



# User Manual

## QRF 300



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## Part 1. QRF300 ARS Overview

The QRF300 Audience Response System (QRF300 ARS) is an easy-to-use RF response system that obtains immediate feedback from each participant (up to 400 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 QRF300 ARS encourages participation and elicits individual response through the following activities: **Normal Quiz, Paper Quiz, 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 QRF300 ARS displays instant results in the form of a histogram and score board.

## 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 exam slides and the selection of the slide question answers.

The **QClick Editor** allows you to set up and edit questions details of .qc files.

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 the system set up, which includes 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

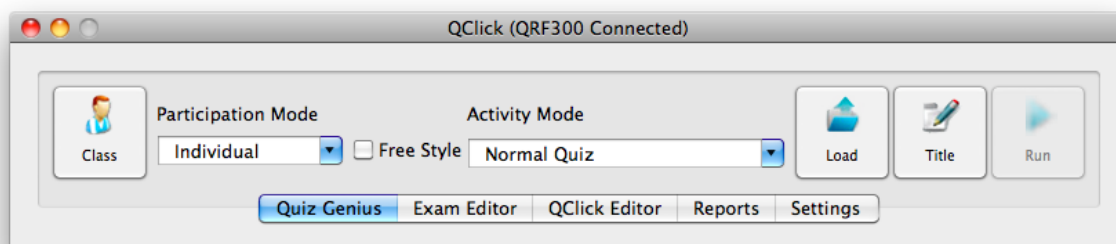
1. Place the software disk into your computer CD drive.
2. Open the disk and double click on the "QClick.exe" file in the root directory.
3. Follow the instructions displayed during the installation.

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

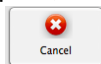


**Note:** One .qc file = one quiz paper

One PPT file = one quiz paper

One slide = one quiz paper

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 **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 QRF300 main receiver plug-in status all the time. It will either display “QRF300 No Host” for Offline and “QRF300 Connected” for Online.

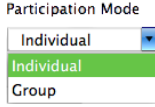
Once the application is running, the software displays the following control tab windows, **Quiz Genius**, **Exam Editor**, **QClick Editor**, **Reports**, and **Settings** on the top of the screen. The active default tab is set to **Quiz Genius**.

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 **Free Style** ☐ **Free Style** check box; refer to session **2.1.2.8 Free Style Normal/Rush/Elimination**.

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

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

6. Click the **Run**  icon to start the quiz, refer to session **2.1.1.6 Run /Start a Quiz**.
7. Depending on your selection, not all of these steps are necessary. The following table shows the relationship:

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

	Mode,		number can be changed		
No	Paper Quiz	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**

### 2.1.1.1Class:

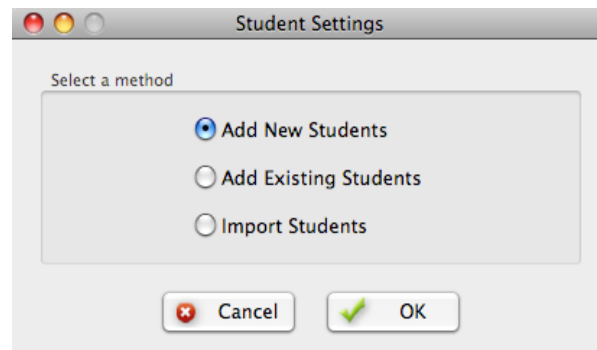
The QClick system engages the class in a quiz session. A class must be created and selected prior to any activities. A teacher and a subject are associated with a specific class. The students in the class can be place in groups. The class setting, allows several options for entering, class information.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

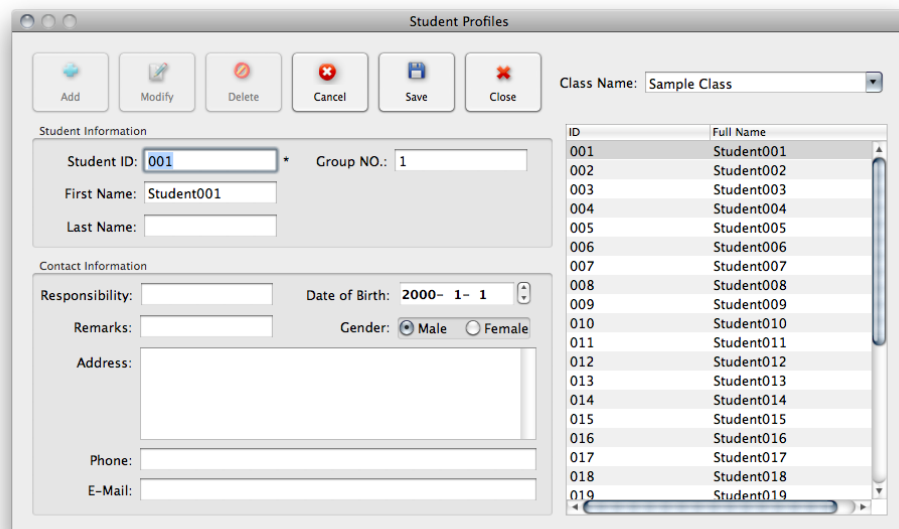
2. Select a class from **Class Name** drop-down list. A student roster associated with the class will be displayed and may be edited or renamed.

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



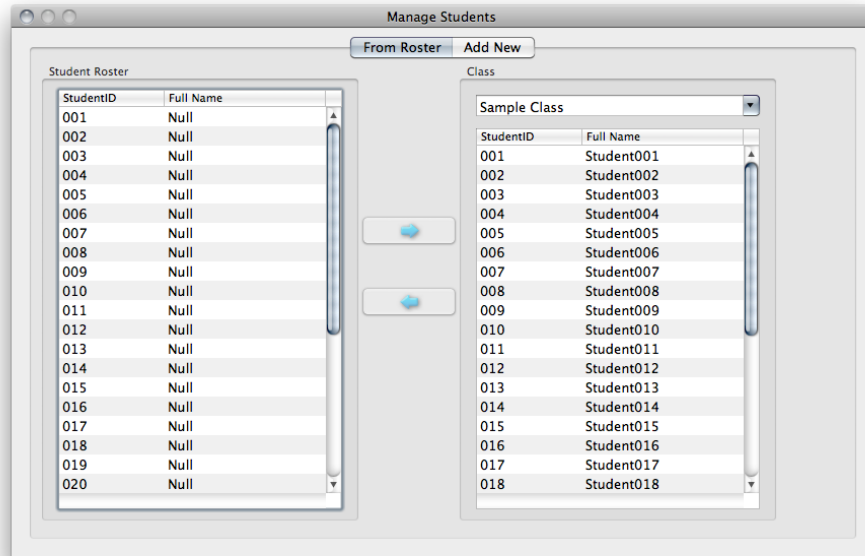
4. Select one of choices in the **Student Settings** to enter the student information.




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

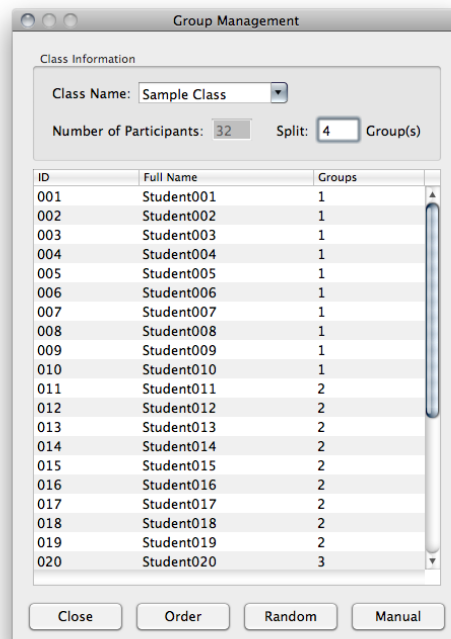


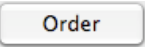
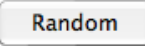
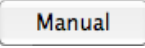
ID	Full Name
001	Student001
002	Student002
003	Student003
004	Student004
005	Student005
006	Student006
007	Student007
008	Student008
009	Student009
010	Student010
011	Student011
012	Student012
013	Student013
014	Student014
015	Student015
016	Student016
017	Student017
018	Student018
019	Student019

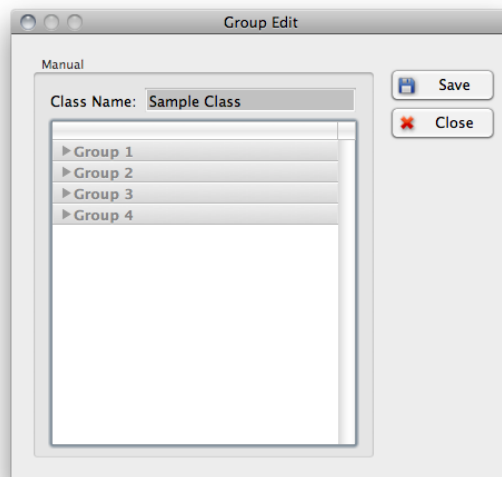
6. To add or remove the students to or from the class, click the **Manage** button to display the **Manage Students** window.

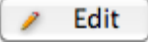
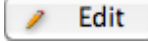
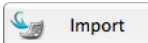
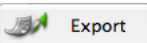
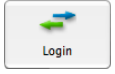




7. To import or export the student roster from or to a \*.csv file, click the **Import**  **Import** or **Export**  **Export** button to display the file browser.
8. To set up groups for the students in the class, click **Grouping**  **Grouping** to display the Group Management window.



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 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.

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### 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**, **Rush Quiz**, **Elimination**, **Multiple Mode**, **Vote**, and **Attendance**. Choose a mode from the **Activity Mode** 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**, **Multiple Mode** and **Vote**. 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.

Quiz

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 300 B 700

C 650 D 530

E 525 F 650

Start 30 Previous Report Normal Quiz Done Question NO.: 1 Page/Total: 0/5 Answered/Total: 1 / 32

The display screen is divided into three segments:


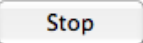
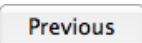
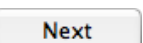
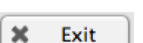
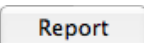
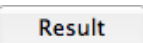
- Register/Answer Status Bar
- Questions display
- Tool Status Bar

**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**  – 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. Refer to session 2.1.1.7 Result and Report.

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**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 in.
- 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.

The screenshot displays a quiz interface. At the top, a 'Register/Answer Status Bar' shows a grid of student numbers from 1 to 32. Below this, a question is presented in a purple box: '3.The sum of two number is 56 and the difference is 22.Find the larger number.' Below the question, there are six answer options labeled A through F, each with a text input field: A: 42, B: 39, C: 22, D: 27, E: 36, F: 33. At the bottom, a control bar includes buttons for 'Start', 'Stop', 'Previous', 'Next', 'Report', 'Result', and 'Exit'. It also shows a timer set to 30 seconds, the quiz title 'Normal Quiz', and status information: 'Answered/Total: 0 / 32', 'Question NO.: 3', and 'Page/Total: 3/6'.

**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.

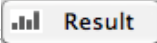

Clicking the **Run** to begin a test, please note that the PowerPoint file may not be recognized, when run the quiz right after Mac Book bootup. QClick system will prompt that the quiz file is empty, please load another one. The case happens on some Mac Books with old configurations. As the file completely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

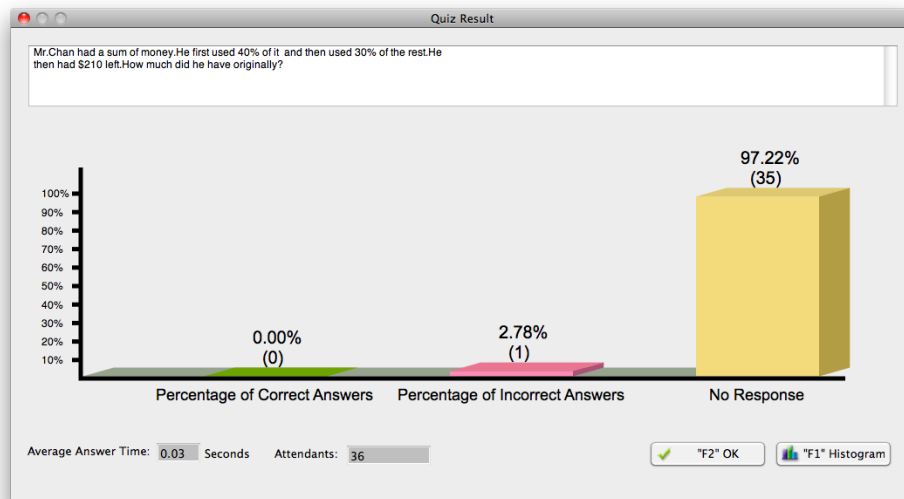
To begin gathering responses from the students, click the **Start/Pause**  button or using the instructor remote keypad press the **play**  button. The register number corresponding to each individual clicker logged in will appear on the right of the screen.

The countdown timer will display the remaining time in seconds. The timer value may be increased or decreased by pressing the **up/down** button before or during the question test. Once the timer is at 0, the receiver will no longer receive audience/participant responses. The timer window will change to black. The instructor can always stop the timer by pressing the **Start/Pause** button.

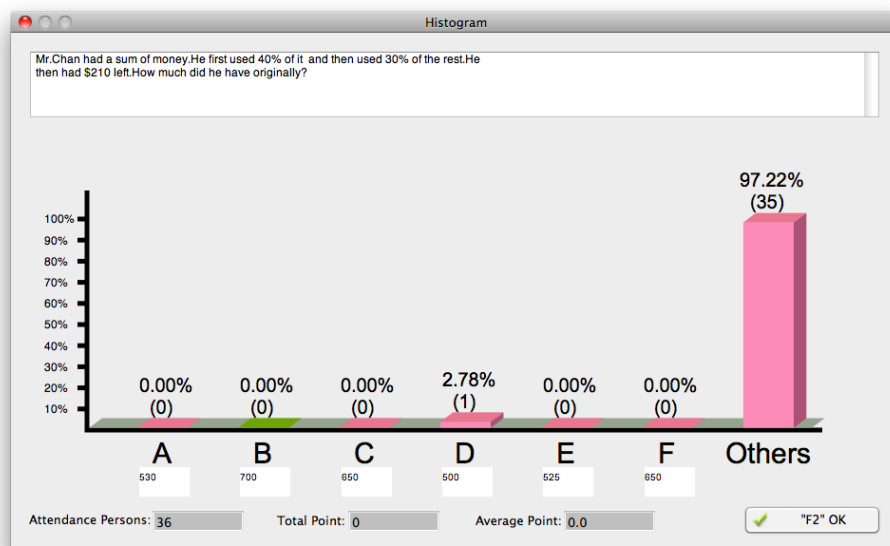
**Note:** *If the computer goes into the sleep mode during the testing interface, then the system may not have any response to the instructor keypad. Don't worry, at this time you just need to use the mouse to simply click the **start** button on the **Tool Status bar** to start the quiz again or exit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


### 2.1.1.7 Result and Report

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



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



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

Quiz Report

### Report

Register#	Student ID	Student Name	Group NO.	Points	Answer Time	Total Points
1	001	Student001	1	0	0	0
2	002	Student002	1	0	0	0
3	003	Student003	1	0	0	0
4	004	Student004	1	0	0	0
5	005	Student005	1	0	0	0
6	006	Student006	1	0	0	0
7	007	Student007	1	0	0	0
8	008	Student008	1	0	0	0
9	009	Student009	1	0	0	0
10	010	Student010	2	0	0	0
11	011	Student011	2	0	0	0
12	012	Student012	2	0	1	0
13	013	Student013	2	0	0	0
14	014	Student014	2	0	0	0
15	015	Student015	2	0	0	0
16	016	Student016	2	0	0	0
17	017	Student017	2	0	0	0
18	018	Student018	2	0	0	0
19	019	Student019	3	0	0	0
20	020	Student020	3	0	0	0

Average Point: 0.0

"F1" Details "F2" Cancel

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

Details

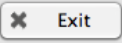
### Answer Details

ID	Name	Response
001	Student001	
002	Student002	
003	Student003	
004	Student004	
005	Student005	
006	Student006	
007	Student007	
008	Student008	
009	Student009	
010	Student010	
011	Student011	
012	Student012	D
013	Student013	
014	Student014	
015	Student015	
016	Student016	
017	Student017	
018	Student018	
019	Student019	
020	Student020	
021	Student021	
022	Student022	
023	Student023	
024	Student024	
025	Student025	

"F2" OK "F1" Correct Answer(s)

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 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 7 activity modes: **Normal Quiz, Paper Quiz, Rush Quiz, Elimination, Multiple Mode, Vote, and Attendance**. Using the **Free Style** selection, there are 3 activity modes: **Normal Quiz, Rush Quiz** and **Elimination**.

### 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 start 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. Once students start to answer on their keypads, the question

being answered currently will be displayed on Register/Answer status bar. Press  to go to previous question, press  to go to the next question, after finishing all the questions the student login status will turn into green.

### 2.1.2.3 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.

**Note:** *Blue indicates correct answer, Red indicates wrong answer.*

### 2.1.2.4 Elimination:

This mode is similar to the normal mode. Only those students answering correctly can move on to the next. Those answering incorrectly are automatically eliminated.

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

### 2.1.2.5 Multiple Mode:

The **Multiple Mode** activity combines the **Normal Quiz**, **Rush Quiz** and **Elimination** in one quiz session. The loaded quiz file 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.

### 2.1.2.6 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.

### 2.1.2.7 Attendance:

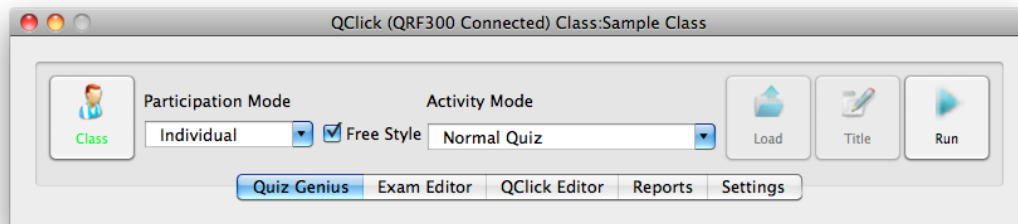
The **Attendance** mode allows the instructor to take attendance. When you select the **Attendance** activity mode, the system won't ask you to load in any quiz files prior to starting the **Attendance** activity. The attendance result can be saved into the system database as a part of the permanent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

### 2.1.2.8 Free Style Normal/Rush/Elimination:

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

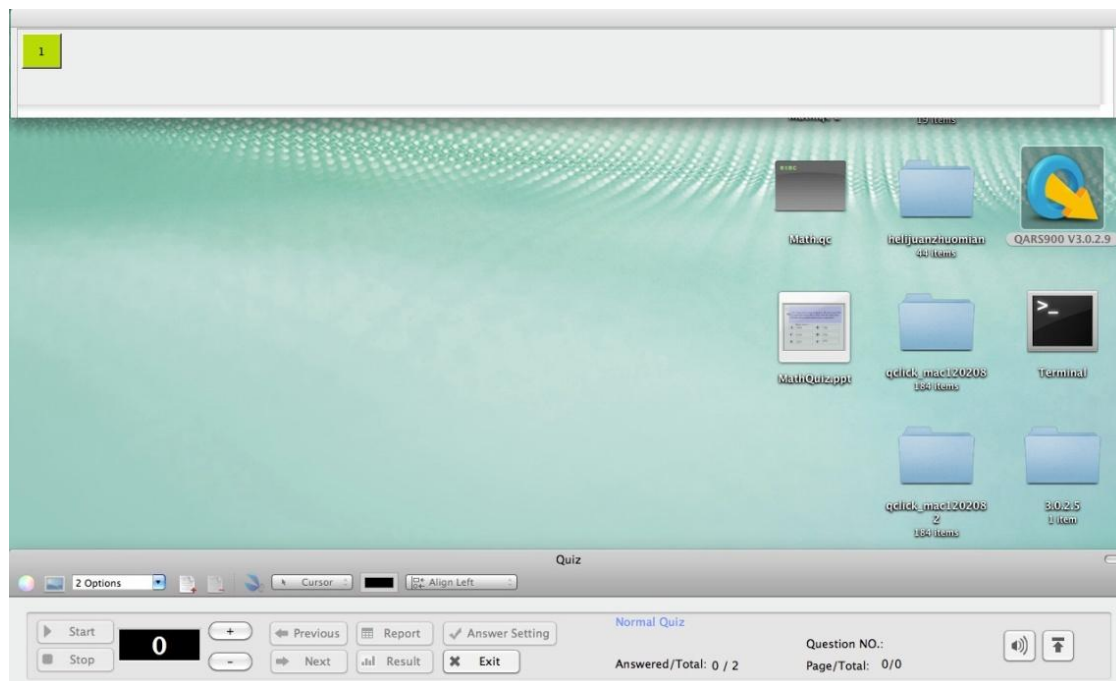
To use the **Free Style** option, follow these steps:

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



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

### Start a quiz




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

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



#### 1. Register/Answer Status Bar:

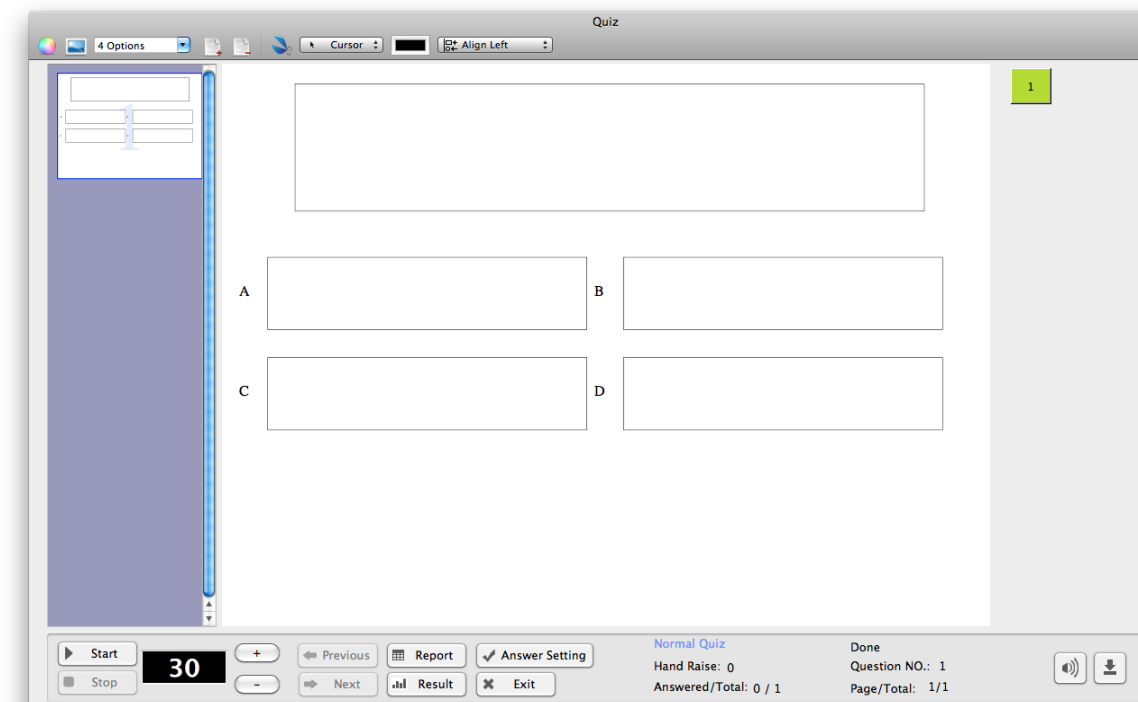
Display the students logged in register number. The number is displayed in successive order based upon first entry.







#### 2. Quiz Toolbar:

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

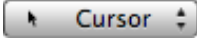

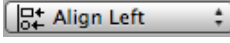
Copyright © 2009 All Rights Reserved by QOMO HiteVision.

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



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



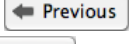
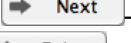
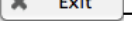
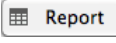
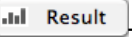
Hold the left mouse button and draw a rectangular window on the image you want to capture. Double click on the selection box. The captured image will be the screen.

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

### 3. Tool Status Bar

Tool Status Bar combines the following three parts:

1. Control buttons on the Tool Status Bar:



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

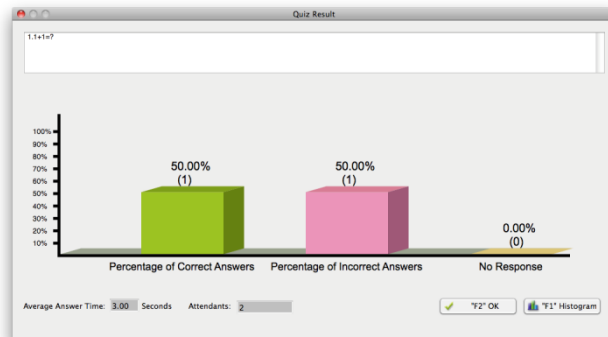
Quiz Report

Report

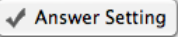
Register#	Student ID	Student Name	Group NO.	Points	Answer Time	Total Points
1	2009900001	Student001	1	10	4	10
2	2009900002	Student002	1	0	2	0

Average Point: 5.0

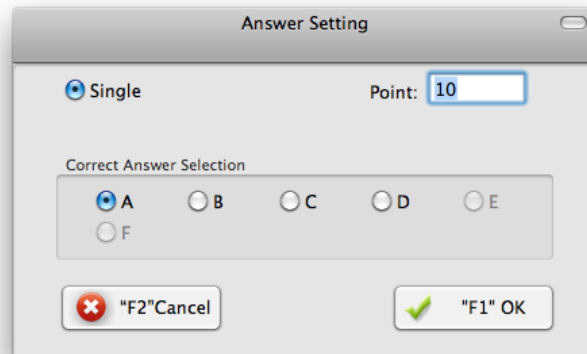
 "Y1" Details  "Y2" Cancel



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

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

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



## 2. The Question Answer Timer:

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



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

## 3. Quiz Status:

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



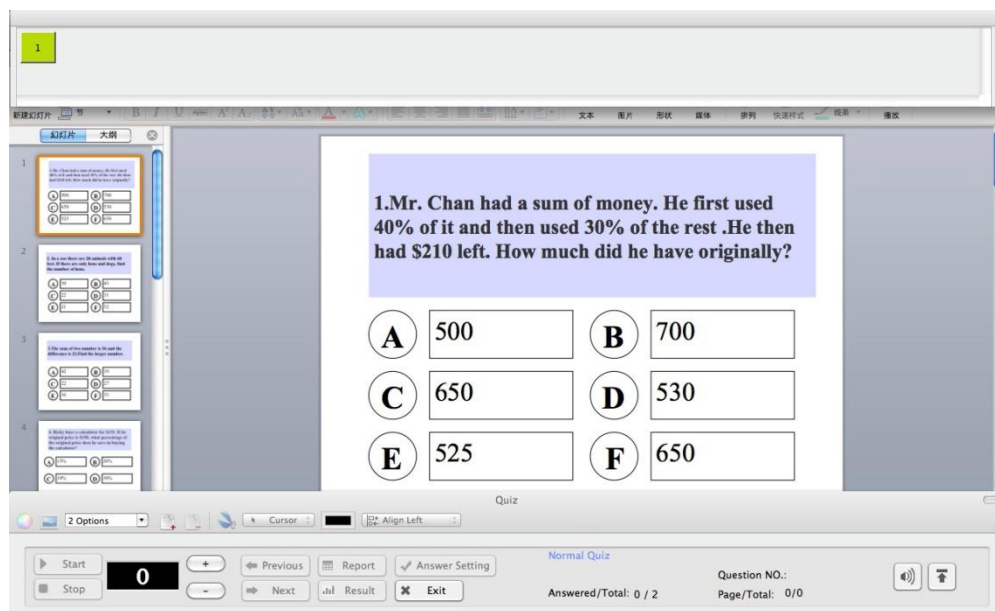
- **Audio Player** – Play question and answer options audio file during the quiz.



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

## 4. Mac Desktop:

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



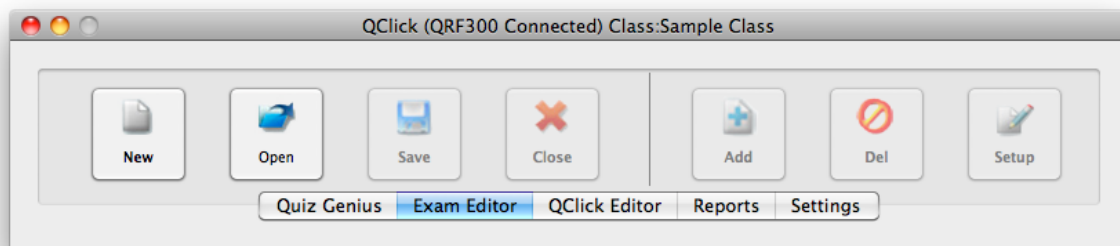
### 2.1.2.9 Comparison of Mode Selections and Their Functions

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 Style Normal	√*		√**	√
Free Style Rush Quiz	√*		√	√

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

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


## 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.

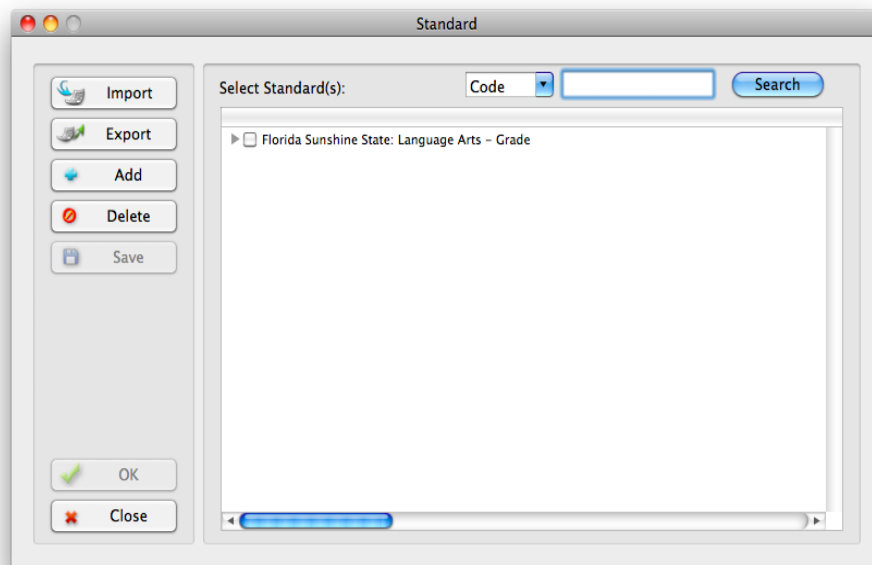
**Note:** The new set timer value in a running session will overwrite the time limit value set here in the question set up.

- **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**.

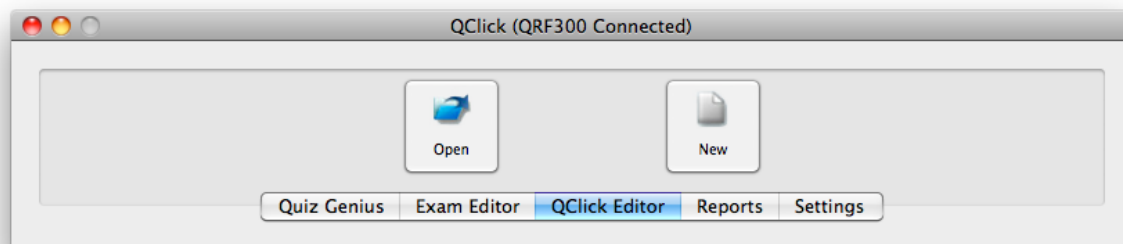
- **Delete:** -- The **Delete** function is used to delete a standard from the hierarchical standard chart. Select the standard you desire to delete by clicking the check box on the right hierarchical standard chart window. Then click the **Delete**  **Delete** button to delete the standard. The software 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**, **Cloze Test**, **Short Answer** and **Teaching Plan**.

- **Single Answer:** -- Multiple choice question with only a single correct answer choice.
- **True or False:** -- Multiple choice question with only two answer options, the correct answer is either true or false.
- **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 **Delete** button .
8. To close the edited .qc file, close the Question Setting window directly.
9. To edit the current slide, click the **Question Info** button, **Question Info** window will display, allowing you to edit the question information.
10. To choose a standard for your question setup, click the **Standard** button, this will display you the Standard window allowing you to choose the standard(s) from.

### 2.3.1 Open:



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





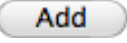
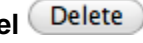
### 2.3.3 Questions Setting



To set up the questions, go to **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.*

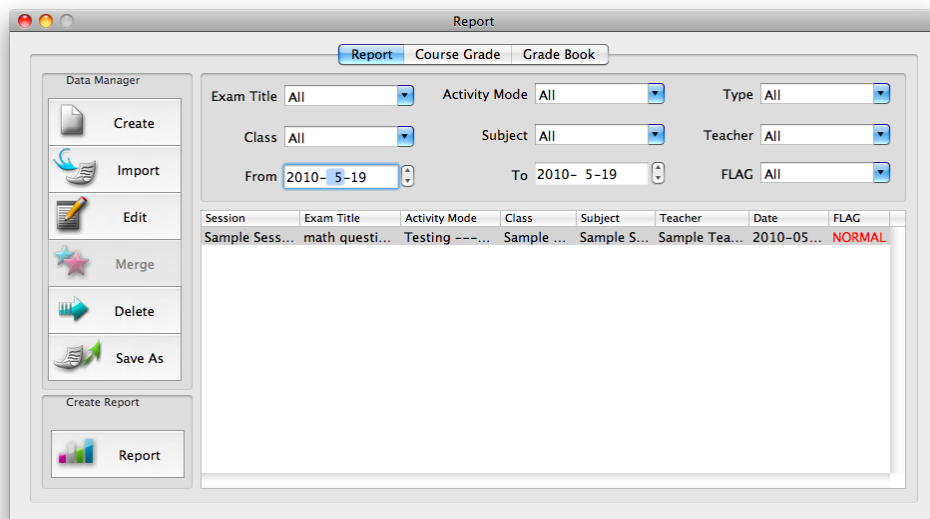
**Note:** *After question editing finished, or directly closing the Question Info window the system will automatically save the edited contents.*

## 2.4 Reports

### 2.4.1 Report

#### 2.4.1.1 Report

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



## Data Manager

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

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

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

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

### 2.4.1.1.1 Create New Session



The screenshot shows a 'Create' dialog box with the following details:

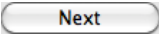
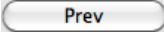
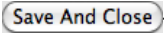
- Tabs:** 'Create New Session' (active), 'New Course Grade'.
- Selection Section:**
  - Session\*: [Empty]
  - Type: Other
  - Subject: Sample Subject
  - Exam Title: [Empty]
  - Class: Grade1-1
  - Teacher: Sample Teacher
  - Date: 2011- 3-11
- Questions Section:**
  - Total Questions: 1
  - Question#: 1
  - Question Mode: Single Answer
  - Num Of Options: 4
  - Difficulty Level: Other
  - Correct Answer: No Answer
  - Point: 10
  - Question(optional): [Empty text area]
  - Standard: [Empty text area]
- Student Answer Section:**
  - Total Students: 30
  - Table with 3 columns: Student ID, Student Name, Answer.
  - Table content (15 rows):

Student ID	Student Name	Answer
200900001	Student001	
200900002	Student002	
200900003	Student003	
200900004	Student004	
200900005	Student005	
200900006	Student006	
200900007	Student007	
200900008	Student008	
200900009	Student009	
200900010	Student010	
200900011	Student011	
200900012	Student012	
200900013	Student013	
200900014	Student014	
200900015	Student015	
- Buttons:** Prev, Next, Save, Close.

To create a new session, follow these steps:

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

1. Type in a session name into the **Session** box.
2. Type in a test title name into the **Exam Title** box. The test title should correspond to the electronic or paper copy test title or a file name loaded in a classroom activity. In order to make the session being created consistent with the session generated in an activity test, the test title is entered for the purpose of filtering to easily locate a session in order to generate a report.
3. Select a **type** for the session being created from the drop down list **Type**.
4. Select a **class name** for the session being created from the drop down list **Class**.
5. Select a **subject name** for the session being created from the drop down list **Subject**.
6. Select a **teacher name** for the session being created from the drop down list **Teacher**.
7. Select a **date** for the session being created, the default 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. Questions may now be answered and in any order desired! Questions may be selected from the drop down list **Question #**.
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. Select the number of options from the drop down list **Num of Options**, if the question mode is **Single Answer**. The default number of options is set to 4. If the question mode is **True or False**, the **Num of Options** cannot be edited, default set to 2.
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 popup window **Standard**.
16. The question content is optional. It serves as a hint for the current question. It may also be used as the question comment. Just type in the text or copy and paste the text in the box marked **Question (Optional)**.
17. Select a **student name** and **ID** by clicking the student information row in the **Student Answer** area to enter an individual student answer to the current selected question.
18. Repeat Step 8-17 to finish entering all the student answers to the current selected question.
19. After the settings have been completed, select  to go to the next question, select  to go back to the previous question.
20. Click the **Save & Close** button  to close the window. The saved session data will be recorded in the system database. **If the window is closed without saving, all of the input data will be lost.**

### 2.4.1.1.2 New Course Grade

The screenshot shows a software window titled "Create" with two tabs: "Create New Session" and "New Course Grade". The "New Course Grade" tab is active. Below the tabs is a "Selection" section containing several input fields: "Session:" (text box), "Subject:" (dropdown menu), "Type:" (dropdown menu), "Teacher:" (dropdown menu), "Class:" (text box with "sample class"), "Date:" (calendar icon), and "Total Points:" (text box with "100"). Below these fields is a table with three columns: "Student ID", "Student Name", and "Student Points". The table lists 20 students, with Student 005 highlighted. At the bottom of the window are "Save" and "Close" buttons.


Student ID	Student Name	Student Points
001	Student001	33
002	Student002	44
003	Student003	32
004	Student004	65
005	Student005	0
006	Student006	0
007	Student007	0
008	Student008	0
009	Student009	0
010	Student010	0
011	Student011	0
012	Student012	0
013	Student013	0
014	Student014	0
015	Student015	0
016	Student016	0
017	Student017	0
018	Student018	0
019	Student019	0
020	Student020	0

To create a new course grade, follow these steps:

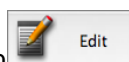
In the **Data Manager** groups, click the **Create**  button, and select the New Course Grade tab to begin creating a new course grade.

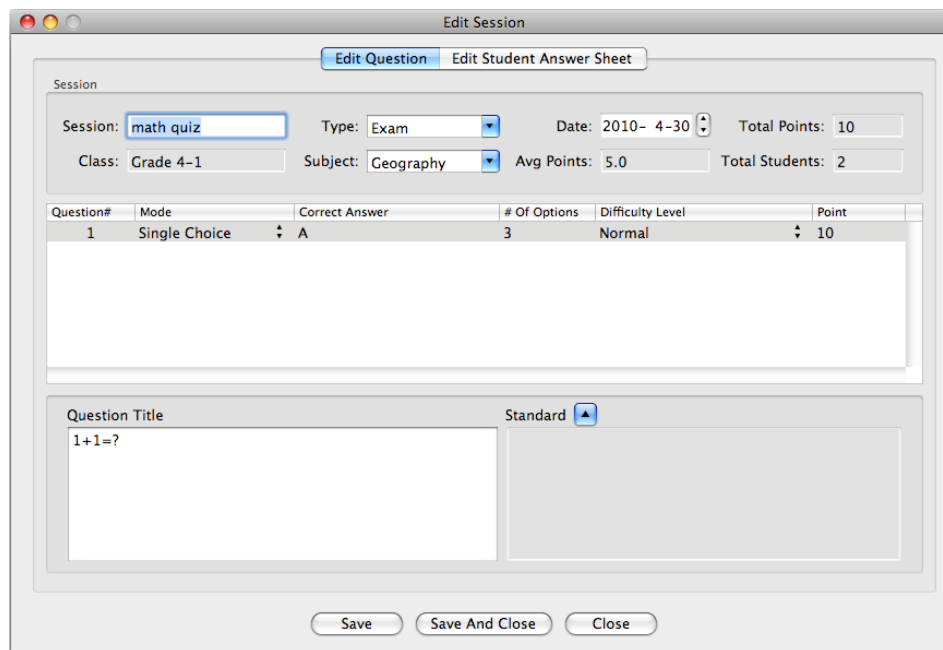
1. Type in a session name into the **Session** box.
2. Select a **type** for the session being created from the drop down list **Type**.
3. Select a **class name** for the session being created from the drop down list **Class**.
4. Select a **subject name** for the session being created from the drop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

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

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

### 2.4.1.1.4 Edit a session

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



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

- Session:** math quiz
- Type:** Exam
- Date:** 2010- 4-30
- Total Points:** 10
- Class:** Grade 4-1
- Subject:** Geography
- Avg Points:** 5.0
- Total Students:** 2

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

Below the table, there is a large text area for the question title, which currently contains '1+1=?'. To the right of the text area is a 'Standard' dropdown menu.

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

The screenshot shows a window titled "Edit Session" with two tabs: "Edit Question" and "Edit Student Answer Sheet". The "Edit Student Answer Sheet" tab is active. The "Session" section contains the following fields:

- Session:
- Type:
- Date:
- Total Points:
- Class:
- Subject:
- Avg Points:
- Total Students:

Below the session information is a table with three columns: "Student", "Question#", "Correct Answer", and "Answer".

Student	Question#	Correct Answer	Answer
Brittany Garcia	1	A	A
Willy Nelson			



To the right of the table is a "Question" section with the text "1+1=?". At the bottom of the window are three buttons: "Save", "Save And Close", and "Close".

This following section will demonstrate how to:

- Modify session information
- 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.

## EDIT QUESTIONS

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

- Change the question mode
- 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 **Question Mode** drop down list in the Questions area; and then select the new mode of question desired.
4. Click the **Correct Answer** edit box in the **Questions** area and type in the new correct answer into the box. If the question type is single answer, 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'.
5. Click the **Difficulty Level** drop down list in the **Questions** area then select a new difficulty level if desired.
6. Click the **Point** edit box in the **Questions** area and type in the new point value you desire.
7. 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.
8. Click the **Save** button then click the **Close** button or click the **Save and Close** button to close the edit session window. The saved edited session data will be recorded in the system database. If the edited session data is not saved, the editing changes will be lost.


## EDIT STUDENTS ANSWERS

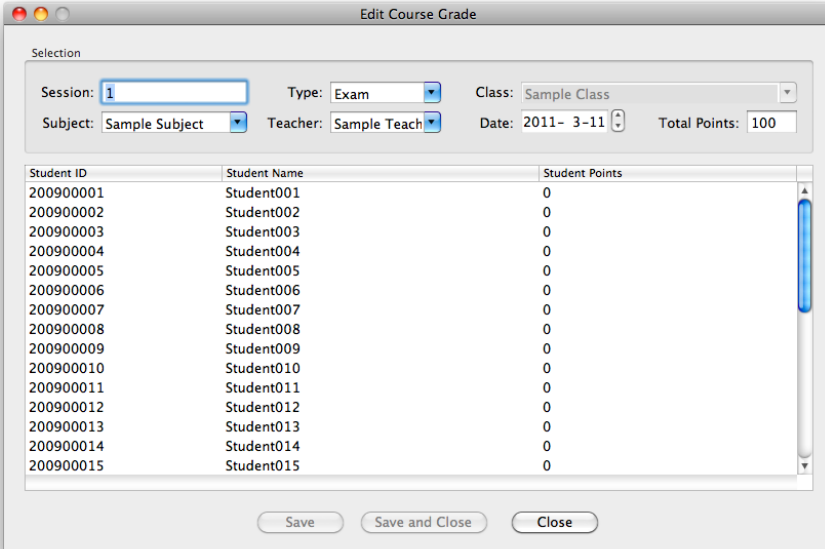
A student answer can be edited and the correct answer changed. To edit a student answer, follow these steps:

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

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

### 2.4.1.1.5 Edit Course Grade



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



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

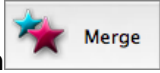
To modify the session information, follow these steps:

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

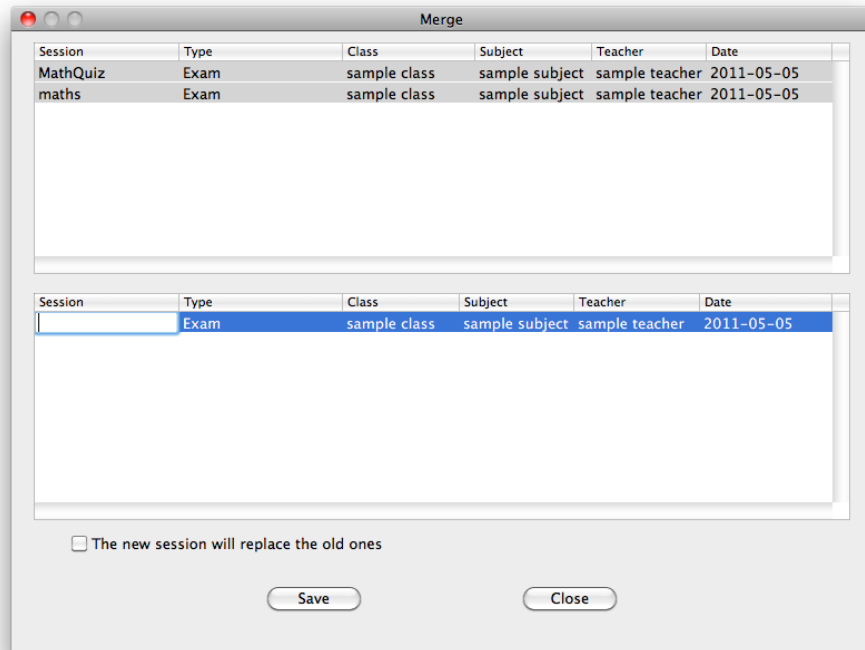
5. Clicking  or  to edit the date you desire or simply edit the date manually.
6. Click the Total Points text box to edit the session total points, if desired.
7. Click the student session points you choose to edit; then edit the points in the Students Points text box.
8. Click the **Save** button and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

#### 2.4.1.1.6 Merge two or more sessions

From the session list window, select two or more existing sessions with the same class and subject

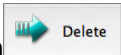
and then click the **Merge** button  to begin the merging function. The merge function is useful when you have a make-up session but don't want to keep two separate sessions; one for the regular and one for the make-up with the same class and the same subject, using the same activity test. This way,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

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



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

#### 2.4.1.1.7 Delete selected sessions

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

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

#### 2.4.1.1.8 Save a session to a file

Select a session from the list you wish to save. In the **Data Manager** groups, click the **Save As**



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

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

#### 2.4.1.1.9 Create Report

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

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

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 Reports

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: 2011-05-05

Subject: sample subject

Teacher: sample teacher

Session: MathQuiz

#### Report

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

001 Student001	Total Points:0
Mr.Chan had a sum of money.He first used 40% of it and then used 30% of the rest.He then had \$210 left.How much did he have originally	Gain: 0
A.530	
B.700	
C.650	
D.500	
E.525	
F.650	
Your Answer:___	x
In a zoo there are 28 animals with 68 feet.If there are only hens and logs,find number of hens	Gain: 0
A.30	
B.43	
C.22	
D.31	
E.21	
F.32	
Your Answer:___	x
The sum of two number is 56 and the difference is 22.Find the larger number	Gain: 0
A.39	
B.42	
C.22	
D.37	

Created On: 2011-05-05

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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: 2011-05-05

Subject: sample subject

Teacher: sample teacher

Session: MathQuiz

**Report**  
(Note: '\_\_\_' means No Answer, '\_\_\_N' means you got the chance to answer but did not answer in Rush Quiz Mode)

012 Student012

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.530  
B.700  
C.650  
D.500  
E.525  
F.650  
Your Answer:D  
Correct Answer:B

The sum of two number is 56 and the difference is 22.Find the larger number.

A.39  
B.42  
C.22  
D.37  
E.36  
F.33  
Your Answer:A  
Correct Answer:B

Created On: 2011-05-05

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## 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: 2011-05-05

Subject: sample subject

Teacher: sample teacher

Session: MathQuiz

#### Report

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

012 Student012

You missed 2 out of 7 questions for 28.6% incorrect.

The question(s) you missed are listed below.

Question#	1
Correct Answer	B
Your Answer	D

Question#	3
Correct Answer	B
Your Answer	A

Created On: 2011-05-05

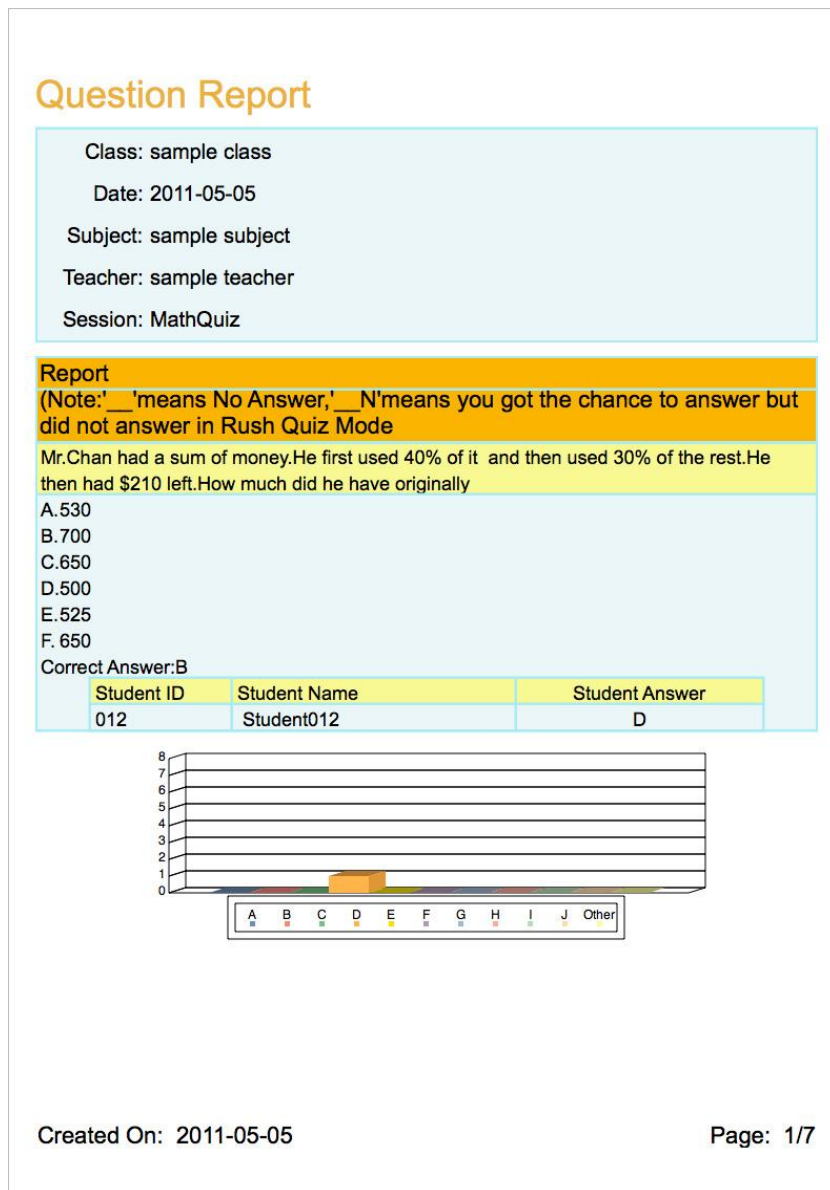
Page: 1/1

## 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: 2011-05-05

Subject: sample subject

Teacher: sample teacher

Session: MathQuiz

**Question 1**  
(Note: '\_\_' means No Answer, '\_\_N' means you got the chance to answer but did not answer in Rush Quiz Mode)

0~5 seconds			
Q#	Student	AnswerTime	Points
1	Student012	2s	0
Answer D			
Correct Rate:			0.00%

Created On: 2011-05-05

Page: 1/7

## STUDENT SESSION REPORT

The **student session report** lists the students overall performance in the session. This list includes:

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

<b>Student Session Report</b>				
Class: sample class				
Date: 2011-05-05				
Subject: sample subject				
Teacher: sample teacher				
Session: MathQuiz				
<b>Report</b>				
Student ID	Student Name	Correct Ratio	Correct(%)	Total Points
012	Student012	5/7	71	150
Created On: 2011-05-05				
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: 2011-05-05		
Subject: sample subject		
Teacher: sample teacher		
Session: MathQuiz		
Report		
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.530		0.0%
<b>B.700</b>		<b>0.0%</b>
C.650		0.0%
D.500		2.8%
E.525		0.0%
F.650		0.0%
In a zoo there are 28 animals with 68 feet.If there are only hens and logs,find numer of hens		
A.30		0.0%
B.43		0.0%
<b>C.22</b>		<b>2.8%</b>
D.31		0.0%
E.21		0.0%
F.32		0.0%
The sum of two number is 56 and the difference is 22.Find the larger number.		
A.39		2.8%
<b>B.42</b>		<b>0.0%</b>
C.22		0.0%
D.37		0.0%
E.36		0.0%
F.33		0.0%
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>B.10%</b>		<b>2.8%</b>
Created On: 2011-05-05		
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: 2011-05-05

Subject: sample subject

Teacher: sample teacher

Session: MathQuiz

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	2.78	0.00	0.00	0.00	0.00	0.00	0.00	97.22
2	0.00	0.00	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.22
3	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.22
4	0.00	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.22
5	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.22
6	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.22
7	2.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.22

Created On: 2011-05-05

Page: 1/1

## STANDARD 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: 2011-05-05		
Subject: sample subject		
Teacher: sample teacher		
Session: sample		
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	5.6
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	2.8
Created On: 2011-05-05		Page: 1/1

## 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:

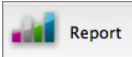
- Report Title
- Code and standard associated to the question
- Percentage of correct responses to each student

Personal Standards Report		
Class: sample class		
Date: 2011-05-05		
Subject: sample subject		
Teacher: sample teacher		
Session: sample		
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
Created On: 2011-05-05		Page: 1/13

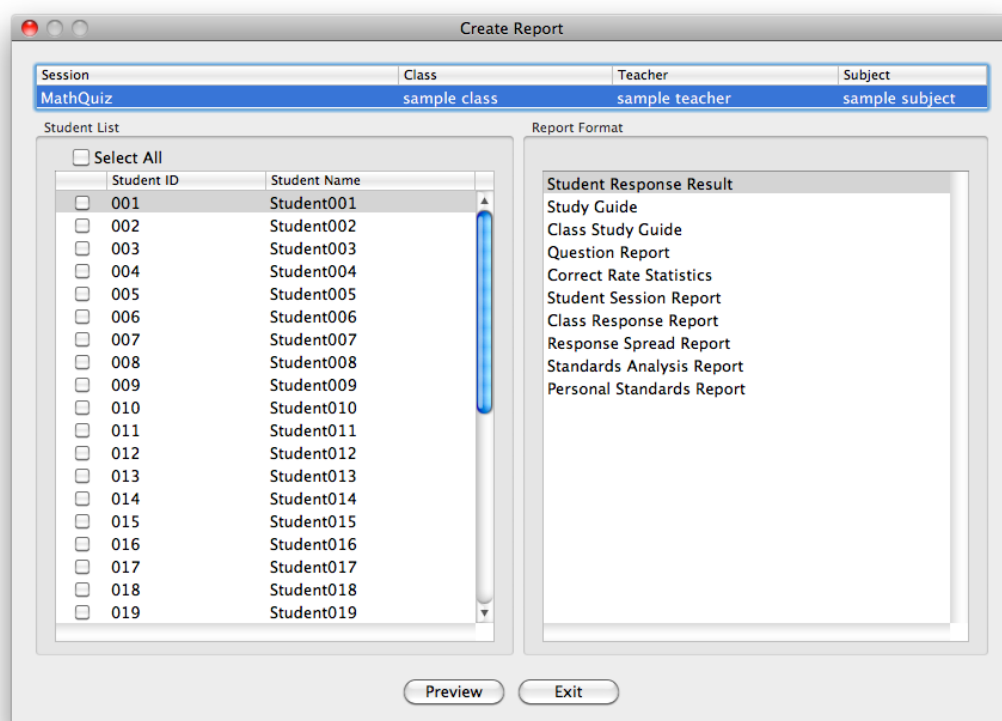
## GENERATE REPORTS

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 clicking the check 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
-  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 these third-party software applications:

- \*.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**

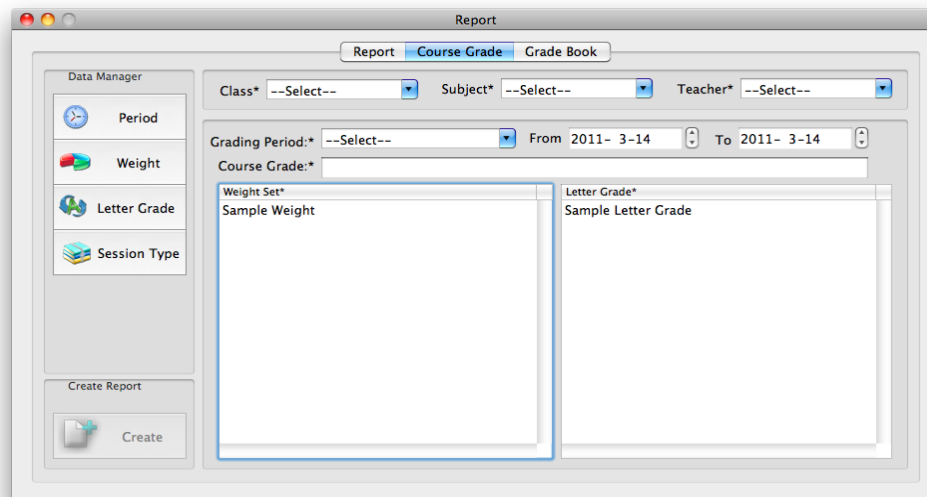


2. The **Export Report** file browser window will be displayed.
3. Type in the file name of the exporting report in the File Name text box.

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.

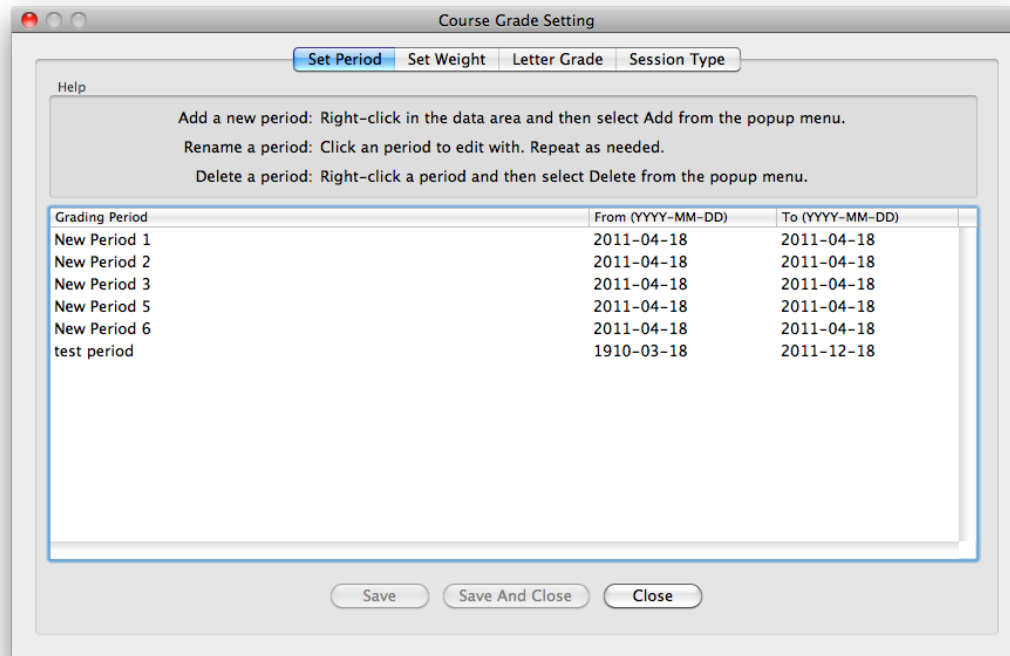
#### 2.4.1.2.1 Course Grade Set Up

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**

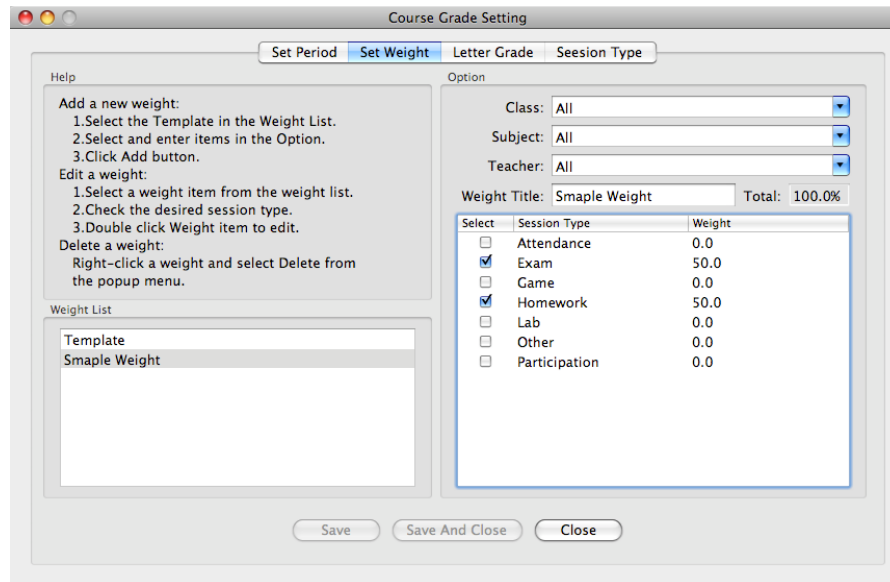
- **Letter Grade**
- **Session Type**

To set up a grading period, follow these steps:



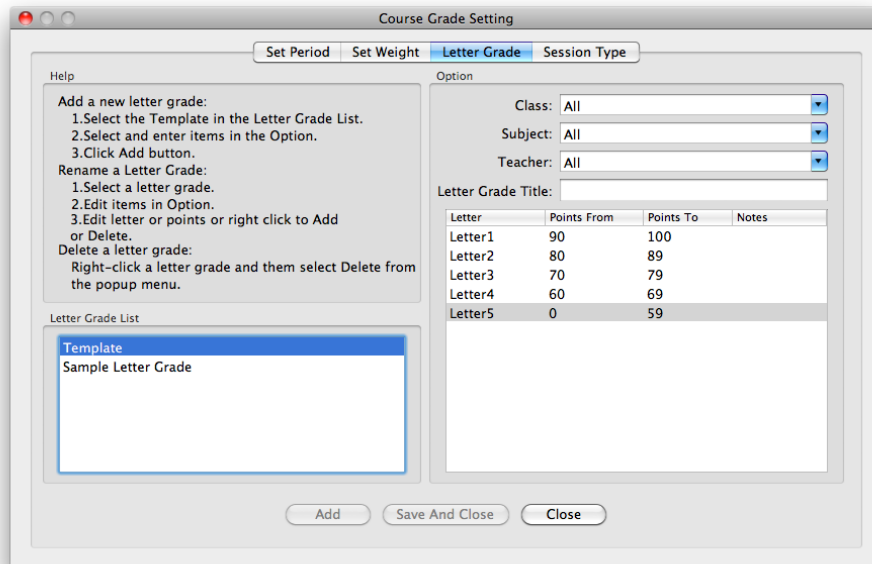
1. Click the **Period** button in the **Data Manager** group, the Set Period window will appear.
2. The text box window on the top shows a summarized help guide providing information on how to add a new period, and how to edit and delete an existing period.
3. To **add** a new period, right click on the data showing area, then select **Add** from the pop-up 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. Both can be changed by clicking on the date area to select a day from the calendar.
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:



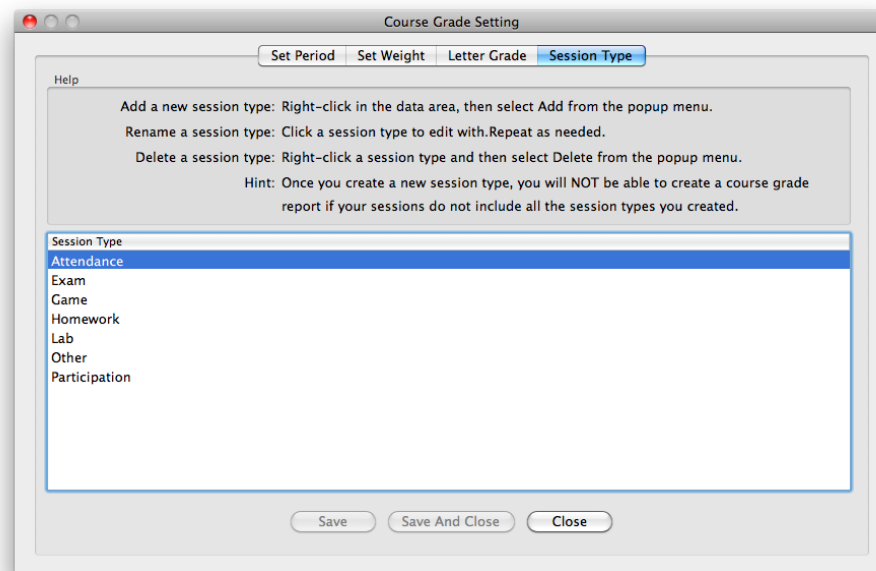
1. Click the **Weight** button in the **Data Manager** group, the Set Weight window will appear.
2. The text box window on the upper left corner provides a summarized help guide showing how to add a new weight setup, and how to edit and delete an existing weight setup.
3. To **add** a new weight setup, click on the system template in the **Weight List**, then select the class name, subject name, and teacher name associated with 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 of the 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 will appear.
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** and 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**. Edit the items in the Option window as previously described.
6. To **delete** a letter grade conversion, right click on the letter grade conversion you wish to delete in the **Letter Grade** window. From the popup, drop-down menu select **delete**.

To set up a session type, follow these steps:



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

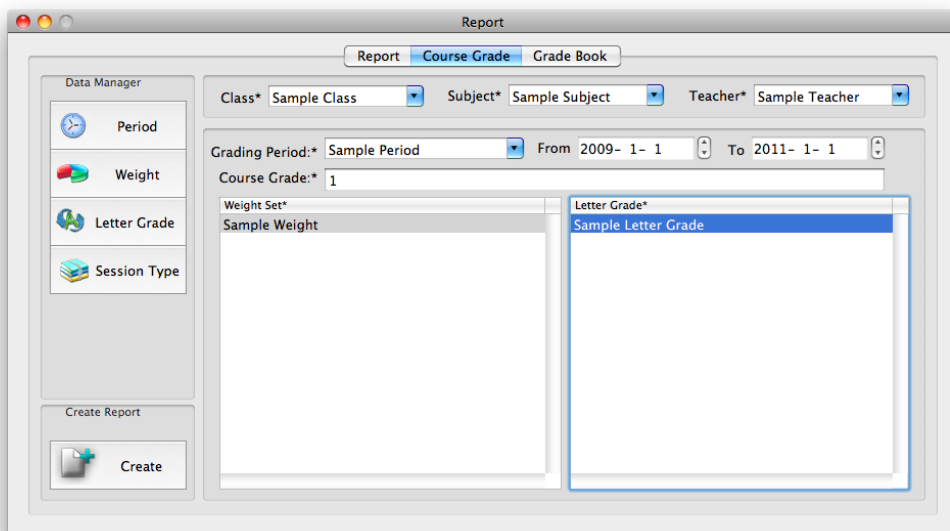
#### 2.4.1.2.2 Create Course Grade Report

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

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


*the Course Grade period.*

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




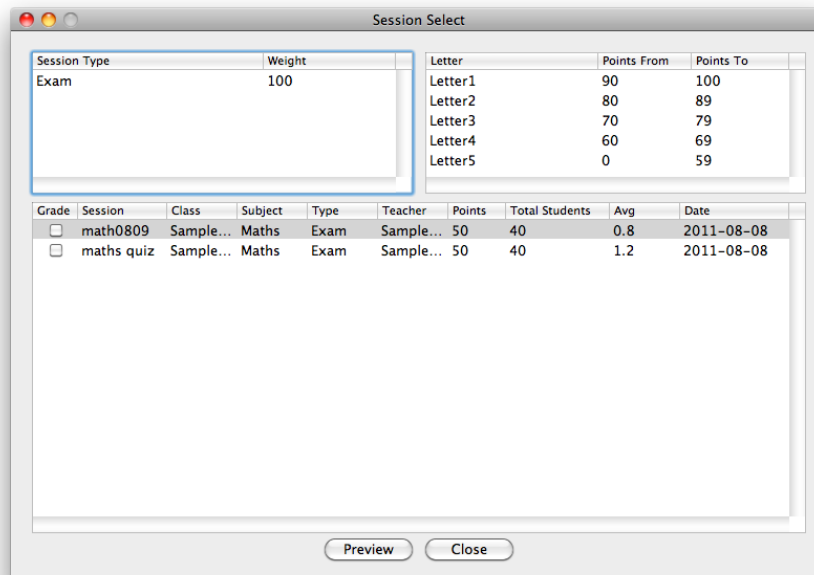
To generate a **Course Grade** report, follow these steps:

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

9. Click on the button  to begin create the report.

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

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



The Session Select window displays session information and a list of sessions. The top section shows the Session Type and Weight, and the Letter Grade section shows the points from and to for each letter grade.

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  to open the **Create Course Grade Report** window. These are the four reports for the Course Grade:

Information

Course Grade sample subject Class sample class

From 2011-05-05 To 2011-05-05 Subject sample subject


Total Students 36 Average 2.2 Teacher sample teacher

Student	Exam	Total	Grade
Student001	0	0	Letter5
Student002	0	0	Letter5
Student003	0	0	Letter5
Student004	0	0	Letter5
Student005	0	0	Letter5
Student006	0	0	Letter5
Student007	0	0	Letter5
Student008	0	0	Letter5
Student009	0	0	Letter5
Student010	0	0	Letter5
Student011	0	0	Letter5
Student012	80	80	Letter2
Student013	0	0	Letter5

Progressive Report  
Academic Summary  
Course Grade Summary  
Class Grade Report

Preview Save Close

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

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

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

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

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

sample subject Subject Progressive Report

sample subject

Student: Student012

Class: sample class

Subject: sample subject

Teacher: sample teacher

Total Points: 75.0

Student ID: 012

Class Avg: 2.1

Student Avg: 75.0

Total Sessions: 1

Grading Period: 2011-05-05~2011-05-05

Report

Session	Session Type	Points	Session Avg	Date
math1	Exam	75.0	0.8	2011-05-05

Missed Session(s)

Session Title	Session Date
---------------	--------------

Teacher Signature/Date

Parents Signature/Date

Created On: 2011-05-05

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

1. Follow the above 9 steps to generate a **Course Grade** Report then click the **Create** button under the **Create Report** group to 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 subject

Student: Student012	Student ID: 012
Class: sample class	Class Avg: 2.1
Subject: sample subject	Student Avg: 75.0
Teacher: sample teacher	Total Sessions: 1
Total Points: 75.0	Grading Period: 2011-05-05~2011-05-05

Report		
Session Type	Student Points	Session Avg
Exam(1)	75.0	0.8

Missed Session(s)	

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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 subject

Student: Student012	Student ID: 012
Class: sample class	Total Days: 0
Subject: sample subject	Absent Days: 0
Teacher: sample teacher	Grading Period: 2011-05-05~2011-05-05

Report		
Session Type	Student Points	Student Grade
Exam(1)	75.0	Letter3
Final	75.0	Letter3

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

Created On: 2011-05-05

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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. Click the **Preview** button and the **Class Grade Report** window for the class will be displayed.

## Class Grade Report

sample subject

Class: sample class

Subject: sample subject

Teacher: sample teacher

Class Avg: Letter5

Grading Period: 2011-05-05~2011-05-05

(null):  
Exam(100%);

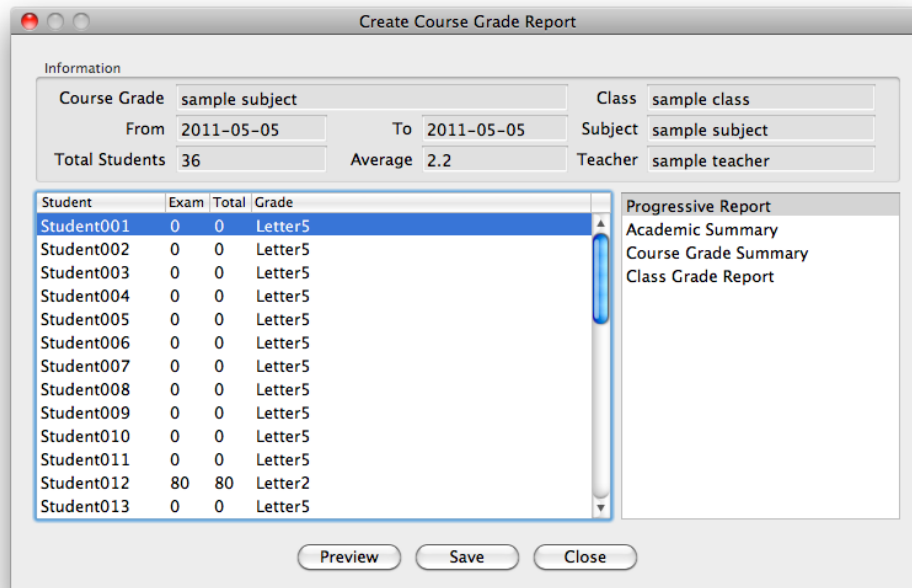
(null):  
Letter1(90-100);Letter2(80-89);Letter3(70-79);Letter4(60-69);Letter5(0-59);

Report		
Student Name	Student Points	Session Grade
Student001	0.0	Letter5
Student002	0.0	Letter5
Student003	0.0	Letter5
Student004	0.0	Letter5
Student005	0.0	Letter5
Student006	0.0	Letter5
Student007	0.0	Letter5
Student008	0.0	Letter5
Student009	0.0	Letter5
Student010	0.0	Letter5
Student011	0.0	Letter5
Student012	75.0	Letter3
Student013	0.0	Letter5
Student014	0.0	Letter5
Student015	0.0	Letter5
Student016	0.0	Letter5

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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	sample subject	Class	sample class
From	2011-05-05	To	2011-05-05
Subject	sample subject		
Total Students	36	Average	2.2
Teacher	sample teacher		

Below the information section is a table with columns: Student, Exam, Total, and Grade.

Student	Exam	Total	Grade
Student001	0	0	Letter5
Student002	0	0	Letter5
Student003	0	0	Letter5
Student004	0	0	Letter5
Student005	0	0	Letter5
Student006	0	0	Letter5
Student007	0	0	Letter5
Student008	0	0	Letter5
Student009	0	0	Letter5
Student010	0	0	Letter5
Student011	0	0	Letter5
Student012	80	80	Letter2
Student013	0	0	Letter5

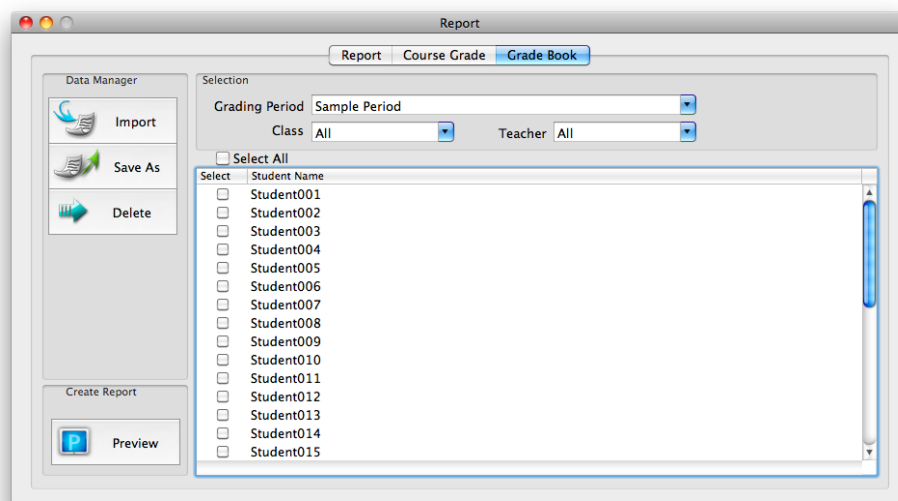
To the right of the table is a 'Progressive Report' section with a list box containing: Academic Summary, Course Grade Summary, and Class Grade Report.

At the bottom of the window are three buttons: Preview, Save, and 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.

### 2.4.1.3Grade 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 selected.

On the left is a 'Data Manager' section with buttons: Import, Save As, Delete, and a 'Create Report' section with a 'Preview' button.

The main area is titled 'Selection' and contains the following fields:

- Grading Period: Sample Period (dropdown)
- Class: All (dropdown)
- Teacher: All (dropdown)


Below these fields is a 'Select All' checkbox and a list of student names with checkboxes next to them:

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

From the **Create Report** group click on the **Preview**  button to preview a student grade book. A Grade Book integrates the student's course grades for a time period such as a semester or an academic year. Select all the subjects associated with the student you choose to report and then select the grade book report period. The class name and the teacher name will help in filtering the student selection. If you choose to turn off the filter in order to view all of the 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** group, 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.

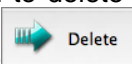
### 2.4.1.3.2 Save a grade book to a file

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:

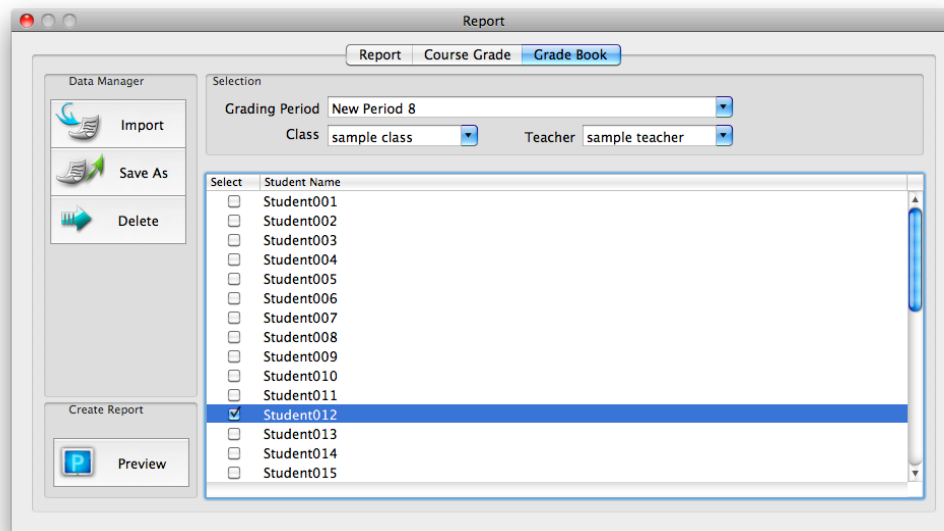
1. Under the report window select the **Grade Book** window tab.
2. Click the **Grading Period** drop down list and select the period you choose to save.
3. Click the **Save As** button to open the subject selection dialog window.
4. Select one or more subjects in the subject selection dialog window and click the **Save As** 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 exporting.


#### 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 if 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:

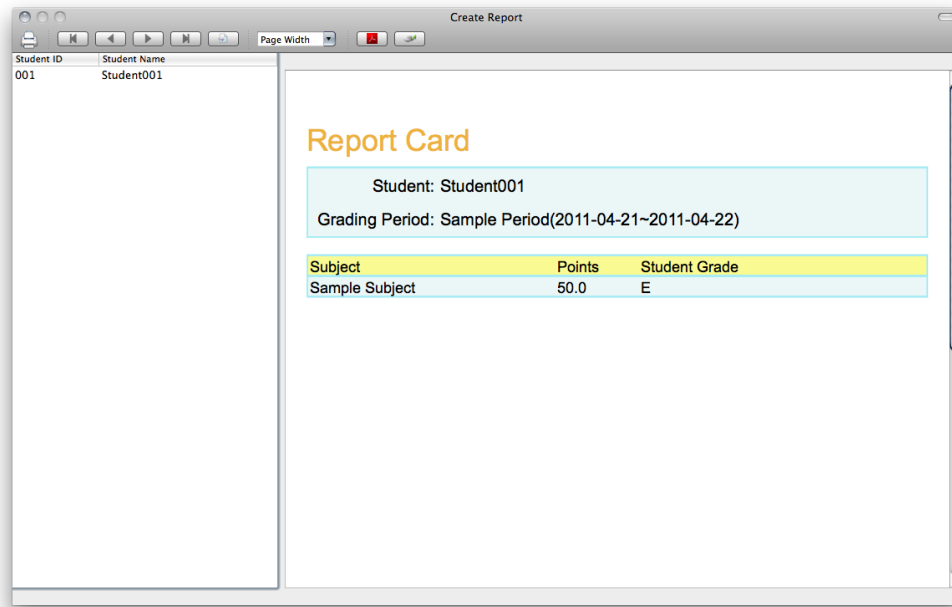
1. Under the report window select the **Grade Book** window tab.
2. Select a grading period from the **Grading Period** drop-down list.
3. Select a class name from the **Class** drop-down list, if you don't want the class to filter the student list, select "All" from the list.
4. Select a teacher name from the **Teacher** drop-down list, if you don't want the teacher to filter the student list, select "All" from the list.
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.



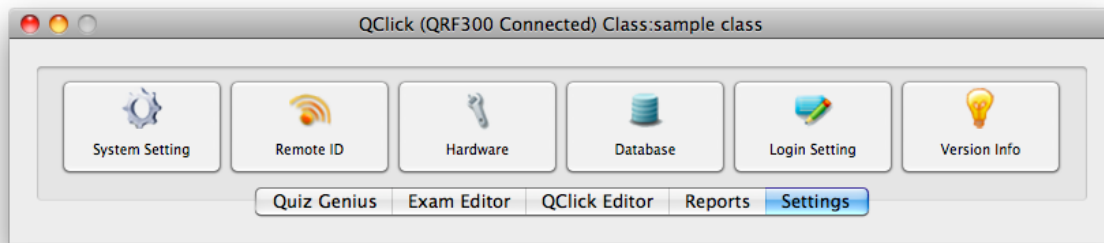
To export a preview report, follow these steps:

1. From the tool bar on the **Create Report** preview window, click the **Export Icon**

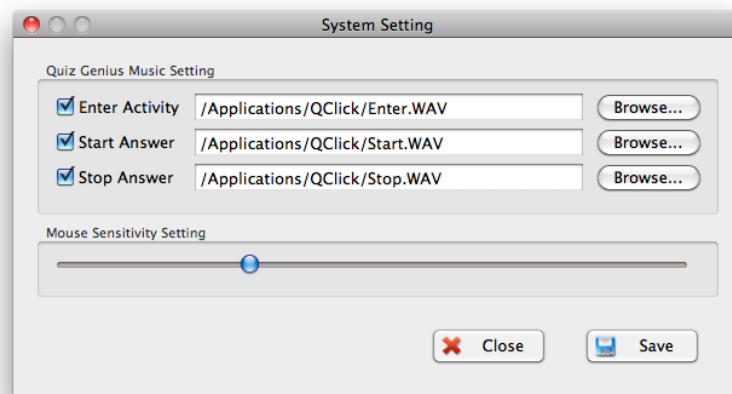


2. The **Export Report** file browser window will be displayed.
3. Type in the file name of the exporting report in the File Name text box.
4. Click the **Save** button to begin exporting. If the preview report is long, it may take some additional time to export.

## 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 display the 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 want 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.


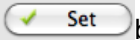
### 2.5.2.1 Students

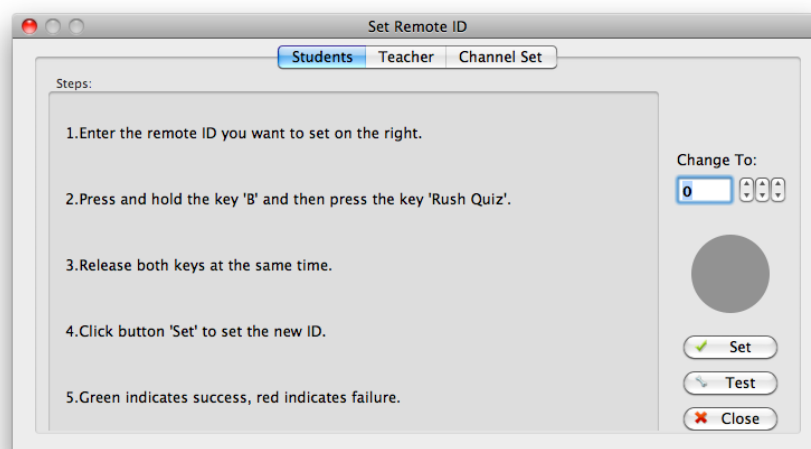
#### Student ID

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:


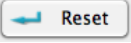


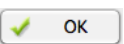
- Select **Settings** tab on QClick main window, then click **Remote ID** to display **Set Remote ID** window.
- Directly enter the remote ID number into the text box under **Change To** or click the up or down buttons next to the box.
- Press and hold the key 'B' and then press the key  on the student keypad.
- After the indication light start flashing, release both keys at the same time.
- Click the **Set**  button to set the new ID you have entered.



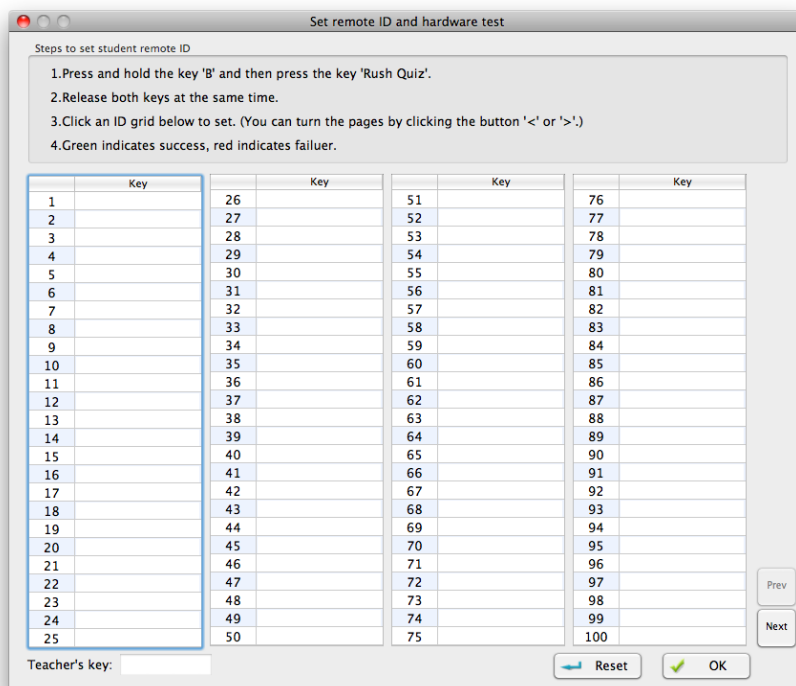
**Note:** If Student ID successfully set, the color of the **circle** will be green, red indicates failure.

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 hardware test** window.
- Press and hold the key 'B' and then press the key  on the student keypad.
- After the indication light start flashing, release both keys at the same time.
- Click a row number on the table to set the device ID to the corresponding row number. Or 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. This will be also used in hardware test, for detailed information, please refer to 2.5.3 Hardware Test.

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





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 failure.

Key	Key	Key	Key
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


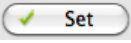
Teacher's key:

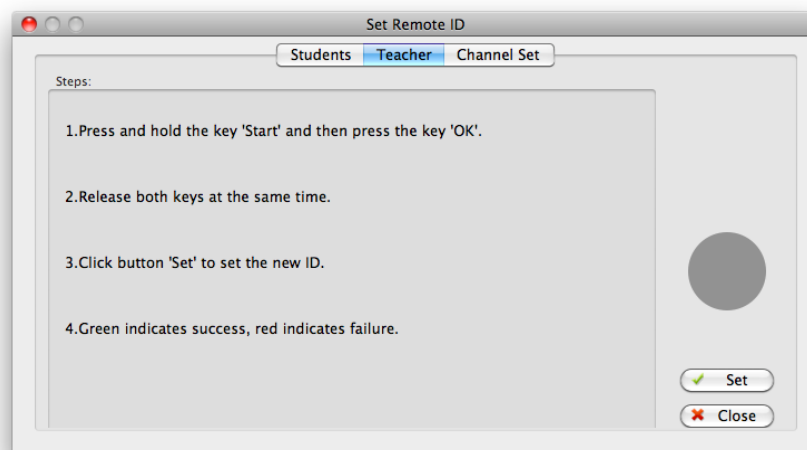
 

## 2.5.2.2 Teacher

To reset the instructor remote keypad, follow these steps:

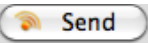
1. Select **Settings** tab on QClick main window, and then click **Remote ID** to display the window.
2. Select the **Teacher** tab.
3. Press and hold **Start** key  and then press the key 'OK' on the instructor keypad.
4. After the indication light is flashing, release both keys at the same time.
5. Click the **Set**  button to set the new ID.



**Note:** If Student ID successfully set, the color of the **circle** will be green; red indicates failure. Set New ID means that the instructor keypad would match the currently plug-in receiver channel.

## 2.5.2.3 Channel Set

To set the receiver channel number and the band number, follow these steps:

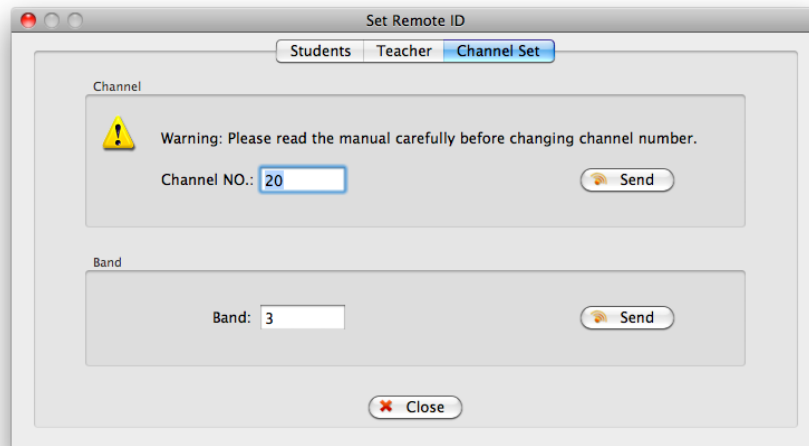
1. Select **Settings** tab on QClick main window, and then click **Remote ID** to display the window.
2. Select the **Channel Set** tab.
3. Login window will pop up again to double check if you have the authority to change receiver channel.
4. After login **Set Remote ID** window displays. Enter the new channel number into the text box next to the **Channel No.** Then click the **Send** button .
5. If you want to set a new band for the setting channel. Enter the new band number into the

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text box next to Band. Then click **send** button

6. Click **Close** button  to close the setting.

**Note:** The valid channel number is from 0 to 39 and the valid band number is from 0 to 3.



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

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




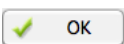
**Band:** Normally the band is used for the test purpose. It is managed automatically by the software. The default band is 0.

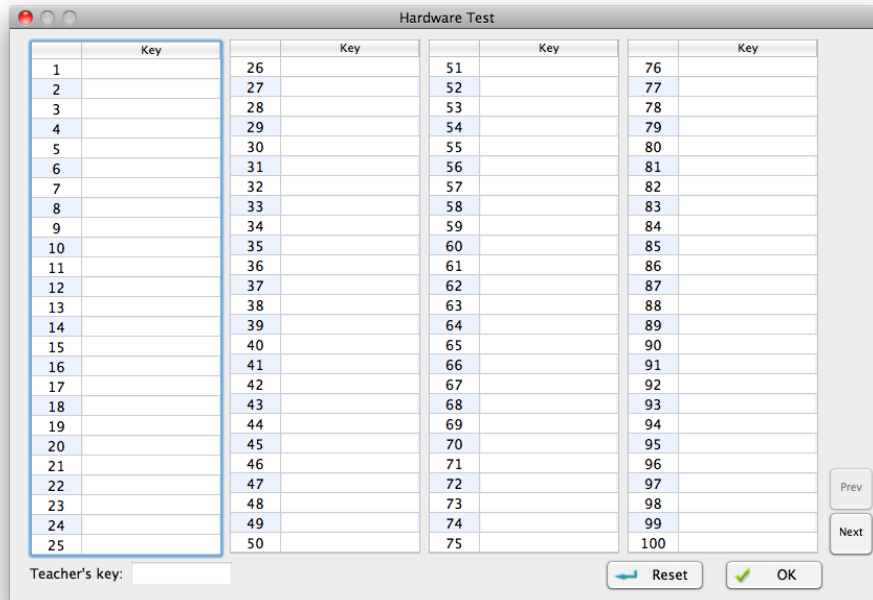
## 2.5.3 Hardware Test:

You can click the **Hardware** under **Settings** window to test the student remote keypad stroke.

To use the hardware test tool, follow these steps:

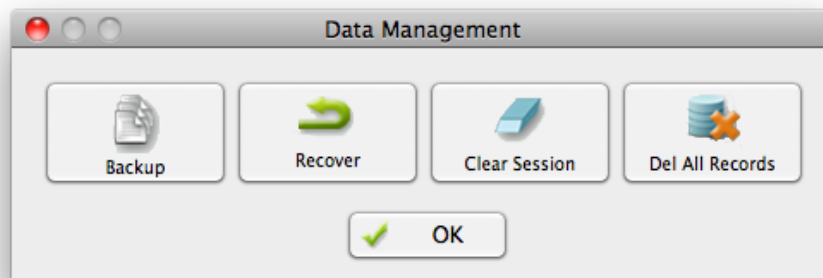
1. Click the **Hardware** button to display the Hardware test window.
2. Press a key on the student keypad; the key result will display on the corresponding ID row.
3. Press a key on the instructor keypad; the result will display on the teacher's key grid.

You may press the **Reset**  button to clear the test results; turn the pages by clicking the  **Prev** or  **Next** and press the **OK**  button to close the test window.



**Note:** If the computer goes into the sleep mode during the hardware test interface, then the system may not have any response to the student keypad. Don't worry, at this time, you just need to close the interface and reopen it again.

## 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 be cautious in important data and information backup before 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.

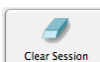
2. Click **Database**  icon; **Data Management** window will display.

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

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

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

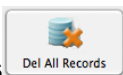
The recover file browser will be displayed allowing you to select the file for recovery.

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

Software will prompt you to backup current database first.

**Note:** *The cleared session test data cannot be recovered without backup.*

### 2.5.4.4 Del All Records:

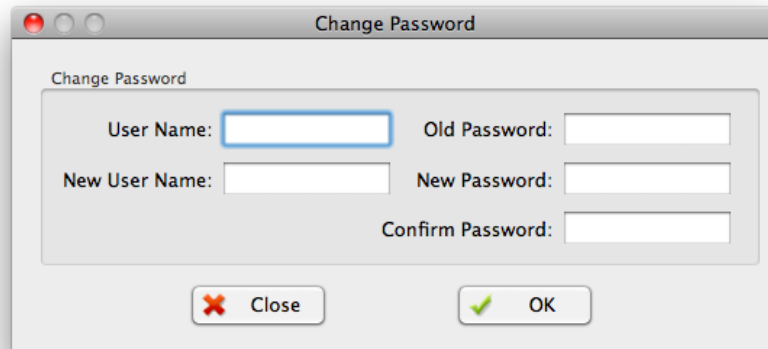
1. Click the **Del All Records**  button, if you want to delete all input records. Software will prompt you to backup current database first.

**Note:** *The delete all records cannot be recovered without backup.*


2. Click **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.



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 current user name and password and then enter new user name and new password. The new password needs to enter twice for confirmation.
4. Click **OK** button to save it into the system.

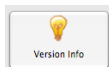
## 2.5.6 Version Info:

**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 to display the window. The information for the Windows Operating System version, the receiver hardware version and the current QClick software version will display in this window.
3. Click **OK** button to close the **Version Info** window.

## Part 3. Hardware & System Installation Illustration

### 3.1 Student keypad

#### 3.1.1 Specifications

Dimensions (l w h): 104mm x 49mm x15 mm

Buttons on Remote: (3) Rush Quiz, (4) A-F

Power required: 2 AAA Batteries

Transmission distance: ~200 feet

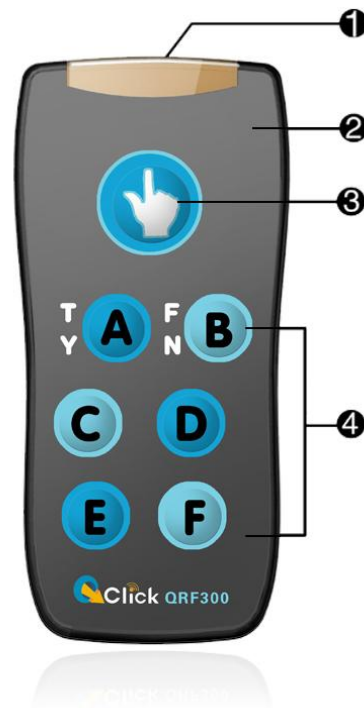
Battery life: > 6 months

Function: Transmit response signals

Each student keypad is labeled with an ID number. The ID number can be set and reset by the manager. This feature is very important, if one student keypad is lost or damaged, don't worry, you can replace a spare remote by just resetting its ID number.

#### 3.1.2 Illustration

1. Transmission window
2. Indicator light
3. Button for "Rush Quiz" activity mode
4. Choice buttons, labeled "A" to "F"



### 3.2 Instructor keypad

#### 3.2.1 Specifications

Dimension (l w h): 104mm x 49mm x 15mm

Buttons: 11

Power required: 2 AAA Batteries

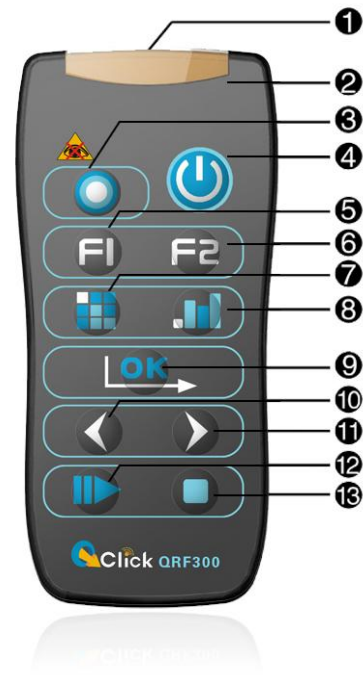
Transmission distance: ~200 feet

Battery life: >1 year

Function: Used by the instructor/presenter

### 3.2.2 Illustration

1. Transmission window, it is used to transmit RF signal.
2. Indicator light
3. Laser pointer
4. **"Power"**, it used to start/stop an activity.
5. **"F1"** function button
6. **"F2"** function button
7. **"Report"**, it is used to display the Score Board.
8. **"Result"**, it is used to display histogram of results.
9. **"OK"**
10. **"Up"** is used to display previous PowerPoint slide or previous question; also used as a page up key.
11. **"Down"** is used to advance PowerPoint slide, display next questions, and also used as a page down key..
12. **"Start"** and **"Pause"**, it is used to start gathering the response information of the audience remotes; when pressed again, and it will be used to pause the timer while the receiver continues to gather information.
13. **"Stop"**, it is used to stop gathering the response information from the participants' remotes.



## 3.3 Main Receiver and USB Cable

Used to receive signals from the remotes and send information. The main receiver is connected to computer through USB cable

## Specifications

Dimension (l w h): 76mm x 23mm x 10mm

Weight: 26g

Operating Temperature: 0-40 degree

Operating Relative Humidity: 0-90%

Receiving distance: ~200 feet radial

## Illustration

1. QRF300 Main Receiver:
2. Extension USB: extends the connection between the main receiver and the computer.



## 3.4 Keypad pack

Convenient carrying case that holds student keypad, instructor keypad, receiver, software disk, and cable.



## 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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