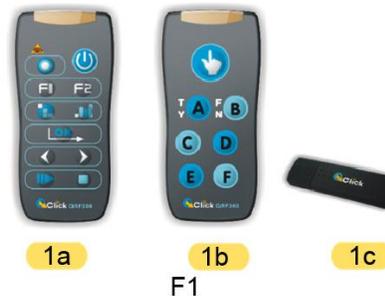


# Click QRF 300 Quick Guide

Introduction to the QRF300 Audience Response System:

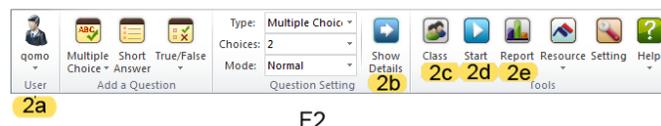
## 1. Remote and Dongle

Load two “AAA” batteries into the (F1-1a) **Instructor** and (F1-1b) **Student** remotes.



## 2. Start the Software

- Install the QClick software from the CD.
- Double-click the icon on the desktop that will open a \*.ppt file to launch the QClick software.
- Plug in the USB dongle (F1-1c) which should be automatically recognized by QClick. It will automatically login by the default username.

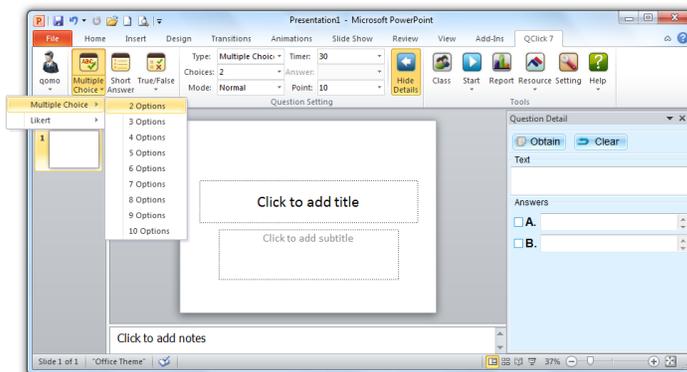


**Note:** The default username and password are both **qomo**.

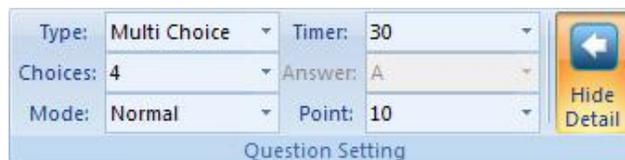
- The QClick toolbar will appear and your username will be displayed in the User section (F2-2a).

## 3. Prepare an Exam

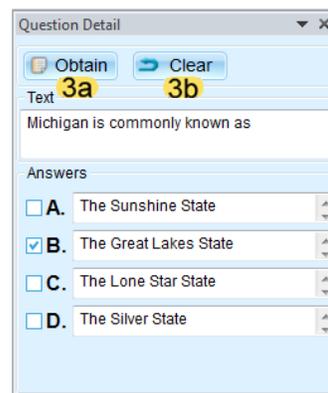
- Select a question type from the Add a Question section (F3.1), and click a selection from the option menu to add a template slide to the presentation. You can add slides through PowerPoint that will be recognized by QClick later on.
- Click Show Details (F2-2b) in the Question Setting section.
- Set the question properties (F3.2) from the dropdown list, such as Question Type, Question Mode, Quiz Timer, and Points.
- Type your question and answer choices in the template. In the Question Detail section, click Obtain (F3.3-3a) to display the text and answers in the Question Detail fields.
- Set the correct answer by clicking the check box of answer options under Answers.



F3.1



F3.2

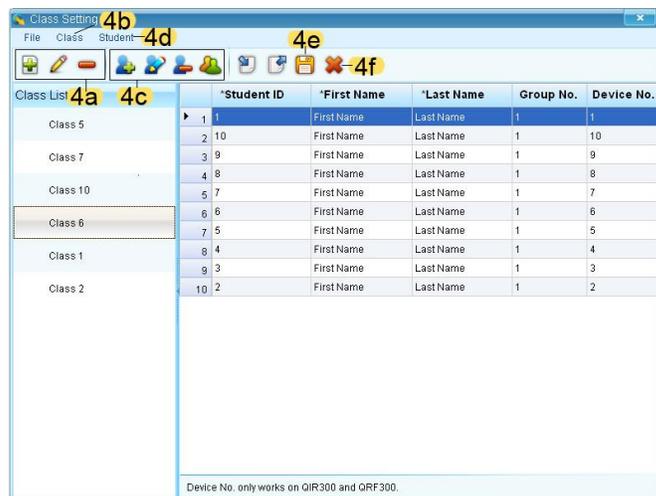


F3.3

# Click QRF 300 Quick Guide

## 4. Class Set Up

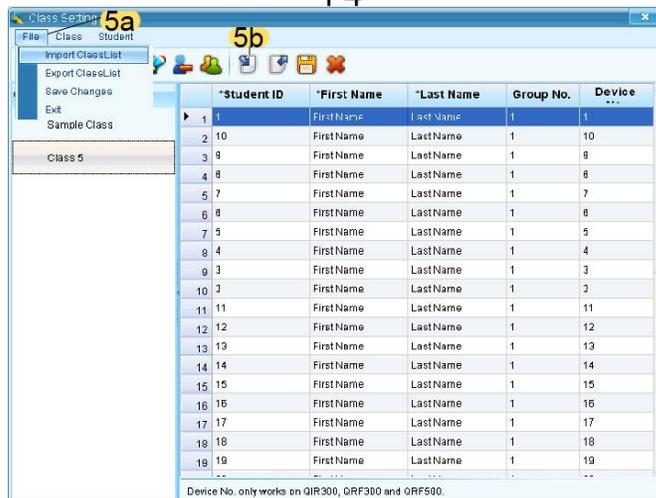
- Click the Class button (F2-2c) in the Tools section.
- Click the shortcut keys (F4-4a) in the Class Setting window to add a class, edit a class, or delete a class. Or, set up the class by clicking the Class option menu (F4-4b).
- Click the shortcut keys (F4-4c) in the Class Setting window to set up student profiles. Or, set up student information by clicking on Student in the option menu (F4-4d).
- Click the Save button (F4-4e) to complete class settings, and then exit (F4-4f) the class setting window.



F4

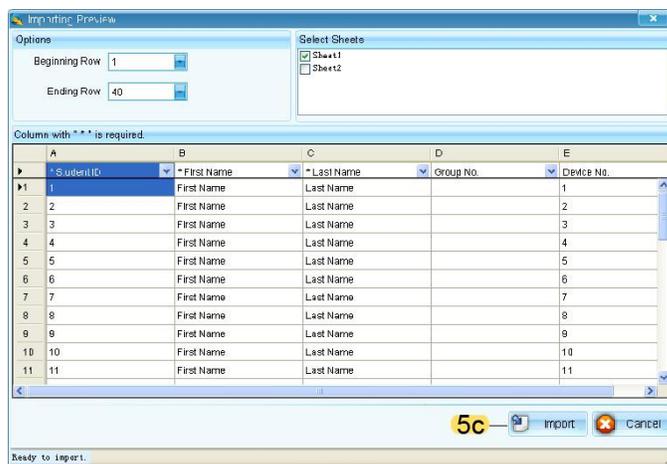
## 5. Import a Class

- Click on File (F5.1-5a) and select Import Class List from the option menu. Or simply click the button (F5.1-5b) on the shortcut keys.
- Find the Excel file with your class list and click Open.
- Select the correct title for your imported columns from the drop down menus above the mock Excel sheet.
- Click the Import button (F5.2-5c) to begin the import.



F5.1

**Note:** The class you import from Excel must have three columns of set information filled out: the Student ID, First Name, and Last Name.



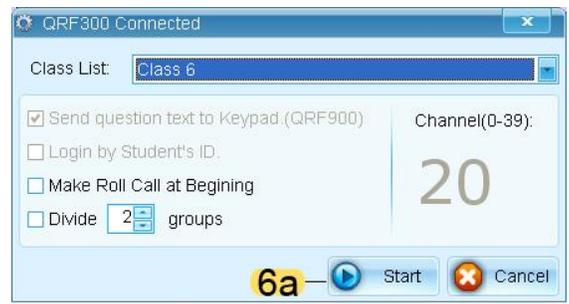
F5.2

# Click QRF 300 Quick Guide

## 6. Run a Quiz

- a. Click the Start button (F2-2d) in the Tools section to choose a quiz mode. A quiz setting window will pop up.

**Note:** The QClick toolbar will appear and shows “QRF300 Connected”. If the toolbar shows “No Host” re-plug the USB dongle.



F6.1

- b. Select a class from the drop-down list in quiz the setting window.
- c. Click the check boxes necessary for your session.
- d. Click Start (F6.1-6a) to run the quiz.
- e. A (F6.2-6b) toolbar will appear on the top of the screen from which you can operate your exam. On the left side of the screen a (F6.2-6c) list of student registration numbers will appear. On the right side of the screen a (F6.2-6d) timer will show the response time to the questions.
- f. Start any question by clicking Start (F6.3-6e) and end the timer by clicking Stop (F6.3-6e). Go through the questions by using the arrow keys.
- g. Add questions during the quiz session by clicking on the Instant Questions (F6.3-6f) button. Select a question mode from its option menu, then edit the question in the Add a Question window.



F6.2



F6.3

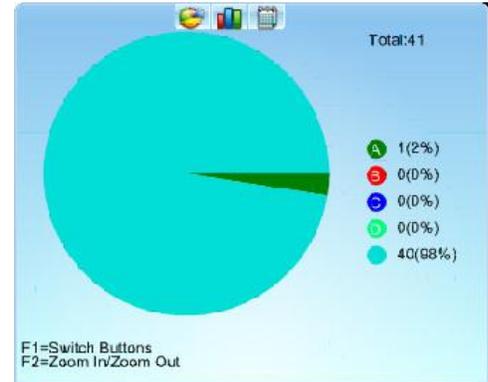
# Click QRF 300 Quick Guide

## 7. Viewing Results

During an exam, check the students' results after each question by pressing Report (F6.3-6g) and Result (F6.3-6h).

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

F7.1



F7.2

## 8. Generate Reports

- After saving an exam session, click on Report (F2-2e) in the Tools section to open the Report window. Select the appropriate test and click on the Report button (F8.1-8a).
- In the Create Report window, you can preview various reports of your students' performance. All reports can be exported into different formats and printed.

Session Name	Exam Title	Activity Mode	Class	Subject	Teacher	Date	Host
Session 1	MathQuiz test	Normal	Class 1	Mathematics	qomo	10-28-2011	QRF300
Sample Session	Simulator Exam	Normal	Sample Cl...	Sample Sub...	Sample Tea...	09-16-2009	QRF300

F8.1

**Question Report**

Class: Sample Class  
Date: 2011-10-10  
Subject: Mathematics  
Teacher: qomo  
Session: Session4

**Report**

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?

Letter	Count	Percentage
A:500	1033	3.03%
B:700	0	0.00%
C:650	0	0.00%
D:530	0	0.00%
E:525	0	0.00%
F:600	0	0.00%

Correct Answer: A

F8.3

**Create Report**

Session: Session 1, Class: Class 1, Teacher: qomo, Subject: Mathematics, Host: QRF300

Letter Grade: Letter, From, To

Report Options:

- Student Sessi...
- Student Respon...
- Study Guide
- Question Report
- Group Report
- Roll Call

Buttons: Save Letter, Preview, Exit

F8.2