



# User Manual

## QRF 500



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# Part 1. QRF500 ARS Overview

The QRF500 Audience Response System (QRF500 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 QRF500 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 QRF500 allows the instructor to display instant test results in the form of a histogram and a score board after each question is completed.

The QRF500 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 QRF500 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.

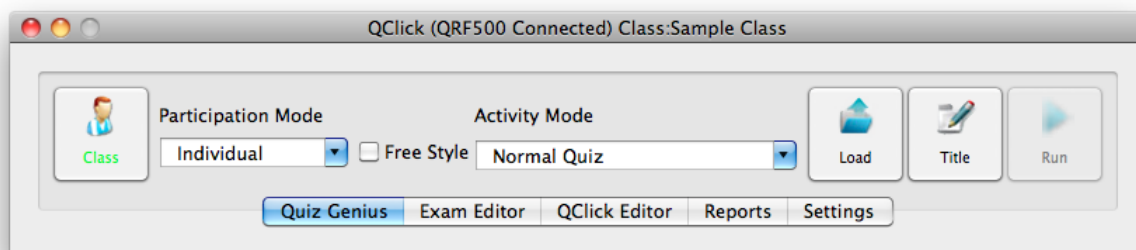
If the program has been previously installed, we suggest you remove the older version of the program prior to installing the new program.



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.


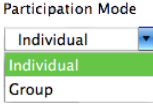
**Note:** The QClick software monitors the QRF500 main receiver plug-in status all the time. It will either display “QRF500 No Host” for Offline and “QRF500 Connected” for Online.




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

Participation Mode  
 Individual  
 Individual  
 Group
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,	System QC file	The loaded exam file name is used as the title name,	No	No

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	Multiple Mode	PPT file	and the system default test ID number can be 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:

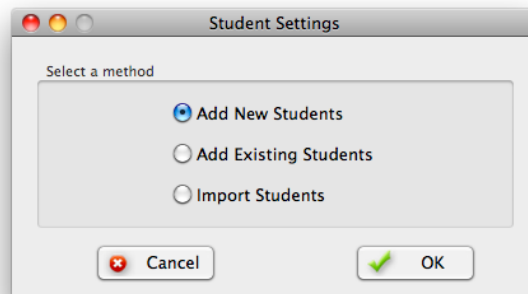
The QClick system engages the class in a quiz session. A class must be created and selected prior to any activities. A teacher and a subject are associated with a specific class. The students in the class can be place in groups. The class setting, allows several options for entering, class information. 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**

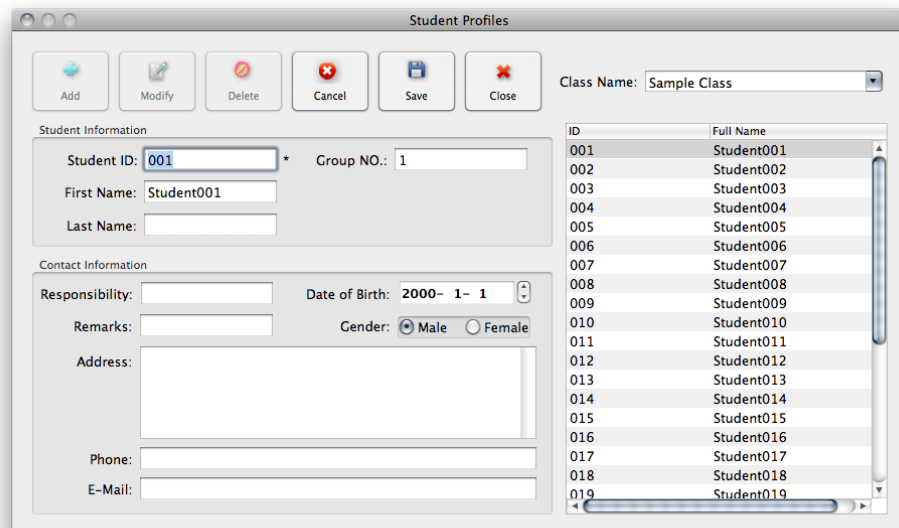
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window.


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.

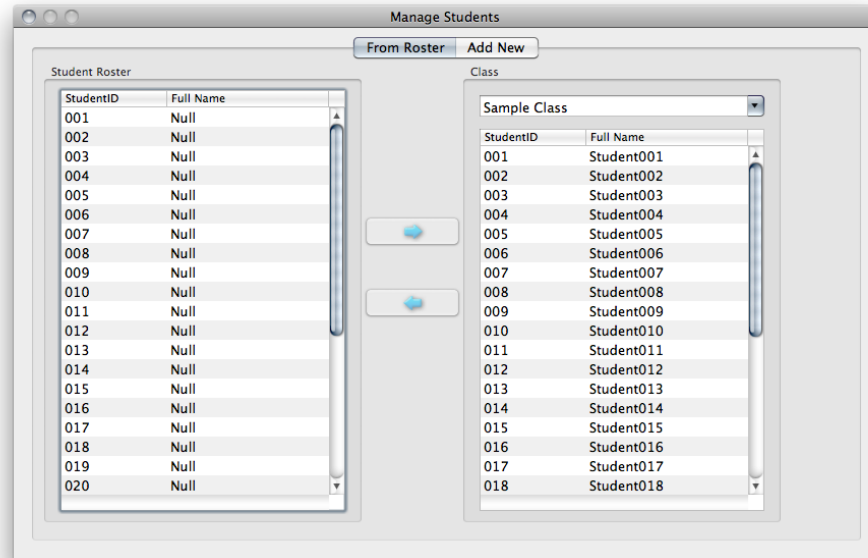





4. Select one of choices in the Student Settings to enter the student information.
5. The student information can be modified by directly double clicking on the student row in the roster to display the Student Profile window.

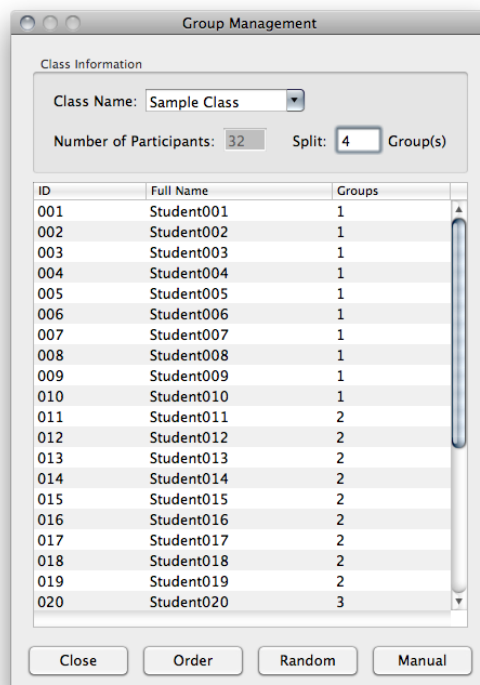


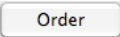
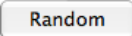
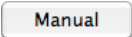
ID	Full Name
001	Student001
002	Student002
003	Student003
004	Student004
005	Student005
006	Student006
007	Student007
008	Student008
009	Student009
010	Student010
011	Student011
012	Student012
013	Student013
014	Student014
015	Student015
016	Student016
017	Student017
018	Student018
019	Student019

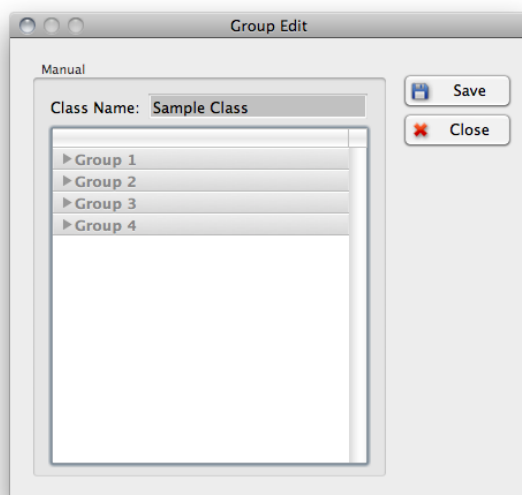
6. To add or remove the students to or from the class, click the **Manage**  **Manage** button to display the Manage Students window.

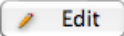
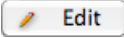
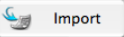
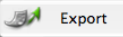





7. To import or export the student roster from or to a \*.csv file, click the **Import**  **Import** or **Export**  **Export** button to display the file browser.
8. To set up the grouping for the students in the class, click **Grouping**  **Grouping** to display the Group Management window.



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**  /  –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.



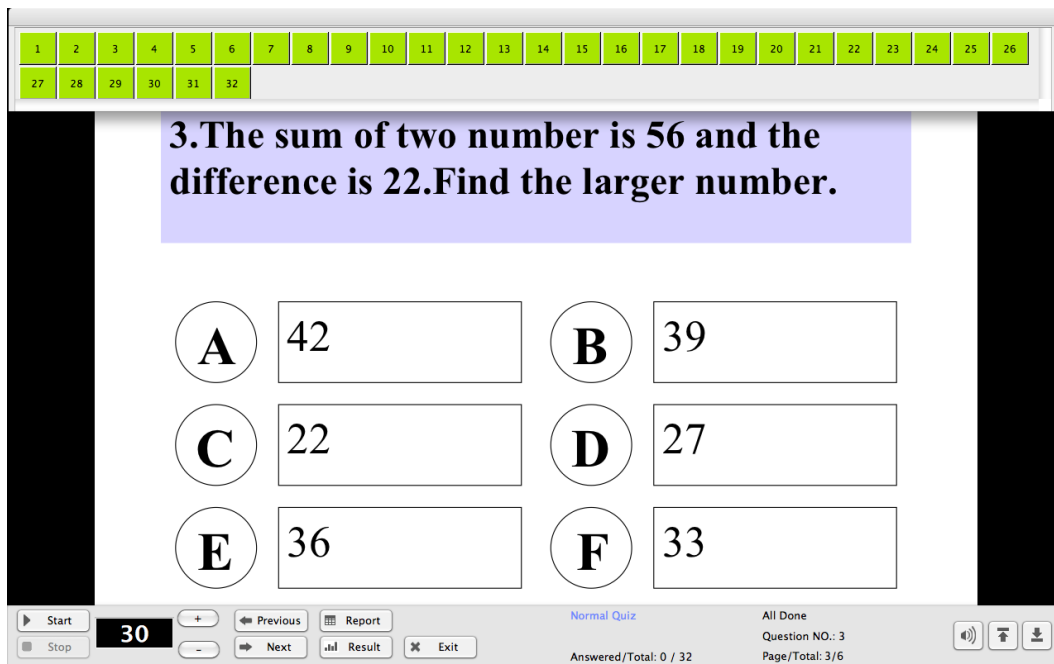
- The up/down button will reset the **Seconds**. Press the **up or down** button on the right side of the timer box to increase or decrease the **Seconds**.

## 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.



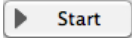

**Register/Answer Status Bar** is located on top of the screen, and all student number in the class displayed on the register bar. Register bar is able to drag when the student number over 52.

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.

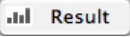

To begin gathering responses from the students, click the **Start/Pause**  button or using the instructor remote keypad press the **play**  button. The register number corresponding to each individual clicker logged in will appear on the right of the screen.

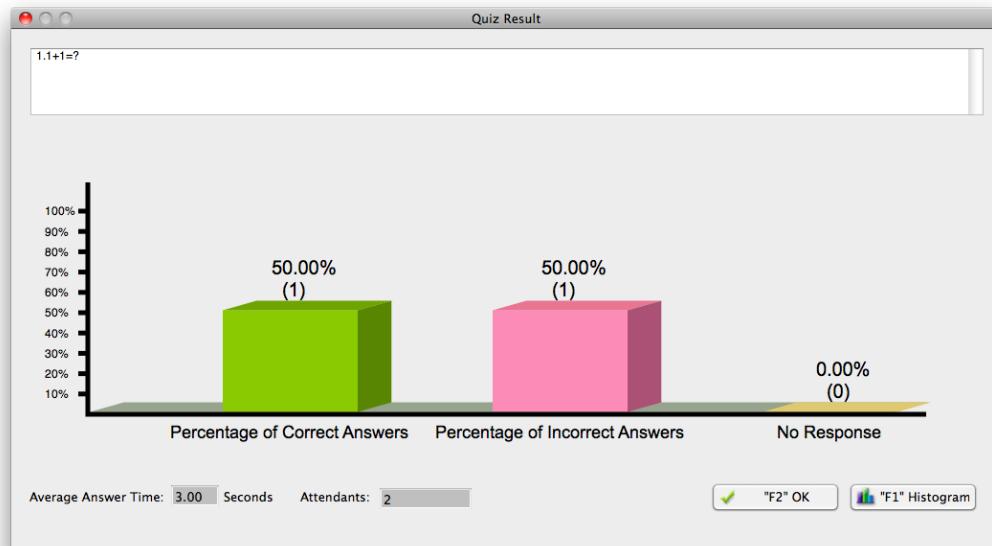
The countdown timer will display the remaining time in seconds. Once the timer is at 0, the receiver will no longer receive audience/participant responses. The timer window will change to black. The instructor can always stop the timer by pressing the **Start/Pause** button.

**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*

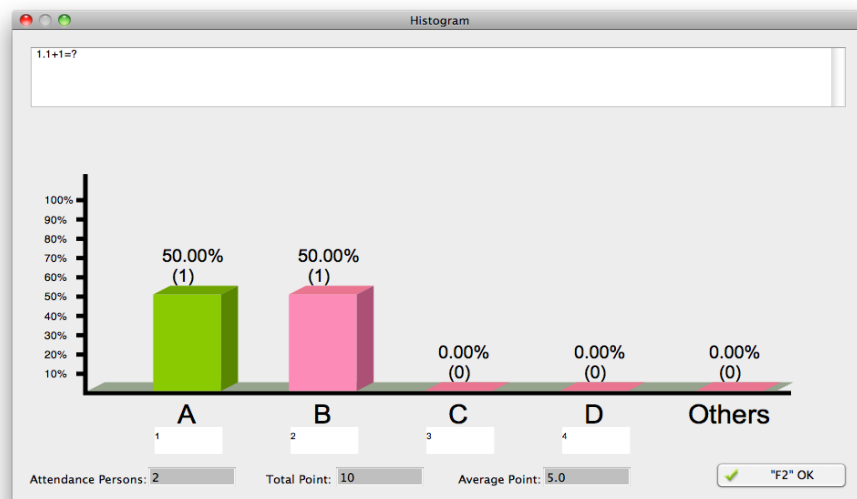
to simply click the **start** button on the **Tool Status bar** to start the quiz again or exit the testing interface and return to the test.

### 2.1.1.7 Result and Report

By pressing the **Result** button (using the PC  **Result**, 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.



8  
tuv

Quiz 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: 5.0

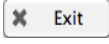
"F1" Details "F2" Cancel

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

[illegible]

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

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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:

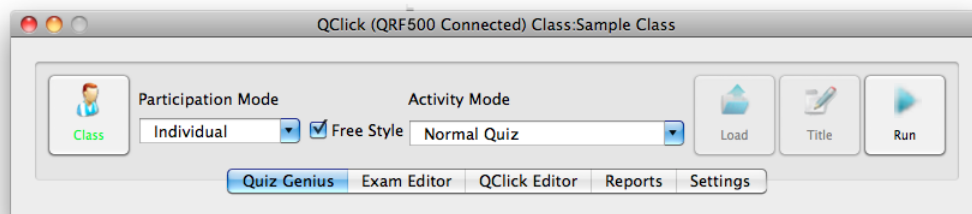
The **Attendance** mode allows the instructor to take attendance. When you select the **Attendance** activity mode, the system won’t ask you to load in any quiz files prior to starting the **Attendance** activity. The attendance result can be saved into the system database as a part of the permanent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

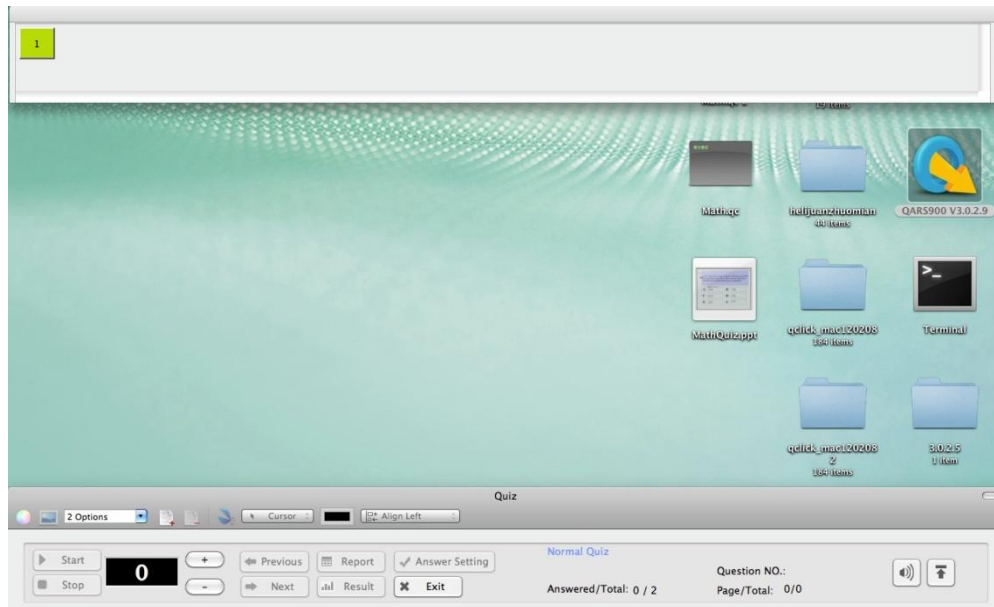
To use the **Free Style** option, follow these steps:

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



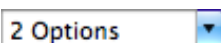



When the quiz starts, the screen will be divided into four parts:

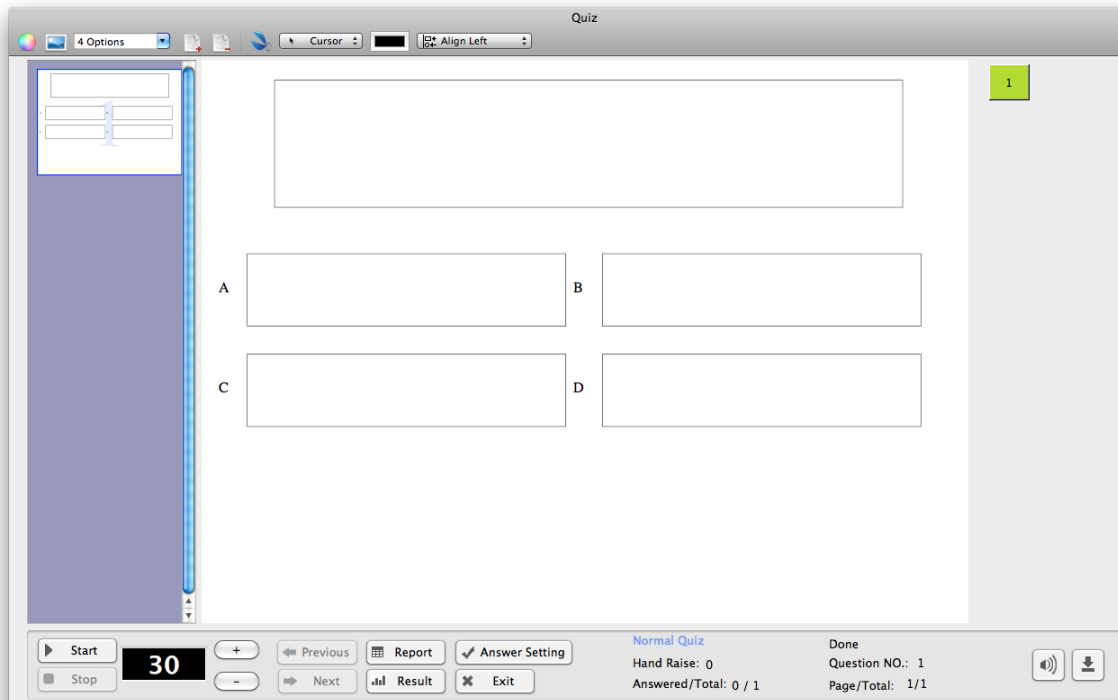
- Register/Answer Status Bar
- Quiz Toolbar
- Tool Status Bar
- Mac Desktop







### 1. Register/Answer Status Bar:

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

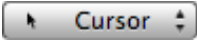

### 2. Quiz Toolbar:


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 , **Add** questions  and **Delete** 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.

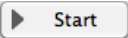

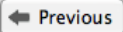
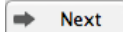
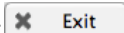

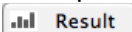
7.  – Click this button to select the cursor's functions from the drop– down list
8.  – When the cursor applies the Pen function, click the button to select the color for the pen.

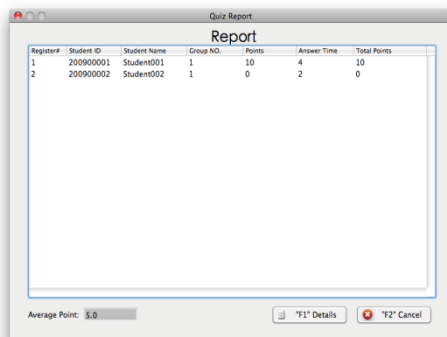
9.  – Click the button to order and arrange the block as you like from the drop-down list.

### 3. Tool Status Bar

Tool Status Bar combines the following three parts:

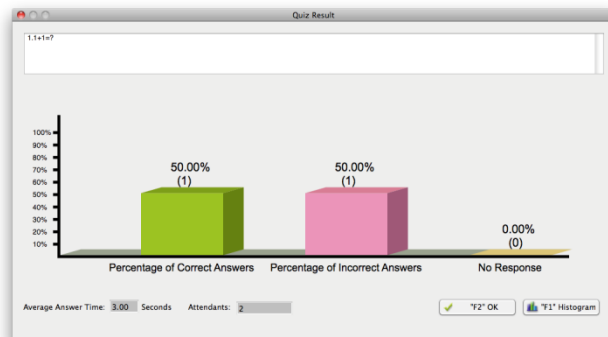
1. Control buttons on the Tool Status Bar:

- 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.

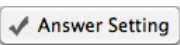


Register#	Student ID	Student Name	Group No.	Points	Answer Time	Total Points
1	200900001	Student001	1	10	4	10
2	200900002	Student002	1	0	2	0

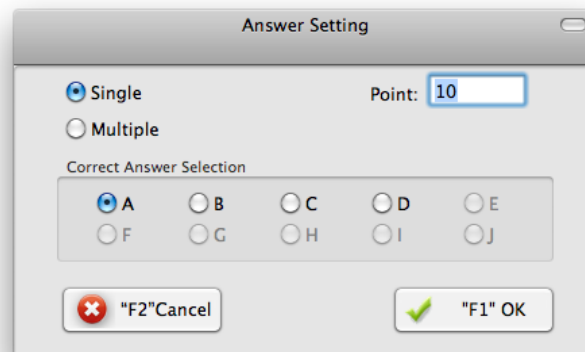
Average Point: 5.0



**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.



**Answer Setting**

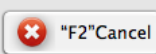
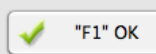
☒ Single      Point:

☐ Multiple

Correct Answer Selection

☒ A   ☐ B   ☐ C   ☐ D   ☐ E

☐ F   ☐ G   ☐ H   ☐ I   ☐ J

 "F2" Cancel       "F1" OK

## 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.



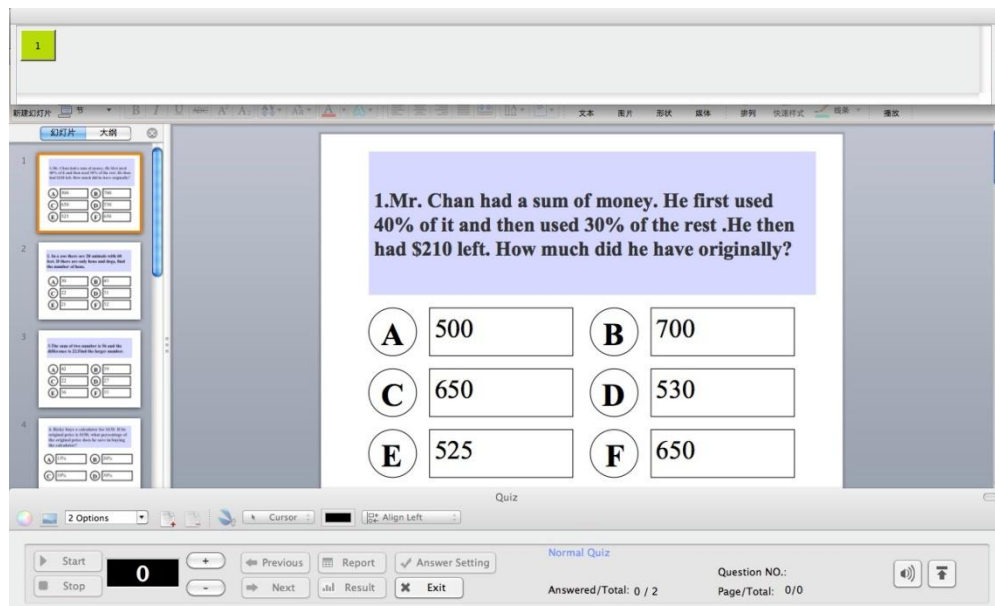
- **Audio Player** —Play question and answer options audio file during the quiz.



- **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.



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### 2.1.2.10 Comparison of Mode Selections and Their Functions

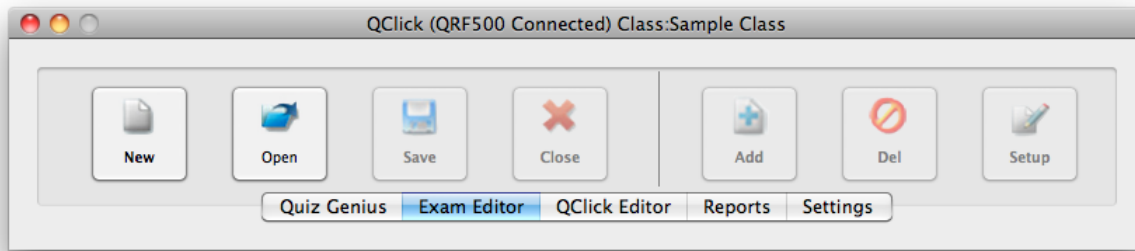
Activity modes	Need correct answer?	Group participate mode restricted?	Instance result histogram available?	Report available?
No-Free Normal Quiz	√		√	√
No-Free Paper	√	√		√
No-Free Rush Quiz	√		√	√
No-Free Elimination	√		√	√
No-Free Vote		√	√	√
No-Free Attendance		√	√	
Free Normal	√*		√**	√
Free Rush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


## 2.2 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. The default loading path is Desktop.

### 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.

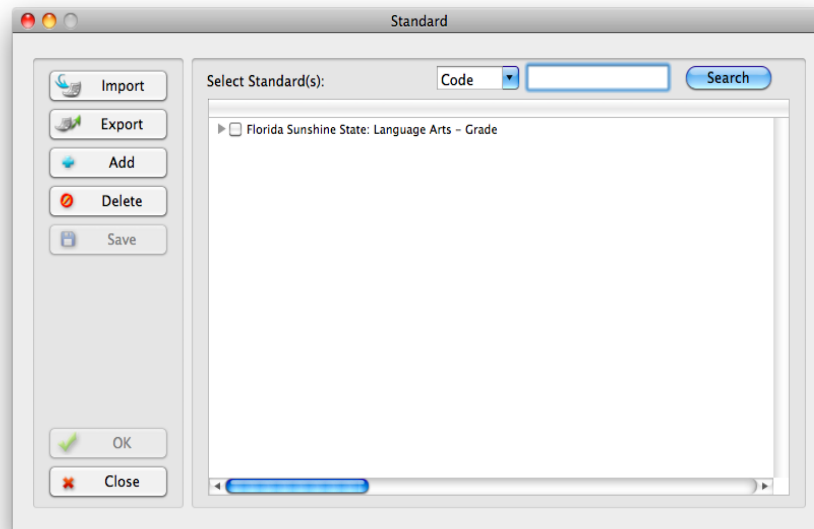
**Note:** The new set timer value in a running session will overwrite the time limit value set here in the question set up.

- **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.

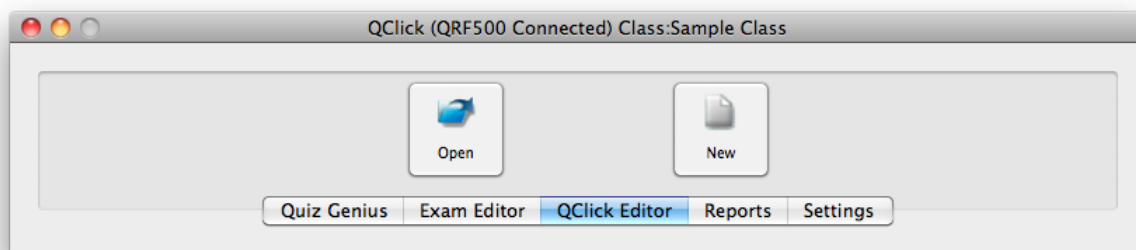
- **Save:** -- Click the **Save**  **Save** button to save all standard setting changes. If you close the **Standard** window without saving the change, all the standard setting changes will be lost.
- **Close:** -- Click the **Close**  **Close** button to close the **Standard** window. The software 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**, **True or False**, **Cloze Test** 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.
- **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 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 the **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, this will display you the Question Info window 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. The default loading path is Desktop.





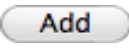

## 2.3.2 New:

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. This will display the **Question Info** window.

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.*

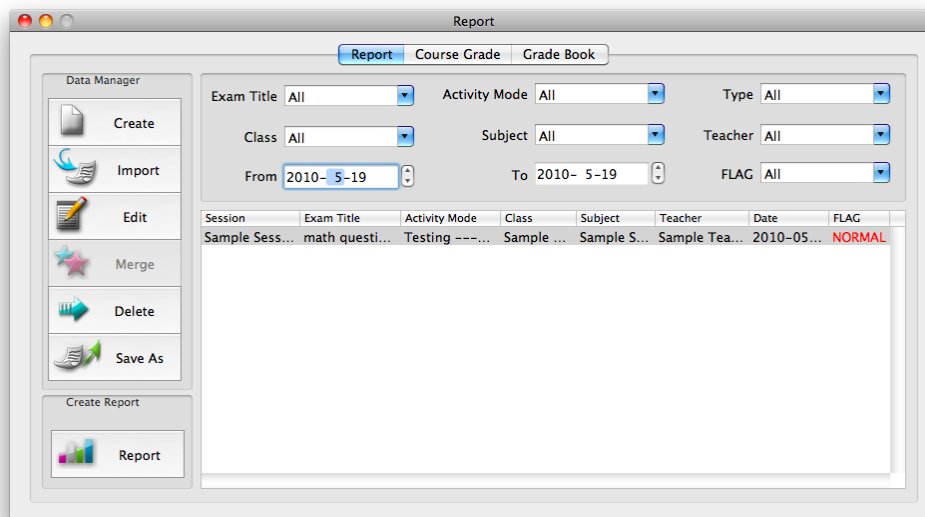
**Note:** *After question editing finished, or directly closing the Question Info window the system will automatically save the edited contents.*

## 2.4 Reports

### 2.4.1 Report

#### 2.4.1.1 Reports

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

## 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

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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 screenshot shows a 'Create' window with two tabs: 'Create New Session' (selected) and 'New Course Grade'. The 'Selection' section contains fields for Session#, Exam Title, Type (dropdown), Class (dropdown), Subject (dropdown), Teacher (dropdown), and Date (calendar). The 'Questions' section has 'Total Questions' (dropdown), 'Question#' (dropdown), 'Question Mode' (dropdown), 'Num Of Options' (dropdown), 'Difficulty Level' (dropdown), 'Correct Answer' (text), and 'Point' (text). There is also a 'Question(optional)' text area and a 'Standard' dropdown. The 'Student Answer' section shows 'Total Students: 30' and a table with columns 'Student ID', 'Student Name', and 'Answer'. The table lists 15 students from Student001 to Student015. At the bottom are buttons for 'Prev', 'Next', 'Save', and 'Close'.

To create a new session, follow these steps:

In **Data Manager** groups, click the button **Create**  **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 **Next** to go to the next question, select **Prev** to go back to the previous question.
20. Click the **Save & Close** button **Save And Close** 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 window titled 'Create' with two tabs: 'Create New Session' and 'New Course Grade'. The 'New Course Grade' tab is active. Under the 'Selection' header, there are several input fields: 'Session' (text box), 'Type' (dropdown menu), 'Class' (dropdown menu), 'Subject' (dropdown menu), 'Teacher' (dropdown menu), 'Date' (calendar icon), and 'Total Points' (text box with 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.


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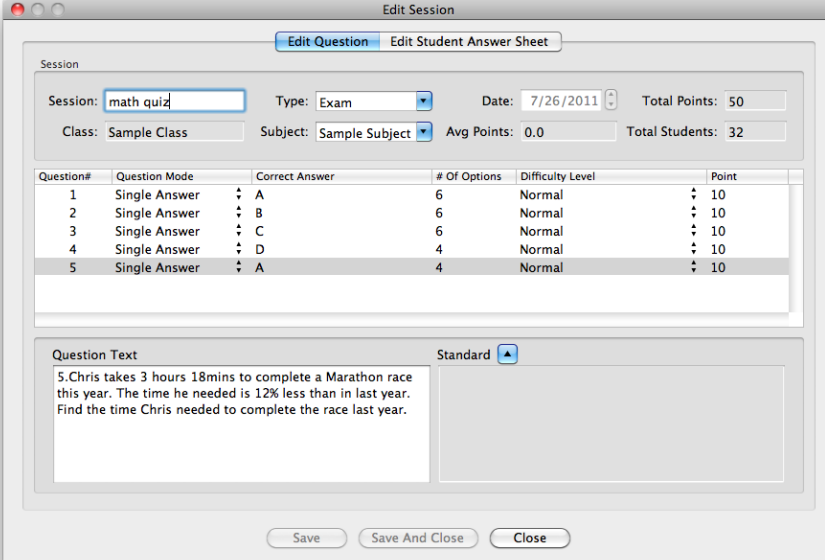
8. Click a student name and enter the student points in the **Student Points** text box.
9. Repeat Step 8 until all of the students points are entered for the new course grade session.
10. Click the **Save** button to save all of the selections and input data for the new session to the system database. **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 table:

Session:  Type:  Date:  Total Points:

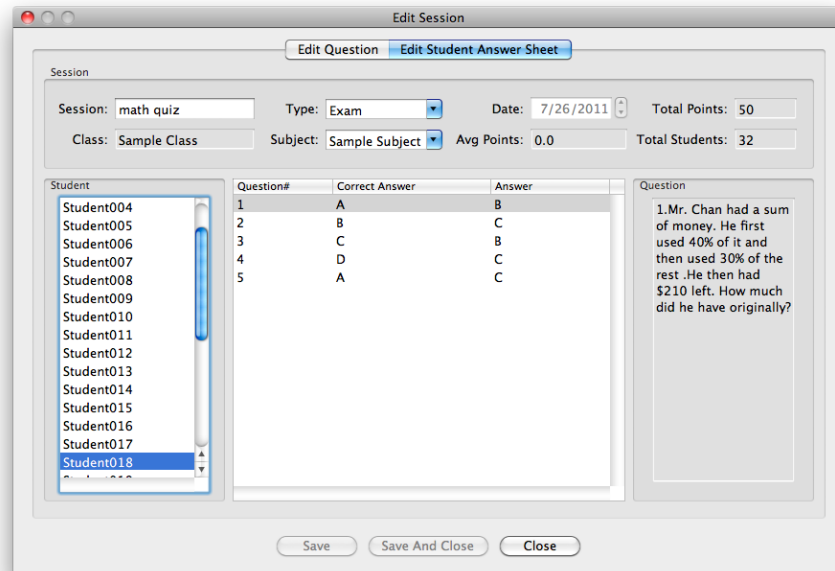
Class:  Subject:  Avg Points:  Total Students:

Question#	Question Mode	Correct Answer	# Of Options	Difficulty Level	Point
1	Single Answer	A	6	Normal	10
2	Single Answer	B	6	Normal	10
3	Single Answer	C	6	Normal	10
4	Single Answer	D	4	Normal	10
5	Single Answer	A	4	Normal	10

Question Text:

Standard:

Buttons:



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

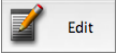
A student answer can be edited and the correct answer changed. To edit a student answer, follow these steps:

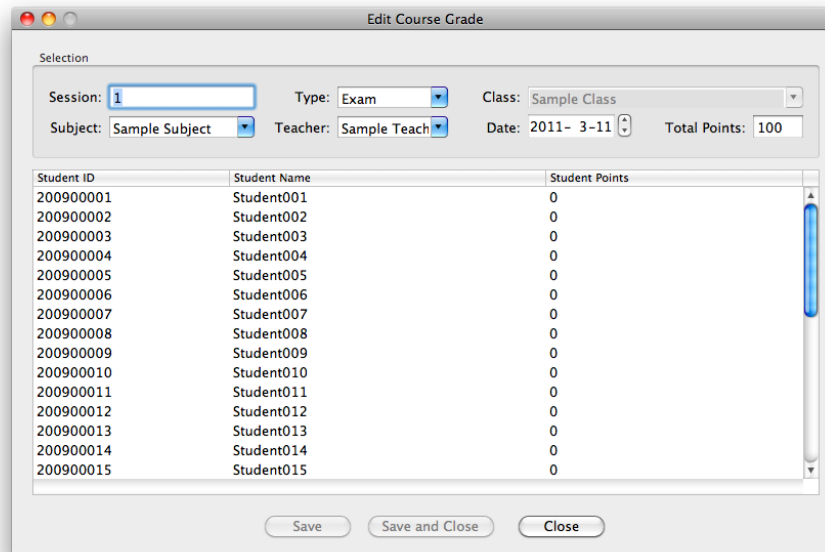
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1. Click the **Edit Student Answer Sheet** tab.
2. Select the student you choose to edit by clicking the student name and highlighting it in the **Student** list window.
3. Select a question you choose to edit by clicking the question number.
4. Click 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

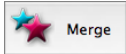
To modify the session information, follow these steps:

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.

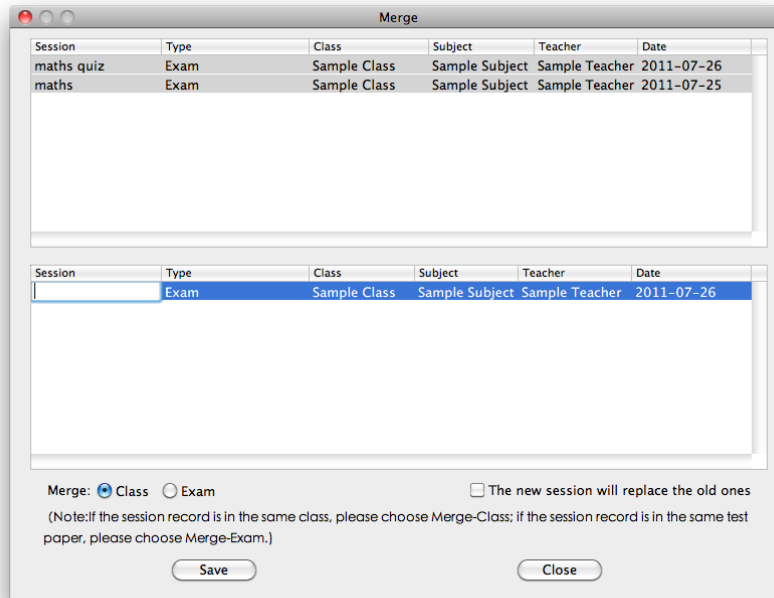
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5. Clicking  or  to edit the date you desire or simply edit the date manually.
6. Click the Total Points text box to edit the session total points, if desired.
7. Click the student session points you choose to edit; then edit the points in the Students 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

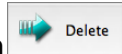
From the session list window, select two or more existing sessions with the same class and subject and then click the **Merge** button  to begin the merging function. The merge function is useful when you have a make-up session but don't want to keep two separate sessions; one for the regular and one 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, you may choose what will be merged by clicking the check box of Class or Exam.
6. At the bottom of the **Merge** window, you may choose to replace the old sessions with the new one.
7. 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 **Yes** or **No** 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:

- 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

- 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

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## 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

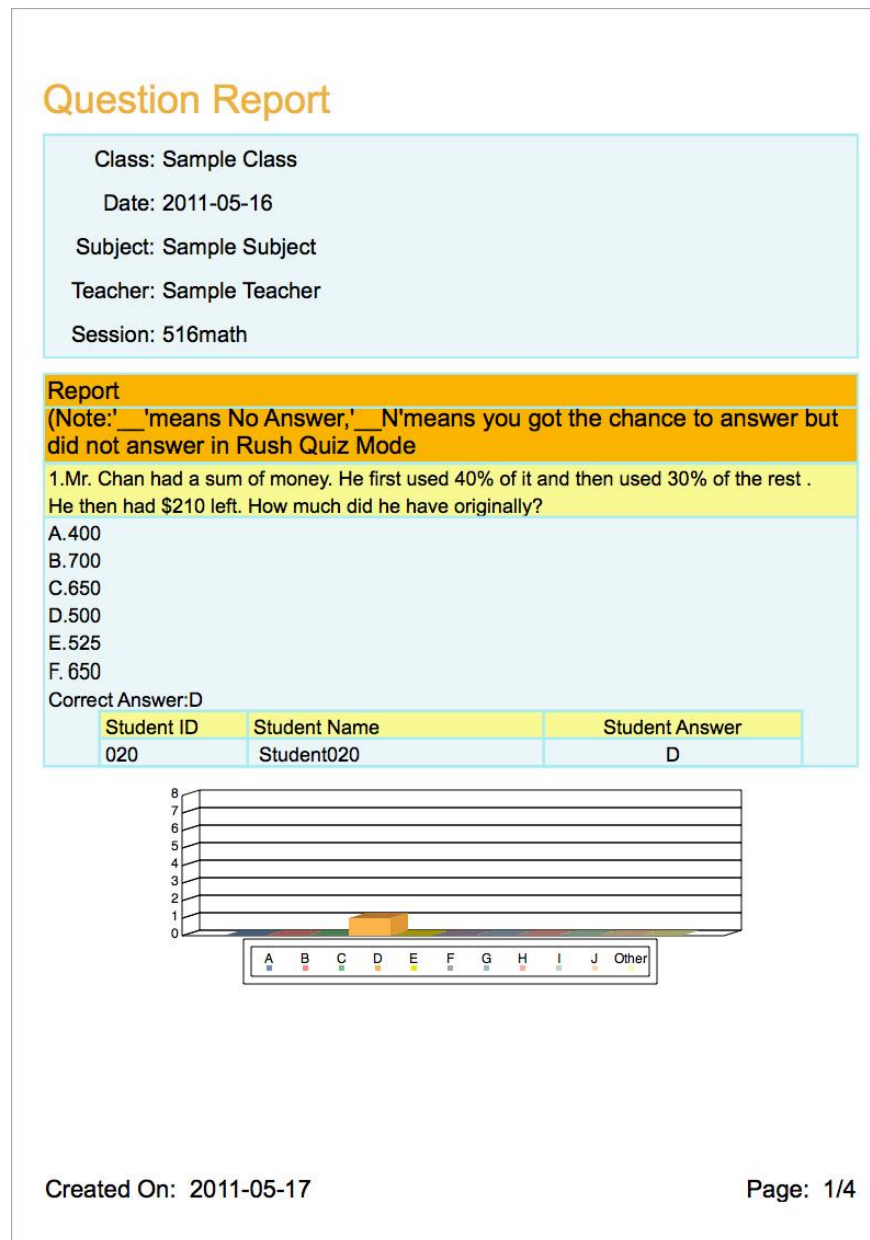
Page: 1/1

## 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			
<b>Question 1</b>			
(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

Created On: 2011-05-17

Page: 1/1

## 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%
<b>D.500</b>		<b>3.0%</b>
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%
<b>C.22</b>		<b>3.0%</b>
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>B.39</b>		<b>3.0%</b>
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%
Created On: 2011-05-17		Page: 1/2

## 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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## 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

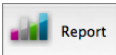
The **personal standards** report provides the code, standard and the percentage of correct response to each student if the question is associated to a standard. The Personal Standards report includes:

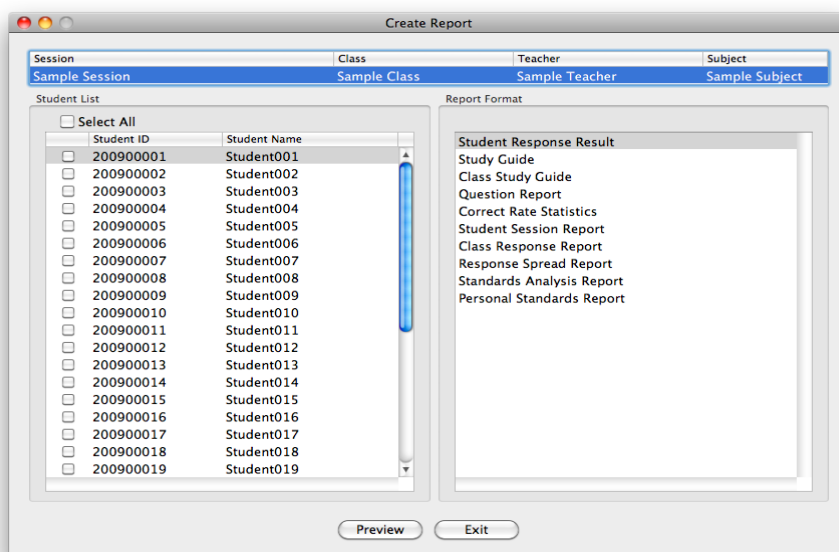
- Report Title
- Code and standard associated to the question
- Percentage of correct responses to each student

Personal Standards Report		
Class: Sample Class		
Date: 2011-05-16		
Subject: Sample Subject		
Teacher: Sample Teacher		
Session: 516math		
REPORT		
Code	Standard	Correct(%)
<b>001 Student001</b>		
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
<b>002 Student002</b>		
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
<b>003 Student003</b>		
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 name, 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.



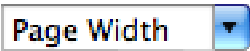


## CONTROL OF PREVIEWING A REPORT

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
-  Go to the **next** page of report viewing

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-  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:

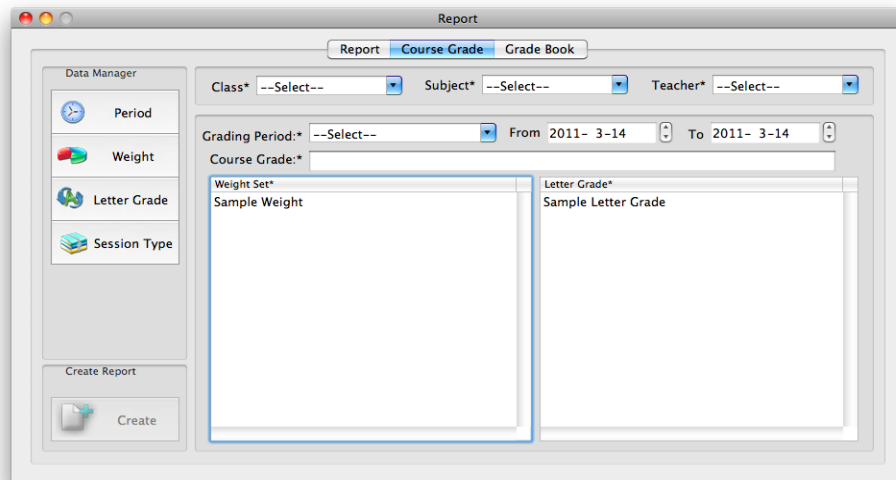
- \*.pdf
- \*.csv

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:

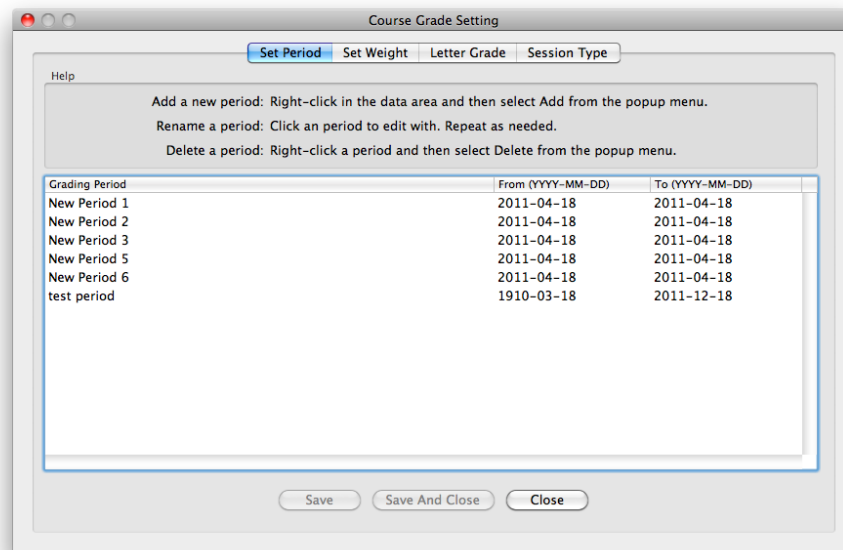
- **Weight Set**– Select in the **Course Grade** window; this sets the weight percentage in the course grade book for a type in the course grade sessions.
- **Letter Grade** –Select in the **Course Grade** window; this associates letters to the final score of the group in the course grade sessions.

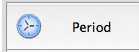
#### 2.4.1.2.1 Course Grade Set Up

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

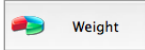
**Option**

Class: All  
 Subject: All  
 Teacher: All

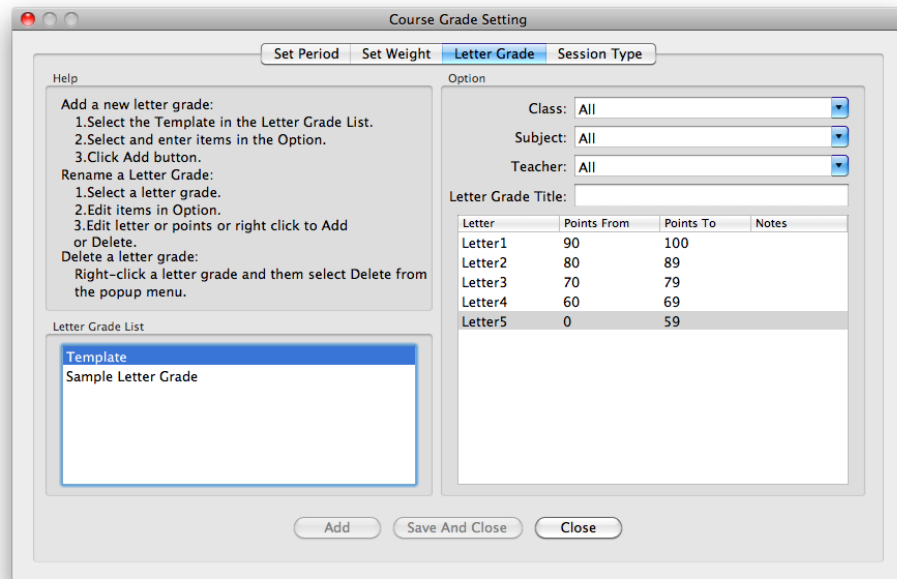
Weight Title: Smapple Weight      Total: 100.0%

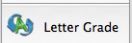
Select	Session Type	Weight
<input type="checkbox"/>	Attendance	0.0
<input checked="" type="checkbox"/>	Exam	50.0
<input type="checkbox"/>	Game	0.0
<input checked="" type="checkbox"/>	Homework	50.0
<input type="checkbox"/>	Lab	0.0
<input type="checkbox"/>	Other	0.0
<input type="checkbox"/>	Participation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

Save    Save And Close    Close

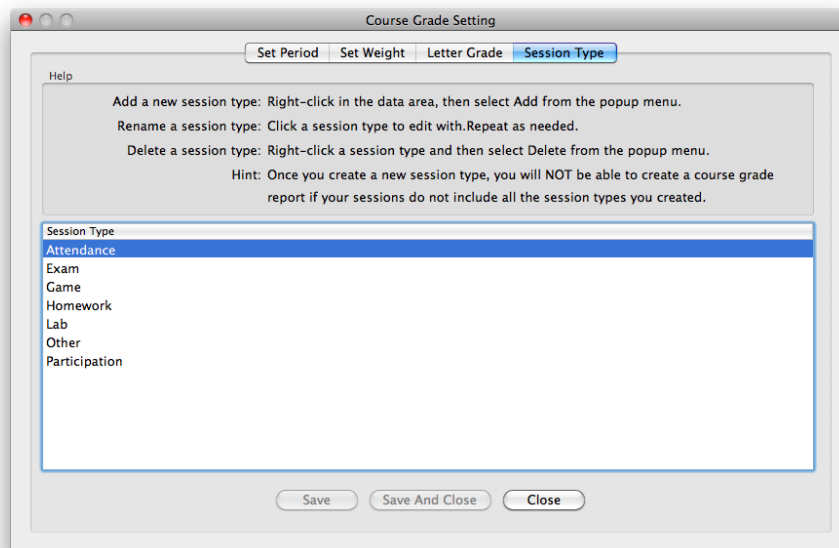
1. Click the **Weight** button  in the **Data Manager** group, the Set Weight window appears
2. The text box window on the upper left corner provides a summarized help guide showing how to add a new weight setup, and how to edit and delete an existing weight setup.
3. To **add** a new weight setup, click 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**.

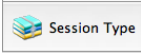
To set up a letter grade, follow these steps:



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**.

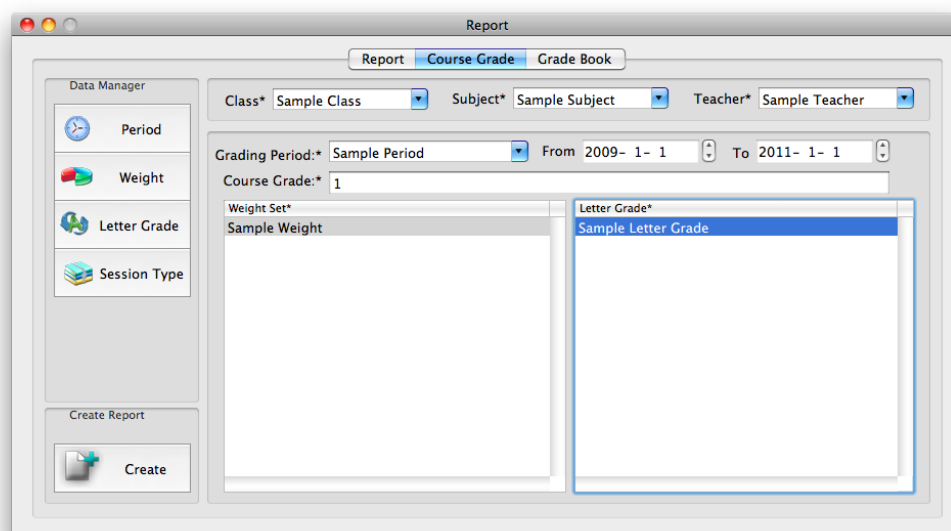
#### 2.4.1.2.2 Create Course Grade Report

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**.

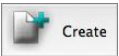
**Note:** The weight used for the Course Grade report generation should contain the number of session types exactly the same as the number of session types included in all sessions selected for the Course Grade period.

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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 session information. It includes a table for Session Type and Weight, a table for Letter Grades and their corresponding Points From and Points To, and a main table for selecting sessions.

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 course information and a list of students. It includes a table for Course Grade, Class, Subject, Teacher, From, To, Total Students, and Average. Below this is a table of student data with columns for Student Name, Exam, Total, and Grade. On the right, there is a list of report types.

Course Grade	Class	Subject	Teacher	From	To	Total Students	Average
Maths	Sample Class	Maths	Sample Teacher	2011-08-08	2011-08-08	40	1.5

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

Buttons: Preview, Save, Close


Report Types:

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

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.

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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
------------------------	------------------------

Created On: 2010-04-30

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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
------------------------	------------------------

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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%)

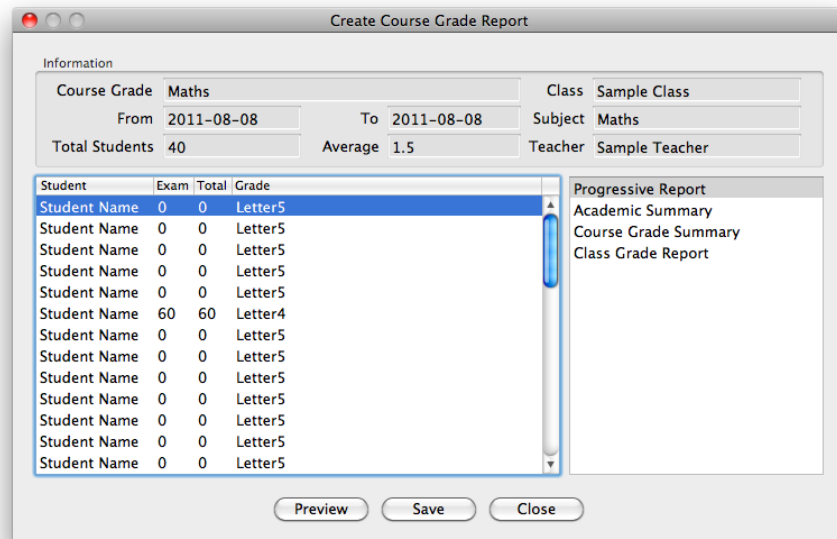
Sample Letter:  
A(90-100);B(80-89);C(70-79);D(60-69);E(0-59);

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

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### 2.4.1.2.3 Save Course Grade



The 'Create Course Grade Report' window contains an 'Information' section with the following fields:

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		

Below the information section is a table with columns: Student, Exam, Total, Grade. The table contains 14 rows of student data. To the right of the table is a list of report types: Progressive Report, Academic Summary, Course Grade Summary, and Class Grade Report. At the bottom are buttons for Preview, Save, and Close.

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

Report Types:

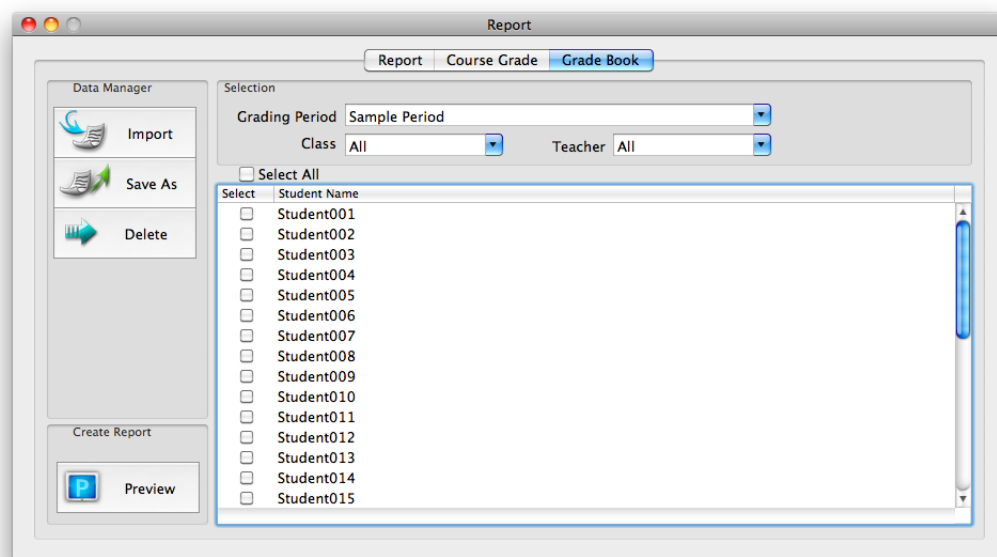
- Progressive Report
- Academic Summary
- Course Grade Summary
- Class Grade Report

Buttons: Preview, Save, Close

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 has tabs for Report, Course Grade, and Grade Book. The 'Grade Book' tab is active. It features a 'Data Manager' section on the left with buttons for Import, Save As, and Delete. Below these are buttons for Create Report and Preview. The main area is titled 'Selection' and contains a 'Grading Period' dropdown set to 'Sample Period', and 'Class' and 'Teacher' dropdowns both set to 'All'. There is a 'Select All' checkbox and a list of student names from Student001 to Student015, each with a checkbox next to it.

Buttons: Import, Save As, Delete, Create Report, Preview

Selection:

Grading Period: Sample Period

Class: All

Teacher: All

☐ Select All

Select	Student Name
<input type="checkbox"/>	Student001
<input type="checkbox"/>	Student002
<input type="checkbox"/>	Student003
<input type="checkbox"/>	Student004
<input type="checkbox"/>	Student005
<input type="checkbox"/>	Student006
<input type="checkbox"/>	Student007
<input type="checkbox"/>	Student008
<input type="checkbox"/>	Student009
<input type="checkbox"/>	Student010
<input type="checkbox"/>	Student011
<input type="checkbox"/>	Student012
<input type="checkbox"/>	Student013
<input type="checkbox"/>	Student014
<input type="checkbox"/>	Student015

## 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

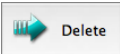
Select a grading period you choose to save from the **Grading Period** drop-down list. In the **Data**

**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.

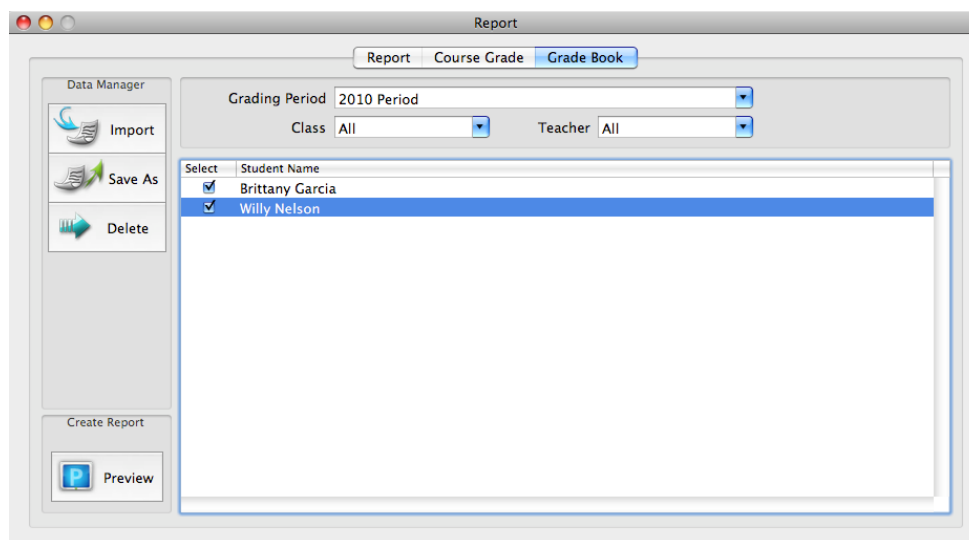
2. Click the **Grading Period** drop down list and select the period you choose to save.
3. Click the **Save As** button to open the subject selection dialog window.
4. Select one or more subjects in the subject selection dialog window and click the **OK** button.
5. The file browser is open allowing 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:

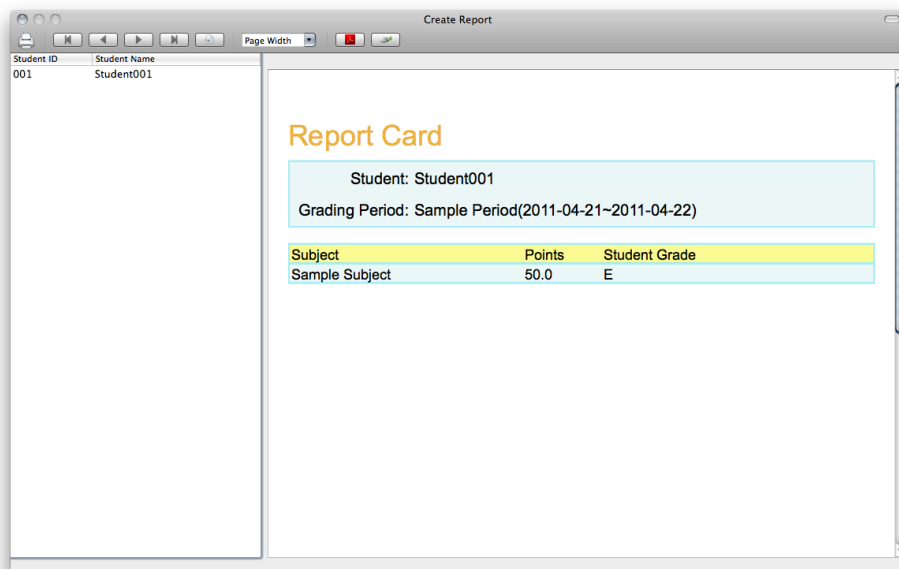
1. Under the report window select the **Grade Book** window tab.
2. Select a grading period from the **Grading Period** drop-down list.
3. Select a class name from the **Class** drop-down list, if you don't want the class to filter the student list, select "All" from the list. (if desire)
4. Select a 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, there is a preview of a "Report Card". The report card header includes "Student: Student001" and "Grading Period: Sample Period(2011-04-21~2011-04-22)". Below this is a table with three columns: "Subject", "Points", and "Student Grade". It contains one row with the values "Sample Subject", "50.0", and "E".

Student ID	Student Name
001	Student001

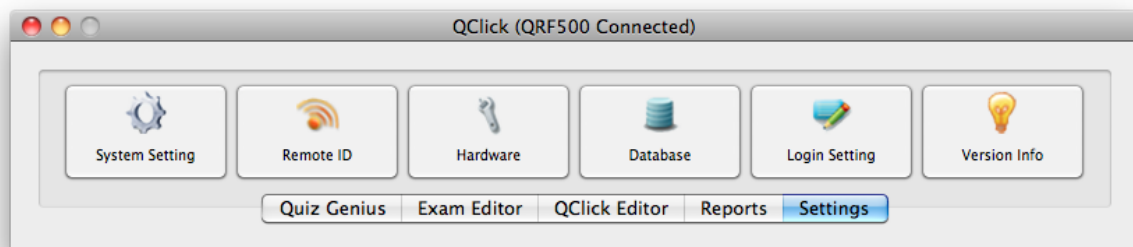
  

Report Card		
Student: Student001		
Grading Period: Sample Period(2011-04-21~2011-04-22)		
Subject	Points	Student Grade
Sample Subject	50.0	E

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.

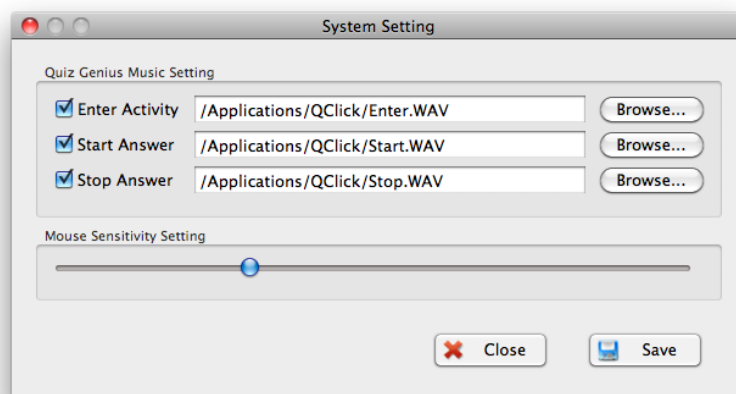
## 2.5 Settings




### 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.
2. Click the **System Setting**  icon; this will display the **System Setting** 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.

## 2.5.2 Remote ID

The function is used to set up the student remote keypad device ID. All settings require the user to log in the system to perform.

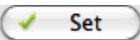
### 2.5.2.1 Students

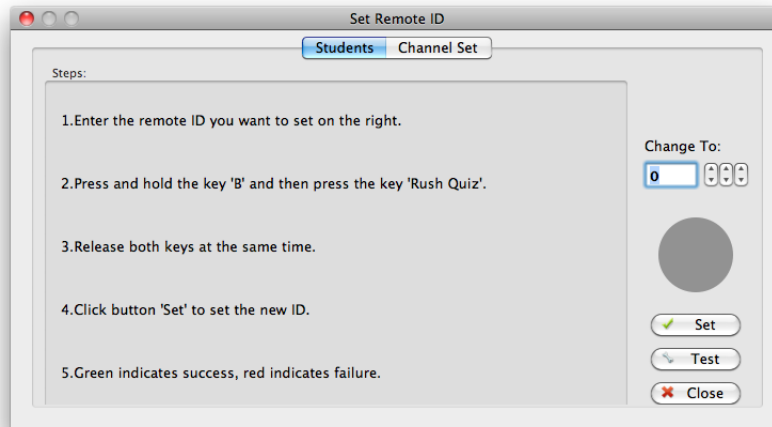
#### Student ID

There are two ways to set up the student device ID.

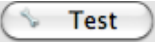
1. Click the **Set**  button to set up the student device ID.

To set the student device ID, follow these steps:

- From the main QClick window, select **Settings** tab, then click **Remote ID** to display the **Set Remote ID** window. The default shows the **Students** tab.
- Directly enter the remote ID number into the text box under **Chang To**, or clicking the digital up or down buttons next to the box.
- Press and hold the key 'B' and then press the key '**Rush Quiz**' on the student keypad.
- Release both keys at the same time.
- Click the **Set**  button to set the new ID you have entered.





**Note:** If Student ID successfully set, the color of the **circle** will be green; red indicates failure

2. You can also click the **Test**  button to set up the student remote ID.

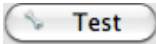
To set up the student device ID, follow these steps:

- Click the **Test** button to display the Set remote ID and the Hardware test tab.
- Press and hold the key 'B' and then press the key 'Rush Quiz' on the student keypad.
- Release both keys at the same time.
- Click a row number on the table to set the device ID to the corresponding row number.

(You can turn the pages by clicking the button  or )


**Note:** Once the new ID has been set successfully, the color of the row you click changes to green. If the setup is failure, the color changes to red.

## Test

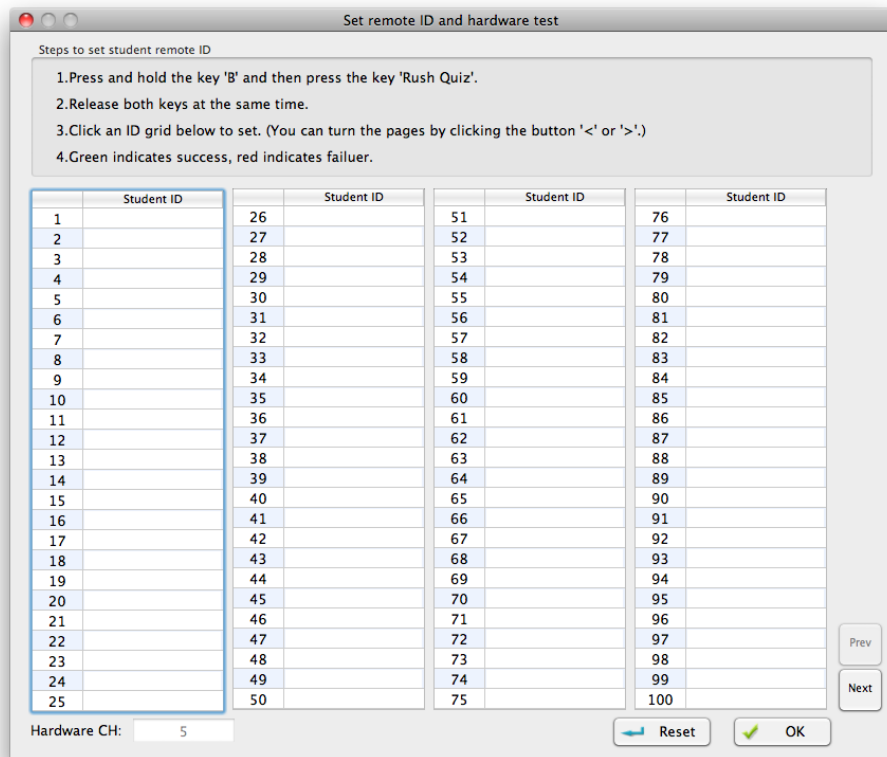
You can click the **Test**  button in the students tab or click the **Hardware** under **Settings** window to test the student remote keypad stroke.

To use the hardware test tool, follow these steps:

1. Click the **Hardware** button to display the Hardware test window.
2. Press a key on the student keypad; the key result will display on the corresponding ID row. (This test can only test one student keypad for a time.)

You may press the **Reset**  button to clear the test results; turn the pages by clicking the

button  or  and press the **OK**  button to close the test window.





Set remote ID and hardware test



Steps to set student remote ID

1. Press and hold the key 'B' and then press the key 'Rush Quiz'.
2. Release both keys at the same time.
3. Click an ID grid below to set. (You can turn the pages by clicking the button '<' or '>'.)
4. Green indicates success, red indicates failuer.

Student ID	Student ID	Student ID	Student ID
1	26	51	76
2	27	52	77
3	28	53	78
4	29	54	79
5	30	55	80
6	31	56	81
7	32	57	82
8	33	58	83
9	34	59	84
10	35	60	85
11	36	61	86
12	37	62	87
13	38	63	88
14	39	64	89
15	40	65	90
16	41	66	91
17	42	67	92
18	43	68	93
19	44	69	94
20	45	70	95
21	46	71	96
22	47	72	97
23	48	73	98
24	49	74	99
25	50	75	100

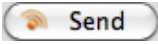
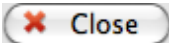
Hardware CH:

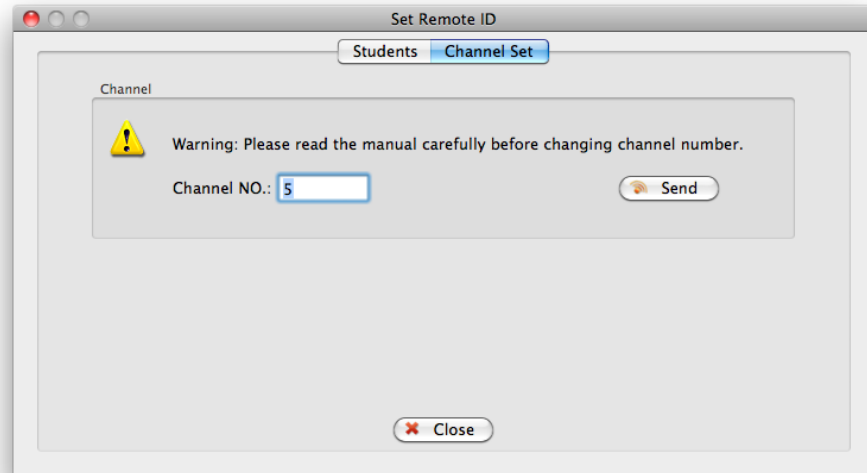
 

## 2.5.2.2 Channel Set

To set the host main receiver channel number, follow these steps:

1. From the main QClick window, select **Settings** tab, then click **Remote ID** to display the **Set Remote ID** window.
2. Select the **Channel Set** tab.
3. The software will prompt you to login again to double check if you have the authority to change the main receiver channel.
4. After login, the **Set Remote ID** window displays. Enter the new channel number into the text box next to the **Channel No.** . Then click the **Send** button .
5. Click the **Close** button  to close the setting.

**Note:** The valid channel number is from 0 to 39.

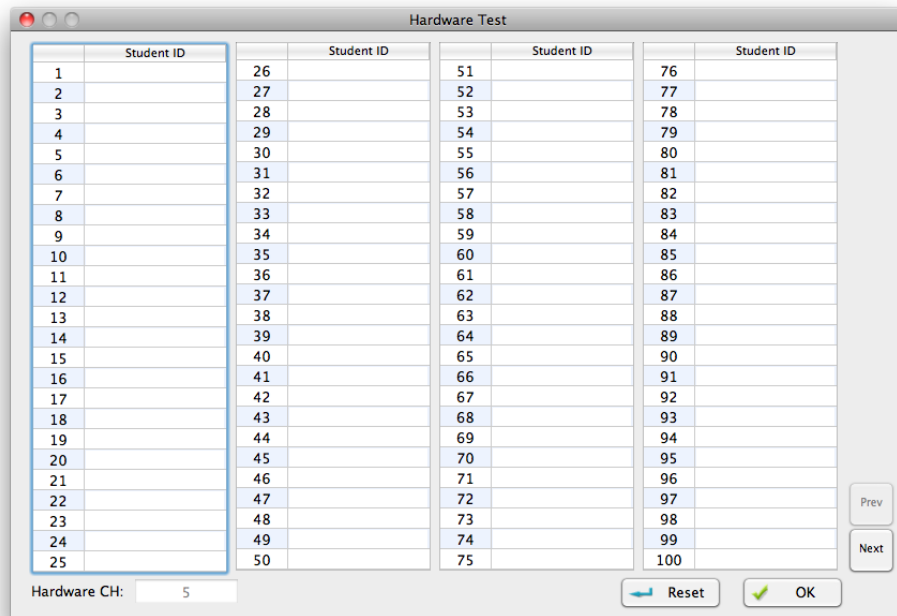


**Channel No.:** The channel number has been preset by the factory. Only under very rare circumstance it is needed to change the channel to avoid the interference with other nearby host.


Once the channel number has been changed, the instructor's remote and all the student remote keypads channel need to be reset in order to make sure the system will work properly.

### 2.5.3 Hardware Test:

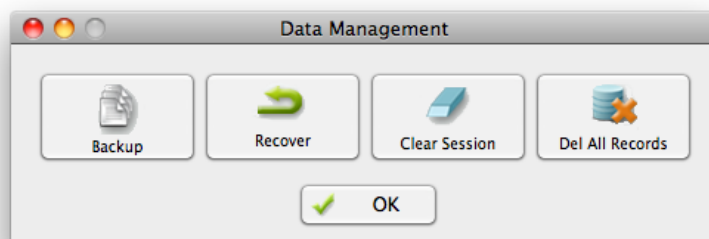
The **Hardware Test** is used to check the communication of the main receiver, instructor remote control, and the student keypad.



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.

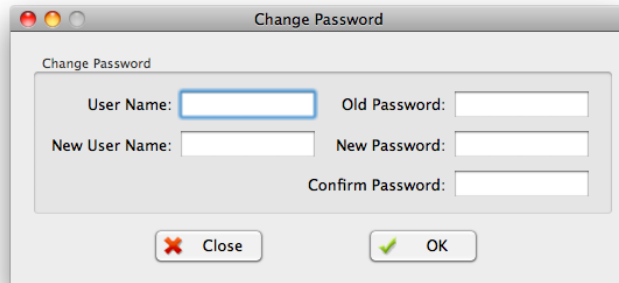
**Note:** *The delete all records cannot be recovered without backing up the database containing the records.*

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.

## Part 3. Hardware & System Installation

### Illustration

### 3.1 Student keypad

#### 3.1.1 Specifications

Dimensions (Lx Wx H): 4.5" x 1.8"x0.71"

Keys: 21

Power required: 2 AAA Batteries

RF transmission distance: ~200 feet

Battery life: Depends upon use or up to 6 months

Function: Transmit response signals

**Note:**

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

*Enclosed in this package are the following items*

*Screwdriver*

*Screws*


#### 3.1.2 Illustration

##### 3.1.2.1 Student Keypad Layout


1. **Power:** Turns unit on and off
2. **Screen Display**

3. **Send Key** : Sends a response.


4. **Del Key** : Be used to backspace

5. **Left Key** : Scrolls to the left and is used to go to the previous question during paper quiz mode


6. **Hand Raise Key** : Button for “Rush Quiz” activity mode


7. **Right Key** : Scrolls to the right and is used to go to the next question during paper quiz mode


8. **True Key** : Button for “True and False” Question Mode

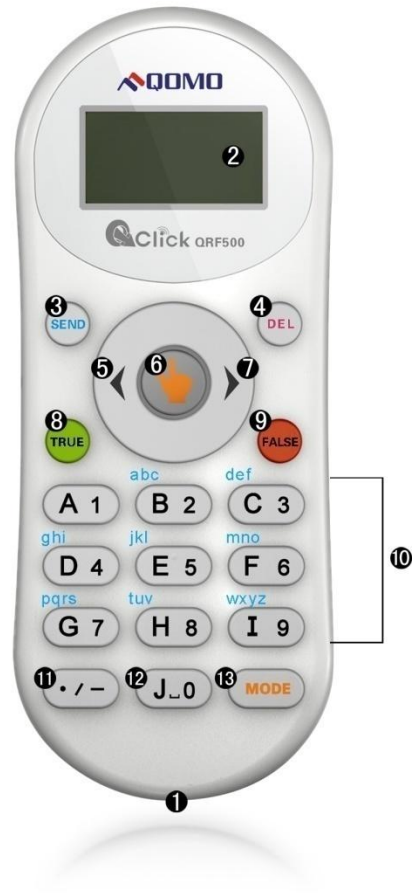
9. **False Key** : Button for “True and False” Question Mode

10. **Selection Keys** : Labeled “A1” to “J0” and “a” to “z” for alpha numeric inputs

11. **. / - Key** : Used to enter the plus “+”, the minus “—”, the division “/” or the decimal point “.” signs

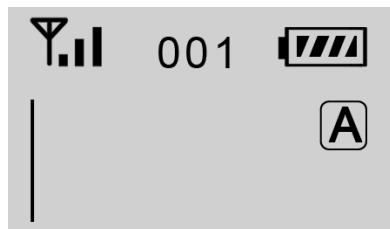
12. **Space Key** : Used to enter a space

13. **Mode Key** : Toggles between multiple choice options, and alphabet and numeric key functions



### 3.1.2.2 Student Keypad Instruction

#### 3.1.2.2.1 Screen

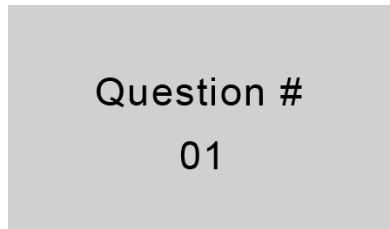


The following information is displayed on the screen:

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- RF Signal strength is displayed in the upper left corner
- The battery indicator is displayed in the upper right corner
- Device ID is displayed in the upper middle
- Mode Shift is displayed on the right

### 3.1.2.2.2 Receive Question Screen



The following information is displayed on the screen:

Question NO.: When turning to the new question, the host sends the Question NO. to the student keypad.

## 3.2 Instructor Keypad

### 3.2.1 Specifications

Dimension (L x W x H): 5 "x 2 " x 1 "

Keys: 21

Power required: 2 AA Batteries

RF transmission distance: ~200 feet

Battery life: 6 months to 1 year depending on use

(Not including laser pointer use and Offsite mode use)

Function: Instructor/Presenter

**Note:**

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












*Enclosed in this package are the following items*

*Screwdriver*











*Screws*

## 3.2.2 Illustration










### 3.2.2.1 Instructor Keypad Layout:












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**  : Used to toggle between the mouse and keypad control
13. **View Key**  : Displays student records



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

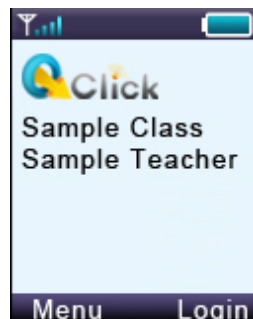
**Note:** When each time the remote mouse is used, the instructor clicker will calibrate the holding position as the mouse motionless position. For the better mouse control, suggest you holding your clicker on level position for a while before calibration done.

**Warning:** DO NOT POINT THE LASER POINTER DIRECTLY TO YOUR EYES. It could be harmful to your eyes

### 3.2.2.3 NoHost Screen

The instructor keypad works in the Normal mode.

#### 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.

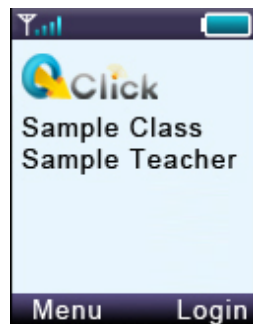
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- Battery life indicator is displayed in the upper right corner.
- The instructor's name and the name of the last class logged into.

The following functions can be performed while on this screen:

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

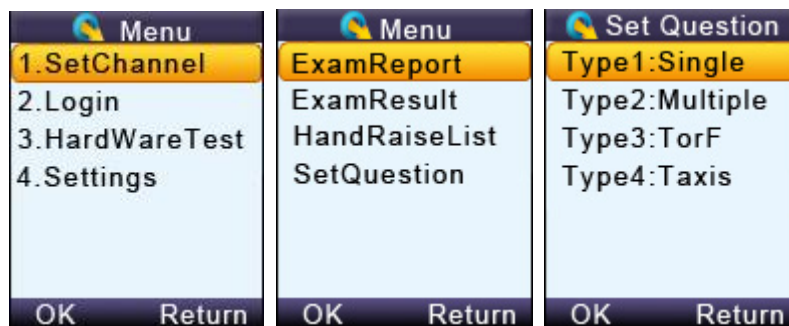
### 3.2.2.3.2 Operation mode selection screens:






The *Normal mode* is used for the normal quiz selection. To conduct the normal quiz session, the needed hardware will include the instructor keypad, student keypads, the main receiver, PC or a display device.

## 3.2.2.4 Normal Mode

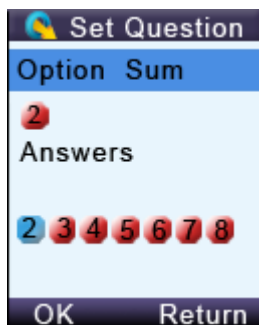
### 3.2.2.4.1 Normal mode menu display:



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:

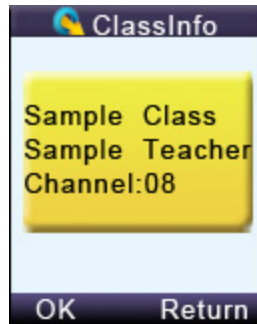
To login to a class, follow these steps:

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.

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## (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.

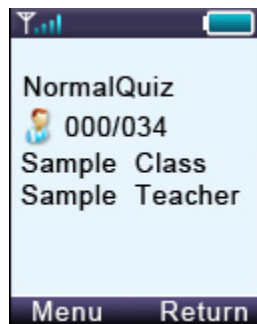
Under the “SetChannel” screen, enter a valid channel number.

## (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:
















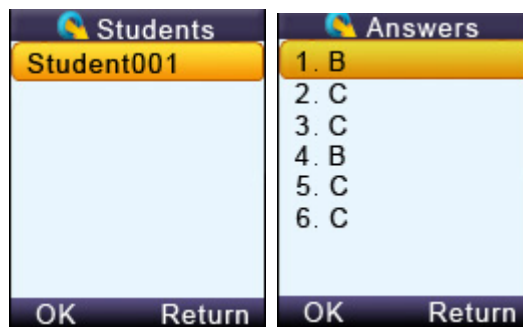
- The selected activity mode
- The selected class name

- 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:

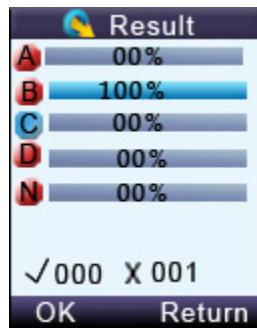
- The displayed PowerPoint slides can be selected up or down by pressing the Slide Up Key  or Slide Down Key .
  - An exam can be started, paused, or stopped by pressing the Start/Pause Key  or Stop Key .
  - Exit an exam by pressing the ESC Key .
  - View the statistics histogram of the current question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

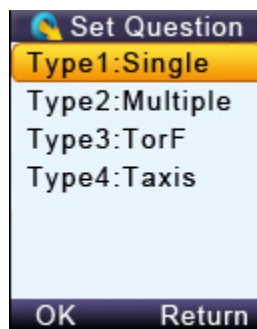
Select “**ExamResult**” to display the histogram.


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

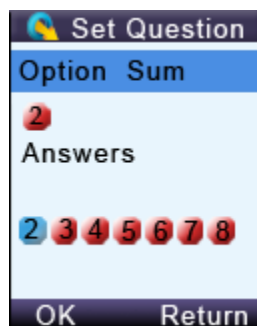
■ Set up an instant question:







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.Settings**” to enter into the Settings submenu.
2. Under the Hardware submenu, select “**2.ScreenSaver**” submenu in order to set the duration time before going to the sleep mode.
3. Press the **Up**  /**Down Key**  to adjust and select time.
4. Press the **Menu/OK Key**  to confirm the setting.

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


**Note:** If the clicker stays without any interaction for a period of time that set in Screen Saver, the keypad will enter into a sleep mode which will shut down the screen’s display. The user can press any key to wake up the keypad and return to the previous display.


#### 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.

## 3.3 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) 87mm x24.55mm x10mm

Weight: 14.4g

Operating Temperature: 0-104 degree F

Operating Relative Humidity: 0-90%

Transmitting and receiving distance: ~200 feet radial

### 3.3.2 Illustration

- 1- QRF500 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.

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