



User Manual

QRF 900



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Part 1. QRF900 ARS Overview

The QRF900 Audience Response System (QRF900 ARS) is an easy-to-use RF response system that obtains immediate feedback from each participant (up to 1000 persons) synchronously. QClick is both easy to learn and use as it has the ability to work completely out of *.qc file. You could even utilize Free Style mode to start a quiz without any prior preparation or documentation. The Free Style instantly captures quiz questions and answers can be easily saved to the system after a quiz is finished.

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

The QRF900 ARS encourages participation and elicits individual response through the following activities: **Normal Quiz, Paper Quiz, Homework, Rush Quiz, Elimination, Multiple Mode, Vote, and Attendance**. The oral quiz and any other quizzes without prior preparation can be taken under the Free Style mode.

The instructor keypad incorporates a **remote mouse** and some PC keyboard functions allowing control of the slide selection as well as other software functions. With the remote mouse functionality the keypad gives the instructor the freedom of not having to use a computer to conduct the tests. The QRF900 allows the instructor to display instant test results in the form of a histogram and a score board after each question is completed.

The QRF900 displays up to 10 lines in the color LCD display and a non-volatile memory. The QClick student clicker allows a student to discretely notice the instructor that they have a question. The instructor can view each student's exam performances and the exam statistical data on the remote LCD display without showing the student's exam information publicly. The non-volatile memory in the student remote keypad can store a whole semester's homework and exam answers. Students can use the keypads to receive, complete and turn in homework assignments. Each student keypad has one unique Student ID which can be easily set and reset by a manager or by a user. If a student keypad is lost or damaged, it can be replaced by resetting the Student ID on a new or an existing QClick 900 student keypad.

The QRF900 ARS engages students and displays critical information to instructors instantly.

Part 2. Software

Software Overview

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

The **Quiz Genius** allows you to set up classes, to conduct quizzes, games, take a vote.

The **Exam Editor** allows the creation and editing of the PowerPoint files and the selection of the slide question answers.

The **QClick Editor** allows the creation and editing of the .qc file exam slides and the selection of the slide question answers.

The **Reports** allows you to query or modify quiz session data results, grade tests and generate the student performance reports. It also allows you to create the student session data not obtained from using the QClick hardware system. The other function of Reports is used for generating course grade books and final report cards. The **Settings** section is designed for system set up. Click on hardware testing for setting the channel number of the QClick receiver(s), managing the system database, system administration set up and for displaying the hardware and software version information.

System Requirements

PC with Intel Pentium 4 or higher

Processor and with at least one USB port

Minimum 1GB RAM

Minimum 200 MB of hard drive space for software

Mac OSX

Screen resolution of 1024x768 or higher

Display system such as a data projector, Liquid Crystal Display (LCD), Plasma, or TV (recommended, but not required)

Installation

1. Place the software disk into your computer CD drive.

2. Open the disk and double click on the “QClick.exe” file in the root directory.
3. Follow the instructions displayed during the installation.

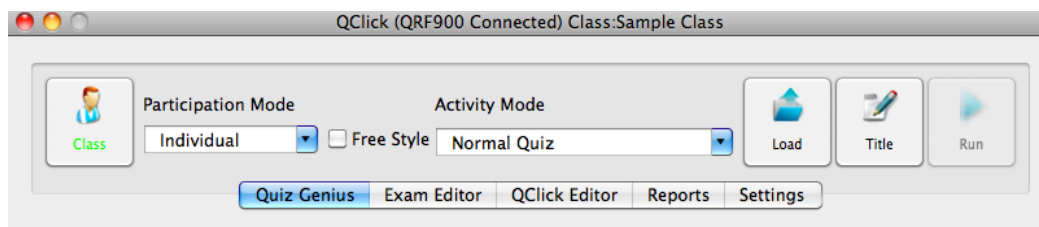
If the program has been previously installed, we suggest you remove the older version of the program prior to installing the new program.



The default installation path is: /applications, and will produce one shortcut icon  on the desktop.

Using the QClick Software

2.1 Quiz Genius





Note: One .qc file = one quiz paper

One PPT file = one quiz paper

One slide = one question



Run the QClick program by double clicking the QClick icon  on the desktop. Select the **Class** tab, and then click on **Login** button at the bottom of the **Class Settings** window, the **User Login** window will open allowing you to type in the valid user name and password. The software sets the default user name and password to “qomo”. After finishing the valid inputs, click **Login** button to log

into the system. If you do not want to login the system, click the **Cancel**  button. The software will allow you to do some limited operations; however, the system database will not be updated.

Note: The QClick software monitors the QRF900 main receiver plug-in status all the time. It will either display “QRF900 No Host” for Offline and “QRF900 Connected” for Online.

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

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

The roster includes the student ID number, name and grouping information. The student profile is embedded under the student record.

2.1.1 The Normal Routine of Running a Quiz Genius:

To set up a quiz genius, follow these steps:


1. Set up a class by clicking the **Class**  icon, refer to session **2.1.1.1 Class** for detail set up.


Participation Mode


Individual
Individual
Group

2. Select a participation mode from the **Participate Mode** drop-down menu.

3. You may choose the free style by checking or un-checking the **Free Style** ☐ **Free Style** check box; refer to session **2.1.2.9 Free Style: Normal/Rush/Elimination**.

4. Load a .qc file or a PowerPoint file, by clicking the **Load**  icon which will display the browser; refer to session **2.1.1.4 Load**.

5. You may change the test ID by clicking the **Title**  icon and set the change or use the system default ID number; refer to session **2.1.1.5 Title**.

6. Click the **Run**  icon to start the quiz, refer to session **2.1.1.6 Run /Start a Quiz**.

7. Depending on your selection, not all of these steps are necessary. The following table shows the relationship:


Free Style	Activity Mode	Type of File Loaded	Title & Test ID	Need Answers After Each Question?	Need Answers After the Whole Test is completed?
No	Normal, Rush, Elimination, Multiple Mode	System QC file PPT file	The loaded exam file name is used as the title name, and the system default test ID number can be	No	No

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			changed		
No	Paper Quiz, Homework	Hardcopy	The loaded file name is used as the title name, and the system default test ID number can be changed	No	No
No	Vote	System QC file PPT file	The loaded file name is used as the title name, the system default test ID number can be changed	No	No
No	Attendance	None	Not needed	No	No
Yes	Normal, Rush, Elimination	Not needed	Not needed	Optional	Optional

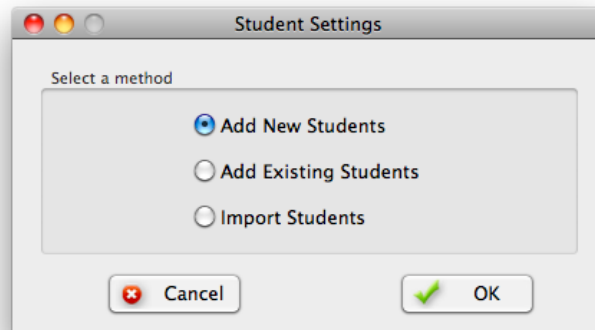
2.1.1.1 Class:

The QClick system engages the class in a quiz session. A class must be created and selected prior to any activities. A teacher and a subject are associated with a specific class. The students in the class can be placed in groups. The class setting, allows several options for entering, class information. You can choose to import a student roster from a *.csv file or choose to enter the individual student information into the program. In like manner, the teacher information and the subject name can be imported from a *.csv file or entered into the QClick system. To create, to select or to modify class information, follow these steps:

1. Click the **Class**  button under the **Quiz Genius** Tab window to display the **Class Settings** window.
2. Select a class from the **Class Name** drop-down list. A student roster associated with the class will

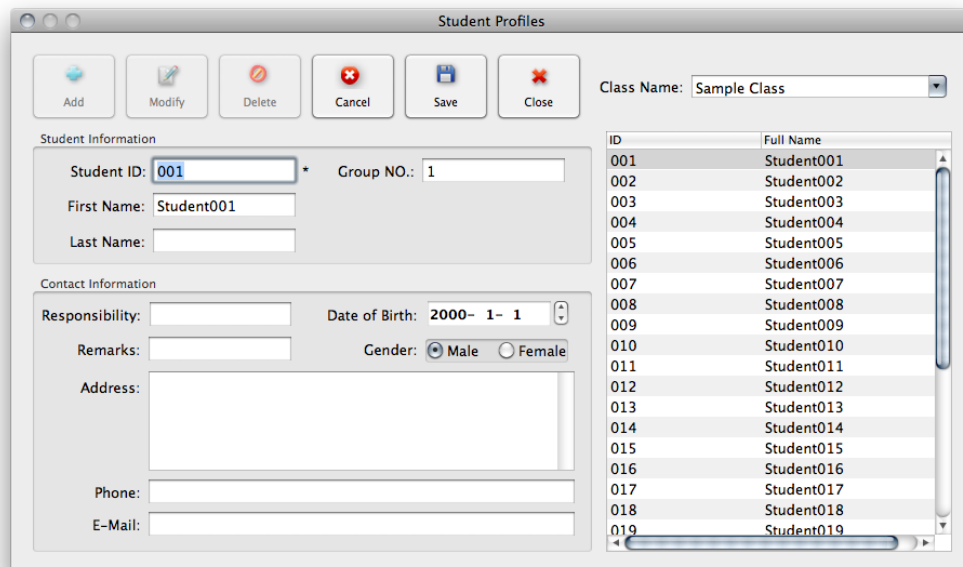
be displayed and may be edited or renamed.

3. To add a new class, click the Edit button next to Class Name, then select the **Add** tab. Type in the new class name and click the **Add**  **Add** button. The **Student Settings** window will display with three choices, **Add New Students**, **Add Existing Students** and **Import Students** from a *.csv file.




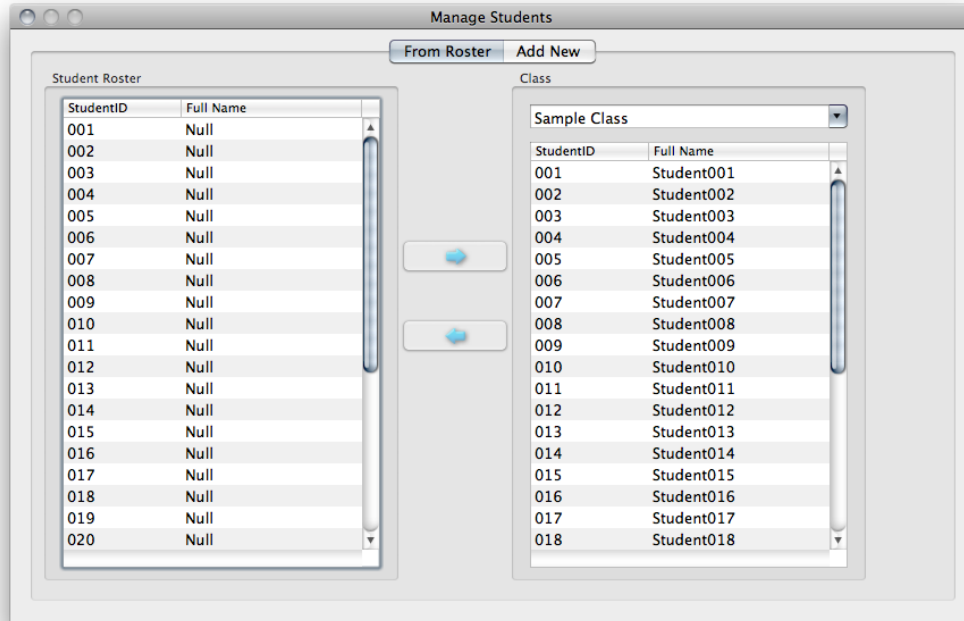
4. Select one of choices in the **Student Settings** to enter the student information.




5. The student information can be modified by directly double clicking on the student row in the roster to display the **Student Profile** window.

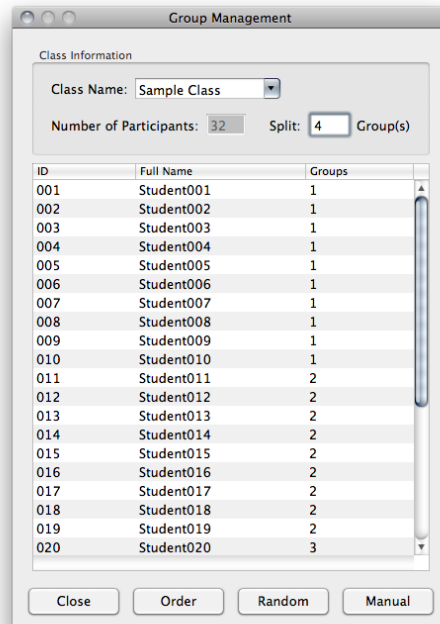


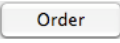

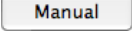
ID	Full Name
001	Student001
002	Student002
003	Student003
004	Student004
005	Student005
006	Student006
007	Student007
008	Student008
009	Student009
010	Student010
011	Student011
012	Student012
013	Student013
014	Student014
015	Student015
016	Student016
017	Student017
018	Student018
019	Student019

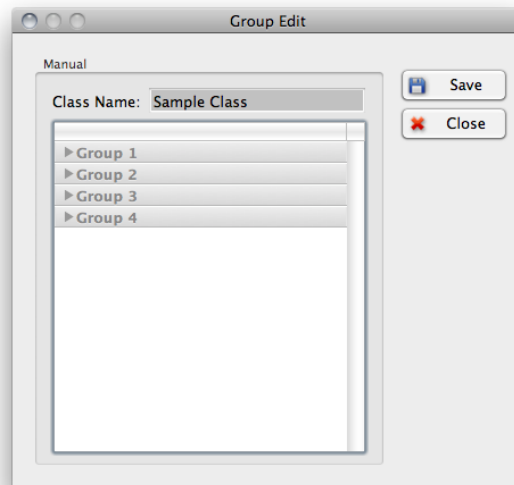
6. To add or remove the students to or from the class, click the **Manage**  **Manage** button to display the **Manage Students** window.

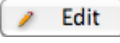
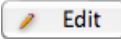







7. To import or export the student roster from or to a *.csv file, click the **Import**  **Import** or **Export**  **Export** button to display the file browser.
8. To set up the grouping for the students in the class, click **Grouping**  **Grouping** to display the Group Management window.



There are three grouping methods, order, random and manual. Type in the group number you desire, then click on the **Order**  button, the system will automatically group the class in order with the desired group number .Click the **Random**  button for the random grouping, the software will randomly select students for the grouping. Click the **Manual**  button to display **Group Edit** window for the manual grouping. You can simply click and hold the left mouse button to drag and drop a student from one group to another group.



9. Select the subject associated with the class from the **Subject Name** drop-down list.
10. You may **Add**, **Delete**, or **Rename** a subject name in the subject list by clicking the **Edit**  button next to the **Subject Name** drop-down list.
11. Select the teacher associated with the class from the **Teacher Name** drop-down list.
12. You may **Add**, **Delete**, or **Rename** a teacher information by clicking the **Edit**  button next to the **Teacher Name** drop-down list. The teacher list can be imported or exported from a *.csv file by clicking the **Import**  or **Export**  button under the teacher group window.
13. You must log into the QClick system in order to edit or modify your database. Click the **Login/Logout**  button to login or logout of the QClick system.
14. Click **OK** button  to complete the settings.

Note: **Class** icon  will be green showing that the class has been loaded.

2.1.1.2 Participation Mode:

The QClick system has two participation modes **Individual** and **Group**. The system default mode is **Individual**. You can select either **Individual** or **Group** participation mode from the **Participation Mode** drop-down list. In the **Individual** mode, the performance test score is taken and reported individually. In the **Group** mode, the performance test scores and reports are handled in a group. The grouping information is obtained from the class setting and Quick Grouping mode. Please refer to section **2.1.1.1 Class** step 8 to set up groups. Only the activity modes **Normal Quiz**, **Rush Quiz** and **Elimination** apply to the group participation mode.

2.1.1.3 Activity Modes:

The QClick system has these activity modes: **Normal Quiz**, **Paper Quiz**, **Homework**, **Rush Quiz**, **Elimination**, **Multiple Mode**, **Vote**, and **Attendance**. Choose a mode from the **Activity Modes** drop-down list before beginning a quiz or activity session. For further detailed information about these modes and how to choose a mode, please refer to section **2.1.2 Activity Modes**.

2.1.1.4 Load:


The load function allows you to load a quiz file. The quiz file is required to be loaded for these activity modes: **Normal Quiz**, **Rush Quiz**, **Elimination**, and **Multiple Mode**. To load a quiz file,

simply just click the **Load**  button to display the file browser.

Note: *Once the loading is finished, the character of the **Load** button changes into green.*

2.1.1.5 Title

The QClick system uses the title information to associate the quiz or an activity. The title name and the test ID are used in the quiz management and for the searching use in the student keypads which storing the quiz information. Once a quiz file is loaded into the system, associated file name is copied and saved to the quiz title name area and the test ID is embedded into the quiz file in the system. If a quiz file loaded into the system for the first time, and there is no test ID embedded in the file, the system will automatically assign a test ID and save it to the file for the associated quiz. The test ID number is kept by increasing by one every time the system uses the test ID number to save it to the file. The valid test ID number is 1 to 9999. When the maximum number 9999 reaches, the

system will reset the number to 1. You may click the **Title**  button to display the **Set Test ID** window and change the test ID number you desire to set or to write a memo for the associated quiz.

2.1.1.6 Run / Start a Quiz

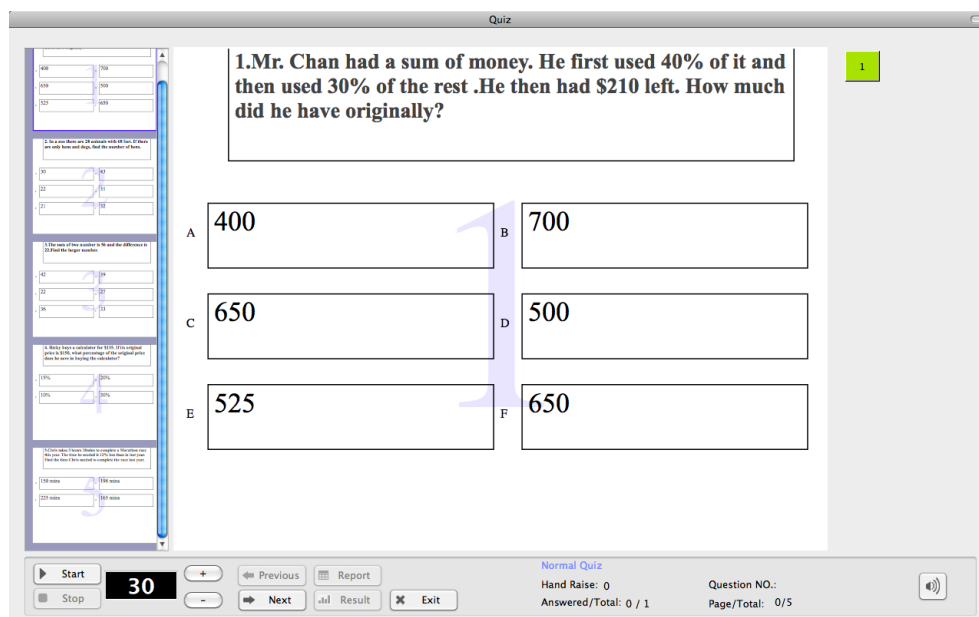
Once a class is selected and a quiz file is loaded, you can start the quiz session by clicking the **Run**



button to start the session.

1. Quiz file edited in **QClick Editor**

The loaded quiz file will display on the screen with a tool bar at the bottom.



The display screen is divided into three segments:





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


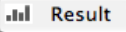
Register/Answer Status Bar: Displays the students logged in register number. The number is displayed in successive order based upon first entry.

- **Blue/Orange** color – indicates response signal received. The color is toggled between blue and orange each time the answer is changed, the system only records the last response received before the test ends.


Tool Status Bar:

1. Control Buttons:

- **Start/Pause**  **Start** – to start or pause the timer
- **Stop**  **Stop** – to stop the time
- **Previous**  **Previous** – return to the previous question page
- **Next**  **Next** – turn to the next question page
- **Exit** – exit the current quiz session

- **Report/Result**  **Report** /  **Result** Display the instant report and result. Refer to session 2.1.1.7 **Result and Report**.

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

- **Audio Player** —Play question and answer options audio file during the quiz.

2. The Question Answer Timer:

- The timeout value is selected for each question during the quiz file set up.
- Timer box background colors are: **Black:** Stop; **Green:** Running; **Yellow:** Pause.



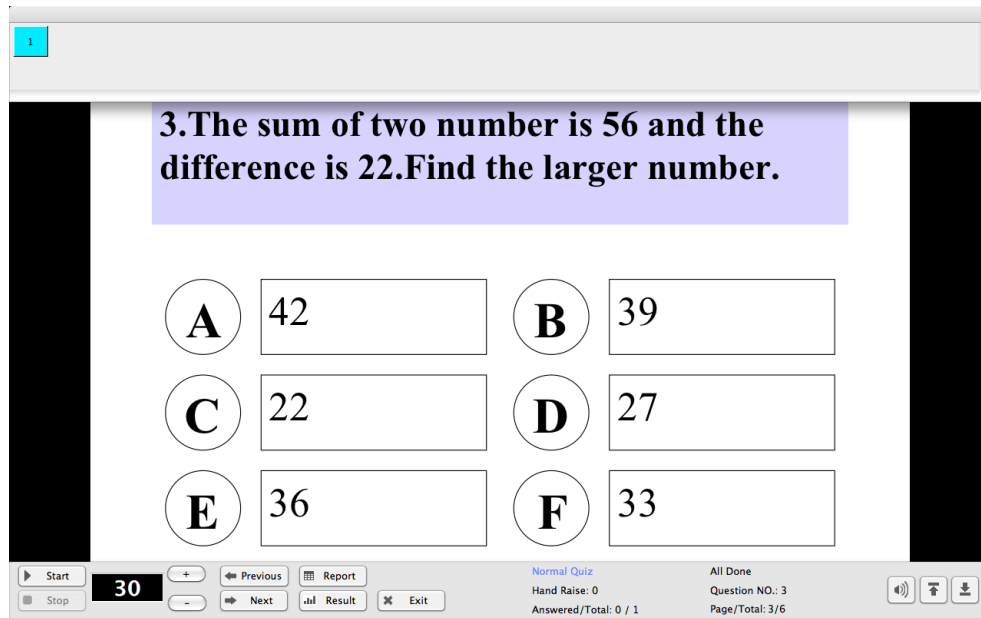
- The up/down button will reset the **Seconds**. Press the **up or down** button on the right side of the timer box to increase or decrease the **Seconds**.

3. Quiz Status:



- Activity Mode: Indicates the current activity you selected.
- Answered/Total: Indicates the ratio of the number of people who answer the question to the total number of people who have logged on.
- Question Done: When the question is finished, the sign “**Done**” will display.
- Question No.: Indicate the current question number.
- Page/Total: The current page number of the total pages.

2. Quiz file edited in **Exam Editor**

Quiz file edited in Exam Editor is in the format of .ppt, and the quiz interface is a little different.



Register/Answer Status Bar is located on top of the screen, and the login student number in the class displayed on the register bar. Register bar is able to drag when the student number over 52.

On **Tool Status Bar** add two buttons:  / .





: -- It's used to **Hide** and **Display** the Register/Answer Status Bar.



: -- It's used to **Hide** and **Display** the Tool Status Bar.

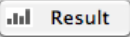

Clicking the **Run** to begin a test, please note that the PowerPoint file may not be recognized, when run the quiz right after Mac Book bootup. QClick system will prompt that the quiz file is empty, please load another one. The case happens on some Mac Books with old configurations. As the file completely loaded, it's available in a few seconds.

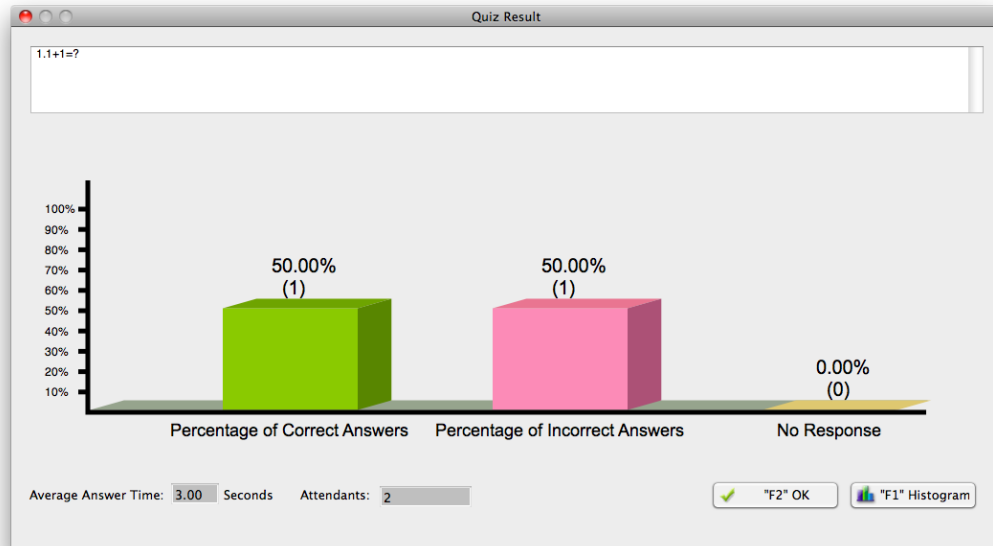
To begin gathering responses from the students, click the **Start/Pause**  button or using the instructor remote keypad press the **play**  button. The register number corresponding to each individual clicker logged in will appear on the right of the screen.

The countdown timer will display the remaining time in seconds. Once the timer is at 0, the receiver will no longer receive audience/participant responses. The timer window will change to black. The instructor can always stop the timer by pressing the **Start/Pause** button.

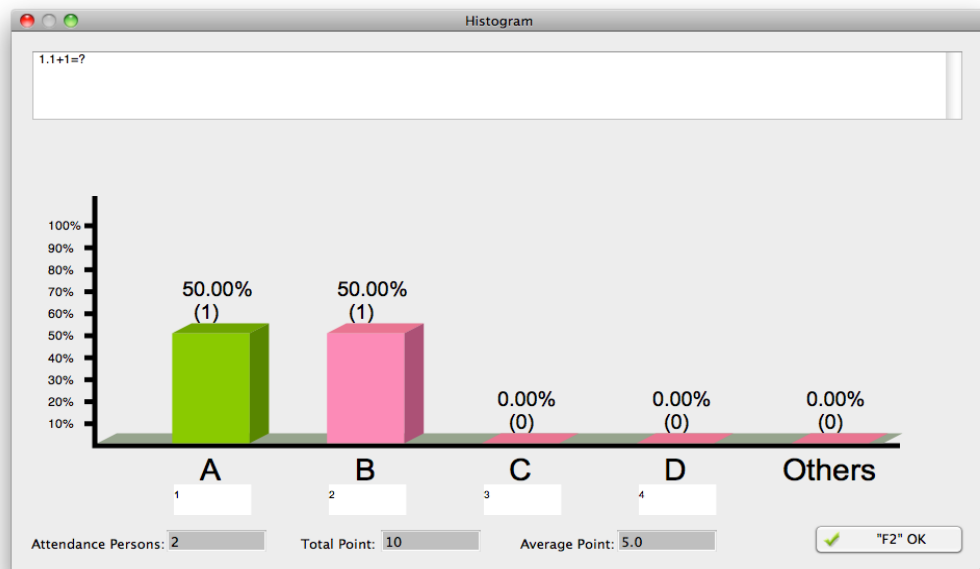
Note: *If the computer goes into the sleep mode during the testing interface, then the system may not have any response to the instructor keypad. Don't worry, at this time you just need to use the mouse to simply click the **start** button on the **Tool Status bar** to start the quiz again or exit the testing interface and return to the test.*


2.1.1.7 Result and Report

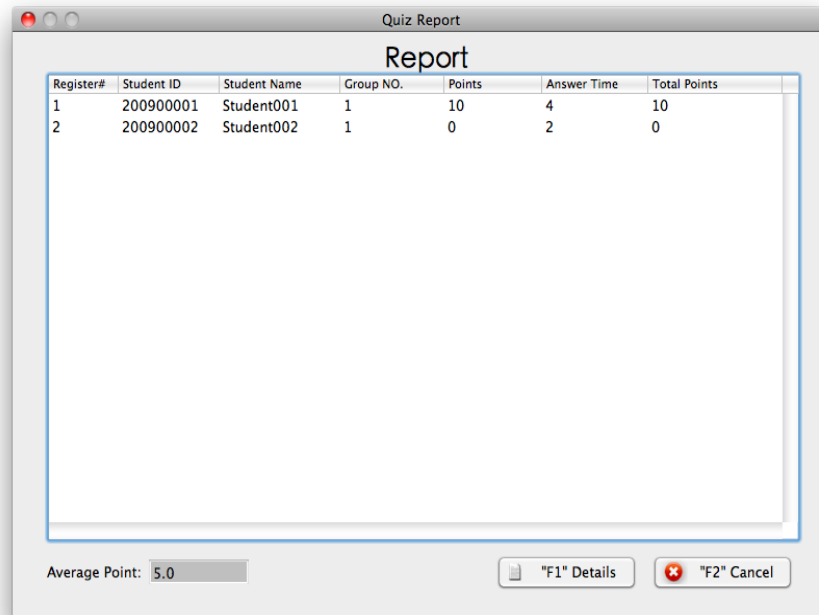
By pressing the **Result** button (using the PC , or through the instructor remote , the instructor can view the responses to the individual quiz question. Results are displayed in a histogram. Green indicates correct responses. Pink indicates incorrect responses. Both the correct responses and incorrect responses are displayed in percentage form in the histogram.



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



By pressing the **Report** button (using the PC or through the instructor remote **Report**  key), the instructor can view the individual student's response. The results are displayed in a table. The table shows the student ID, the student names, point information, responses and the response time.



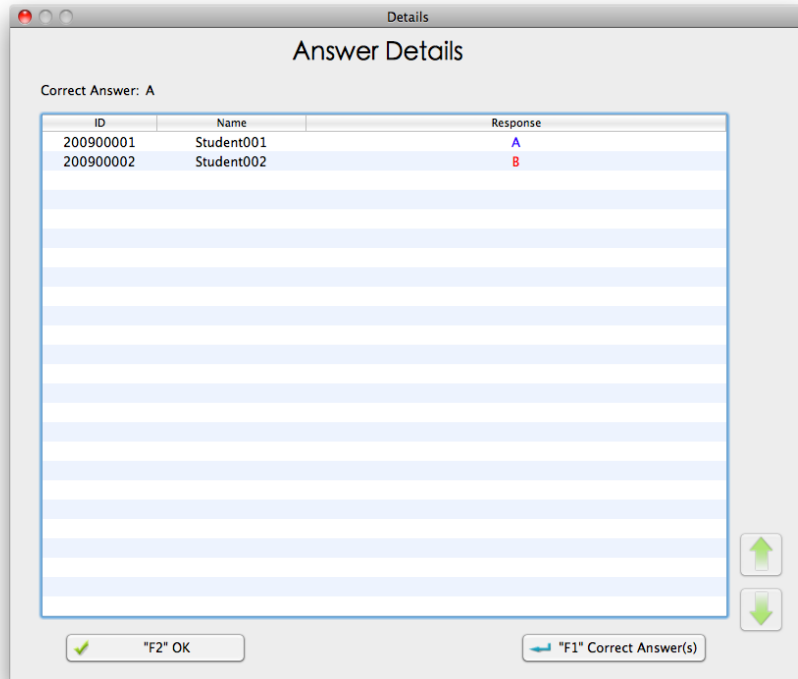
A screenshot of a software window titled "Quiz Report". The window has a title bar with standard OS controls. Below the title bar, the word "Report" is centered. A table displays quiz results for two students. The table has columns for Register#, Student ID, Student Name, Group NO., Points, Answer Time, and Total Points. Below the table, there is a section for "Average Point" showing a value of 5.0. At the bottom right, there are two buttons: "F1" Details and "F2" Cancel.

Register#	Student ID	Student Name	Group NO.	Points	Answer Time	Total Points
1	200900001	Student001	1	10	4	10
2	200900002	Student002	1	0	2	0

Average Point: 5.0


"F1" Details "F2" Cancel

Press the **F1** key to show the detail responses in the table.



Press F1 key to show the correct answer.

2.1.1.8 Exit

You can exit the current quiz session by pressing the **ESC** key on the PC keyboard or the **Power** key on the instructor remote keypad, or by pressing the **Exit**  button on the screen (using the PC). The system will prompt you to save the data to the system database, when the completed session is completed.。

Note: If the completed session data is not saved, it will be permanently lost.

2.1.2 Activity Modes

The QClick system has 8 activity modes: **Normal Quiz**, **Paper Quiz**, **Homework**, **Rush Quiz**, **Elimination**, **Multiple Mode**, **Vote** and **Attendance**. Using the **Free Style** selection, there are 3 activity modes: **Normal Quiz**, **Rush Quiz** and **Elimination**.

Note: Under **Vote, Attendance and Group** Mode, the finished session can be exported to *.csv format.

2.1.2.1 Normal Quiz:

In the **Normal Quiz**, 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.

2.1.2.2 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. Once the **Paper Quiz** has started, the instructor can set up a time limit which will be displayed on the bottom of the tool bar. Registered students will receive the quiz information in their keypad. The quiz title, quiz ID and question frame are automatically received by the student keypads. The students need to hit the **OK** key to access the paper quiz broadcast information into their keypad. The students start to answer the questions in their keypad. The quiz pace is controlled by the individual student. When the paper quiz is complete by the student, he or she can directly submit their whole quiz answers without waiting for the other students to finish the test.

2.1.2.3 Homework

The **Homework** activity allows the instructor to send homework question frames to the student clickers allowing the students to take their test to complete away from the classroom. The homework answers are received from the student clicker and the answers are either embedded in the PowerPoint file or from the answer sheet. These files should be loaded prior to starting the homework session. The homework title from the answer sheet or from the PowerPoint file name and the test ID created by the system or set up in the Title window (refer to session **2.1.1.5 Title**) are used for tracking the reports in the system database. They are also used in the student clicker searching the homework.. There is no time limit for the Homework activity.

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

2.1.2.4 Rush Quiz:

This mode is similar to the normal mode. The first student who presses any effective “**Rush Quiz**” button locks out the rest of the students and is the only person able to respond to this particular question. The time for the response is preset before the test by the instructor. Points can be added for a correct answer or subtracted for a wrong answer.

2.1.2.5 Elimination:

This mode is similar to the normal mode. Only those students answering correctly can continue with the test. Those answering incorrectly are automatically eliminated.

Note: Blue indicates correct answer, Red indicates wrong answer, Dark Red indicates eliminated.

2.1.2.6 Multiple Mode:

The **Multiple Mode** activity combines the **Normal Quiz**, **Rush Quiz** and **Elimination** in one quiz session. The loaded quiz file or answer sheet contains the mode activity information in each

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

2.1.2.7 **Vote:**

The **Vote** activity mode is used for subjective response. The audience responses contain no correct or incorrect answer information. When you select the **Vote** activity mode, the system allows you to only load the vote file in *.qc format. In this activity mode, the audience's response is either a positive or a negative with no correct answer.

2.1.2.8 **Attendance:**

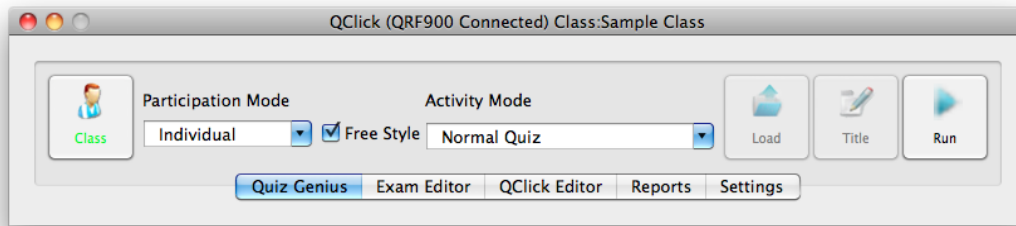
The **Attendance** mode allows the instructor to take attendance. When you select the **Attendance** activity mode, the system won't ask you to load in any quiz files prior to starting the **Attendance** activity. The attendance result can be saved into the system database as a part of the permanent file, or it can be viewed immediately after the activity.

2.1.2.9 **Free style Normal/Rush/Elimination:**

The QClick system uses the **Free Style** option for the **Normal Quiz**, **Rush Quiz** and **Elimination** activity mode. The Free Style option allows the instructor to start a quiz session without loading a prepared quiz file. The quiz question information could be the captured images from the computer or from the internet or from a third party software application. The question information could also be verbal questions while using a white board or just verbal questioning. The correct answers to these questions are provided after each question is answered. The main advantage of **Free Style** is ease of use, no prepared materials, and instant engagement of the students. Additionally, if the teacher chooses all of the student quiz performance data can be stored in the report section and become a part of the grade book.

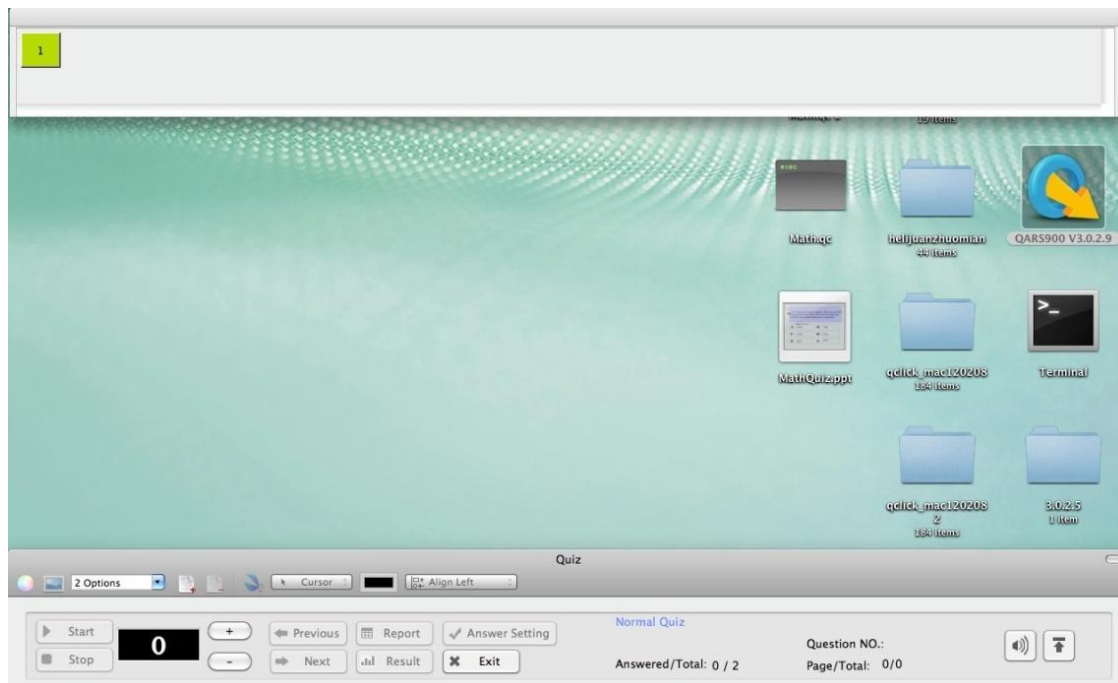
To use the **Free Style** option, follow these steps:

1. Under the **Quiz Genius** tab window, complete the class setting first.
2. Click the **Free Style** check box to select the **Free Style** option.
3. Select one activity mode from the Activity Mode drop-down list: **Normal Quiz**, **Rush Quiz** or **Elimination**.



4. Click the **Run** button to start the Free Style activity mode.

Start a quiz




When the quiz starts, the screen will be divided into four parts:

- Register/Answer Status Bar
- Quiz Toolbar
- Tool Status Bar
- Mac Desktop



1. Register/Answer Status Bar:

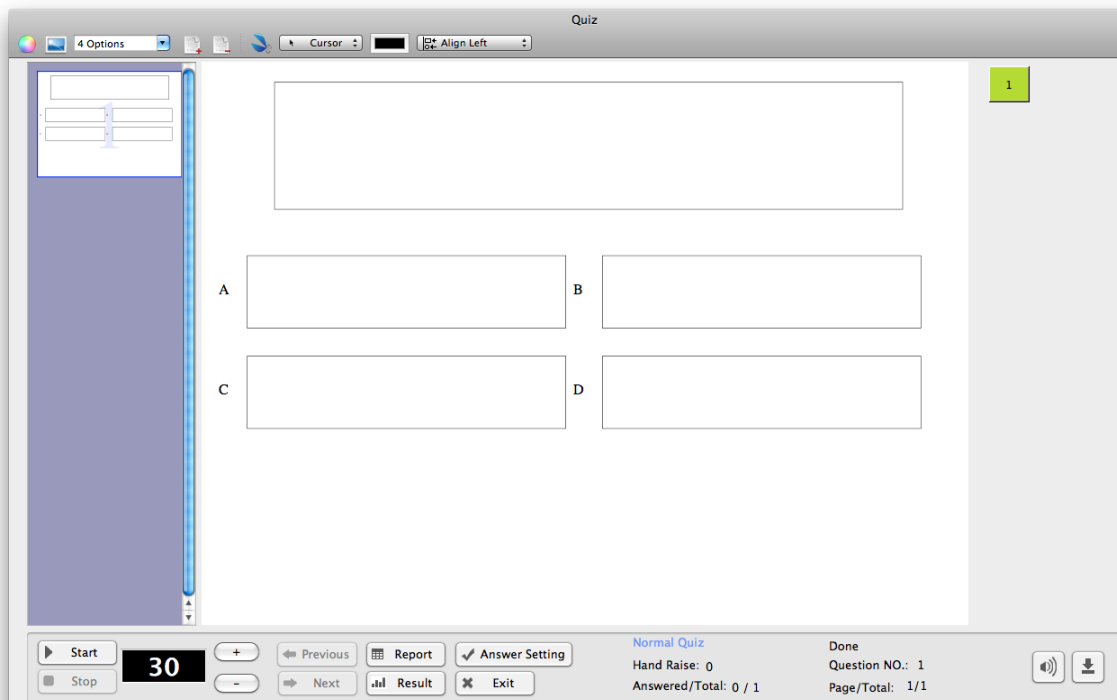
Display the students logged in register number. The number is displayed in successive order based upon first entry.







2. Quiz Toolbar:

Quiz Toolbar uses for quiz setting. Controls on the toolbar are unable to use as white board is hidden, except the buttons for Option setting **2 Options**, **Add questions**  and **Delete**

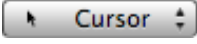

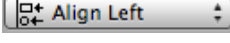
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questions . All controls are available when white board displayed on the screen. Click the button  on Tool Status Bar to show the white board. Then Register/Answer Status Bar will be on the right of the screen.



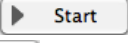

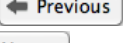
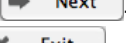
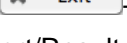
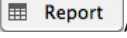
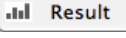
1.  – Click the button to select the text color.
2.  – Click the button to add images to the screen from the opened file browser.
3.  – Set the question selections from the drop down list, settings from 2 Options to 10 Options.
4.  – Click the button to add the selected templates to the screen.
5.  – Click the button to delete the selected template.
6.  – Click this button to capture images from the computer or from the internet or from a third party software application.

Hold the left mouse button and draw a rectangular window on the image you want to capture. Double click on the selection box. The captured image will be the screen.

7.  – Click this button to select the cursor's functions from the drop-down list
8.  – When the cursor applies the Pen function, click the button to select the color for the pen.
9.  – Click the button to order and arrange the block as you like from the drop-down list.

3. Tool Status Bar

Tool Status Bar combines the following three parts:



1. Control buttons on the Tool Status Bar:
 - Start/Pause  – to start or pause the timer
 - Stop  – to stop the time
 - Previous  – return to the previous question page
 - Next  – turn to the next question page
 - Exit  – exit the current quiz session
 - Report/Result  /  – Display the instant report and result.

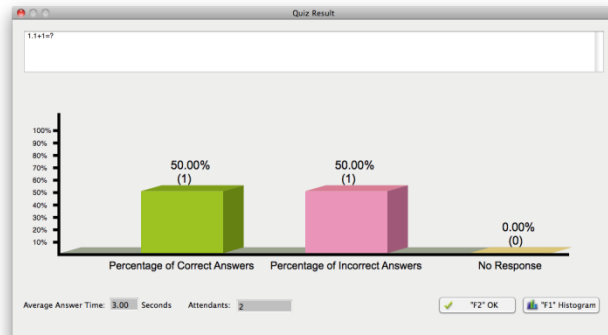
Quiz Report

Report

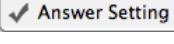
Register#	Student ID	Student Name	Group NO.	Points	Answer Time	Total Points
1	200900001	Student001	1	10	4	10
2	200900002	Student002	1	0	2	0

Average Point: 3.0

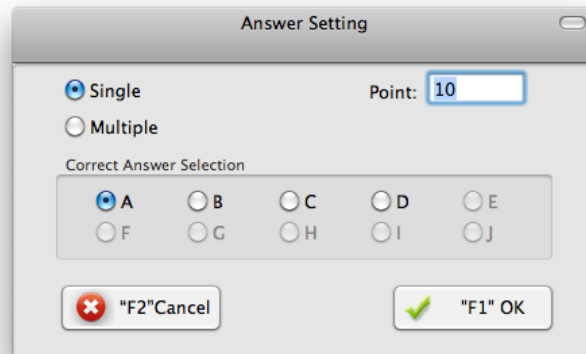
 "F1" Details  "F2" Cancel



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

- Answer Setting  – Display correct answer setup after each question answered.

User set up the question model by clicking the check box of Single or Multiple. Enter a number as the point value in Point text box. Set up the correct answer in Correct Answer Selection area.



2. The Question Answer Timer:

- The timeout value is selected for each question during the quiz file set up.
- Timer box background colors are: Black: Stop; Green: Running; Yellow: Pause.



- The up/down button will reset the Seconds. Press the up or down button on the right side of the timer box to increase or decrease the Seconds.

3. Quiz Status:

- **Normal Quiz:** Indicates the current activity you selected.
- **Hand Raise:** Indicates the number of students who have questions.
- **Answered/Total:** Indicates the ratio of the number of people who answer the question to the total number of people who have logged on.
- **Done:** When the question is finished, the sign "Done" will display.
- **Question No.:** Indicate the current question number.
- **Page/Total:** The current page number of the total pages.



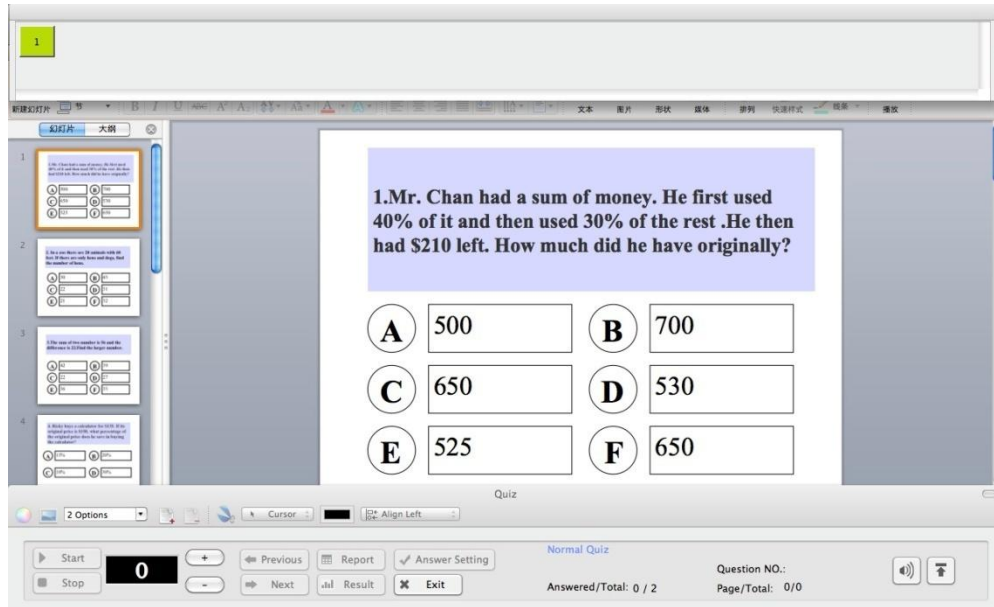
- **Audio Player** – Play question and answer options audio file during the quiz.



- **Display** / **Hide**: -- Display or hide the white board.

4. Mac Desktop:

Mac desktop is displayed in the central part of the screen. You can directly use various files from computer to set as quiz file. Complete the quiz setting then open the file, the quiz will start. It's very easy and convenient.



2.1.2.10 Comparison of Mode Selections and Their Functions

Activity modes	Need correct answer?	Group participate mode restricted?	Instance result histogram available?	Report available?
No-Free Normal Quiz	√		√	√
No-Free Paper	√	√		√
No-Free Rush Quiz	√		√	√
No-Free Elimination	√		√	√
No-Free Vote		√	√	√
No-Free Attendance		√	√	
Free Normal	√*		√**	√
Free Rush Quiz	√*		√	√

Free Elimination	√*		√	√
------------------	----	--	---	---

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

“*” Provide answers after a quiz question answer or a session is completed. “***” Pressing the **Result Key** displays you the roll call result table.

A **cloze test** (also **cloze deletion test**) is an exercise, test, or assessment consisting of a portion of text with certain words removed (cloze text), where the participant is asked to replace the missing words. Cloze tests require the ability to understand context and [vocabulary](#) in order to identify the correct words or type of words that belong in the deleted passages of a text. This exercise is commonly administered for the assessment of native and second [language learning](#) and instruction (Wikipedia).

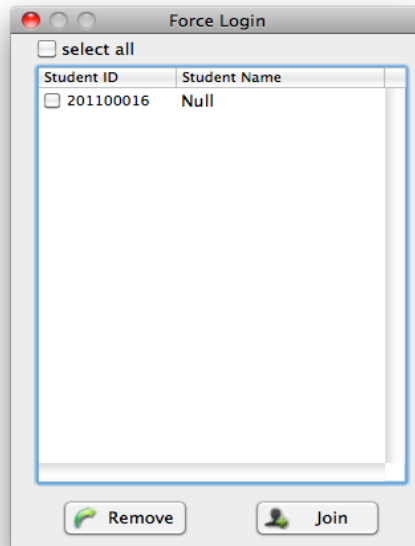
2.1.3 Logon and Force Login

2.1.3.1 Logon



Prior to using the QClick system, both the Instructor and the student will need to logon to the system. The instructor must select a class containing a list of the student IDs before starting a quiz session. If the students want to participate in the quiz or exam, they need to set up their keypad student IDs. These ID numbers should be from the class student roster list. When the class is selected, the instructor and the student can logon to the QClick system. Please refer to the hardware manual section regarding the instructor and students keypad.

2.1.3.2 Force Login

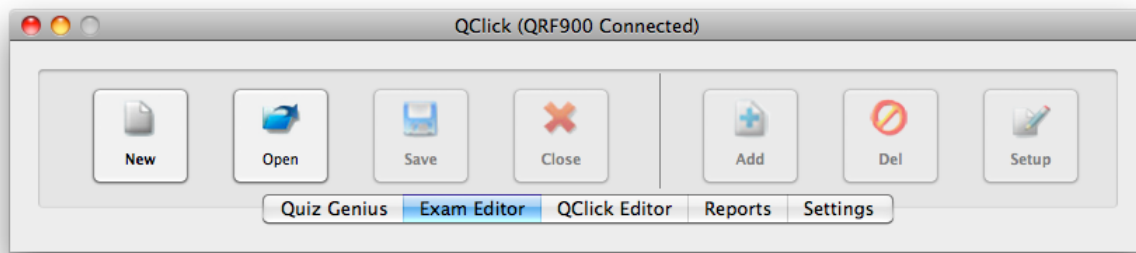
If a student is not in the student ID roster but desires to participate in the quiz or the exam, they may execute a forced logon. They will simply logon in the normal manner; however, the software will display a **Force Login** window, when logging on.



The ID and the name of the student who want to force login will be displayed on the **Force Login** window. Then, the instructor can choose to allow the student to participate. To operate the **Force Login** function, follow these steps:

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


2.2 Exam Editor




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

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


2. To edit a new PowerPoint file, click the **New**  button which displays a new PowerPoint template.

3. To edit an existing PowerPoint file, click the **Open**  button which will display the file browser allowing you to select a file.

4. To add a new slide, click **Add** button  and then select a template slide from Add Slides window.

5. To save the edited PowerPoint quiz file, click the **Save**  button.

6. To delete the current slide from the PowerPoint quiz file, click the **Delete**  button.

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

8. To set up the PowerPoint quiz file, click **Setup**  button. This will display PowerPoint Question Setting window. Refer to the session **2.2.7 PowerPoint Questions Setup** for further details.

Note: The system always loads the template list which was last used in the **Exam Editor**.


2.2.1 New:



The **New** function is used to open a new PowerPoint quiz file. Clicking the **New** button will bring up a blank template.

2.2.2 Open:



The **Open** function is used to open an existing PowerPoint quiz file for editing. A file browser will appear after clicking the **Open**  button allowing you to choose a PowerPoint quiz file.

2.2.3 Save:



The **Save** function is used to save the current edited PowerPoint quiz file.

2.2.4 Close:



The **Close** function closes the current PowerPoint editing quiz file. The software will prompt you to save, if the opened PowerPoint quiz file has been changed.

2.2.5 Add:




The **Add** function is used to add the selected template to your PowerPoint editing quiz file.

2.2.6 Del:



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





2.2.7 PowerPoint Questions Setup

To set up PowerPoint questions, go to the **Exam Editor** Tab and click the **Setup**  button. This will display the PowerPoint **Question Setting** window. If a PowerPoint quiz file is open, the file name will be displayed on the top of the window bar, confirming you are setting up the questions for the quiz file.


To set up questions for an opened PowerPoint quiz file, follow these steps:


1. Open a PowerPoint quiz file from the **Exam Editor**, refer to session **2.2.2 Open**. You can also create a new PowerPoint quiz file from the Exam Editor, refer to session **2.2.1 New**.

2. Window Menus:

- **Prev Question**  -- The button is used to view or to edit the previous question set up. Clicking the button, the Question Settings window will display the previous question.
- **Next Question**  -- The button is used to view or to edit the next question set up. Clicking the button, the Question Settings window will display the next question.
- **Standard**  -- Opens the state education standard hierarchical chart for you to choose a standard for question setup. Refer to session **2.2.8 Standard Setup**.
- **Save**  -- Save the questions set up into the open PowerPoint quiz file.

3. Function Items:

- **Question#:** -- Select the question you desire to set up from the **Question#** drop-down list.
- **Add a Question:** -- Click the **Add**  button to add an additional question right after the currently displayed question.

- **Delete a Question:** -- Click the **Del**  button to delete the currently displayed question.
- **Question Mode:** -- Click the **Question Mode** drop-down list to select the question mode for the current question set up. Refer to session **2.2.9 Question Mode** for details.
- **Activity Mode:** -- Click the **Activity Mode** drop-down list to select the activity mode for the current question set up. This function is used in the **Normal Quiz**, **Rush Quiz** and **Elimination** when used in the **Multiple Mode** activity.

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

- **Question Title:** -- The question title window is used to edit the current question title content. If you create a New PowerPoint quiz file, this window will be blank.
- **Answer Choice Setting:** -- Before adding a question, select a template from the Template drop-down list, the template(s) you selected has the default set answer options.
- **Correct Answer Selection:** -- Click on the **Ratio** button next to the letter option to indicate the correct option. If you choose not to have a correct answer for the question, then click the **Ratio** button to “No Correct Answer”.
- **Point:** -- The point value is specified for correct answers. The valid point number is from 1 to 250 and the default value is set to 10.
- **Time Limit:** -- Specifies the time limit for answering the questions. The session running timer copies this time limit value when every question is started. The valid time is from 1 second to 900 seconds and the default value is set to 30 seconds.

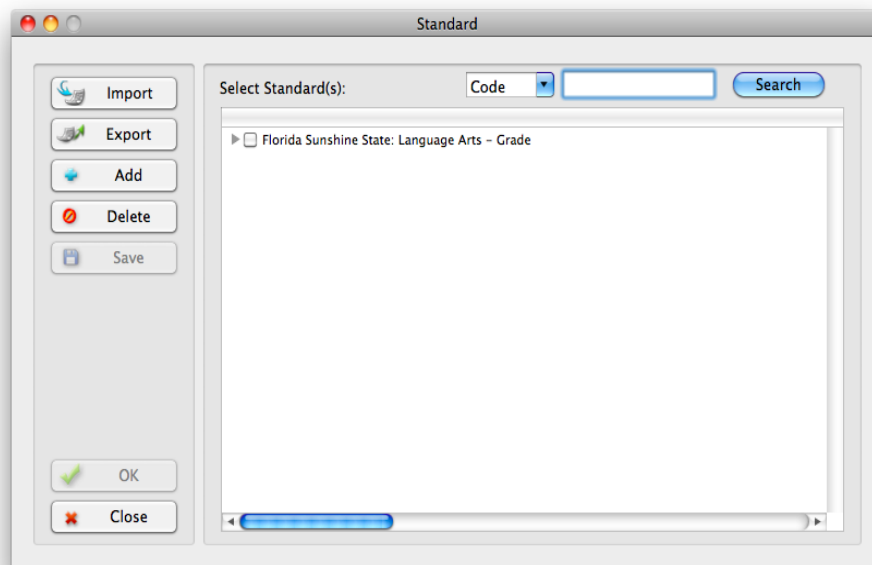
Note: The new set timer value in a running session will overwrite the time limit value set here in the question set up.

- **All Questions in Same Settings:** -- If you check the box **All Questions in Same Settings**, you will apply the **Point** and **Time Limit** setting for the current question to all of questions in the test. To have different **Point** and **Time Limits for individual questions**, uncheck this box. The **All Questions in Same Settings** check boxes are located in the **Difficulty Level** area and **Rush Quiz Set** area. They have similar functionality.
- **Difficulty Level:** -- Select the Difficulty Level for the current question setting, by clicking on the corresponding **radio** button.
- **Rush Quiz Set:** -- The **Rush Quiz Set** is only applied to the **Rush Quiz** activity mode.
- **Time Limit in Rush Quiz Mode:** -- Set the time limit for an answer given in the Rush Quiz. When a student wins the question rush, then he or she will be given this amount of time to answer the question.

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




2.2.8 Standard Setup

The state education standard can be set up for a question setting. Click the menu **Standard** under the Question Setting window, the **Standard** set up window will display.



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

- **Import:** -- The **Import** function is used to import the state education standard XML file. Click the **Import** button to display the **Import Standard** window. Next, click the **Browse** button; the import file browser will display. Load in the file and then choose the standard you desire to import from the list in **Choose the standard or standards** window. Current import function only supports XML format files.
- **Export:** -- The **Export** function is used to export the state education standards to XML files. Click the **Export** button to display the Export file browser. Save the exporting standard to the XML format file you desire.
- **Add:** --The **Add** function is used to add a standard under an existing parent state education standard. Select the parent standard by clicking the check box on the right hierarchical standard chart window. Then click the **Add** button; the **Standard Setting** window will display. In the window, enter the code into the **Code** text box and enter the standard title into the **Title** text box. Then click the button **Save**.

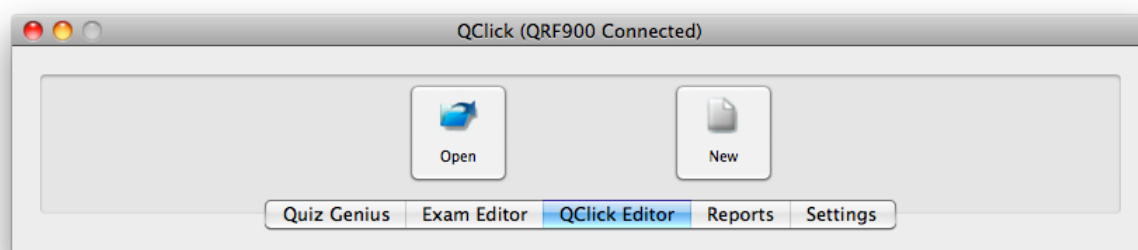
- **Delete:** -- The **Delete** function is used to delete a standard from the hierarchical standard chart. Select the standard you desire to delete by clicking the check box on the right hierarchical standard chart window. Then click the **Delete**  **Delete** button to delete the standard. The software will prompt you for confirmation of the deletion.
- **Save:** -- Click the **Save**  **Save** button to save all standard setting changes. If you close the **Standard** window without saving the change, all the standard setting changes will be lost.
- **Close:** -- Click the **Close**  **Close** button to close the **Standard** window. The software will prompt you to save the standard setting changes if there are any changes to the standard setting.

2.2.9 Question Modes

The QClick exam system handles 5 question modes: **Single Answer**, **Multiple Answer**, **Cloze Test**, **Short Answer** and **Teaching Plan**.

- **Single Answer:** -- Multiple choice question with only a single correct answer choice.
- **Multiple Answer:** -- Multiple choice question with the option of more than one correct choice.
- **True or False:** -- Multiple choice question with only two answer options, the correct answer is either true or false.
- **Cloze Test:** -- Due to its nature and use, this type of question does not lend itself to multiple choices. The answer could be the numeric numbers of fractions or the decimal numbers or letters.
- **Short Answer:** --a type of question that is answered with a short sentence.
- **Teaching Plan:** -- If a question is set up as a teaching plan, the question cannot be used as a quiz question. It is used for the presentation of teaching material.

2.3 QClick Editor




The QClick system software allows you to take *.qc files and converts them easily at the touch of a


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button.


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

1. Select **QClick Editor** Tab window.


2. To edit an existing *.qc file, click the **Open**  button which will display the file browser allowing you to select a file.

3. To create a new *.qc file, click the **New**  button which displays a new *.qc template.

4. To add a new slide, click **Add** button  and select a template from Add Slides window.

5. To save the edited* .qc file, click the  button.

6. To save the current open .qc file by another file click the  button.

7. To delete the current slide from the .qc file, select the slide you desire to delete then click **Delete** button .

8. To close the edited .qc file, close the Question Setting window directly.

9. To edit the current slide, click the **Question Info** button, **Question Info** window will display, allowing you to edit the question information.

10. To choose a standard for your question setup, click the **Standard** button, this will display you the Standard window allowing you to choose the standard(s) from.

2.3.1 Open:

The **Open** function is used to open an existing *.qc file for editing. A file browser will appear after clicking the **Open** button allowing you to choose a .qc quiz file.


2.3.2 New:

The **New** function is used to create a new *.qc file. Clicking the **New** button will bring up a blank .qc file.

2.3.3 Questions Setup

To set up the questions, go to the **QClick Editor** Tab open an existing *.qc file by pressing



from the file browser or  to open a new blank .qc file, this will display you the **Question Setting** window. If a .qc file is open, the file name will be displayed on the top of the window bar, confirming you are setting up the questions for the quiz file. Then under the **Question Setting** window select

the **Question Info** tab. It will display the **Question Info** window.

Question Info

Question#: 1 [Add] [Delete]

Question Mode: Single Answer

Activity Mode: Normal Quiz

Point: 10 (1-250)

Time Limit: 30 Sec(1-900)

☐ All Questions In Same Settings

Difficulty Level

☐ Other ☐ Easy ☒ Normal ☐ Hard

☐ All Questions In Same Settings

Rush Quiz Set(For Rush Quiz Mode)

Time Limit In Rush Quiz Mode: 30 Sec(1-240)

☐ All Questions In Same Settings

Question Title

Answer Option Setting





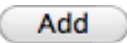
A: B: C: D: E: F: G: H: I: J:

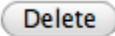
Correct Answer Selection

☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐ J

☒ No CorrectAnswer

To set up questions for an open *.qc file, follow these steps:

1. Open a *.qc file from the **QClick Editor**, refer to session **2.3.1 Open**. You can also create a new *.qc file from the QClick Editor, refer to session **2.3.2 New**.
2. Window Menus:
 -  –Select the text color
 -  –Selection of a typeface for the text.
 -  –Display the previous question.
 -  –Display the next question.
3. Function Items:
 - **Question#:** -- Select the question you desire to set up from the **Question#** drop-down list.
 - **Add a Question:** -- Click the **Add**  button to add an additional question right after the currently displayed question.

- **Delete a Question:** -- Click the **Del**  button to delete the currently displayed question.
- **Question Mode:** -- Click the **Question Mode** drop-down list to select the question mode for the current question set up.
- **Activity Mode:** -- Click the **Activity Mode** drop-down list to select the activity mode for the current question set up.
- **Question Title:** -- The question title window is used to edit the current question title content. If you create a **new .qc file**, this window will be blank.
- **Answer Option Setting:** -- Before adding a question, select a template from the Template drop-down list, the template(s) you selected has the default set answer options.
- **Correct Answer Selection:** -- Click on the ratio button next to the letter option to indicate the correct option.
- **Point:** -- The point value is specified for correct answers. The valid point number is from 1 to 250 and the default value is set to 10.
- **Time Limit:** -- Specifies the time limit for answering the questions. The session running timer copies this time limit value when every question is started. The valid time is from 1 second to 900 seconds and the default value is set to 30 seconds.

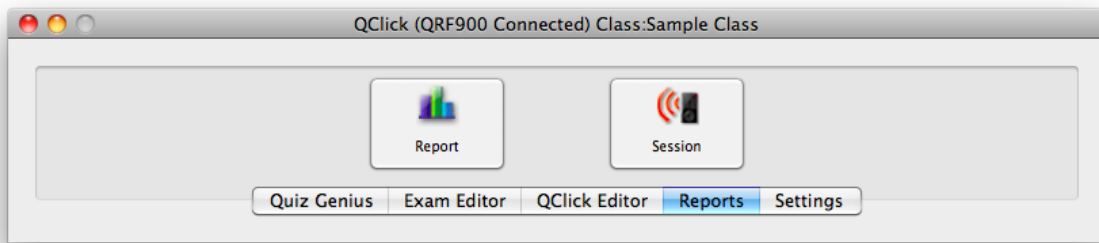
Note: *The new set timer value in a running session will overwrite the time limit value set here in the question set up.*

- **Difficulty Level:** -- Select the **Difficulty Level** for the current question setting, by clicking on the corresponding radio button.
- **Rush Quiz Set:** -- The **Rush Quiz** Set is only applied to the **Rush Quiz** activity mode.
- **Time Limit in Rush Quiz Mode:** -- Set the time limit for an answer given in the Rush Quiz. When a student wins the question rush, then he or she will be given this amount of time to answer the question.

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

Note: *After question editing finished, or directly closing the Question Info window the system will automatically save the edited contents.*

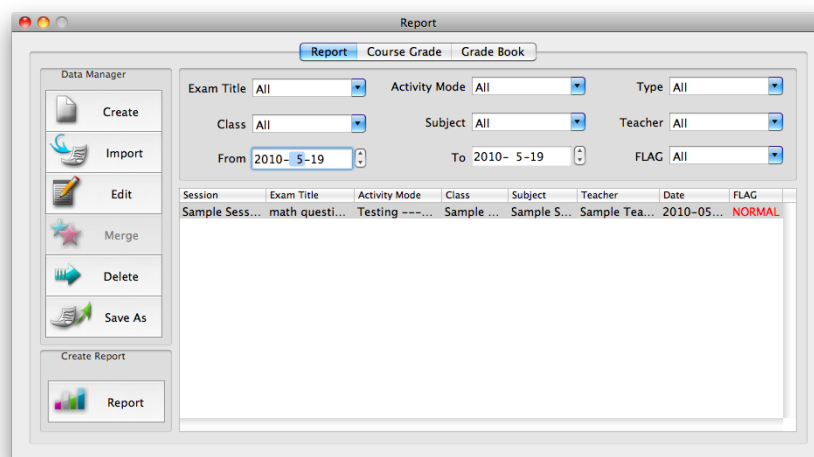
2.4 Reports



2.4.1 Report

2.4.1.1 Report

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



Data Manager

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

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Create Report

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

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

- **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, Paper Quiz., Homework, Rush Quiz, Elimination, Multiple Mode, Vote, and Attendance.
- **Type** – Indicates session type. For example, class participation, exam, lab or a game. When an activity mode is selected during a test, the session type is automatically generated. A session type also can be entered when a new session is created using this reporting software. Please refer to the **Creating a new session** in the following headings.
- **Class** – Select a class name to filter a session
- **Subject** – Select a subject name to filter a session
- **Teacher** – Select a teacher name to filter a session
- **Time period** – Select a period of time to cover a date that an activity has taken place to accurately locate a session

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

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

2.4.1.1.1 Create New Session



The 'Create' dialog box is shown with the 'Create New Session' tab selected. It contains the following fields and options:

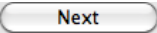
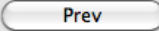
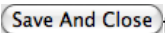
- Selection:**
 - Session*: [Text box]
 - Type: Other [Dropdown]
 - Subject: Sample Subject [Dropdown]
 - Exam Title: [Text box]
 - Class: Grade1-1 [Dropdown]
 - Teacher: Sample Teacher [Dropdown]
 - Date: 2011- 3-11 [Date picker]
- Questions:**
 - Total Questions: 1 [Dropdown]
 - Question#: 1 [Dropdown]
 - Question Mode: Single Answer [Dropdown]
 - Num Of Options: 4 [Dropdown]
 - Difficulty Level: Other [Dropdown]
 - Correct Answer: No Answer [Text box]
 - Point: 10 [Text box]
 - Question(optional): [Text area]
 - Standard: [Text area]
- Student Answer:**
 - Total Students: 30 [Text box]
 - Table with columns: Student ID, Student Name, Answer. It lists 15 students from Student001 to Student015.

Buttons at the bottom: Prev, Next, Save, Close.

To create a new session, follow these steps:

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

1. Type in a session name into the **Session** box.
2. Type in a test title name into the Exam Title box. The test title should correspond to the electronic or paper copy test title or a file name loaded in a classroom activity. In order to make the session being created consistent with the session generated in an activity test, the test title is entered for the purpose of filtering to easily locate a session in order to generate a report.
3. Select a **type** for the session being created from the drop down list **Type**.
4. Select a **class name** for the session being created from the drop down list **Class**.
5. Select a **subject name** for the session being created from the drop down list **Subject**.
6. Select a **teacher name** for the session being created from the drop down list **Teacher**.
7. Select a **date** for the session being created, the default set date is the current time that the system sets. Highlight the concrete date and click the  or  to edit the date you desire or you can edit the time manually.
8. Select the **total question number** from the drop down list **Total Questions**. The maximum number default is 99.

9. Select the question number from **Question #** drop down list. And questions can be answered in any order desired!
10. Select the question mode from the drop down list **Question Mode** for the question you are working on.
11. Select the **Difficulty level** by selecting from the drop down list **Difficulty Level** for the question you are working on.
12. Enter a correct answer for the question you are working on into the box labeled **Correct Answer**. The default is set to **No Answer**.
13. If the question type is single choice or multiple choices, the number of options for the question should be selected from the drop down list **Num of Options**. The default number of options is set to 4.
14. Enter a **point value** for the question you are working on into the box labeled **Point**. The default point value is 10.
15. If you want to associate the question you are working on to a state standard, then you need to select that association from the drop down list **Standard**.
16. The question content is optional. It serves as a hint for the current question. It may also be used as the question comment. Just type in the text or copy and paste the text in the box marked **Question (Optional)**.
17. Select a **student name** and **ID** by clicking the student information row in the **Student Answer** area to enter an individual student answer to the current selected question.
18. Repeat Step 8-17 to finish entering all the student answers to the current selected question.
19. After the settings have been completed, select  to go to the next question, select  to go back to the previous question.
20. Click the **Save & Close** button  to close the window. The saved session data will be recorded in the system database. **If the window is closed without saving, all of the input data will be lost.**

2.4.1.1.2 New Course Grade


The screenshot shows a software window titled "Create" with two tabs: "Create New Session" and "New Course Grade". The "New Course Grade" tab is active. Below the tabs is a "Selection" section containing several input fields: "Session" (a text box), "Type" (a dropdown menu), "Class" (a dropdown menu), "Subject" (a dropdown menu), "Teacher" (a dropdown menu), "Date" (a calendar icon), and "Total Points" (a text box with the value "100"). Below these fields is a table with three columns: "Student ID", "Student Name", and "Student Points". The table is currently empty. At the bottom of the window are two buttons: "Save And Close" and "Close".

To create a new Course Grade, follow these steps:


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

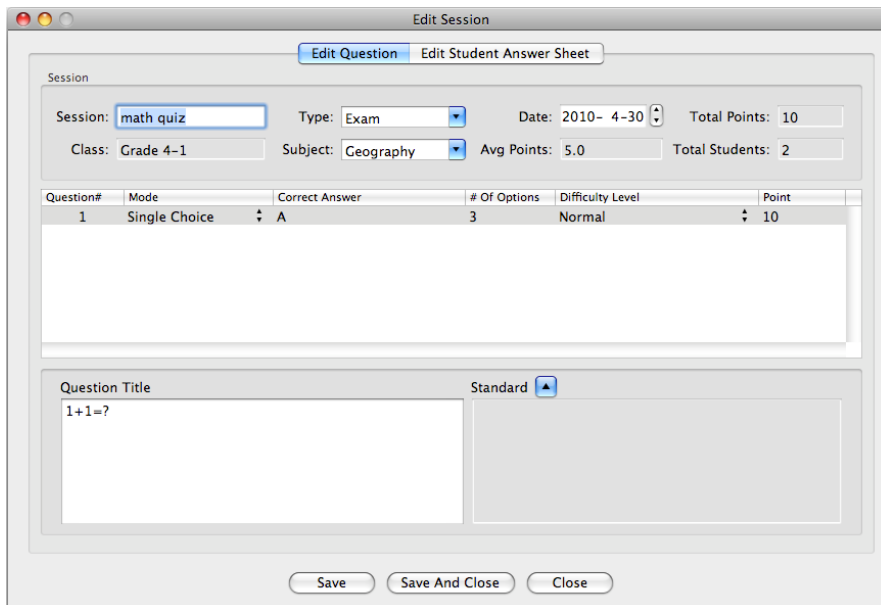
1. Type in a session name into the **Session** box.
2. Select a **type** for the session being created from the drop down list **Type**.
3. Select a **class name** for the session being created from the drop down list **Class**.
4. Select a **subject name** for the session being created from the drop down list **Subject**.
5. Select a **teacher name** for the session being created from the drop down list **Teacher**.
6. Select a **date** for the session being created from the calendar table **Date**.
7. Enter the total points for the new course grade session into the **Total Points** text box. The total points default is 100.
8. Click a student name and enter the student points in the **Student Points** text box.
9. Repeat Step 8 until all of the students points are entered for the new course grade session.
10. Click the **Save** button to save all of the selections and input data for the new session to the system database. **If the window is closed without saving, all of the input data will be lost.**

2.4.1.1.3 Import a data session to the system database from a file

In **Data Manager** groups, click the **Import** button  to open the file browser to import a session stored in a file. The import and save of session data allows you to transfer this data from one computer to another. The saving function allows you retrieve a session from the QClick system database and save it to another file that you have created. The import function allows you to merge the session data from that data file to a different QClick system database. The file takes the extension .dat format. Click the **Import** button to start importing. If the data to be imported is already in the system database, the software will prompt you with a message saying “**The session already exists**”; the importing is still successful.

2.4.1.1.4 Edit a session

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



The screenshot shows the 'Edit Session' window with the 'Edit Question' tab selected. The window contains the following fields and controls:

- Session:** Text field with 'math quiz' entered.
- Type:** Dropdown menu with 'Exam' selected.
- Date:** Date range selector showing '2010- 4-30'.
- Total Points:** Text field with '10' entered.
- Class:** Text field with 'Grade 4-1' entered.
- Subject:** Dropdown menu with 'Geography' selected.
- Avg Points:** Text field with '5.0' entered.
- Total Students:** Text field with '2' entered.

Question#	Mode	Correct Answer	# Of Options	Difficulty Level	Point
1	Single Choice	A	3	Normal	10

Below the table, there is a large empty text area for editing the question content.

At the bottom, there are three buttons: 'Save', 'Save And Close', and 'Close'.

This following section will demonstrate how to:

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

MODIFY SESSION INFORMATION

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

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

RE-ASSIGN THE MODE OF QUESTIONS

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

1. Click the **Edit Question** tab.

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

EDIT QUESTIONS

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

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

Follow these steps to edit a question

1. Click the **Edit Question** tab.
2. Select a question you wish to edit by clicking the question number and highlighting it.
3. Click the **Correct Answer** edit box in the **Questions** area and type in the new answer you desire. If the question type is single or multiple choices, then typing the character should be within the range. For example, with a single choice type of a question with 4 options, the maximum allowed is 'D'.
4. Click the **Difficulty Level** drop down list in the **Questions** area then select a new difficulty level if desired.
5. Click the **Point** edit box in the **Questions** area and type in the new point value you desire.
6. Click the **Standard button** in the **Questions** area and select a new standard level for the question if you choose to associate the standard to **the question**.
7. Click the **Save** button then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.

EDIT STUDENTS ANSWERS

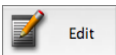
A student answer can be edited and the correct answer changed. To edit a student answer, follow these steps:

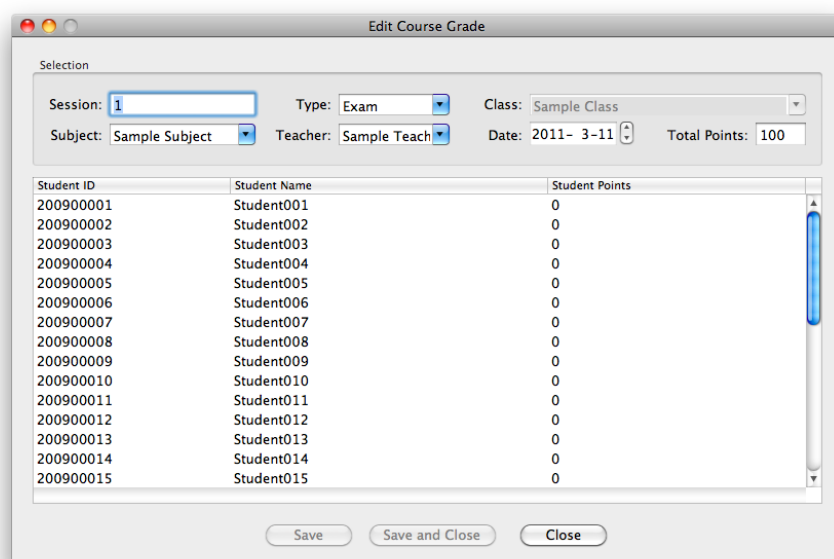
1. Click the **Edit Student Answer Sheet** tab.

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2. Select the student you choose to edit by clicking the student name and highlighting it in the **Student** list window.
3. Select a question you choose to edit by clicking the question number.
4. Click the **Answer** editing box and type in the new correct answer.
5. Click the **Save** button then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.



2.4.1.1.5 Edit Course Grade

Through the filters on the upper right window, select COURSE from the FLAG tab, and then click the **Edit** button  in the Data Manager Group to open the Edit Course Grade window. You can change the session name, session type, subject name and teacher name, if desired. You can also change the student point value by typing the score into the Student Points box.



Student ID	Student Name	Student Points
200900001	Student001	0
200900002	Student002	0
200900003	Student003	0
200900004	Student004	0
200900005	Student005	0
200900006	Student006	0
200900007	Student007	0
200900008	Student008	0
200900009	Student009	0
200900010	Student010	0
200900011	Student011	0
200900012	Student012	0
200900013	Student013	0
200900014	Student014	0
200900015	Student015	0

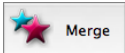
To modify the session information, follow these steps:

1. Move the cursor into the **Session** text box by clicking the session name edit box and then type the text directly into the box to change the session name.
2. Click the **Type** drop down list to select the new type of session if desired.
3. Click the **Subject** drop down list to select a new subject if desired.
4. Click the **Teacher** drop down list to select a new subject if desired.
5. Clicking  or  to edit the date you desire or simply edit the date manually.

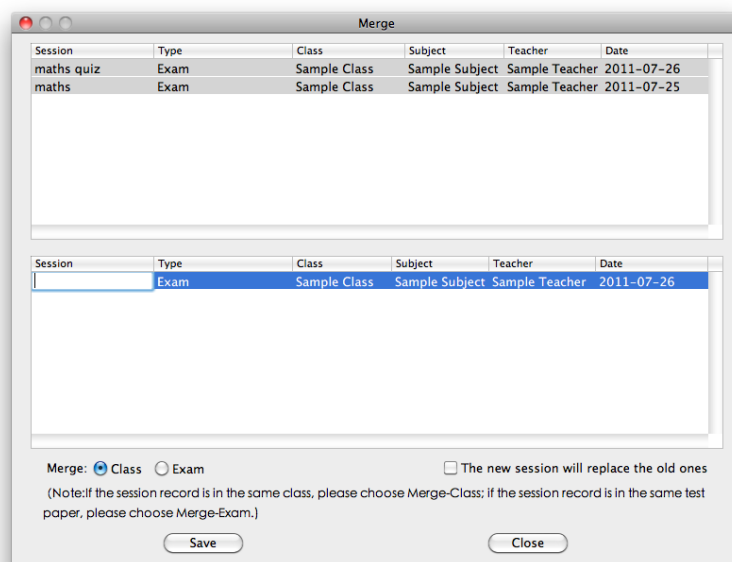
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6. Click the **Total Points** text box to edit the session total points, if desired.
7. Click the student session points you choose to edit; then edit the points in the Students Points text box.
8. Click the **Save** button and then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.

2.4.1.1.6 Merge two or more sessions

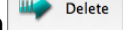
From the session list window, select two or more existing sessions with the same class and subject and then click the **Merge** button  to begin the merging function. The merge function is useful when you have a make-up session but don't want to keep two separate sessions; one for the regular and one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

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




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

2.4.1.1.7 Delete selected sessions

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

1. Select the sessions you wish to delete by holding the **Command** key and click the session you have selected from the list. You may select multiple sessions by holding the **Shift** key and clicking the start and the end session in the list. All of the sessions between the start and the end session will be selected.
2. Click the **Delete** button; the system will prompt you with a message verifying the deletion. Click the **OK** or **Cancel** button to continue or to cancel the deletion.

2.4.1.1.8 Save a session to a file

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

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

2.4.1.1.9 Create Report

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

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- Individual Student Reports
- Class Response Reports
- Question Reports
- Standard Reports

The QClick system generates these reports for the session selected:

- Student Response Result
- Study Guide
- Class Study guide
- Question Report
- Correct Rate Statistics
- Student Session Report
- Class Response Report
- Response Spread Report
- Absentee Report
- Standards Analysis Report
- Personal Standards Report

The QClick system provides these reporting functions.

- Generate reports
- Control of previewing a report
- Export reports to PDF format

All reports include a Report Title which includes:

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

Additionally, each report includes the following:

STUDENT RESPONSE RESULT

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

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

Student Response Result		
Class: Sample Class		
Date: 2011-05-16		
Subject: Sample Subject		
Teacher: Sample Teacher		
Session: 516math		
Report		
(Note: '__' means No Answer, '__N' means you got the chance to answer but did not answer in Rush Quiz Mode		
020 Student020	Total Points:30	
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: 10	
A.400		
B.700		
C.650		
D.500		
E.525		
F.650		
Your Answer:D		✓
2. In a zoo there are 28 animals with 68 feet. If there are only hens and dogs, find the number of hens	Gain: 10	
A.30		
B.43		
C.22		
D.31		
E.21		
F.32		
Your Answer:C		✓
3.The sum of two number is 56 and the difference is 22.Find the larger number	Gain: 10	
A.42		
B.39		
C.22		
D.27		
Created On: 2011-05-17		Page: 1/2

STUDY GUIDE

The **Study Guide** report provides a list of incorrect answers per student. It also provides the information to the instructor which is necessary to develop a study guide for the individual student. The **Study Guide** report includes:

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

Study Guide

Class: Sample Class

Date: 2011-05-16

Subject: Sample Subject

Teacher: Sample Teacher

Session: 516math

Report

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

020 Student020

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: 2011-05-17

Page: 1/1

CLASS STUDY GUIDE

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

- Report Title
- Student name
- Incorrect percentage
- Question number, indicating the correct answer and the incorrect answer per student

Class Study Guide

Class: Sample Class

Date: 2011-05-16

Subject: Sample Subject

Teacher: Sample Teacher

Session: 516math

Report

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

020 Student020

You missed 1 out of 4 questions for 25.0% incorrect.

The question(s) you missed are listed below.

Question#	4
Correct Answer	C
Your Answer	—

Created On: 2011-05-17

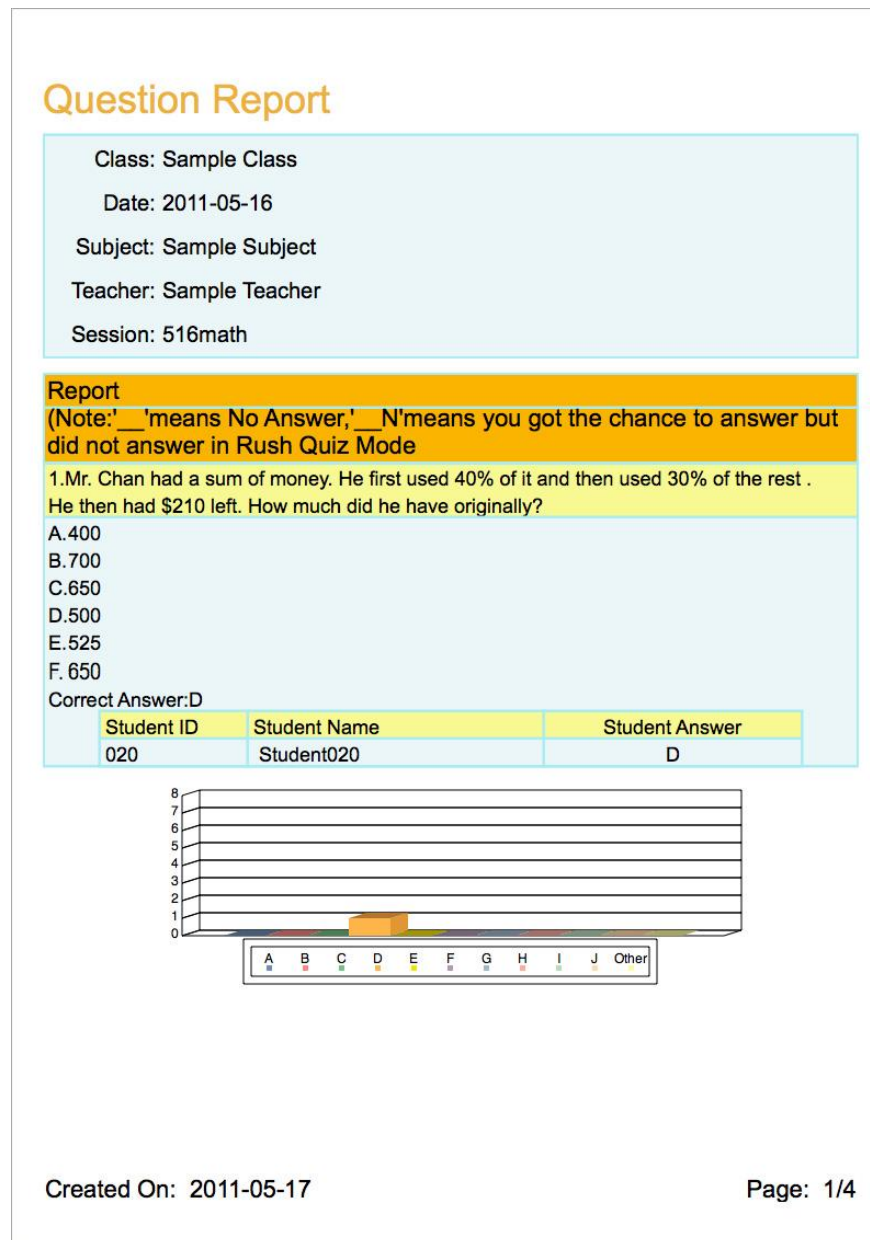
Page: 1/1

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.



CORRECT RATE STATISTICS

The **correct rate statistics** lists the percentage of correct answers for students in a particular time period in the class as well as no response to the question. The background color remains black if there is no response to the question; highlight the correct answer by right clicking on the icon. The **correct rate statistics** list includes:

- Report Title
- Student answer time and individual answers
- Correct rate for particular answer time

Correct Rate Statistics			
Class: Sample Class			
Date: 2011-05-16			
Subject: Sample Subject			
Teacher: Sample Teacher			
Session: 516math			
Question 1			
(Note: '___' means No Answer, '___N' means you got the chance to answer but did not answer in Rush Quiz Mode)			
0~5 seconds			
Q#	Student	AnswerTime	Points
1	Student001	0s	0
Answer ___			
1	Student002	0s	0
Answer ___			
1	Student003	0s	0
Answer ___			
1	Student004	0s	0
Answer ___			
1	Student005	0s	0
Answer ___			
1	Student006	0s	0
Answer ___			
1	Student007	0s	0
Answer ___			
1	Student008	0s	0
Answer ___			
1	Student009	0s	0
Answer ___			
1	Student010	0s	0
Answer ___			
1	Student011	0s	0
Answer ___			
Created On: 2011-05-17		Page: 1/16	

STUDENT SESSION REPORT

The **Student Session Report** lists students overall performance in the session. This list includes:

- Report Title
- Student name and ID
- Correct answer ratio relating to the total number of questions.
- Correct answer percentage.
- Total points for student performance in the Session

Student Session Report

Class: Sample Class

Date: 2011-05-16

Subject: Sample Subject

Teacher: Sample Teacher

Session: 516math

Report

Student ID	Student Name	Correct Ratio	Correct(%)	Total Points
020	Student020	3/4	75	30

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CLASS RESPONSE REPORT

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

The **Class Response** report list includes:

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

Class Response Report		
Class: Sample Class		
Date: 2011-05-16		
Subject: Sample Subject		
Teacher: Sample Teacher		
Session: 516math		
Report		
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.400		0.0%
B.700		0.0%
C.650		0.0%
D.500		3.0%
E.525		0.0%
F.650		0.0%
2. In a zoo there are 28 animals with 68 feet. If there are only hens and dogs, find the number of hens		
A.30		0.0%
B.43		0.0%
C.22		3.0%
D.31		0.0%
E.21		0.0%
F.32		0.0%
3.The sum of two number is 56 and the difference is 22.Find the larger number.		
A.42		0.0%
B.39		3.0%
C.22		0.0%
D.27		0.0%
E.36		0.0%
F.33		0.0%
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%		0.0%
B.20%		0.0%
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RESPONSE SPREAD REPORT

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

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

Response Spread Report

Class: Sample Class

Date: 2011-05-16

Subject: Sample Subject

Teacher: Sample Teacher

Session: 516math

Single Answer Question Mode Only (Note: '-' means the question mode is not the single answer) Unit: %

Q#	A	B	C	D	E	F	G	H	I	J	Other
1	0.00	0.00	0.00	3.03	0.00	0.00	0.00	0.00	0.00	0.00	96.97
2	0.00	0.00	3.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.97
3	0.00	3.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96.97
4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

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ABSENTEE REPORT

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

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

Absentee Report	
Class: Sample Class	
Date: 2011-05-16	
Subject: Sample Subject	
Teacher: Sample Teacher	
Session: 516math	
Absentee List	
Student ID	Student Name
001	Student001
002	Student002
003	Student003
004	Student004
005	Student005
006	Student006
007	Student007
008	Student008
009	Student009
010	Student010
011	Student011
012	Student012
013	Student013
014	Student014
015	Student015
016	Student016
017	Student017
018	Student018
019	Student019
021	Student021
022	Student022
023	Student023
024	Student024
025	Student025
026	Student026
027	Student027
Created On: 2011-05-17	
Page: 1/2	

STANDARDS ANALYSIS REPORT

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

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

Standards Analysis Report

Class: Sample Class

Date: 2011-05-16

Subject: Sample Subject

Teacher: Sample Teacher

Session: 516math

REPORT

Code	Standard	Correct(%)
FL.LA.7.6.4	Information and Media Literacy - Technology: The student develops the essential technology skills for using and understanding conventional and current tools, materials and processes	200.0
LA.7.6.4.2	The student will evaluate and apply digital tools (e.g., word processing, multimedia authoring, web tools, graphic organizers) to publications and presentations. materials correlated to this standard	100.0

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PERSONAL STANDARDS REPORT

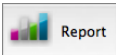
The **personal standards** report provides the code, standard and the percentage of correct response to each student if the question is associated to a standard. The Personal Standards report includes:

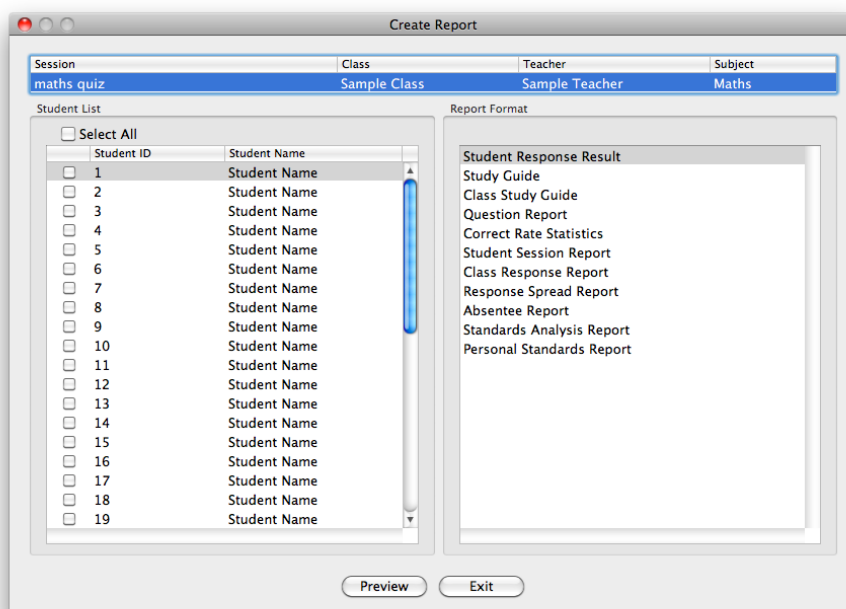
- Report Title
- Code and standard associated to the question
- Percentage of correct responses to each student

Personal Standards Report		
Class: Sample Class		
Date: 2011-05-16		
Subject: Sample Subject		
Teacher: Sample Teacher		
Session: 516math		
REPORT		
Code	Standard	Correct(%)
001 Student001		
FL.LA.7.6.4	Information and Media Literacy - Technology: The student develops the essential technology skills for using and understanding conventional and current tools, materials and processes	0.0
LA.7.6.4.2	The student will evaluate and apply digital tools (e.g., word processing, multimedia authoring, web tools, graphic organizers) to publications and presentations. materials correlated to this standard	0.0
002 Student002		
FL.LA.7.6.4	Information and Media Literacy - Technology: The student develops the essential technology skills for using and understanding conventional and current tools, materials and processes	0.0
LA.7.6.4.2	The student will evaluate and apply digital tools (e.g., word processing, multimedia authoring, web tools, graphic organizers) to publications and presentations. materials correlated to this standard	0.0
003 Student003		
FL.LA.7.6.4	Information and Media Literacy - Technology: The student develops the essential technology skills for using and understanding conventional and current tools, materials and processes	0.0
LA.7.6.4.2	The student will evaluate and apply digital tools (e.g., word processing, multimedia authoring, web tools, graphic organizers) to publications and presentations. materials correlated to this standard	0.0
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GENERATE REPORTS

To generate a report, follow these steps:

1. Click a session you wish to generate a report from.
2. Click the Report button  in the Create Report group.
3. The Create Report window appears the session name, class and teacher name and subject name for the selected session are displayed on the top of the window. The list of students in the class is displayed in the **Student List** window and all of the available report formats are displayed in the **Report Format** window.





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







CONTROL OF PREVIEWING A REPORT

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



-  Go to the **first** page of report viewing
-  Go to the **previous** page of report viewing

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-  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 popup dialogue window
-  Select a zoom control from the **Zoom** drop-down list to properly view a report.
-  **Export** a preview report to PDF format
-  Export a preview report to *.csv format

EXPORT REPORTS

The preview report can be exported to this third-party software application:

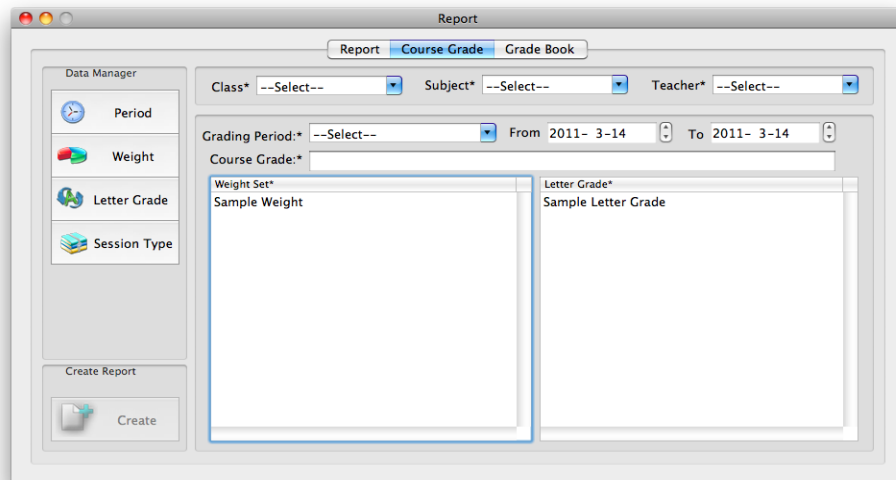
- *.pdf
- *.csv

To export a preview report, follow these steps:

1. From the tool bar on the **Create Report** preview window, click the **Export Icon**  
2. The **Export Report** file browser window will be displayed.
3. Type in the file name of the exporting report in the File Name text box.
4. Click the **Save** button to begin exporting. If the preview report is long, it may take some additional time to export.

2.4.1.2 Course Grade

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



Data Manager

- Period
- Weight
- Letter Grade
- Session Type

Create Report

Course Grade session data are stored when a session activities is completed. The course grade session data may include the detailed question information and the answer and score to each question, like the report session data or may just contain the overall grade information for the session not associated with any question. For example, the course grade session is about an overall lab grade. The QClick **Course Grade**→ **Create Report** generates reports from the **Weight Set** and **Letter Grade** associated to the group. (See the detail about how to set up the **Weight** and **Letter Grade** in the **Course Grade set up** session.) The **Weight** setting should match the selection of the course grade sessions. For example, if a **Weight** setting includes the attribute of “Attendance” in the list, then the selection of the group of **Course Grade** should include a session with a type of “Attendance”. Click the **Create Report** tab to enter the **Session Select** window.

- Progressive Report
- Academic Summary
- Course Grade Summary
- Class Grade Report

In the **Course Grade** tab window, 4 filters allow you to select a group of course grade sessions for generating the course grade book. These filters are:

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

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

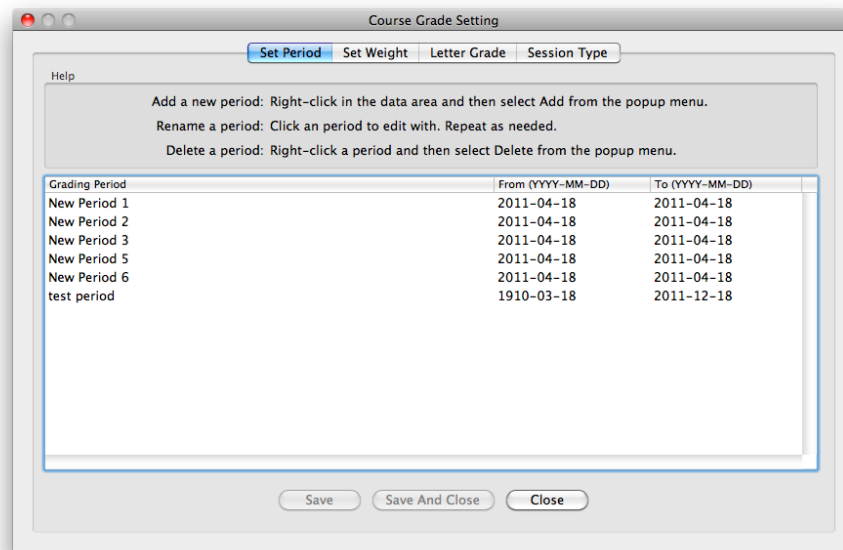
- **Weight Set**– Select in the **Course Grade** window; this sets the weight percentage in the course grade book for a type in the course grade sessions.
- **Letter Grade** –Select in the **Course Grade** window; this associates letters to the final score of the group in the course grade sessions.

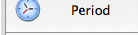
2.4.1.2.1 Course Grade Set Up

The QClick course grade setup interface provides users a method of defining the setup for generating a grade book. To generate a grade book, firstly choose the class name, subject, teacher and grading period from the drop down list. Next, determine how to calculate the final score based on these sessions. The weight set and letter grade will allow you to select a list from. The course grade setup also provides a method to define a list of session types. For example, you may define several exams in one semester into types, Term1 exam, Term2 exam, Mid Term exam, and final Term exam. The Session Type provides an interface to define a list of types to be used in the weight setting. Finally, the course grade setup provides a letter grade setup to output the letter grade based upon your setup parameters. To enter the Course Grade set up, click the item button you wish to set under the **Data Manager** group. The Course Grade set up includes:

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

To set up a grading period, follow these steps:



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

To set up a weight, follow these steps:

Course Grade Setting

Set Period | **Set Weight** | Letter Grade | Session Type

Help

Add a new weight:
 1. Select the Template in the Weight List.
 2. Select and enter items in the Option.
 3. Click Add button.

Edit a weight:
 1. Select a weight item from the weight list.
 2. Check the desired session type.
 3. Double click Weight item to edit.

Delete a weight:
 Right-click a weight and select Delete from the popup menu.

Weight List

Template
Smapple Weight

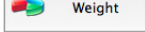
Option

Class: All
 Subject: All
 Teacher: All

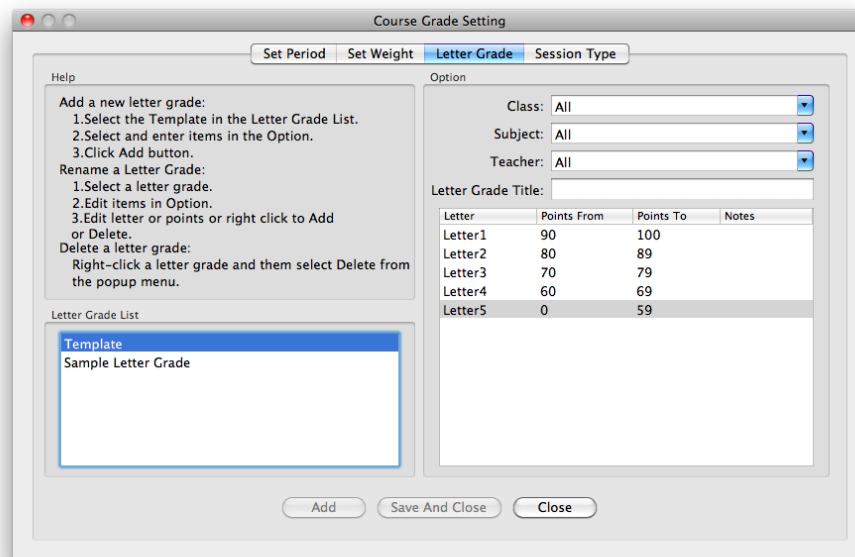
Weight Title: Smapple Weight Total: 100.0%

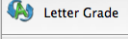
Select	Session Type	Weight
<input type="checkbox"/>	Attendance	0.0
<input checked="" type="checkbox"/>	Exam	50.0
<input type="checkbox"/>	Game	0.0
<input checked="" type="checkbox"/>	Homework	50.0
<input type="checkbox"/>	Lab	0.0
<input type="checkbox"/>	Other	0.0
<input type="checkbox"/>	Participation	0.0

Save Save And Close Close

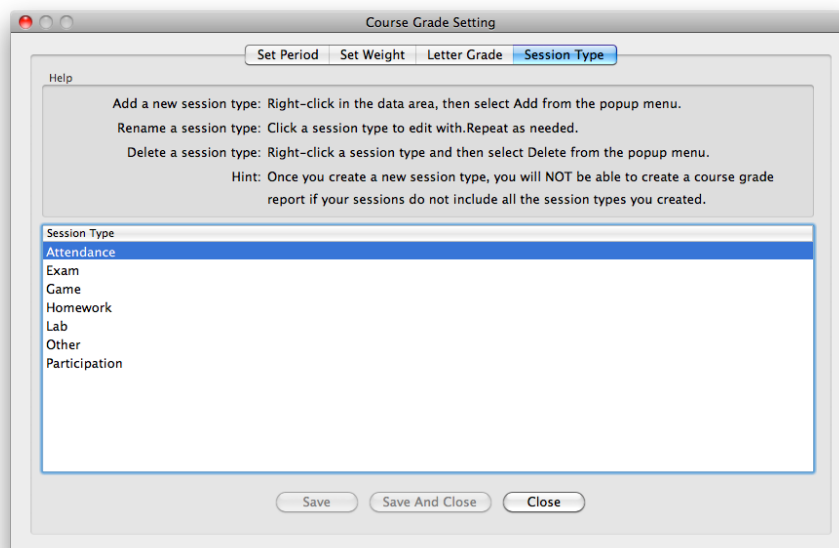
1. Click the **Weight** button  in the **Data Manager** group, the Set Weight window appears.
2. The text box window on the upper left corner provides a summarized help guide showing how to add a new weight setup, and how to edit and delete an existing weight setup.
3. To **add** a new weight setup,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

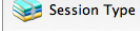
To set up a letter grade, follow these steps:



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

To set up a session type, follow these steps:



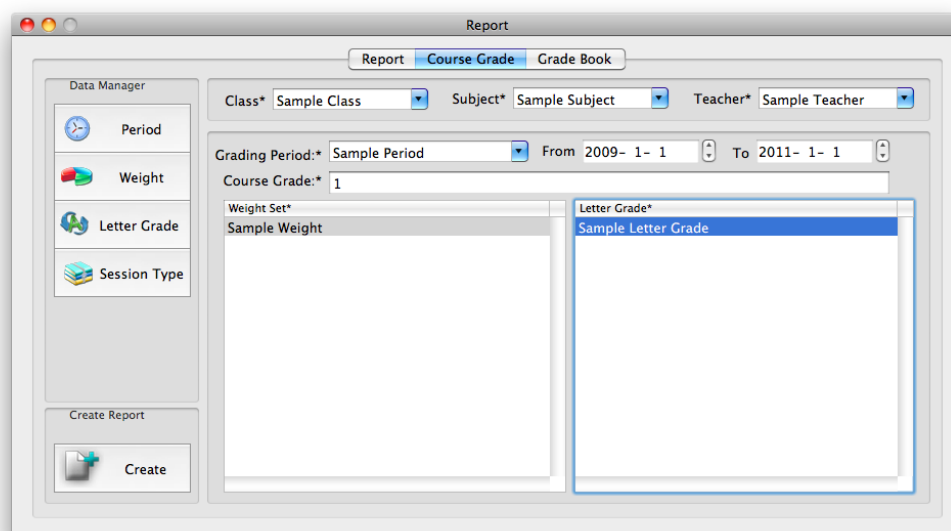
1. Click the **Session Type** button  in the **Data Manager** group, the Session Type window will appear.
2. The text box window on the top provides a summarized help guide showing how to add a new session type, and how to edit and delete an existing session type.
3. To **add** a new session, right click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

2.4.1.2.2 Create Course Grade Report

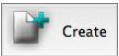
The QClick Course Grade system generates a course grade report using the student class performance data. Usually, the course grade report covers a period of time, which includes many completed session data in the period. Typically this period would be a semester. The generation of the course grade book is based upon the weight set up for each type of session included in the period defined. For detail on how to set up the weight, please check the session 2.4.1.2.1 **Course Grade Set Up**.

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


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



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

1. Under the report window select the **Course Grade** window tab.
2. Select a class name from the **Class** drop-down list.
3. Select a subject name from the **Subject** drop-down list.
4. Select a teacher name from the **Teacher** drop-down list.
5. Select a grading period from the **Grading Period** drop-down list.
6. Enter the Course Grade book name in the **Course Grade** text box
7. Select a weight set for the Course Grade report from the **Weight Set**.
8. Select a letter grade set for the Course Grade report from the **Letter Grade** text box.
9. Click on the button  to begin create the report.

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

Click the **Create**  button under the **Create Report** group. If there are no errors involving the weight setting, the **Session Select** window will be displayed.

The Session Select window displays the following data:

Session Type	Weight
Exam	100

Letter	Points From	Points To
Letter1	90	100
Letter2	80	89
Letter3	70	79
Letter4	60	69
Letter5	0	59

Grade	Session	Class	Subject	Type	Teacher	Points	Total Students	Avg	Date
<input type="checkbox"/>	math0809	Sample...	Maths	Exam	Sample...	50	40	0.8	2011-08-08
<input type="checkbox"/>	maths quiz	Sample...	Maths	Exam	Sample...	50	40	1.2	2011-08-08

Buttons: Preview, Close

The **Session Type**, **Weight** and **Letter Grade** will be listed on the top of the window. According to the session type listed above, select session(s) with the same type(s) listed below. Click the button **Preview** to open the **Create Course Grade Report** window. These are the four reports for the Course Grade:

The Create Course Grade Report window displays the following information:

Course Grade: Maths Class: Sample Class

From: 2011-08-08 To: 2011-08-08 Subject: Maths

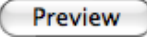
Total Students: 40 Average: 1.5 Teacher: Sample Teacher

Student	Exam	Total	Grade
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	60	60	Letter4
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5

Buttons: Preview, Save, Close

1. **Progressive Report** – Lists each session points for a student and the session class average points before the weight setting is applied.
2. **Academic Summary** – Lists each type of session average points for a student and the class average point for this type of session before the weight setting is applied.

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

Select one of these four reports and click on the **Preview**  button to preview the Course Grade Report. The preview report can be exported to PDF file.

To preview the report and export the preview report, please refer to the session **2.4.1.1.9 Create Report** about the portion **EXPORT REPORTS** and **CONTROL OF PREVIEWING REPORT**.

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

1. Follow the above 9 steps to generate a **Course Grade Report**, open the **Create Course Grade Report** window.
2. Click **Progressive Report** from the four reports listed in the window.
3. Select the student you choose to report by clicking on the student name in the **Course Grade Report** list.
4. Click the **Preview** button and the **Progressive Report** window for the student will be displayed.

Mathematics Subject Progressive Report

sample course grade

Student: Brittany Garcia	Student ID: 200901001
Class: Grade 4-1	Class Avg: 75.0
Subject: Mathematics	Student Avg: 100.0
Teacher: Mr. Green	Total Sessions: 2
Total Points: 100.0	Grading Period: 2010-01-30~2010-04-30

Report				
Session	Session Type	Points	Session Avg	Date
EQWEW	Homework	100.0	10.0	2010-04-30
math quiz	Exam	100.0	5.0	2010-04-30

Missed Session(s)	
Session Title	Session Date

Teacher Signature/Date	Parents Signature/Date
------------------------	------------------------

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

1. Follow the above 9 steps to generate a **Course Grade Report**, open the **Create Course Grade Report** window.
2. Click the **Academic Summary** from the four reports listed in the window.
3. Select the student you choose to report by clicking on the student name in the **Course Grade Report** list.
4. Click the **Preview** button and the **Academic Summary** window for the student will be displayed.

Academic Summary Report

sample course grade

Student: Brittany Garcia	Student ID: 200901001
Class: Grade 4-1	Class Avg: 75.0
Subject: Mathematics	Student Avg: 100.0
Teacher: Mr. Green	Total Sessions: 2
Total Points: 100.0	Grading Period: 2010-01-30~2010-04-30

Report		
Session Type	Student Points	Session Avg
Homework(1)	100.0	10.0
Exam(1)	100.0	5.0

Missed Session(s)	

Teacher Signature/Date	Parents Signature/Date

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

1. Follow the above 9 steps to generate a **Course Grade** Report then, open the **Create Course Grade Report** window.
2. Click **Course Grade Summary** from the four reports listed in the window.
3. Select the student you wish to report by clicking on the student name in the **Course Grade** Report list.
4. Click the **Preview** button and the **Course Grade Summary** window for the student will be displayed.

Course Grade Summary

sample course grade

Student: Brittany Garcia	Student ID: 200901001
Class: Grade 4-1	Total Days: 90
Subject: Mathematics	Absent Days: 0
Teacher: Mr. Green	Grading Period: 2010-01-30~2010-04-30

Report		
Session Type	Student Points	Student Grade
Homework(1)	100.0	A
Exam(1)	100.0	A
Final	100.0	A

Teacher Signature/Date	Parents Signature/Date
------------------------	------------------------

Created On: 2010-04-30

Page: 1/1

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

1. Follow the above 9 steps to generate a **Course Grade Report**, open the **Create Course Grade Report** window.
2. Click **Class Grade Report** from the four reports listed in the window.
3. Select the student you wish to report by clicking on the student name in the **Course Grade Report** list.
4. Click the **Preview** button and the **Class Grade Report** window for the class will be displayed.

Class Grade Report

sample course grade

Class: Grade 4-1

Subject: Mathematics

Teacher: Mr. Green

Class Avg: C

Grading Period: 2010-01-30~2010-04-30

Smample Weight:
Exam(50%)
Homework(50%)

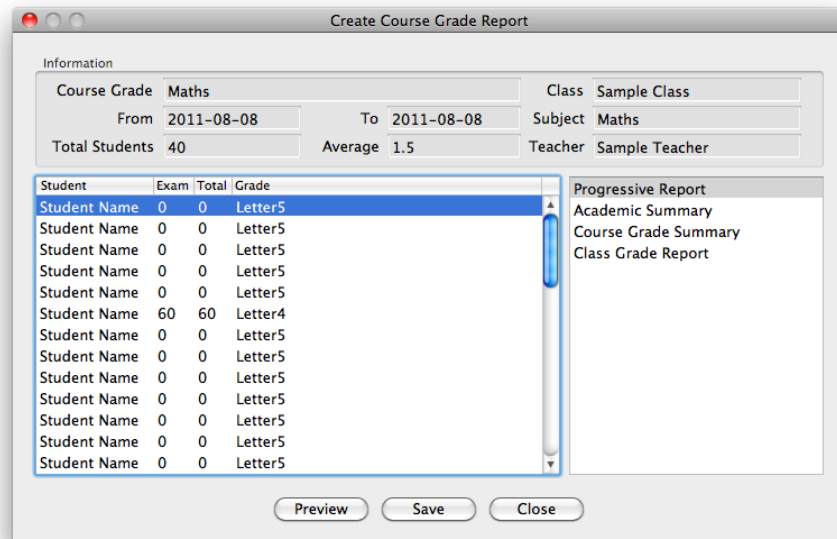
Sample Letter:
A(90-100);B(80-89);C(70-79);D(60-69);E(0-59);

Report		
Student Name	Student Points	Session Grade
Brittany Garcia	100.0	A
Willy Nelson	50.0	E

Created On: 2010-04-30

Page: 1/2

2.4.1.2.3 Save Course Grade



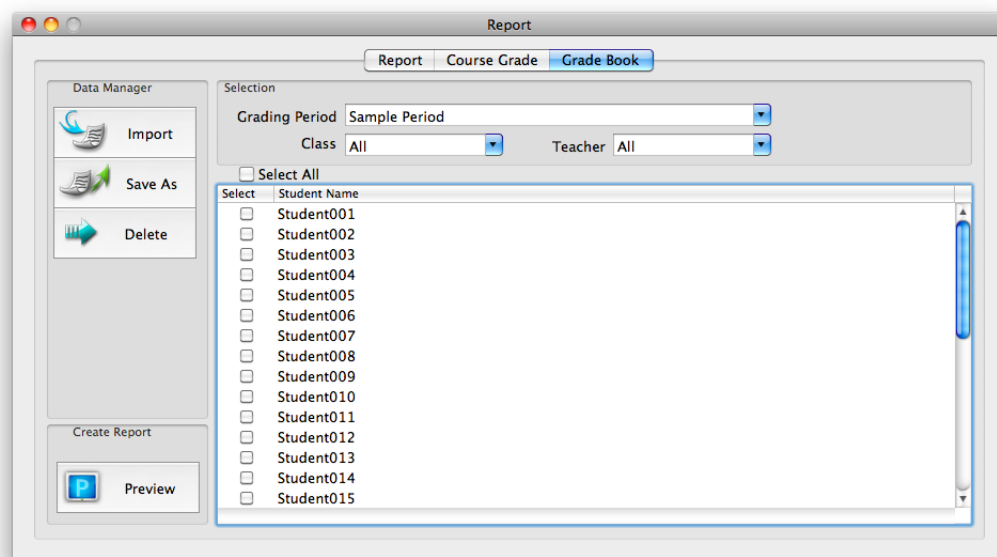
The 'Create Course Grade Report' window displays a form for entering course information and a table of student grades. The form includes fields for Course Grade (Maths), Class (Sample Class), From (2011-08-08), To (2011-08-08), Subject (Maths), Total Students (40), Average (1.5), and Teacher (Sample Teacher). The table lists 15 students with columns for Student Name, Exam, Total, and Grade. The first 14 students have a grade of Letter5, and the 15th student has a grade of Letter4. A 'Progressive Report' section on the right lists 'Academic Summary', 'Course Grade Summary', and 'Class Grade Report'. Buttons for 'Preview', 'Save', and 'Close' are at the bottom.

Student	Exam	Total	Grade
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	60	60	Letter4
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5
Student Name	0	0	Letter5

Under Create Course Grade Report window, press the **Save** button to save the course grade, the system will automatically generate a grade book of the saved session.

2.4.1.3 Grade Book

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



The 'Report' window shows the 'Grade Book' tab selected. It features a 'Data Manager' section on the left with 'Import', 'Save As', and 'Delete' buttons. The 'Selection' section includes 'Grading Period' (Sample Period), 'Class' (All), and 'Teacher' (All). A 'Select All' checkbox is present. Below is a list of 15 students (Student001 to Student015) with checkboxes for selection. A 'Create Report' section at the bottom left has a 'Preview' button.

Data Manager

1. Import a grade book to the system database from a file
2. Save a grade book to a file
3. Delete a grade book in the system database


Create Report

Select the grading period you wish to create from the **Grading Period** drop-down list. Select the students you wish to create in the grade book from the student list window. And select the class and teacher you wish to create from the drop down list. In the **Create Report** group click the **Preview**




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

2.4.1.3.1 Import a grade book to the system database from a file

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

2.4.1.3.2 Save a grade book to a file

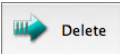
Select a grading period you choose to save from the **Grading Period** drop-down list. In the **Data**

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

1. Under the report window select the **Grade Book** window tab.

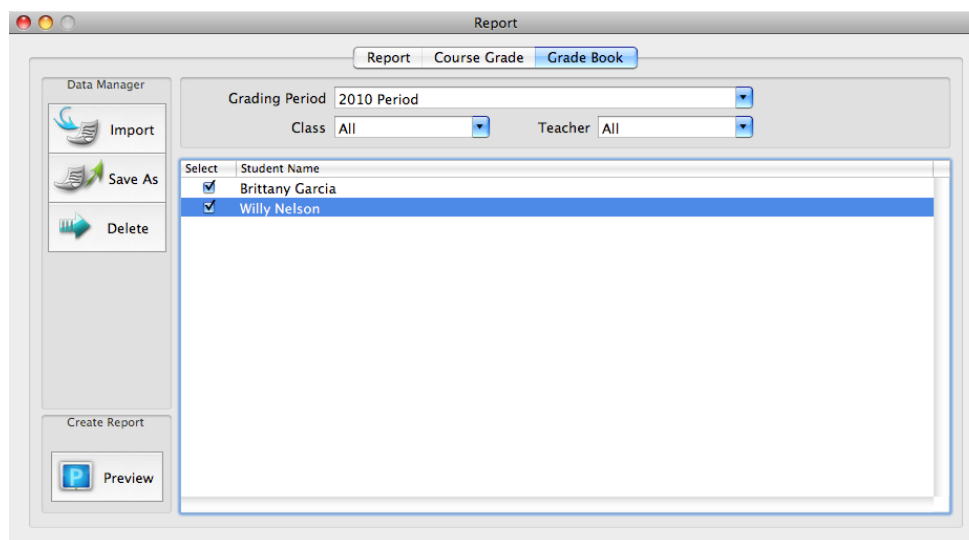
2. Click the **Grading Period** drop down list and select the period you choose to save.
3. Click the **Save As** button to open the subject selection dialog window.
4. Select one or more subjects in the subject selection dialog window and click the **OK** button.
5. The file browser is open allowing you to provide a dedicated file name and path to save the grade book data into.
6. Click the **Save** button to start saving.


2.4.1.3.3 Delete a grade book in the system database

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

1. Click the **Grading Period** drop down list and select the period you choose to delete.
2. Click the **Delete** button to open the subject selection dialog window.
3. Select one or more subjects in the subject selection dialog window and click the **OK** button.
4. The deletion confirmation message window is open to ask whether you want to delete or not.

2.4.1.3.4 Create Grade Book Report




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

report is actually the report card that includes the period, a list of subjects the student has taken and the student score and letter grade for each subject. To control viewing the preview report and how to export the preview report, please refer to session **2.4.1.1.9 Create Report** about the portion **EXPORT REPORTS and CONTROL OF PREVIEWING REPORT**.

To generate a student report card, follow these steps:

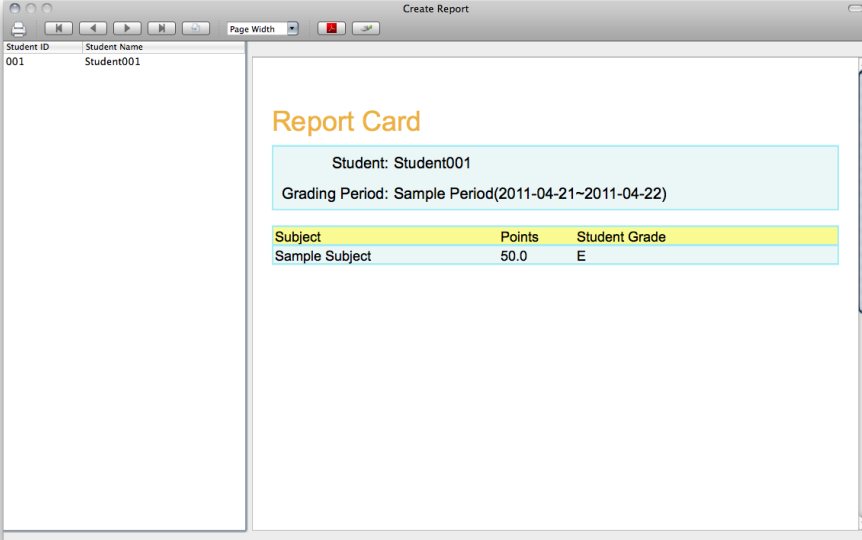
1. Under the report window select the **Grade Book** window tab.
2. Select a grading period from the **Grading Period** drop-down list.
3. Select a class name from the **Class** drop-down list, if you don't want the class to filter the student list, select "All" from the list. (if desire)
4. Select a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

PRINT REPORT CARD

Click on the printer icon  on the menu bar at the top of the Create Report window. The printer selection window will be displayed.

EXPORT REPORT CARD

The preview report can be exported to *.pdf file and *.csv file.



The screenshot shows a software window titled "Create Report". On the left, there is a table with two columns: "Student ID" and "Student Name". It contains one row with the values "001" and "Student001". On the right, a preview of a report card is displayed. The report card has a title "Report Card" in orange. Below it, a light blue box contains the text "Student: Student001" and "Grading Period: Sample Period(2011-04-21~2011-04-22)". Below this box is a table with three columns: "Subject", "Points", and "Student Grade". The table has one data row with the values "Sample Subject", "50.0", and "E".


Student ID	Student Name
001	Student001

Report Card

Student: Student001
Grading Period: Sample Period(2011-04-21~2011-04-22)

Subject	Points	Student Grade
Sample Subject	50.0	E

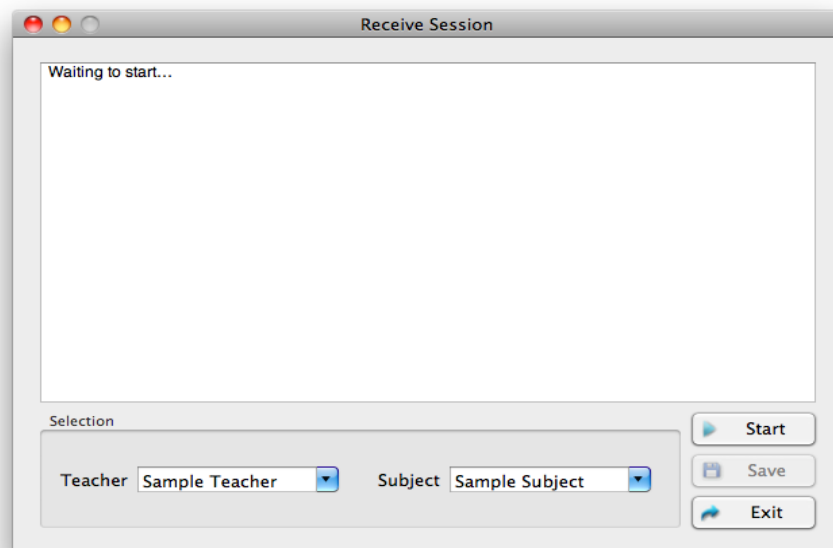
To export a preview report, follow these steps:


1. From the tool bar on the **Create Report** preview window, click the **Export Icon** .
2. The **Export Report** file browser window will be displayed.
3. Type in the file name of the exporting report in the **File Name** text box.
4. Click the **Save** button to begin exporting. If the preview report is long, it may take some additional time to export.

2.4.2 Session



Under the instructor keypad *session* mode, the instructor keypad plays the role of the main receiver, working as the host to directly receive the student keypad responses in a quiz session. However after the conducting quiz session is completed, the student performance session data are only stored in the instructor keypad. There is need to upload the session data into the QClick system database. The interface of **Receive Session Data** allows you to upload the session data from the instructor keypad into the system database. To upload the session data, follow these steps:

Under the **Reports Tab** window, click **Session** button to display the **Receive Session** window.

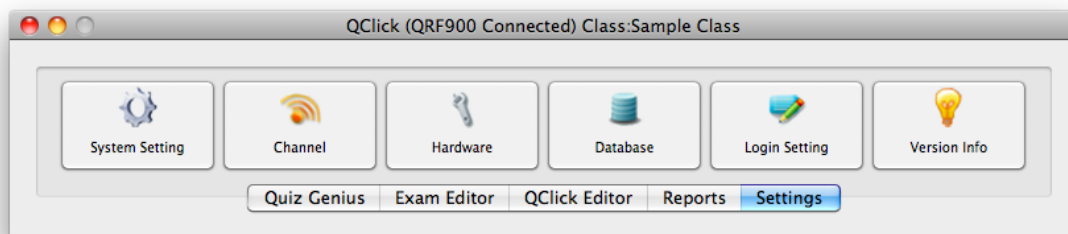


In the **Receive Session** window, select the teacher and the subject associated with the session being uploaded from the **Teacher** and the **Subject** drop-down list. Click the **Start**  button to start the uploading.

The **Receive Session** window will display "Session Info Receiving...". Select *session mode* in the instructor keypad and then select the function **Upload Session**. Refer to **Part3.Hardware & System Installation Illustration: session 3.2.2.5.3 Upload Session** for detail instructions.

After the uploading is completed, click the **Save**  **Save** button to save the uploading session data into the system database. When you click the **Exit**  **Exit** button to exit the **Receive Session** window without saving the uploading session data, the software will prompt you to save the data. If you don't save the uploading session data, the data will be lost.

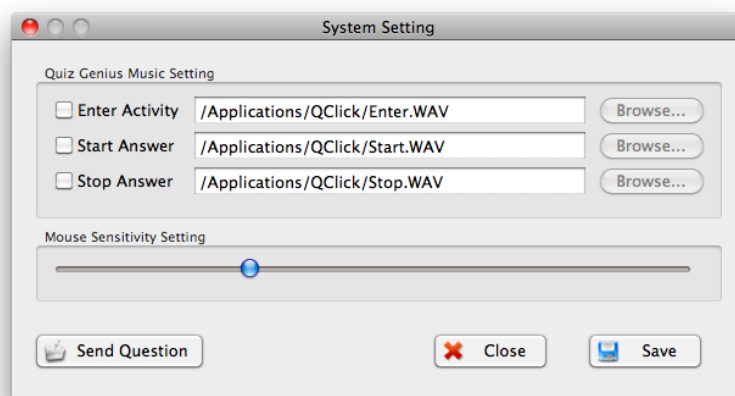
2.5 Settings



2.5.1 System Setting:

The System setting contains **Quiz Genius Music Setting** and **Mouse Sensitivity Setting**.


Quiz Genius Music Setting allows the selection of sounds to be used when entering a quiz, starting a quiz, and completing a quiz. If the check box is not checked, the sound will be muted for that activity.



To set up the audio sounds, follow these steps:

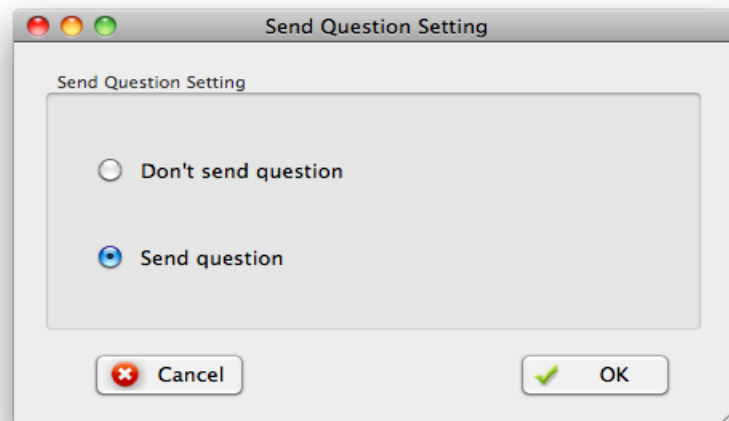
1. Select **Settings** Tab.

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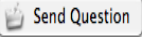
2. Click the **System Setting**  icon; this will display the **System Settings** window.
3. Click on the sound activity check boxes you desire and the **Browse...** button will be displayed. Click the **Browse** button; this will display the sound file browser. Select the desired sound file for the activity and then click the **Save** button to save it into the system.
4. Repeat Step 3, if you desire to set up additional sounds for other activities.

Mouse Sensitivity Setting allows the sensitivity setting for a mouse used by the instructor. To set up the remote mouse sensitivity, move the cursor onto the indicator on the **Mouse Sensitivity Setting** level bar, and then click and hold the left mouse button to drag the level indicator to the left or right for decreasing or increasing the remote mouse sensitivity.

Send Question Setting can be used for sending questions while running a quiz.

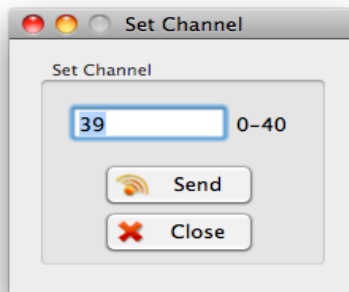


Follow these steps for **Send Question Setting**:


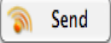
1. Click **Send Question** button  to display the Send Question Setting window.
2. Check the needed setting, click **OK** button.
3. Click **Save** button on System Setting window to save the setting. Then click **Close** button to close the System Setting window.

2.5.2 Channel

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 delivered. Using the QRF900 system, any changes to the main receiver channel number will not affect the instructor and student keypad communication because the keypad will automatically search for the main receiver channel.



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


1. Select the **Settings** Tab.
2. Click the **Channel**  icon; this will display the **Set Channel** window.
3. If a main receiver is plugged into a USB port, the channel number of the receiver will be displayed on the **Set Channel** text box. Click on the text box to enter the channel number you desire for the main receiver. Then click on the **Send**  button to send the change to the main receiver. The valid channel number is 0 to 40.

2.5.3 Hardware Test:

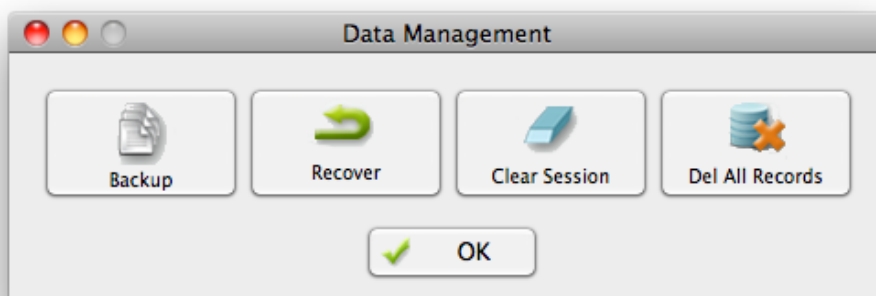
The **Hardware Test** is used to check the communication of the main receiver, instructor remote control, and the student keypad.

 A window titled "Hardware Test" containing a grid of 100 rows and 4 columns, each labeled "Student ID". The rows are numbered 1 through 100. At the bottom left, there is a field labeled "Hardware CH:" with the value "39". At the bottom right, there are four buttons: "Prev", "Next", "Reset" (with a circular arrow icon), and "OK" (with a green checkmark icon).

To use the hardware test tool, follow these steps:

1. Select **Settings** Tab.
2. Click the **Hardware**  icon; this will display the **Hardware Test** window.
3. When the main receiver is plugged into a USB port, the channel number of the receiver will be displayed on the **Hardware Channel** text box.
4. Using the instructor remote control or the student keypad, select the hardware test menu. Refer to the instructor and student hardware manual for details regarding how to enter the hardware test menu. Then select the same channel number as the one displayed on the **Hardware Channel** text box.
5. If the word “**Teacher**” or the **Student ID** number for the student keypad displays on the student ID list window, the communication between the main receiver and PC and the communication between the main receiver and the instructor remote or the student keypad are successful. If these do not display, the hardware test has failed. The failure could be from the main receiver or from the instructor or the student keypad.
6. Click the **OK** button to close the hardware testing.

2.5.4 Database Management:



The QClick system database management will perform some basic database management operations including database backup and recovery. Additionally, you can also perform basic data clean up such as deleting session test data, deleting students, teachers, classes, and subjects records. Please use caution in backing up important data and information before using the data clean up, once the data or records are purged, there is no way to rollback deleted information.

2.5.4.1 Database Backup:

Backup the current database to a file which can be used for recovery. Remember the login information for later use when you need to access the recovery information from this backup file.

2.5.4.2 Database Recover:

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

Caution: *All records in the current database will be lost after the recovery operation. Please change the login information immediately.*


2.5.4.3 Clear Session:

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


To use the database management tool, follow these steps:

1. Select **Settings** Tab.


2. Click the **Database**  icon; this will display the **Data Management** window.

3. Click the **Backup**  button, if you desire to backup the current database.

The backup file browser will be displayed allowing you to select the desired file to use for the backup.

4. Click the **Recover** button , if you want to recover the database from a file.


The recover file browser will be displayed allowing you to select the file for recovery.

5. Click the **Clear Session** button ; if you want to clear all test data from a session.

The software will prompt you to backup the current database first.

Note: *The cleared session test data cannot be recovered without backing the database containing the session test data.*

2.5.4.4 Del All Records:

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

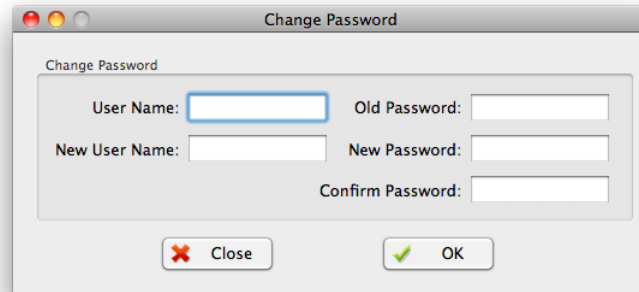
Note: *The delete all records cannot be recovered without backing up the database containing the records.*

2. Click the **OK** button to close the **Data Management** window.


2.5.5 Login Setting:

The default login name and password are: **Login:** qomo; **Password:** qomo. It is recommended to change these settings after the first time using the QClick software.

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

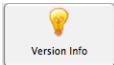
1. Select the **Settings** Tab.
2. Click the **Login Setting**  icon; this will display the **Change Password** window.
3. Enter the current user name and the password and then enter the new user name and the new password. The new password needs to be re-entered to confirm the charge.
4. Click the **OK** button to save it into the system.

2.5.6 Version Info:

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



To view the version information, follow these steps:

1. Select the **Settings** Tab window.
2. Click the **Version Info**  icon; this will display the **Version Info** window. The information for the Windows Operating System version, the host main receiver hardware version and the current QClick software version will displayed in this window.
3. Click the **OK** button to close the **Version Info** window.

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Part 3. Hardware & System Installation Illustration

3.1 Student keypad

3.1.1 Specifications

Dimensions (Lx Wx H): 5 inches x 2 inches x 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. 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













1. **LCD:** Color display
2. **Power:** Turns the unit on and off
3. **Left Soft Key** : Confirms the operation

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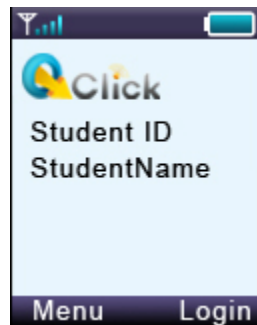


which appears on the bottom left of the screen

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**  : Confirms a selection or enters into the main menu
8. **Right Key**  : Scrolls to the right
9. **Del Key**  : 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**  : 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**  : Used to enter the plus "+", the minus "-" or the decimal point "." signs
14. **Shift Key**  : Toggles between upper and lower case letters during typewriting functions
15. **Operation Key**  : Used to enter a space, the division "/" or the asterisk "*" signs
16. **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 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” .




3.1.2.2.2 Menu Screens



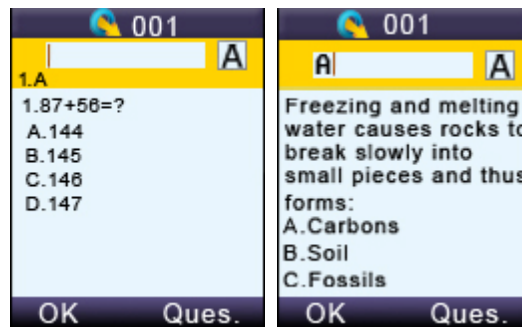
Operations under these menu displays:

- Use the “Up Key”  or “Down Key”  to scroll through the selection of the menu items. The item selected will be highlighted.

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- 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. ExamList” sub menu, press key “3” .


3.1.2.2.3 Input Screens











Operations under these menu displays:

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

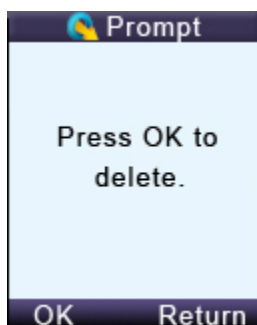
- The user can press the “Selection Keys” to enter the desired characters.
- The “Del Key”  serves as the backspace key.
- The “Send Key”  serves as the sending answer key.

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 ,  or  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  or numeric input  or alpha input .
- “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 the "OK" "Left Soft Key"  or "Menu/OK Key"  to confirm an operation.
- Press the "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. Select **"4.SetStudentID"** submenu or directly press number **"4"**.
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. Select **"5.SetUserName"** submenu or directly press number **"5"**.
3. Under the **"SetUserName"** screen, enter a valid user name and press the **"Menu/OK"** key  to save.

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

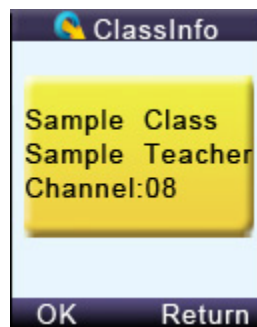
(2) Login to a class:

To login to a class, follow these steps:

Under the 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"**  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 NoHost screen, press the “**Menu/OK**” key  to enter into the main menu.
2. Select “**2.SetChannel**” submenu or directly press number “2”.

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 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.

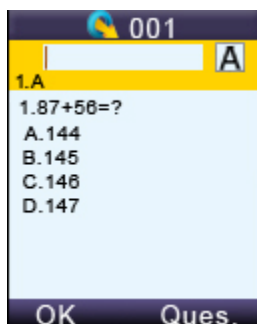
If the login fails, one of the following messages will be displayed:

- “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:

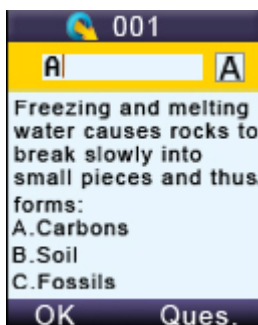
a) Normal Exam Screen:







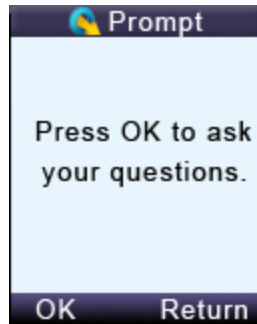
This kind of display will be shown if the instructor selects the activity modes: **Normal Quiz, Rush Quiz, Elimination, Multiple Mode, Survey and Vote.**






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

- After your login to the class but 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.



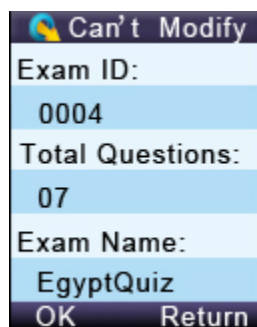
- Press the “Send Key”  to re-register if the software is logged out. For example, if you choose to logout to see another part of the keypad menu setting and then choose to return to the quiz, you will need to re-register to rejoin the quiz.
- Press the “Right Soft Key”  to select the function “Return” 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.


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.






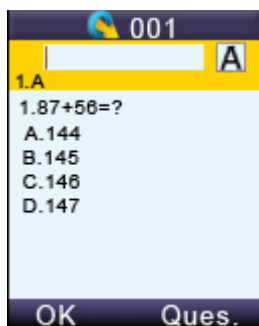
- 2) If the test ID selected for the quiz has not been saved into the student keypad previously, then creating a new test screen will display. Only the test title can be modified on this screen. Press the “OK” “Left Soft Key”  to start the exam.


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

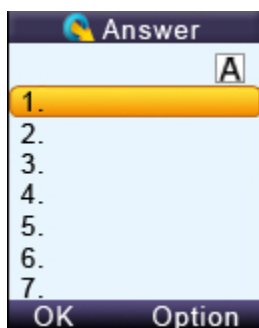
- Enter your answers by pressing the “Choice Keys”.

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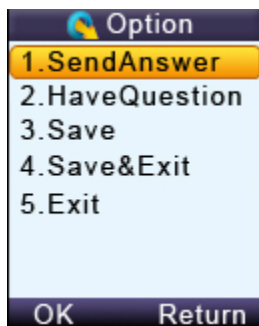
- Press the “**Menu/OK**” key  or the “**Down Key**”  to save the answers into your keypad. The cursor will advance to the next question. Going to the next page, the previous page answers will be saved to the student keypad.
- If the software is configured to send the question contents, and when the instructor presses the “**F1 Send Question**” button on the **Status Tool Bar** or presses the “**F1**” key  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**”  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  to confirm the operation.










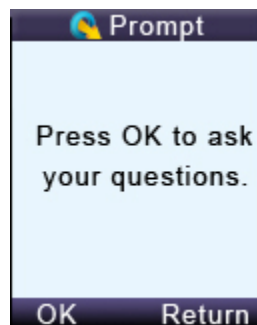
c) **Rush Quiz or Roll Call Screen:**








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-register 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.

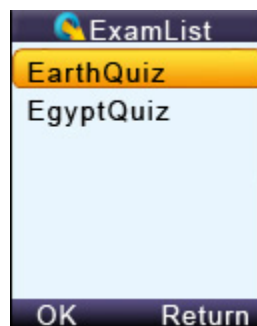
3.1.2.2.7 Homework Mode



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  to go to the Exam Screen; Press the “**Del Key**”  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  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 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**”  to modify your inputs. After entering your title search, press the “**Menu/OK**” key  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.

The screenshot shows a screen titled 'GreatExam'. It has three input fields: 'Exam ID:', 'Total Questions:', and 'Exam Name:'. Each field is followed by a yellow bar for text entry. At the bottom, there are two buttons: 'OK' and 'Return'.

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.

3.1.2.2.8 Student's keypad special functions

The screenshot shows a screen titled 'Menu'. It has a list of seven options: 1.Login, 2.SetChannel, 3.ExamList, 4.SetStudent ID, 5.SetUserName, 6.HardwareTest, and 7.Settings. The option '6.HardwareTest' is highlighted with a yellow background. At the bottom, there are two buttons: 'OK' and 'Return'.

(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.

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, 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.

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	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:





- Turn on the keypad power. If the scenario is in form 5 or 8, you just need to press the "**Send**" key .
- If you did not join the class previously, you may have to login to the current class and register for the class.
- 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.
- 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.
- 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.

3.2 Instructor Keypad

3.2.1 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.

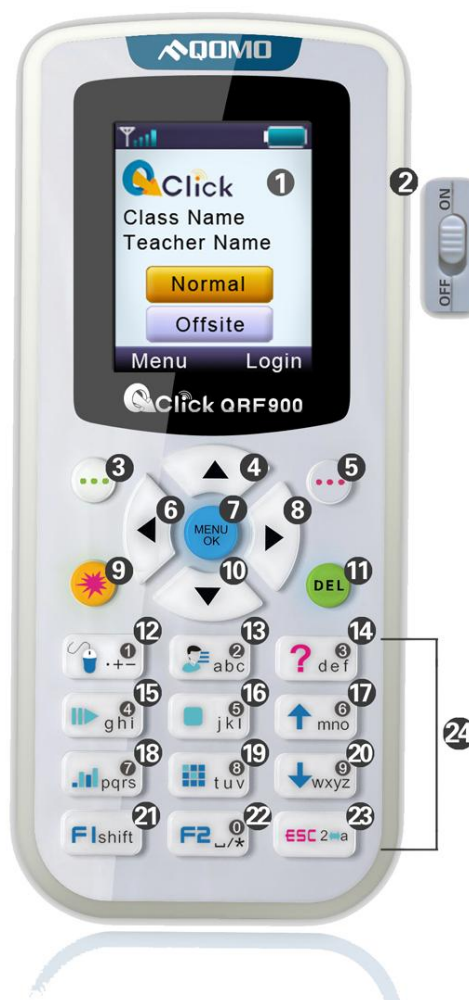
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Enclosed in this package are the following items
Screwdriver
Screws

3.2.2 Illustration











3.2.2.1 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**  : 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**  : 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**  :























In Normal Mode: Displays student records

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

14. **Question Key**  : Displays the names of the students who have a question
15. **Start/Pause Key**  : 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




3.2.2.2 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

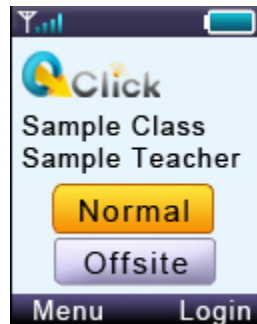
6. **Right Soft Key**  : Mouse right-click
7. **Down Key**  : Moves cursor down
8. **Left Soft Key**  : Mouse left-click
9. **Mouse Key**  : Toggles between the mouse and keypad control
10. **Question Key**  : Mouse left-click hold
11. **View Key**  : “Tab key” PC keyboard
12. **Slide Up Key**  : “Page Up Key” PC keyboard
13. **Stop Key**  : “Enter Key” PC keyboard
14. **Start/Pause/Login Key**  : “Up Key” PC keyboard
15. **Result Key**  : “Left Key” PC keyboard
16. **Report Key**  : “Right Key” PC keyboard
17. **Slide Down Key**  : “Page Down Key” PC keyboard
18. **F1 Key**  : “Down Key” PC keyboard
19. **F2 Key**  : Free Style cut picture function key
20. **ESC Key**  : “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:

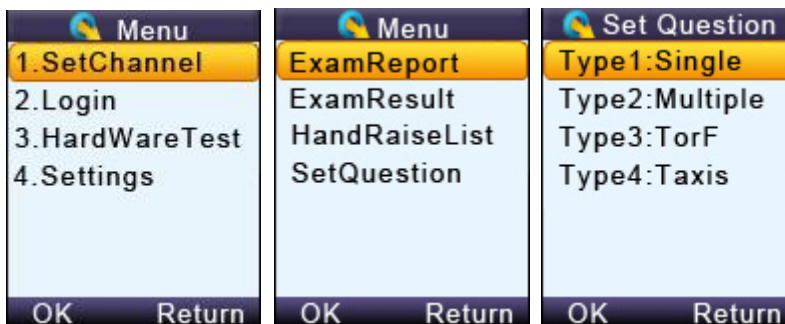


Use the **Up Key**  or **Down Key**  to select the *Normal mode* or *Offsite mode*. The *Normal mode* is used for the normal quiz selection. To conduct the normal quiz session, the needed hardware will include the instructor keypad, student keypads, the main receiver, PC or a display




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

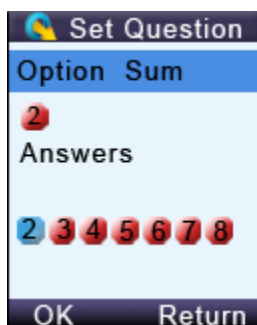
3.2.2.4.1 Normal mode menu display:



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:

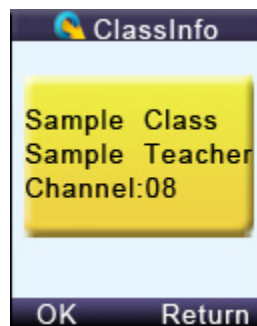
(1) Login to a class:

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.

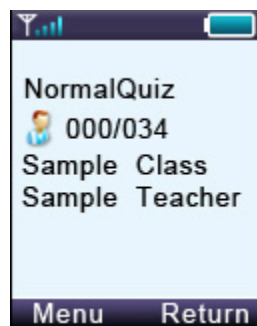
Under the “SetChannel” screen, enter a valid channel number.

(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:

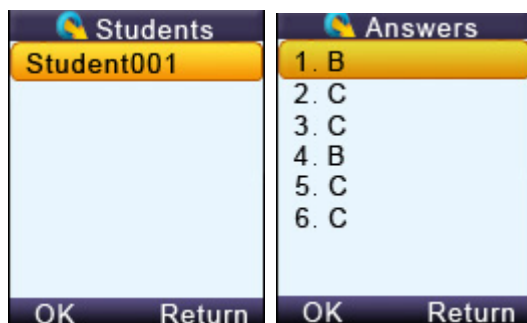
- The displayed PowerPoint slides can be selected up or down by pressing the Slide Up Key  or Slide Down Key .
- An exam can be started, paused, or stopped by pressing the Start/Pause Key  or Stop Key .
- Exit an exam by pressing the ESC Key .
- View the statistics histogram of the current question answering or an instant report about the answering by pressing the Result Key  or Report Key .

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

1. Press the **View Key**  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**  to select the desired student.

OR

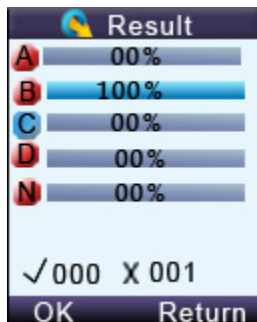
2. On the current screen, press the **Menu/OK Key**  to enter into the Menu screen. Select "**ExamReport**", find and select the desired student and then press the **Menu/OK Key**  to view the results. Only the current question/answer from the exam will be displayed for the student selected.



Note: Under the student list display, press the **Menu/OK Key**  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.](#)

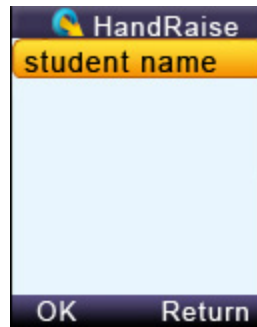


On the currently displayed screen, press the **Menu/OK Key**  to enter into the Menu screen.

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:

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

OR

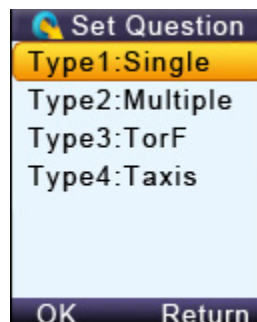
2. On the currently displayed screen, press the **Menu/OK Key** to enter into the Menu screen. Select the item "**HandraiseList**" to view the list of students who have questions.

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.

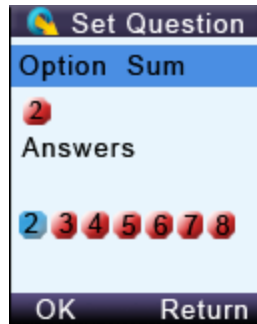
■ Set up an instant question:

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:




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.

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**  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.

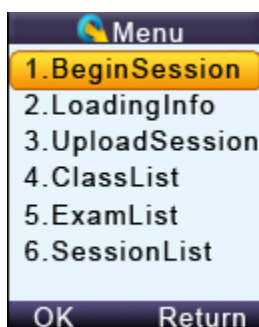
Sometimes it is convenient to clear all data stored in the keypad. This can be done by simply restoring the factory settings. This is especially useful when you want to trade in your keypad.

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

1. Under the Normal submenu, select “**4. DefaultSet**” in the submenu to restore the factory settings.
2. Press the **Menu/OK Key**  to confirm the operation.
3. Follow the screen prompt, and press the “**Del Key**”  to initialize the setting.

3.2.2.5 Offsite Mode

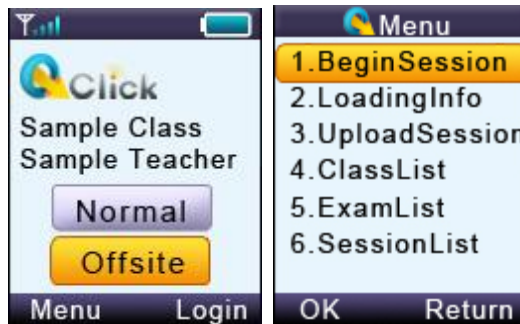
The instructor clicker will consume more power when it is running in the Offsite mode. The clicker with new batteries can last about 35 hours for continuing using under this mode. In the *Offsite* mode, the instructor's clicker will act as the main receiver, working as the host to directly receive the 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:




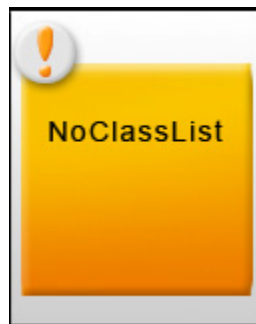
Note: No main receiver or a PC is needed for conducting a session in this mode.

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.

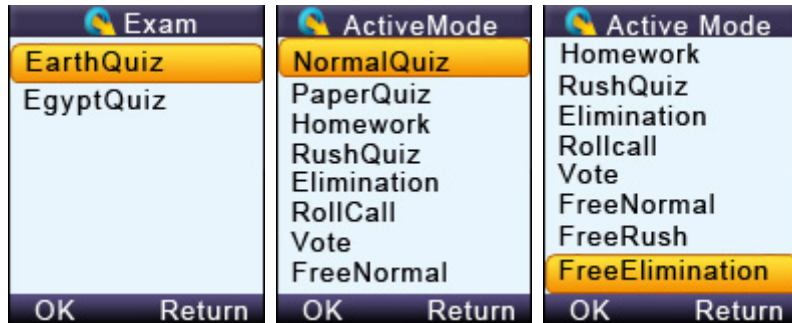
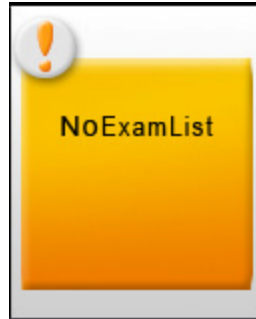
The LCD screen will display a list of classes previously loaded.


6. Move the highlight using **Up**  /**Down Key**  to the class area and then select the desired class by pressing the **Menu/OK Key** . If there are no classes loaded in the keypad, the screen will display “NoClassList!”.

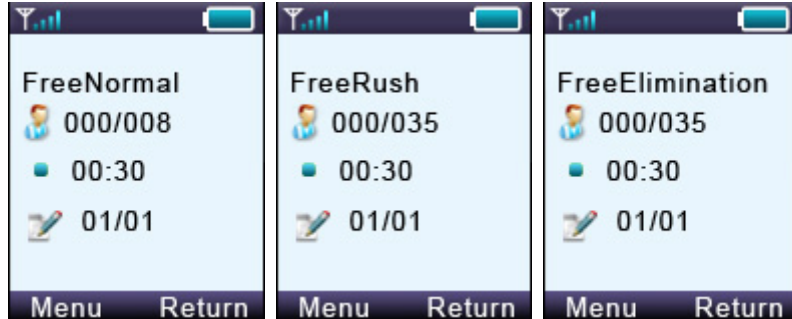


Once you have successfully selected a class, choose an activity mode from the list displayed on the LCD screen.

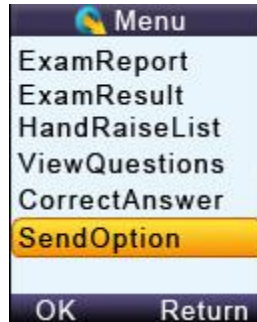
4. Move the highlight using **Up**  /**Down Key**  to the Exam List area and then select the desired exam by pressing the **Menu/OK Key** . If there is no exam loaded in the keypad, the Exam List area is blank. If you choose one of the **Free Style** activities, which include **Free Normal**, **Free Rush** and **Free Eliminate**, 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 “No ExamList”




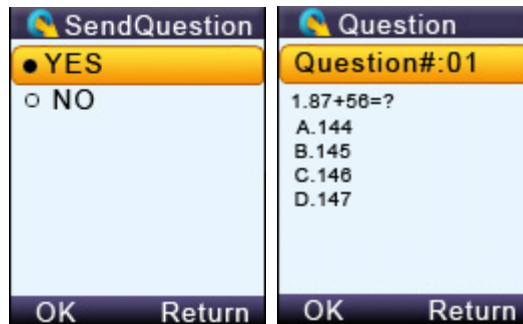
5. Press the **Left Soft Key**  to start the Offsite session. The following screen will display based on the activity mode selected.













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 **Send Option**

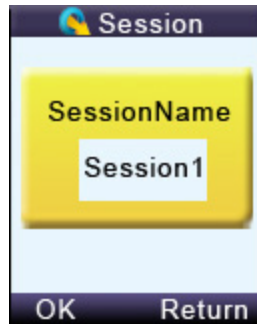


- (2) If you select **YES**, the student keypad will display the question contents when the exam begins. Press the “OK” **Left Soft Key**  to confirm the operation,









- (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.

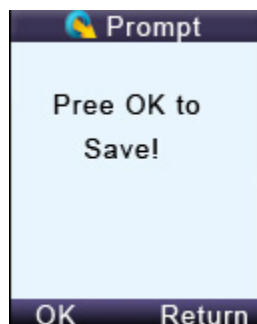


The control keys function in the session saving includes:

- 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

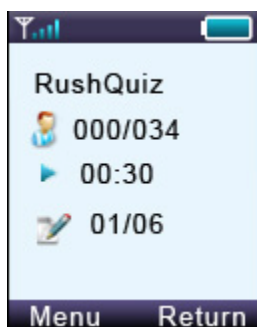
If you have chosen the **Free Style Mode**, after press the “Return” **Right Soft Key**  to exit the session conducting, the numeric EXAM ID and the default exam name “EXAM#” will be saved to the clicker memory. Afterward, you may go to the **ExamList** menu to view the saved free style exam.

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.




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Control Functions for Conducting a Session:

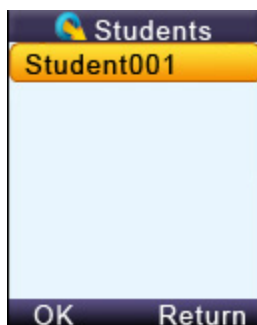



This display shows a Rush Quiz session example. There are a total of 6 questions and the keypad is currently on question 1. No students have registered for the selected class and there are 34 students in this class. The third line shows the testing time in seconds.

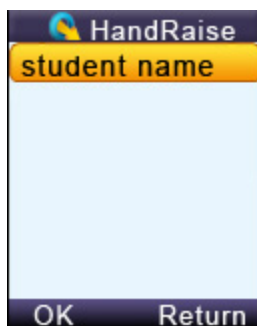
These functions can be operated under the activity display:


Press the **Menu/OK Key**  to enter the main menu for the control function selection for this session.

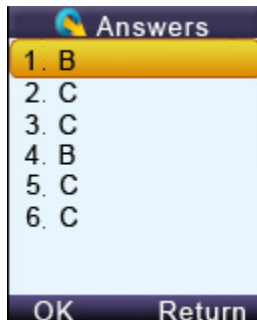
Press the **Report Key**  to view the current list of registered students. Select a student name and then press the **Menu/OK Key**  to view the student question responses.






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.

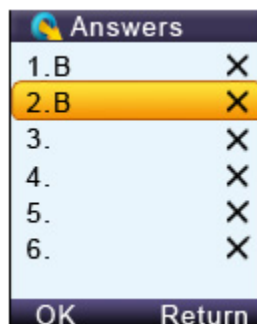


Press the **Start/Pause Key**  to start/pause the test timer. While using the timer, you can press the **Up Key**  or **Down Key**  to increase or decrease the time by 5 seconds.

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 function 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.

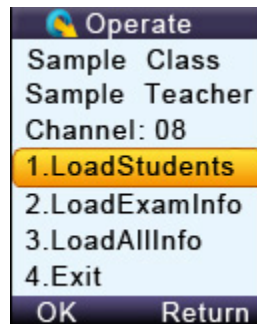
Before pressing the **Start/Pause Key** , the session homework mode stays in the **Assigning** homework mode. After pressing the **Start/Pause Key**  the session is in the **Receiving** homework mode.

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:

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:

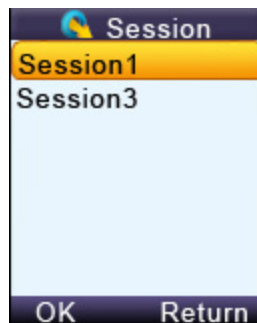
1. Go to the **Loading Info** selection screen.
2. Select the function **LoadAllInfo** to start loading students and exams into the instructor’s keypad.
3. The instructor’s keypad can store up to 8 classes and 8 exams. If the keypad has reached its maximum storage, the **LoadAllInfo** will not operate. 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.




3.2.2.5.3 Upload sessions

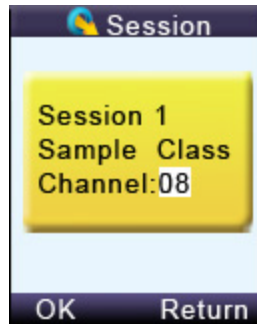
To upload the session data, follow these steps: (You must have at least one stored session to be uploaded)

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

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.

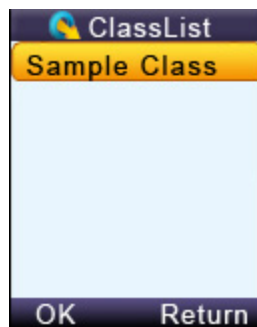







5. Select the desired session and press the **Menu/OK Key** .
6. The LCD will display the selected information. Click the **Menu/OK Key**  to confirm or click “Return” **Right Soft Key**  to quit uploading. After successfully uploading, the session data will not be purged. To purge the session data, 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:








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.

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:







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.

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.

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.

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 x W x H) 3.4 in x .96 in x .4in

Weight: .50 oz

Operating Temperature: 0-104 degree F

Operating Relative Humidity: 0-90%

Transmitting and receiving distance: ~200 feet radial

3.3.2 Illustration

- 1- QRF900 Main Receiver



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



3.4 Carrying Case



Part 4. 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 turning the 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

Michigan, 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