRUE **:** Button for "True and False" Question Mode

40. **False Key** FALSE **:** Button for "True and False" Question Mode

41. **Selection Keys :** Labeled "A1" to "J0" and "a" to "z" for alpha numeric inputs

42. **. / - Key** · / − **:** Used to enter the plus "+", the minus "−" ,the division "/"or the decimal point "." signs

43. **Space Key** J␣0 : Used to enter a space

44. **Mode Key** MODE **:** Toggles between multiple choice options, and alphabet and numeric key functions

4.1.2.2   Student Keypad Instruction

4.1.2.2.1 Screen
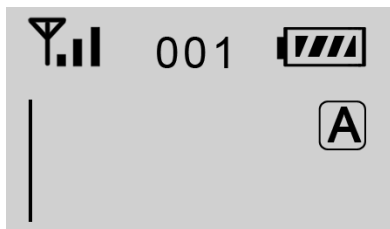
The following information is displayed on the screen:

- RF Signal strength is displayed in the upper left corner
- The battery indicator is displayed in the upper right corner
- Device ID is displayed in the upper middle
- Mode Shift is displayed on the right

4.1.2.2.2 Receive Question Screen

Question #

01

The following information is displayed on the screen:

Question NO.: When turning to the new question, the host sends the Question NO. to the student keypad.

4.2 Instructor Keypad

4.2.1 Specifications

Dimension (L × W × H): 5 "x 2 " x 1 "

Keys: 21

Power required: 2 AA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year depending on use

(Not including laser pointer use and Offsite mode use)

Function: Instructor/Presenter

Note:

Each of the clickers is battery operational. Insert two "AA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items
 Screwdriver
 Screws

4.2.2 Illustration

4.2.2.1 Instructor Keypad Layout:

49. **LCD:** Color display

50. **Power:** Turns unit on and off

51. **Left Soft Key** ⸬ : Confirms an operation that appears on the bottom left of the screen

52. **Up Key** ▲ : Scrolls screen display up

53. **Right Soft Key** ⸬ : Confirms an operation that appears on the bottom right of the screen.

54. **Left Key** ◀ : Moves cursor to the left

55. **Menu/OK Key** MENU/OK : Confirms a selection or enters the Main Menu

56. **Right Key** ▶ : Moves cursor to the right, views the list of students who have questions

57. **Laser pointer Key** ✳ : Press and hold to activate the laser pointer

58. **Down Key** ▼ : Scrolls screen display down

59. **Del Key** DEL : Delete and backspace

60. **Mouse Key** 🖱 .+1 : Used to toggle between the mouse and keypad control

61. **View Key** 👤abc 2 : Displays student records

62. **Question Key** ? : Displays the names of the students who have a question

63. **Start/Pause Key** : Starts or pauses or logs you back into a class

64. **Stop Key** : Stops current activity

65. **Slide Up Key** : Displays previous PowerPoint slide or previous question; it is also used as a page up key

66. **Result Key** : Displays histogram of results

67. **Report Key** : Displays Score Board

68. **Slide Down Key** : Advances PowerPoint slide, displays next questions, and is also used as a page down key

69. **F1 Key** : Function key and toggles between upper and lower case letters during typewriting function

70. **F2 Key** : Function key also used to enter the following characters: space, "/", and the decimal point "." sign

71. **ESC Key** : Escape or exit an exam and toggle among multiple choice inputs, alphabet and numeric key functions

72. **Choice Keys:** Labeled "0" to "9" and "a" to "z" for alpha numeric inputs

4.2.2.2 Remote Mouse Keypad Definition:

41. **Up Key** : Moves cursor up

42. **Laser pointer Key** : Press and hold to activate the laser pointer

43. **Left Key** : Moves cursor left

44. **Menu/OK Key** : Mouse double-click

45. **Right Key** : Moves cursor to the right

46. **Right Soft Key** : Mouse right-click

47. **Down Key** : Moves cursor down

48. **Left Soft Key** : Mouse left-click

49. **Mouse Key** : Toggles between the mouse and keypad control

50. **Question Key** ?def³ : Mouse left-click hold

51. **View Key** abc² : "Tab key" PC keyboard

52. **Slide Up Key** ↑mno⁶ : "Page Up Key" PC keyboard

53. **Stop Key** ■jkl⁵ : "Enter Key" PC keyboard

54. **Start/Pause/Login Key** ▶ghi⁴ : "Up Key" PC keyboard

55. **Result Key** pqrs⁷ : "Left Key" PC keyboard

56. **Report Key** tuv⁸ : "Right Key" PC keyboard

57. **Slide Down Key** ↓wxyz⁹ : "Page Down Key" PC keyboard

58. **F1 Key** Flshift : "Down Key" PC keyboard

59. **F2 Key** F2_/*⁰ : Free Style cut picture function key

60. **ESC Key** ESC2▪a : "ESC Key" PC keyboard

Note: *When each time the remote mouse is used, the instructor clicker will calibrate the holding position as the mouse motionless position. For the better mouse control, suggest you holding your clicker on level position for a while before calibration done.*

Warning: DO NOT POINT THE LASER POINTER DIRECTLY TO YOUR EYES. It could be harmful to your eyes

4.2.2.3   NoHost Screen

The instructor keypad works in the Normal mode.

4.2.2.3.1 NoHost screen display:
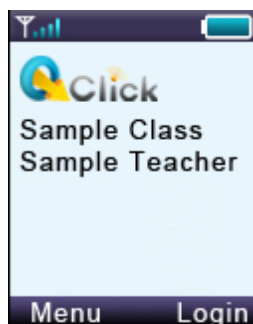
The following information will be displayed on this screen:

- Signal strength is displayed in the upper left corner.

- Battery life indicator is displayed in the upper right corner.

- The instructor's name and the name of the last class logged into.

The following functions can be performed while on this screen:

- Press the **Menu/OK Key** to enter the main menu of normal mode.

- Press the **Start Key** or **Right Key** to log into the previously selected class.

- Press the "Login" **Right Soft Key** to login to an existing class.

4.2.2.3.2 Operation mode selection screens:
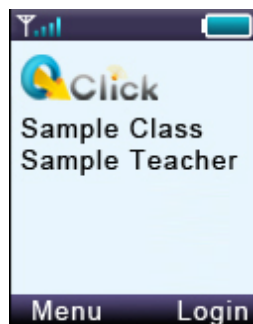
The *Normal mode* is used for the normal quiz selection. To conduct the normal quiz session, the needed hardware will include the instructor keypad, student keypads, the main receiver, PC or a display device.

4.2.2.4 Normal Mode

4.2.2.4.1 Normal mode menu display:
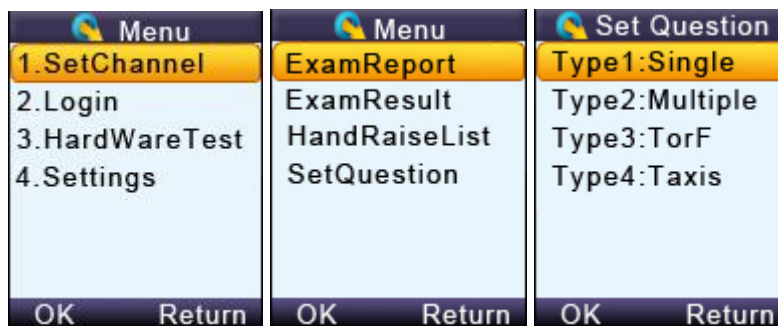
Operations available under these menu screens:

- Use the **Up Key** ⌃ or **Down Key** ⌄ to scroll up or down the selections.
- Press the **Menu/OK Key** (MENU OK) to select the submenu and the keypad will go to the screen or the submenu.

4.2.2.4.2 Input screen display:

Operations available under the input menu screen:

Note: *The displayed cursor highlighted indicates that the user can input characters.*

- User can use the **Up Key** ⌃, **Down Key** ⌄, **Left Key** ◂ or **Right Key** ▸ to move the cursor to select the desired character or number from the list of valid characters or numbers display.
- Press "OK" **Left Soft Key** (•••) to enter the selection.
- Pressing the **Del Key** (DEL) will backspace and remove any entered characters。
- Pressing the "Return" **Right Soft Key** (•••) reverts to the menu one level up.
- Press the **Menu/OK Key** (MENU OK) to select the answer, and press "OK" **Left Soft Key** (•••) to save the question setting.

4.2.2.4.3 **Connecting the instructor's keypad to the host receiver:**

To connect the instructor keypad to the host receiver, follow these steps:

(1) Login to a class:

To login to a class, follow these steps:

Under the NoHost screen, select "Login" **Right Soft Key** (•••) to login to your nearby class.

OR

3. Under the NoHost screen, press the **"Menu/OK" Key** (MENU OK) to enter the main menu.

4. Select item "**Login**" to login into your class.

(2) Set Channel:

If the clicker does not automatically detect the right class you would like to attend, you may manually set your clicker communication channel to the channel number that the class use. The class channel number is the main receiver channel number set.

Note: The main receiver channel can be set in the software. Refer to the software channel session.

To set the instructor clicker channel, follow these steps:

3. Under the NoHost screen, press the **Menu/OK Key** to enter into the main menu.

4. Select "**1.SetChannel**" submenu.
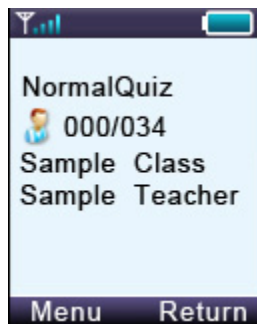
Under the "**SetChannel**" screen, enter a valid channel number.

(3) Login to the last same channel class:

To login to the last same channel class, follow these steps:

Under the NoHost screen, press the **Start Key** or **Right Key** to directly log into the class you had last logged into if the channel is not changed. The name of the class, the teacher's name and the channel number will be displayed on the LCD screen.

After logging in, the following information will be displayed on the instructor keypad screen:

- The selected activity mode
- The selected class name

- The instructor name
- The number of registered student over the number of total students in the class.

4.2.2.4.4 Functions after login:

The following functions are available once the Instructor keypad is logged in:

- The displayed PowerPoint slides can be selected up or down by pressing the Slide Up Key ↑ 6 mno or Slide Down Key ↓ 9 wxyz.
- An exam can be started, paused, or stopped by pressing the Start/Pause Key �; 4 ghi or Stop Key ■ 5 jkl.
- Exit an exam by pressing the ESC Key ESC 2▪a.
- View the statistics histogram of the current question answering or an instant report about the answering by pressing the Result Key .ıll 7 pqrs or Report Key ⊞ 8 tuv.
- View an individual student's exam performance in the keypad screen.

5. Press the **View Key** 🖎 2 abc to view a list of the students, and then use the **Up Key** ▲ or

   Down Key ▼ to scroll through the list of students and then press the **Menu/OK Key** MENU OK to select the desired student.

   OR

6. On the current screen, press the **Menu/OK Key** MENU OK to enter into the Menu screen. Select "**ExamReport**", find and select the desired student and then press the **Menu/OK Key** MENU OK to view the results. Only the current question/answer from the exam will be displayed for the student selected.

```
┌─────────────────┐  ┌─────────────────┐
│ 🔍 Students      │  │ 🔍 Answers       │
├─────────────────┤  ├─────────────────┤
│ Student001      │  │ 1 . B            │
│                 │  │ 2 . C            │
│                 │  │ 3 . C            │
│                 │  │ 4 . B            │
│                 │  │ 5 . C            │
│                 │  │ 6 . C            │
│                 │  │                  │
│  OK    Return   │  │  OK    Return    │
└─────────────────┘  └─────────────────┘
```

*Note: Under the student list display, press the **Menu/OK Key** MENU OK to toggle the display between the student name and the answer report.*

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

View the histogram of the current question and grade in the instructor keypad.

On the currently displayed screen, press the **Menu/OK Key** to enter into the Menu screen.

Select "**ExamResult"** to display the histogram.

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

Set up an instant question:

In the **Free Style** mode, the instructor can ask the instant questions using the clicker. To set the instant question type and the instant question correct answers, follow these steps:

16. On the currently displayed screen, press the **Menu/OK Key** to enter into the Menu screen. Select "**SetQuestion**" to view the question type list.
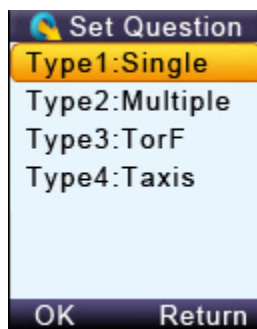
17. Select a question type from the list and then press the **Menu/OK Key** to go into the Set Question screen.
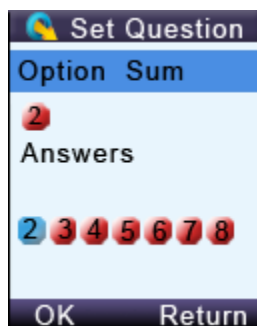
18. In the item "**Option Sum**:" choose the total number of choices for this question and in the item "**Answers**:" choose the correct answer for the question.

19. Use the **Left Key** ◄ or **Right Key** ► to select the Option Sum number and then use the **Down Key** ▼ to go to the correct answer selection.

20. Use the **Left Key** ◄ or **Right Key** ► to select the correct answer. After all the selection, press "OK" **Left Soft Key** ••• to send the selection. The quiz will start automatically once the information is successfully sent and received.

4.2.2.4.5 Instructor keypad in sleep mode:

In order to extend the life of the battery, a sleep mode has been implemented.

To use the sleep mode settings for the instructor keypad follow these steps:

1.   Under the main menu, select item "**4.Settings**" to enter into the Settings submenu.

2.   Under the Hardware submenu, select "**2.ScreenSaver**" submenu in order to set the duration time before going to the sleep mode.

3.   Press the **Up** ▲ **/Down Key** ▼ to adjust and select time.

4.   Press the **Menu/OK Key** (MENU OK) to confirm the setting.

Note: The default time setting is 2 minutes.

Note: If the clicker stays without any interaction for a period of time that set in Screen Saver, the keypad will enter into a 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.

4.2.2.4.6 Instructor keypad factory settings:

WARNING: *Using this function will clear all user data stored, including all the exam question contents in the instructor keypad. It is NOT recoverable.*

Sometimes it is convenient to clear all data stored in the keypad. This can be done by simply restoring the factory settings. This is especially useful when you want to trade in your keypad.

To use the factory settings for the instructor keypad, follow these steps:

7. Under the Normal submenu, select "**4. DefaultSet**" in the submenu to restore the factory settings.

8. Press the **Menu/OK Key** (MENU OK) to confirm the operation.

9. Follow the screen prompt, and press the "**Del Key**" to initialize the setting.

4.3 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 plugged into a computer's USB port or connected to a computer through a USB cable.

4.3.1 Specifications

Dimensions (L × W × H) 87mm ×24.55mm ×10mm

Weight: 14.4g

Operating Temperature: 0-104 degree F

Operating Relative Humidity: 0-90%

Transmitting and receiving distance: ~200 feet radial

4.3.2 Illustration

5-   QRF500 Main Receiver

6-   Extension USB: extends the connection between the main receiver and the computer.

4.4 Carrying Case

Part 5.   QRF300 Hardware & System Installation Illustration

5.1 Student keypad

5.1.1 Specifications

Dimensions (l w h): 104mm x 49mm x15 mm

Buttons on Remote: ③ Rush Quiz, ④ A-F

Power required: 2 AAA Batteries

Transmission distance: ~200 feet

Battery life: > 6 months

Function: Transmit response signals

Each student keypad is labeled with an ID number. The ID number can be set and reset by the manager. This feature is very important, if one student keypad is lost or damaged, don't worry, you can replace a spare remote by just resetting its ID number.

5.1.2 Illustration

1.   Transmission window

2.   Indicator light

3.   Button for "Rush Quiz" activity mode

4.   Choice buttons, labeled "A" to "F"

Note:

Each of the clickers is battery operational. Insert two "AAA" batteries, into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items
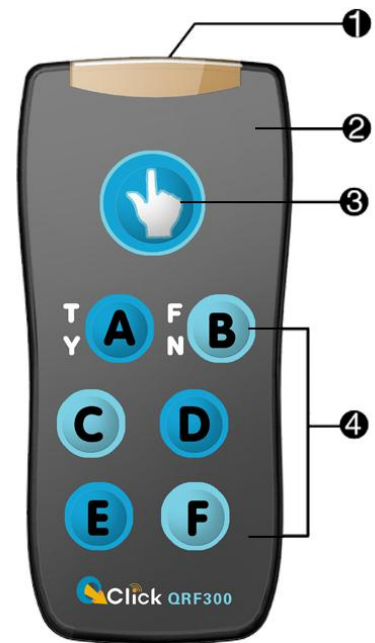
Screwdriver
Screws

5.2 Instructor keypad

5.2.1 Specifications

Dimension (l w h): 104mm x 49mm x 15mm

Buttons: 11

Power required: 2 AAA Batteries

Transmission distance: ~200 feet

Battery life: >1 year

Function: Used by the instructor/presenter

5.2.2 Illustration

1. Transmission window, it is used to transmit RF signal.

2. Indicator light

3. Laser pointer

4. "**Power**", it used to start/stop the presentation of the PPT files and start/stop an activity.

5. "**F1**" function button

6. "**F2**" function button

7. "**Report**", it is used to display the Score Board.

8. "**Result**", it is used to display histogram of results.

9. "**OK**"

10. "**Up**" is used to control the presentation of PPT slides: page-up.

11. "**Down**" is used to control the presentation of PPT Slides: page-down.

12. "**Start**" and "**Pause**", it is used to start gathering the response information of the audience remotes; when pressed again, and it will be used to pause the timer while the receiver continues to gather information.
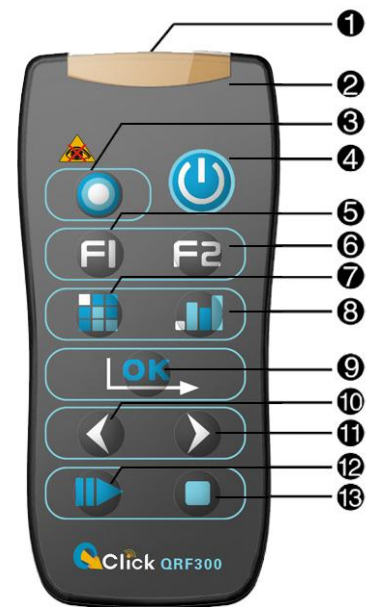
13. "**Stop**", it is used to stop gathering the response information from the participants' remotes.

Note:

Each of the clickers is battery operational. Insert two "AAA" batteries into the port on the back of the clicker as indicated on the hardware. Slide the back plate into place. For a more secure closure, use the screwdriver to insert the screw. The Screws and screwdriver are provided for your convenience. Do not over tighten in order to avoid stripping the screw. When the batteries have expired, remove the screw and back plate and replace the batteries with fresh ones. Re-secure the back plate and screw, as necessary.

Enclosed in this package are the following items
Screwdriver
Screws

5.3 Main Receiver and USB Cable

Used to receive signals from the remotes and send information. The main receivers is connected to computer through USB cable

Specifications

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

Weight: 26g

Operating Temperature: 0-40 degree

Operating Relative Humidity: 0-90%

Receiving distance: ~200 feet radial

Function: Used to receive signals from the remotes, and send information to the computer.

Illustration

7-   QRF300 Main Receiver

8-   Extension USB: extends the connection between the main receiver and the computer.

5.4 Keypad pack

Convenient carrying case that holds student keypad, instructor keypad, receiver, software disk, and cables

Part 6.   Converter Tool

When QClick is installed, a converter tool will be installed separately. The converter tool allows you to transfer the class and session data from QClick Version 6 into QClick Version 7.
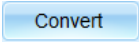
Note: *If the previous version of QClick is Uninstalled, the class and session data will still be stored in the computer.*

To transfer the data follow these steps:

1. Click on the **Windows** menu.
2. Click on **All Programs**.
3. Click on the **QomoHite Vision** folder.
4. Click on **Converter Tool**. A **Select User and Database** window will pop up.
   Note: The program will automatically direct you to the file where the old data is stored.
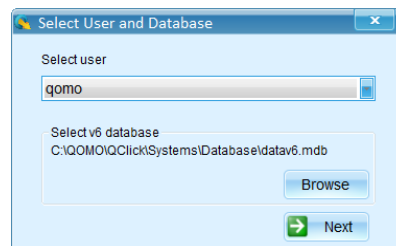
5. Click on **Next**. A **Convert Tool** window will open. A list of all of the saved class lists will appear.
6. Click the check boxes for the classes that you wish to transfer or check the **Select All** checkbox at the bottom to transfer all of them.
7. Click the **Convert** button Convert .   All of the data will be shown in the Reports list in QClick Version 7.
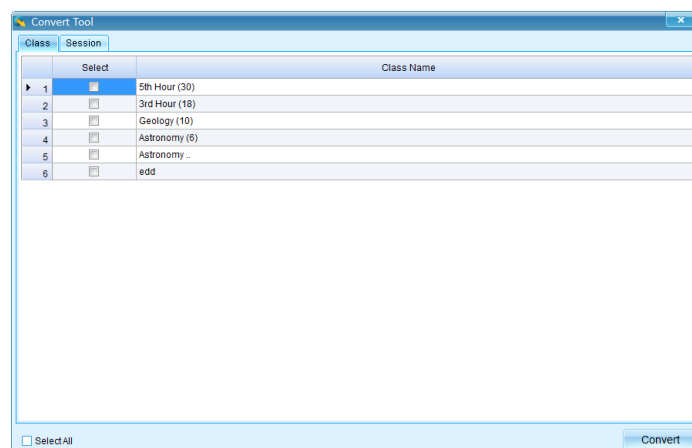
8. Click on the **Session** tab to convert session data. Repeat steps 6 and 7.

Part 7.   Freestyle Application

7.1 Freestyle Overview
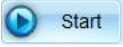
Freestyle allows you to do a Normal quiz or a Vote/Survey session without having a presentation prepared ahead of time. Freestyle will run on top of any other program or application that you have running (i.e. Internet test, Word document, etc.). Answers can be set before each question with the teacher remote, they can be entered after each question during the quiz, or they can be assigned to the quiz later in the QClick program. Freestyle also has a screen capture tool and annotation tool to use during the quiz.

7.1.1 Quiz Setup

To set up the Quiz Settings, follow these steps.

1. Plug in the USB dongle and click on the Freestyle icon . A quiz settings window will pop up.

2. If there is a connection, it will show the QRF connection and the channel number. If there isn't a connection with the USB dongle, it will say **"No Host"**. If it shows **No Host**, unplug then re-plug the dongle back in.

3. Select the class from the **Class List** drop down list.

    - To edit the class list, click on the **Edit Class** button.

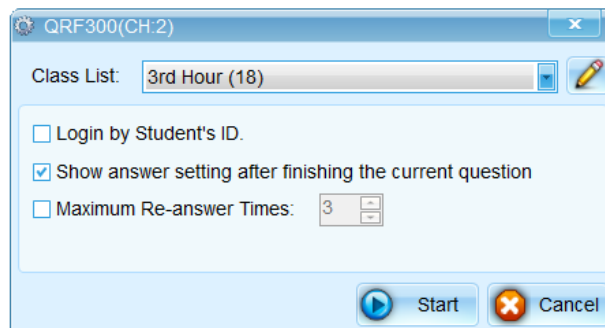   - The checkbox labeled **Login by Student ID** only allows the students listed in the selected class list to take the exam when it is checked; other students are not allowed. If the check box is not selected, all the students can take the exam. (QRF700 and QRF900 only)

    - Click the **"Show the answer setting after the current question"** checkbox to assign the answers at the end of the quiz in the reports setting. If you leave this unchecked, a window will prompt you to assign an answer after each question session has stopped.

4. Click the **Start** button to run the quiz.

5. Click the **Cancel** button to cancel the settings.

7.1.2 Freestyle Toolbar

Capture Tool: Capture images to use during the quiz session.

Screen Annotation: Allows you to write on screen.

Device Information: Provides information about the clicker system, channel, and login status. If the USB dongle isn't plugged in, it will display "No Host".

Previous Question: Return to the previous question page.

Slides: Shows the current slide number and the total number of slides in the quiz.

Note: *the button will be orange when the question is answered.*

Next Question: Go to the next question page.

Timer: Changes the view of the timer.

Start/Stop Button: Begins and ends a question session.

Set Question: Allows you to change the question and answer information for each question session.

Report: Review a report of the question response data.

Results: View a graph of the question response data.

End Session: Ends the current quiz session.
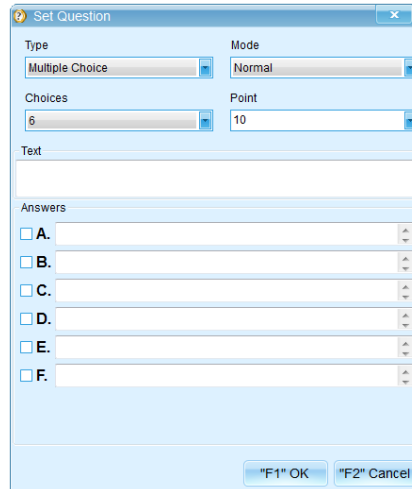
7.1.3 Start a Quiz

1. Begin the question/answer session by clicking the **Start** button in the toolbar.

2. Either click the **Stop** button or allow the time to run out.

3. The Set Question window will pop up.

- Click on the **Type** drop down list to select the question type. Select **Multiple Choice**,

True/False, or **Short Answer**.

Note: *Short Answer questions are not supported by the QRF300 ARS.*

Add a **Multiple Choice** question:
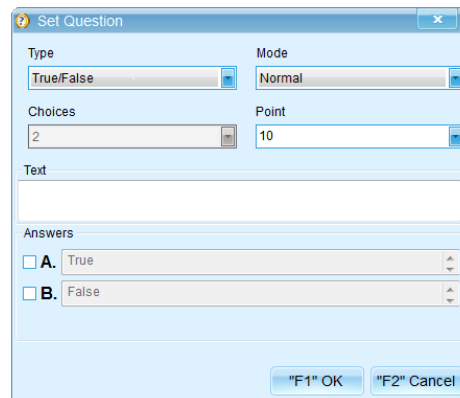
- Click on the **Choices** drop-down list to determine the number of answer choices.

  Note: *You can select up to 6 answer choices for the QRF300 and 10 answer choices for the QRF500, QRF700 and QRF900 models.*

- Click on the **Mode** drop-down list to make the question a Normal or Vote/Survey type of question.

  Note: *Vote/Survey type of question does not require a correct answer to be assigned.*

- Click on the **Point** drop-down list to determine how many points that particular question is worth.

- Enter the question into the **Text** textbox.

- Enter the answers into the **Answers** textboxes.

- Click on the checkbox next the answer that is correct.

Add a **True/False** question:
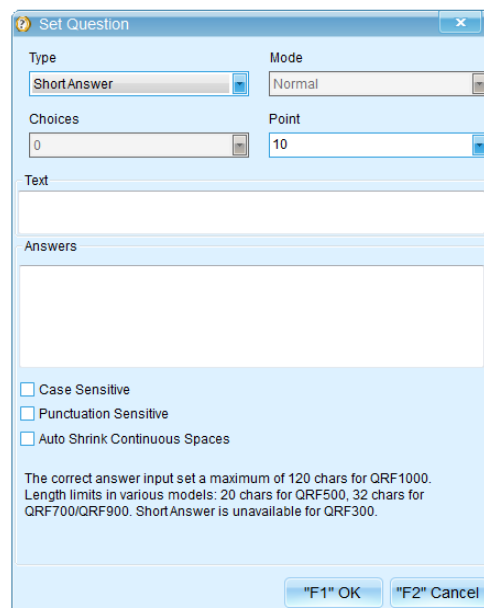
- Click on the **Mode** drop-down list to make the question a Normal or Vote/Survey type of question.

  Note: *Vote/Survey type of question does not require a correct answer to be assigned.*

- Click on the **Point** drop-down list to determine how many points that particular question is worth.

- Enter the question into the **Text** textbox.

- The answer options default to True and False.

- Click on the checkbox next to the correct answer.

Add a **Short Answer** question:

- Click on the **Mode** drop-down list to make the question a Normal or Vote/Survey type of question.

Note: *Vote/Survey type of question does not require a correct answer to be assigned.*

- Click on the **Point** drop-down list to determine how many points that particular question is worth.

- Enter the question into the **Text** textbox.

- Enter the answer into the **Answers** textbox.

- Click the **Case Sensitive** checkbox to make the answer case sensitive in order to be correct.

- Click the **Punctuation Sensitive** checkbox to make the answer have exact punctuation in order to be correct.

- Click the Auto Shrink Continuous Spaces checkbox to shrink the spaces in between the words.

4. Click **OK** to save the settings or click **Cancel** to input the answers at a later time.

5. Click the **Next Question** button to start a new question.

7.1.4 Screen Capture Tool

Use the Screen Capture Tool to capture images during a Freestyle Quiz session. The images are saved in the drawing window. A new drawing window, or slide, is created for each question.

1. Click on the **Screen Capture** button during the quiz.

2. Select the image that you want to capture with the selecting box tool.   It will automatically

   insert the selected image into a blank white screen in the drawing window.

3. To exit out of the drawing window, click on the **Draw Tool** button. The Freestyle quiz toolbar is still active.
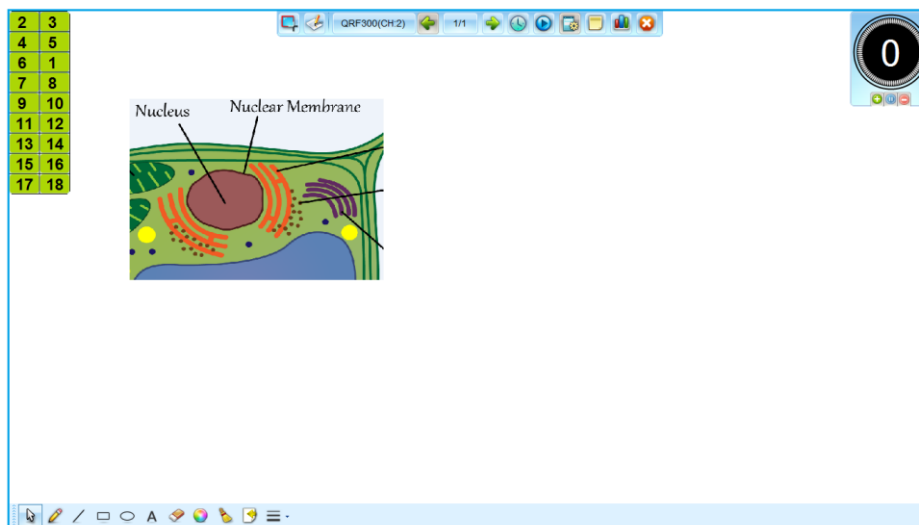
7.1.5 Drawing Tool

The **Drawing Tool** allows you to draw pictures, shapes, insert a text box, or insert an image on the screen during the quiz.

1. Click the **Draw Tool** button in the Freestyle toolbar.   Images, pictures, or text can be added to enhance the question session.

2. Click the **Next Question** button to create a new slide for the next question.

3. Click the **Draw Tool** button to exit the drawing screen.
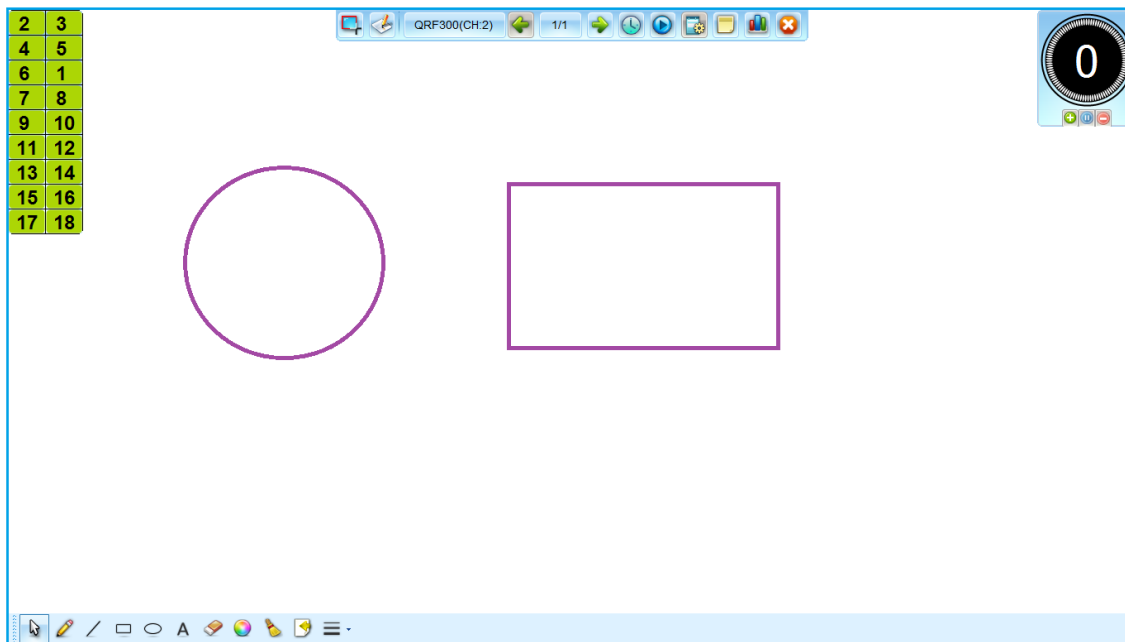
7.1.5.1   Drawing Screen Toolbar
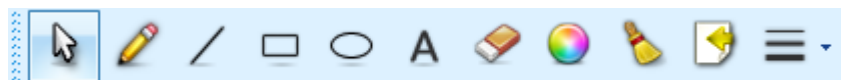
Default: It keeps the mouse neutral.

Pen Tool: Allows you to freely write or draw images.

Line Tool: Draws straight lines.

Rectangle Tool: Draws rectangular shaped objects.

Ellipse Tool: Draws elliptical shaped objects.

Writing Tool: Inserts a text box.

Eraser: The user controls which objects are erased.

Color: Change the color that is being produced by the pen, line, or shape tools.

Clear: Erases the entire screen area.

Import Tool: Import .jpg, .png, or .bmp images into the drawing screen.

Pen Thickness: Change the thickness of the lines produced by the pen, line, or shape tools.

Part 8. FCC Warning Statement

15.19(a)(3) -- All other devices (label / manual)

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.

15.21 (manual)

Caution: The user is cautioned that changes or modifications not expressly approved by the

party responsible for compliance could void the user's authority to operate the equipment.

15.105 -- Class B digital device or peripheral (manual)

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

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turningthe equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

QOMO HiteVision

46950 Magellan Drive, Wixom, Michigan 48393, USA

Information: info@qomo.com

Phone: 1-866-990-QOMO (1-866-990-7666)

Fax: 1-248-281-1999 (US) or 1-248-281-1998

Web: www.qomo.com