



Qwizdom Tutorial Help and User Guide

Qwizdom, Inc. 2003

Refer to the Help menu located on the Qwizdom T.A. for further help and additional information.

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Table of Contents

Foreword	0
Part I Introduction	1
Part II Installing Qwizdom T.A.	1
Part III Creating a New Resource	2
Part IV Creating Topics and Slides	3
Part V Adding Video and Sound	10
Part VI Creating a Bundle	16
Qwizdom's Tutorial Help and User Guide	
1 Preview and Arrange Slides in a Bundle	17
2 Editing and Deleting Bundles and Slide Sets	18
Part VII Creating or Importing a Class List	20
1 Editing and Deleting Information in a Class List	24
Part VIII Setup and Test Remotes	26
1 Remote Diagrams	27
Part IX Using an Existing Bundle	29
Part X Create a Bundle from Existing Slides	32
Part XI Using a Bundle as a Game	34
Part XII Printing Bundles	35
Part XIII Using a Bundle as an Answer Key	37
Part XIV Creating an Answer Key Bundle	38
Part XV Transferring Slides from One Resource to Another	40
Part XVI Spontaneous Questions	43
Part XVII Student Remote Registration	45
Part XVIII Adding Scores and Working with Assignments in Student Mode	46
Part XIX Student Assignments and Scores	47

1 Printing Scores	49
Part XX Exporting Student Data	49
Part XXI Games	52
1 Baseball	53
2 Bingo	55
3 Challenger	56
4 Conquest	58
5 Fast Track	59
6 Knowledge Bowl (K-Bowl)	61
7 Memory Match	62
8 Millionaire	63
9 Quandary	65
	Contents II
Part XXII Troubleshooting	66
1 USB Drivers	67
2 Base (Serial and USB)	67
3 Remotes	68
4 Display	69
Index	0

1 Introduction

Introducing the Qwizdom® Interactive Learning and Assessment System

Here is a help and support guide for Qwizdom Interactive Learning and Assessment System. This guide will provide tutorials along with tips and special notes on working with Qwizdom.

If you need technical support, click here [Troubleshooting](#).

2 Installing Qwizdom T.A.

Before installing your new software, **exit all applications** and **turn off** anti-virus software programs. If your computer has network login procedures, you may need to have **administrator level access** in order to install your software.



NOTE: If you have multiple Qwizdom Software CDs, you should install all of them into the same directory (this is the default). If you have Qwizdom T.A. (the version that allows you to edit content), you will not need to use the Qwizdom T.A. LE (Limited Edition) Software that gets installed with the curriculum packages. If you are upgrading from a previous version of Qwizdom software, be sure to make a Backup of all Resources and the QZGroups folder prior to installing your new software.

Windows 95/98/2000/NT/ME (or newer)

1. **Exit** all software applications and turn off anti-virus software.
2. Insert the **Qwizdom T.A.** in your CD-ROM drive.
3. **Double-click** on the icon labeled **My Computer** on the Windows Desktop.
4. **Double-click** on the CD-ROM drive icon.
5. **Double-click** on the icon labeled **Setup.exe**. (It should look like a small picture of a computer)
6. Follow the prompts to install the software onto your computer.
7. If you have a USB Base/Remote package, **plug** in the **base** and **follow the prompts** to install the USB drivers.
8. After the software is installed, double-click on the new **Qwizdom T.A.** icon (that appears on the desktop) to launch your new software!



When installing and an error prompt comes up as "Bad Media I/O Error," this means the software may be defective.

Macintosh-You must install under Classic (OS 9) or earlier OS! (No OS X installer at this time)

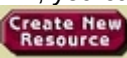
1. **Exit** all software applications and turn off anti-virus software.
2. Insert the **Qwizdom T.A.** in your CD-ROM drive.
3. **Double-click** on the Qwizdom icon that appears on your desktop.
4. **Double-click** on the installer icon.
5. In the installer window, **drag** the **Qwizdom Folder** on the top of the **Drive** where you want the software installed.
6. Follow the prompts to install the software onto your computer.
7. After the software is installed, double-click on the new Qwizdom folder and then on the icon labeled **Qwizdom T.A.** to launch you new software!

3 Creating a New Resource

Tutorial #1

The purpose of this activity is to familiarize you with the vocabulary, interface, and navigation tools of Qwizdom. You will be instructed to create a **Resource**, which is a database file that can contain a single activity or thousands of slide sets organized by topics and all the related activities that use those slides. Slides within a Resource are grouped in the form of **Bundles** (lessons, quizzes, games, etc.). Once you group your slides into a Bundle, you can present them as a lesson or presentation. Once slides are created they can be used in any or all of your bundles. You can create many different Bundles using a variety of slides in a Resource.

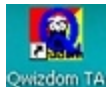
Once you start Qwizdom T.A., you will be taken to the **Resource Manager** screen. The **Resource Manager** screen lists all of the **Curriculum Resources** that are currently in the folder where your Qwizdom T.A. software is installed. To access a specific Resource, simply **double-click** on the name of the **Resource** or **single-click** on the **Resource** and **click** on one of the **Navigation Bar** (Bundles, Students, Slides buttons) buttons to go directly to a specific section of the software. If you have the full version of Qwizdom T.A., you can also create completely new Resources by clicking on

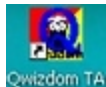
the **Create New Resource** button  at the bottom of the screen.



If you are using Qwizdom T.A. L.E., you will not be able to do the required steps in Tutorials #1 through #10. Please start from Tutorial #10.

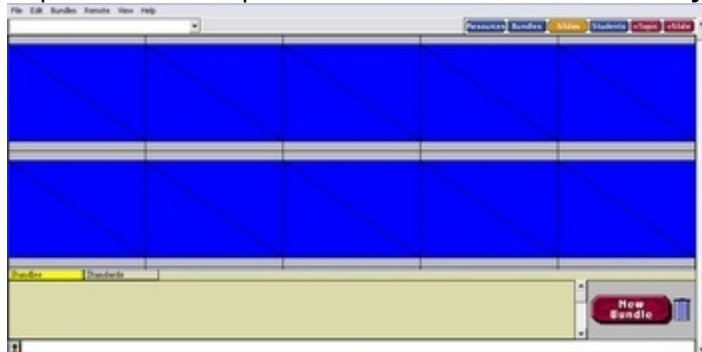
Creating a New Resource



1. Open **Qwizdom T.A.**  (the icon on your desktop after you have installed the software).
2. In the **Resource Manager** screen, click on the **Create New Resource**  button on the lower left corner of the screen.
3. The **Enter New Filename** window will open.
4. In the box titled **Name**, enter **My Tutorial** and click **OK**.



5. Doing this will open the **Slide Manager** screen which is shown below. All of the slides you create today will be stored in this folder. In addition Qwizdom will begin to accumulate the files that are required to run and place them in this folder **automatically saving** as you work.



TIP: One way to think about how Qwizdom files are structured is: a **Resource** is a **book**, an **Bundle/Activity** is a **chapter**, and the **Slide(s)** or **Slide Set(s)** are the **pages** of that

chapter.

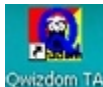
4 Creating Topics and Slides

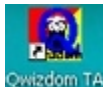
Tutorial #2

In this activity, you will create two types of slides from scratch. First you will create an information slide adding text and images. Then you will be directed to create a slide with a multiple choice question.

Creating a New Slide and Adding Content to it

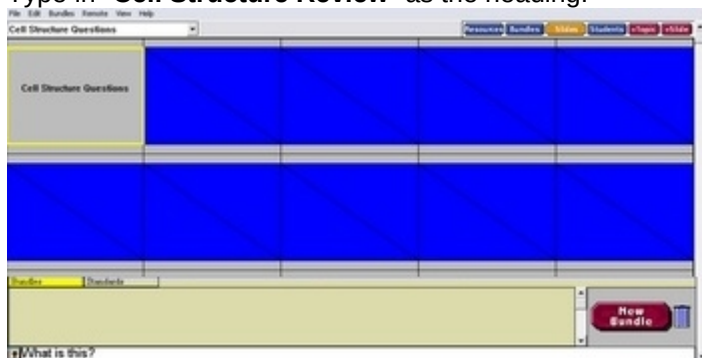
If you are continuing onto the next Tutorial, please skip down to **Step 3**.



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. **Find** the Resource you created in **Tutorial #1**.
3. Double-click on the "My Tutorial" Resource. This will take you to the Slide Manager screen.



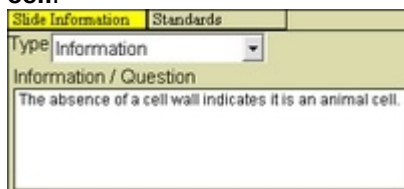
4. Click on the + **Topic**  button.
5. Type in "Cell Structure Review" as the heading.



6. Click on the + **Slides** button  to create slides.

Let's Create an Information Slide

1. Indicate the type of slide (**Information/Question**) you want to create by clicking on the **Type** drop down list in the **Slide Information** tab on the lower left corner of the screen.
2. Select **Information**.
3. In the **Information/Question** box, type: "The absence of a cell wall indicates it is an animal cell."



Type Selector

Type Selector allows you to choose the type of answer/response to the question.

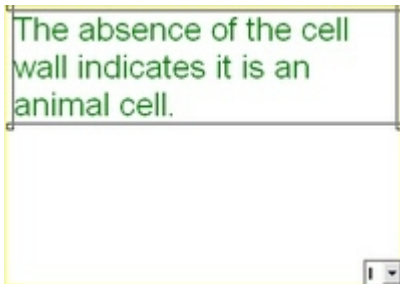
- **Information**-Is used for lesson review so that the instructor is able to talk while presenting the Information slide (or present it in paper). You may only have one slide per slide set for lessons (in

presentation mode, you will not be able to see the other slides if you add more than one slide to the slide set).

- **True or False**-Students can answer by remote (or paper) True or False
- **Yes/No**-Students can answer by remote (or paper) Yes or No.
- **Multiple Choice**-Students can answer by remote (or paper) the correct letter A-F.
- **Numeric Problem**-Students can answer by remote (or paper) by keying in the answer and hitting the Send key.
- **Sequence**-Students answer by remote (or paper) in sequence (i.e. What order do these go in?)
- **Multiple Answer List**-Students see all five possibilities listed and in the **Need** window you would specify the number of answers.
- **Fill In Completion**-Students can answer being called on by the Teacher or answer on paper.
- **Short Answer Specific**-Students can answer by being called on by the Teacher or answer on paper.
- **Short Answer**-Students can answer by being called on by the Teacher or answer on paper.
- **Essay**-Teacher can print out the Essay slides on paper for Students to answer.

Additional Settings

- **Time-Designates** how much **time** (in seconds) will be used for displaying slides in this slide set or how much time students will have to answer the question.
 - **Difficulty-Rates** questions for use in test building, lesson reviews, and games.
 - **Points**-Assigns the **point value** for right or wrong answers.
 - **Answer**-The **correct** answer.
4. Copy the text by **highlighting** it (clicking **any** word) in the **Information/Question** box, **hold** down the mouse button and **drag** it up to the open slide. Your cursor, when in dragging, should become a **hand** to show that text has been captured.



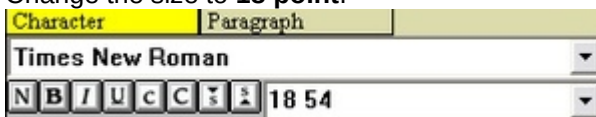
You can also insert a text box into the slide by clicking on the Text button . The text insert will appear by double-clicking on the slide. This is an alternate way of entering and editing text. When using this tool, click and drag the text box width then start typing. If you just click on the screen, the width of the text object will be very small.



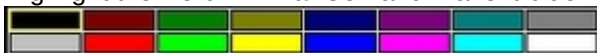
Editing Text

Let's change the font, font size, and color using the **Character Palette** (within the Tool Palette).

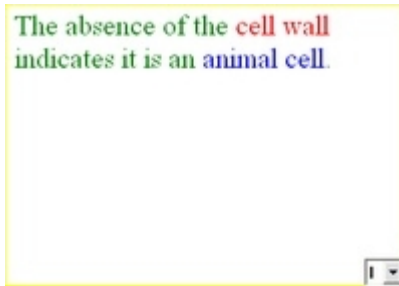
1. Change the font to **Times New Roman**.
2. Change the size to **18 point**.



3. Double-click a text object to enter Text Edit mode then highlight the word **Cell Wall** and make it red.
4. Highlight the word **Animal Cell** and make it blue.



5. This is what the slide should look like.



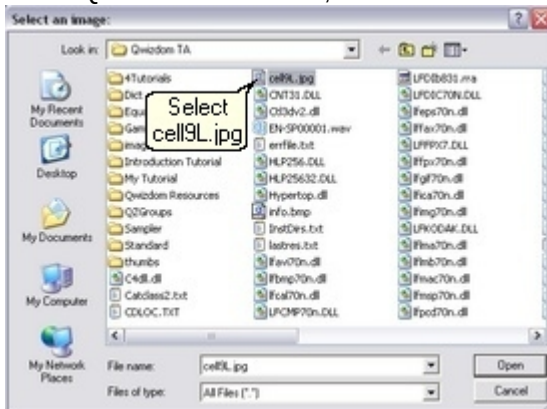
Text entered in the **Information/Question** box is available to be printed out in **text only formats in tests or worksheets**. Text entered **directly** into a text box on the slide is not. This is significant if you intend to use all of the features of Qwizdom. Therefore as a rule, it is best to enter **all text** into the **Information/Question** box to maintain flexibility and take full advantage of Qwizdom.



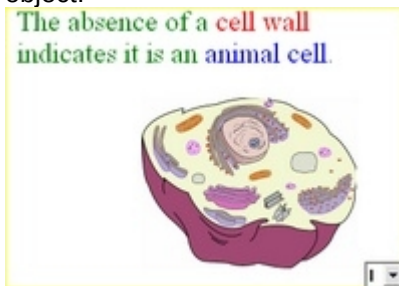
1. Adding a graphic/image is easy. In the **Tool Palette**, find and click on the **Image** icon.



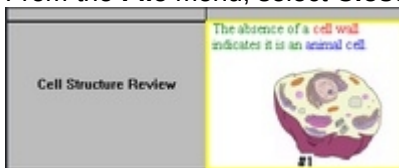
2. This will open the "**Select an Image**" window, allowing you to choose the image you want to import (paste or add).
3. In the Qwizdom T.A. folder, there should be an image labeled "**cell9L**."



4. **Double-click** on this file and it will be added to your slide.
5. Select the image and move it to the lower right hand corner of the slide. If one object is **overlapping** or underneath another object, select the object and move (drag) it or resize the object.



6. From the **File** menu, select **Close** and you will be returned to the **Slide Manager** screen.



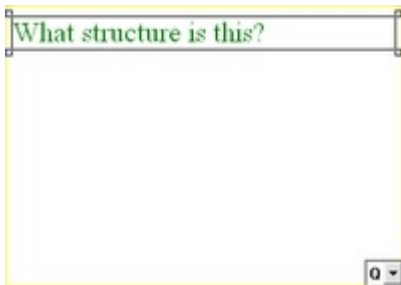
Generating a Question Slide Set

1. Select the **+ Slide** button in the upper right hand corner of the **Slide Manager** screen to create a new slide.

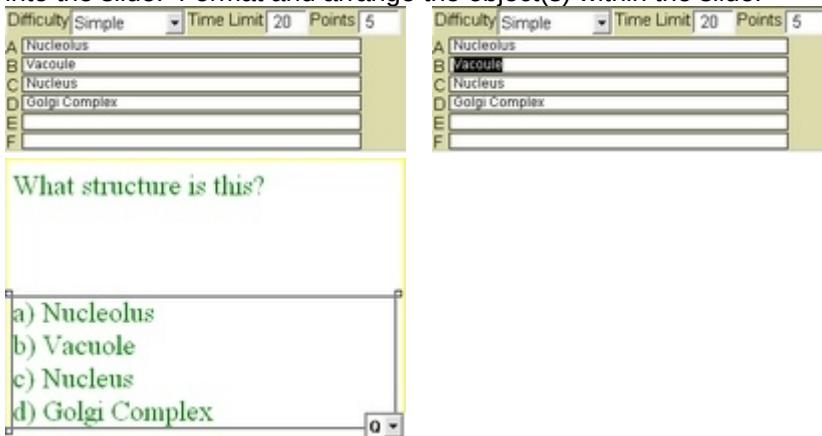
2. Indicate the type of slide in the **Type** selector of the **Slide Information** tab.
3. Select **Multiple Choice** in the **Type** selector.
4. Type in "What structure is this?"
5. **Copy** the text (by **double-clicking** on **any word** to highlight it, **hold** the mouse button down as you **drag** it into the slide) from the **Information/Question** window to the blank slide above.




TIP: Font size may differ depending on the resolution of your computer screen. In your Control Panel, the settings should be set to Normal DPI 96. Please [click here](#) for more information.



6. Click in the A box and type in **A) Nucleolus**, tab or click in the B box to type **B) Vacuole**, tab or click in the C box to type **C) Nucleus**, tab or click in the D box to type **D) Golgi Complex**.
7. Go to the **Answer** drop down menu and select the correct answer, which is **A) Nucleolus**.
8. **Click on any one of the answers** and **drag** them onto the new slide. This will copy the answers into the slide. Format and arrange the object(s) within the slide.

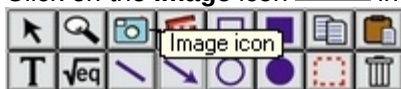


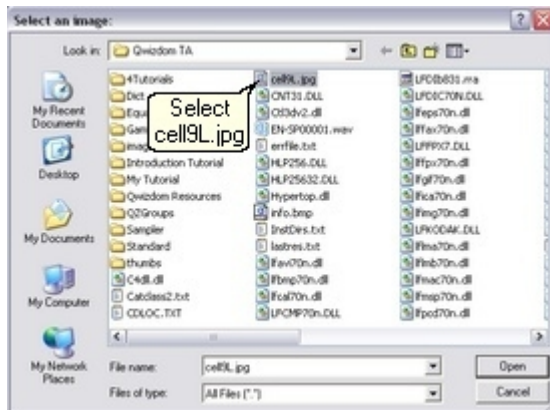
9. Change the font for the question and answers to **Times New Roman** and font size to **18 point**.



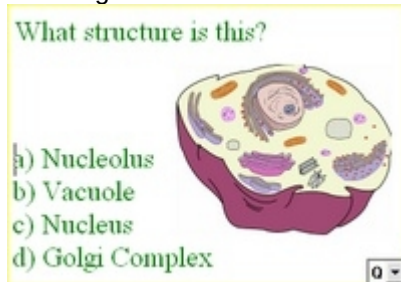
TIP: Even if the answers are part of an image, you should input same text in all valid answer lines. The software checks these fields to determine if the choices are valid.

1. Click on the **Image** icon  in the **Tool Palette**. The "Select an Image" window appears.
2. Find the image "cell9L."



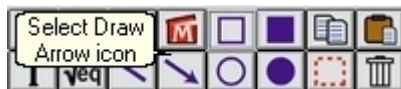


3. Click on "**cell9L**" to select it and then click **Open**. The image should appear in the screen. Move the image and resize as shown here.

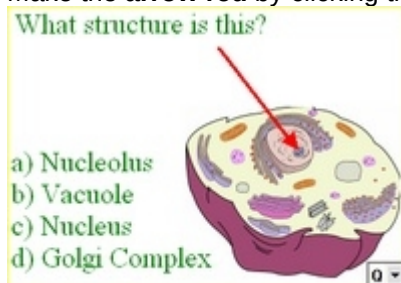


4. Go to the **Tools** menu and select **Line Size**.
5. Type in **3** for Thickness.

6. Let's draw an **Arrow** pointing to the **A) Nucleolus**. Click on the **Arrow icon** (blue arrow) in the **Tool Palette**.



7. **Click on the area** of the slide where you want your arrow to **begin** and **drag** it to where you want it to stop (draw the arrow **to point** to the Nucleolus).
8. Make the **arrow red** by clicking the red square in the color palette.



9. Select the question in the first slide and **drag** it to the right (next gray slide). This will copy the object into the next slide.



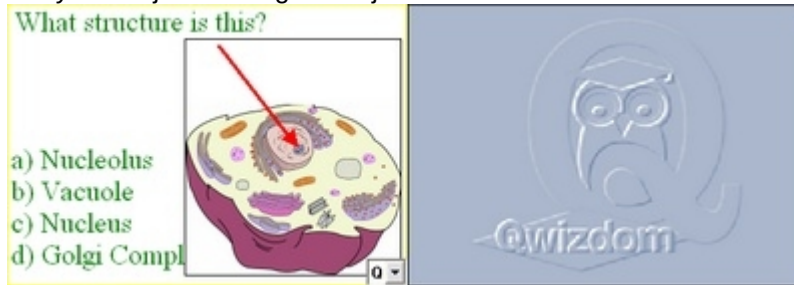
TIP: If you were creating a Question where the answer is "all of the above" or "none of the above," you should drag the answer choices from the Question slide and then modify the answer so that it stands out (is highlighted in a different color).

10. Let's group the arrow and image together. **Click** on the **Group Tool** icon  in the **Tool Palette**.

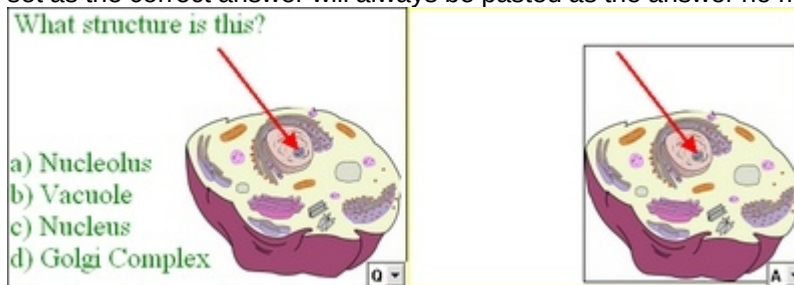
11. **Click** and **hold** on the screen and **drag** the cursor in such a way that you completely enclose the arrow and image in the square you drag out. This will group the objects together.



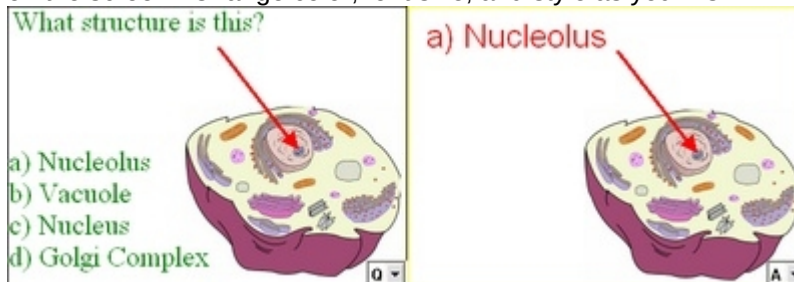
Your mouse and the object must cross completely into the next square or else the software may assume you are just moving the object to a different location on the original slide.



12. **Drag the image/arrow group** completely into the gray square to the right of the question square. Do the same with the question text "**What is this?.**" Both of those objects should be copied on the second screen. (**Do not drag the answers over.**)
13. **Double-click on any word** in the A-D dialogue windows at the bottom of the screen (the answer set as the correct answer will always be pasted as the answer no matter what word was selected).



14. **Click and drag** the selection up to the answer screen and then move the text where you want it on the screen. Change color, font size, and style as you wish.



15. Go to the **File** menu and select **Close**. You will be taken back to the **Slide Manager** screen where your slides are visible.

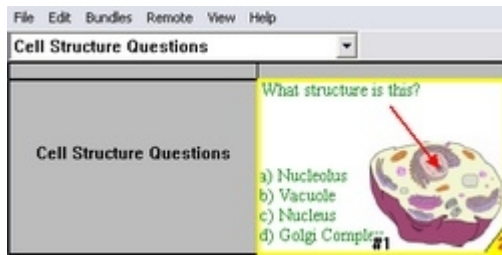


When you create a slide, the slide will be marked on the lower right-hand side of the slide:

- **Q** for Question-This slide will contain the Question of the Multiple Choice, Yes/No, True or False, etc. When creating the Question slide, the second slide will automatically default to the Answer.
- **A** for Answer-This slide will contain the answer to the Question slide.
- **I** for Information-This slide will only be an Information slide for lesson review.
- Slide sets can contain up to **5 slides**. For Information slides, only **one slide** is allowed because during Presentation mode, you will not be able to see the slides within that slide set. For Question and Answer slides, you see the Answer only by bringing it up on the Teacher remote.

The Qwizdom T.A. has a built in **Spell Check** for your convenience.

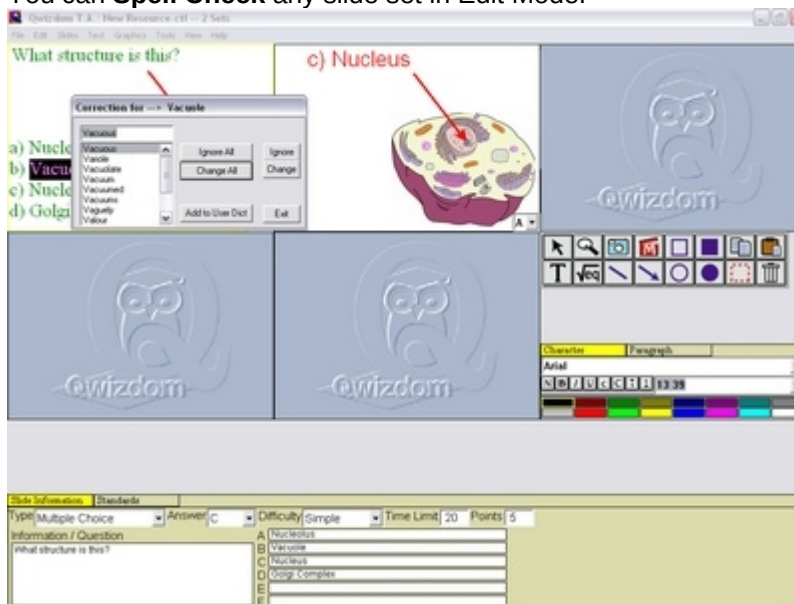
1. In the Slide Manager screen, **select** (highlight in yellow) the slide where you want to start Spell Check. If you Spell Check in the ? it starts at the selected slide and continues to the bottom of the whole Resource unless you step the process. You can also Spell Check individual slides while editing the slide set.



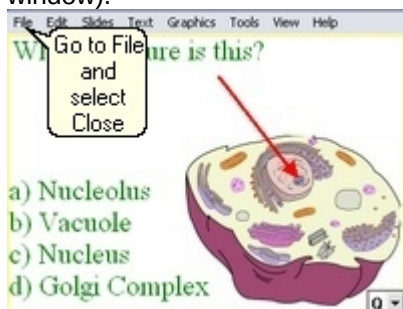
2. Go to the **Edit** menu and select **Spell Check**.



3. You can **Spell Check** any slide set in Edit Mode.



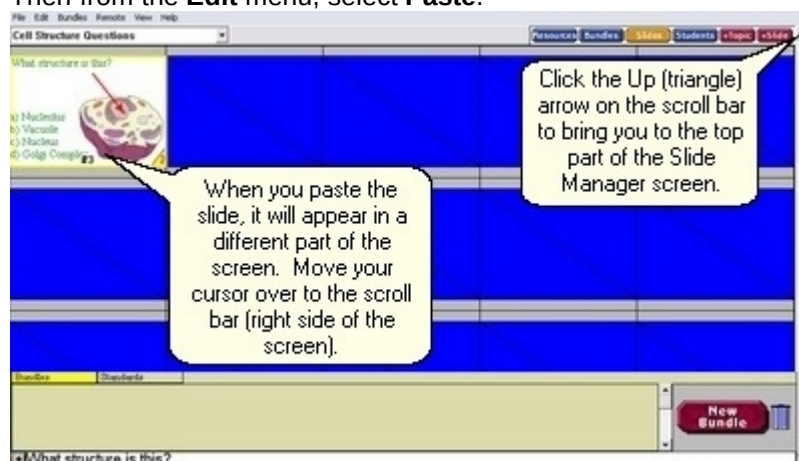
4. If you have selected more than one slide set to **Spell Check**, the Spell Check mode will go through **all** slides.
5. Click on **Exit** after Spell Check is complete.
6. To **Exit** the Slide Editor screen, go to the **File** menu and select **Close** (from the 5 screen editing window).



7. Select your question slide (it will highlight in yellow). It is the slide that has #2 on the bottom

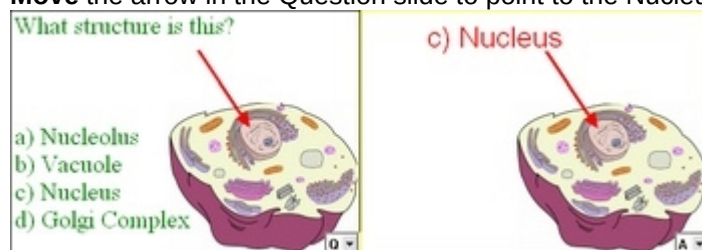
center of the slide. The 2 in the lower right hand corner of the slide means it contains two slides within the slide set.

8. Go to the **Edit** menu, select **Copy**.
9. Then from the **Edit** menu, select **Paste**.



Now there are three slides in the Slide Manager screen. Let's edit the third slide (the copy and pasted slide).

1. **Double-click** on the third (#3) slide to edit.
2. Drop down the answer list to change the answer to **C) Nucleus**.
3. **Move** the arrow in the Question slide to point to the Nucleus.



4. **Group** the objects (arrow and image) using the **Group Tool** icon  and drag the grouped object into the next slide.
5. **Adjust** and **resize** objects within the slide.
6. **Drag** the answer up to the second slide.
7. Go to the **File** menu and select **Close**. You should now have three slides in the Slide Manager screen.

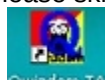


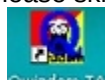
You have learned how to create, edit, and copy your own slides. Move onto **Tutorial #3** to create a Bundle to put the slides into.

5 Adding Video and Sound

Tutorial #3

If you are continuing onto the next Tutorial, please skip down to **Step 4**.



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** screen by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Double-click on the **"My Tutorial" Resource**. It will take you to the **Bundle Manager** screen.

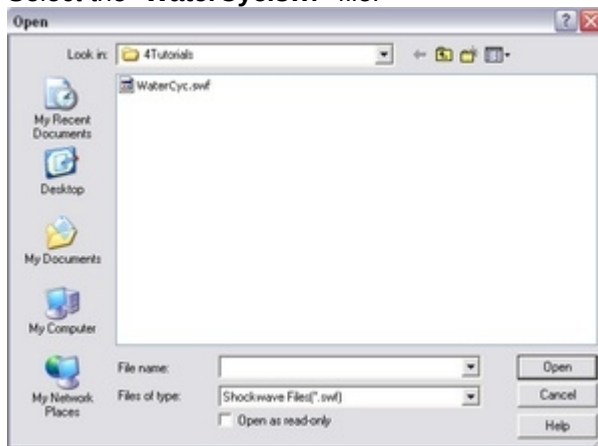
- Click on the **Slides**  button and you will now be in the **Slide Manager** screen.
- Click on the **+ Topic** .
- Type in "**Movie**" as the Topic heading.



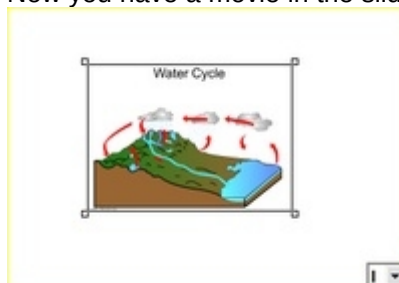
- Now click on the **+Slides**  button.
- Let's change the background color to white (if it isn't already defaulted to white). Go to the **Color Bar** menu on the left side of the **Slide Editor** and select **white**.



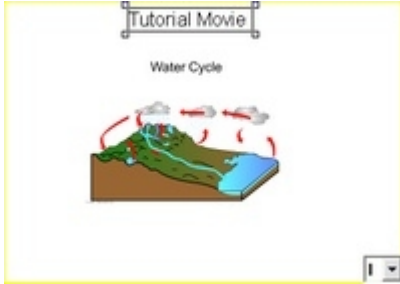
- Click on the **Multimedia** button  to add a movie OR go to the **Graphics** menu and select **Add Multimedia**. Either way will take you to the same window.
- An "**Open**" window will appear and you need to search for the sample movie provided in the Qwizdom T.A. disc.
- Drop down "**Look In**" box list:
 - Select **My Computer**.
 - Select the **E: Drive**.
 - Select the "**4Tutorials**" folder.
- In the **Files of Type** box, select **Shockwave File (*.swf)**.
- Select the "**WaterCyc.swf**" file.



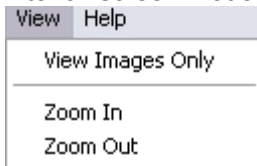
- Double-click on the "**WaterCyc**" file to insert it into the slide OR click **Open** to insert object into slide.
- Now you have a movie in the slide. Move the image to where it is in the center of the slide.



15. To add text, go to the **Text** menu and select **Create Text** OR click on the **Text** icon  in the **Slide Editor** toolbar. The cursor will change to an insert text cursor. Type in "Tutorial Movie."
16. Click the black **Arrow** icon (cursor)  and a box around your text with four corner handles will appear. You are able to adjust the width and height of your text.
17. When you are finished typing your text, you can change the font, font size, and color in the **Slide Editor** toolbar.



18. Go to the **View** menu and select **Zoom In** OR click on the Magnifying Glass button  to go into full screen mode.



Changing the Playback Options of the Movie

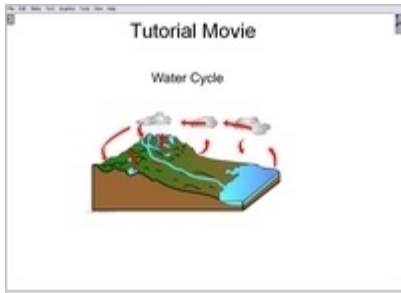
1. Click on the **blue triangle** on the **Multimedia Options** icon  in the upper right-hand corner of the screen.
2. Select **Properties**.
3. This will take you to the **Movie Multimedia Options** window. (The title bar will read **Multimedia Options**.)
4. **Check** the boxes that apply.



- **Visible in Presentation**-Displays a still image of the first frame of a movie before it starts playing.
- **Play When Clicked**-When this option is checked, if you double-click on a movie file's preview image in the presentation mode, the movie file will start playing.
- **Show Controller**-The Play/Stop controller at the bottom of the multimedia window will be visible while the movie is playing.
- **Repeat**-Once the Movie/Sound clip has started playing; it will replay in a continuous loop until you double-click on the screen. Press the Pause button on your Teacher's remote, or go on to the next slide in your presentation
- **Close When Finished**-When this option is checked, the movie will automatically close after it has played. If this option is unchecked, the movie will remain displayed on the screen. Checking this option is useful when you are displaying a movie full screen and you want to see other information

on the correct slide after it has finished playing.

- **Play Full Screen**-Regardless of the original video dimensions or the size of the video placed onto the screen; the movie will play in full screen size.
 - **Maximized Window**-The movie will play as large as it can without changing the original aspect ratio (proportional w/h dimensions) of the movie.
 - **Autoplay Options**-You can choose to play your movie/sound automatically after a set length of time in a presentation. To do this, click once to check the Play Automatically box, and enter the duration of time you want to pass before the clip begins to play. For example, if you enter 3 in the Delay box and access the slide in your presentation, there will be a 3 second delay before the clip begins playing.
5. Click **OK** when finished.



Adding Sound(s) to Your Slide



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** screen by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Double-click on the **"Tutorial" Resource**. It will take you to the **Bundle Manager** screen.
3. Click on the **Slides**  button and you will now be in the **Slide Manager** screen.
4. Go to the movie slide that was created in the step-by-step guide above OR you may already have it open.
5. Click on the **Multimedia** button  in the **Slide Editor** toolbar to add a movie OR go to the **Graphics** menu and select **Add Multimedia**. Either way will take you to the same window.
6. An **"Open"** window will appear and you need to search for the sample movie provided in the Qwizdom T.A.
7. Drop down **"Look In"** box list:
 - Select **My Computer**.
 - Select the **E: Drive**.
 - Double-click on the **"4Tutorials"** folder.
8. In the **Files of Type** box, select **Sound Files (*.wav, *.mp3)**.
9. **Double-click** on the **"weather.wav"** or click **Open** to insert the sound into the slide. (You may add more than one sound to your slide).

Now you have sound, let's listen to it.

1. Go to the **View** menu and select **Zoom In** OR click on the **Magnifying** button  on the **Slide Editor** toolbar.
2. In the upper right-hand corner, you will now see the **Movie Multimedia** icon  and the **Sound Multimedia** icon .
3. Click on the **blue triangle** of the **Sound Multimedia** icon .
4. Notice that certain things are restricted in the **Sound Multimedia Options** window. (The title bar will read **Multimedia Options**.)

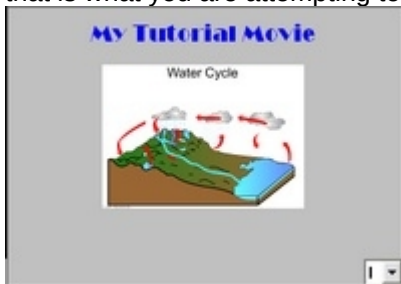


5. **Check** the boxes that apply.
6. Click **OK** when finished.
7. The sound and movie will play one after the other (best to play sound first then start the movie).

Edit Objects on a Slide

1. Double-click on the text "**Tutorial Movie.**"
2. Type in "**My Tutorial Movie.**"
3. Select (highlight) the text and change the font size to **15**.
4. Change the font to **Broadway**.
5. Select the **blue** color square in the Color Palette.
6. Adjust the text box to fit the slide.
7. Let's change the background color to **light gray** by selecting the light gray color square in the

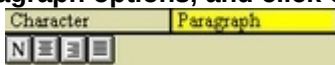
Color Palette (right below the black color square).  Be careful not to click (highlight) on any objects in the window or you will change the color of the object instead of the background unless that is what you are attempting to do.



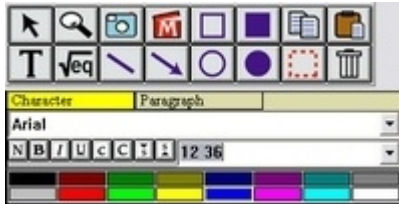
8. Go to the **View** menu and select **Zoom In**. Double-click on the movie or go to the **Graphics** file and select **Preview Autoplay** to play the movie.



To change the paragraph settings (centered, justified, left, right) for a text block, double-click on the text block to insert a cursor, click on the Paragraph tab to show the Paragraph options, and click on the appropriate button.



NOTE: All of these objects (except a double headed arrow) can be accessed from the Toolbar as shown below. To add a double headed arrow, go to the Graphics menu and select Double Arrow.



When you draw an object on the screen, it will use the default drawing color and line size for the object when it is placed on the screen.

- To change the default drawing color go to the **Tools** menu and select **Drawing Color**. When the color selector appears, select a new drawing color and click **OK**.
- To change the current drawing line size, go to the **Tools** menu and select **Line Size**. When the **Line Thickness** window appears, type in a new number (usually 1-5) and click **OK**.
- To draw an object, click on the appropriate icon (circle, square, arrow). Click on a point anywhere within the slide for a starting point and drag out across the screen to define the shape of the object (arrowheads are placed at the end of a line).
- To resize a drawn object, **click** on the object and use the **handles** to adjust and resize the new object. (Sometimes it is easier to delete and redraw an object; especially when using lines or arrows.)
- To change the color of an object, simply **select** the object and **click** on a new color in the **Color Palette** located in the **Slide Editor** toolbar.

Navigating Through Slide Sets and Topics (locating Slide Sets)

Use the **Topic** drop-down menu (under the Menu Bar) in the **Slide Manager** to quickly locate specific **Topics** for the slide sets.



1. Double-click the "**My Tutorial**" **Resource** and click on the **Slides** button.
2. In the **Slide Manager** screen, you can drop down the **Topic** menu and select the Topic you want. Once you are on the Topic of your choice, you can view the slides by using the scroll bar to the right side of the screen.

Tips on Using the Scroll Bar

- **Click** on the **arrow head** (the **triangle** at the **top** or **bottom** of the scroll bar) to advance a single row of squares at a time (making five new squares visible with each click).
- **Clicking above** or **below** the marker square (rectangle) inside the scroll bar, will advance a whole screen of squares at a time (displaying the next twenty squares). To keep the bottom row from being hidden by the Bundles tab, go to the **View** menu and select **Hide Tabs**. To make the Bundles tab **visible** again, go to **View** and select **Show Tabs on the menu bar**.
- You can also **click** on the marker square (rectangle) inside the scroll bar and **drag** it up or down to quickly advance to new or previous slides and topics.



Slide Manager Display/View Options

- **As List/As Thumbs**-Go to the **View** menu and select **As List** from the menu. This allows you to view all the slide sets in a text only format. The text comes from the Information/Question box (in the Slide Editor). Go to the **View** menu and select **As Thumbs** to return to the Slide Manager screen to show slides in thumbnail view.
- **For Lessons/By First Screen**-Go to the **View** menu and select **For Lessons** changes the Slide Manager screen so that Answer slides are used for the preview instead of the first screen for all

Question/Answer sets that contain a single answer screen. To return to the default (where the first screen of each slides set is shown), go to the **View** menu and select **By First Screen**.

- **Info Options (set Number, Image Name)**-Go to the **View** menu and select **Info Options** to bring up the **Info Options** window that allows you to change what is displayed in the bottom of each thumbnail screen when viewing slide sets **As Thumbs** in the Slide Manager screen. Set Number (the default) shows what number that slide set is within its topic; Image name displays the name of the first image used on the preview screen.
- **Hide Tabs/View Tabs**-Go to the **View** menu and select **Hide Tabs** to hide the Bundles and Standards tabs at the bottom of the Slide Manager screen; **View Tabs** makes them visible again.

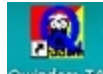
6 Creating a Bundle

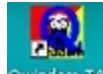
Tutorial #4

Creating a New Bundle and Setting Bundle Options

A **Bundle** is a collection of **Slide Sets** that are intended to be used together as an activity.

If you are continuing onto the next Tutorial, please skip down to **Step 4**.



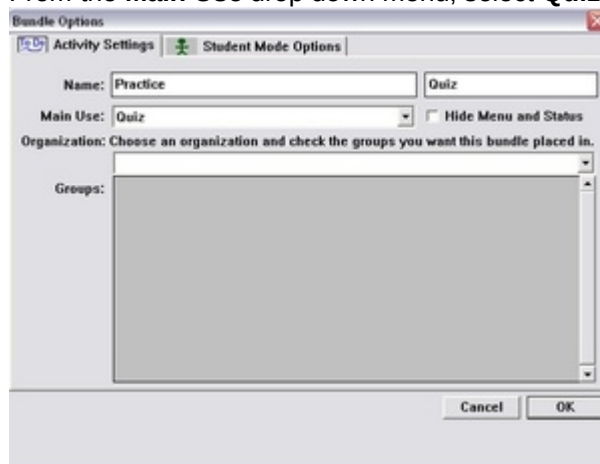
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Double-click on the "My Tutorial."
3. Click on the **Slides** button .
4. You will now create a **Bundle** in your new **Resource**. Click on the **New Bundle** button



 on the lower right corner of the screen. This opens up a window that will allow you to enter a name for your new **Bundle**.



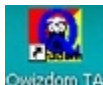
5. Under the **Activity Settings** tab, enter "Practice" for the new Bundle.
6. From the **Main Use** drop down menu, select **Quiz**.

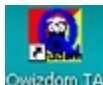


7. Now that you have created a new **Bundle**, the next step is to create slides within your new **Resource** and move them into your **Bundle**.



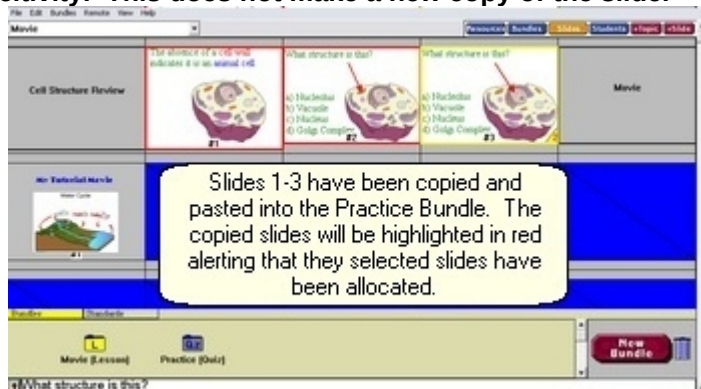
Grouping Slides in an Existing Resource Into a Bundle



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** screen by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Click on the **Slides** button  to take you to the **Slide Manager** screen.
3. All slides within the "My Tutorial" Resource will display.
4. **Bundles** appear at the **bottom** of the **Slide Manager** screen. Look for the **Bundle** titled "Practice" on the bottom of the screen in the Bundles tab. If your Bundle is **not visible**, scroll down using the down arrow key (on the scroll bar at the bottom of the Bundles tab) until it appears.
5. To **add** a slide to your Bundle, **select** the desired slide with your cursor.
6. **Click and drag** (as you hold down the mouse button) the slide into your Bundle. That slide is now part of your Bundle (Practice). You **may add** slides from many different topics to your Bundle.



NOTE: This simply marks which slides from the Slide Manager screen to use together in an activity. This does not make a new copy of the slide.



NOTE: Notice that when you highlight a Bundle while within a Resources Slide Manager screen, that all slides that are currently grouped into that Bundle will be framed in red.

6.1 Preview and Arrange Slides in a Bundle

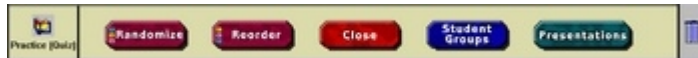
Previewing a Bundle and Rearranging Slides

1. When you have finished adding slides, you can view the slides in your Bundle by **double-clicking** on your Bundle (Practice folder). A window will pop up asking you "What Would You Like to Do?"



2. Select **Preview Bundle**.

Options within the Preview window in the preview screen, you will see buttons at the bottom of the screen.



- **Randomize**-Randomly changes the position of the slides.
 - **Reorder**-Puts the slides back in the original order that they were added to the Bundle.
 - **Close**-Closes the preview option.
 - **Student Groups**-Allows you to enter the Student Manager section.
 - **Presentations**-Allows you to Start the lesson, quiz, test, etc.
3. To arrange slides in your Bundle, **click** and **hold** (with the mouse) the slide and **drag** it to a new location. It will be **placed** where you release the mouse.



4. Select **Close** when you are finished.

6.2 Editing and Deleting Bundles and Slide Sets

Creating a New Bundle (Activity) or Editing/Reorganizing an Existing Bundle

A Bundle refers to a collection of slide sets in the Slide Manager window that you want to group together. In the Slide Manager, you can create a new Bundle folder by clicking on the New Bundle button at the bottom right of the screen.

Clicking on a **New Bundle** will bring up a window with the following options:

- New Bundle (Name)
- Main Use
- Organization
- Bundle Group Selector



NOTE: This section is really an extension of the Slide Manager. If you edit the content in any of the slide sets in a Bundle (using the T.A.-Teaching Assistant and not the content software i.e. Biology, Math, etc.), you are editing the original slide set that appears in the Slide Manager.

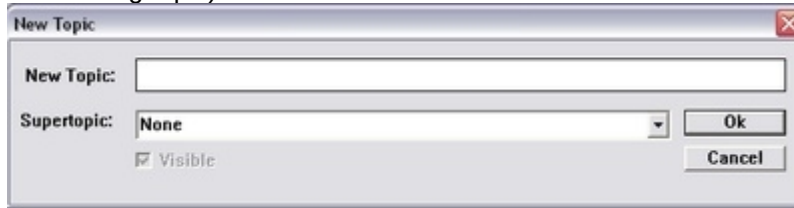
Adding and Editing Topics and Slide Sets (T.A.-Teaching Assistant only)

The **Slide Manager** lists all of the slide sets in a **Bundle** by **Topic**.

1. To **add** a new Topic, click on the **+Topic** button  in the upper right side of the **Slide Manager** window. (To edit an existing Topic name, **double-click** on the gray Topic square

displayed in the **Slide Manager** window).

2. When the **New Topic** window appears, type in the name of the new Topic (or edit the name of the existing topic).



3. Specifying **SuperTopic** is optional. This is an advanced feature that allows you to select which topics you want **visible** in the **Slide Manager** window.
4. Click **OK** or **Cancel** to close the **New Topic** window. A gray square with the Topic heading will appear.

Permanently Removing Topics or Slide Sets (T.A.-Teaching Assistant only)

Removing Slides, Slide Sets, and Topics

1. **Click** once on a Slide Set thumbnail in the **Slide Manager** screen or gray **Topic** square (selecting the Topic will delete all slides under that heading).
2. **Hold** down the mouse button and **drag** that item on top of the **Trash Can** icon  in the **Bundles** tab OR go to the **Edit** menu and select **Delete**.

Removing Slides from a Bundle

To **remove** a slide from your Bundle, **click** and **hold** the slide (with the mouse) and **drag** it down to

the **Trash Can** icon  in the lower right-hand corner of the Slide Manager screen. (Removing a slide in the Preview Bundle screen will be permanently deleted.)



CAUTION: Removing a slide from your Bundle does not remove it from the Resource. However, removing a slide from a Resource WILL remove it PERMANENTLY from the Resource and from all Bundles it appears in.

Adding to or Removing Bundles from Bundle Groups (OPTIONAL)

When a bundle is created (or when you choose **Change Bundle Options**), you have the option of using a check box to **add or remove** that bundle from various **Bundle Groupings**.

1. Starting from the **Resource Manager** window, **click** on an activity and **double-click** on a Bundle. If you want to **add a bundle** to a particular **Bundle Group** in the **Bundle Manager** screen, **click** on the bundle name, **hold** down the mouse and **drag** the selection **on top** of a Bundle group folder (i.e. Korean War Lesson) at the bottom of the screen.
2. **Release** (with the mouse) the selection **on top** of the Bundle group folder at the bottom of the screen.
3. Similarly, a Bundle can be **removed** from a Bundle group simply by **dragging** the bundle **on top** of the **Trash Can**  in the bottom right side of the window.

Changing Bundle Options

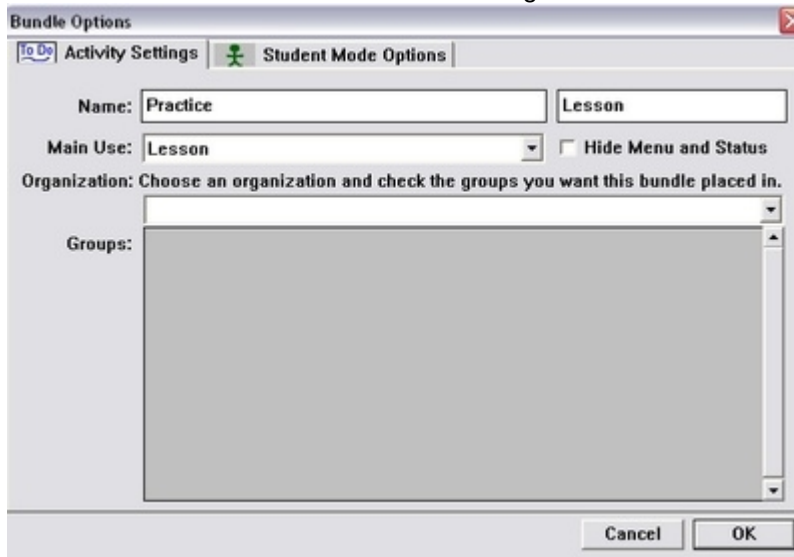
1. Go to the **File** menu and select **Close**. **Double-click** on the **Practice Bundle** (folder at the bottom of the screen of the Slide Manager window).



2. The "**What Would You Like to Do?**" window will appear.



3. Select **Change Bundle Options**. This allows you to **change** the name of the Bundle, the **Main Use** of the Bundle and how the Bundle is organized in the Bundle Manager screen.



4. Review the menu and then press **OK** to close.

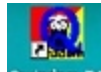
7 Creating or Importing a Class List

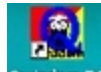
Tutorial #5

The **Student Manager** allows you to manage your class lists, build cooperative learning groups/teams, and track scores and participation. Many of the **Student Manager** screen features are intended for use with Qwizdom's Multi-key student remotes or the **Student Mode**.

- Working with Student Data and Class Lists (Students tab)
- Creating Groups and Teams (Groups tab)
- Setting Up Passwords and Using the Administrative Section
- Assignment Data (for use with Multi-key Remotes or Student Mode)
- Tracking Scores (for use with Multi-key Remotes or Student Mode)
- Print Reports and Summary Data

If you are continuing onto the next Tutorial, please skip down to **Step 2**.



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** screen by selecting the **Resources** button  located in the top right-hand corner of the screen.

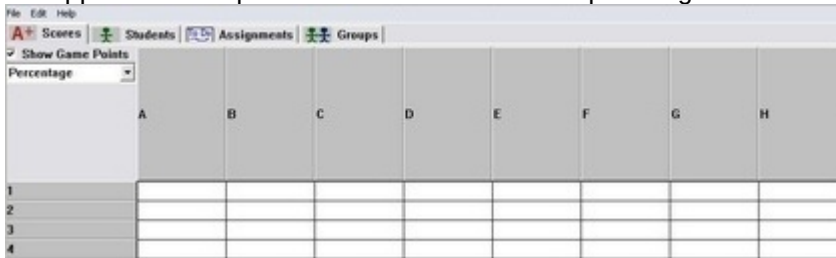
- Step 2 can be done in two ways; click on the **Students Group** button  on the bottom of the **Resource Manager** screen OR click on the **Students** button  in the upper right-hand corner of the **Resource Manager** screen. Either way you choose, you will be taken to the **Groups** screen where you can view your class list(s).
- Go to the **File** menu and select Create New Class.



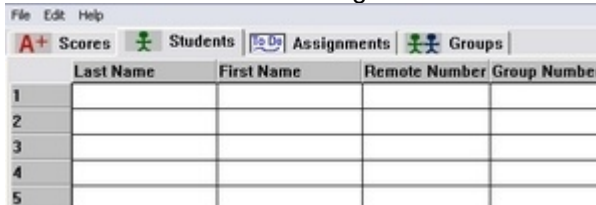
- The **Enter New Name** window will appear.
- Enter a unique class name using letters and/or numbers only (**no symbols**). You have a maximum of ten characters long.



- Click **OK** and the new class will be taken to the Group Manager screen. The name of your class will appear in the top left-hand corner of the Group Manager screen.



- Select the **Students** tab and go to the **Edit** menu.



- Select **Add Students**. The **Add Student** window will appear.

9. **Add** four students to the new class list (list).
10. Fill out the information for the four fields in **red** (these are **required** fields).
11. **(Optional)** Assign each student an **Ability value** of 1, 2, or 3. The **Ability** number reflects the student's level of performance.
12. When you complete filling out each **Add Student**, click on **Add to List**.

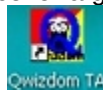
	Last Name	First Name	Remote Number	Group Number
1	Activity	Allen	8	3
2	Add	Ally	15	6
3	Bundle	Bob	3	5
4	Chapter	Christy	4	3
5	Color	Claudia	14	5

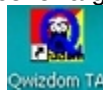


NOTE: Leave Auto ID checked. Student ID number will be given based on the number of students on the master list (list). You cannot use the same number twice, it must be a unique numeric ID for each student. You can also use the Tab button to go through fields. Do not enter a password at this time. Remote numbers will be assigned and we will go back and change them later.

Importing

In this activity, you will learn how to import an electronic class list (in the form of .txt or .csv file). You will also learn to export a class list that you have built in Qwizdom to a text file format (which will allow you to import that list into Microsoft Excel or a grading program).



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Click on the **Students**  button in the upper right-hand corner of the **Resource Manager** screen.



NOTE: If you have a class already open, the Create New Class button will not appear. You need to go to the File menu and select Close Class. This will take you to the Groups Manager screen.

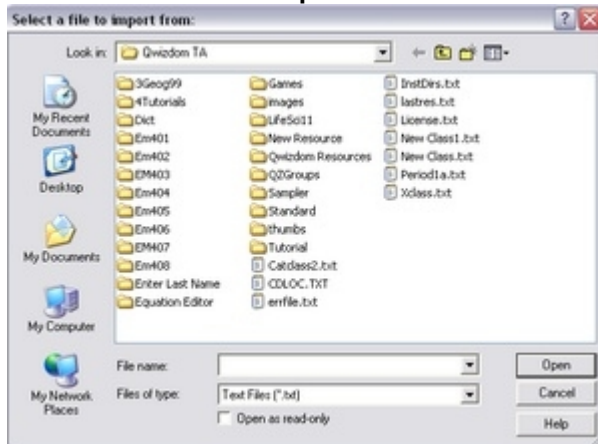
1. Click on the **Create New Class List** button  or go to the File menu and select Create New Class.
2. The **Enter New Class Name** window will appear.



3. **Type** in the name or period of your class and click **OK**.
4. Go to the **File** menu and select **Import Class**.



5. The "**Select a File to Import From**" window will appear.

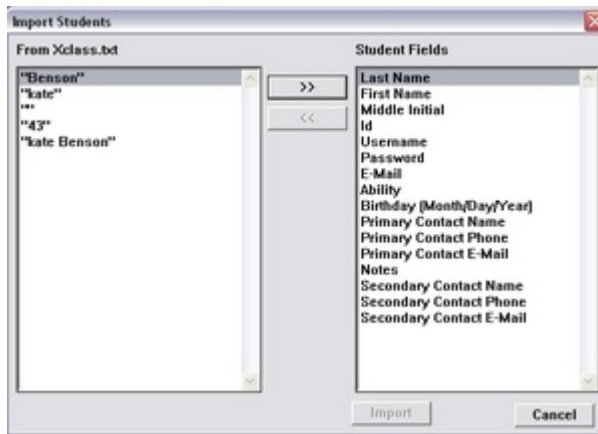


6. Under "**Look In**", make sure you are in the Qwizdom T.A. folder.
7. Double-click on the "**4Tutorials**" folder.
8. Search for the file "**Xclass.txt**."
9. Click once on "**Xclass.txt**", which will then be displayed in the **File Name** box. The **File Type** should read **.txt (Text Files)**.
10. Click **Open** or **double-click** on the file.



NOTE: Notice that the file required for importing a class into Qwizdom is a text file (.txt). The text file must contain Data that is Tab or Comma delimited, meaning that the information is separated by commas or Tab spaces (this is a common format used by most programs for importing and exporting information).

1. The "**Import Students**" window will appear.



2. **Highlight** the student's last name (in the **left** column that reads **From "Xclass"**).
3. As the student's last name is highlighted, highlight **Last Name** in the **right** column (that reads **Student Fields**).
4. **Double-click** on the arrows (pointing to the **right**).
5. **Highlight** the student's first name (in the **left** column that reads **From "Xclass"**).
6. As the student's first name is highlighted, highlight **First Name** in the **right** column (that reads **Student Fields**).
7. **Double-click** on the arrows (pointing to the **right**).
8. By selecting the data on the left and associating it with a particular field on the right, you are telling Qwizdom how to arrange this data in your class list. If you have more data than names, you can select them as well (i.e. Student ID, Password, Email Address, Ability Level).
9. Click **Import** on the **"Import Students"** window.
10. After importing, you may Add, Delete, or Edit the student list.



Class List Not Loading

If your class list isn't loading, be sure you have selected a class before the presentation starts. Class names can only be 10 characters long; there can be no symbols (i.e. !-@#+/) nor spaces. A name with spaces and symbols may cause Qwizdom not to read it correctly when running a presentation therefore causing the class not to load.

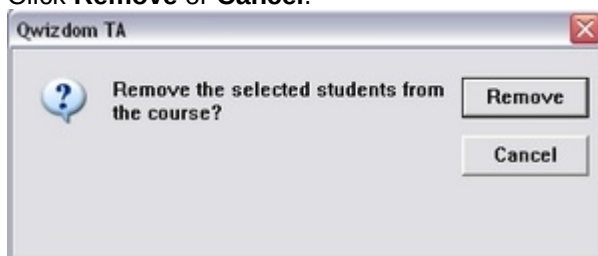
7.1 Editing and Deleting Information in a Class List

Editing Student and Class Information

1. **Highlight** a student from your new class.
2. **Double-click** on the **student** you want to **edit** OR go to the **Edit** menu and select **Update Selected Students**.
3. Click **OK** when done editing.

You can also **remove a student** from this list you have created.

1. Go to the **Edit** menu and select **Removed Selected Student**.
2. Click **Remove** or **Cancel**.



3. From the **Student Manager** screen, you can **add** or **remove** students from your class list.
4. Go to the **Edit** menu and select **Add/Remove Students** from **Master List**.

	Last Name	First Name	Remote Number	Group Number
1	Activity	Allen	8	3
2	Add	Ally	15	6
3	Bundle	Bob	3	5
4	Chapter	Christy	4	3
5	Color	Claudia	14	5

This is a **Master List** of all the students you have ever added to any class within Qwizdom. The Master List is used to add students to class lists if they already were added to a different class.

Select A Student

- Activity, Allen (Id = 123)
- Add, Ally (Id = 114)
- Benson, kate (Id = 43)
- Berger, Bob (Id = QZ_2)
- Berger, Paulette (Id = QZ_8)
- Bradford, Karen (Id = 6)
- Brown, Jonathan (Id = 77)
- Bundle, Bob (Id = 128)
- Carl, Herman (Id = QZ_7)
- Carl, Judy (Id = QZ_0)
- Chamberlain, Beth (Id = QZ_12)
- Chapter, Christy (Id = 127)
- Chu, Jeff (Id = 8)
- Color, Claudia (Id = 115)
- Create, Chris (Id = 107)
- Crubber, Mike (Id = QZ_11)
- Example, Ellen (Id = 129)
- Fragoso, Amador (Id = 42)
- Game, Greg (Id = 112)
- Goodman, Michael (Id = 9)
- Gustavson, Peter (Id = 10)
- Habbernathy, Ryan (Id = 35)
- Haynes, Terri (Id = 11)
- Jinx, Jenny (Id = 36)
- Judd, Joan (Id = QZ_5)
- Keck, Bob (Id = QZ_3)

Buttons: Add To Class, New Student..., Update Student..., Select All, Deselect All, Totally Remove, Finished

Many operations can be performed using this screen by highlighting a student's name and selecting any of the following operations:

- **Add to Class** Add an existing student into a new class
- **New Student** Add a new student to your class
- **Update Student** Change a student's information
- **Select All** Selects all students
- **Deselect All** Deselect all students
- **Totally Remove** Permanently removes a student to where the student no longer exists
- **Finished** Saves and closes out window

It is also possible to build teams or groups of ability. You can do this using the **Student Manager screen** by selecting the **Groups** tab. Your class should appear on screen.

- **Double-click** on the Group name to change it (i.e. Group 1 can be changed to Team 1).
- Students can be manually grouped by **selecting** a student (highlight in blue) and **dragging** them into different groups.
- The computer can **assign** groups as well, read steps 1-5 below.

Groups

Group 1

- Greg Game
- Rob Remote
- Linda Lesson
- Sheryl Subject

Group 2

- Rachel Resource
- Parker Program
- Ellen Example
- Tim Tutorial

Assign Groups

1. In the center of the screen at the bottom, click on the **Assign Groups** button.
 2. Grouping of students **can be arranged in a variety of ways** based on what is appropriate for your needs:
- Input the number of students you want in each group and how you want the groups assigned and

click **OK**.

- To adjust groups, simply click and drag students on the screen.



3. When finished, click **OK**.
4. Go to the **File** menu and select **Close Class**.

8 Setup and Test Remotes

Tutorial #6

The remotes must be set up and tested first before you begin a Presentation.

If you are continuing onto the next Tutorial, please skip down to **Step 2**.

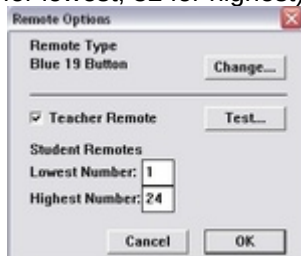


1. **Double-click** on the Qwizdom T.A. icon on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button located in the top right-hand corner of the screen.
2. There are two ways to set up remotes; there will be a "**Click Here to Test Remotes**" button on the bottom right-hand corner of the **Resource Manager** screen OR you can go to the Remote file and select Options.



The **Remote Options** window will appear. Within this window, you can select the options for:

- **Port**-If using USB remote receiver, select USB. If using a Serial Port, select the port numbers to be from 1-9.
- **Remote Type**-19 Button for all new remotes.
- **Teacher Remote**-Make sure this box **IS** checked if you are using the Teacher's remote.
- **Student Remotes**-Select the lowest and highest number of student remotes you will be using (i.e. 1 for lowest, 32 for highest).



When using Qwizdom for the first time, you must set these options (student remotes numbers are set

to 1 and 32 as a default setting upon installation). Change these options when needed (especially when you have additional remotes). i.e. 1 as lowest and 16, 24, 36 as highest.

The **Remote Type** should be set up as the **19 button**.



After setting your remote options, you may want to test your remotes to ensure that:

- Your Student and Teacher remotes are sending signals to the remote receiver.
- The remote receiver is receiving signal (operating correctly).
- Your Teacher and Student remotes are receiving signal sent back to them by the remote receiver.

1. To test your remotes, click on the **Test** button.
2. The **Test Remotes** window will appear displaying a box corresponding to each student remote that you selected in the **Remote Options** window. To test your remotes, press the Send button on each remote while pointing them towards the remote receiver. While testing your remotes, you will receive confirmation that:
 - Your **Teacher** and **Student** remotes are sending signals to the remote receiver and that the remote receiver is receiving the signals (the box on the screen corresponding to the remote tested turns blue).
 - Your **Teacher** and **Student** remotes are receiving the signal sent back to them by the remote receiver (the red and green lights flash on each remote when they are tested).

Below are two remote windows:

Before Testing



After Testing

This test shows that numbers that are in dark blue have tested okay.

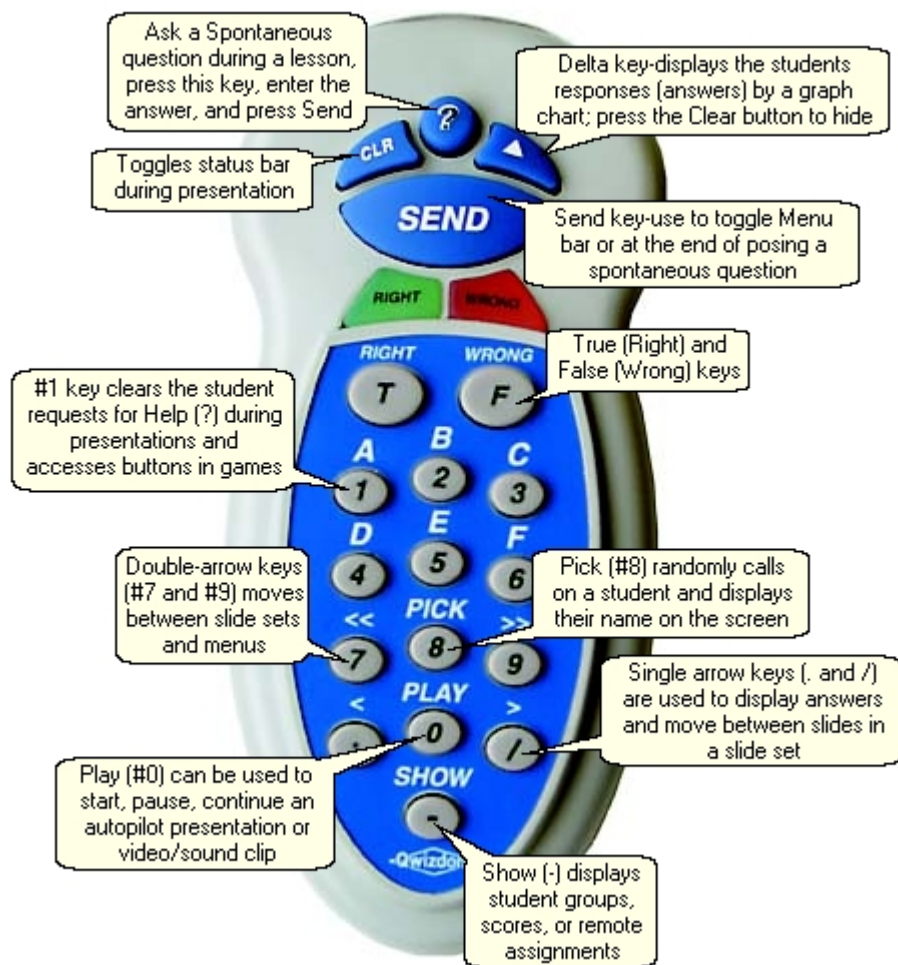


After you are done testing your remotes, click Close in the bottom right corner of the screen. You may now proceed on with your Presentation.

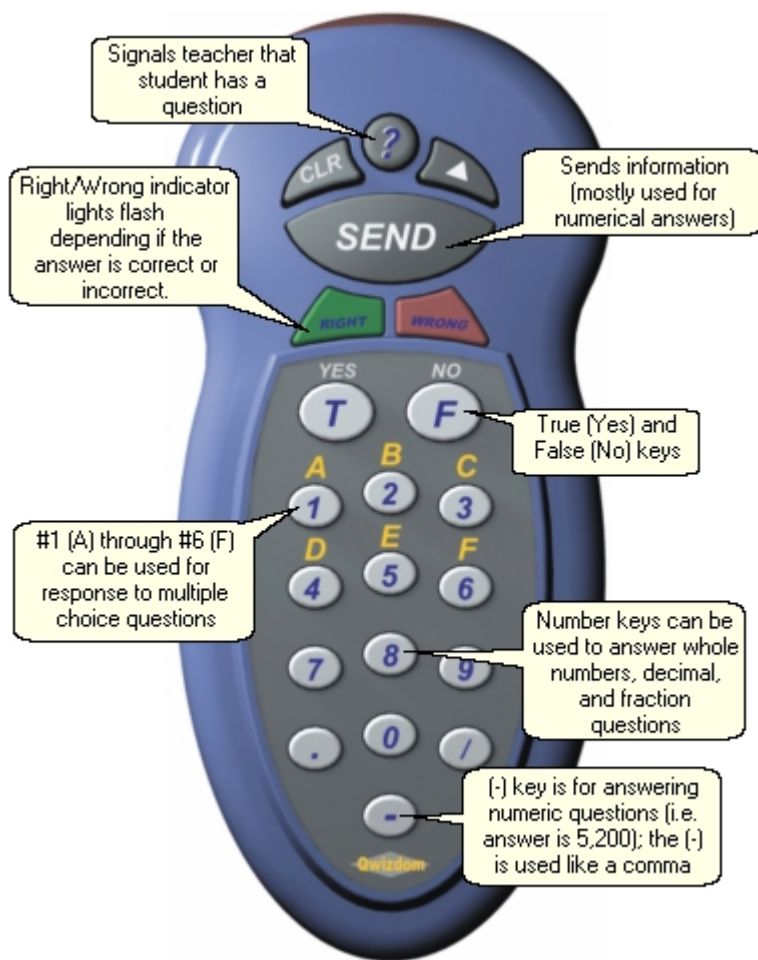
8.1 Remote Diagrams

Here are diagrams of the Teacher and Student remotes.

Teacher Remote



Student Remote



9 Using an Existing Bundle

Tutorial #7

If you are continuing onto the next Tutorial, please skip down to **Step 2**.



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Double-click on the "**Sampler**" Resource.
3. Double-click on the "**INTRO TO QWIZDOM [Lesson]**" Bundle.
4. The "**What Would You Like to Do?**" will appear.
 - **Present Bundle**-Present lessons, notes, and Question/Answer sets full screen; randomly call upon students, and bring up learning games and auto presentations.
 - **Preview Bundle**-View the contents of a Bundle in a thumbnail view , rearrange the slide sets in a bundle (by dragging and dropping), remove slide sets from a bundle, or randomize the order of slide sets for tests.
 - **Print Bundle**-Print lessons, notes, worksheets and tests.
 - **Change Bundle Options**-Change the name of a Bundle, its main use, and which Bundle Groups the Bundle will appear in the Bundle Manager.
 - **View Student Mode**- Allows you to quickly preview any activity in the student review mode. This preview will always act as a lesson/review type regardless of how an activity is set up for use by students in the Student Mode.



5. Select Present Bundle.

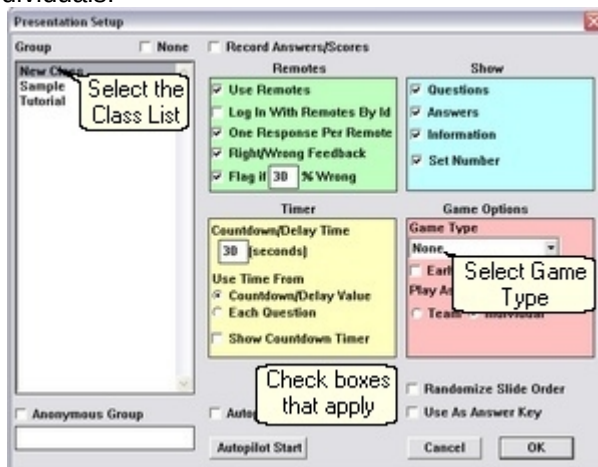
The **Presentation Setup** window will appear. Default settings throughout this window will allow you to run most presentations. The options available and what each option involves are depicted below:

- **Show**-Allows user to select the types of slides from their Bundle that will be shown in the presentation. If any of them are unchecked, that type of slide will not be displayed. For general presentations, all boxes, except Set Numbers, are usually checked.
- **Record Answers/Scores**-Checking this box will allow you to record answer/scores for an activity.



If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students in the Scores tab of the Student Manager.

- **Remotes**-Allows user to setup remote options for a presentation.
- **Timer**-Is used for Autopilot and setting a time limit for responding to questions.
- **Anonymous Group**-When checked, will create a class list using remote numbers rather than names.
- **Game Options**-Used to choose the game type and allow the students to play as a team or individuals.



6. When the setup is complete, click **OK**.
7. After clicking **OK**, **two messages** will display on the screen.
8. The first message "**Initializing Base**" (which means the computer is responding/reading the USB/Serial receiver) will display. During this time, your computer is attempting to establish communications with the remote receiver (USB or Serial Base).
9. Once the computer successfully establishes contact with the remote receiver, a second message "**Base Initialized**" will display.
10. After the base **has initialized**, proceed with the Presentation. If an error message appears and the base is not initializing, please refer to the "**Base (Serial and USB)**" in the **Troubleshooting** section.

The first slide will appear. You should see a menu bar in the upper left-hand corner.



- **X**-Closes the presentation.
- **M**-Hides/shows menu bar.
- **Arrows**-Moves back to previous screen or forward to the next screen (or you can use the number 7 and 9 keys on the Teacher remote to move through slides; use the period and the backslash keys

to move view the answer).

- **Pick**-Randomly calls on a student in the class and displays their name or hit the ? key on the Teacher remote to randomly call on a student.
- **I**-Will tell you that you are viewing an Information slide. If you are viewing a Question slide, there will be a Q instead, with an A next to it indicates that an Answer slide follows the Question slide.

Status Bar

Indicates who has responded as students or teams buzz in with Qwizdom Remotes; and displays the current slides set number. Press the **H** key to **Hide/Show** the status bar.

Remotes are Not Matching Up to the Number of Students in Class

If your remotes aren't reading the number of student remotes you have in class:

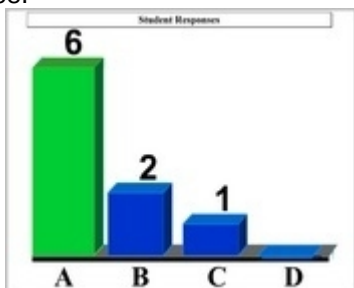
Be sure that the class you selected is the correct class with the correct amount of students (i.e. Period1 may have only 19 students when you have only 18 remotes).

Presentation Options

- To **navigate between slide sets** in a presentation, click on the **Back** and **Next** buttons.
- To **navigate between the individual slides in a slide set** (up to five per set) click on the **Q/A/I** buttons that represent each slide.
- To **close the Presentation Manager**, click the **X** button, or go to the **File** menu and select **Close**.
- (Additional presentation options are available in the menu bar. If the menu bar is **hidden**, you can **click** on the **M** button to make it **visible**.) To start an **Autopilot Presentation**, go to the **Request** menu and select **Autopilot Start**.
- Once you are in the presentation section, you can access these same options by choosing: **Open Group** in the **File** menu or **Display Options**, **Autopilot Start**, **Game Options**, or **Remote Options** in the **Request** menu.

Presentation Options Associated with Remotes

- A yellow square with dark blue letters that reads **SEND**  appears any time a question is displayed that **requires** users to use the **Send** key on their remotes. This is only necessary with **numeric** or **sequential** questions or when responding to any question using an answer key that contains a numeric or sequential question.
- A yellow square with black font that reads **LOW %** appears any time the percentage of correct responses **are lower** than a pre-determined percentage. You can set this percentage in the **Presentation Setup** window.
- A yellow square containing a **black question mark ?** appears any time a **spontaneous** question is posed. This lets everyone know that they are responding to this question and not what is on the screen. Responses from spontaneous questions can be brought up in **response graphs** and **reports** just like other questions.
- This box (**Control Key/Question #**) will appear any time the help (?) key is used on the **student** remotes. The number signifies how many have **requested help**. The arrow allows you to expand the dialog to see the remote numbers for each person that requested help. You can look on a print out to see who each number is associated with or leave the mouse over a number for a second to see the name in small print. **Click** on a number to remove it from the help window or click on **Clear** (or press 1 on the teacher remote) to clear all numbers.
- To show what answers the students responded in with, hit the Delta key on the Teacher remote to see.



Opening a Class List

Opening a **Class List** will enable you to view teams and randomly call on students.

1. To **open** a class list (or change to a different class list), go to the **File** menu and select **Open Group** from the **Presentation Manager**, and this will take you to the Student Manager screen.
2. **Click** on the class list you want to open. (You must first have a class list created).
3. Once you have a class list **open**, the menu will display a **Pick** button (will randomly call on students). **Pick** only shows on screen when remotes are not set-up and/or not working.
4. To **display** teams or groups that were put together in the **Student Manager** section, go to the **Show** menu and select **Class**.
5. Use the **Next** and **Back** buttons to view each group, and click **OK** to return to the main presentation window.

Click on the **X** to close the presentation.

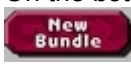
10 Create a Bundle from Existing Slides

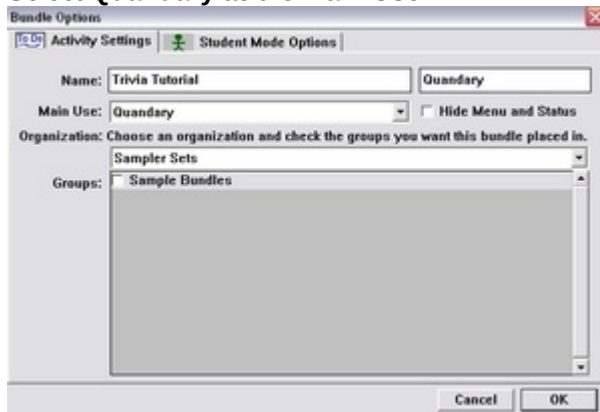
Tutorial #8

If you are continuing onto the next Tutorial, please skip down to **Step 3**.

Let's Create a Quandary Game Using Existing Slides



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** screen by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Click on the **Slides** button .
3. On the bottom right-hand corner of the **Slide Manager** screen, click on **New Bundle** button .
4. Type in **Trivia Tutorial**.
5. Select **Quandary** as the **Main Use**.

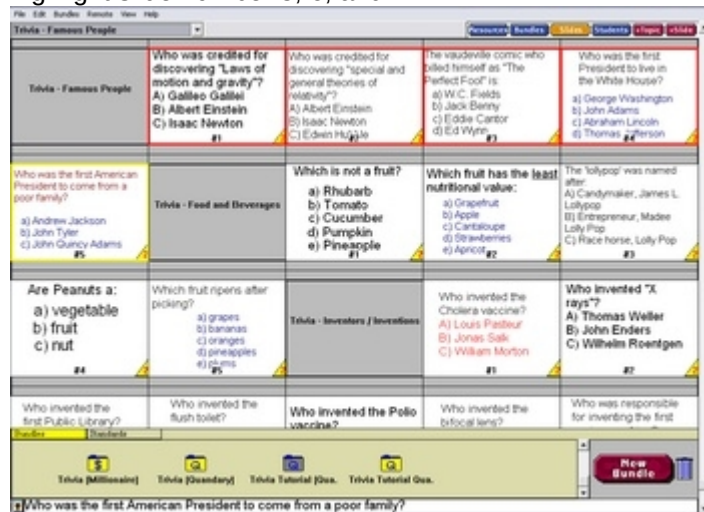


6. Click **OK**.
7. The text will be grayed out because there isn't any information contained within the Bundle.
8. Using the Topic drop-down menu, go to these **Topics** in the Slide Manager screen and select these slides:

Canada: Basics [Questions]	Slides #2, 3, 5-7
Momentum [Questions]	Slides #1-5
Skeletal System [Questions]	Slides #1-4, 6
Trivia-Advertising Slogans	Slides #1, 3, 5, 7, 9
Trivia-Famous People	Slides #1-5

9. Use the **Shift** key by holding it (when you are clicking once on the slides to select them) down if you have a **selection of slides** (has to be in a numeric order) to **drag** into the Bundle. For example, with **Canada: Basics [Questions]**, select **Slide #5** and **hold down the Shift** key to select **Slide #7**. This will **highlight the slides within those specific numbers** so it will

highlight slide number 5, 6, and 7.



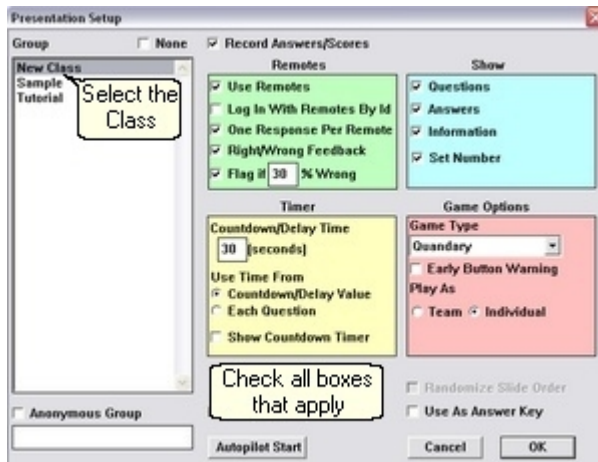
10. After you have copied all the slides into the **Trivia Tutorial Quandary Bundle**, double-click on the Bundle.
11. The **"What Would You Like To Do?"** will appear.



12. Select on **Preview Bundle**.
13. Preview your slides in the **Slide Manager** screen and be sure you have **5 slides of each topic**.



14. On the bottom of the screen, click on the **Presentations** button to take you to the **Presentation Setup** window.
15. Be sure to check the appropriate boxes in the **Remotes** box.
16. **Select** the **class list** that will be playing the game.
17. Under **Game Options**, it should be automatically **defaulted** to the Quandary game. If you did not select Quandary as the **Main Use**, then select **Quandary** in the **Game Options** box in the **Presentation Setup** window.



18. Click **OK** when finished.
19. Set the **Game Play Options** when the presentation starts.

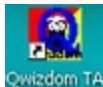


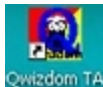
Now you are ready to play Quandary with your new Bundle!

11 Using a Bundle as a Game

Tutorial #9

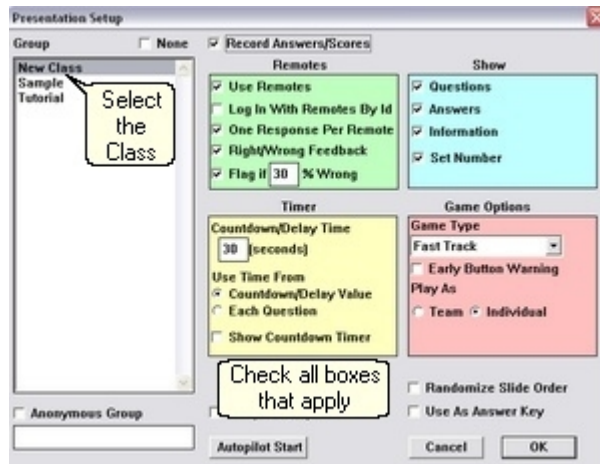
If you are continuing onto the next Tutorial, please skip down to **Step 2**.



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** screen by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Double-click on the "Sampler" Resource.
3. Double-click on the "Skeletal System [Quiz]" Bundle.
4. The "What Would You Like To Do?" window appears.



5. Select **Present Bundle**.
6. The **Presentation Setup** window will appear.



The Countdown/Delay Value is used in Fast to determine how much time you have to respond to each question.

7. Check the **Record Answers/Responses** box along with **Use Remotes**.
8. Under **Game Options**, select **Fast Track**.
9. Check the **Individual** box.
10. Click OK when finished.
11. Adjust the number of students participating and the points awarded.



12. Proceed to play the game. If you need further help, go into the [Fast Track instructions](#).

12 Printing Bundles

Tutorial #10

Printing a Bundle (Printing Assignments)

The **Print Manager** allows you to print the slide sets in a Bundle. Materials can be printed in graphical (thumbnail slides) or as a list in normal sentence form for a variety of different uses.

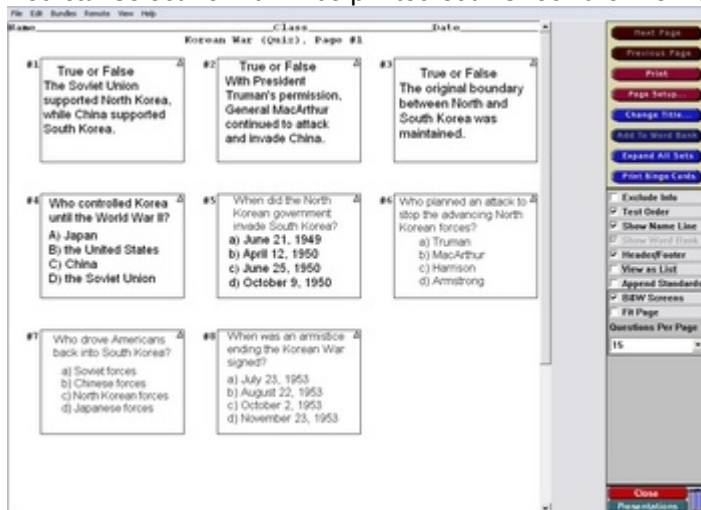
Preparing to Print Your Bundle

If you are continuing onto the next Tutorial, please skip down to **Step 2**.



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Double-click on the "**Sampler**" Resource.
3. Double-click on the "**Korean War [Quiz]**" Bundle.
4. The "**What Would You Like To Do?**" window will appear.
5. Select **Print Bundle**.

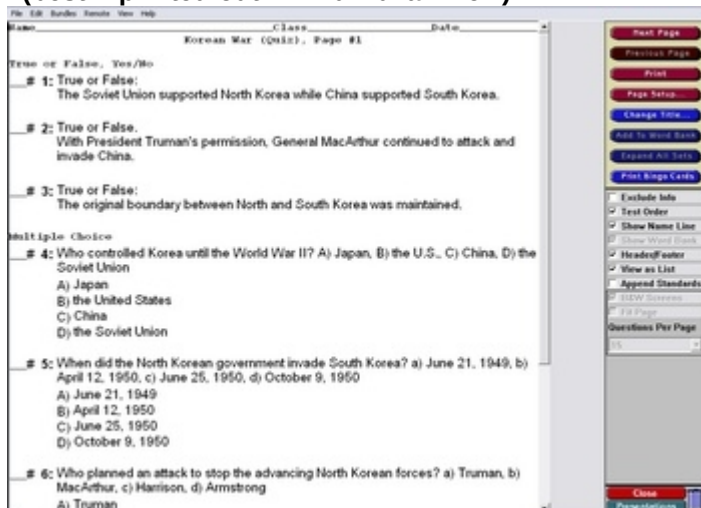
6. You can select how it will be printed out. Check the **View as List** box.



7. This will take it out of slide format (read below for further information on Printing formats) and into a sentence format.



NOTE: Questions that use equations or images may not be suited for printing in List form (best if printed out in Thumbnail view).



8. It will prompt you if you want the answers printed with the Bundle. Select **Yes**. (You will be using this printed Bundle for **Tutorial #12**.)
9. Select **Close** when finished.

Changing the Appearance of Your Printed Materials

The following list contains the appearance options in the **Print Manager** screen.



- **Next Page**-Move forward to the next page.

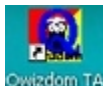
- **Previous Page**-Back to the previous page.
- **Print**-Print the page(s).
- **Page Setup**-Change the paper size and orientation (i.e. landscape) of the printed page(s).
- **Change Title**-Change the title of the printed materials. The title will appear only if the Header/Footer box is marked.
- **Add Word to Word Bank**-Add words to the word bank for fill in questions.
- **Expand All Sets**-Expand to show all thumbnail slides in a slide set. To expand slide sets one at a time, click the gray triangle within each question.
- **Print Bingo Cards**-Places the text from a slide set's answer dialogue window into the bingo spaces; and then prints a specified number of Bingo Cards.
- **Exclude Info**-Information slides will not be included on the printed page(s).
- **Test Order**-Organizes your questions by type (T/F, MC, Fill in, Essay).
- **Show Name Line**-Name, Class, and Date will appear at the top of the page.
- **Show Word Bank**-For fill in questions, words will appear at the top of the page.
- **Header/Footer**-The header is the title of the printed material and can be changed. The footer is the resource and Bundle name and cannot be changed.
- **View as List**-For printed text base materials. When as list is checked, the materials will appear as they do in the Info/Q & A dialogue window box of the slide set. When as list is not checked, the materials will appear as they do on the actual slide (thumbnail view).
- **Append Standards**-Selecting this option will print a list of K-12 education student standards that have been linked to the accompanying slides.
- **B & W Screens**-Materials can be printed in black and white or in full color.
- **Fit Page**-This option is used for previewing an entire page before printing. Fit to page will make the entire page visible on the screen so you will not have to scroll through it.
- **Questions Per Page**-Set the number of thumbnail slides you would like to print on a single page.
- **View Full Resource**-Exit the Print Manager and view the Full Resource.
- **Presentations**-Exit the Print Manager and Enter the Presentations mode.
- **Trash Can**-Delete Questions/Slides from the printed copy of your Bundle.

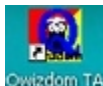
13 Using a Bundle as an Answer Key

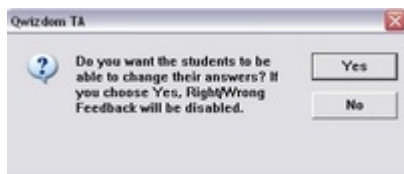
Tutorial #11

When you present a Bundle as an Answer Key, it will allow students to work off a paper based test and answer with their remotes.

If you are continuing onto the next Tutorial, please skip down to **Step 3**.



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Double-click on the "**Sampler**" Resource.
3. Select the "**MS and HS Math Samples [Quiz]**" Bundle.
4. The "**What Would You Like To Do?**" window will appear.
5. Click on **Print Bundle**.
6. Click on the **Close** button on the very bottom right-hand corner of the screen.
7. Double-click on "**MS and HS Math Samples [Quiz]**."
8. Select **Present Bundle**.
9. Check the box that reads "**Use As Answer Key**" in the Presentation Setup window.
10. Click **OK** when done.
11. A window will appear on screen.



12. Select if you would like the students to be able to change their answers or not.
13. Now, you will be taken to the Presentation screen with all student remote numbers showing and a box next to them.



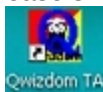
14. The question number they are on will show on screen so you can keep a record of who is still working.
15. When they are finished with the activity, a + will appear in the box letting you know that that student for that remote has completed the task.
16. The students scores are being recorded as they respond in with their remotes by answering from the paper quiz "MS and HS Math Samples [Quiz]."
17. When the Presentation is complete, go to the Student Manager screen.
18. Scores of the students will be recorded under the **Scores** tab.
19. Go to the **File** menu and select **Print Reports**.

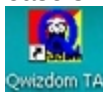
14 Creating an Answer Key Bundle

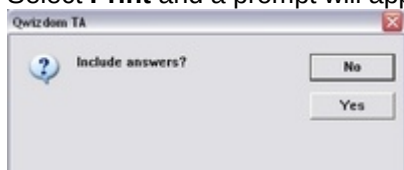
Tutorial #12

Creating an Answer Key for Tests automatically grades tests and homework. Students can do their homework and respond in with their answers using the Answer Key mode so homework is already graded. Answer Key for Test is best used for Multiple Choice, True/False, Yes/No, Sequencing, and Numeric.

If you are continuing onto the next Tutorial, please skip down to **Step 2**.

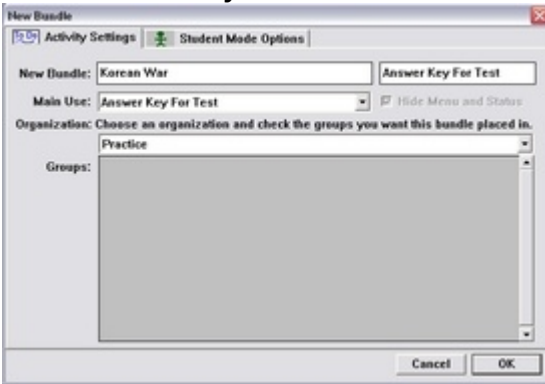


1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. If you have printed out the Bundle in **Tutorial #10**, skip to **Step 10** otherwise, proceed onto **Step 3**.
3. Double-click on the "**Sampler**" Resource.
4. Double-click on the "**Korean War [Quiz]**" Bundle.
5. Select **Print Bundle**.
6. Check the "**View As List**" box  on the right side of the screen.
7. Select **Print** and a prompt will appear asking if you would like to include the answers.



8. Select **Yes** to include answers.

9. After the test with the answers has been printed out, click **Close** (bottom right-hand corner of the screen) to get out of the Print Manager and click on the **Resources** button .
10. Select the **"My Tutorial"** Resource and click on the **Slides** button .
11. Click on the **New Bundle** button .
12. Type in **"Korean War."**
13. Select **Answer Key for Test** as the Main Use.

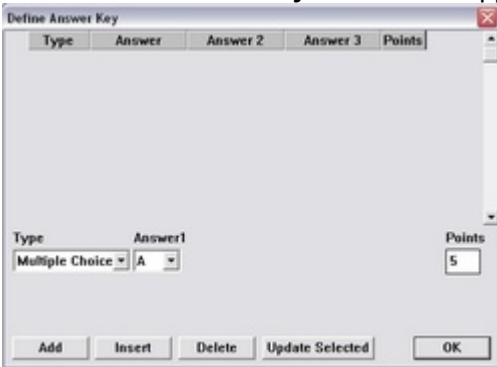


The "New Bundle" dialog box has two tabs: "Activity Settings" and "Student Mode Options". The "Activity Settings" tab is active. It contains the following fields:

- New Bundle:** Korean War
- Main Use:** Answer Key For Test
- Organization:** Choose an organization and check the groups you want this bundle placed in. (Dropdown menu showing "Practice")
- Groups:** (Empty list box)

At the bottom are "Cancel" and "OK" buttons.

14. Click **OK** when done.
15. The **"Define Answer Key"** window will appear.

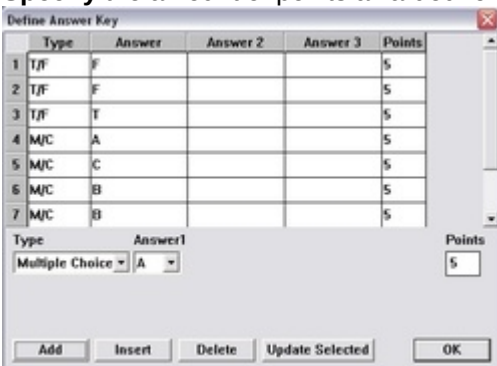


The "Define Answer Key" dialog box has a tabbed interface with "Type", "Answer", "Answer 2", "Answer 3", and "Points" tabs. The "Type" tab is active. It contains the following fields:

- Type:** Multiple Choice
- Answer1:** A
- Points:** 5

At the bottom are "Add", "Insert", "Delete", "Update Selected", and "OK" buttons.

16. Add in the answers for the **"Korean War [Quiz]"** by using the printed Bundle. Under **Type**, select the type of question (i.e. Multiple Choice, True/False). If you need to adjust the Answer Key, double-click on the Bundle and select Change Bundle Options. It will give you the option to Edit Answer Key.
17. Select the Answer in the **Answer 1** box (Answer 2, 3 are for questions with that can be answered with more than one answer i.e. numeric answer could be 5 or 4.98).
18. **Specify** the amount of points awarded for each correct answer in the **Points** box.



The "Define Answer Key" dialog box is shown with a table of data. The table has columns: Type, Answer, Answer 2, Answer 3, and Points.

	Type	Answer	Answer 2	Answer 3	Points
1	T/F	F			5
2	T/F	F			5
3	T/F	T			5
4	M/C	A			5
5	M/C	C			5
6	M/C	B			5
7	M/C	B			5

Below the table are the same fields as in the previous dialog: Type (Multiple Choice), Answer1 (A), and Points (5). At the bottom are "Add", "Insert", "Delete", "Update Selected", and "OK" buttons.

19. Click **OK** when finished.
20. Double-click on the **"Korean War [Answer Key for Test]"** Bundle.
21. Select **Present Bundle**.
22. **Select** the class (the **Record Answers/Responses** and **Use Remotes** box will automatically be checked).
23. Click **OK** when finished.

24. Be sure to have printed and handed out the "**Korean War [Quiz]**" paper tests in order for the students to utilize the Answer Key mode.
25. A prompt will come up asking if you would like to **turn off** the Right/Wrong Feedback for the test; it is **best to have it off** for tests or quizzes so as to not to interfere with testing.
26. With each response, you will know what question the students are on, it will display on screen. A **plus sign +** will appear in the remote number box that they are using to indicate they are finished.



1	1
2	1
3	6
4	4
5	1
6	7
7	+
8	+

9	1
10	1
11	7
12	2
13	1
14	2
15	6
16	8

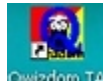
17	1
18	1
19	2
20	+
21	1
22	6
23	1
24	5

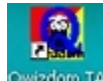
15 Transferring Slides from One Resource to Another

Tutorial #13

In this activity, you will learn how to transfer slides from an existing Resource into your newly created Resource.

If you are continuing onto the next Tutorial, please skip down to **Step 3**.



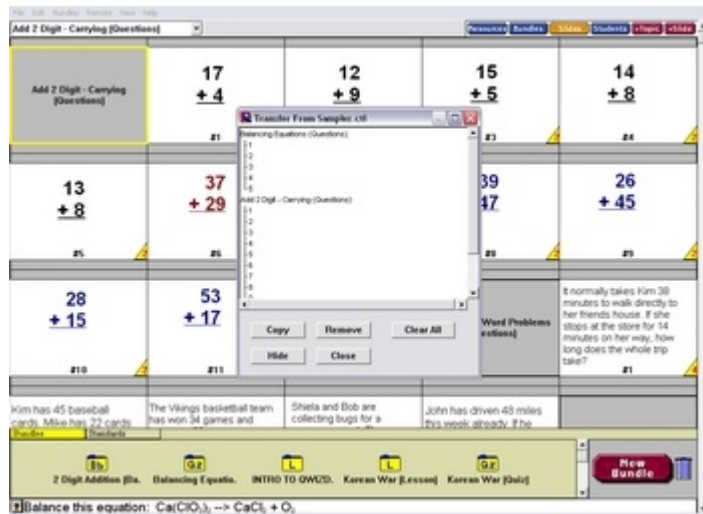
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** screen by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. At the **Resource Manager** screen, **double-click** the "**My Tutorial**" **Resource**. This is the Resource from which you will be transferring slides.



3. Click the **Slides** button  in the top right corner of the screen to **display all slides** in that **Resource**.
4. Go to the **View** menu and select **Transfer** window.

5. A **Transfer From Window** will appear.

6. A **Transfer From** window will appear. You can transfer content several ways; **slide by slide** or by **Topic**:
- **Choosing a Topic** will transfer all of the slides in that Topic.
 - **Choosing a Slide** will transfer just that slide; you can choose multiple slides.
7. Without closing the **Transfer From** window, use the **Topic** drop-down menu, scroll to find the Topic "**Balancing Equations [Questions]**" to **select** these five slides: **Slides #1 through #5 in the "Balancing Equations [Questions]."**
8. Click **Copy** to transfer the slides.
9. Use the **Topic** drop-down menu to find "**Add 2 Digit-Carrying [Questions]."**
10. Select on the **Topic heading "Add 2 Digit-Carrying [Questions]"** and click **Copy** on the **Transfer From** window (this will copy every slide under that topic). Note: If this **Copy** option does not appear, click the **Paste-->Copy** button to refresh the screen.
11. After all the selected slides are in the **Transfer From** window,  **DO NOT CLOSE THE TRANSFER WINDOW!**



12. Click on **Resources** button  on the upper right hand corner of the screen.
13. Double-click on the "My Tutorial" Resource (you will copy slides into the "My Tutorial" Resource). You should now be in the Bundle Manager screen.



14. Click the **Slides** button  to display slides in that Resource.
15. The buttons at your **Transfer** window should have **now changed**, and the **Transfer** window should now read **Transfer To** and the name of the Resource you are in.



16. Click on **Paste** and the slides will be copied into the Resource.



17. When you are finished transferring slides, select **Close** in the **Transfer** window.

16 Spontaneous Questions

Tutorial #14

Spontaneous Questions can be presented with any slide format for surveys or graded responses. You can get immediate feedback of responses by using the Teacher remote, record and print spontaneous answers.

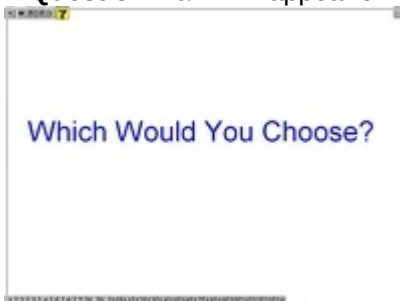
If you are continuing onto the next Tutorial, please skip down to **Step 2**.

1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Click on **Create New Resource** button  and type in "**Spontaneous.**"
3. Click on the **+ Topic** button  to title the heading as "**Spontaneous Questions.**"
4. Click on the **+ Slides** button  to create a slide.
5. Select the **Text** icon  in the Slide Editor toolbar and type in "**Which Would You Choose?**"
6. Change the font size to be **18** and the color to **blue**.
7. Go to the **File** menu and select **Close**.
8. Select the **+ Slides** button .
9. Using the Text Tool , type in "**Numeric Questions.**"
10. Change the font size to **18** and the color to **blue**.
11. Click on the **New Bundle** button  and type in "**Spontaneous Questions.**"
12. Drag the slides into the Bundle.
13. Double-click on the Bundle folder to take you to the "**What Would You Like To Do?**" window.
14. **Select** Present Bundle.
15. In the Presentation Setup screen, check all boxes that apply especially the **Record Answers/Responses** box and you may keep the **Right/Wrong Feedback** box checked to let students know if they responded in correctly (or uncheck the box when doing a survey considering there is no right or wrong; students can also simply ignore the Right/Wrong feedback on their remote).

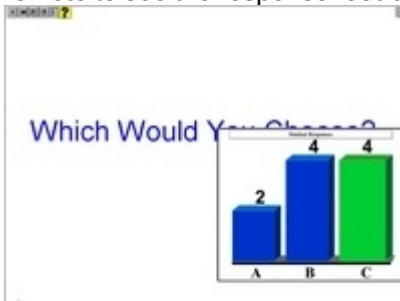


If you are using **Q** and **A** slides from a Bundle to pose spontaneous questions, students **cannot** respond to the **original** question posted once you have started the spontaneous question.

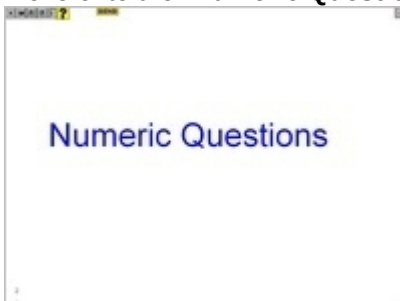
16. Ask the question "**What type of ice cream do you prefer?**"
17. You could verbalize any choices such as **A) Strawberry, B) Chocolate, C) Vanilla.**
18. On the Teacher remote, press the **?** key and then press in the number of choices or correct choice (this can be used to grade questions with a correct answer) the students will have to select from (i.e. 3 for 3 Multiple Choice questions A-C).
19. A **Question Mark** will appear on the Presentation screen next to the menu bar.



20. After the students respond in with their choice, press the **Delta** (triangle) key on the Teacher remote to see the response feedback.



21. Repeat steps 16-18.
22. Move onto the "**Numeric Questions**" slide.



23. Ask the question "**What is 15 + 9=?**"



When posing a numeric question, be sure the answer has **more than one** digit or **higher** than 7, otherwise, the system will read it as being a **multiple choice** question.

24. Using the Teacher remote, press the **?** key and the answer) **24**, and hit **Send**.
25. When the students respond in, they will get a Right or Wrong feedback as well as showing what they input in as an answer when you bring up the response graph with the **Delta** (triangle) key.

Answer	Answer
1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

26. You can see what the students answered in with by printing out the activity in the **Student Answers Summary** format (in the Student Manager screen under the **File** menu).

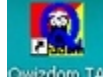
17 Student Remote Registration

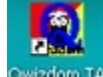
Tutorial #15



NOTE: You must have a class list created to perform this activity.

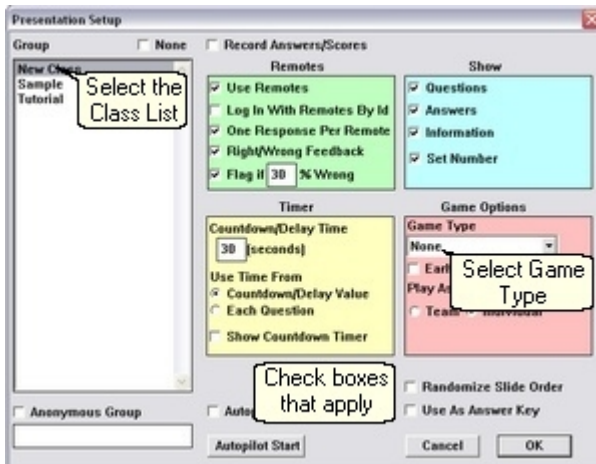
If you are continuing onto the next Tutorial, please skip down to **Step 3**.



1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. From the **Resource** screen, click on the **Bundles** button . You will be taken to the **Bundle Manager** screen.
3. In the **Bundles** category, select "**Science [Quandary].**"
4. The "**What Would You Like to Do?**" window will appear.



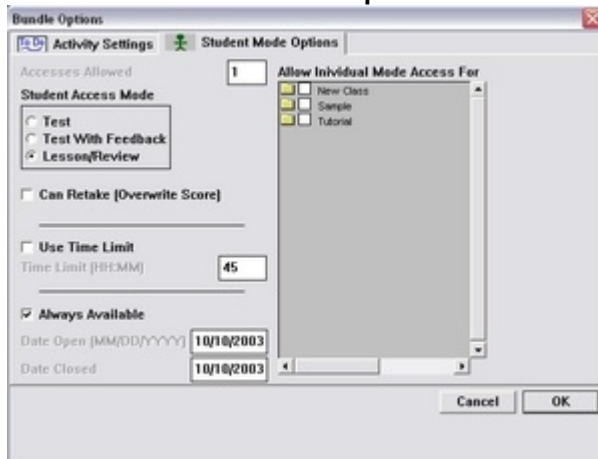
5. Click on **Present Bundle**. The **Presentation Setup** window will appear.



If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.

6. **Highlight** the **class period** you want to work with.
7. Check the box that says **Log In With Remotes By ID**.

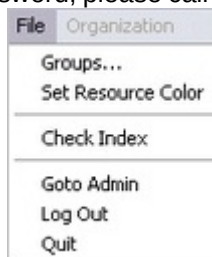
5. Select **Change Bundle Options**.
6. The "**Bundle Options**" window will appear.
7. Click on the **Student Mode Options** tab.



8. Under the **Student Mode Options** tab, **check** the class for which the **Bundle** is being prepared (i.e. Period 1) OR you can open the class and check an individual student or students that will be accessing the assignment.
9. **Select Lesson/Review** in the **Student Mode Options**. This means that the **Bundle** being created will be set up as a **lesson**, not a test.
10. Check the **Always Available** box. When this box is checked, it will allow your students to access the Bundle at **any** given time. If it is **unchecked**, you must **indicate** the dates the student(s) will be able to access it.
11. When you are finished, click **OK**.
12. To have the student(s) access the assigned Bundle, go to the **File** menu and select **Enable Passwords**.
13. This way, the student(s) will be able to access the assignment using their **Username** and **Password** (which you assign them in the **Student Manager** screen); they will be allowed to only access what they are assigned.

Setting up Passwords and Using the Administrative Section

The **Administration** section of the software is designated so that you can setup **password protection** and allow students to access only those activities that are assigned to them. **Password protection** can be turned on by selecting **Enable Passwords** from the **File** menu in most sections of the software, and inputting the teacher, administrator name, ID, and password. If passwords are **enabled**, only a user with administrative privileges will be able to turn passwords off. Go to the **File** menu and select **Disable Passwords**. If you have passwords enabled and cannot remember your password, please call Qwizdom Technical Support for help.

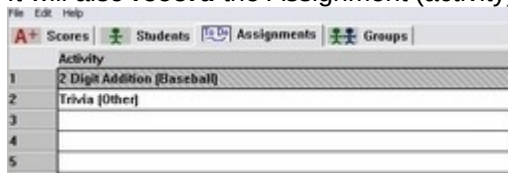


19 Student Assignments and Scores

Recording and Deleting Assignments

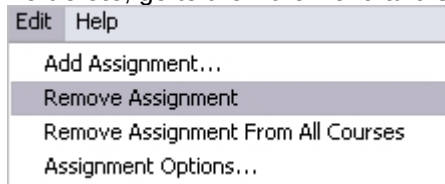
1. When you **double-click** on a **Bundle** and **Present the Bundle**, the **Presentation Setup** window will appear.
2. Check the **Record Answers/Scores** box.

- This will record all answers/responses by students and automatically save the scores of each student in the **Scores** tab of the **Group Manager**.  If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.
- It will also **record** the Assignment (activity) the class worked on.



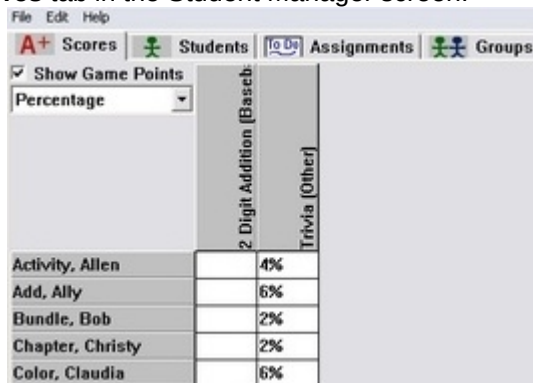
Activity
1 2 Digit Addition (Baseball)
2 Trivia (Other)
3
4
5

- You can delete these Assignments if you no longer need the information of their scores withheld.
- To **delete**, go to the **Edit** menu and select **Remove Assignment**.



CAUTION: Keep in mind, when in deleting an assignment you have done that is recorded in the Assignments tab, it will delete the scores of the students for that assignment.

When students complete assignments (with the **Record Answers/Responses** box checked in the Presentation Setup before you presented the Bundle), the scores will automatically record in the **Scores** tab in the Student Manager screen.



	2 Digit Addition (Baseball)	Trivia (Other)
Activity, Allen		4%
Add, Ally		6%
Bundle, Bob		2%
Chapter, Christy		2%
Color, Claudia		6%

Scores should appear in the **Scores** tab of the Student Manager screen. You may adjust the scores (see **Edit or Adjusting Scores** below) and you can also print out a the scores to see what the students answered (see **Print Reports and Summary Data** below).

Edit or Adjusting Scores

- Double-click** on the score OR go to the **Edit** menu and select **Edit Scores**.
- The "**Edit Scores [for...title of Bundle]**" window will appear.

Id: 123
Allen Activity

Change Student: << >>

	Current Score	Total Possible
Computer Graded	10	190
Score Adjustment (for Essays, etc.)	0	45
Total Points	10	235

Cancel OK

This allows you to **adjust** scores or add points for essay questions.

19.1 Printing Scores

Print Reports and Summary Data

To **print reports**, go to the **File** menu and select **Print reports**. There are four different types of reports that you can print:

- **Class Score Summary**-Prints the scores that each student received for every activity along with an overall class average.
- **Class Answer Summary**-Prints all the answers that each student gave for a particular activity along with the correct answers. Or, can print only the answers where a certain percentage of the class had trouble, along with correct answers.
- **Student Score Summary**-Prints out scores that a particular student received on every activity.
- **Student Answer Summary**-Prints either all the answers or only the wrong answers that a particular student gave for an activity along with the correct answers.

Print Reports

Report Type

☐ Class Score Summary
☐ Class Answer Summary
☐ Student Scores Summary
☒ Student Answers Summary

☐ Include Spontaneous Questions

Activities
[Dropdown]

Students
[Dropdown]

☐ All Students

Answers

☒ All Answers
☐ Short Answer/Essay
☐ Incorrect Answers
at least % missed

Print Close

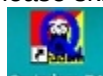
To **print essay/short responses**, select an activity and go to the **File** menu and select **Print essays**.

20 Exporting Student Data

Tutorial #17

To Export a Class List to a Text File

If you are continuing onto the next Tutorial, please skip down to **Step 2**.



1. **Double-click** on the Qwizdom T.A. icon on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources**

button **Resources** located in the top right-hand corner of the screen.

2. Click on the **Students** button **Students** in the upper right-hand corner of the **Resource Manager** screen.
3. **Double-click** on the class you would like to export.
4. Go to the **File** menu and select **Export**.



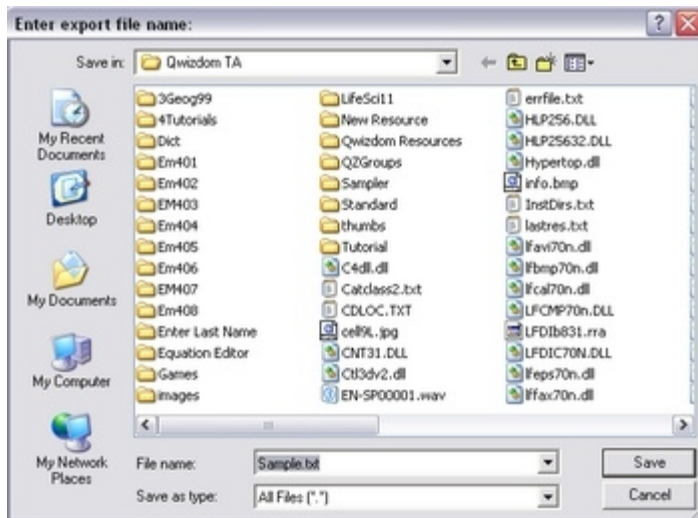
5. The "Which Do You Want to Export?" window will appear.



6. For this activity, select the **Students** button.
7. The "**Export Students**" window will appear. **Hold down** the **Control** key (on the keyboard) and **click** (highlight) with your mouse, all the fields that are to be exported.



8. Once the selected items are highlighted, click on **Export**.
9. The "**Export File Name**" window will appear.
10. Go to the "**Save In**" box and select **Qwizdom T.A. Folder (Go to C: Drive, Program Files, Qwizdom, Qwizdom T.A.)**.
11. In the File Name, you can edit your "**Enter Class Name**" class or leave the name as is. Be sure to type in .txt after the name to save it as a Text File (i.e. Tutorial.txt and then hit Save).



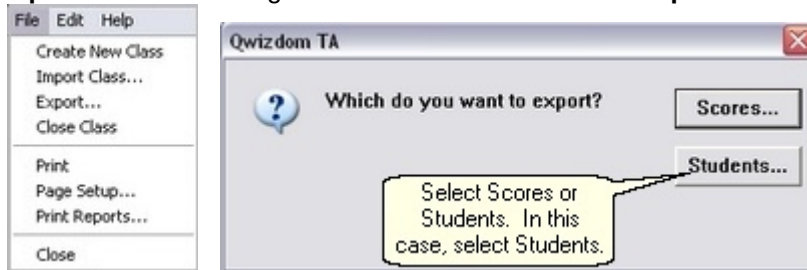
12. Click **Save**. The class will be **saved** as a **text file** (compatible with Notepad or Wordpad).



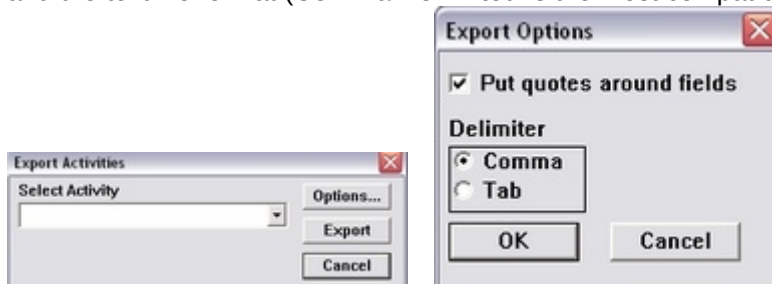
NOTE: If needed, you may import your class list into an excel spreadsheet using Microsoft Excel "Import Data." You must first center your excel columns and they need to be saved as comma delimited. Procedures for importing/exporting data from Qwizdom to specific grading programs may vary. Consult your school technical support personnel for assistance.

Exporting Student Data (i.e. Student Scores Imported into Your Grade Book Software)

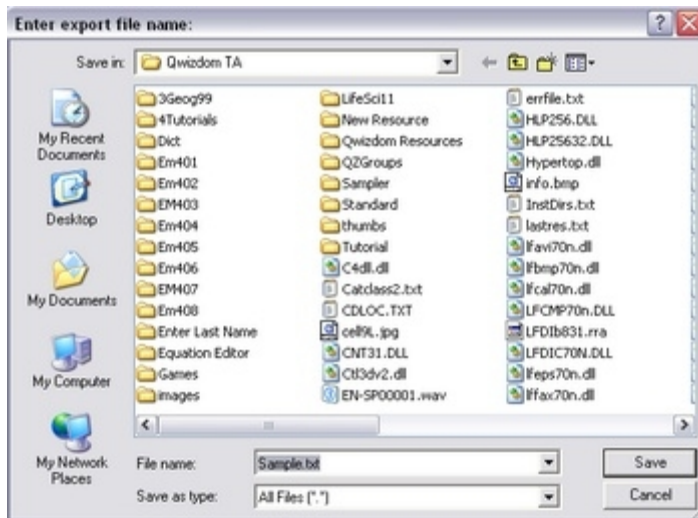
1. **Open** a class list and go to the **File** menu and select **Export**.



2. In the **Export Activities** window that appears, specify the **activity** you are exporting scores for and the text file format (**Comma Delimited** is the most compatible).



3. Click **Export**.
4. Type in the name of the file you will be exporting as a text file.



5. Select **Save** and the window will close out and return you to the **Student Manager** screen.

21 Games

Qwizdom's Interactive Learning and Assessment Games

Qwizdom's Interactive Learning and Assessment Games make learning fun! Using Qwizdom's bundles and/or ones you create, you can use those bundles and insert them into a game of your choice. This way, it gives students a creative hands-on learning experience.

The list of games are:

[Baseball](#)

[Bingo](#)

[Conquest](#)

[Challenger](#)

[Fast Track](#)

[Knowledge Bowl \(K-Bowl\)](#)

[Memory Match](#)

[Millionaire](#)

[Quandary](#)

As with most Qwizdom games, when you **Exit** the game, you will have an opportunity to **Save** so you can continue the game at a later time.

21.1 Baseball

How to play Baseball



Before you can start a **Baseball** learning game, you must either open a **Baseball Bundle** or open any other type of **Bundle**. Use the **Game Options** box in the Presentation Setup window to select the **Baseball** game.



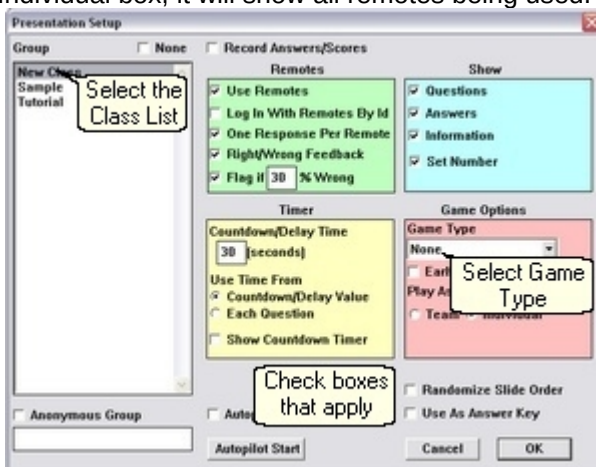
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. **Double-click** on a **Baseball Bundle** or **double-click** on the **Bundle** you would like to present.
3. Select **Present Bundle** in the "What Would You Like To Do?" window.



4. Under **Game Options**, select **Baseball**.
5. Under **Remotes**, be sure to check **Use Remotes** and **One Response Per Remote**.



If the class is separated into groups, check the Team box and it will allow that group to work off of one remote (working together as a team to answer with one remote) and only show the number of team remotes at the bottom (i.e. 1-5 remote numbers will show if you have 5 groups). If you check the Individual box, it will show all remotes being used.



If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the

- students.
6. Be sure that you have a **class list created** and select the class that will be participating in the **Baseball** game.
 7. Click **OK**. Now you are ready to start **Baseball**!

Playing Baseball Using Remotes

1. After you **specify how many innings** you want to play, the game will start and divide up the current class into two teams **based on remote numbers** (odd/even, high/low).
2. **Everyone** from both teams responds to each question.
3. The outcome for each play is **determined** by comparing the number of **correct responses** from each team.
4. To **pitch the ball**, press **1, 2, or 3** (representing the slides difficulty rating with **1 being the easiest** and **3 the most difficult**) using the **Teacher** remote.
5. The outfield team **controls** the pitcher and therefore has first choice.
6. Harder questions have a **better chance** of hitting a double, triple, or home run. The **Difficulty** for each question is set in the **Slide Editor** screen.
7. A question is brought up for the team **at bat** to answer.
8. Once they have had time to determine the answer, press **Pick** on the **Teacher** remote to **display the names** of the person/group that must answer the question.
9. **Mark** them **Right** or **Wrong** with the Teacher remote based on their answer.
10. An **incorrect** answer is a **strike out**; a **correct** answer is a **hit**.
11. A **correct** answer (**hit**) results in a question to answer for the outfield team. Every member of the team is expected to work the problem.
12. When you feel they are ready, select **Pick** on the **Teacher** remote to randomly select a member of the team to respond. If the answer is **correct**, the **batter is out**. If the answer is **incorrect**, the **batter is safe**.

Playing Baseball Without Remotes

1. After you **specify how many innings** you want to play, the game will start and divide up the student groups from the current class into two teams.
2. There can be **up to six groups** of 1 to 3 students per group on each team (up to 18 students per team).
3. To **pitch the ball**, press **1, 2, or 3** (representing the slides difficulty rating with **1 being the easiest** and **3 the most difficult**) on the **keyboard** or **Teacher** remote.
4. The outfield team **controls** the pitcher and therefore has first choice.
5. Harder questions have a **better chance** of hitting a double, triple, or home run. The **Difficulty** for each question is set in the **Slide Editor** screen.
6. A question is brought up for the team **at bat** to answer.
7. Once they have had time to determine the answer, press **Pick** on the **Teacher** remote to **display the names** of the person/group that must answer the question.
8. **Mark** them **Right** or **Wrong** with the Teacher remote based on their answer.
9. An **incorrect** answer is a **strike out**; a **correct** answer is a **hit**.
10. A **correct** answer (**hit**) results in a question to answer for the outfield team. Every member of the team is expected to work the problem.
11. When you feel they are ready, select **Pick** on the **Teacher** remote to randomly select a member of the team to respond. If the answer is **correct**, the **batter is out**. If the answer is **incorrect**, the **batter is safe**.

21.2 Bingo

How to play Bingo



Before you start the **Bingo** game, you will want to **print out** Bingo cards and a copy of all the questions and answers so that you can verify a student's "Bingo!"



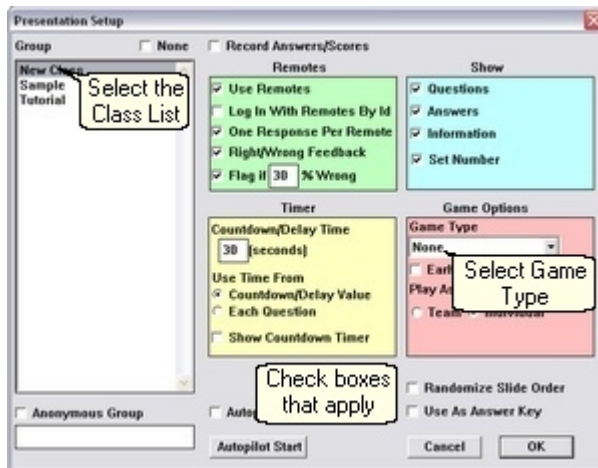
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. Enter the game with a Bingo **Bundle**, or double-click on a **Bundle** you would like to present.
3. Select **Print Bundle** in the "What Would You Like To Do?" window.



4. This will take you to the **Print** screen with a preview of all the slides within that **Bundle**.



5. Click on the **Print Bingo Cards** button .
6. After printing the **Bingo** cards, go to the bottom and **click** on the **Presentations** button . This will take you to the **Presentation Setup** window.

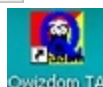
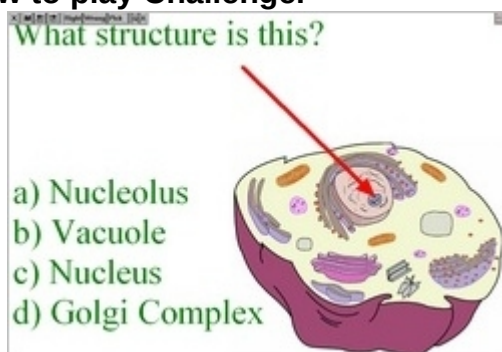


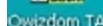
7. Go to the **Game Options** box and select **Bingo**.

Now you are ready to play! In this **Bingo** game, questions are displayed on the screen and students must match up the question to the answer on their Bingo card. **Before each slide** is displayed, the Bingo animation is displayed. When someone yells "**Bingo!**" have them read off their answers and match up the answer they read with the questions you have displayed using your printed copy.

21.3 Challenger

How to play Challenger



2. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
3. **Double-click** a **Challenger Bundle** or a **Bundle** you would like to present.
4. Select Present Bundle in the "What Would You Like To Do?" window.

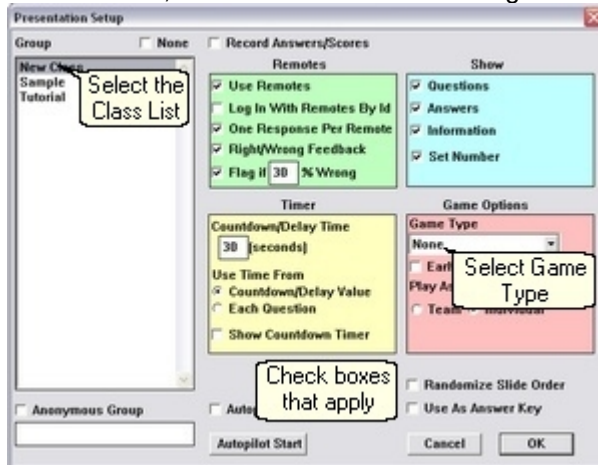


5. This will take you to the **Presentation Setup** window where you can select the **Challenger** Game Type under **Game Options**.



If the class is separated into groups, check the Team box and it will allow that group to work

off of one remote (working together as a team to answer with one remote) and only show the number of team remotes at the bottom (i.e. 1-5 remote numbers will show if you have 5 groups). If you check the Individual box, it will show all remotes being used.



If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.

6. Be sure that you have a **class list created** and select the class that will be participating in the **Challenger** game.
7. Allow the slide to be displayed and viewed by the student(s) **before** randomly picking students.
8. Select the **Pick** button in the upper left-hand corner of the screen and it will randomly display a student's name on the screen OR click the M button from the menu in the upper left-hand corner. This will display the Menu Bar.



- 9.
10. Go to **Pick** and select **From Class**. It will randomly display a student's name on the screen. It will disappear from the screen in less than ten seconds.



11. Mark the student **right** or **wrong** by using the **Right** or **Wrong** buttons on the Teacher remote OR on the screen using the mouse. If the student is marked **right**, he/she **remains** in his/her group.
12. If the student is marked **wrong**, he/she is **temporarily removed** from the group and placed in **The Pit**.
13. If at least **one student** has been marked wrong, the computer will give you the option to **select** a student from **The Pit** to answer a new question. If the student answers **correctly** (marked right), he/she will be **taken out** of the **The Pit** and rejoin with his/her original team.
14. The group/team with the most members at the end of the game is the winner!
15. To see how many members are left on each team or in **The Pit**, select Class or Pit from the **Show** menu and select **Next** or **Previous** to scroll through the groups.
16. Press **OK** to return to the Presentation screen.



NOTE: The Pit is a temporary holding area for students that have answered a question incorrectly. They can be called on again by the computer to answer a question, and if they respond correctly (and you mark the right), they will move out of The Pit and back into their group.

21.4 Conquest

How to play Conquest



Conquest is a complex, strategy game where students or teams compete to take over countries game. **Additional help and playing instructions** are available during the game by clicking on the **C** in the upper left hand corner of the main game window. To play, open a **Conquest Bundle**, or open any other **Bundle**. Use the **Game Options** box in the **Presentation Setup** window to select the **Conquest** game.



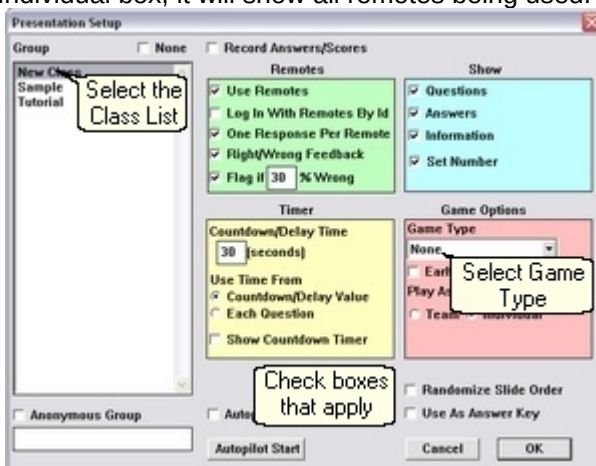
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. **Double-click** a **Conquest Bundle** or a **Bundle** you would like to present.
3. Select Present Bundle in the "What Would You Like To Do?" window.



4. This will take you to the **Presentation Setup** window where you can select the **Conquest** Game Type under **Game Options**.



If the class is separated into groups, check the Team box and it will allow that group to work off of one remote (working together as a team to answer with one remote) and only show the number of team remotes at the bottom (i.e. 1-5 remote numbers will show if you have 5 groups). If you check the Individual box, it will show all remotes being used.





If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.

5. Be sure that you have a **class list created** and select the class that will be participating in the **Conquest** game.

Conquest is a strategy game to take over countries to be accomplished by attacking and bribing other countries. Almost every action has a cost in gold.

1. To **attack**, **draft** and **move** troops, **build** city walls (to better defense), **build** a Capital (to make it harder to be bribed), etc., you **use gold**. Gold is **earned** each turn **based** on your countries taxes, but can also be **supplemented** by a Gold Rush.
2. Each player can perform **three actions** per turn.
3. Many of the actions **require** players to **answer** questions.
4. For example, to build a capital, you must answer one question **correctly**.
5. To **bribe** a country, you must successfully answer **three questions** in a row.
6. **Attacking** a neighboring country; when you attack a country, there is a **Toss Up question** that either the defender or attacker can answer. Whoever **responds first** gets the chance to answer the question.
7. A **correct** answer results in an **extra die** in battle. With an **incorrect** answer, they **lose a die** in a battle. The outcome of the battle is **determined** by the player rolls (dice) and the number of troops on each side (an army of 10 will almost always defeat an army of 1--no matter what each side rolls).



NOTE: For more explanation on Conquest, please use the game's own help section.

21.5 Fast Track

How to play Fast Track



NOTE: To use this game in the classroom, you need multi-key student remotes. Before you can start a Fast Track learning game, you must either open a Fast Track game bundle; or open any other type of bundle, use the Game Options box in the Presentation Setup window to select the Fast Track game.



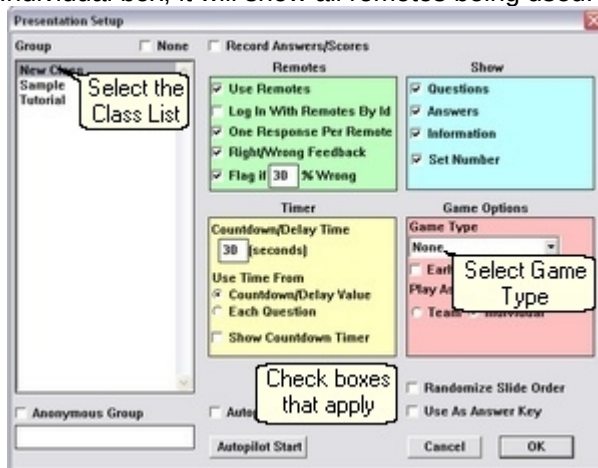
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. **Double-click** a **Fast Track Bundle** or a **Bundle** you would like to present.
3. Select Present Bundle in the "What Would You Like To Do?" window.



4. This will take you to the **Presentation Setup** window where you can select the **Fast Track** Game Type under **Game Options**.



If the class is separated into groups, check the Team box and it will allow that group to work off of one remote (working together as a team to answer with one remote) and only show the number of team remotes at the bottom (i.e. 1-5 remote numbers will show if you have 5 groups). If you check the Individual box, it will show all remotes being used.



If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.

5. Be sure that you have a **class list created** and select the class that will be participating in the **Fast Track** game.

In the **Fast Track** game, students or teams compete to answer the **most questions correctly in the fastest time**. This game is designed for use with **up to 80 teams or players** and is the **only game that requires the multi-key student remotes**.

The game has four scoring modes, here they are as follows:

- 1-Points are awarded based on how fast players respond*. Wrong answers = -300 points
- 2-Points are awarded based on how fast players respond*. Wrong answers = -0 points
- 3-Points are awarded based on order of response. Wrong answer = -300 points
- 4-Points are awarded based on order of response. Wrong answer = -0 points

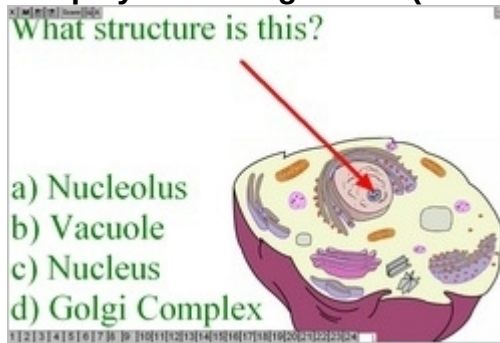


NOTE: When entering the game, you can choose whether the timer will be based on a set value that is the same for every question (i.e. 20 seconds) or based on the time limit value that is set within each question (this is set in the slide editor section).

Using the Teacher remote, you can **display** slides and **mark** the students **Right/Wrong** using the **Next** and **Right/Wrong** buttons; and choose to **show scores** or the Track (the buttons are numbered). Without the Teacher remote, you will dictate your response via the computer keyboard.

21.6 Knowledge Bowl (K-Bowl)

How to play Knowledge Bowl (K-Bowl)



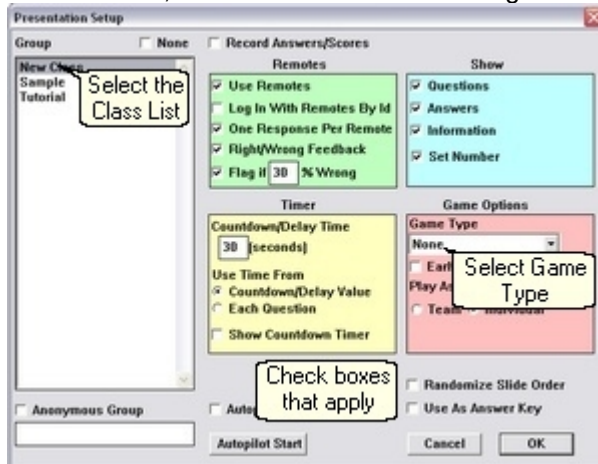
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. **Double-click** a **Knowledge Bowl (K-Bowl) Bundle** or a **Bundle** you would like to present.
3. Select **Present Bundle** in the "What Would You Like To Do?" window.



4. This will take you to the **Presentation Setup** window where you can select the **Knowledge Bowl (K-Bowl)** Game Type under **Game Options**.



If the class is separated into groups, check the Team box and it will allow that group to work off of one remote (working together as a team to answer with one remote) and only show the number of team remotes at the bottom (i.e. 1-5 remote numbers will show if you have 5 groups). If you check the Individual box, it will show all remotes being used.



- If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.
5. Be sure that you have a **class list created** and select the class that will be participating in the **Knowledge Bowl (K-Bowl)** game.

6. Bring up a question by clicking on **Next** at the top left of the screen.
7. If you are using Qwizdom Student remotes, the team or individual that **responds first** will have a chance to answer the question. If you are not using Qwizdom Student remotes, you will need to decide the **order of response** by clicking on the numbers at the top of the screen that represent each student. **Up to 32 teams or individuals** can compete in **Knowledge Bowl (K-Bowl)**.
8. If a team or individual answers the problem **correctly within the allotted time**, click the **Right** key and the points will be added to their score.
9. If a team or individual answer **incorrectly**, click the **Wrong** key and points will be subtracted from their score. The next team or individual that responded will now have a chance to answer the question.
10. This process continues until an individual or team is marked **Right** or the next question is brought up on the screen.

21.7 Memory Match

How to play Memory Match



In **Memory Match**, you match up the question screen to the answer screen.



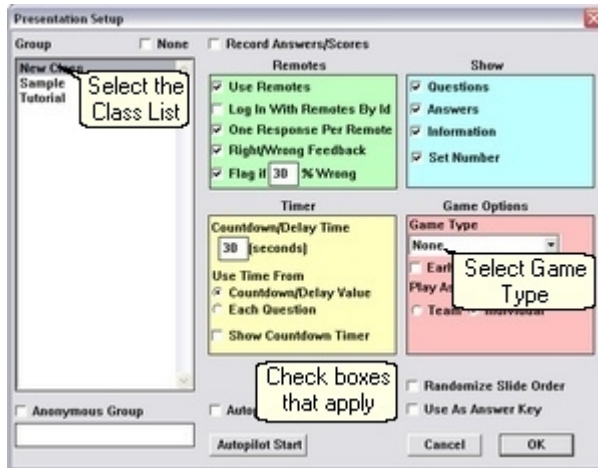
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. **Double-click** a **Memory Match Bundle** or a **Bundle** you would like to present.
3. Select Present Bundle in the "What Would You Like To Do?" window.



4. This will take you to the **Presentation Setup** window where you can select the **Memory Match** Game Type under **Game Options**.



If the class is separated into groups, check the Team box and it will allow that group to work off of one remote (working together as a team to answer with one remote) and only show the number of team remotes at the bottom (i.e. 1-5 remote numbers will show if you have 5 groups). If you check the Individual box, it will show all remotes being used.



If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.

- Be sure that you have a **class list created** and select the class that will be participating in the **Memory Match** game.

The game board will **adjust the number of matches** based on how many questions are in the **Bundle**. The options are **6, 12, and 18** questions per game. **If more than 18 questions** are in the bundle, the extra questions will be **ignored**. **Question** screens are **yellow** and **Answer** screens are **orange**.

A player/team will select **any two squares (one yellow and one orange)** to bring up a question and answer slide. Players try to make a mental note of the location of each question and answer so they can make matches on their turn. The player the makes the most matches is the winner.



NOTE: If two orange screens or two yellow screens are selected during a single turn, there can be no match because two answer or questions would be displayed.



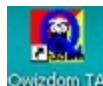
TIP: To speed up the game, press the space bar while a question/answer screen is being displayed and it will immediately go back to the game board.

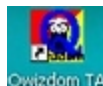
21.8 Millionaire

How to play Millionaire



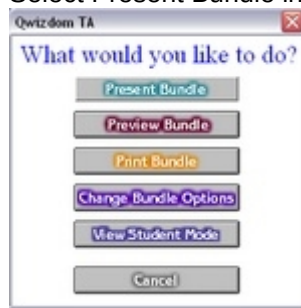
Before you can start a **Millionaire** learning game, you must either open a **Millionaire Bundle** or open any other type of **Bundle**. Use the **Game Options** box in the **Presentation Setup** to select the **Millionaire** game.



- Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you

are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button **Resources** located in the top right-hand corner of the screen.

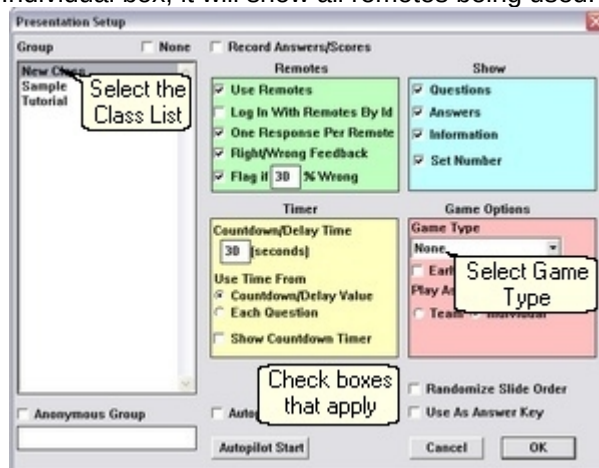
2. **Double-click** a **Millionaire Bundle** or a **Bundle** you would like to present.
3. Select Present Bundle in the "What Would You Like To Do?" window.



4. This will take you to the **Presentation Setup** window where you can select the **Millionaire** Game Type under **Game Options**.



If the class is separated into groups, check the Team box and it will allow that group to work off of one remote (working together as a team to answer with one remote) and only show the number of team remotes at the bottom (i.e. 1-5 remote numbers will show if you have 5 groups). If you check the Individual box, it will show all remotes being used.



If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.

5. Be sure that you have a **class list created** and select the class that will be participating in the **Millionaire** game.

In the Millionaire game, teams compete to be the first to answer enough questions to win the million dollar prize. This game is designed for use with **2 to 8 players/teams** and has two different modes of operation: **Sequential** and **Toss Up**.

- In the **Sequential** mode, each player receives a question in succession.
- In the **Toss Up** mode, the individual or team that buzzes in first answers the question, and the first respondent with the correct answer has an opportunity to try to earn points by answering the next question correctly. (Every other question is a toss up question).

In each game mode, the player has a chance to move up the scale to a million dollars if he/she answers a question correctly. If the player does not know an answer, he/she can choose to use on of his/her **Help Lines**. **Help Lines** include:

- **Helping Hand**-a player chooses one of the other players/teams to help them out and both earn (or lose) money based on their answer.
- **Leave 2**-if the question is a multiple choice question, the display will be narrowed down to two possible answers, one of which is the correct answer.
- **Skip**-the player can 'pass' on this question and choose to be given a new question.
- **Hot Potato**-the question can be passed on to another team and that team must answer the question correctly or drop two spots on the million dollar scale. This team does not earn money on this question. The original team will still earn money from a correct answer but will not lose money

from an incorrect answer.
Once a **Help Line** has been used by a player/team, that Help Line option is **no longer available** (because it has been used).



Using the Teacher remote, you can bring up slides and mark students right/wrong using the **Next** and **Right/Wrong** buttons and choose **Help Lines** using the **1-5** buttons (Help Lines are numbered). Without the Teacher remote, you will indicate your response via the computer keyboard.

21.9 Quandary

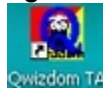
How to Play Quandary

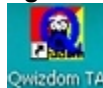


Before you can start a **Quandary** learning game, you must either open a **Quandary Bundle**, or open any other type of bundle. Use the **Game Options** box in the **Presentation Setup** window to select the **Quandary** game.



NOTE: Ideally, a Quandary game will use five questions from five different topics (25 questions total) to build the game board. The game will work with fewer topics or a different number of questions in each topic, but the game board will not have the traditional look.



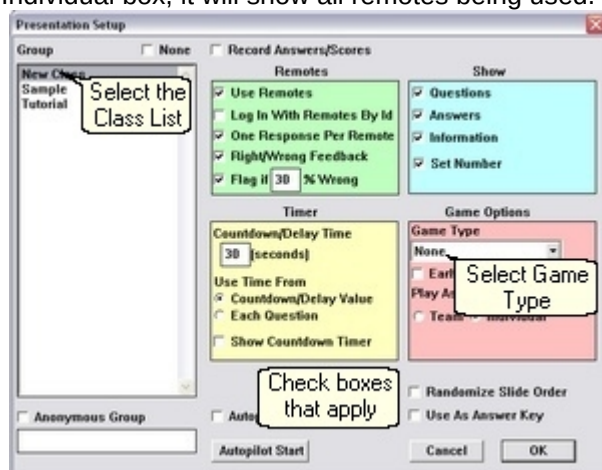
1. **Double-click** on the Qwizdom T.A. icon  on your desktop to open the software OR if you are already in Qwizdom T.A., return to the **Resource Manager** by selecting the **Resources** button  located in the top right-hand corner of the screen.
2. **Double-click** a **Quandary Bundle** or a **Bundle** you would like to present.
3. Select Present Bundle in the "What Would You Like To Do?" window.



4. This will take you to the **Presentation Setup** window where you can select the **Quandary** Game Type under **Game Options**.



If the class is separated into groups, check the Team box and it will allow that group to work off of one remote (working together as a team to answer with one remote) and only show the number of team remotes at the bottom (i.e. 1-5 remote numbers will show if you have 5 groups). If you check the Individual box, it will show all remotes being used.



If you do not check the **Record Answers/Scores** box, it **WILL NOT** record the scores of the students.

5. Be sure that you have a **class list created** and select the class that will be participating in the **Quandary** game.
6. Start the game by selecting a group or individual to select a topic and point value from the game board. (The student can select any column but must choose the **lowest** available point in that column).
7. **Using the mouse**, click on the point value that is chosen and the first question will appear OR if you are using the **Teacher remote**, select a column by pressing buttons 1-5 (left to right across the top to select a topic), then select a point value by pressing buttons 1-5 (top to bottom...i.e. 1=200, 2=200).
8. If you are using Qwizdom Student remotes, the team or individual that responds **first** will have a chance to answer the question. (If you are not using Qwizdom Student remotes, you will need to decide the order of responses and tack scores manually). Up to 16 teams can compete in the **Quandary** game without remotes. **Up to 64 teams or individuals** can compete in the **Quandary** game **with** remotes.
9. If the student/team **answers correctly within the allotted time**, using the teacher remote or mouse, click on the **Right** button. You may use the mouse to click on the **Answer** button; or use the arrow button on the teacher remote to display the answer on the screen (optional).
10. Click **Next** to return to the game board.
11. If the student answers **incorrectly** or the time expires, click the **Wrong** button and the name of the next group or individual that responded will have an opportunity to answer. The order of responses is indicated in the bottom bar beneath the question.
12. Once a point value in the column has been selected, that point value will disappear.
13. The team or individual that responded correctly **has control** of the game and selects the next topic and point value.
14. An individual or team that wants to **answer the question** can press the remote button or raise their hand. The **first** to respond with a **correct** answer will get to select the **next question** on the game board.
15. This process continues until the game board has been completely cleared, or when you select **Quit** from the **File** menu.

22 Troubleshooting

Use this **Troubleshooter** to identify and solve problems related to using Qwizdom T.A. Select the topics that best describe the problem, and then try the suggested steps.

I am getting an error prompt in regards to the USB drivers.

How do I change the number or assign remotes?

The slides in Qwizdom T.A. have fonts that are overlapping because the font size is too large.

22.1 USB Drivers

Installing USB Drivers for Windows XP only

The USB drivers needed for Qwizdom's USB Base are located on the T.A. CD that should have shipped with your hardware package.

1. To **install the drivers**, place the T.A. CD in your CD drive.
2. **Plug** Qwizdom's USB Base into your computer's USB port using the supplied USB cable.
3. After you get the **Found New Hardware** message, make sure **Install the Software Automatically** is **checked** and then click **Next**.
4. The drivers you are installing have been certified under a different name so you will need to **click Continue Anyway** when the alert message appears.
5. After the first driver is installed, you will need to **click Finish** and the process start over a second time.
6. Once both of the required drivers have been installed, you should see a confirmation message that the hardware is ready to use and the green light should light on the USB Base.
7. If you have problems you may need to **uninstall** the driver Windows installed (using the **Device Manager**) and then choose to **install** from a specific location choose **Browse** when given the chance, and **select** the USB drivers folder on your T.A. CD.

Installing USB Drivers for Windows (not including Windows XP)

The USB drivers needed for Qwizdom's USB Base are located on the T.A. CD that should have shipped with your hardware package.

1. To **install the drivers**, place the T.A. CD in your CD drive.
2. **Plug** Qwizdom's USB Base into your computer's USB port using the supplied USB cable.
3. When the installation dialog appears, click **Next/Continue** until you get the option to **Browse** for the appropriate drivers.
4. After clicking **Browse**, locate your CD drive where the T.A. CD is currently inserted and **select** the USB Drivers folder on your T.A. CD.
5. There are **two drivers** that need to be installed, so it may prompt you to go through the process a second time before the hardware has successfully been installed.
6. Once both of the required drivers have been installed a green light should light on the USB Base.
7. If you have problems, you will probably need to uninstall whatever driver Windows installed and then try the process again.

Installing USB Drivers for Macintosh

Macintosh USB Drivers are installed **automatically** with the software.



NOTE: After installing the Qwizdom T.A. software you will need to restart your computer so that the extension can load that supports Qwizdom's USB Base.

22.2 Base (Serial and USB)

The Base Green Light in NOT On

Either the USB drivers are not installed correctly (USB version only) or the base is not powered and connected properly. Make sure that the base has power (it must be connected to a full power USB port or powered by the power adapter supplied with the Serial Port version); and make sure all cables are connected securely. Windows users only: if you have a USB base and the green light is still not

visible, you will probably have an unknown USB device listed in your device manager. You will need to right click on this item and choose uninstall. Next, you should use Add or Remove programs in the Control Panel to remove the FTDI USB Serial Converters. After removing these two items, unplug and re plug the base and try installing the drivers again. If you are still unsuccessful, please click [here](#) to contact technical support.

The Base Didn't Initialize and the Green Light IS On

Serial version: Make sure the serial cable is secured tightly and try initializing the base again (see Initializing Base below). Macintosh users ?

USB version: Macintosh users ? Window users should check the device manager to make sure Qwizdom USB Base is visible. If not, follow the steps outlined for when the green light is NOT on. Also, make sure there aren't any applications running that take control of all serial ports. (There have been reported instances of applications like Palm Synchronizing software not allowing other devices to communicate on the serial port. The software may even start automatically on system start up. In the case of the Palm software, there is an option to disable the auto launching of the application.)

Initializing the Base

Open a Bundle and enter the Presentation section of your software. Select Initialize Base from the Request menu. (If the menu is hidden, click the M button to show it.) If you are still having problems, please click [here](#) to contact technical support.

22.3 Remotes

Setting up Remotes for the First Time

Make sure the Base is connected to the computer and the green light is ON. (If the green light is not on, click [here](#)). Click on the Remote setup button that appears in the Resource Section (first screen to appear when you launch the software). Next, check the Teacher Remote check box if you have a teacher remote; then adjust the lowest and highest remote numbers to match the remotes you have. Click Test to test out your remotes. The buttons on the screen should turn blue when you respond in with each remote and the lights should flash briefly on the remotes. Click Close to exit the testing window and OK to exit the remote setup process.

Programming Remotes

1. Insert Qwizdom T.A. disc into drive.
2. Double-click on **My Computer**.
3. Double-click on the Qwizdom T.A. disc.
4. Double-click on the **Utilities folder**.
5. Select the first icon **QwizRem.dll** and then hold down **Control** to select the other icon **RmtTest**.
6. Now go to your **desktop** and **right-click** the mouse on the Qwizdom T.A. icon.
7. Select **Properties** and go to the **Shortcut tab**.
8. Click on **Find Target**.
9. Without any item highlighted, right click the mouse to select **Paste** (the icons you copied in the **Utilities folder**). With this, you should now see a Qwizdom icon that reads **RmtTest** (Remote Test).
10. Double-clicking on the **RmtTest** should open up the **Qwizdom Remote Tester** screen.
11. To **change or assign** a remote number, select **256** and then in the **upper right hand corner**, type in the number you want to assign. Then hit **Send** on the remote and the **Send** button on the screen should light up green.
12. To test out the remote, hit **T** or **F** and a green light should appear. If not, then it was not programmed correctly. In this case, try again to be sure. If it does not work a second time, double check to see if your USB receiver/Serial base are properly connected and the batteries are good.

Changing the Remote Options (i.e. Adding Remotes after original setup)

Open a Bundle and enter the **Presentation** section of your software. Select **Remote Options** from the **Request menu**. (If the menu is hidden, click the **M button** to show it.) Enter in the new settings (for instance, if you added remotes, change the highest remote number) and then click **OK**.

Testing Remotes (only do this if you suspect specific remotes aren't working)

1. To **test remotes** after they have been assigned, go to the **Request** menu and **select Test Remotes**.
 2. Point each remote at the **receiver** and press the **Send** button.
 3. Each **square** should turn **blue** (on the computer screen).
 4. If not, try **reassigning** (look at **Assign Remotes** above) the remotes or **change** the batteries.
- If this fails, please try this:
1. **Right click once** with your mouse on the **Qwizdom T.A. icon**.
 2. Select **Properties**.
 3. Go to the **Shortcut** tab.
 4. Select **Find Target**.
 5. Find the file that reads **Qwizdom.cfg**.
 6. Close out all programs and **restart** your computer.
 7. Now try testing out the remotes in the **Test Remotes** section. Doing this procedure may help the computer read the number of remotes you have.

If you are still have technical difficulties with the remotes, please click here to contact technical support.

22.4 Display

Display

If you are having font problems in the slides you present (i.e. *the fonts overlapping or are too big for the slide to read*), the problem can be easily corrected in the **Control Panel**.

1. Go to **Control Panel** and double-click on **Display** icon.
2. Select the **Settings** tab and double-click on **Advanced**.
3. Go to **DPI setting** and it should be set to **Normal 96 DPI** (if it is any other number, please change to have it read **Normal 96 DPI**). After you have chosen **Normal 96 DPI**, click **Apply** and **Okay**.
4. Go to **Appearance** and then go to **Font size**. It should be set on **Normal**. Click on **Apply** and **Okay**.

Shortcut to Display controls

1. On your **desktop**, **right click your mouse** and select **Properties**.
2. Select the **Settings tab** and double-click on **Advanced**.
3. Go to **DPI setting** and it should be set to **Normal 96 DPI** (if it is any other number, please change to have it read **Normal 96 DPI**). After you have chosen **Normal 96 DPI**, click **Apply** and **Okay**.
4. Go to **Appearance** and then go to **Font size**. It should be set on **Normal**. Click on **Apply** and **Okay**.