



Qwizdom Interact Help and User Guide

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1 Introduction

Qwizdom Interactive Learning and Assessment System

This is a help and support guide for the ***Qwizdom Interactive Learning and Assessment System***. This guide provides tutorials along with tips and special notes on working with *Qwizdom*.

If you need technical support, go to the *Help* menu in *Qwizdom Interact* and select *Email Error Logs to Qwizdom*; or you may contact technical support with the information listed below:

Website	www.qwizdom.com
Phone	(253) 770-1285 ext 223
Email	cathy@qwizdom.com
Office Hours	8 AM to 4:30 PM PST
Address	Qwizdom, Inc. 12617 Meridian East Puyallup, WA 98373

2 Installing Qwizdom Interact

Before installing your new software, exit all applications. You may need to have administrator level access in order to install your software.

If you currently have *Qwizdom TA* on your computer, leave it as is. ***Do not*** uninstall *Qwizdom TA*. Material and classes you've created in *Qwizdom TA* can be transferred to *Qwizdom Interact*. After you've exported materials from *Qwizdom TA* into *Qwizdom Interact*, then you can uninstall *Qwizdom TA*. If you do not have any classes or materials you want to transfer into *Qwizdom Interact*, then you can uninstall *Qwizdom TA*.

Windows 98/2000/NT/ME/XP

1. Insert your *Qwizdom Interact* into the CD-ROM drive.
2. The *Interact Install* window will appear. Click on the *Install Interact* button
3. The *Qwizdom Interact-InstallShield* wizard will appear. Click *Next*.
4. Click on the *Install* button.
5. The *License Agreement* appears. Please read the *Qwizdom, Inc. License Agreement* and select *'I do accept the terms of the license agreement.'*
6. Click on *Next* to install software. This will take a few moments.
7. Once the installation is complete, restart your computer if prompted to do so.
8. Double-click on the *Qwizdom Interact* icon on your desktop to launch the program.
9. Register your software.

note:

If a 'Bad Media I/O Error' prompt appears when installing Qwizdom software or if the software fails during installation, the disc may be defective. Contact Tech Support for technical assistance.

Installation Errors

1. If there are problems with installation, put the *Qwizdom Interact* disc in the computer and the installation window will appear.
2. Click on *Troubleshoot*. This opens up the *Interact Support Analyzer* window.
3. Click on *Start*.
4. If any errors are found, follow the directions to correct them.
5. Click *Done* when maintenance is complete.

Uninstalling the Software

Before uninstalling, be sure to export any information such as activities and students to save so that the information isn't deleted.

1. Go to *Add/Remove programs* in the *Control Panel*.
2. Search for *Qwizdom Interact* and click *Remove*.
3. *Qwizdom Interact - InstallShield Wizard* will appear and follow the instructions.
4. Do not restart your computer when finished.
5. Double-click on the *My Computer* icon.
6. Double-click on the *C: Drive*.
7. Double-click on the *Program Files*.
8. Double-click on the *Qwizdom* folder.
9. Select the *Qwizdom Interact* folder and delete it.
10. Restart the computer for changes to take effect.

3 Installing Curriculum

Before installing your new software, exit all applications. You may need to have administrator level access in order to install your software.

If you currently have *Qwizdom TA* on your computer, leave it as is. **Do not** uninstall *Qwizdom TA*. Material and classes you've created in *Qwizdom TA* can be transferred to *Qwizdom Interact*. After you've exported materials from *Qwizdom TA* into *Qwizdom Interact*, then you can uninstall *Qwizdom TA*. If you do not have any classes or materials you want to transfer into *Qwizdom Interact*, then you can uninstall *Qwizdom TA*.

Windows 98/2000/NT/ME/XP

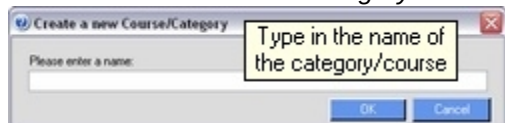
1. Insert the curriculum disc into the CD-ROM drive.
2. The *Interact Install* window will appear. Click on the *Install Curriculum* button.
3. Enter the curriculum product code. The *Installation Type* windows will appear.
4. Click on *Stand-Alone Installation*. The curriculum will begin to install. This will take a few moments.
5. You will be prompted that installation is complete.
6. Double-click on the *Qwizdom Interact* icon on your desktop to launch the program.
7. A *New Activities Detected* window will appear.
8. Check the units to be imported into *Interact*. Each unit may take 2-5 minutes.
9. After all units importing is complete, go to the *Help* menu and select *Register Content*.
10. Type in the product key and click *Add*, then *Done*.

4 Create New Category/Course

Categories and courses hold and organize folders you create.

Let's create a category/course!

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Click on the  *New Category/Course* button.



3. Type in '*Tutorial class*' for the category/course name and click *OK*.
4. The category/course will appear in the content tree on the left side of the screen. The category/course is automatically saved in the content tree and is marked by a book icon.



5 Creating Folders

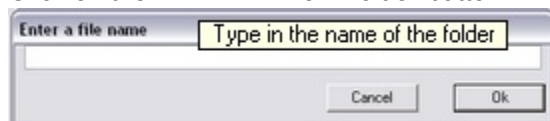
Folders hold the activities and slides you create. Folders help with activity organization.

Let's create a folder!

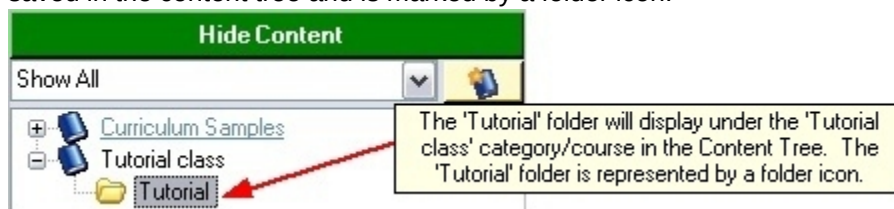
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.



2. Click on the *New Folder* button.



3. Type in '*Tutorial*' for the folder name and click *OK*.
4. The folder will appear in the content tree on the left side of the screen. The folder is automatically saved in the content tree and is marked by a folder icon.



5.1 Deleting a Folder

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. In the *Content Tree*, select the folder you would like to delete.
3. Go to the *File* menu and select *Delete Folder and Contents*.
4. The folder is deleted and removed from the *Content Tree*.

5.2 Renaming a Folder

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the folder you want to rename in the *Content Tree*.
3. Double click on the name of the folder.
4. A box will appear around the name.
5. You are now able to change or revise the name of the folder.

6 Creating Activities

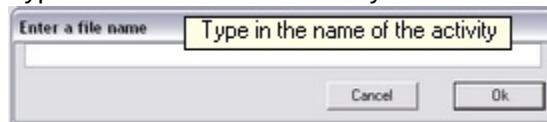
Activities are the assignments or lessons that the students are presented with to work on and learn from. Activities are composed of the slides that are to be presented.

Let's create an activity!

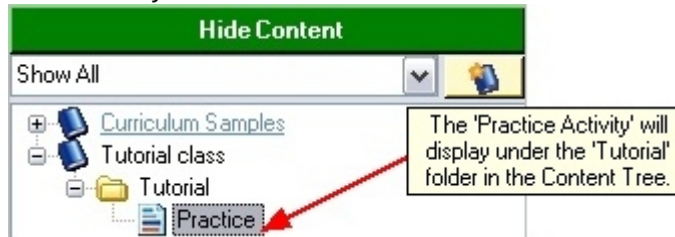
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the 'Tutorial' folder. This is where the activity we are about to create will go into.



3. Click on the **New Activity** button.
4. Type in 'Practice' for the activity name and click OK.



5. The activity will show in the content tree under the folder you placed it in. The activity is automatically saved in the content tree.



note:

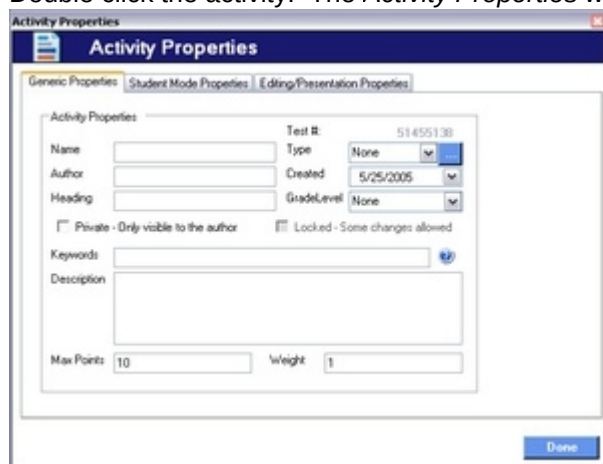
To rearrange activities or folders, simply click, drag, and drop the activity or folder in the desired location.

6.1 Deleting Activities

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. In the *Content Tree*, select the activity you would like to delete.
3. Go to the *File* menu and select *Delete Activity*.
4. The activity is deleted and removed from the *Content Tree*.

6.2 Renaming an Activity

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the activity you want to rename in the *Content Tree*.
3. Double click the activity. The *Activity Properties* window will appear.



4. Under the *Generic Properties* tab, change or revise the name of the activity in the *Name* box.
5. Click on *Done* when finished.

7 Creating Slides

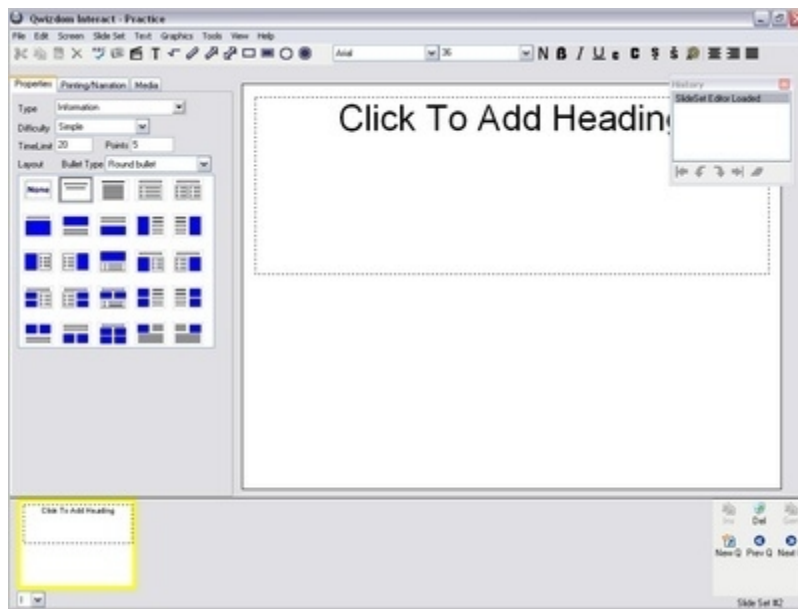
Slides display information in addition to images, sound, and animations during presentation. (Go to [Adding Images](#) and [Adding Sound and Video](#) for more information.)

Let's create your first slide; it will be an information slide!

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the '*Tutorial*' folder.
3. Select the '*Practice*' activity. The slides will be placed in this activity.



4. Click on the **New Set** button. You will be taken to the *Slide Editor* screen.



There are many options in creating a question/answer slide. The *Type* selector

Type in the *Slide Editor* screen, allows you to select the type of slide

set you would like to create. Each slide set format can have up to five slides except for *Information* (only one slide is allowed in the slide set). Below is the *Type* listing.

- Information- used for lesson review so that the instructor is able to talk while presenting the *Information* slide (or present it on paper). Only one slide per slide set is allowed for lessons.
- True or False-students answer by remote (or paper) True or False.
- Yes or No-students answer by remote (or paper) Yes or No.
- Multiple Choice-students select A-F choices for the correct answer by remote (or paper).
- Multiple Mark-students are able to select more than one choice for the answer; eliminates having to choose E or F for 'all of the above response.'
- Numeric Problem-students 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 answer by being called on by the teacher or answer on paper; students see all choices listed and in the *Number of Answers Needed* window, you would specify the number of choices.
- Fill In Completion-students answer by being called on by the teacher or answer on paper.
- Short Answer Specific-students 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.
- Rating Scale-students answer a rating scale question by remote (i.e. on a scale from 1-7, how would you rate this?)
- History window-is the undo feature

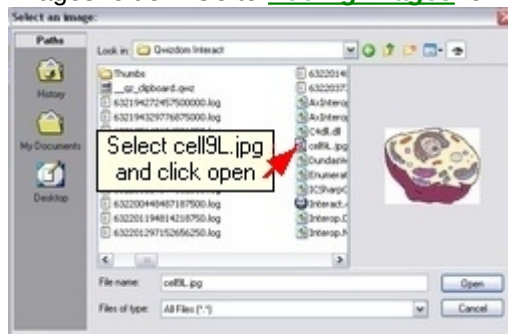
5. Under *Type* in the *Properties* tab, select *Information*.



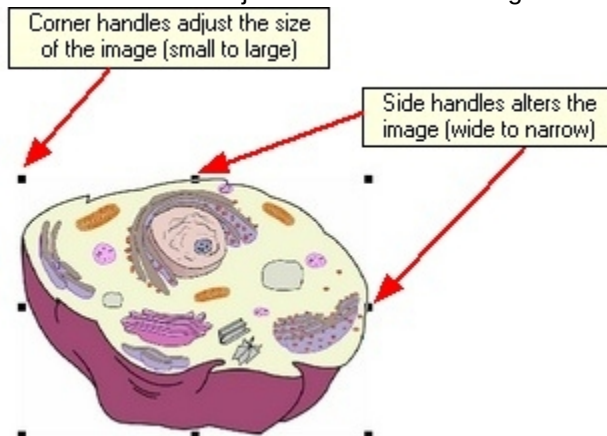
6. Select the layout that resembles this image. The slide should display the template below.



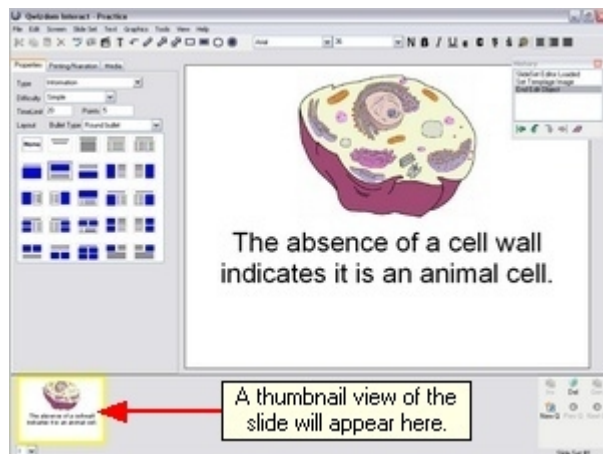
7. Click on the  image icon on the slide. The *Select an Image* window will appear.
8. Drop down the *Look in:* menu and select *My Computer*, double-click on the *C: Drive*.
9. Double-click on *Program Files*.
10. Double-click on the *Qwizdom* folder and then the *Qwizdom Interact* folder.
11. Look for *cell9L.jpg* file and select it and click *Open*. Normally, you would find images in the *Images* folder. Go to [Adding Images](#) for more information.



12. Adjust and resize the image by selecting the image and grabbing one of the handles to adjust/resize. Grab the side handles to change the appearance (stretch) of the image, grab the corner handles to adjust the size of the image.



13. Click the text template under the image.
14. Type in *'The absence of a cell wall indicates it is an animal cell.'*
15. You've created your first slide! The slide should look something like the one below.



Let's edit the slide!

1. You can change the text two ways-highlight the text by clicking anywhere in the text, then left-click with the mouse and highlight the text; or you click anywhere in the text and the text box will appear. Now click on the text box (border around the text).
2. Go to the *Font* drop-down menu and select *Times New Roman*. Go to the *Font Size* drop-down menu and select 48.



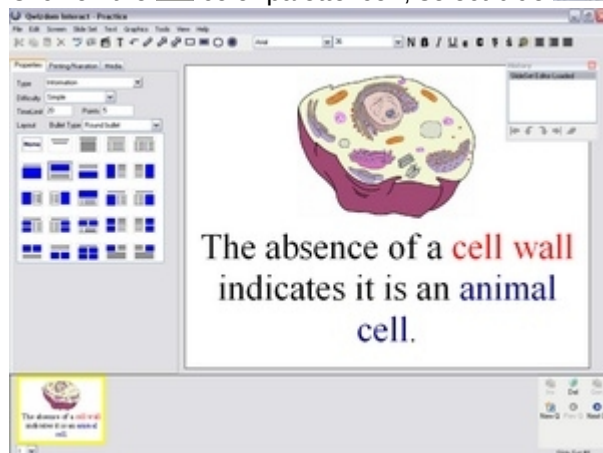
3. Highlight the word *cell wall*.



4. Click on the  color palette icon, select red, and click OK.
5. Highlight the word *animal cell*.



6. Click on the  color palette icon, select blue, and click OK.



7. Go to *File* and select *Close* and you will be taken to the content screen; or click on the  New Q button in the right-hand corner of the *Slide Editor* and you will be taken to a new slide.

Now let's create a second slide; it will be a multiple choice slide!



1. Click on the **New Set** button; or if you clicked on the **New Q** button, skip to step 2.
2. You will be asked 'Is this slide set to be inserted before or after the current screen?' Click on **After**. It will place the new slide you are about to create after the first slide was made. This prompt will only appear if you creating a slide after the first slide in the activity.
3. Under **Type** in the **Properties** tab, select **Multiple Choice-4 choices**.



4. Select the layout that resembles this image.
5. Click on the camera icon on the slide. The **Select an Image** window will appear.
6. Drop down the **Look in:** menu and select **Qwizdom Interact**.
7. Look for **cell9L.jpg** file and select it. Click **Open**.
8. Adjust and resize the image if needed.



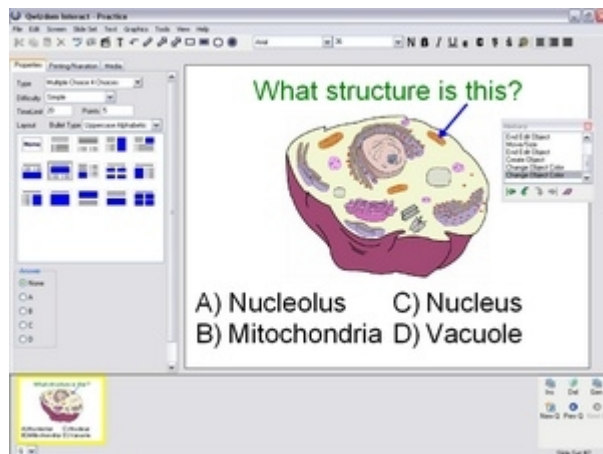
9. In the top text template, type in 'What structure is this?'
10. In the choices template below, type in A) *Nucleolus*, B) *Mitochondria*, C) *Nucleus*, D) *Vacuole*. You may have to adjust the A)/B) choice template to fit in *Mitochondria*.
11. Click on the Arrow icon to draw an arrow pointing to a mitochondria (mitochondria are the orange kidney bean shaped objects).
12. Left-click and hold the mouse at the object you want the arrow to be pointing at, then drag the mouse to where the arrow will be pointing from.



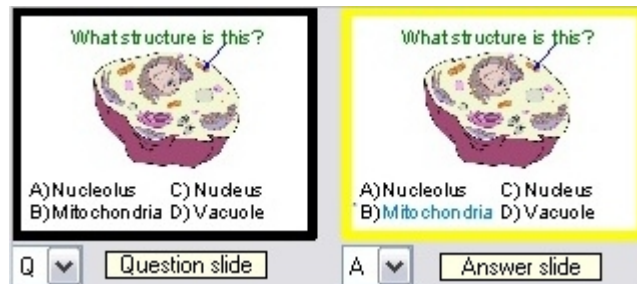
13. Click on the Color Palette icon, select blue, and click **OK**.
14. Click on the box around the question.



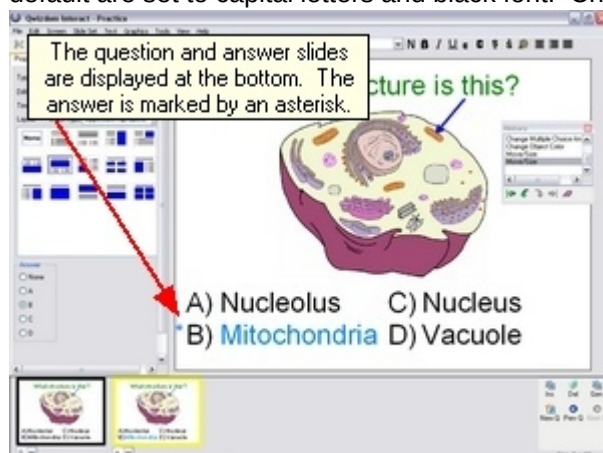
15. Click on the Color Palette icon, select green, and click **OK**.



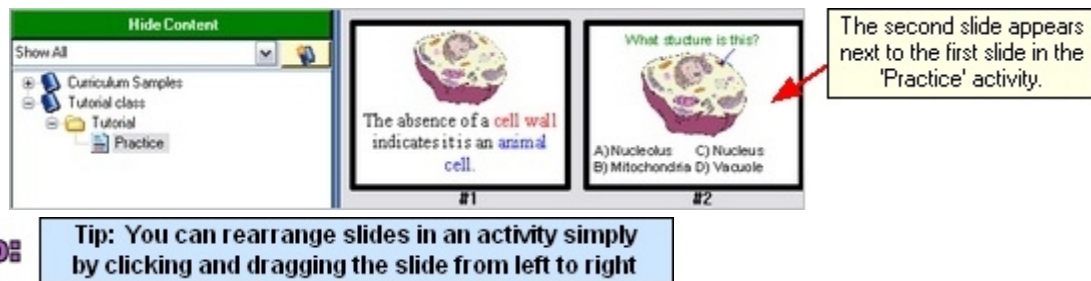
16. Select *B* under the *Answer* menu on the left side of the screen. As soon as you select the answer, an answer slide is automatically generated.
17. Click on the thumbnail view of the answer slide at the bottom of the screen. The answer will have an asterisk to indicate it is the correct answer.



18. Highlight the answer *Mitochondria* and click on the  *Color Palette* icon; the choices (A-D), by default are set to capital letters and black font. Change the answer to the color of your choice.

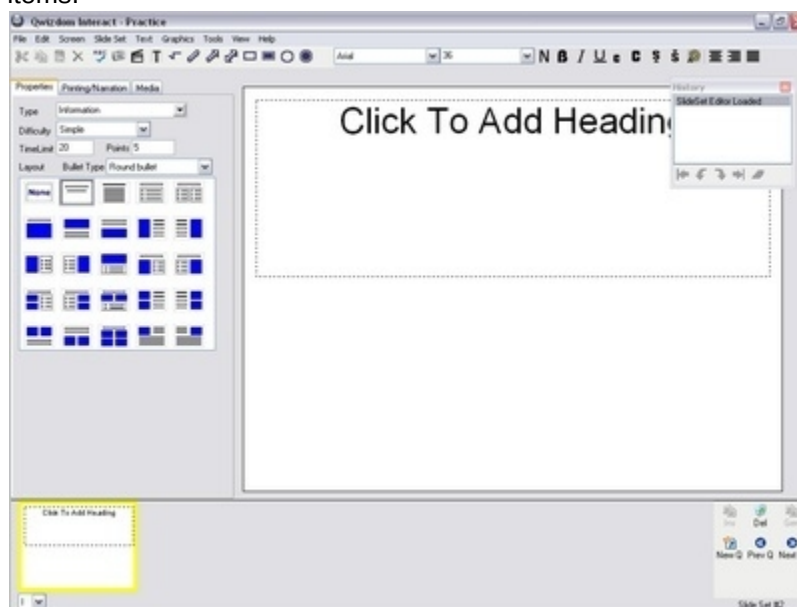


19. Go to *File* and select *Close*; or click on the *New Q* button and you will be taken to a new slide. Your second slide is done! It will appear after the first slide created on the *Content* screen. The slide(s) and changes made to them are automatically saved in the activity.



7.1 About Slide Editor

Slide Editor is where you create and edit slides. Here is a quick overview on the *Slide Editor* functions and items.



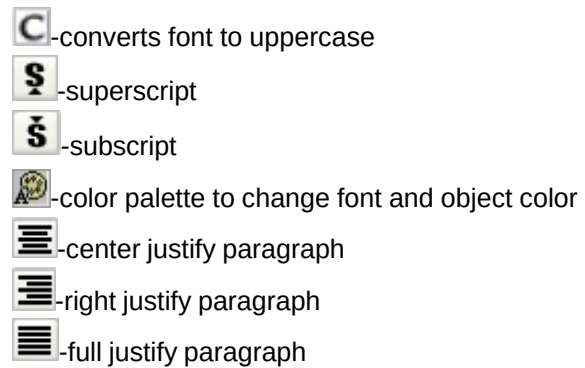
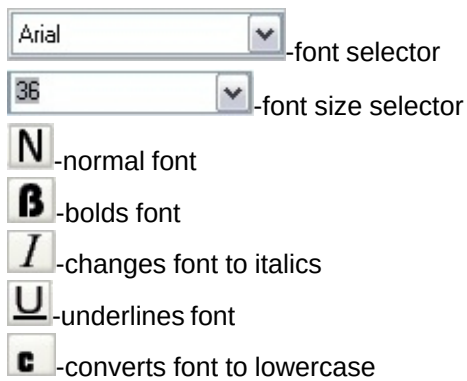
Edit Menu



- | | |
|-----------------------------------|-----------------------------|
| -cut/deletes object | -equation editor |
| -copy object | -create a straight line |
| -paste object | -create a single arrow |
| -delete object | -create a double-head arrow |
| -spell check | -create a rectangle |
| -insert image | -create a filled rectangle |
| -insert multimedia (movie, sound) | -create a circle |
| -insert text | -create a filled circle |

Font Menu





History Window



The history window is the undo feature.



Slide Properties



- Type-select the type of slide; i.e. multiple choice, true/false, short answer, etc.
- Difficulty-slide difficulty can be set as *Simple*, *Intermediate*, *Advanced*, and *Expert*.
- Time Limit-the time limit can be set on every slide; you want to give an ample amount of response time (in seconds only, not minutes) for students.
- Points-each slide can be assigned a number of points
- Layout-choose from many templates (image w/text, text only, images w/headline)

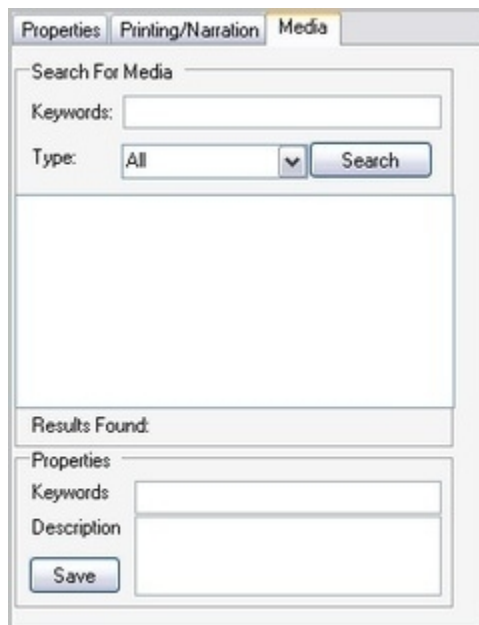
Printing/Narration Properties

The screenshot shows a software window titled 'Printing/Narration Properties'. It has three tabs: 'Properties', 'Printing/Narration' (which is selected), and 'Media'. The 'Printing' section contains a 'Question' field with a 'Customize' checkbox and a 'Click To Add Heading' button. Below this is an 'Answer' field with a 'Customize' checkbox and another 'Click To Add Heading' button. At the bottom, there is a 'Narration for current screen' section with a 'Customize' checkbox and a speaker icon.

See [Narration Setup](#) for more information.

- Information on the slide will be displayed under the *Question* section; click on *Customize* to edit the text.
- Answer choices will be displayed under the *Answer* section; click on *Customize* to edit the text.
- Click on the  to have the slide read aloud by the computer narrator; click on *Customize* to edit the text.

Media Search



Type in the keyword(s) for image and multimedia files. You can also add keywords to the image and multimedia search.

Answer Menu



After creating a question slide, you will select the answer to the question. The answer menu is where you select the correct answer(s) and is located under the *Properties* tab. Once you select the correct answer(s), an answer slide is automatically generated after the question slide. The correct answer(s) will be highlighted by an asterisk.

Quick Creator Menu



The quick creator menu is located in the bottom right corner of the *Slide Editor*. Instead of going to



File, selecting *Close*, and selecting the *New Set* button to create a new slide, you can just



click on the *New Q* button.



Ins -insert/adds slides in slide set



Del -delete slide



New Q -create new question slide



Prev Q -go back to previous question



Gen generate answer slide



Next Q go to next question

7.2 Adding Images

You can add .jpeg, .TIFF, .bmp, and .gif files to slides. There are three different ways to add images:

1. Click on the  *Image* icon on the slide.
2. Go to *Graphics* menu and select *Set Image*.
3. Click on the  *Image* button in the toolbar.

Images are located in the *Images* folder within the *Qwizdom Interact* folder. Let's add an image from the *Images* folder.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the 'Practice' activity in the 'Tutorial' folder.



3. Click on the  *New Set* button. You will then be taken to the *Slide Editor* screen.

4. Under the *Properties* tab, select the layout that resembles this  image.

5. Click on the  *Image* icon on the slide.
6. An *Open* window will appear showing the *Qwizdom* folder. If it does not show the *Qwizdom* folder, drop down the *Look in:* menu and search for the *Qwizdom* folder under *My Computer*, *C:* drive, *Program Files*, and then you will see the *Qwizdom* folder.
7. Double-click on the *Qwizdom Interact* folder.
8. Double-click on the *Images* folder. You will see folders *0_9* through *Z*.
9. Double-click on any folder you see and select an image within that folder.
10. Click on *Open*. The image will appear on the slide.
11. Click on the text box to type text you would like to place on the slide.
12. When finished, go to the *File* menu and select *Close*.

7.2.1 Media Search

You are able to search for images and multimedia using keywords.

Searching for Multimedia Files

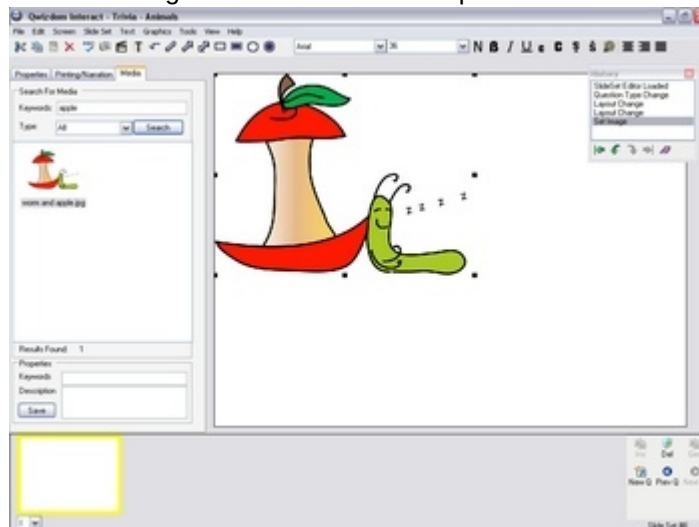
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the 'Practice' activity in the 'Tutorial' folder.



3. Click on the  *New Set* button. You will be taken to the *Slide Editor* screen.
4. Go to the *Edit* menu and click on the *Media* tab.
5. Type in a keyword and click on *Search*.
6. If any image or multimedia files match the keyword, the files will appear in the *Media* tab window.



7. Click and drag the desired file and drop it onto the slide.



8. If you drop an image file onto the slide, you may have to adjust/resize the image.

Edit Media Keywords

1. Type in a keyword and click on *Search*.
2. If any image or multimedia files match the keyword, the files will appear in the *Media* tab window.

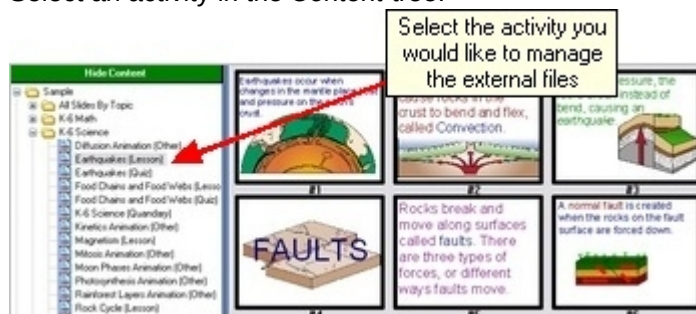


3. In the *Keywords* and *Description* fields below, enter keywords to identify multimedia files to your preference.
4. Click on *Save*.

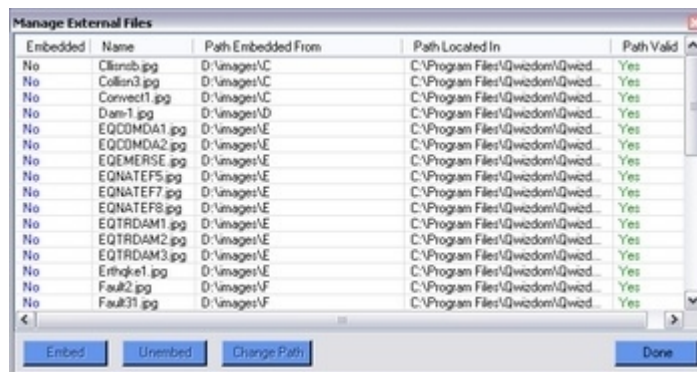
7.2.2 Manage External Files

Managing external files allows you to see what files are contained within the activity like images, movies, etc. You are able to see where the files are located, which ones are missing, and also allows you to change the path of the files.

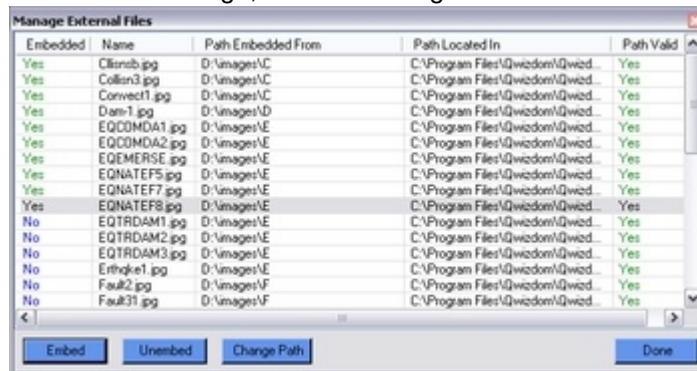
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select an activity in the *Content* tree.



3. Go to the *Edit* menu and select *Manage External Files*. The Manage External Files window will appear.
4. You will see what files are embedded or not, the name of the image and where the image is located.



5. You are able to embed, unembed, or change the path of the image. Embedding an image onto a slide, sets that image to the slide.
 - To embed an image, select the image and click on the *Embed* button.
 - To unembed an image, select the image and click on the *Unembed* button.



If you move an image from one location to another, the image may not appear on the slide it's on. Rather than reinserting the missing image, you can change the path of the image.

6. Click on the *Change Path* button.
7. The *Browse for Folder* window will appear.



8. Select the location of where the image is (or has been moved to) and click on OK.
9. The path has now been changed to search for the image in the location you specified.
10. Click *Done* when finished.

7.3 Adding Sound and Video

Adding Sound

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the

Content tab.

2. Select the 'Practice' activity in the 'Tutorial' folder.

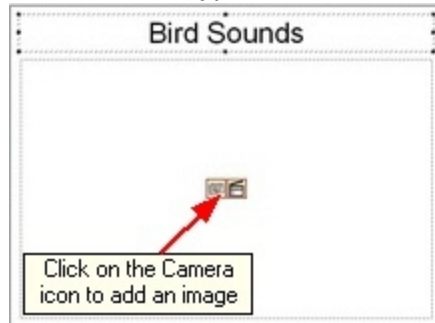


3. Click on the **New Set** New Set button. You will then be taken to the *Slide Editor* screen.

4. Under *Type* in the *Properties* tab, select *Information*.



5. Select the layout that resembles this image.
6. In the text box, type in 'Bird Sounds.'



7. Let's add sound to this slide. There are a few ways to add sound:



- Click on the **Image** icon on the slide
- Go to the *Graphics* menu and select *Add Image*
- Click on the **Image** icon in the toolbar

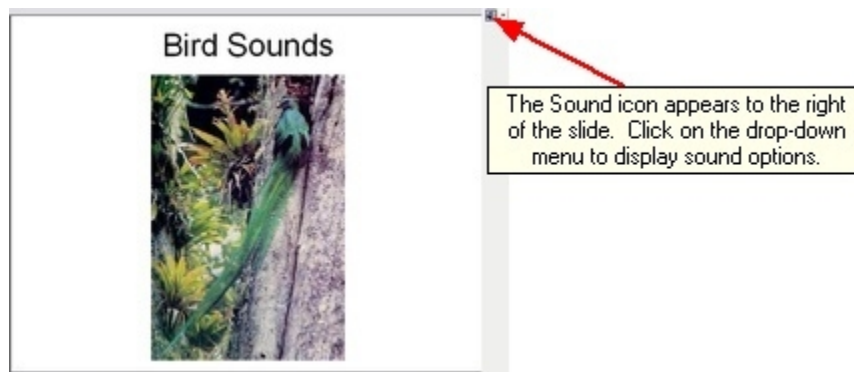


8. Click on the **Image** icon on the slide to add the animation. The *Open* window will appear.
9. Double-click on the *Qwizdom Interact* folder. If you do not see the *Qwizdom Interact*
10. Double-click on the *Images* folder.
11. Double-click on the *Q* folder.
12. Select the image 'quetzelbird.jpg.'
13. Click on *Open*. The image will appear on the slide.



14. Click on the **Multimedia** icon in the toolbar. The *Open* window will appear.
15. Double-click on the '4Tutorials' folder. If you do not see the '4Tutorials' folder, drop down the Look in: menu and select the C: drive and double-click on *Program Files*, the *Qwizdom* folder, and the *Qwizdom Interact* folder.
16. Change the file type to *Sound Files* (.wav, .mp3) and search for the file that reads 'quetzal.wav.'
17. Select the 'quetzal.wav' file and click on *Open*. The **Sound** button will appear on the right side of the slide.





18. Click on the  Sound button drop-down menu, located in the right corner of the slide.
19. Select *Properties*. The *Multimedia Options* window will appear.



20. Check options such as *Play when clicked*, *Repeat*, *Play automatically*, and any other options you prefer. The checked options turn on during presentation.
21. Click *OK* to exit the *Multimedia Options* window.
22. To play the sound, click on the  Sound button drop-down menu and select *Play/Stop*.
23. You've successfully added a sound file to the slide.
24. Go to *File* and select *Close*.

Adding Video

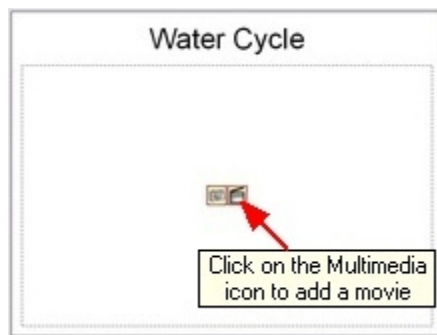
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the '*Practice*' activity in the '*Tutorial*' folder.



3. Click on the **New Set** button. You will then be taken to the *Slide Editor* screen.
4. Under *Type* in the *Properties* tab, select *Information*.



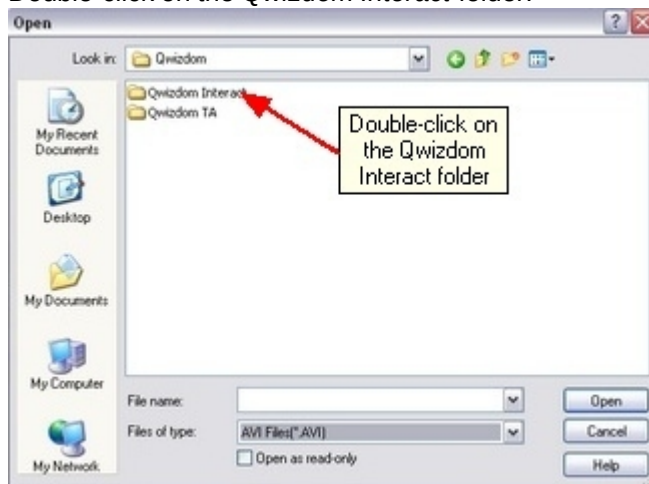
5. Select the layout that resembles this  image.
6. In the text box, type in '*Water Cycle*.'



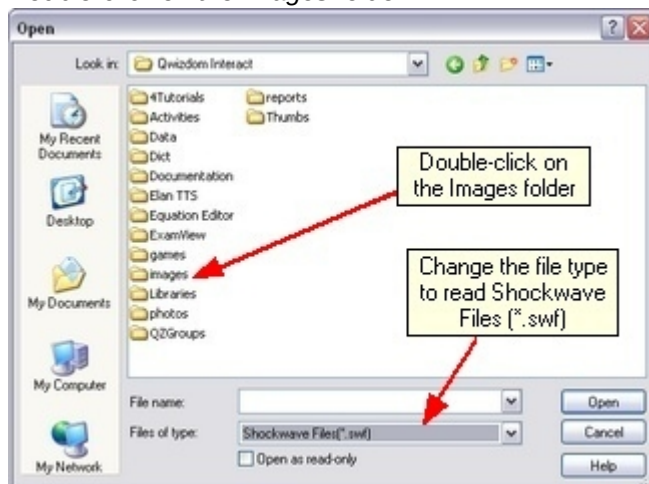
7. Let's add animation to this slide. There are a few ways to add multimedia:

- Click on the  *Multimedia* icon on the slide
- Go to the *Graphics* menu and select *Add Multimedia*
- Click on the  *Multimedia* icon in the toolbar

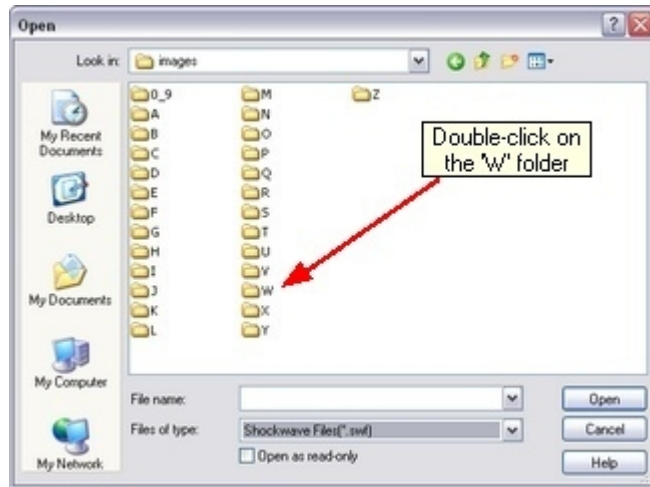
8. Click on the  *Multimedia* icon on the slide to add the animation. The *Open* window will appear.
9. Double-click on the *Qwizdom Interact* folder.



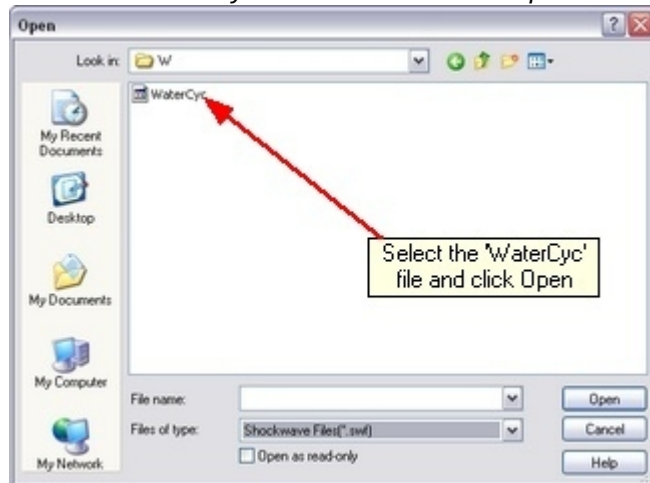
10. Double-click on the *Images* folder.



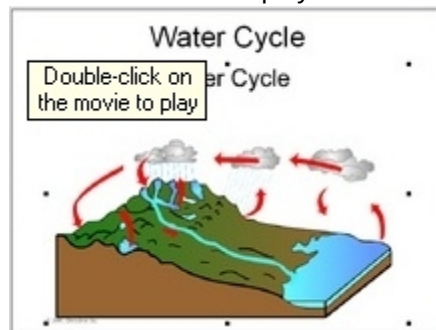
11. Double-click on the 'W' folder.



12. Change the file type to *Shockwave Files* (.swf) and search for the file that reads 'WaterCyc.swf'. Select the 'WaterCyc.swf' file and click on *Open*. You can also add .avi and .mov files.



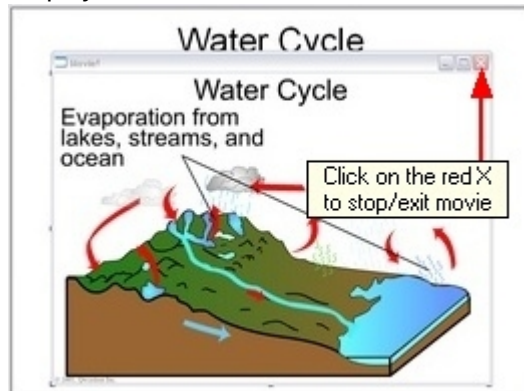
13. The movie should display on the slide.



14. Click on the  *Multimedia* drop-down menu, located in the right corner of the slide.
15. Select *Properties*. The *Multimedia Options* window will appear.



16. Check options such as *Repeat*, *Visible in presentation*, *Play automatically*, and any other options you prefer. The checked options turn on during presentation.
17. Click *OK* to exit the *Multimedia Options* window.
18. To play the movie, double-click the movie, to stop it, click on the red X.

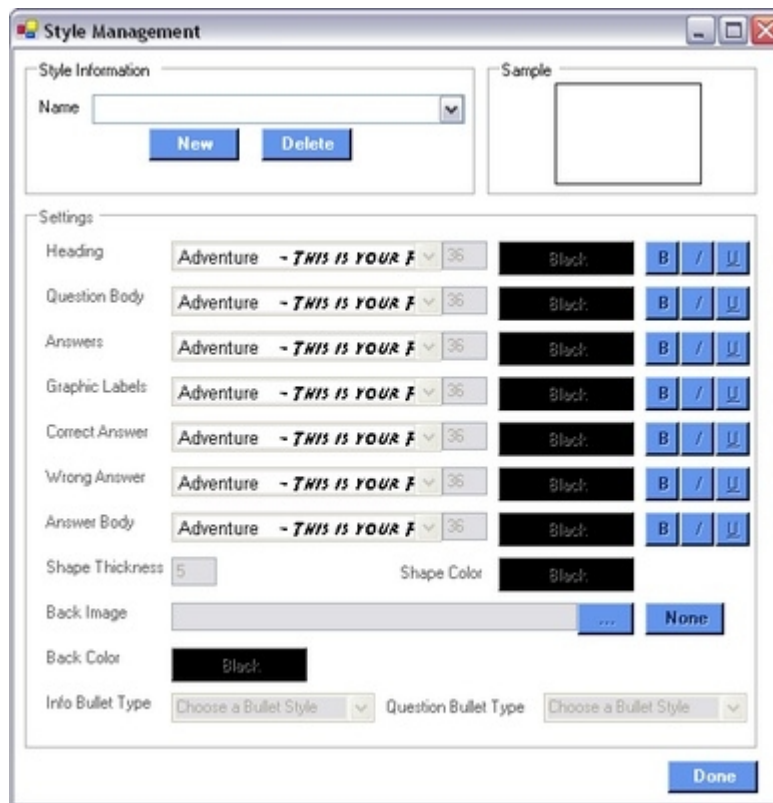


19. You have successfully made a movie slide.
20. Go to *File* and select *Close*.

7.4 Edit Styles

Editing styles is a way to default the font, color, and background on slides you create.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Go to the *Edit* menu and select *Edit Styles*. The *Style Management* window appears.



3. Click on the **New** button and type in the name of the style.
4. You can change the font type, size, color, background color, background image, and bullets.
5. Click **Done** when finished.

7.5 Equation Editor

Equations can be created using the *Equation Editor* within *Qwizdom Interact*. *Equation Editor* has its own help guide that you can access. Within the *Equation Editor* window, go to the *Help* menu and select *Equation Editor Help Topics*. Below are a few things you should learn about *Equation Editor*.

Creating an Equation

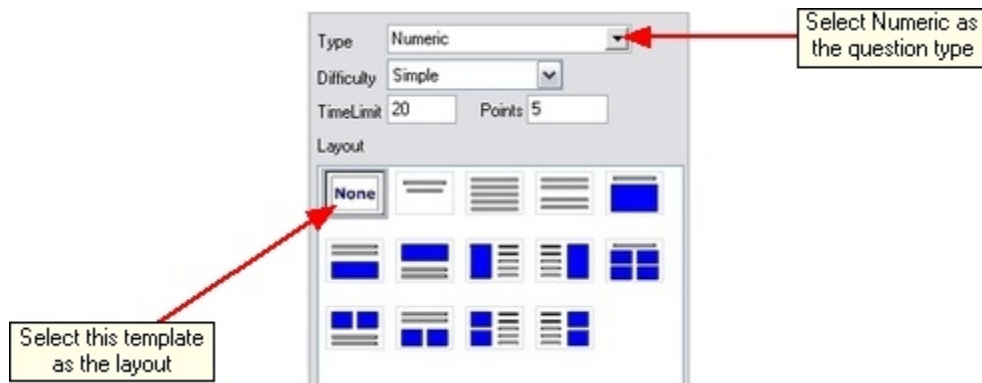
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the 'Practice' activity in the 'Tutorial' folder.



3. Click on the **New Set** button. You will then be taken to the *Slide Editor* screen.
4. Under *Type* in the *Properties* tab, select *Numeric*.



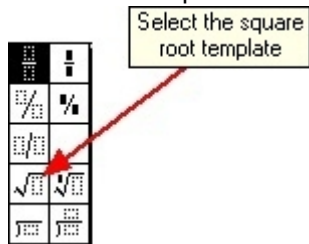
5. Select the layout that resembles this image.



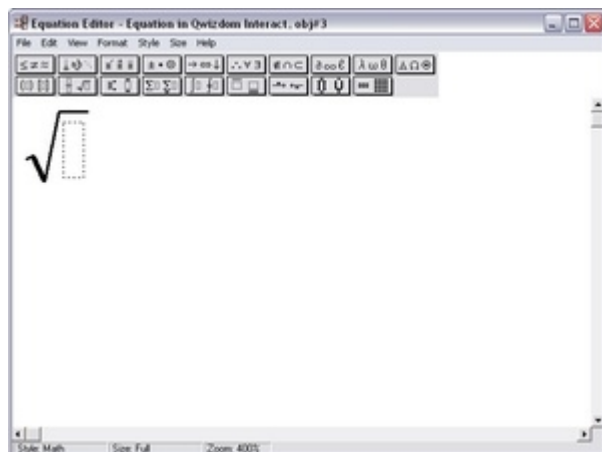
6. Either click on the  *Equation* button in the toolbar or go to the *Text* menu and select *Create Equation* to activate *Equation Editor*. You will notice your mouse cursor will change into a plus sign.
7. Place the cursor on the slide. Left click and hold down the mouse (you will see a text box appear) and drag the text box to the desired size.
8. The *Equation Editor* window will open.



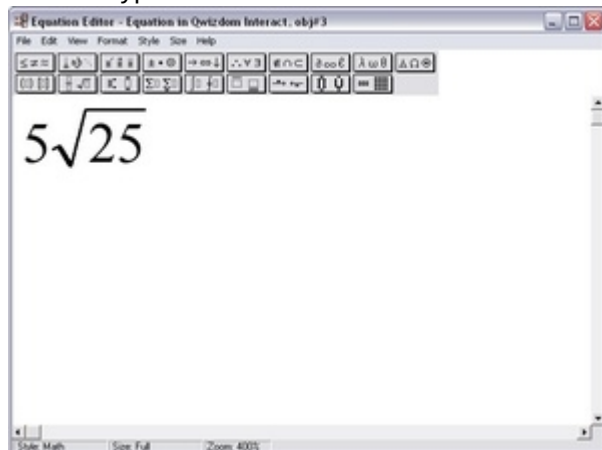
9. Click on the button that is in the second row, second column. The button will resemble this  image.
10. A menu of templates will appear. Select the fourth template in the left column.



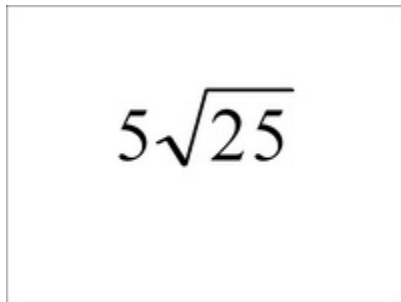
11. After you select the template, the template will appear in the *Equation Editor* window.



12. Place the cursor before the square root and type 5. Place the cursor in the box inside the square root and type 25. Your window should resemble the image below.



13. Go to *File* and select *Exit and Return to Qwizdom Interact*. The equation will appear on the slide.



14. If the equation is too small or large, resize the equation to the desired size. Read **Resizing Equations** below for more information.

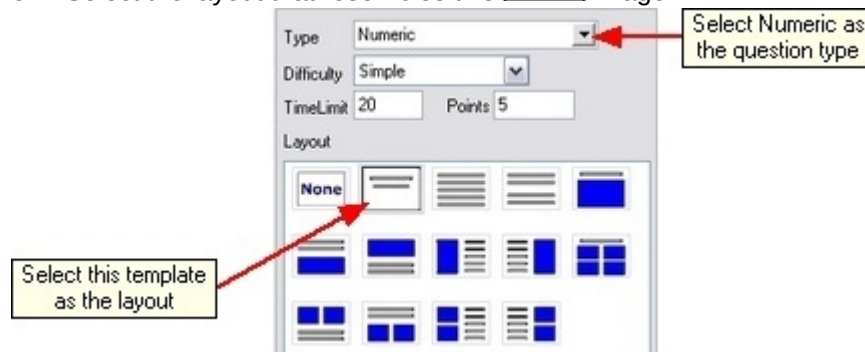
Inserting an Equation in the Line of Text

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the 'Practice' activity in the 'Tutorial' folder.

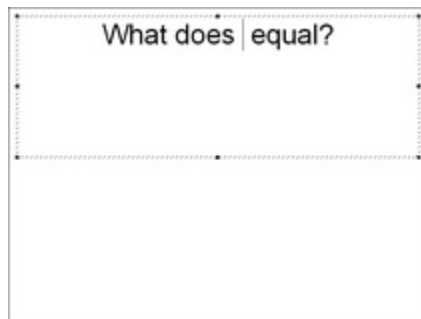


3. Click on the **New Set** button. You will then be taken to the *Slide Editor* screen.
4. Under *Type* in the *Properties* tab, select *Numeric*.

5. Select the layout that resembles this  image.



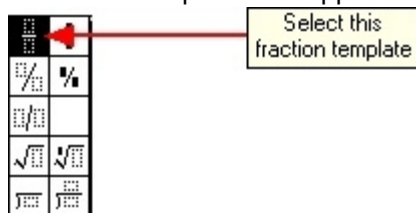
6. In the slide, type 'What does equal?'
7. Place the cursor in between 'does' and 'equal' and right-click the mouse.



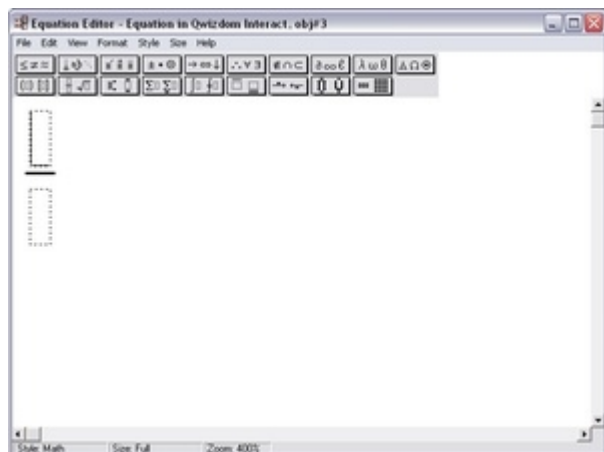
8. Select *Equation*. The *Equation Editor* window will appear.



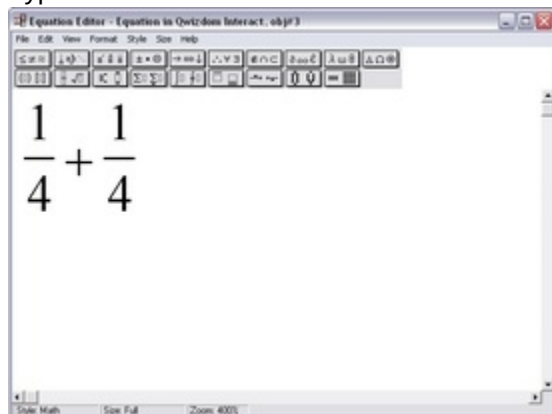
9. Click on the button that is in the second row, second column. The button will resemble this  image.
10. A menu of templates will appear. Select the first template in the left column.



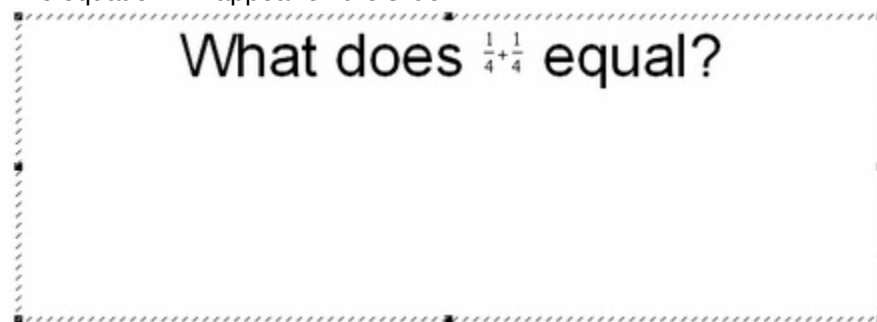
11. After you select the template, the template will appear in the *Equation Editor* window.



12. Type in $1/4$.
13. Move the cursor to the right of the fraction (the cursor will enlarge) and press the plus sign key on the keyboard.
14. Again, click on the button that is in the second row, second column. The button will resemble this  image.
15. After you select the  template, the template will appear in the *Equation Editor* window.
16. Type in $1/4$. Your window should resemble the image below.

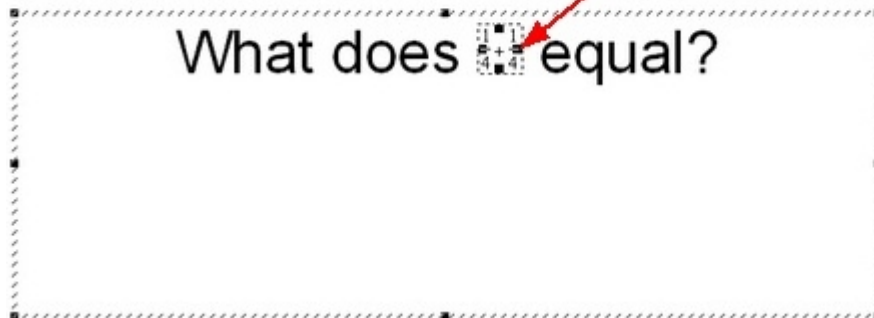


17. We will now place the equation on the slide.
18. Go to *File* in the *Equation Editor* window and select *Exit and Return to Qwizdom Interact*.
19. The equation will appear on the slide.

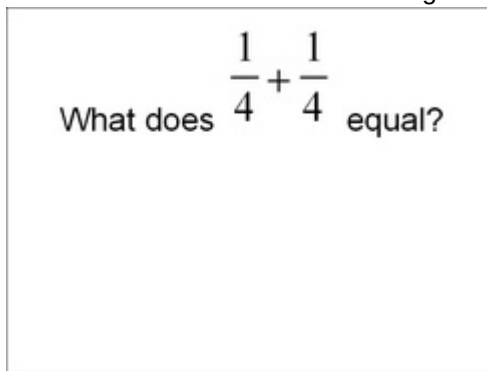


20. Left click once on the equation and you will see black handles appear on the inside of the equation box.
21. Click on the black handles and drag with the mouse to resize the font.

Using the mouse, click and drag on one of the black handles inside the equation text box to resize the equation.



22. Your slide should resemble the image below.



23. Type in 2/4 as the answer to the question.

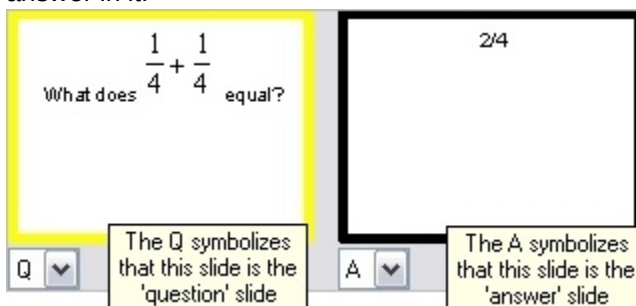
	Value	Units
Answer	2/4	
Alternatives		

☐ No Answer (Survey)

Uncheck the No Answer (Survey) box to type in the answer

24. In the lower right-hand corner of the screen, click on the  Gen (generate) button. This will generate the answer slide.

25. A thumbnail of the answer slide will appear in the lower left-hand corner of the screen with the answer in it.



26. Let's place the question on the answer slide. Click on the text box in the question slide. Drag

and drop the question into the thumbnail answer slide. The question will appear in the answer slide.

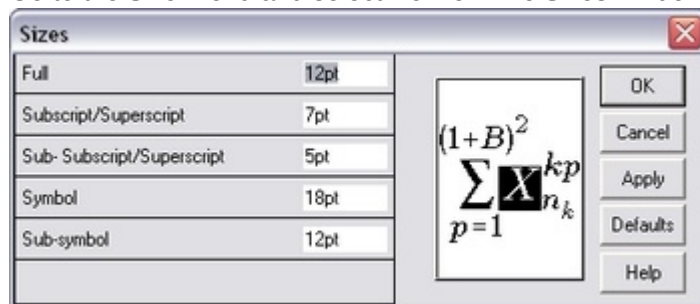
27. Click on the thumbnail answer slide. The answer slide will appear.
28. You can rearrange the text objects on the answer slide.
29. The equation slide set is now complete.
30. Go to *File* and select *Close*. You will be taken to the *Content* tab.

Editing an Equation

1. Double click on the equation on the slide.
2. The *Equation Editor* window will open.
3. Edit the equation.
4. When you are finished, go to *File* and select *Exit and Return to Qwizdom Interact*.

Changing the Font Size

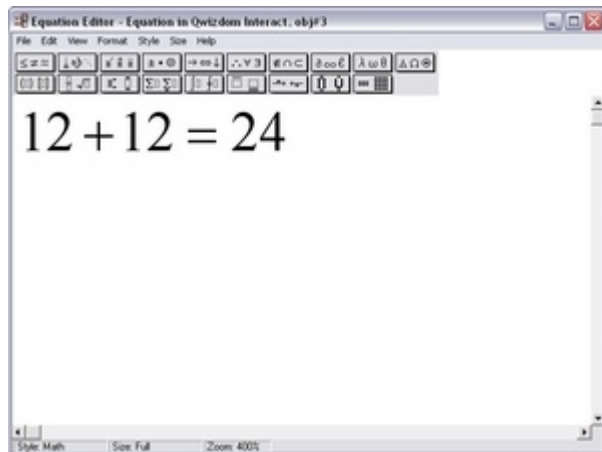
1. Click on the  *Equation* button to activate *Equation Editor*. You will notice your mouse cursor will change into a plus sign.
2. Place the cursor on the slide. Left click and hold down the mouse (you will see a text box appear) and drag the text box to the desired size.
3. The *Equation Editor* window will open.
4. Go to the *Size* menu and select *Define*. The *Sizes* window will appear.



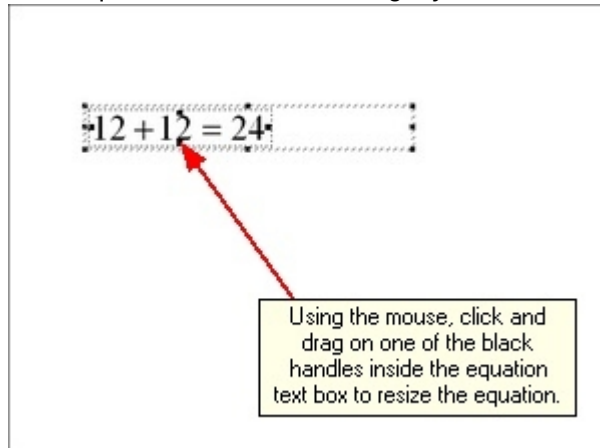
5. In the *Full* box, type in the number for the preferred font size. A font size of 50-80 works best. Usually font sizes in this range do not need to be resized on the slide.
6. Click *Apply* and then *Okay*. You will be taken back to the *Equation Editor* window.
7. Type in an equation.
8. Go to *File* and select *Exit and Return to Qwizdom Interact*.

Resizing Equations

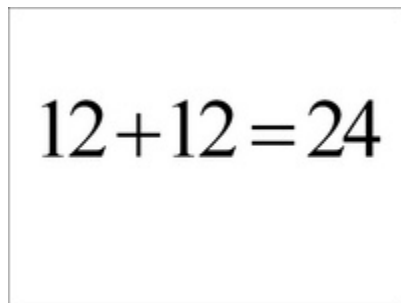
1. Click on the  *Equation* button to activate *Equation Editor*. You will notice your mouse cursor will change into a plus sign.
2. Place the cursor on the slide. Left click and hold down the mouse (you will see a text box appear) and drag the text box to the desired size.
3. The *Equation Editor* window will open.
4. Type '12 + 12 = 24.'



5. Go to *File* and select *Exit and Return to Qwizdom Interact*. The equation will appear on the slide.
6. If the equation is too small or large, you can resize it.



7. Left click once on the equation and you will see black handles appear on the inside of the equation box.
8. Click on the black handles and drag with the mouse to resize the equation to the desired size.



7.6 Narration Setup

'Laura' and 'Aaron' are narrators that bring *Qwizdom Interact* presentations to life.

Before you customize the slides with the narrator, let's adjust the narrator's voice.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.



2. Click on the **New Activity** button and type in '*Narrated Activity*' as the name.



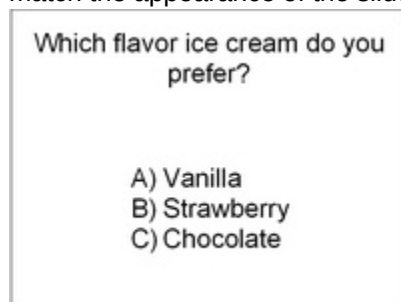
3. Click on the **New Set** button. The *Slide Editor* will open up.
4. Go to the *Edit* menu and select *Speech Options*. The *Speech Options* window will appear.



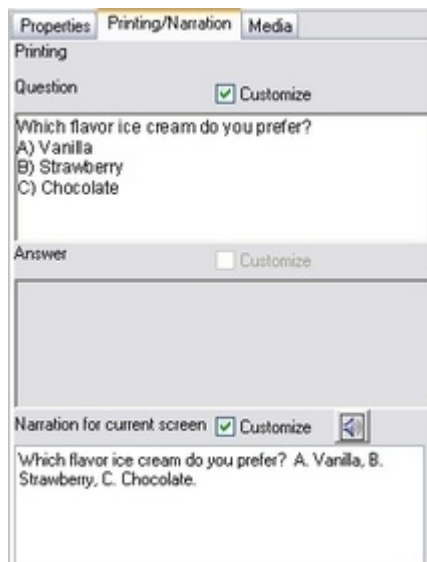
5. Select the narrator and adjust his or her voice as you like.
6. When you are done, click on *OK* to take you back to the *Slide Editor*.

Now we will create a slide for the narrator to read.

1. Select *Multiple Choice-3 Choices* as the *Type*.
2. Type in '*Which flavor ice cream do you prefer?*' as the question and then A) *Vanilla*, B) *Strawberry*, and C) *Chocolate* for the choices. You may choose to edit the slide to change the font color, center the text, add an image, etc. The slide below has been edited so it may not match the appearance of the slide you create.



3. Click on the *Printing/Narration* tab.
4. Check the *Customize* box and click on the  *Sound* button to hear how the narrator will say the sentence. You may check to customize the *Question* and *Answer* boxes as well.

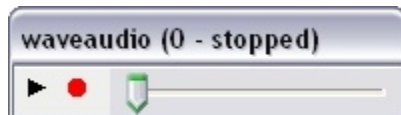


5. You may need to alter spelling and adjust punctuation to have the narrator read text on the slide correctly.
6. Go to the *File* menu and select *Close*. You will be taken back to the *Content* screen.
7. Click on the *Present* button. The *Presentation Setup* window will appear.
8. To 'turn on' the narrator for the presentation, check the '*Narrate Slides*' box under *Play Options*.
9. Check the preferred options and select the class.
10. Click *Okay* when finished.
11. The narrator will begin reading while students listen and respond in with their remotes when necessary.

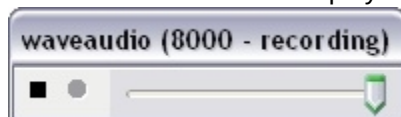
7.6.1 Recording, Saving, and Adding Narration

Narration can be created and added to the slides. You must have a microphone to record narration.

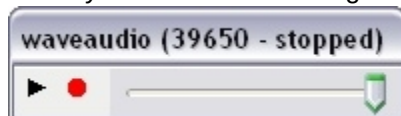
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select an activity that you would like to add narration to.
3. Go to the *Edit* menu and select *Record Narration*. The recorder will appear.



4. Click on the record button (red circle) to record the narration.
5. The timer will start and the play button (triangle) will turn into the stop button (square).



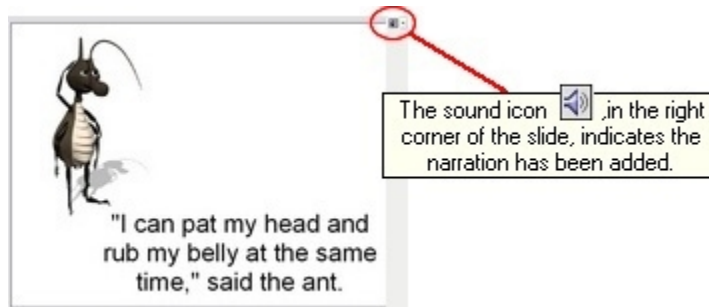
6. When you are done recording the narration, click on the stop button (square).



note:

If you want to add more to the narration, click on the record button (red circle) to continue recording. After the file is saved as a sound file, you cannot add or edit the original file.

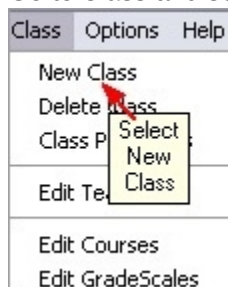
7. Select a slide in the activity you want to apply the narration to.
8. Now go to the *Edit* menu. You will see these options:
 - *Save Narration*-saves the narration to insert at a later time.
 - *Save and Add Narration to Selected Slide*-saves the file and inserts the narration to a selected slide. You must first select a slide before you choose this option.
 - *Cancel Narration*-closes the recording window without saving.
9. Select *Save and Add Narration to Selected Slide*. If this option is grayed out, it is because you need to select a slide (a selected slide will be highlighted with a yellow outline around the slide).
10. Double-click on the slide you added the narration to. *Slide Editor* will open.
11. You will see the sound icon in the upper right corner of the slide, indicating a sound file has been inserted.



8 Creating a Class

Class lists are created to organize and track students. A class list is also necessary in running a presentation (see [Presentation](#) for more information).

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Go to *Class* and select *New Class*.



3. The *Class Information* window will appear.

- Name-name of the class
 - Type-*Normal*; regular class, *Anonymous*; list matches number of remotes (go to **Anonymous Class** below for more information).
 - Grade Scale-different options to grade all work; *Grade Scale*, *Credit-No Credit*, *European Scale*, *GPA Scale*
 - Remotes-number of remotes in class that will be in use-this option is designated for an *Anonymous* class. (Go to **Anonymous Class** below for more information.)
 - Comments-type in comments about class
 - Lecture #-(optional) type in the number of the lecture
 - Lab #-(optional) type in the number of the lab
4. Type in '*Tutorial class*' as the name of the class.
 5. Select *Normal* in the *Type* drop-down menu.
 6. You may include and fill in any other information.
 7. Click on *Done* and you will be taken back to the Students Manager screen.
 8. Please see [Adding Students](#) to add students to the '*Tutorial class*.'

Anonymous Class

Anonymous classes allows the program to take the responses from unassigned remotes. The anonymous option tells the programs to read the number of remotes in the class (e.g., if you have 32 remotes in class, it will read remotes #1-32 to be in use for presentation). Anonymous classes work best with surveys (see the [Survey](#) section for more information) but you can use anonymous classes for any type of activity.

Let's create an anonymous class!

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* menu and select *New Class*. The class information window will appear.
3. Type in '*Anon class*' as the name of the class and select *Anonymous* under type.

4. Enter in the number of remotes in your class (e.g., 24 for 24 remotes).
5. You may include and fill in any other information.

- Click on *Done* when finished.
You now have an anonymous class ready to use!

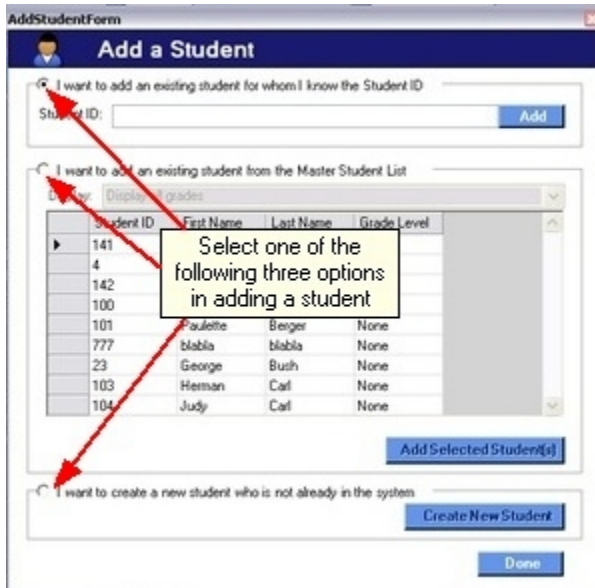
8.1 Adding Students

You can either add new students or existing students. To import students, go to [Importing and Exporting Class Lists and Students](#) for more information.

- Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
- Select 'Tutorial class' in the *Class* drop-down menu.



- Click on the **Add Student** button. The *Add a Student* window will appear.



- There are three different ways to add a student:
 - 'I want to add an existing student for whom I know the Student ID'-adds a student from the student ID you enter in.
 - 'I want to add an existing student from the Master Student List'-adds a student from the master list.
 - 'I want to create a new student who is not already in the system'-adds a student by creating a student.
- We will add a new students so click on **Create New Student** button. The *Student Information* window will appear.



note:

Note: The fields marked in red are required fields; Name, Gender, Student ID, and Username

Here is a quick overview in the *Student Information* tab window:

- Student section; *Last Name, First Name, Middle Name, Email, Date of Birth, Gender, Student ID*
- User Information section; *Username, Password, Retype Password*
- Student Settings for this Class section; *Current Grade, Remote, Ability, Group, Pick Chance*
- *Comments* (Optional)

1. Type in the full name of a student.
2. Select the gender.
3. Type in the student ID. The student ID is used for student remote registration. Student remote registration allows any student to use a remote and sign in. It does not have to be their assigned remote. This option is helpful when you:
 - do not have assigned remotes
 - have absent students
 - have random people using remotes (e.g., during lectures, presentations)

To have students sign in, they must have a student ID. Each student should have a unique student ID assigned to their name. Student ID's can be 1-10+ numbers long and cannot be repeated twice.



4. Type in the username along with a password and then confirm the password. The username and password are for students to log into student mode to complete activities, tests, and any other assignment they missed.

Pick Chance Setting

Pick Chance is an option to set the chance of student being selected for random picks in presentation (presentation feature where you can call on random students with the teacher remote or use the mouse).

0 = Never 1 = Normal 2 = Twice as Likely

Pick Chance: 

5. Below is an image of a completed new student entry.

Student Information

Student Information | Personal Information

Student

Last Name: Example Date of Birth: 10/16/1994
 First Name: Ellen Gender: ☐ Male ☒ Female
 Middle Name: J. Student ID: 12345
 E-Mail: eexample@qwizdom.com

User Information

Username: ellenexample Password:
 Retype Password:

Student Settings for this class

Current Grade: 4th Grade Group: 2
 Remote: 7 Ability: 2 Pick Chance: 1

Comments

Reading and writing skills are above average.

Cancel Done

6. Either click *Done* when complete OR; you may choose to fill out the personal information of a student (this is optional). Read below for more information.

Student Information

Student Information | Personal Information

Personal Information

Attributes

Generic Ethnicity

☐ Learning Disabilities
☐ Physically Challenged
☒ Exceptional/Gifted
☐ Speech
☐ Economically Challenged
☐ Migrant
☐ ESL/ESOL/LEP
☐ Title 1 Math
☐ Title 1 Reading

Contact Information

Primary Secondary

Name: Ellen J. Example
 Address: 123 School Lane
 City: Puyallup
 State: WA Zip: 98371
 Phone: (253) 555-1234
 E-Mail: eexample@qwizdom.com
 Report: Printed

Notes

In case of emergency, call Mrs. Example at work (253) 555-9876 or contact her by cell (253) 555-4321.

Cancel Done

Click on the Personal Information tab to fill out the personal information of a student.

A photo of the student can also be added

Here is a quick overview in the *Personal Information* tab window:

- Attributes section; *Generic* and *Ethnicity*
- Contact Information; *Primary* and *Secondary*
- Notes

Student photos can be added to the student's information. To add a photo:

1. Click on the **Update Photo** button.
2. Search in the location (e.g., *My Documents*) where the student photo would be in.
3. Select the image file (the photo of the student) and click *Open*. The student's photo will appear in the box in the upper left-hand corner.



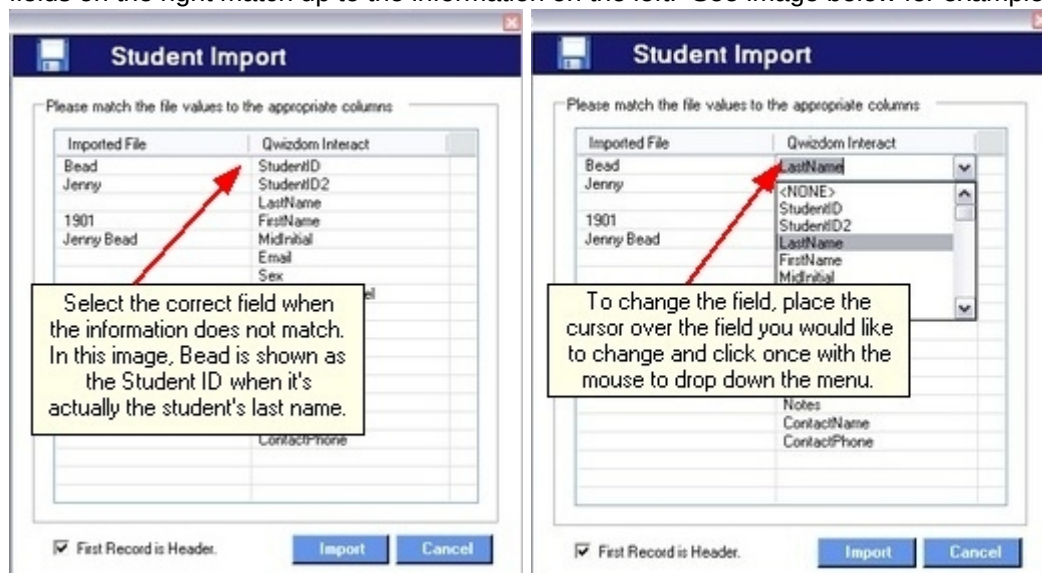
5. Check the necessary boxes under the *Generic* and *Ethnicity* tabs.
6. Fill out the *Primary* and *Secondary* (optional) contacts under *Contact Information*.
7. Include any other information you would like.
8. Click *Done* when complete.

8.2 Importing and Exporting Class Lists and Students

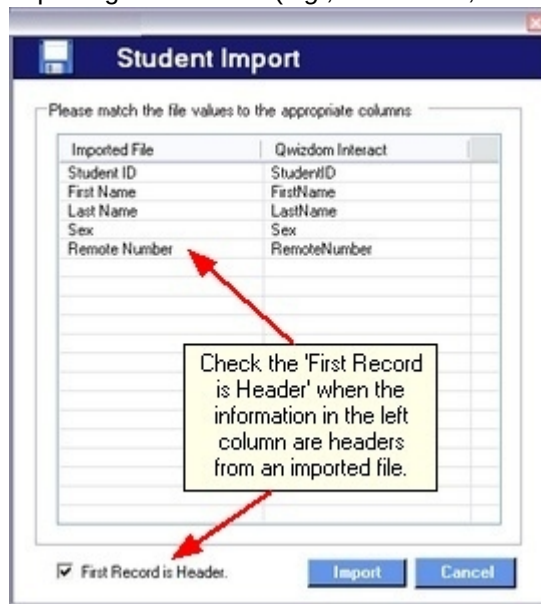
Class lists can be imported from *Qwizdom Teaching Assistant (TA)*, *Excel* or grade book programs in .CSV or .txt file format. Go to the [Exporting from Qwizdom TA \(Teaching Assistant\) Classes and Importing in Interact](#) section below for importing *Qwizdom TA* class lists.

Importing a .CSV File into Interact

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Go to the *Class* menu and select *New Class*.
3. Type in the name of the class along with filling out other necessary information and click *Done*.
4. Go to the *File* menu and select *Import*, then *Students*.
5. Search for the file (should be in .CSV file format-comma delimited or it can be in a .txt file format).
6. Select the file and click *Open*. The *Student Import* window will appear.
7. You are able to drop down the fields to select the information that will be imported. Be sure the fields on the right match up to the information on the left. See image below for example.



8. Uncheck the 'First Record is Header' if the first record aren't headers. As you will see the images above, the first record is not a header. If the first record is a header, the information on the left will not have student information. It will have the column heading information from where you are importing the file from (e.g., *First name, Last name, etc.*). See image below.



9. Click on *Import*. The created class will appear. You have successfully imported a class!

Exporting Students from Interact into Excel

You are also able to export students into *Excel*, other gradebook programs, or into Interact on another computer.

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* drop-down menu Class: Period 4 and select the class you want to export. The class you selected will open.
3. Go to *File* and select *Export* then *Students*.



4. The *Student Export* window will appear.
5. Select *Student Information* under 'What would you like to Export?' and *Comma Delimited*.
6. *What would you like to Export?*
 - *Student Information*-exports *Student ID, Full Name, Email, Gender, Current Level, Ability, Birth Date, Group Number, Remote Number, Class Comments, and Generic Comments.*
 - *Contact Information*-exports *Contact Name, Address, Phone Number, Email, and Contact Method.*
 - *Demographic Information*-exports *Learning Disabled, Physically Challenged, Exceptional, Speech, Economically Challenged, Migrant, ESL, Title 1 Math, Title 1 Reading, American-Indian, Asian, Black, Hispanic, White, and Multi-Racial.*

Export Options

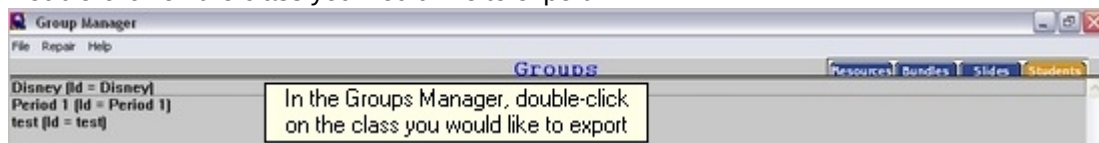
- Comma Delimited-exports as a .CSV file
 - Tab Delimited-exports as a .txt file
 - Quotes around Fields-uses quotation marks to separate fields
7. Select the destination of where the file will be saved and then click *Export* when finished. The file will export and save to where it was directed to (e.g., *My Documents*, *Desktop*).

Exporting from Qwizdom TA (Teaching Assistant) Classes and Importing into Interact

Class lists must be exported from *Qwizdom TA* before you can import the class into *Interact*. If you already have class lists exported, skip to the section where you begin importing the *Qwizdom TA* class into *Interact*. If you do not have any classes created in *TA*, skip this section.

Let's export a class list from *Qwizdom TA*.

1. Open *Qwizdom TA* and click on the **Students** button.
2. Double-click on the class you would like to export.



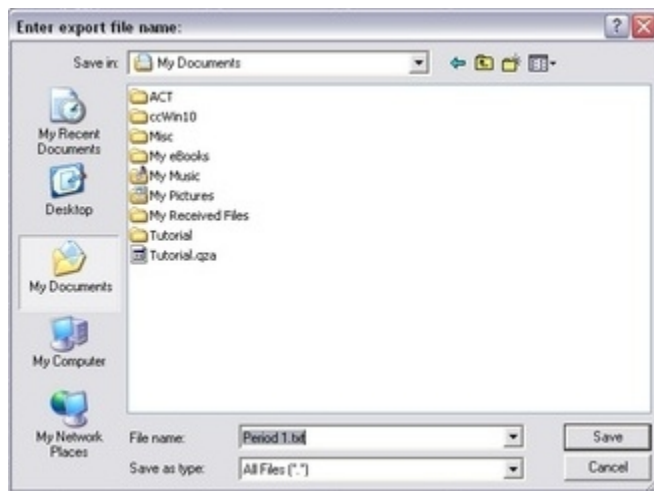
3. Go to the *File* menu and select *Export*.
4. A prompt will appear asking 'Which do you want to export?'
5. Select *Students*. The *Export Students* window will appear.



6. Select the fields that have information such as *Last* and *First Name*, *ID*, *Username*. Do not export fields that are blank.



7. Click on *Export*. An export file window will appear.
8. Find a location to save the class and click on *Save*.



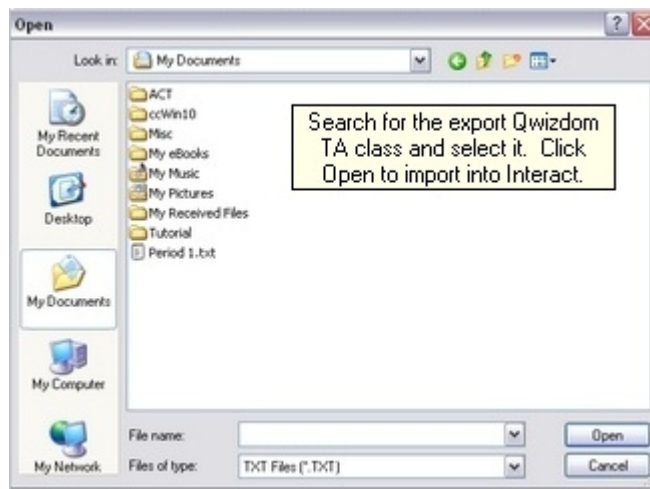
9. It will save in a .txt file format.
10. Click the *Quit* button to exit out of *Qwizdom TA*.

Let's import the *Qwizdom TA* class into *Interact*.

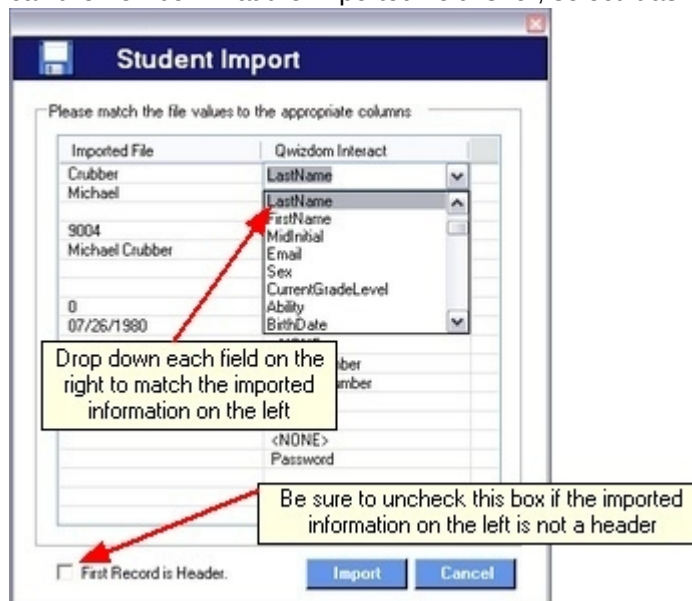
1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* menu and select *New Class*.



3. Type in the name of the class along with any other information you would like to fill out. For more information, see [Creating a Class](#).
4. Click *Done* when class information entry is complete.
5. Go to the *File* menu and select *Import*, then *Students*. The *Open* window will appear.
6. Search for the exported class (it will be in a .txt file format) and select it.



7. Click on *Open*. The *Student Import* window will appear.
8. Select the appropriate columns for each field (e.g., Scott Jenkins; Scott goes into the *First Name* column, Jenkins goes into the *Last Name* column). You only need to select the matching columns for each field for one student to set all other students in the class. If you do not know or can't remember what the imported field is for, select it as 'None' in the *Qwizdom Interact* column.



9. If the student's information appears under the Imported File column, uncheck the *First Record is Header* box. If there are heading names under the Imported File column, check the *First Record is Header* box. The first record in the image above is not a header so the box is unchecked.
10. Click on *Import* when complete. The class will appear in the gradebook.

8.3 Adding, Editing, and Deleting Teachers

Teachers are added with information used to log into Interact. Teachers are also assigned to class periods they are instructing.

Adding and Editing Teachers

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.

- Go to the *Class* menu and select *Edit Teachers*.

- These are the required fields; *First Name*, *Last Name*, *Username*, *Password*, and *Re-type Password*.

note: Before you enter a teacher's name and information, you must click on the **Add New** button to allow the teacher to be added.

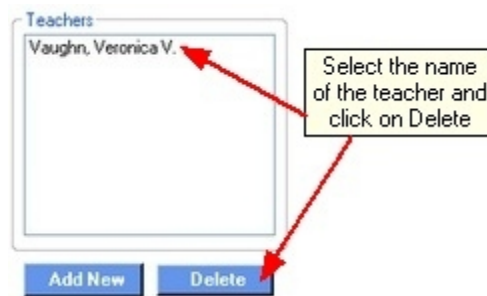
- Click on the **Add New** button and begin typing in the first name, middle initial, and last name.
- Type in a username and password. This is what you will use to log into *Interact* and is a necessary security feature.
- Check the 'Has Administrative Rights' box. This feature allows you to disable and enable the login feature (for security and *Student Mode*).
- Below is an image of a completed add teacher entry.

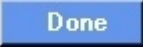
- When the entry is complete, click on **Update** to add the teacher and save changes.

- Click on **Done** when finished.

Deleting Teachers

- Open *Qwizdom Interact*; or go to the *Students* tab.
- Go to the *Class* menu and select *Edit Teachers*.
- Select the name of the teacher under the *Teachers* section and click on *Delete* to remove teacher.
- When you click on *Delete*, if the teacher has assigned classes, a window will appear asking you to either reassign or delete the classes.



5. Click  *Done* when finished and you will be taken back to the Student tab.

8.3.1 Log In

Enable Log In

For security reasons, enable login to prompt users to type in a username and password to access *Qwizdom Interact*.

1. Open *Qwizdom Interact*.
2. Go to *File* and select *Enable Log In*. Be sure to have created your username and password (go to [Adding, Editing, and Deleting Teachers](#) for more information).

Log in must be enabled for *Student Mode* (go to [Student Mode](#) for more information).

Disable Log In

Disabling login allows anyone to have access to *Qwizdom Interact*.

1. Open *Qwizdom Interact*.
2. Go to *File* and select *Disable Log In*.

Log in must be enabled for *Student Mode* (go to [Student Mode](#) for more information).

If you are unable to log in, please call (253) 770-1285 x223.

8.4 Building Groups

It's easy to separate students into different groups for assignments and games with or without remotes. Groups are necessary for certain games (please see [Games](#) for more information).

Let's create groups!

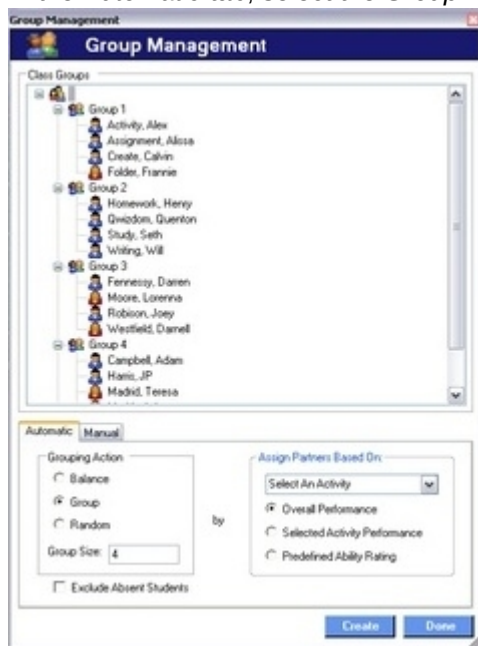
1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Select the class, in the *Class* drop-down menu, you want to create groups for.



3. Click on the  *Groups* button. The *Group Management* window will appear.



4. Groups can be created two ways; *Automatic* and *Manual*. Let's select *Automatic*.
5. In the *Automatic* tab, select the *Grouping Action*.



6. There are three different ways to group students:
 - a) *Balance*-groups students by ability
 - b) *Group*-groups students evenly; one team may be odd depending on the number of students in your class
 - c) *Random*-groups students randomly; groups may be odd/even
- Group Size-specify the number of students in each group
- Exclude Absent Students-check this box to ignore students who are absent (go to [Attendance](#) for more information)
- Select an Activity-use this drop-down menu to select the activity when you are assigning partners based on selected activity performance.
- Assign Partners Based On-you are able to assign partners based on ability and performance
 - Overall Performance-based on overall grade in class
 - Selected Activity Performance-based on overall grade on a particular activity
 - Predefined Ability Rating-based on student's capability of learning

7. Under *Grouping Action*, select *Balance*.
8. Select *Overall Performance* under *Assign Partners Based On*.
9. Click *Create* and then click *Done* when finished.

Let's manually group the students.

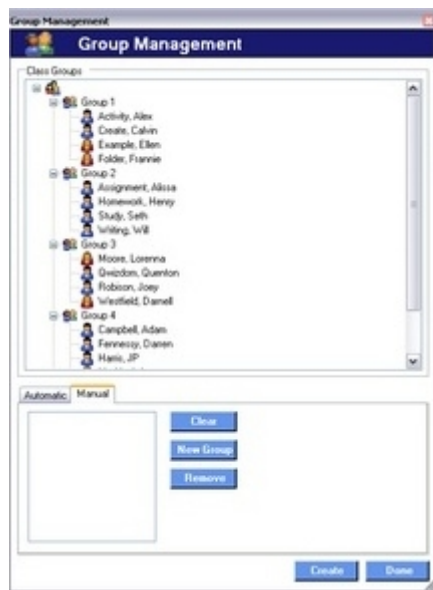
1. Click on the *Groups* button.
2. Select the *Manual* tab.



3. Click on the *Clear* button to clear the previously made groups.
4. Click on *New Group* to make groups (e.g., Group 1, Group 2).
5. Click on a student and then drag and drop the selected student into the desired group.



- Clear-clears out groups created
- New Group-creates groups (e.g., Group 1, Group 2)
- Remove-removes the selected student from that group



6. Click *Done* when you are finished.

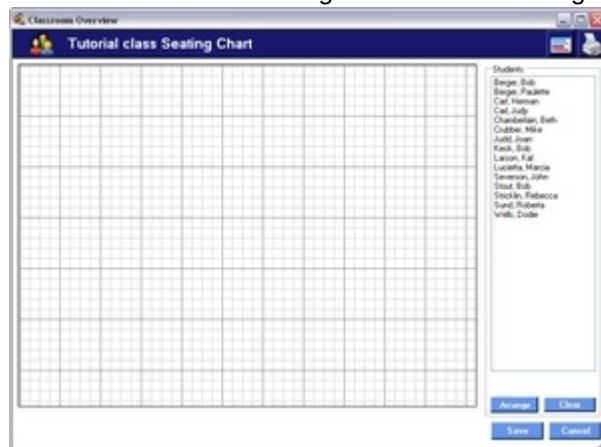
8.5 Seating Chart

The seating chart is used to track where students sit.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Select the class you want to setup the seating chart for.



3. Click on the **Seating** button to bring up the seating chart.



-displays the list of student names with their user ID and remote number

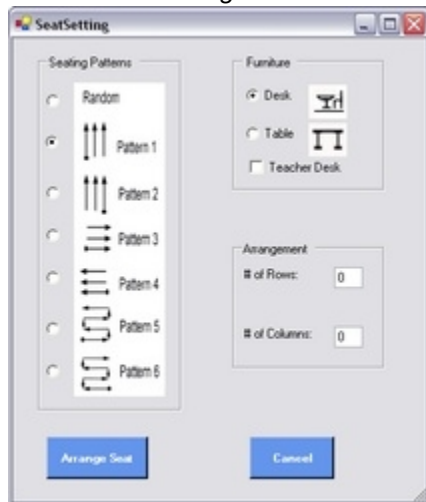


-displays the seating chart

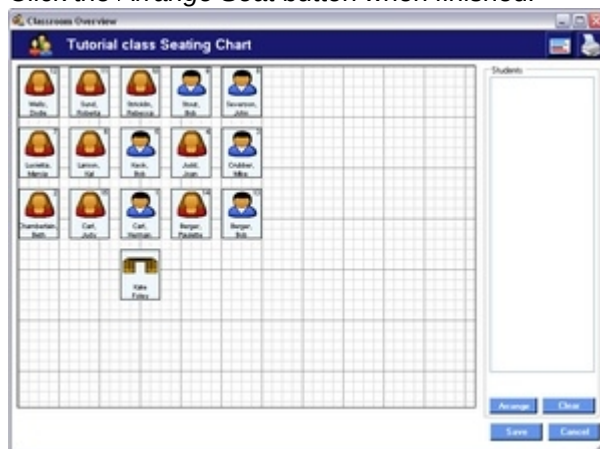


Print -prints the list of student names with their user ID and remote number

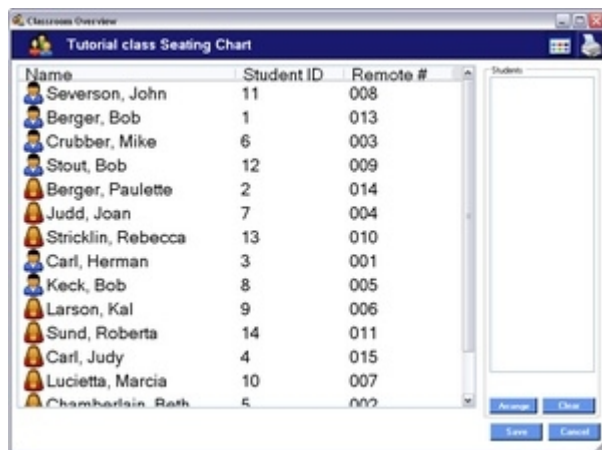
- Clear-clears all students from the grid back into the column on the right-hand side of the window
 - Arrange-organizes students in vertical and horizontal rows
 - Done-click to complete the seating chart and be taken back to the previous screen
 - Cancel-exits out of the seating chart
4. The name of the class will appear at the top and the students will be in a column on the right.
 5. Click on the *Arrange* button. The *Seat Setting* window will appear.



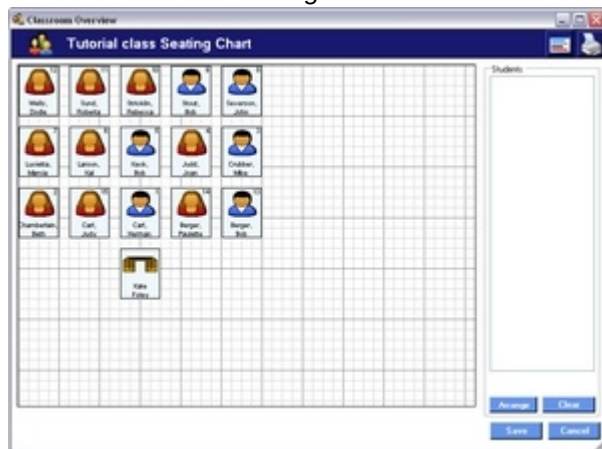
6. In the *Seat Setting* window, select the seating pattern, choose the furniture (you can select to show the teacher desk), and type in the number of rows and columns under *Arrangement*.
7. Click the *Arrange Seat* button when finished.



8. You can manually move students around by clicking on the student and dragging them to the desired location to adjust the seating arrangements.
9. Click on the *Display Student List*  button. The student list for the class will appear.



10. Click on the *Show Seating Chart*  button. The seating chart grid appears.



11. Click on Save when you are finished.

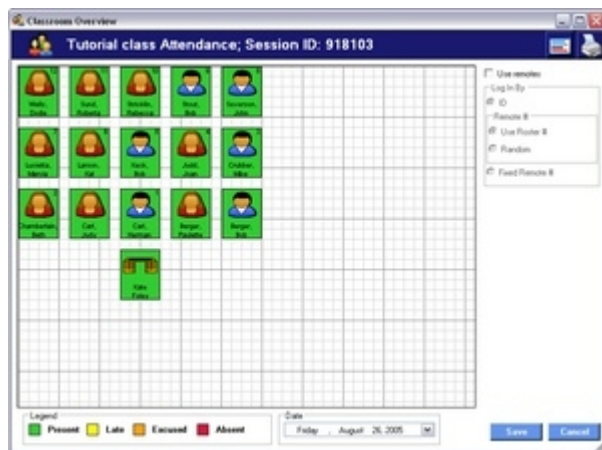
8.6 Attendance

Interact makes tracking attendance easy! The seating chart must be completed before you start taking attendance (go to [Seating Chart](#) for more information).

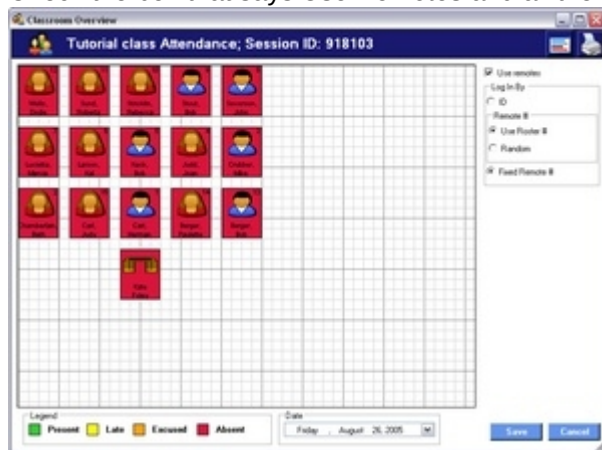
1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Select the class you want to take attendance in.
3. Before you go into the attendance chart, be sure to have your class list and seating chart done.



4. Click on the *Attendance* button to bring up the attendance chart.



5. Check the box that says *Use Remotes* and all the students become absent.



6. Mark the attendance of each student.



7. Leave absent students marked as absent.



-displays the list of student names with their user ID and remote number



-displays the seating chart grid

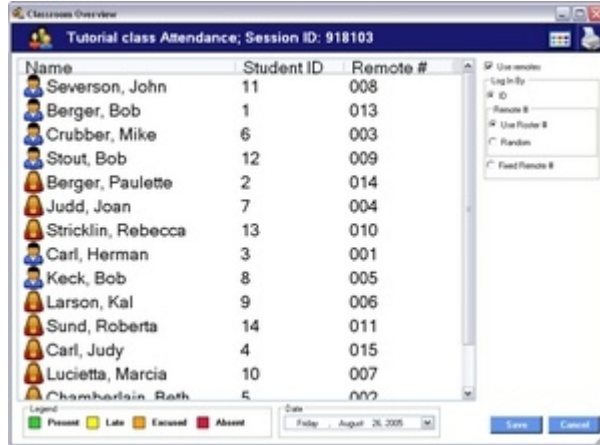
- Save-click to complete attendance and be taken back to the previous screen
- Cancel-exits out of attendance

Students will be marked by clicking once (to get the color indicated on the legend) on a student.

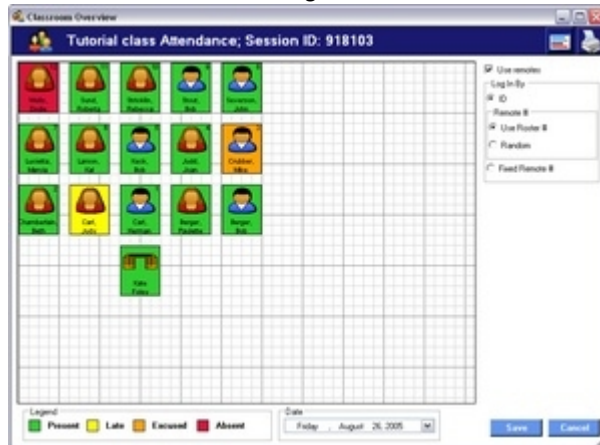
- Present-green
- Late-yellow
- Excused-orange
- Unexcused (or absent)-red



8. Click on the *Display Student List* button. The student list for the class will appear.



9. Click on the *Show Seating Chart* button. The seating chart grid appears.



10. Click on Save when finished.

8.7 Editing and Deleting Class Lists and Students

You are able to delete class lists and students. There are a couple ways of deleting a student.

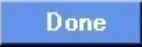
To Edit a Class List

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Go to the *Class* drop-down menu and select 'Tutorial class.'

Class: Tutorial class ▼

3. Go to the *Class* menu and select *Class Properties* to edit the class.
4. When complete, click **Done** Done to save changes and exit out of the window.

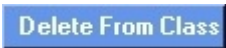
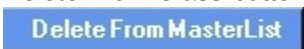
To Edit a Student

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* drop-down menu and select the class of the student you would like to edit. The class you selected will open.
3. Double-click on the student you would like to edit.
4. When complete, click  *Done* to save changes and exit out of the window.

To Delete a Student

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* drop-down menu and select the class of the student you would like to delete.
3. There are two ways in deleting a student from the class:



4. One way to delete a student; select the student and click on the  *Delete* button.
5. A prompt will appear asking 'are you sure you want to delete this student from the current class?'
6. Click *OK* to delete the student or *Cancel*.
7. Second way to delete a student; double-click on the student and click on the  *Delete From Class* button. To completely delete a student out of the program, click on the  *Delete From MasterList* button.
8. A prompt will appear asking 'are you sure you want to delete this student from the current class? (this will also delete student's answers/scores).'
9. Click *OK* to delete the student or *Cancel*.

To Delete a Class List

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* drop-down menu and select the class you would like to delete.
3. Go to the *Class* menu and select *Delete Class*.
4. A prompt will appear asking 'are you certain you wish to delete the current class?'
5. Click *OK* to delete the class or *Cancel*.

9 Remote Setup

Testing your remotes ensures that the student and teacher remotes are sending and receiving signals to and from the host; and the host is operating properly.

Q3 Remote Setup

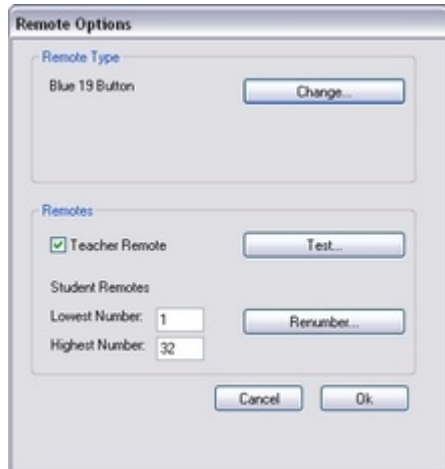
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.



2. Click on the  *Remotes* button. The *Remote Options* window will appear.
3. The *Remote Type* area is where you select the type of remote you have.
4. Click on the *Change* button under *Remote Type*. The *Change Remote Type* window will appear.



5. Select your remote type to the *Q3 Blue with 19 Buttons (2002-Present)*.
6. Click **OK** when done. You will be taken back to the *Remote Options* window.



There are other options in the *Remote Options* window.

- Teacher Remote-make sure this option is checked in order to activate the teacher remote
 - Student Remotes; Lowest Number/Highest Number-the lowest number would be the first remote in the remote set and the highest number would be the last remote in the remote set. (e.g., a 32 remote set; lowest number is 1, highest number is 32)
 - Test-this is where you test that your remotes and receiver are responding correctly.
 - Renumber-reassigns class remotes.
7. The *Teacher Remote* box should be checked (if you are not using a teacher remote, then leave the box unchecked).
 8. The *Lowest* number is the first remote of the set and the *Highest* number is the last remote of the set (e.g., set of 1-24 remotes, lowest-1, highest-24).
 9. Click on **Test**. The host will initialize and the *Test Remote* screen will appear. There will be a gray box of each remote number on the screen. (If it doesn't initialize, be sure the correct remote type you are using was selected. Go to [Initializing the Host](#) for troubleshooting.)



10. Press any key on the remote to test it; the number of the remote will light up in blue on the screen (e.g., press the 2 key on remote #5, remote #5 will light up in blue on screen) and the right/wrong lights on the remote will flash.



11. Select *Close* once you are done to exit the *Test Remote* screen and you will be taken back to the *Remote Options* window. Click *OK* to exit.

Q4 RF and Q5 RF Remote Setup

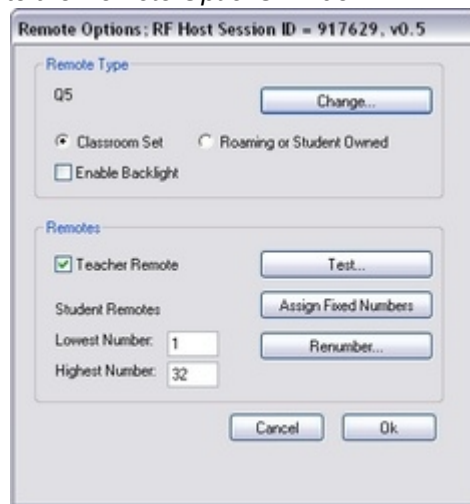
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.



2. Click on the **Remotes** button. The *Remote Options* window will appear.
3. The *Remote Type* area is where you select the type of remote you have.
4. Click on the *Change* button under *Remote Type*. The *Change Remote Type* window will appear.



5. Select your remote type to one of the RF remotes.
6. Click *OK* when done. The host will initialize (if the USB drivers were properly installed and the correct remote type was selected). If the host does not initialize, please see [Initializing the Host](#) for troubleshooting. You will be taken back to the *Remote Options* window.



There are other options in the *Remote Options* window.

- *Classroom Set*-check this option if your set of remotes are only used in a single classroom. This uses a fixed number for every remote and does not require students to enter a session ID during

activities.

- Roaming or Student Owned-check this options if remotes are used in more than one classroom with different hosts. This reassigns a new number to remotes during every activity and requires that students enter a session ID and a student ID.
 - Enable Backlight-turns on the remotes backlight
 - Teacher Remote-make sure this option is checked in order to activate the teacher remote
 - Student Remotes; Lowest Number/Highest Number-the lowest number would be the first remote in the remote set and the highest number would be the last remote in the remote set. (e.g., a 32 remote set; lowest number is 1, highest number is 32)
 - Test-this is where you test that your remotes and host are responding correctly.
 - Assign Fixed Numbers-click this button if you selected *Classroom Set* to assign remotes a fixed number.
 - Renumber-reassigns class remotes. When you click on *Renumber*, a window will appear asking if you would like to reassign remote numbers for *Current Class*, *My Classes*, or *All Classes*. Select the option of your choice to reassign the remotes. The remotes will be reassigned in numeric order from the first student.
7. The *Teacher Remote* box should be checked (if you are not using a teacher remote, then leave the box unchecked).
 8. The *Lowest* number is the first remote of the set and the *Highest* number is the last remote of the set (e.g., set of 1-24 remotes, lowest-1, highest-24).
 9. If the *Classroom Set* option is selected, follow steps 10-15. If you do not have *Classroom Set* selected, skip to step 16.
 10. Be sure to have your remotes turned off.
 11. Click on the *Assign Fixed Numbers* button.
 12. There will be a gray box of each remote number on the screen.

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

13. Turn on each student remote and enter in the session ID (session ID is located in the remote options title bar). Press any key on the remote to test it. The number of the remote will light up in blue on the screen and the remote number will appear on the LCD display on the remote.

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

14. Click on the *Save* button. You will be taken back to the *Remote Options* window.
15. Click *OK* to exit out of the *Remote Options* window.
16. If you have *Roaming or Student Owned* selected, follow the steps 16-21.
17. Click on the *Test* button in the *Remote Options* window.
18. There will be a gray box of each remote number on the screen.



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

19. Turn on each student remote and enter in the session ID (session ID is located in the remote options title bar). Press any key on the remote to test it; the number of the remote will light up in blue on the screen.



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

20. Select *Close* once you are done to exit the *Test Remote* screen and you will be taken back to the *Remote Options* window.
21. Click *OK* to exit.

9.1 Q3 IR Remote Diagram

Q3 IR Student Remote



1. CLR (Clear) key-clears the information from the remote queue
2. Question [?] key-signals help to instructor
3. Delta (triangle) key-allows students to change their answer during an answer key presentation
4. Send key-press to submit answer
5. Right/Wrong indicator-lets students know if their response is correct/incorrect (this feature can be disabled) or received (both lights will flash)
6. True/Yes and False/No keys-use to answer True/False and Yes/No questions

Q3 Instructor Remote



1. CLR [Clear] key-toggles the status bar during presentation and hides the response graph/chart
2. Question [?] key-press this with an answer and then hit the Send key to pose a spontaneous question
3. Delta [triangle] key-displays/hides the response graph/chart
4. Send key-toggles the menu bar, enters spontaneous questions, and exit out of scores or student log in information screen
5. T [Right] and F [Wrong] keys-mark students correct/incorrect
6. << Left double arrow [7] key-goes back to the previous slide set
7. Pick [8] key-randomly calls on a student and displays their name
8. >> Right double arrow [9] key-advances to the next slide set and game setup/options menus
9. < Left single arrow [.] key-goes back to the previous slide within a slide set or to a different response graph
10. Play [0] key-starts, pauses, and continues an autopilot presentation or video/sound clip. To manually play a video on a slide, press Play and then 1 on the instructor remote. If there are two videos on one slide, press Play and 1 for the first video and then Play and 2 for the second video. You can set options for the video to play automatically Go to [Adding Sound and Video](#) for more information.
11. > Right single arrow [/] key-advances to each individual slide within a slide set or to a different response graph
12. Show [-] key-displays students groups, scores, and remote assignments

9.2 Q4 RF Remote Diagram

Q4 RF Student Remote



1. *Send*  key-press to submit answer
2. *Menu* [power] key-press to view menu options (use the scroll   keys to scroll through options and press *Send*  key to select the option). Holding the *Menu* button for two seconds will turn the remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use. *Search*, *Sess. ID*, and *User ID*, and *Exit* are options available in the Menu. When you're in presentation, the menu items are *Help*, *Login User Id*, and *Exit*.
3. *Help*-press *Menu* during presentation to request help.
4. *Clear* [C] key-press to delete response
5. *Scroll*   keys-to scroll through menu options or answer choices
6. *True/Yes* and *False/No* keys--use to answer True/False and Yes/No questions

9.3 Q5 RF Remote Diagram

Q5 RF Student Remote



1. Send  key-press to submit answer
2. Clear [C] key-press to delete response or change an answer in an answer key presentation
3. Thumb pad-press to navigate between letters when keying in answer and press the button in the middle to select a letter or to scroll through menu options
4. Question [?] key-signals help to instructor during presentation
5. Menu key-displays menu options such as entering session ID and search again for host. Use the thumb pad to scroll through the menu options. *Search*, *Sess. ID*, and *User ID*, and *Exit* are options available in the Menu. When you're in presentation, the menu items are *Help*, *Login User Id*, and *Exit*.
6. *Help*-press *Menu* during presentation to request help.
7. True/Yes and False/No keys-use to answer True/False and Yes/No questions
8. Power switch-turns remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use.
9. Light switch-turns backlight on/off

Q5 RF Instructor remote (this is the instructor remote for Q4 and Q5 remotes)



1. Send  key-press to submit command
2. Clear [C] key-press to delete your selection
3. Thumb pad-press right or left to navigate between slide sets and menu options; press up or down to navigate between question and answer slides. Press the button in the middle to select the menu options.
4. Help List [?] key-displays list of students who requested help on the LCD screen
5. Menu key-view menu options such as entering session ID and search again for host
6. True/Right and False/Wrong keys-press to mark student responses correct or incorrect
7. New Q [-] key-press to pose a spontaneous question
8. Pick [.] key-randomly calls on a student and displays their name on screen
9. LCD Graph  [0] key-displays the results of the class as a graph on the LCD screen of the instructor's remote. Use the up and down controls on the thumb pad to scroll through the different graphs.
10. Screen Graph  [/] key-displays the results of the class as a graph on the computer (projector, television screen, etc.) screen for everyone to view. Use the up and down controls on the thumb pad to scroll through the different graphs.
11. Show [7] key-displays student groups, scores, and remote assignments
12. Play [8] key-starts, pauses, or continues an autopilot presentation or video/sound clip. To manually play a video on a slide, press Play and then 1 on the instructor remote. If there are two videos on one slide, press Play and 1 for the first video and then Play and 2 for the second video. You can set options for the video to play automatically Go to [Adding Sound and Video](#) for more information.
13. Fn (Function) key-executes a unique function (this customized option must be special ordered to access)
14. Power switch-turns remote on/off
15. Light switch-turns backlight on/off. The 'Enable Backlight' box in the *Remote Options* window needs to be checked to turn on the backlight feature.

9.4 RF Remote Setup

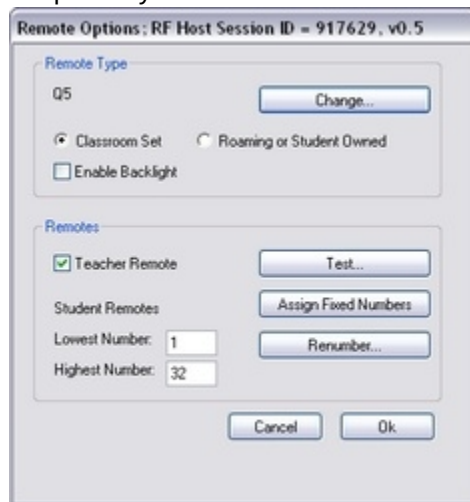
Place the AA batteries in the Q4 RF remotes and charge the Q5 RF remotes.

Session IDs help *Q4 RF* and *Q5 RF* remotes identify where to send information to. The session IDs prevent the remotes sending the information to another host.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. When using *Q4 RF* or *Q5 RF* remotes for the first time, the remotes may ask for a session ID.



3. Click on the **Remotes** button. The *Remote Options* window will appear. Here is one of the places you will find the session ID. Go to [Remote Setup](#) for more information.

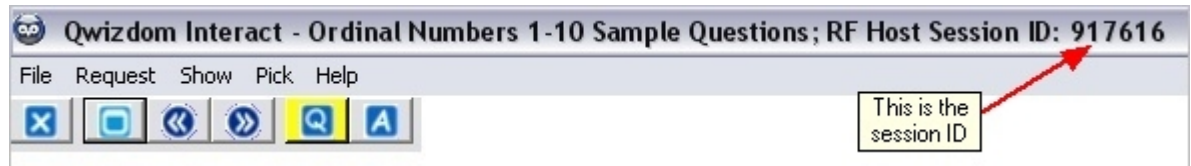


4. The session ID is located in the title bar of the *Remote Options* window.
5. Pick up the RF remote. Enter the session ID and press the *Send* (double arrow) key. Doing this 'assigns' the remote to the host you will be using. All information sent from the remote will go to that host only. Session IDs only need to be entered in once (or when prompted on the remote to do so). If you switch hosts or use an RF remote from another set, you will need to enter a new session ID so the remote(s) will send information to that host only.
6. Enter the session ID for the Q5 RF Instructor remote.
7. The remotes will say '*Inactive*' because you are not in presentation mode.
8. If you accidentally enter in the wrong session ID, wait for the remote to say '*Host not Found*' or '*No Net.*' Push the *Menu* button and select *Enter Session ID* and press the *Send* key (double arrow key). Enter the session ID and press *Send* (double arrow).
9. Click *OK* to exit the *Remote Options* window.



10. Select an activity in the content tree and click on the **Present** button. The *Presentation Setup* window will appear.
11. Check the preferred options and select the class.
12. Click *OK* and the presentation will begin.
13. If the RF remotes are on, they may have gone to 'sleep.' The LCD screen will either be blank or say '*Push Key*' or '*Not Active.*' If the remotes are asleep, press any key on the remote to 'wake it up.'
14. The instructor remote will say '*Last Key*' and displays what key was last pressed.

15. If you are in presentation and need to enter in a session ID, click on the  *Toggle* button in the presentation menu at the top left part of the screen.
16. The session ID will appear in the title bar at the top of the screen.



17. When the question slide appears on screen, the choices will display on the remote. For example, if a multiple choice slide is up, the remote will show the letter choices that are available.
18. The student would select the letter and then press the *Send* key to send their response. When the presentation is over, turn off remotes. The remotes do not automatically shut off. For the Q4 RF remote, hold down the Menu key to turn the remote off. For the Q5 RF remote, use the power switch (located on the top right side of the remote) to turn the remote off.

9.5 Student Remote Login

Student remote login allows any student to use a remote and sign in. It does not have to be their assigned remote. This option is helpful when you:

- do not have assigned remotes
- have absent students
- have random people using remotes (e.g., during lectures, presentations)

To have students sign in, they must have a student ID. Student ID's are setup in the *Student Information* window. (Go to [Creating a Class](#) for more information about student information). Each student should have a unique student ID assigned to their name. Student ID's can only be numeric and 50 numbers long. An ID cannot be used for more than one student (student IDs cannot be duplicated).

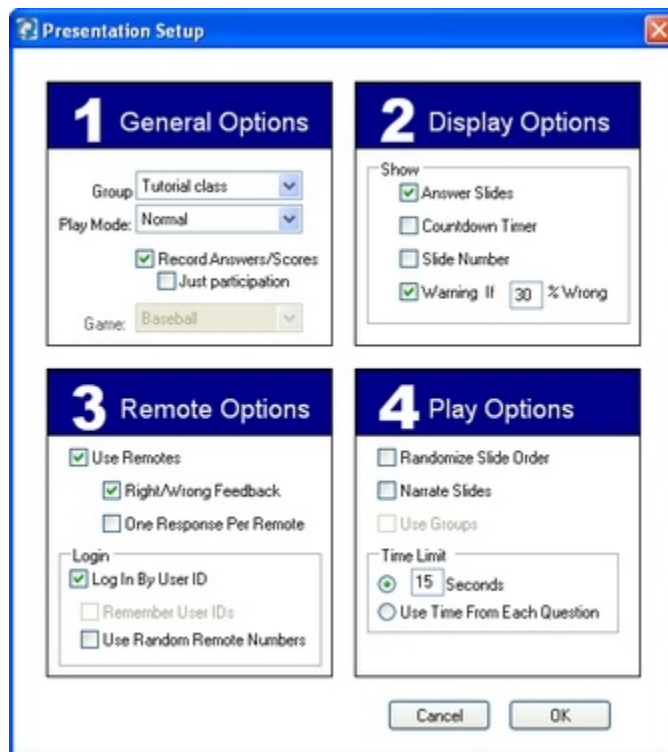


IR Remote Log In

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.



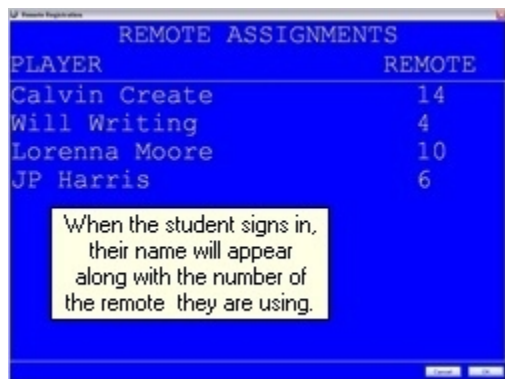
2. Select an activity and click on the  *Present* button. The *Presentation Setup* window will appear.



3. To enable students to login with their ID, check the *Log In By User ID* box under the *Remotes* section.
4. Check the preferred options and select the class.
5. Click *Okay* when you are finished setting up the presentation.
6. The registration screen will appear.



7. Have each student type in their student ID and hit the *Send* key. Their name along with the number of the remote will appear on screen. (e.g., a student will press 0-4-3-1-0-4 on the remote and then hit the *Send* key to log on)



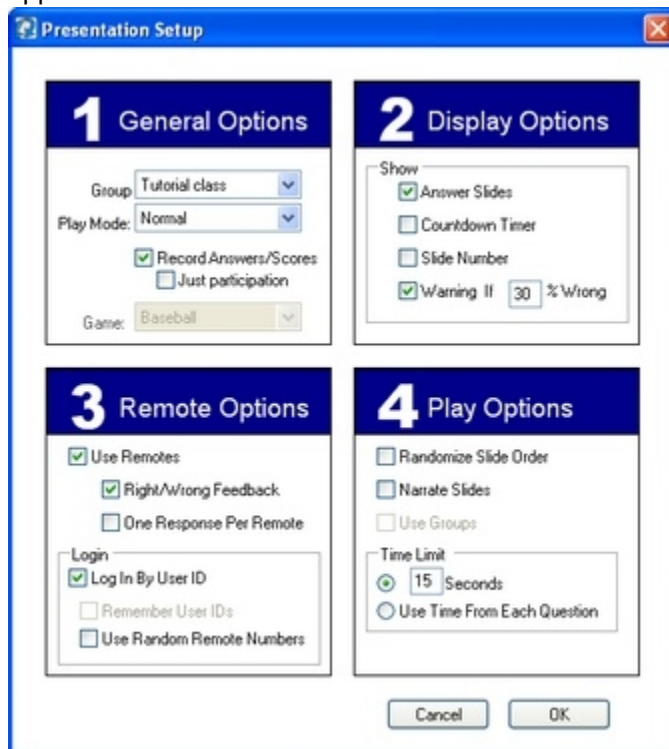
8. If the student keys in the incorrect ID, have them hit the *Clear* button on their remote and then enter in their student ID.

RF Remote Log In

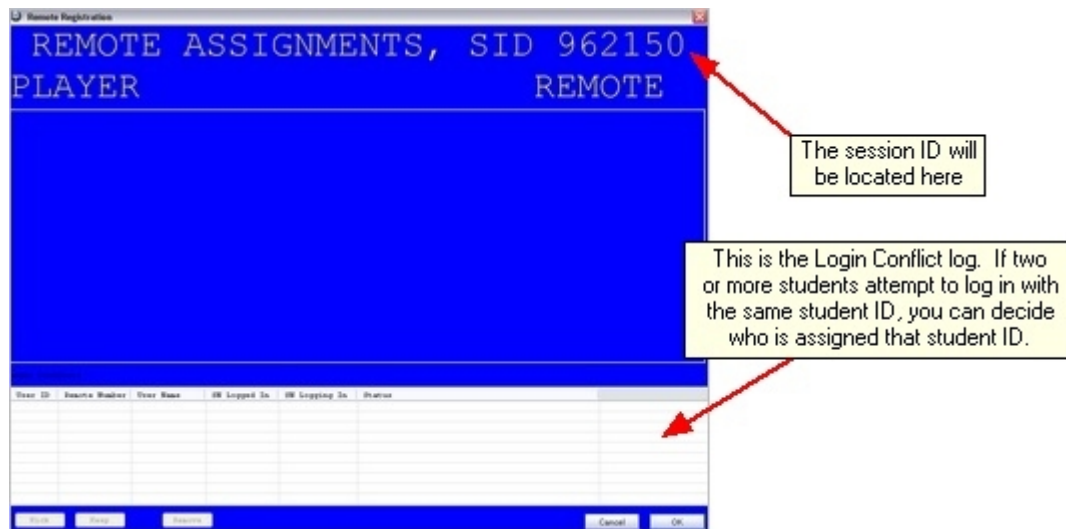
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.



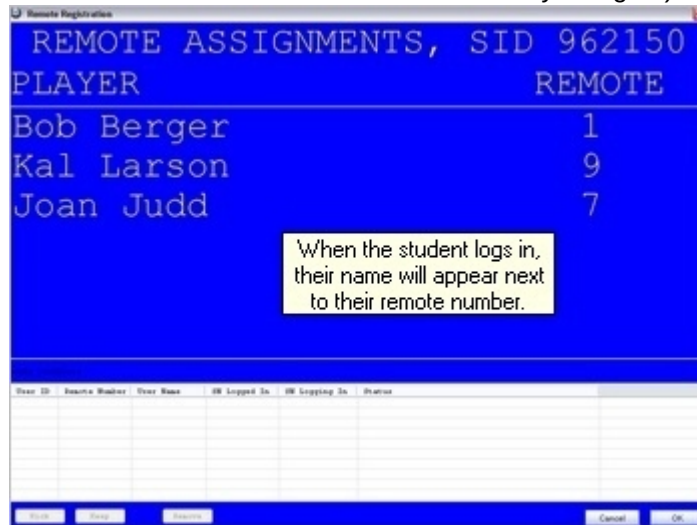
2. Select an activity and click on the *Present* button. The *Presentation Setup* window will appear.



3. To enable students to login with their ID, check the *Log In By User ID* box under the *Remotes* section.
4. Check the preferred options and select the class.
5. Click *Okay* when you are finished setting up the presentation.
6. The registration screen will appear.



7. Have each student type in their student ID and hit the *Send* key. (e.g., a student will press 0-4-3-1-0-4 on the remote and then hit the *Send* key to log on)



8. Their name and the number of their remote will appear on screen.
9. If the student keys in the incorrect ID, or two or more students attempt to enter the same student ID, the name of the student will appear in the *Login Conflict* log.
10. The instructor can choose to *Kick*, *Keep*, or *Remove* the students attempting to log in with a duplicate student ID.
 - *Kick*-denies student access to the presentation
 - *Keep*-allows that student to use the student ID
 - *Remove*-removes the student and has them re-enter the correct student ID

If a student enters in a non-existing student ID for that class, the remote will refuse it and ask for the user ID again.

11. After all students have logged in, click on *OK* to begin the presentation.

9.6 Online Registration

For Administrators:

1. To set up the teacher accounts, go to <http://216.254.63.24/InteractOnline/InteractMainPage.aspx>.
2. Click on the 'Can't find your School? Click here to create a new School' link.

3. The *New School Information* page will open.
4. Fill out the required fields.
5. Click on *Create* when finished.
6. Your username and password will appear in the *Login Information* box.
7. Write down your username and password and click on the *Return to Main Page* link.
8. The *Main Page* will open.
9. Select the state and the school name.
10. Click on the *Continue* button.
11. The *Please Log-In* page opens.
12. Type in your username and password that was given to you on step 6.
13. Click on *Login*.
14. The *Class Management* page opens.
15. Type in the class names and course IDs that the students will be registering to.
16. In the *Memo* box, you may type in special instructions for students (they will see the Memo box during their registration).
17. Click on *Add* to add the new class.
18. Click on the *Teacher Management* link.
19. The *Teacher Management* page will open. This is where you will add the teachers.
20. Type in their information along with their username and password. Username and password are case sensitive.
21. Click on *Add New* button to add the teacher.
22. To edit a teacher information, select the teacher and when you are done making changes, click on the *Update* button.

For instructors:

1. Select the *State*.
2. Select the *School*.
3. The school information will appear in the *School Information* box.
4. Click on *Continue*.
5. Type in the *Username and Password*.
6. Click on *Submit* to sign in.

Please see Web CT to learn about importing registered students and exporting grades to the web.

For college students:

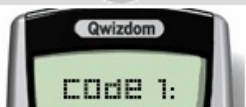
1. Select the *State*.
2. Select the *School*.
3. The school information will appear in the *School Information* box.
4. Click on *Continue*.
5. Fill out the *Student Information*.
6. Select your class under *Available Classes*.
7. Click on *Register*.
8. A prompt will appear asking if you're sure you want to register for this class. Click on *OK*.
9. A prompt will appear saying you have successfully registered to the class.

9.6.1 Registering Q4 Student Remotes

College students-click [here](#) to register your Q4 remote.



Follow the instructions below to activate your Q4 remote. You will be asked to enter a series of codes into this webpage and in return, be given three activation codes to enter into your remote. It is important that you follow the directions very carefully because you are only given one chance per coupon. If you did not receive, or have lost your coupon code, new codes can be purchased [online](#).

Enter your coupon code in the box to the right. See below for the differences between easily mistaken letters and numbers. 1. <table border="1"> <tr> <td>Number</td> <td>0</td> <td>1</td> <td>2</td> <td>5</td> </tr> <tr> <td>Letter</td> <td>O</td> <td>I</td> <td>Z</td> <td>S</td> </tr> </table>	Number	0	1	2	5	Letter	O	I	Z	S	Coupon Code:
Number	0	1	2	5							
Letter	O	I	Z	S							
2. Carefully enter your student ID # from your college or university into the box to the right.	Student ID:										
3. Please turn on your remote by holding down the 'Menu' for 5 seconds.											
4. The words 'Enter User ID' will appear. Carefully enter your student ID # from your college or university into your remote using the keypad. If you make a mistake, you can hit the 'C' button to clear your response.											
5. After your student ID is entered correctly, press the 'Send' button (pictured to the right) on your remote.											
6. The words 'Code 1' will appear on your remote followed by a 6 digit code. You may want to write down this code in case of error.											

7. Enter the code in the box to the right.

Code 1:

8. Press the 'Send' button on your remote.

9. The words 'Code 2' will appear on your remote followed by a 6 digit code.



10. Enter the code in the box to the right.

Code 2:

11. Press the 'Submit' button to the right. Depending on your browser, you may be sent to the top of the page. In this case, scroll down to step 12.

12. If you entered your codes correctly, the words 'Valid Coupon Code' will appear to the right and three key codes will appear below.

13. Press the 'Send' button on your remote.



14. Your remote should say 'Enter Key 1'

15. Enter the key code to the right into your remote.

16. Press the 'Send' button on your remote.

17. Your remote should say 'Enter Key 2'.



18. Enter the key code to the right into your remote.

19. Press the 'Send' button on your remote.



20. Your remote should say 'Enter Key 3'.

21. Enter the key code to the right into your remote.

22. Press the 'Send' button on your remote.

23. If you entered it correctly, the remote will display the expiration date followed by 'Enter Session.' The session number will be given by your professor and does not need to be completed at this time. If your remote says "Bad Key", go back to step 13 and try reentering the three key codes.



24. You have now successfully activated your remote. Turn off your remote by holding down the 'Menu' button for 5 seconds. You may want to print out this page for your records.



10 Presentation

There are many options that can be set in presenting an activity. Follow this tutorial to familiarize yourself with the available options.

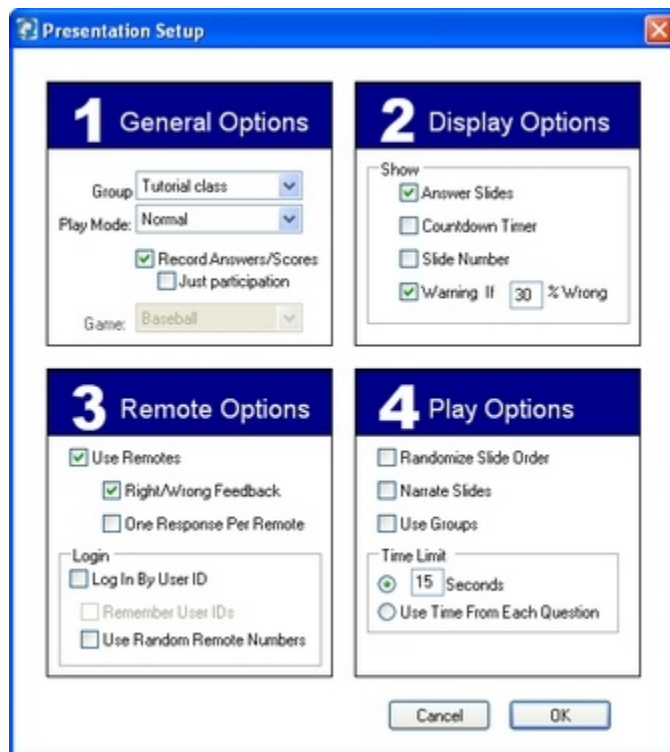
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the 'Practice' activity.



3. Click on the **Present** button. The *Presentation Setup* window will appear.

Presentation Setup windows may vary depending on the version of Qwizdom Interact you may have. Go to www.qwizdom.com to check for updates.

- None-choose this option to run a presentation without using remotes and class.
- Record Answers/Scores-checking this box records the responses/score for an activity.
- Narration-checking this box turns on the narrator for the presentation-see [Narration Setup](#) for more information.
- Group-select the class from the list that will be going into presentation.
- Remotes-allows user to setup remote options for a presentation.
- Show-allows features such as *Questions*, *Answers*, *Information*, and *Set Number* for viewing during presentation
- Timer-allows user to set time limit for question response; also used for *Autopilot*.
- Game Options-select the type of game and have the students play as groups or individuals.
- Use as Spontaneous Survey-presents the activity as a survey.
- Autopilot Loop-the presentation will restart itself continuously.
- Randomize Slide Order-rearranges the slide order for that presentation only.
- Use as Answer Key-presents the activity as an answer key.
- Review Mode-presents the activity as a lesson (cannot use remotes).



- Group-select the class from the list that will be going into presentation.
 - Play Mode-select *Normal*, *AutoPilot*, *Answer Key*, *Review*, *Spontaneous Survey*, or *Game*.
 - Record Answers/Scores-checking this box records the responses/score for an activity.
 - Just Participation-a presentation for sensitive material (survey) and does not record the responses/score but appears in the gradebook to show that the users participated. You are able to view the responses with the response chart.
 - Game-select game type.
 - Display Options-allows features such as *Answer Slides*, *Countdown Timer*, *Slide Number*, and *Warning if % Wrong* for viewing during presentation.
 - Remote Options-allows user to setup remote options for a presentation.
 - Randomize Slide Order-rearranges the slide order for that presentation only.
 - Narrate Slides-checking this box turns on the narrator for the presentation-see [Narration Setup](#) for more information.
 - Use Groups-turns on group mode when checked-be sure groups have been created in the Students section. See [Building Groups](#) for more information.
 - Time Limit-allows user to set time limit for question response.
4. Check the preferred options and select the class.
 5. When the setup is complete, click OK.
 6. After clicking OK, two messages will flash across the screen. The first one will read '*Initializing Host.*' This means the computer is responding and reading the host. It is attempting to establish communications with the host. Once the computer successfully establishes communications with the host, a second message '*host Initialized*' will display. You should now see the first slide of the presentation.

This is the presentation menu bar.



depending on the presentation type.

-Exits presentation and returns to Content tab.

*Not all options will be available,

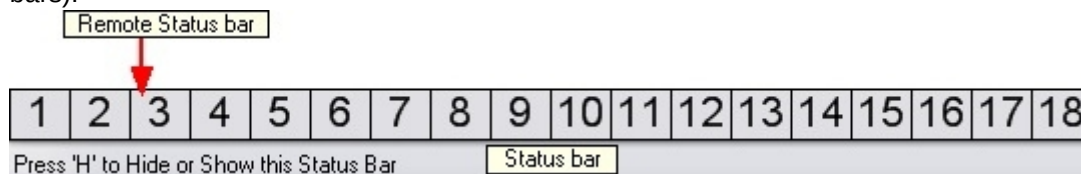
-  -Hides/shows the drop-down menu at the top of the screen.
-  -Returns to the previous slide.
-  -Advances to the next slide.
-  -Marks student right.
-  -Mark student wrong.
-  -Picks a student at random.
-  -Shows current game scores during game mode presentation.
-  -Shows the question slide of the current slide set.
-  -Shows the answer slide of the current slide set.
-  -Shows the information slide of the current slide set.

Presentation Options

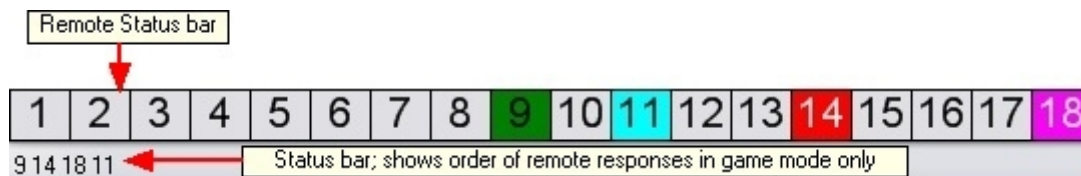
- To navigate through slides in a presentation, click on the  and  buttons; on the teacher remote, use the 7 and 9 (double arrow) keys to navigate through slides in a presentation.
- To navigate through individual slides (e.g., question, then show the answer), click on the , , or  buttons; on the teacher remote, use the . and / (single arrow) keys to navigate through individual slides.
- To toggle full screen and hide/show the top menu bar, click on the  button; on the teacher remote, use the *Send* key to toggle full screen and hide/show the top menu bar.. (*Display Options*, *Autopilot Start*, *Game Options*, and *Remote Options* can be accessed in the *Request* menu.)
- Press the *Control* key with the letter *G* key to display the response graph/chart; on the teacher remote, press the *Delta* (triangle) key to display the response graph/chart.
- To exit the presentation, click on the  button.
- Press the *0* key (*Play*) to toggle the autopilot on/off.

The Status Bar

The status bar displays the remote numbers at the bottom of the screen during presentation (press the *Control* key with the letter *B* key show/hide remote status bar, press the *Control* key with the letter *H* key to show/hide the status bar; on the teacher remote, use the *CLR* key to show/hide both status bars).



The status bar allows you to see which remote has or has not responded in by the boxes changing color. Colored boxes indicate that the person with that remote has responded in; it does not indicate that the student is right or wrong.



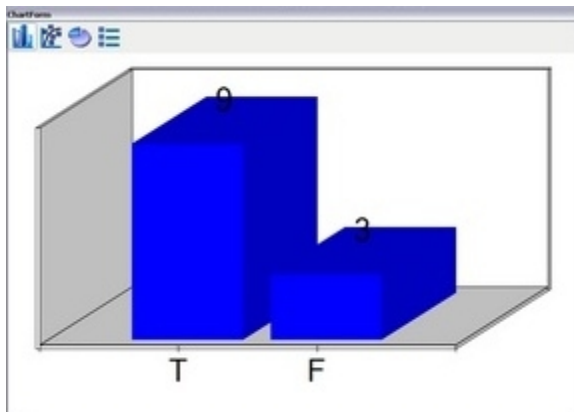
Presentation Options Associated with Remotes

- The **Send** icon displays when the student(s) are required to input their answer and hit the *Send* key on their remote. This is only necessary for multiple mark, numeric, and sequential questions.
- The **?** icon will appear when spontaneous questions are posed.
- If a student needs help during presentation, they can press the ? question mark key on their remote to request for help. This **Cir (1) ? 1 >** icon will display. The 1 represents the number of students that requested help (*only one student needs help*); the arrow will point away from the number to indicate the number of students that requested help. Click on the arrow to display the numbers of the student remotes **Cir (1) ? 16 <** that need help (e.g., *the student with remote 16 requested help*); the arrow will point in to show the remote number(s) that requested help.
- To clear the help request from a student, press the 1 key on the teacher's remote or use the mouse to click on the icon to close it out.

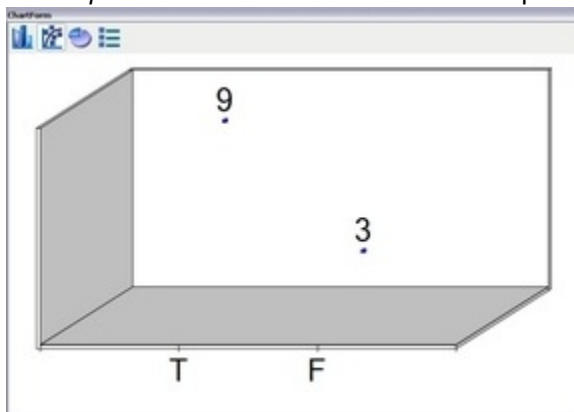
10.1 Response Graphs

Response graphs show the number of student responses with the available choices; or each individual student answer to that particular question.

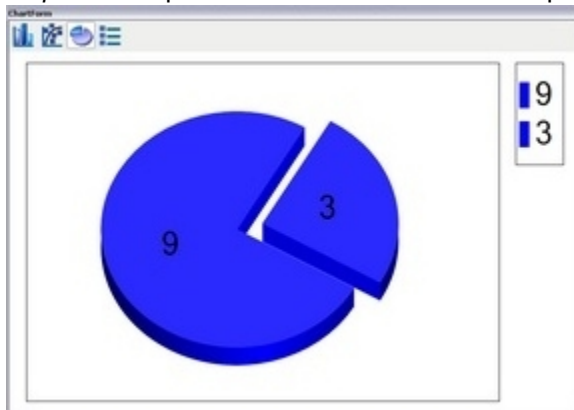
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
 2. Open the 'Curriculum Samples' folder.
 3. Double-click on a folder you would like to choose an activity from.
 4. Select an activity.
 5. Click on the *Present* button. The *Presentation Setup* window will appear.
 6. Check the preferred options and select the class.
 7. Click *Okay* when finished to start the presentation.
 8. Use the student remotes to respond into the first question.
 9. Using the teacher's remote, press the *Delta* (triangle) key to display the response graph; or for use without teacher remote, go to the *Show* menu and select *Question Response Graph*. If you do not see a menu at the top of the presentation, click on the *M* button or press the letter *M* key on the keyboard to bring up the menu.
 10. There are four types of charts; bar, scatter, pie, and individual. To access the different charts, either press the / (right single arrow) key or . (left single arrow) key to select a graph OR use the mouse to click on the icons in the upper left-hand corner of the graph window.
- Bar Graph*-each bar represents the number of students that responded in with the answer choices.



Scatter Graph-shows dot with the number of responses to the answer choices.



Pie Graph-shows pie slices with the number of responses to the answer choices.



Individual Response Chart-the chart shows each individual student's response.

Answer		Answer	
1		10	T
2		11	F
3	T	12	T
4	T	13	
5	T	14	
6	T	15	
7	T	16	F
8	T	17	
9	T	18	F

11 Spontaneous Questions and Surveys

During a presentation, you may want to pose a spontaneous question to students to test their knowledge or gather opinions.

Let's pose a couple of spontaneous questions!

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Select the 'Practice' activity.

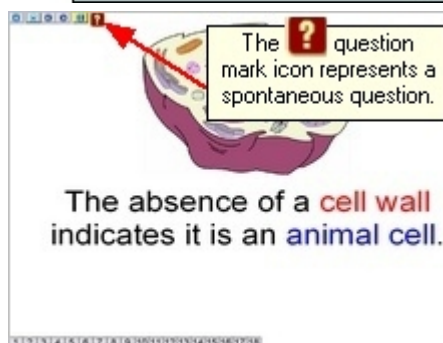


3. Click on the **Present** button.
4. Check the preferred options and select the class.
5. Click **OK** to start the presentation.
6. In the first slide, ask a spontaneous question 'Is there a nucleus present?' and then offer three choices; A-yes, B-no and C-I don't know.
7. Hit the ? (question mark) key on the teacher remote, the number 1 (1 represents A-yes, which is

the correct answer), and hit the **Send** key on the teacher remote. A  question mark icon will appear. This icon tells students a question has been posed.

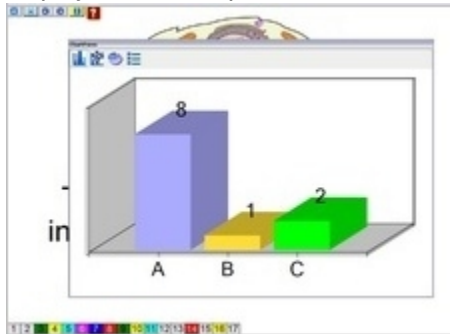
note:

Students may respond in with 2 or 3. If you have the Right/Wrong feedback allowed, they will know if their response is right or wrong



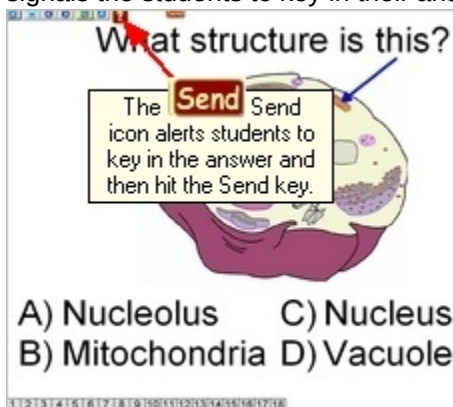
8. After the students have responded in, press the *Delta* (triangle) key on the teacher remote to pull up the graph.
9. The graph shows how many students answered each of the following choices. You may also choose different graph options like the scatter graph, pie graph, or individual response chart to

display student responses.

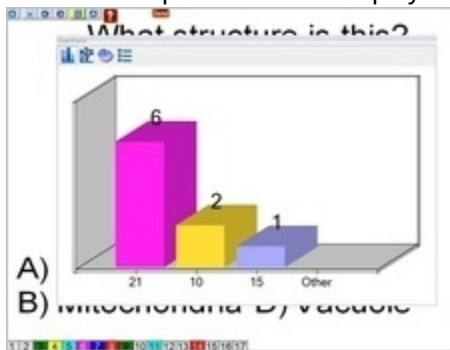


10. Hit the 9 (double-arrow) key on the teacher remote to move to the next slide.
11. In the second slide, ask a spontaneous question: *'If there are 3 mitochondria in each animal cell, what is the total number of mitochondria in 7 animal cells?'*
12. Hit the ? (question mark) key on the teacher remote, key in the number 21 (for the answer), and

hit the **Send** key on the teacher remote. A  question mark icon and  **Send** icon will appear. The question mark icon tells students a question has been posed. The **Send** icon signals the students to key in their answers and hit the **Send** key on their remotes.



13. The students will key in 2 and then 1 for 21 and then hit the **Send** key to send in their numeric response.
14. After the students have responded in, press the *Delta* (triangle) key on the teacher remote to pull up the graph. You may also choose different graph options like the scatter graph, pie graph, or individual response chart to display student responses.



Surveys

Surveys can be done using *Interact*. Surveys are for feedback and you will be able to get instant feedback when participants answer questions in presentation mode. You would load an anonymous

group instead of a class list so that anyone can pick up a remote and participate in a survey. See **Anonymous Class** in the [Creating a Class](#) section for more information.

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. There are a couple of ways to create a survey. You are able to:
 - use an existing activity-surveys can be presented by using pre-made activities, or
 - create an activity-surveys can be presented by slides that are created with questions on them.
3. Let's create an activity for a survey.



4. Click on the **New Activity** button.
5. Type in 'Survey' as the activity name.



6. Click on the **New Set** button. The *Slide Editor* will open.
7. Under the *Properties* tab, drop down the *Type* menu and select *Multiple Choice-4 Choices*.



8. Select the layout that resembles this image.
9. In the top text box, type in 'Which season do you like best?' for the first question.
10. In the choices text box underneath that, type in A) Spring, B) Summer, C) Fall, D) Winter.

Which season do you like best?

A) Spring
B) Summer
C) Fall
D) Winter

11. Go to the *File* menu and select *Close* to exit out of the *Slide Editor* and back to the *Content* tab;



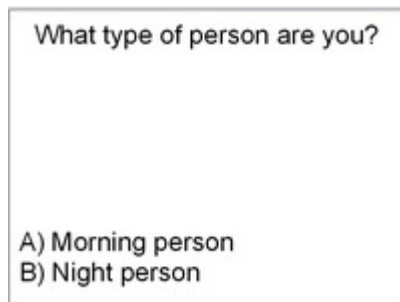
or click on the **New Q** icon in the bottom right-hand menu and skip to step 15.



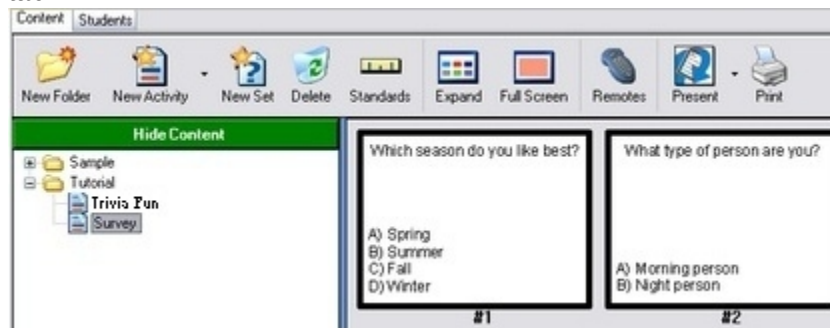
12. Click on the **New Set** button.
13. A prompt will appear asking you 'Is this slide set to be inserted before or after the current screen?' Select after.
14. Once you click after, the *Slide Editor* will open.
15. Under the *Properties* tab, drop down the *Type* menu and select *Multiple Choice-2 Choices*.



16. Select the layout that resembles this image.
17. In the top text box, type in 'What type of person are you?'
18. In the choices text box underneath that, type in A) Morning person, B) Night person.



19. Go to the *File* menu and select *Close* to exit out of the *Slide Editor* and back onto the *Content* tab.



20. Select the 'Survey' activity and click on the **Present** button.
21. Select the anonymous groups class 'Anon class' under the *Groups* section of the *Presentation Setup* window.
22. Click *OK* when finished. The presentation will begin.
23. The first slide will appear and students or participants who have remotes, will respond in.



24. After everyone has responded, click on the *Delta* (triangle) key on the teacher remote to show the results/feedback.



Surveys are a quick way of getting an overall idea of people's opinions or answers.

11.1 Answer Key Surveys

Answer keys can be used for surveys using an anonymous class. As an example of how one can use an answer key survey, let's create a poll to elect a new class president.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.



2. Go to the **New Activity** button to the drop down menu and select *Answer Key*.
3. Type 'Survey Answer Key' as the name. The answer key grid will appear.
4. Select the type of question to be multiple choice.
5. Select the answer as 'Survey.'
6. Click on the **Insert** button.
7. Click on the **Save** button.
8. In order to do an answer key survey, you will need an anonymous class. Go to [Creating a Class](#) to create an anonymous class.



9. Click on the **Present** button.
10. Check the preferred options and select the anonymous class.
11. Click *OK* and the presentation will begin.
12. A prompt will appear asking 'Do you want survey mode?'
13. Click on *Survey*.
14. The answer key grid will appear.

#	Q	#	Q	#	Q
1	1	6	1	11	1
2	1	7	1	12	1
3	1	8	1	13	1
4	1	9	1	14	1
5	1	10	1	15	1

15. Here are the candidates; A) *Herman Carl* and B) *Beth Chamberlain*. You can write these candidates on the board, pass out a paper with these choices, or verbally tell the users what the choices are.
16. Students can send their vote in using the remotes. Say that you only have 30 remotes but there will be 100 students voting. After one student votes, another person can pick up that same remote and vote.
17. The next student would hit the *Send* or - key on the remote and then press an answer.
18. After everyone has voted, exit the presentation.
19. Click on the *Students* tab to view the gradebook of the anonymous class.
20. Select the activity and click on the *Reports* button.
21. Select *Class Answer* or *Quick Class* report.
22. You can tally the votes by viewing the reports.

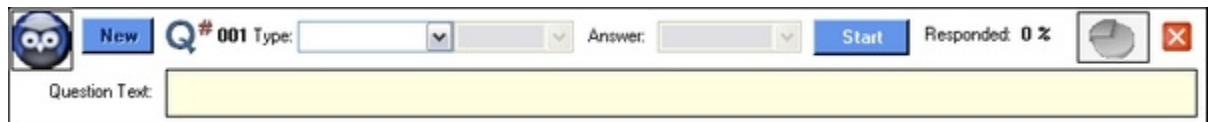
11.2 Spontaneous Survey Bar

The *Spontaneous Survey* bar comes in handy because it is a free floating bar that allows spontaneous questions to be asked using any activity or program.

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Select any activity in the content tree.



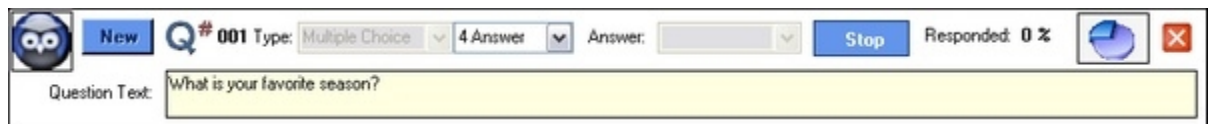
3. Click on the **Present** button. The *Presentation Setup* window will appear.
4. In the *Presentation Setup* window, check the appropriate boxes and select the correct class.
5. Check the *Use As Spontaneous Survey* box.
6. Click *Okay* when finished and the presentation will start.
7. *Interact* will minimize and run in the background. The survey menu will appear at the top of the screen.



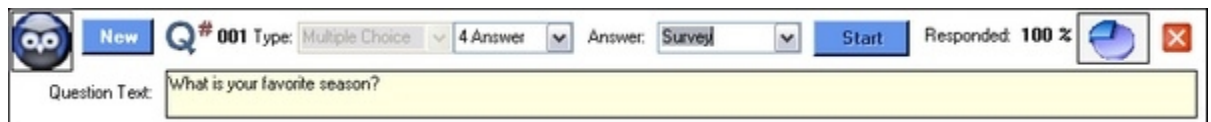
note:

Double-click on the owl to hide or show the presented activity.

8. You can choose to type the question in the text box for everyone to view.
9. Select *Multiple Choice* as the question type and *4 Answer* as the number of answer choices.



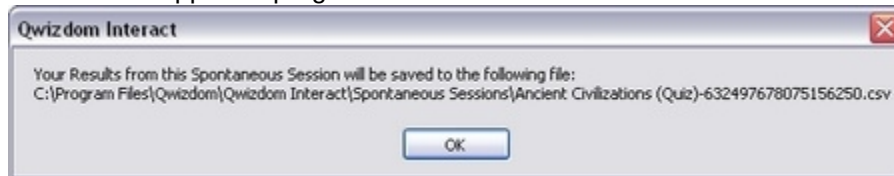
10. Click on the **Start** button for the survey to begin.
11. Ask the question and give the answer choices for the class to choose from.
12. Students will send their responses using the remotes.
13. When all responses have been received, the graph will show 100% have responded.
14. Click on the **Stop** button.



15. Either select the correct answer or leave the answer as *Survey*.
16. Click the pie chart icon to bring up the response graph. For more information on response graphs, see [Response Graphs](#).
17. Click on the **New** button to ask another question. When you are finished with the survey, click on the red X button  to end the presentation.
18. A prompt will appear asking you if you want to save your spontaneous question answers.



19. Click on **Save**.
20. Another prompt will appear telling you where the spontaneous answers are saved at. The spontaneous session files are saved as a .CSV file on the hard drive in the *Spontaneous Sessions* folder in *Qwizdom Interact* (double-click on *My Computer*, double-click on *Program Files* folder, double-click on *Qwizdom* folder, double-click on *Qwizdom Interact* folder, double-click on *Spontaneous Sessions* folder). Open *Microsoft Excel*, *Wordpad*, *Microsoft Works Spreadsheet* or other .CSV supported programs to see the results.



21. Since this is a survey, there will not be grades for the activity, only responses.
22. Select the activity and click on the *Reports* button.
23. Select *Class Answer*, *Student Answer*, or the *Quick Class* report to view the results of the spontaneous activity.

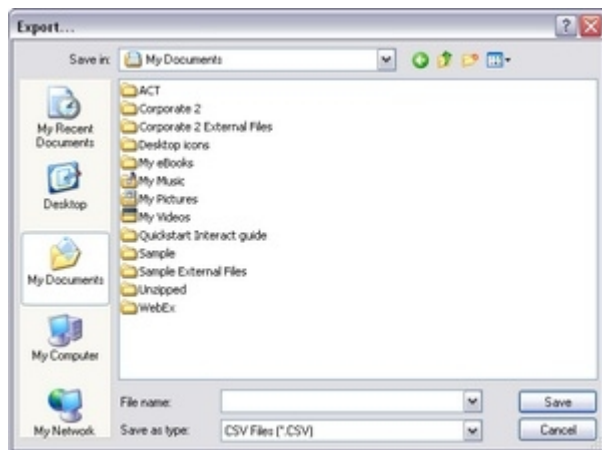
11.3 Exporting Spontaneous Questions and Survey Data

You have the option to export answer data into *Microsoft Excel* or certain grade book programs that support the .CSV file format. The grades will be exported in .CSV file format.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Select the class you would like to export answer data from.
3. Select the activity.
4. Go to *File* and select *Export Answer Data*.
5. The *Activity Answers Export* window will appear.



6. Click on the *Export* button.
7. An *Open* window will appear.



8. Find a location to save the file (e.g., *My Documents*, *Desktop*) and type in the file name.
9. Click on **Save**. The file will be saved in .CSV file format which is supported by *Microsoft Excel* or other .CSV supported programs.

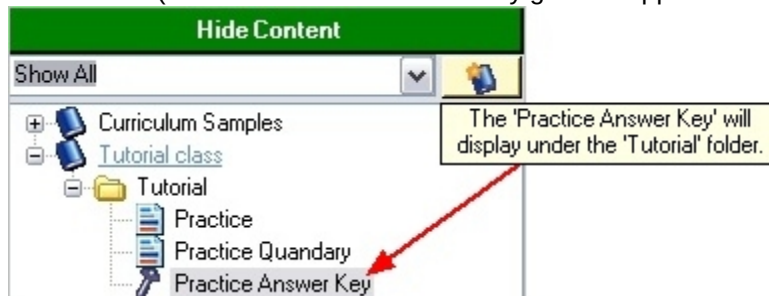
12 Create an Answer Key

Answer keys can be created for any activity (excluding lessons) in *Interact* or available assignments you may have on hand. For instance, you have a review that was created from one of the school books. Create an answer key for that assignment and it will be automatically graded for you! An answer key is used to allow students to work from a paper-based activity/assignment (e.g., test, review, quiz) and use their remotes to answer the questions. Students are allowed to change their answers if the teacher permits.

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.



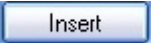
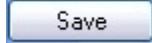
2. Click on the **New Activity** drop-down menu and select **Add Answer Key**.
3. Type in 'Practice Answer Key' as the name of the activity. The activity will show under the content tree (on the left and the answer key grid will appear on the right).



4. Let's create an answer key activity.
There are six columns in the answer key. See below.

Number	Type	Answer	Answer 2 (Alt. Min)	Answer 3 (Alt. Max)	Points
--------	------	--------	---------------------	---------------------	--------

- Number-the number of the question
- Type-the type of question being presented (e.g., *multiple choice*, *short answer*, *numeric*, etc.)

- Answer-correct answer to the question
 - Answer 2 (Alt, Min)-alternate answer or more than one answer to the question (e.g., *answer is 70.9, but it can be rounded to 71 and be correct as well*).
 - Answer 3 (Alt, Max)-alternate answer or more than one answer to the question (e.g., *selecting more than one choice for the answer*)
 - Points-number of points assigned to the question (e.g., *question #1 is worth 25 points*).
- For question 1, select the question type and then type in the answer.
 - Now hit the  *Insert* button below.
 - Finish creating the answer key.
 - Click on the  *Save* button when the answer key is complete.
 - Print and pass out the questions to the students.



- Click on the  *Print* button. The *Qwizdom Printing* window will appear.
- Click on *Print* and pass out the activity. Students will work off the paper and use the remotes to send the answers.



- Select the '*Practice Answer Key*' activity and hit the  *Present* button. The *Presentation Setup* window will appear.
- Select the correct class under *Groups*.
- Click *OK* and the presentation will begin.

tip:

For tests and quizzes, it is best to uncheck the *Right/Wrong* feedback as this option discourages cheating.

A prompt will appear asking '*Do you want the students to be able to change their answers? If you choose Yes, the Right/Wrong feedback will be disabled.*' Select Yes or No.

The presentation will start.

For IR remotes:

- The box next to the student remote number shows you what question each student is on.

 #	 #	 #	 #	 #	 #
1	1	6	1	11	1
2	1	7	1	12	1
3	1	8	1	13	1
4	1	9	1	14	1
5	1	10	1	15	1

- As they move along throughout the answer key, as students finish, a + will appear in the box next to their remote number indicating that they have completed the activity.

#	Q	#	Q	#	Q
1	+	6	+	11	+
2	+	7	+	12	+
3	+	8	+	13	+
4	+	9	+	14	+
5	+	10	+	15	+

A + plus sign indicates the student has completed the activity

For RF remotes:

1. The question number with the answer choices will appear on the remote.
2. Use the left/right triangles (arrows) to go to the next question.
3. The remote will ask if you are finished, select Yes.
4. A + will appear in the box next to the student remote number that the activity has been completed.

#	Q	#	Q
1	-	6	-
2	-	7	-
3	-	8	-
4	-	9	-
5	-	10	-

12.1 Changing Answers in an Answer Key

When the presentation starts, it will ask 'Do you want the students to be able to change their answer? If you choose Yes, Right/Wrong feedback will be disabled.' Disabling the right/wrong feedback will discourage cheating. Being able to change answers will allow students to come back to certain questions they are having difficulty with.

During presentation, a student is working on an answer key activity. The student is on question #7 but would like to change the answer for #2.

IR Remotes

1. Hit the *Delta* (triangle) key on the student remote.
2. Press the number 2 button on the remote.
3. Hit the *Send* key.
4. The question number the student would like to change the answer for will appear next to the

student's remote number. The boxes will highlight in red.

#	Q	#	Q	#	Q
1	4	6	2	11	4
2	5	7	4	12	4
3	5	8	5	13	5
4	7	9	5	14	1
5	3	10	5	15	5

The student's remote number and question will change to red indicating that the student is now able to change the answer for question 2.

5. The student will now be able to change the answer and press the *Send* key.
6. The question where the student left off on will appear next to their remote number.

RF Remotes

1. For the RF remotes, the users press the left and right arrows to go to the question that they would like to change their answer for.
2. When they get to the question number with the answer they want to change, they hit the *Clear* button and re-enter their answer.
3. They would then use the left and right arrows to get back to the question they left off on.

12.2 Taking Multiple Activities with an Answer Key

Students can take different tests using one answer key.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the activities in the *Content Tree* to print and pass out to students. Students will see the test ID is on the activity printout (header).

Name: _____ Class: _____ Date: _____

Temperature Measurement Sample Questions ID# 544620

#1 How many degrees above freezing is 50° F?

a) 10° F
b) 18° F
c) 25° F
d) 32° F

#2 How many degrees above freezing is 50° C?

a) 10° C
b) 18° C
c) 25° C
d) 50° C

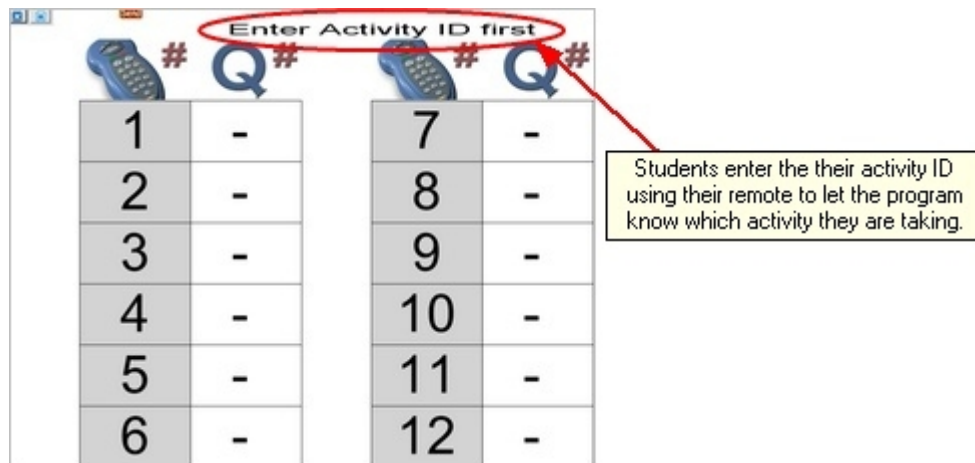
#3 How many degrees below freezing is 10° F?

a) 8° F
b) 22° F
c) 32° F
d) 64° F

Test ID on activity printout



3. Click on the **Present** button drop down menu.
4. Select *Present Multiple Tests (Answer Key Mode)*. The *Presentation Setup* window will appear.
5. Select the class and click *OK* when finished.
6. A prompt will appear asking if you would like to allow students to change their answer.
7. Select *Yes* or *No*.
8. The answer key grid will appear. Students enter their individual activity IDs with their remotes. The activity IDs lets the program know who is taking what activity.



9. A plus sign will appear next the student's remote number once the activity has been completed.
10. When all the students have completed their activities, exit the presentation.
11. Click on the *Students* tab to go to the gradebook to view the student's scores.

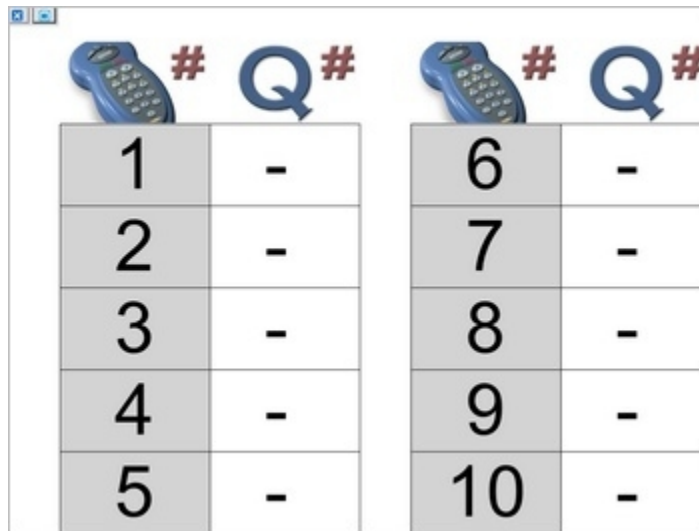
12.3 Resuming Answer Keys

Answer keys can be partially completed and finished later. Follow the instructions below to resume the partially completed answer key.

1. Select the answer key that needs to be completed and click on the *Present* button. The *Presentation Setup* window will appear.
2. Select the class under *Groups* and click *Okay*. The presentation will begin.
3. A prompt will ask you if you would like to *Resume*, *Start Over*, or *Cancel*.

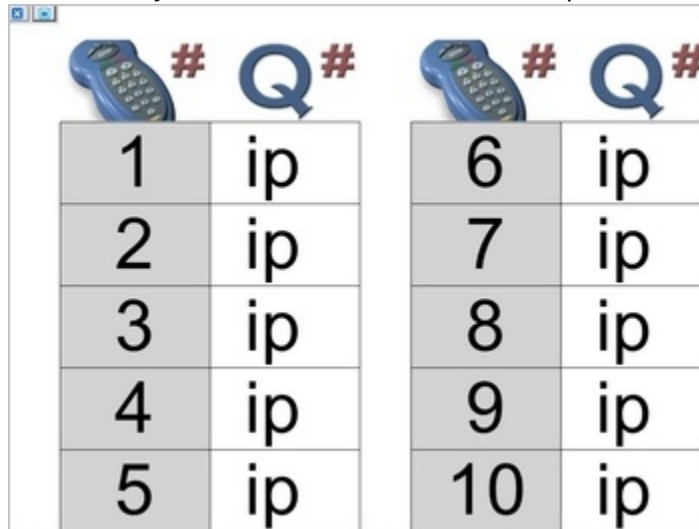


4. Click on *Resume*. The answer key will appear. You will see the student remote numbers and the question boxes next to them.



1	-	6	-
2	-	7	-
3	-	8	-
4	-	9	-
5	-	10	-

5. To pick up from where the students left off, press the *Send* key on any student remote to get started. Only one student remote is needed to press the *Send* key.



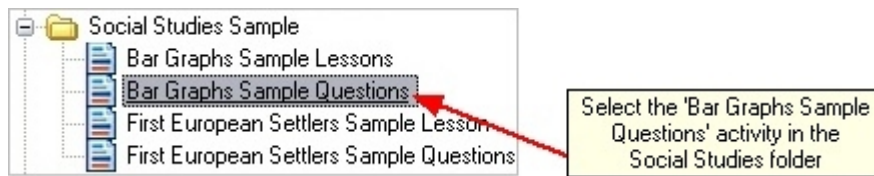
1	ip	6	ip
2	ip	7	ip
3	ip	8	ip
4	ip	9	ip
5	ip	10	ip

6. The question number that the student left off from will appear on the RF remote. For IR remotes, it will not be possible to tell unless they have kept tracked of their progress on paper.
7. The students are able to complete the answer key.

12.4 Using an Existing Activity as an Answer Key

Let's use an existing activity as an answer key! The answers are already provided since it is a pre-existing activity. You can use any pre-existing Q & A activity as an answer key. This means any question and answer activity; lessons are excluded.

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Open the 'Curriculum Sample' category/course.
3. Double-click on the 'Curriculum Sample' folder.
4. Double-click on the 'Social Studies' sub folder.
5. Select the 'Bar Graphs Sample Questions' activity.



6. Click on the  *Print* button. The *Qwizdom Printing* window will appear.
7. Click on *Print* and pass out the activity. Students will work off the paper and use the remotes to send in the answers.



8. Click on the *Present* button.
9. Select the correct class under *Groups* and check the *Use as Answer Key* box.
10. Click *OK* and it will start the presentation.
11. A prompt will appear asking if you would like to allow students to change their answers. Select *Yes* or *No*. If you allow them the option to change their answers, the right/wrong feedback will be turned off; which means, when they respond in, they will not know if the answer sent in is right or wrong.

For IR remotes:

12. You can keep record of students progress throughout the activity because the question number each student is on will appear next to his/her remote number.

 #	Q #	 #	Q #	 #	Q #
1	4	6	4	11	4
2	5	7	4	12	4
3	5	8	5	13	5
4	7	9	5	14	1
5	3	10	5	15	5

You are able to view the students progress

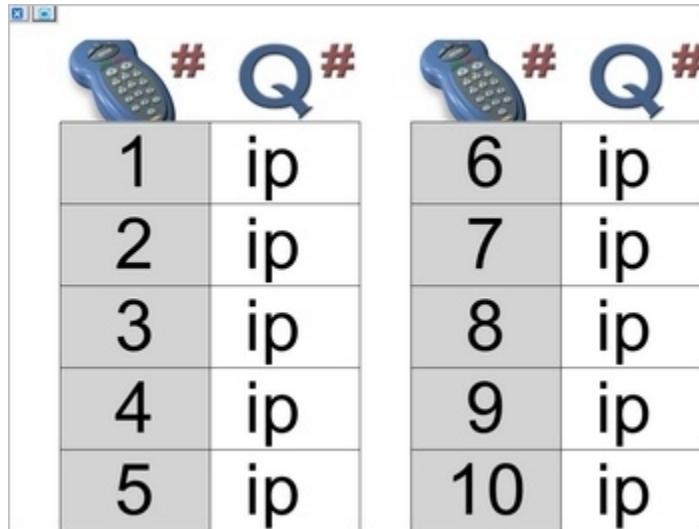
13. When a student has completed the activity, a + plus sign will appear next to the student's remote number.

 #	Q #	 #	Q #	 #	Q #
1	+	6	+	11	+
2	+	7	+	12	+
3	+	8	+	13	+
4	+	9	+	14	+
5	+	10	+	15	+

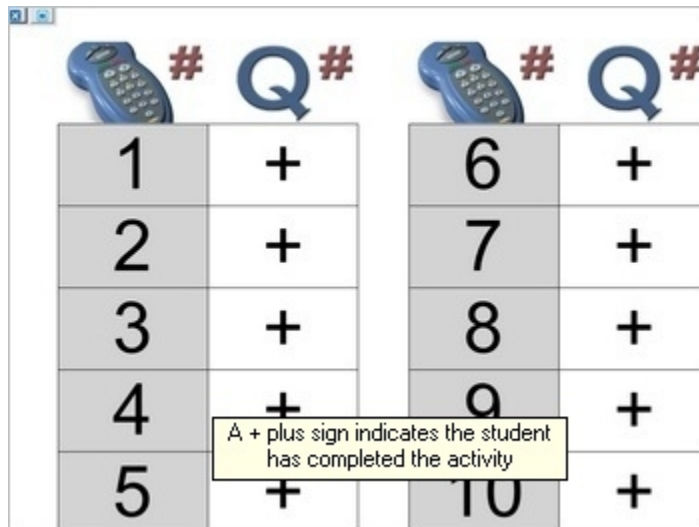
A + plus sign indicates the student has completed the activity

For RF remotes:

1. Instructors will only see that the students are still in progress with the answer key. They will not be able to see what question number they are on.
2. Students can keep track of their own progress by seeing the question number they are on, on the RF remote.



3. When a student has completed the activity, a + plus sign will appear next to the student's remote number.

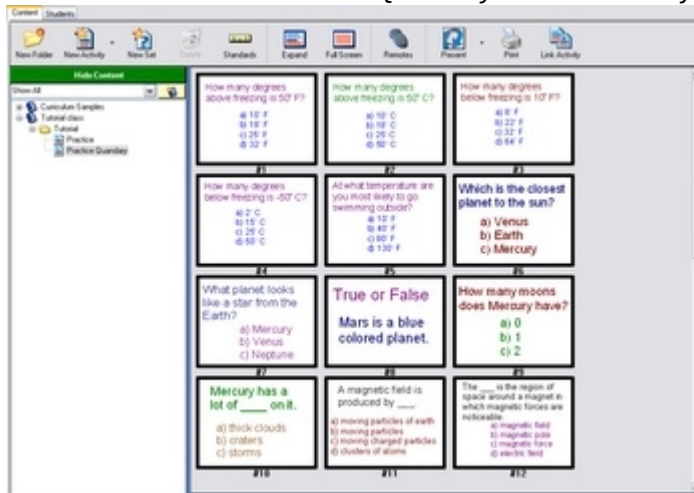


13 Creating a Quandary Activity

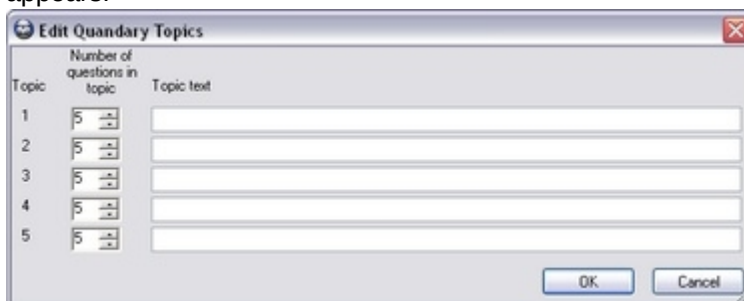
Quandary activities must consist of 25 slides and 5 topics in order to fill the gameboard.

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Open the '*Tutorial class*' category/course.
3. Double-click on the '*Tutorial*' folder.
4. Click on the *New Activity* button.
5. Type in '*Quandary Practice*' as the activity name.
6. Open the '*Curriculum Samples*' category/course.
7. Double-click on the '*Curriculum Samples*' folder.
8. Double-click on the '*Intermediate Math*' folder.

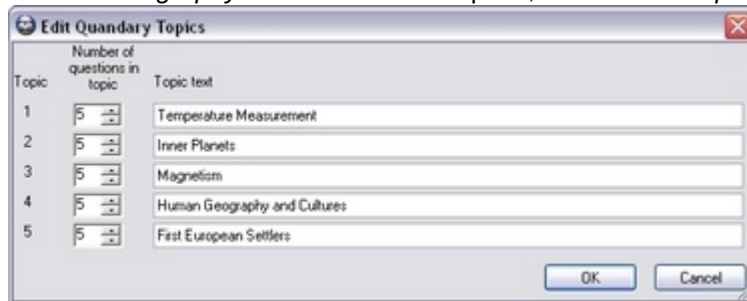
9. Select the '*Temperature Measurement*' activity.
10. Click on slide #1 and hold the *Shift* key down and click on slide #5. Slides 1 through 5 should be highlighted with a yellow box. Click and drag the highlighted slides into the '*Quandary Practice*' activity.
11. Double-click on the '*Intermediate Science*' folder.
12. Select the '*Inner Planets*' activity.
13. Click on slide #1 and hold the *Shift* key down and click on slide #5. Slides 1 through 5 should be highlighted with a yellow box.
14. Click and drag the highlighted slides into the '*Quandary Practice*' activity.
15. Double-click on the '*Physical Science*' folder.
16. Select the '*Magnetism*' activity.
17. Click on slide #1 and hold the *Shift* key down and click on slide #5. Slides 1 through 5 should be highlighted with a yellow box.
18. Click and drag the highlighted slides into the '*Quandary Practice*' activity.
19. Double-click on the '*Geography*' folder.
20. Select the '*Human and Cultures*' activity.
21. Click on slide #1 and hold the *Shift* key down and click on slide #5. Slides 1 through 5 should be highlighted with a yellow box.
22. Click and drag the highlighted slides into the '*Quandary Practice*' activity.
23. Double-click on the '*Social Studies*' folder.
24. Select the '*European Settlers*' activity.
25. Click on slide #1 and hold the *Shift* key down and click on slide #5. Slides 1 through 5 should be highlighted with a yellow box.
26. Click and drag the highlighted slides into the '*Quandary Practice*' activity.
27. There are now 25 slides in the '*Quandary Practice*' activity.



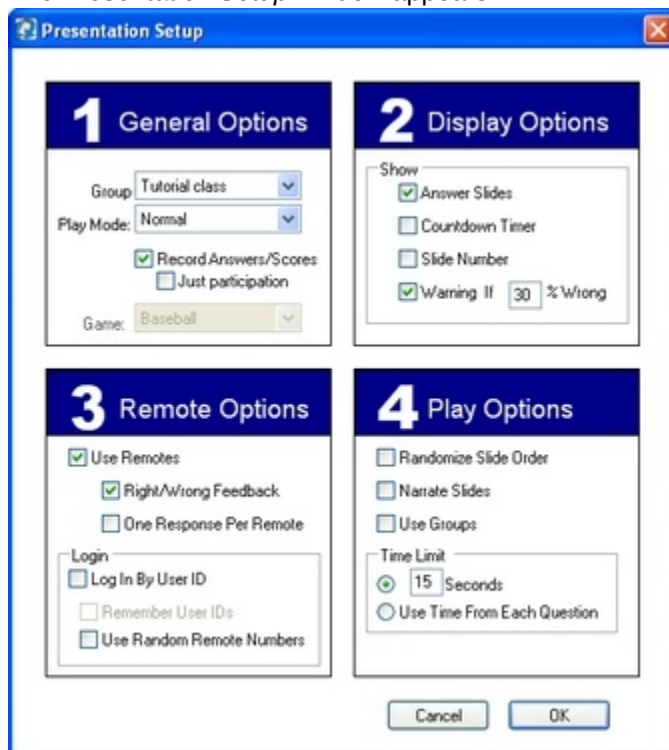
28. Go to the *Edit* menu and select *Edit Quandary Topics*. The *Edit Quandary Topics* window appears.



29. Topic 1 will apply to the first 5 slides, topic 2 will apply to the next 5 slides, and so on.
30. Type in 'Temperature Measurement' for topic 1, 'Inner Planets' for topic 2, 'Magnetism' for topic 3, 'Human Geography and Cultures' for topic 4, and 'First European Settlers' for topic 5.



31. Click on OK.
32. Click on the *Present* button to present the activity.
33. The *Presentation Setup* window appears.



34. In the 1 *General Options* area, select *Game* as the *Play Mode* and *Quandary* as the *Game*.
35. Select the class and check the desired options.
36. When the setup is complete, click OK and the presentation will begin.

14 Grading and Reports

Interact is able to track student answers, scores, and overall grades. In order to have grades, you must record them. This option is available in the presentation setup window.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Open the 'Curriculum Samples' folder.
3. Double-click on a folder you would like to choose an activity from.

4. Select the activity you would like to present.



5. Click on the **Present** button. The *Presentation Setup* window will appear.
6. Select the 'Tutorial class' under *Groups* and check the preferred options.

7. Click **OK** when finished. The presentation will begin.
8. Have the students answer each question. When the presentation is complete, exit the presentation.
9. Click on the *Students* tab.
10. Select the 'Tutorial Class' if it isn't already showing.
11. You will see the students and their grades for the activity.

StudentID	Name	Group	Remote	Fast Trivia
11101	Activity, Alex	1	001	55
11102	Assignment, Alissa	3	002	60
11103	Cambell, Adam	5	003	55
11105	Create, Calvin	4	004	50
11104	Eisman, Ann	2	005	55
11106	Example, Ellen	1	006	60
11107	Fehnessy, Daren	3	007	55
11108	Folder, Frankie	5	008	60
11109	Harish, JP	2	009	60
11110	Homework, Henry	3	010	60
11111	Madrid, Teresa	1	011	60
11112	Madrigold, Jenny	4	012	60
11113	Moore, Lorenna	2	013	55
11114	Quizzdom, Quenton	5	014	55
11115	Robison, Joel	3	015	60
11116	Study, Seth	1	016	55
11117	Westfield, Darnell	4	017	55
11118	Writing, Will	2	018	55

12. You can change the view of the grades to percentage, fractions, or points. The grades in the image above are shown in point view.



13. Click on the **Views** button and drop-down the menu to change grades to the format of your

choice.

- Points-shows the total number of points awarded for each correct answer. Points are assigned in each slide. See [Creating Slides](#) for more information.
- Fractions-shows grades as a fraction of the number of correct responses over the total number of questions. e.g., 8/10-the student got 8 correct out of 10
- Percentages-shows grades in percentage form based on the number of correct responses. e.g., 96%
- Grades-shows the letter grade based on number of correct responses. e.g., A-



- Click on the **Chart** button. The *Class Report* will appear displaying each student's response to every question and the grade for the completed activity.
- Printing or e-mailing the report are options. Please see **Printing and e-mailing Reports** for more information.

14.1 Grade Scales

The grade scale you would like to set for the class can be adjusted.

- Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
- Go to the *Class* menu and select *Edit Grade Scales*. There are four different grade scales that can be set to your grading standards. Select the grade scale or create a new grade scale to edit to your grading standards.

Grade Scale Name	Grade	Percentage
Grade Scale	A+	97
Credit-No Credit	A	93
European Scale	A-	90
GPA Scale	B+	87
	B	83
	B-	80
	C+	77

- To create a new grade scale, click on the *New* button and type in the name of the grade scale in the *GradeScale* column.

Grade Specification

Please Edit/Select your Grade Scale

GradeScale	Grades Scale Settings
Grade Scale Name	Grade Percentage
Grade Scale	Tester 45
Credit/No Credit	TEster 20
European Scale	
GPA Scale	
<Enter Scale Name>	

New Copy Delete ☒ Calculate decimal grade

Mastery Settings for this gradescale
 Partial Mastery Percentage: 60 Full Mastery Percentage: 80

Rounding option for this gradescale
☐ Whole Number (e.g. 72.457% becomes 72%)
☐ Tenths Place (e.g. 72.457% becomes 72.5%)
☒ Hundredths Place (e.g. 72.457% becomes 72.48%)

Cancel Done

Type in the name of the grade scale

4. Create the grades in the *Grades Scales Settings* column.

Grade Specification

Please Edit/Select your Grade Scale

GradeScale	Grades Scale Settings
Grade Scale Name	Grade Percentage
Grade Scale	(null) (null)
Credit/No Credit	
European Scale	
GPA Scale	
My Grade Scale	

New Copy Delete ☐ Calculate decimal grades for Point Scale

Mastery Settings for this gradescale
 Partial Mastery Percentage: 60 Full Mastery Percentage: 80

Rounding option for this gradescale
☒ Whole Number (e.g. 72.457% becomes 72%)
☐ Tenths Place (e.g. 72.457% becomes 72.5%)
☐ Hundredths Place (e.g. 72.457% becomes 72.48%)

Cancel Done

Create grades for your grade scale

Grades Scale Settings	
Grade	Percentage
A+	100
A	99
A-	92
B+	89
B	88
B-	82
C+	79

5. Click *Done* when finished.

14.2 Graded Activities

After presented activities have been graded, you cannot alter the activity. There will be a lock icon in the content tree by the activity indicating that it has been graded, so the activity cannot be altered.

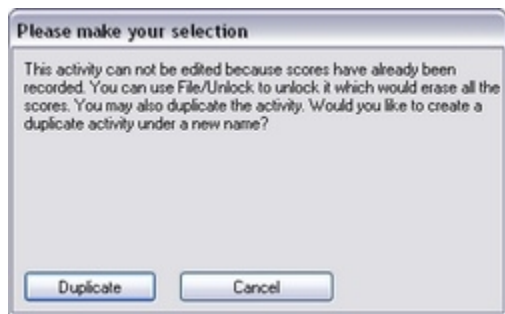
Hide Content

Show All

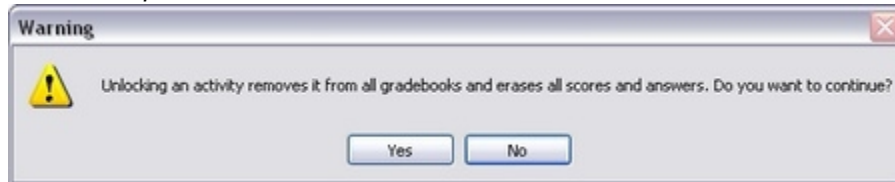
- Curriculum Samples
- Tutorial class
 - Tutorial
 - Practice
 - Practice Quandary

A lock on the activity indicates the activity has been graded. A locked activity cannot be altered or edited.

1. If you try to change the activity in any way, a prompt will appear asking if you would like to create a duplicate of the activity and also suggests to unlock the activity.



2. Click on *Duplicate*.



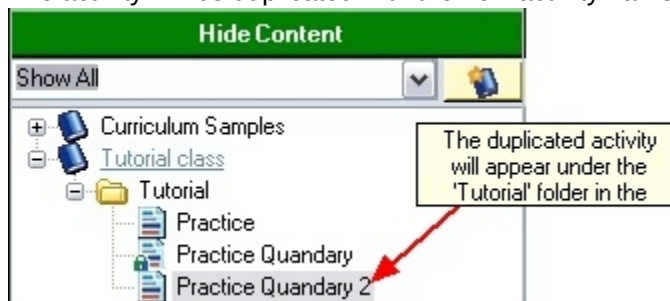
3. Type in the name of the duplicated activity and click *Ok*.



tip:

Each activity name should be different (activity names should not be duplicated).

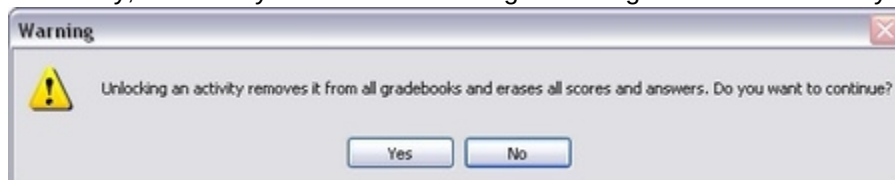
4. The activity will be duplicated with the new activity name in the content tree.



14.2.1 Unlocking Activities

Unlocking an activity deletes the activity and grades from all the classes that have taken the activity.

1. To unlock an activity, open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the activity that you would like to unlock.
3. Go to the *File* menu and select *Unlock*. A prompt will appear letting you know that by unlocking an activity, the activity will be deleted along with the grades for that activity.



4. Click *Yes* to unlock the activity.
5. Click on the *Students* tab and go into a class gradebook. The activity and grades for that activity

have been deleted.

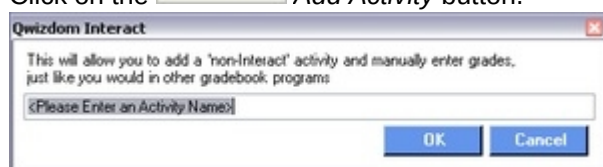
14.3 Adding Paper-based Activities to the Gradebook

You are able to add paper-based activities into the gradebook to have Interact keep record of grades for all classes.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Select the class you would like to add an activity to.



3. Click on the **Add Activity** button.



4. Type in the name of the paper-based activity you would like to enter in.
5. Click **OK**. A prompt will appear asking the maximum points of the activity.
6. A prompt will appear asking you to specify the maximum amount of possible points. Enter in the maximum number of possible points.
7. The added activity will appear in the gradebook (in alphabetical order).

Period 4 GradeBook				
Student ID	Name	Group	Remote	Paper Activity practice
19984	Brown, Michael	1	001	0
19976	Burke, Michael	3	002	0
19981	Henderson, Jaci	2	003	0
19945	Judd, Joan	1	004	0
19959	Samaniego, Abril	3	005	0
19970	Williams, Brian	2	007	0
19980	Williams, Derek	1	006	0

To adjust scores for the added activity, please go to [Activity Score Adjustments](#) for more information.

14.4 Activity Score Adjustments

Scores in the gradebook can be added or adjusted.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Select the class you would like to adjust the scores for.
3. Double-click on a field under the activity column.

Period 4 GradeBook				
Student ID	Name	Group	Remote	Paper Activity practice
19984	Brown, Michael	1	001	0
19976	Burke, Michael	3	002	0
19981	Henderson, Jaci	2	003	0
19945	Judd, Joan	1	004	0
19959	Samaniego, Abril	3	005	0
19970	Williams, Brian	2	007	0
19980	Williams, Derek	1	006	0

Double-click a field underneath the activity header to adjust the score

4. The *Activity Score Adjustments* window will appear.

Adjust Activity Scores

Activity Score Adjustments

Adjust Scoring for Activity: 'Paper Activity practice'

StudentID	StudentName	Score	Adjustment	Total
▶ 19984	Brown, Michael	0	0	0
19976	Burke, Michael	0	0	0
19981	Henderson, Jaci	0	0	0
19945	Judd, Joan	0	0	0
19959	Samariego, Abel	0	0	0
19980	Williams, Derek	0	0	0
19970	Williams, Brian	0	0	0
*				

Done

- Type in a student's score in the *Score* column. The *Adjustments* column adds or subtracts bonus and extra credit points.

Adjust Activity Scores

Activity Score Adjustments

Adjust Scoring for Activity: 'Paper Activity practice'

StudentID	StudentName	Score	Adjustment	Total
▶ 19984	Brown, Michael	93	2	95
19976	Burke, Michael	0	0	0
19981	Henderson, Ja	0	0	0
19945	Judd, Joan	0	0	0
19959	Samariego, A	0	0	0
19980	Williams, Dere	0	0	0
19970	Williams, Brian	0	0	0
*				

Done

- The information in the *Score* and *Adjustments* column will automatically calculate and appear in the *Total* column.

Adjust Activity Scores

Activity Score Adjustments

Adjust Scoring for Activity: 'Paper Activity practice'

StudentID	StudentName	Score	Adjustment	Total
▶ 19984	Brown, Michael	93	2	95
19976	Burke, Michael	100	4	104
19981	Henderson, Ja	85	2	87
19945	Judd, Joan	90	2	92
19959	Samariego, A	91	3	94
19980	Williams, Dere	88	5	93
19970	Williams, Brian	98	1	99
*				

Done

- Click *Done* when finished adjusting scores.
- The scores will appear in the gradebook.

Period 4 GradeBook				
Student ID	Name	Group	Remote	Paper Activity practice
19984	Brown, Michael	1	001	93
19976	Burke, Michael	3	002	100
19981	Henderson, Jaci	2	003	85
19945	Judd, Joan	1	004	90
19959	Samaniego, Abril	3	005	91
19970	Williams, Brian	2	007	98
19980	Williams, Derek	1	006	88

14.5 Reports Overview

Reports detail: grades, student information, and attendance. They can be printed or e-mailed. To set up the e-mail function please go to [Printing and e-mailing Reports](#) for more information.



Class Answer Report-displays a percentage breakdown of the number of responses for each answer choice.

Class Answers Report						
Class Information						
Class:	Tutorial class					
Teacher:	Samuel Adams					
Activity:	Fast Trivia					
Date:	7/7/2004					
Class Avg:	94%					
Class Size:	18					
Question	A / True / Yes	B / False / No	C	D	E	F
1) Answer:18	100%					
2) Answer:16	100%					
3) Answer:17	100%					
4) Answer:13	100%					
5) Answer:49	100%					
6) Answer:29	100%					
7)	11%					
8)		*88%				
		*100%				

Class Score Summary-displays the number of correct responses out of total number of questions along with the percentage.

Class Score Report				
Class Information				
Class:	Tutorial class			
Teacher:	Samuel Adams			
Activity:	Fast Trivia			
Date:	7/6/2004			
Class Avg:	94%			
Student ID	Student Name	Correct / Attempted	Percent Correct	
11101	Activity, Alex	11/12	91%	
11102	Assignment, Alissa	12/12	100%	
11103	Cambell, Adam	11/12	91%	
11104	Eisman, Ann	11/12	91%	
11105	Create, Calvin	10/12	83%	
11106	Example, Ellen	12/12	100%	
11107	Fehnessy, Darren	11/12	91%	
11108	Folder, Frannie	12/12	100%	

Class Gradebook-displays the student ID, group number, remote number, and points awarded for activity.

Class GradeBook Report				
Class Information				
Class:	Tutorial class			
Teacher:	Samuel Adams			
Date:	7/6/2004			
StudentID	Name	Group	Remote	Fast Trivia
11101	Activity, Alex	1	001	55
11102	Assignment, Alesia	3	002	60
11103	Cambell, Adam	5	003	55
11105	Create, Calvin	4	004	50
11104	Eisman, Ann	2	005	55
11106	Example, Ellen	1	006	60
11107	Fehnessy, Darren	3	007	55
11108	Folder, Fianne	5	008	60

Class Standards Report-displays how well each student has met the objectives linked to the activity.

Class List-displays student's last name, first name, remote number, and group number.

Class List			
Class Information			
Class:	Tutorial class		
Teacher:	Samuel Adams		
Date:	7/6/2004		
Last Name	First Name	Remote #	Group #
Activity	Alex	1	1
Assignment	Alesia	2	3
Cambell	Adam	3	5
Create	Calvin	4	4
Eisman	Ann	5	2
Example	Ellen	6	1
Fehnessy	Darren	7	3
Folder	Fianne	8	5

Class List Detailed-displays student's last name, first name, remote number, group number, username, and password.

Class Group List-displays a list of assigned student groups and group remotes.

Class Group List	
Class Information	
Class:	Tutorial class
Teacher:	Samuel Adams
Date:	7/6/2004
Group 1	Remote
• Alex Activity	1
• Ellen Example	6
• Teresa Madrid	11
• Seth Study	16
Group 2	Remote
• Ann Eisman	5
• JP Hatch	9
• Lorena Moore	13
• Will Writing	18

The group remote number is in the bold font and matches the number of the assigned group [e.g., Group1 is assigned remote #1, Group 2 is assigned remote #2].

Class Attendance Report-displays attendance for all school days and days present, absent, and tardy.

Qwizdom Reporting Tool

Welcome | Dates

☒ Use Date Limits

From Date: June, 2004
 Sun Mon Tue Wed Thu Fri Sat
 30 31 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 1 2 3
 4 5 6 7 8 9 10
 Today: 7/7/2004

To Date: July, 2004
 Sun Mon Tue Wed Thu Fri Sat
 27 28 29 30 1 2 3
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 31
 1 2 3 4 5 6 7
 Today: 7/7/2004

Select the dates of the attendance records you would like to view

Back Finish Cancel

Class Attendance									
Class Information									
Class:	Tutorial class								
Teacher:	Samuel Adams								
Date:	7/7/2004								
From:	6/7/2004								
Until:	7/7/2004								
Last Name	First Name	Student ID	Days Absent	Days Tardy	Days Possible	Days Present	Late	Excused	Unexcused
Activity	Alex	11101	0	1	22	22	1	0	0
Assignment	Alexia	11102	3	1	22	19	1	1	2
Cambell	Adrian	11103	1	1	22	21	1	0	1
Create	Calvin	11105	1	0	22	21	0	0	1
Eisman	Ann	11104	0	1	22	22	1	0	0
Example	Ellen	11106	1	1	22	21	1	1	0
Fehnesty	Darren	11107	0	0	22	22	0	0	0
Folder	Flannia	11108	0	1	22	22	1	0	0

Student Answer Report-displays an individual student's responses to each question.

Students Answers Report			
Student Information			
Class:	Tutorial class		
Teacher:	Samuel Adams		
Student:	Alex Activity		
Activity:	Fast Trivia		
Date:	7/7/2004		
Answers			
1)	18	7)	B
2)	16	8)	B
3)	17	9)	C
4)	13	10)	C + D)
5)	49	11)	A
6)	29	12)	D
Averages			
Answered 11/12 for 91 %			
Class Average: 94 %			

Student Score Report-displays correct answers out of the total number of questions for a single student.

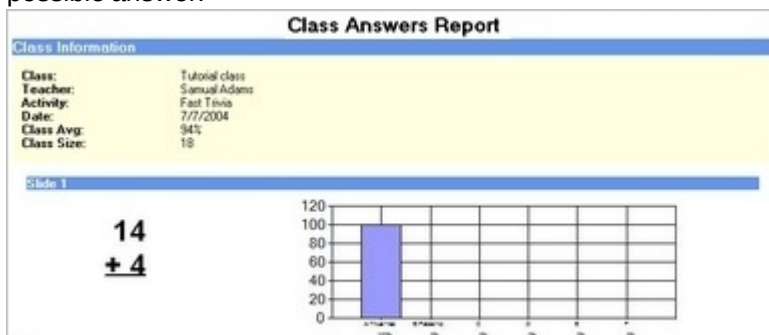
Students Score Report									
Student Information									
Class:	Tutorial class								
Teacher:	Samuel Adams								
Student:	Alex Activity								
Date:	7/7/2004								
Student Avg:	87 %								
Activity Name	Correct / Answered				Perc. Correct				
Trivia - Food and Beverages	4/5				80%				
Fast Trivia	11/12				91%				
Trivia - Famous People	5/5				100%				
Trivia - Animals	4/5				80%				

Student Gradebook-displays a single student's grades on all assignments.

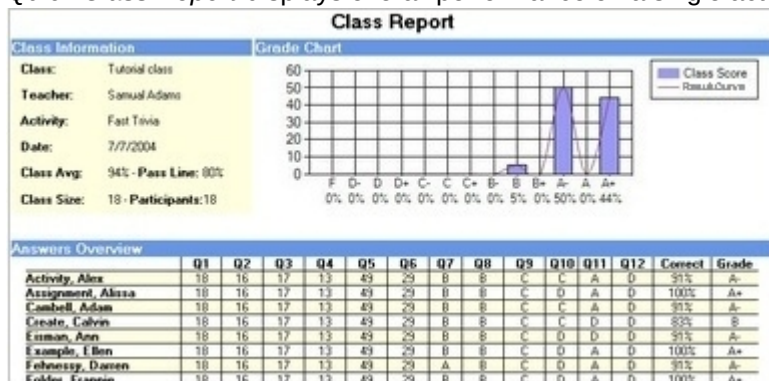
Student GradeBook Report							
Class Information							
Class:	Tutorial class						
Teacher:	Samuel Adams						
Date:	7/7/2004						
StudentID	Name	Group	Remote	Fast Trivia	Trivia - Animals	Trivia - Famous People	Trivia - Food and Beverages
11101	Activity, Alex	1	001	55	20	25	20

Student Standards Report-displays how well a single student has done with the standards that are linked to the assignment

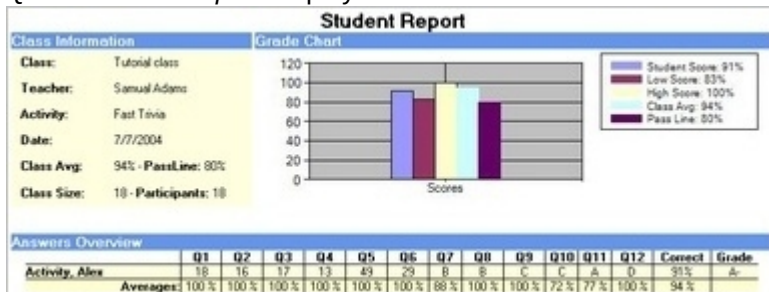
Question Summary Report-displays all questions with chart showing percentage breakdown for each possible answer.



Quick Class Report-displays overall performance on a single activity.



Quick Student Report-displays an individual student's answers and score for a single activity.



14.6 Setting up E-mail

E-mail must be set up to e-mail reports.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the

Students tab.

- Go to the *Options* menu and select *Network Options*. The *Options Network* window will appear.

Network Options

Server Settings

Database Server: C:\Program Files\Qwizdom\Qwizdom Interact\Data

Content Server: C:\Program Files\Qwizdom\Qwizdom Interact\Activities

E-Mail Settings

SMTP Server: email.sample.net

Default E-Mail: Cathy@qwizdom.com

Address Book:

Email	Name
AnnE@schoolfo	Ann Eisman
barbaraw@mail	Barbara Washam
bberger@wind	Bob Berger
michael97@yor	Michael Williams

Default Settings Done

- Database Server-the location of the *Qwizdom* database and where it's being stored/saved. The database server should always read C:\Program Files\Qwizdom\Qwizdom Interact\Data (unless the software is being networked).
 - Content Server-is where your files are saved; you can redirect the location of where files are saved
 - SMTP Server-is the e-mail server to allow e-mails of reports/grades to be sent
 - Default E-Mail-the main person who has main access to the computer
 - Address Book-stores e-mail addresses to send reports
- Type in your e-mail address as the default e-mail.
 - Click inside the *e-mail* field and enter an e-mail address.
 - Click inside the *Name* field and enter a name that goes to that e-mail address.

Address Book:

Email	Name
*	

Type in your email address and name

- Click on *Done*.

14.7 Printing and Emailing Reports

There are many different reports to print or e-mail. Below are a few examples.

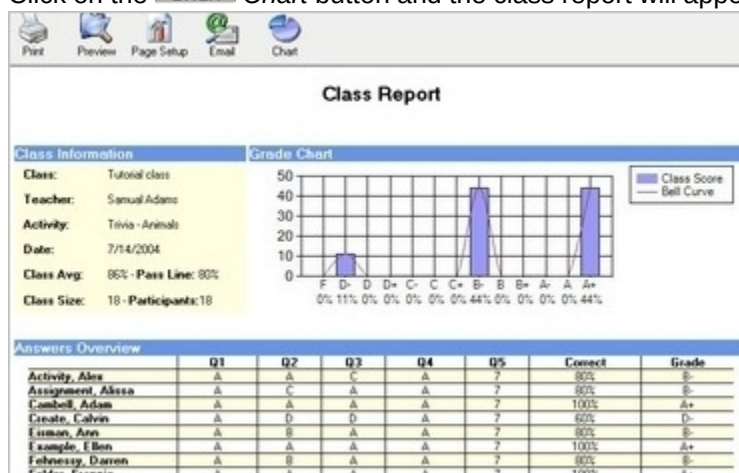
Class Grades for a Single Assignment

There are two ways to print out class grades for a single assignment. Here is the quick way of displaying class grades for a single assignment:

- Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
- Select the class you would like to print grades from.
- Select the activity or student you would like to generate a report for.



4. Click on the **Chart** button and the class report will appear.



5. To print, click on the **Print** button. To e-mail, click on the **Email** button. e-mail must be set up before you can e-mail reports. Please see [Setting up e-mail](#) for more information.

Here is another way:

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Select the class you would like to print grades from.



3. Click on the **Reports** button. The *Qwizdom Reporting Tool* window will appear.
4. Select *None* for *Student* option.
5. Select the activity.
6. Check the *Class Score Report* option and click on *Finish*. The report will appear.

Class Score Report

Class Information

Class: Tutorial class
 Teacher: Samuel Adams
 Activity: Fast Trivia
 Date: 7/6/2004
 Class Avg: 94%

Student ID	Student Name	Correct / Attempted	Percent Correct
11101	Activity, Alex	11/12	91%
11102	Assignment, Alissa	12/12	100%
11103	Cambell, Adam	11/12	91%
11104	Eisman, Ann	11/12	91%
11105	Create, Calvin	10/12	83%
11106	Example, Ellen	12/12	100%
11107	Fehnessy, Darren	11/12	91%
11108	Folder, Frannie	12/12	100%



7. To print, click on the **Print** button. To e-mail, click on the **Email** button.

Single Student's Grades for All Assignments

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Select the class you would like to print grades from.
3. Select the student you would like to generate a report for.



4. Click on the **Reports** button. The *Qwizdom Reporting Tool* window will appear.
5. Select the student and select *None* as the activity.
6. Check the *Student Gradebook* option and click on *Finish*. The report will appear.

Student GradeBook Report							
Class Information							
Class:	Tutorial class						
Teacher:	Samuel Adams						
Date:	7/7/2004						
StudentID	Name	Group	Remote	Fast Trivia	Trivia - Animals	Trivia - Famous People	Trivia - Food and Beverages
11101	Activity, Alex	1	001	55	20	25	20



7. To print, click on the **Print** button. To e-mail, click on the **Email** button.



Class Grades for All Assignments

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Select the class you would like to print grades from.



3. Click on the **Reports** button. The *Qwizdom Reporting Tool* window will appear.
4. Select *None* for *Student* and *Activity* options.
5. Check the *Class Gradebook* option and click on *Finish*. The report will appear.

Class GradeBook Report							
Class Information							
Class:	Tutorial class						
Teacher:	Samuel Adams						
Date:	7/16/2004						
StudentID	Name	Group	Remote	Fast Trivia	Trivia - Animals	Trivia - Famous People	Trivia - Food and Beverages
11101	Activity, Alex	1	001	55	20	25	20
11102	Assignment, Alissa	3	002	60	20	20	20
11103	Camel, Adam	5	003	55	25	25	15
11104	Cassidy, Leah	4	004	50	15	25	15
11104	Example, Ann	2	005	55	20	25	25
11106	Example, Ellen	1	006	60	25	25	25
11107	Fehreissy, Daren	3	007	55	20	25	20
11108	Fisher, Hanne	5	008	60	25	25	20



6. To print, click on the **Print** button. To e-mail, click on the **Email** button.



Attendance Chart

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Select the class you would like to print the attendance report from.



3. Click on the **Reports** button. The *Qwizdom Reporting Tool* window will appear.
4. Select *None* for *Student* and *Activity* options.
5. Select the *Class Attendance* option and click on *Next*.

Qwizdom Reporting Wizard

Welcome | Dates

☒ Use Date Limits

From Date: January, 2005
 To Date: January, 2005

Back Finish Cancel

6. Select the dates of the attendance report and click on *Finish*. The report will appear.

Class Attendance										
Class Information										
Class: TA Class										
Teacher: Cathy Michels										
Date: 1/21/2005										
From: 1/1/2005										
Until: 1/31/2005										
Last Name	First Name	Student ID	Days Absent	Days Tardy	Days Possible	Days Present	Late	Excused	Unexcused	
Crubber	Michael	9004	1	0	10	9	0	0	1	
Espananza	Abriel	9009	0	0	10	10	0	0	0	
Freund	Gary	9013	0	1	10	10	1	0	0	
Greggs	Jonathan	9006	2	0	10	8	0	0	2	
Henderson	Mari	9005	0	2	10	10	2	0	0	
Lee	Hana	9011	1	1	10	9	1	0	1	
Mariani	Isabella	9010	0	2	10	10	2	0	0	
Robison	Emily	9001	0	0	10	10	0	0	0	
Tyson	Joe	9003	1	0	10	9	0	1	0	
Winston	Michael	9015	1	1	10	9	1	1	0	



7. To print, click on the **Print** button. To e-mail, click on the **Email** button.



Class List Details

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Select the class you would like to print class details from.



3. Click on the **Reports** button. The *Qwizdom Reporting Tool* window will appear.
4. Select *None* for *Student* and *Activity* options.
5. Check the *Class List Detailed* option and click on *Finish*. The report will appear.

Class List						
Class Information						
Class:	TA Class					
Teacher:	Cathy Michels					
Date:	1/21/2005					
Last Name	First Name	Remote #	Group #	Student ID	Username	Password
Crubber	Michael	1	1	9004	MichaelCrubber	crubber
Espasante	Abriel	2	3	9009	AbrielEspasante	abrielee
Freund	Gary	3	2	9013	GaryFreund	freund
Greggs	Jonathan	4	1	9006	JonathanGreggs	greggs
Henderson	Mari	5	3	9005	MariHenderson	henderson
Lee	Hana	6	1	9011	HanaLee	hanalee
Mariani	Isabella	7	2	9010	IsabellaMariani	isabella
Robison	Emily	8	3	9001	EmilyRobison	robison
Tyson	Joe	9	1	9003	JoeTyson	tysonj
Winston	Michael	10	2	9015	MichaelWinston	winston



6. To print, click on the  **Print** button. To e-mail, click on the  **Email** button.



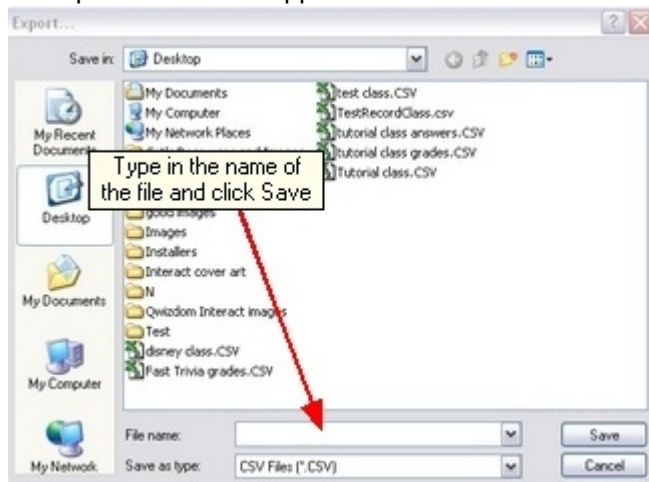
14.8 Exporting Grades

You have the option to export grades into *Microsoft Excel* or certain grade book programs that support the .CSV file format. The grades will be exported in .CSV file format.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Go to the *File* menu and select *Export*, then *Grades*.
3. The *Grade Export* window will appear asking you what else you would like to export. It is best to leave all options under this section unchecked.



4. An export window will appear.



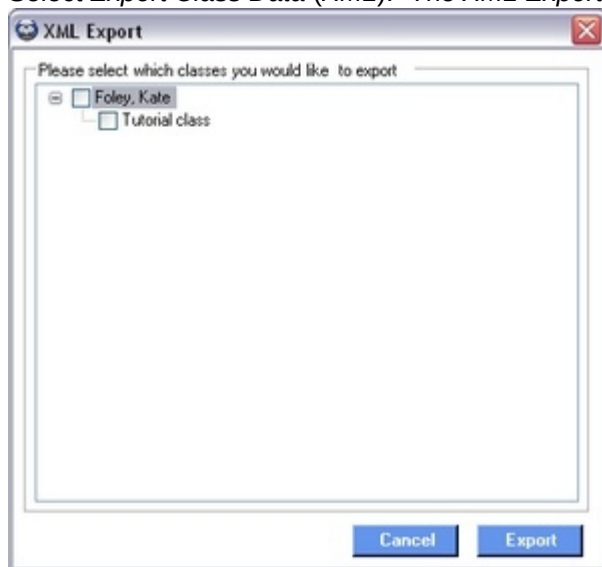
- Find a location to save the file (e.g., *My Documents*, *Desktop*) and type in the file name.
- Click on **Save**. The file will be saved in .CSV file format which is supported by *Microsoft Excel* or grade book programs (that support .CSV files).

	A	B	C	D	E	F	G	H
1	StudentID	Name	Group	Remote	Fast Trivia	Trivia - Animals	Trivia - Famous People	Trivia - Food and Beverages
2	11101	Activity, Alex	1	1	55	20	25	20
3	11102	Assignment, Aissa	3	2	60	20	20	20
4	11103	Cambell, Adam	5	3	55	25	25	16
5	11105	Create, Calvin	4	4	50	15	25	
6	11104	Eisman, Ann	2	5	55	20	25	
7	11106	Example, Ellen	1	6	60	25	25	
8	11107	Fehnessy, Darren	3	7	55	20	25	
9	11108	Folder, Frannie	5	8	60	25	25	
10	11109	Harish, JP	2	9	60	20	25	
11	11110	Homework, Henry	3	10	60	25	25	
12	11111	Madrid, Teresa	1	11	60	20	25	
13	11112	Madrigold, Jenny	4	12	60	25	25	
14	11113	Moore, Lorenna	2	13	55	25	20	
15	11114	Qwizdom, Quenton	5	14	55	15	25	
16	11115	Robison, Joel	3	15	60	25	25	
17	11116	Study, Seth	1	16	55	20	25	
18	11117	Westfield, Darnell	4	17	55	25	25	
19	11118	Writing, Will	2	18	55	20	20	10

Grades can be exported in different formats (i.e. percent-96%, fraction-14/15). Grades shown here are in Points format. Please see Grading and Reports for more information.

14.8.1 Exporting Class Data as an XML File

- Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
- Select the class you want to export data for and go to the *File* menu.
- Select *Export Class Data (XML)*. The *XML Export* window will appear.



- Select the class you want to export and click on *Export*. The *Save As* window will appear.
- Choose the location of where you want the file to export to and click on *Save*.
- The file has exported as an XML file.

15 Printing Activities

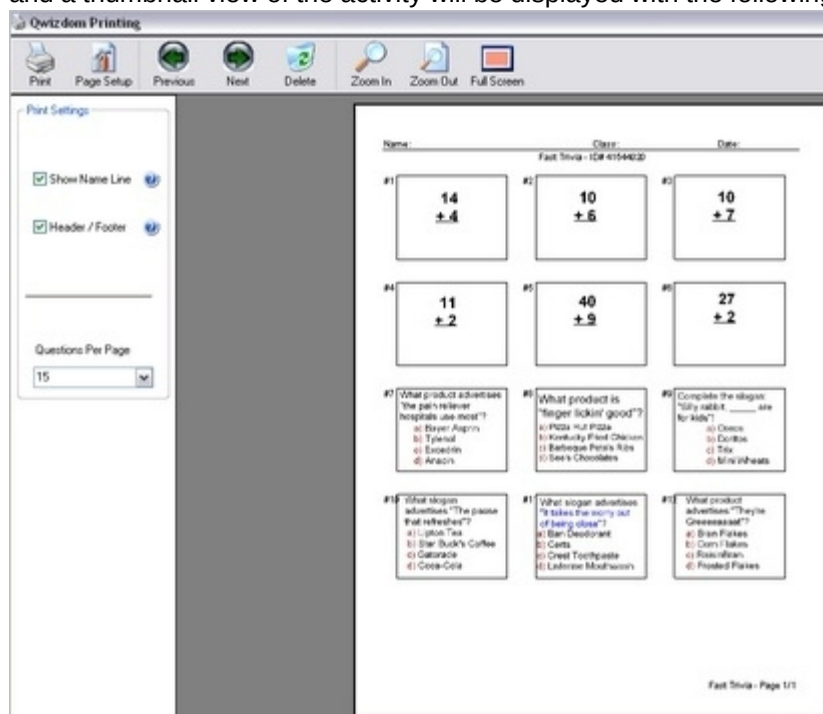
There are activities that require printing and passing them out to students. For answer key activities, students will work from their papers and respond in with their remotes.

Let's print an activity!

- Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, go to the *Content* tab.
- Select the activity you would like to print.



3. Click on the **Print** button or go to the **File** menu and select **Print**. A preview will generate and a thumbnail view of the activity will be displayed with the following options below.



- Show Name Line-name, class, and date 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 activity name and cannot be changed.
- Questions Per Page-set the number of thumbnail slides you would like to print on a single page



Print-prints activities



Delete-deletes



Page Setup-options to set paper size, orientation, margins



Zoom In-zooms in on page



Previous-moves to previous page



Zoom Out-zooms out on page



Next-moves to next page



4. Click on the **Print** button to print out the activity.

16 Standards

Installing Standards

Standards are located on the *Qwizdom Interact* disc. You can access each state standard at any time by either installing or importing (see **Importing Standards** below for more information).

1. Qwizdom Interact must be closed before installing Standards.
2. Place the Qwizdom Interact disc in the CD-ROM drive. The Qwizdom Interact Install window will appear.
3. Click on 'Install Standards.' A list of each state standard will appear.
4. Check the standards you would like to install.
5. Click *Install*.
6. A prompt will appear saying 'Standard Installation Completed' when finished.
7. Click *Done* to exit.

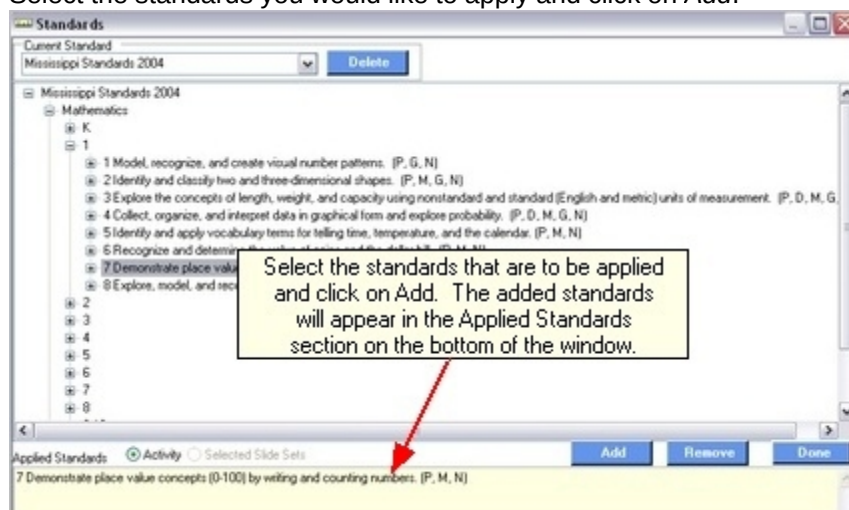
Setting Standards

Select any activity you would like to link standards to.

1. Open Qwizdom Interact and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select an activity that the standards will be linked to.



3. Click on the Standards button. The Standards window will appear.
4. In the *Current Standard* drop-down list, select the standards for your state.
5. Select the standards you would like to apply and click on *Add*.



6. Select either standards applied to the whole activity or to selected slides.

Select to apply the standard to the whole activity or to selected slides

The Add button will add selected standards and Remove will delete standards. Click on Done when finished applying standards.



7. To delete individual standards that do not apply to the activity, highlight the standard and hit the *Remove* button. Clicking on the *Remove* button will delete all standards.
8. Click *Done* when complete.
9. Let's view the applied standards.
10. Go to the *View* menu.
11. Select *Properties*. The *Properties* tab will appear at the bottom of the *Content* screen.

Name Sample - Cell Test (Quiz) Ver 2 **Test Number** 42022655

Keywords

Created 7/21/2004 **Type** None ☒ **Locked - No changes allowed**

Heading **GradeLevel** None ☐ **Private - Only visible to the author**

Author **Weight** 1 **Total Points** 125

Description

[Edit](#)

Properties **Standards**

12. Click on the *Standards* tab. All of the standards that have been applied to that particular activity/slide will display.

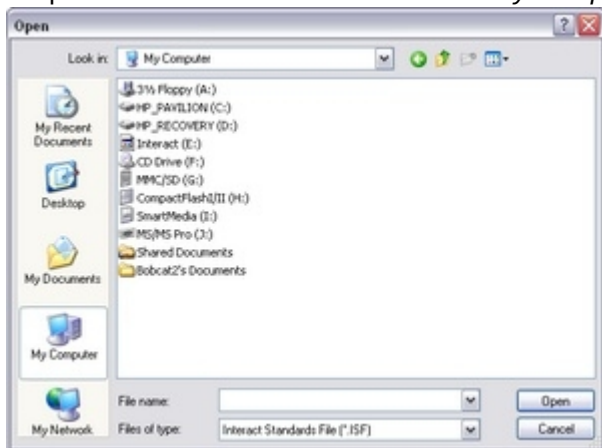
Standards	Question(s)
1 Investigate structure and functions in living systems. (L, E, P)	7
2 Compare and classify the reproduction and heredity of organisms. (L)	7
3 Explore how changing resources will influence the regulation and behavior of organisms. (L, E, P)	7
4 Explore how different populations determine the formation of an ecosystem. (L, E, P)	7
5 Explore the unique characteristics and adaptations of organisms. (L, E, P)	7
6 Model the structure of the Earth system past and present. (E, P)	7

Properties **Standards**

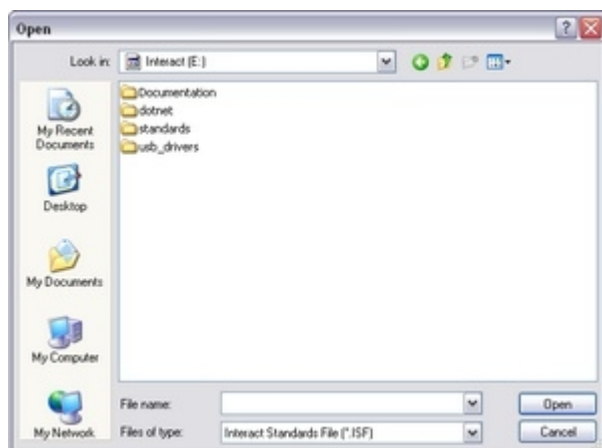
13. Go to the *View* menu and uncheck the *Properties* option to hide the *Properties* window.

Importing Standards

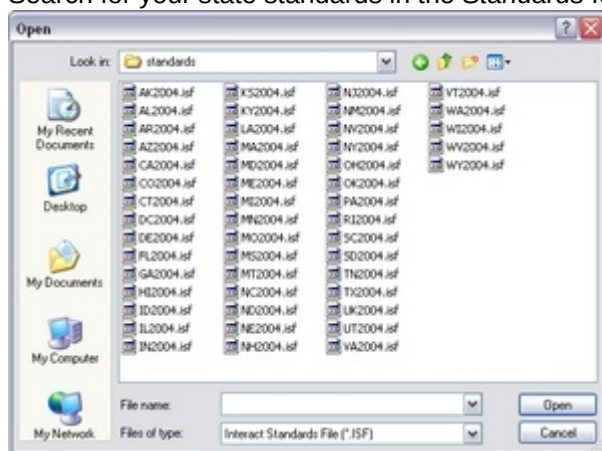
1. Insert the *Qwizdom Interact* CD.
2. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
3. Go to the *File* menu and select *Import*, then *Standards*. An *Open* window will appear.
4. Drop down the *Look in:* menu and select *My Computer*.



5. Double-click on the drive the *Qwizdom Interact* disc is in (it may be in the *D:* or *E:* drive).
6. Double-click on the *Standards* folder.



7. Search for your state standards in the *Standards* folder. It will be in *.ISF* file format.



8. Select the file and click on *Open* to import.
9. A prompt will appear stating the standards have successfully imported into *Interact*.



10. Click on the *Content* tab and select the activity you would like to apply the standards to.



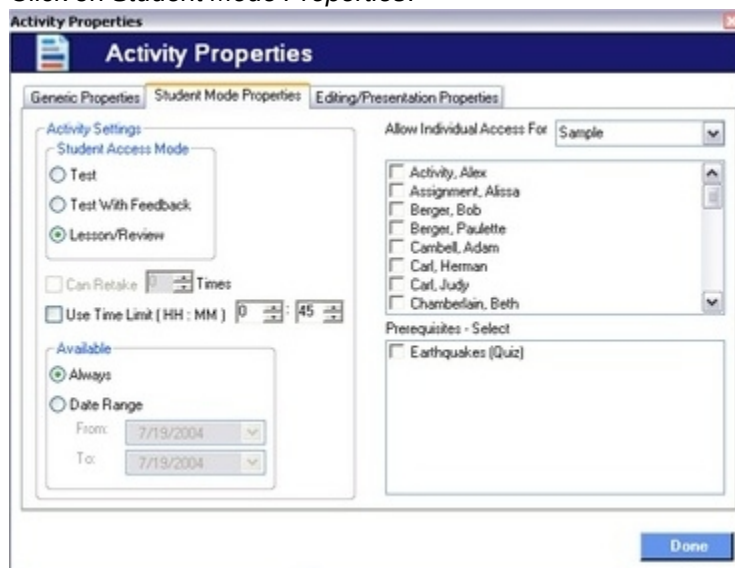
11. Click on the **Standards** button.
12. You will now be able to select the state standards you imported and apply it to the activity of your choice.

17 Student Mode

Student mode allows students to complete missed assignments and tests. Students must have a username along with password to access student mode. Go to [Adding Students](#) for more information on how to set up usernames and passwords.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.

2. Open the 'Curriculum Samples' category/course.
3. Double-click on a folder to choose an activity from.
4. Select an activity. The *Activity Properties* window will appear.
5. Click on *Student Mode Properties*.



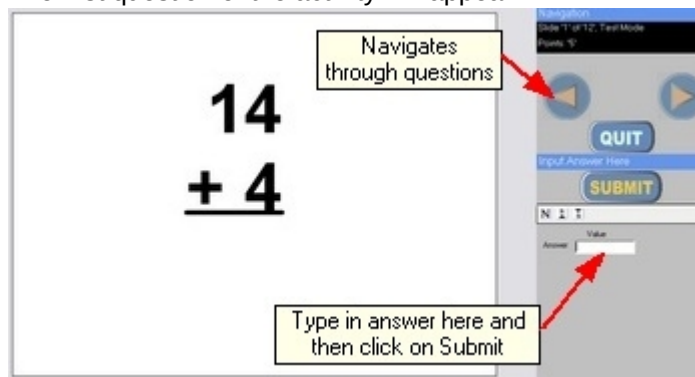
6. Under the *Student Access Mode* section, select if the make-up assignment will be a:
 - Test-student enters in answer, hits submit, and clicks on the next question arrow
 - Test With Feedback-after student selects/inputs answer, the program will display whether the answer is right or wrong
 - Lesson/Review-student enters an answer, the program will display whether the answer is right or wrong and shows the answer slide
 7. Select *Test With Feedback*.
 8. Set the *Time Limit* to 0:45 minutes.
 9. Set the *Available* make-up date. You are allowing them to make-up the assignment within a limited time period.
 10. In the *Allow Individual Access* drop-down menu, select 'Tutorial class.' In the list below, check the names of the students that will be making-up the particular assignment you are assigning them.
- You may select *Prerequisites*. This is optional. Prerequisites are assignments that must be completed before the student can begin their assigned activity.
11. Click *Done*.

Let's go into student mode! Be sure students have a username/password and login enabled to use *Student Mode*.

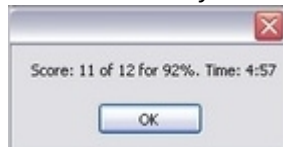
1. Exit out of *Interact*.
2. Double-click on the *Interact* icon.
3. You will be asked for a username and password.
4. Type in a student username and password.
5. Click on *Done*. The *Student Mode* window will appear.
6. Select the assigned activity that needs to be completed.



7. Click on *Run Test* to begin.
8. The first question of the activity will appear.



9. Enter in the answer and click on *Submit*. Proceed to the next question.
10. When the activity is completed, a prompt will appear displaying your score.

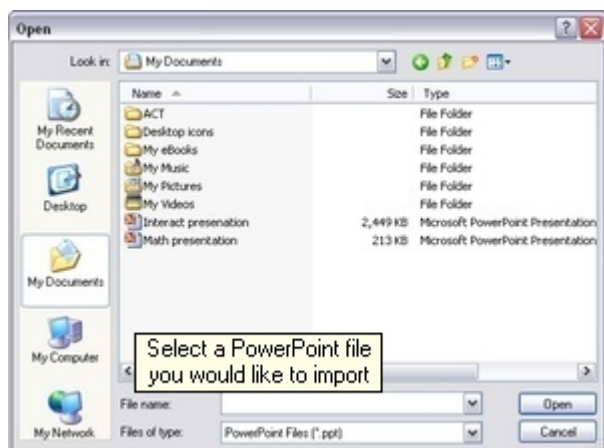


11. Click *OK* once you've reviewed your score. You will be taken back to the *Student Mode* window. The activity that was completed will be in red.
12. Click on *Done* to exit out of *Interact*.

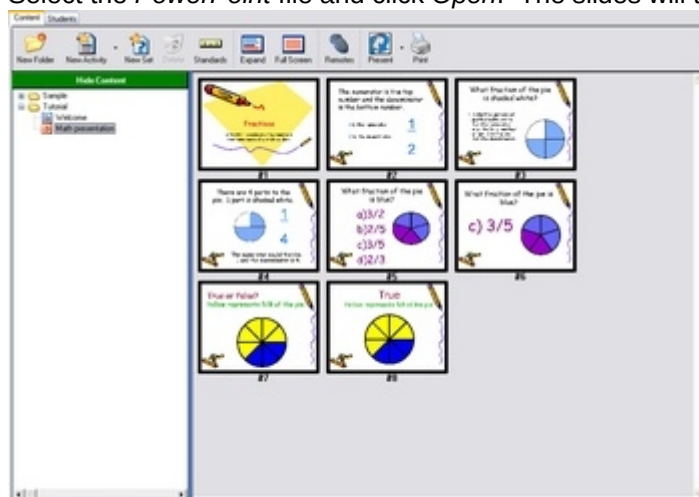
18 Importing PowerPoint Slides

Interact makes it easy to import slides from *Microsoft PowerPoint*.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Go to the *File* menu and select *Import*, then *PowerPoint Slides*.
3. An *Open* window will appear.
4. Search for a *PowerPoint* file that you would like to import. It will be in *.ppt* file format.



5. Select the *PowerPoint* file and click *Open*. The slides will then import into *Qwizdom Interact*.

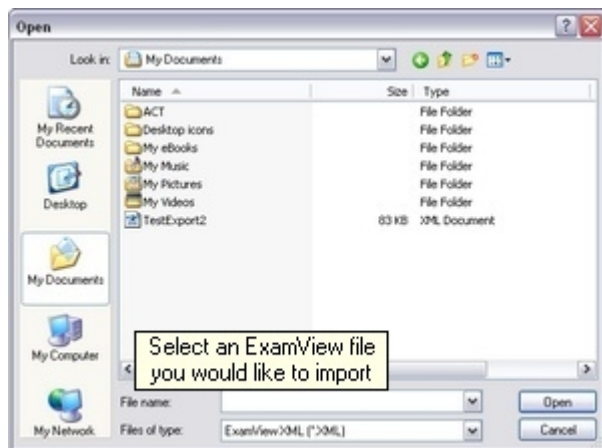


6. Click on the *Present* button. The *Presentation Setup* window will appear.
7. Check the preferred options and select the class.
8. Click *Okay* when done.
9. *Microsoft PowerPoint* will open and play with *Qwizdom Interact* (*Interact* will be minimized and running in the background). Students will be able to respond in with their remotes (to the *PowerPoint* slides) as *Qwizdom Interact* records their responses.

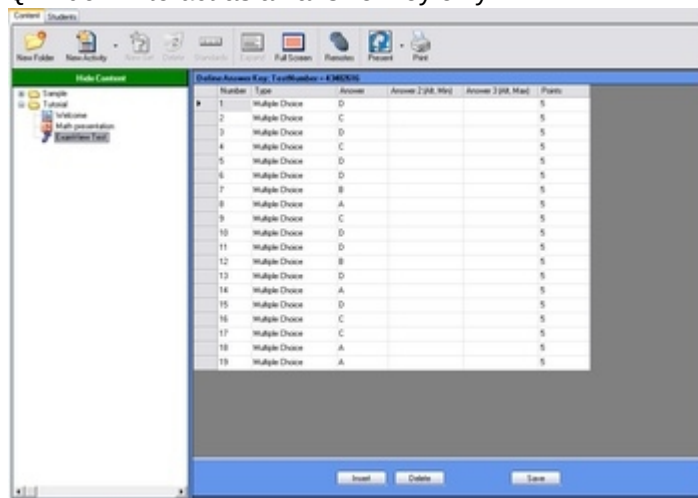
19 Importing ExamView

Save *ExamView* files as *.XML* files to import into *Qwizdom Interact*.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Go to the *File* menu and select *Import*, then *ExamView XML File*. An *Open* window will appear.



3. Search for an *ExamView* file you would like to import. It will be in *.XML* file format.
4. Select the *ExamView .XML* file and click *Open*. The *ExamView* answers will then import into *Qwizdom Interact* as an answer key only.



5. Print the activity (questions) from *ExamView* and pass out to students.
6. Click on the *Present* button. The *Presentation Setup* window will appear.
7. All options for an answer key activity will automatically be checked.
8. Select the class and click *Okay* when finished.
9. A prompt will appear asking if you want the students to be able to change their answers. Select *Yes* or *No*.
10. The answer key will appear and the students can then begin the activity.

20 Importing and Exporting Activities and Folders

You can import activities from *Qwizdom Teaching Assistant* and also import/export created *Qwizdom Interact* activities.

Importing Qwizdom Teaching Assistant Activities

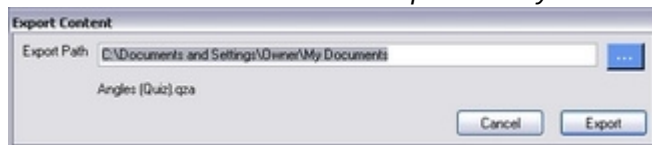
1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Go to *File* and select *Show TA Convert Form*. The *TA Resource Conversion* window will appear.



3. Check the resources you would like to convert into *Qwizdom Interact*.
4. Click on the *Convert* button to start importing the *TA* resources into *Interact*.

Exporting Qwizdom Interact Activities

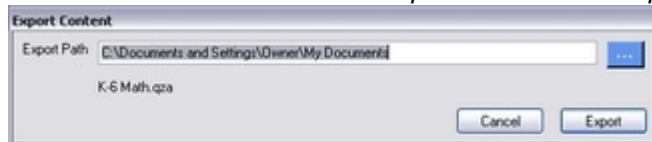
1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Select the activity you would like to export.
3. Go to the *File* menu and select *Export Activity*. The *Export Content* window will appear.



4. Click on the  (browse) to change the path to the desired location of where you would like to export the activity.
5. Click *Export* and the activity will be exported to the directed location. The activity will be saved as a *.qza* file format.

Exporting Qwizdom Interact Folders

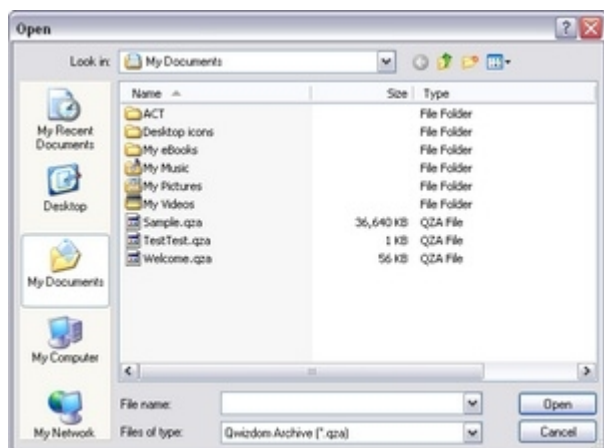
1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Select the folder you would like to export.
3. Go to the *File* menu and select *Export Folder*. The *Export Content* window will appear.



4. Click on the  (browse) to change the path to the desired location of where you would like to export the activity.
5. Click *Export* and the folder will be exported to the directed location. The folder will be saved as a *.qza* file format (all activities within the folder will be compressed into one single file).

Importing Qwizdom Interact Activities

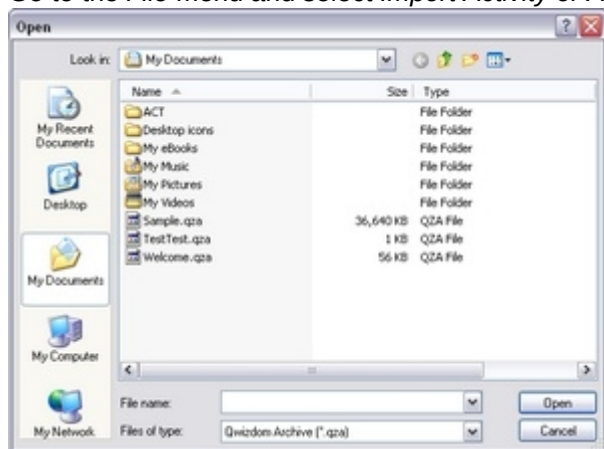
1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Go to the *File* menu and select *Import Activity or Archive (qza)*. The *Open* window will appear.



3. Search for the activity (it will be in *qza*. file format). Answer key activities will be in *.key* file format.
4. Select the activity and click *Open*. The activity will import into the content tree.

Importing Qwizdom Interact Folders

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Go to the *File* menu and select *Import Activity or Archive (qza)*. The *Open* window will appear.



3. Search for the folder (it will be in *qza*. file format) you would like to import.
4. Select the folder and click *Open*. The folder will import into the content tree.

21 Linking Activities

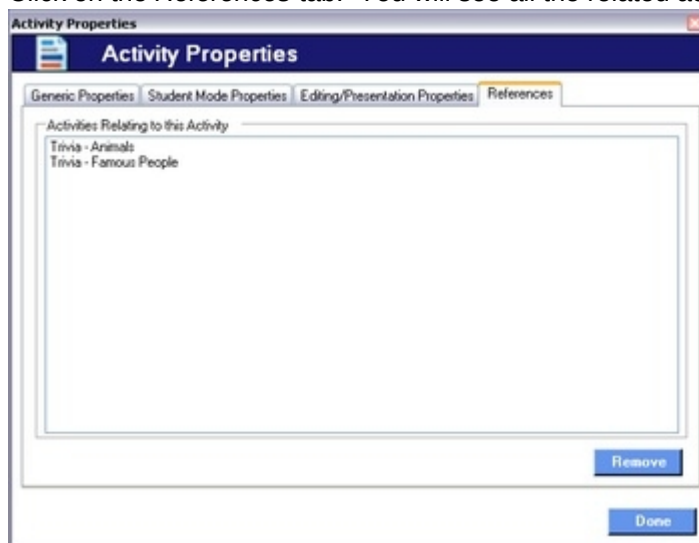
Linking activities shows what activities are related to each other.

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Open the *Curriculum Samples* category/course.
3. Double-click on the *Curriculum Samples* folder.
4. Double-click on the *Trivia - Quandary* folder.
5. Select the *Trivia [Quandary]* activity.



6. Click on the **Link Activity** button.
7. Click on the *Trivia - Animals* and *Trivia - Famous People*. These activities are now linked to the

- Trivia [Quandary]* activity because they relate to this activity.
8. To see the related activities to an activity, double-click on *Trivia [Quandary]*.
 9. The *Activity Properties* window will appear.
 10. Click on the *References* tab. You will see all the related activities to that activity.



11. The related activities can be removed by clicking on the *Remove* button.

22 Linking External Activities and Folders

Linking external files allows teachers to access curriculum across the network or other locations on the computer.

Linking External Files

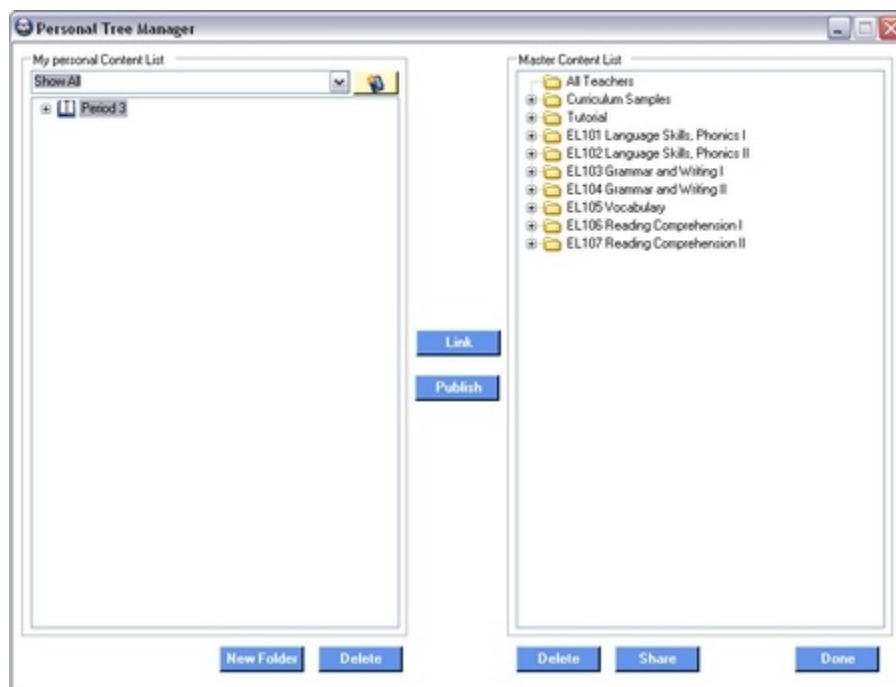
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Go to *File* and select *Link External Activity*. An *Open* window will appear.
3. Search for the activity you would like to link.
4. Once you find it, select it and click on *Open*.
5. The activity will then import into *Qwizdom Interact* in the content tree.

Linking External Folders

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Go to *File* and select *Link External Activity Folder*. An *Open* window will appear.
3. Search for the folder you would like to link.
4. Once you find it, select it and click on *Open*.
5. The folder will then import into *Qwizdom Interact* in the content tree.

23 Sharing Content

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Go to the *Edit* menu and select *Shared Content Tree*. The *Personal Tree Manager* window opens.

**New Folder**

-creates a new folder under *My Personal Content List*

Link

-creates a shortcut of the content from the *Master Content List* to *My Personal Content List*

Publish

-makes the activity or folder public so others can use only to green folders

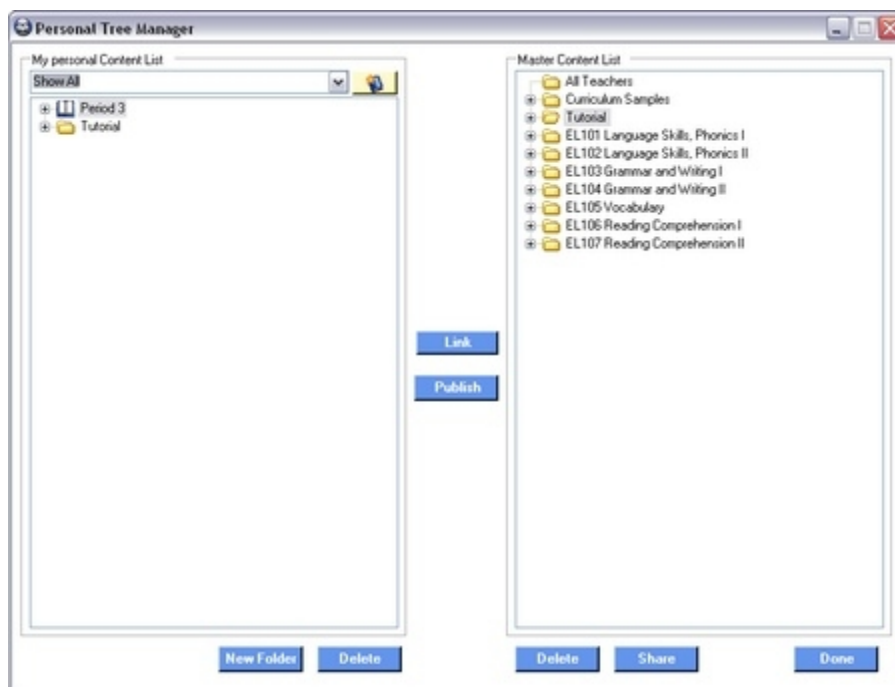
Share

-a user with administrator rights sets which folders people can write to allows those folders to be shared with everyone

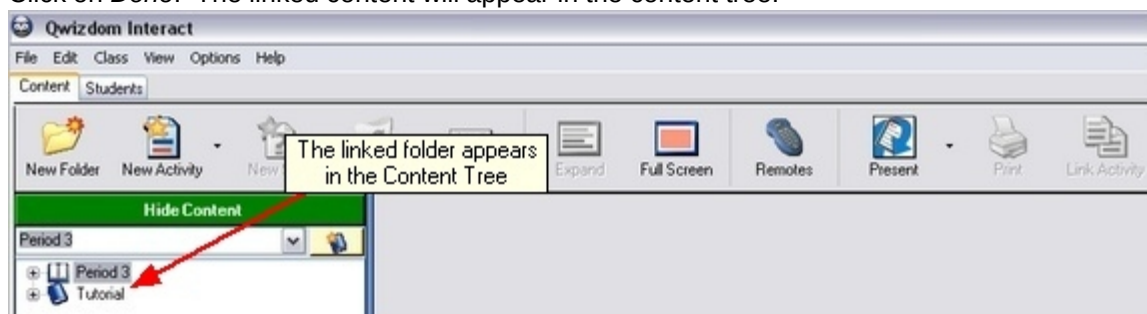
3. Click on the *My Personal Content List* drop-down menu and select *Period 3*.

4. In the *Master Content List* (right column), select the *Tutorial* folder.

5. Click on the *Link* button. The *Tutorial* folder will appear under *My Personal Content List*.



6. Click on *Done*. The linked content will appear in the content tree.



24 Web CT

For users who want to be able to download class lists from online registration or want to export to Web CT, follow the instructions below.

1. Be sure to have *Qwizdom Interact* closed before starting.
2. Go to www.qwizdom.com and download the 'plugins.zi' file.
3. Unzip the file and save it to your desktop.
4. Right click on the *Interact* icon on the desktop and select *Properties*.
5. Click on the *Shortcut* tab and click on the *Find Target* button. This opens the *Qwizdom Interact* folder window.
6. Select the files and drag and drop them into the *Qwizdom Interact* folder.
7. Go to <http://216.254.63.24/InteractOnline/InteractMainPage.aspx>.
8. Select the state and the name of the school.
9. Click on *Continue*.
10. Log in with your username and password (the administrator assigns a username and password for you).
11. Click on *Login*.
12. The *Class Management* page opens.
13. Select the class you want to download under *Manage Existing Classes*.

14. Click on the *Download Roster* button.
15. A *File Download* prompt will appear.
16. Click on *Save* and the *Save As* window will open.
17. Save the downloaded class on your computer (e.g. *My Documents, desktop*).
18. The file should read as '*class name.QML.XML*'.
19. Open *Qwizdom Interact* and click on the *Students* tab.
20. Go to the *Class* menu and select *Edit Teachers*.
21. Click on the *Add New* button and create yourself as a teacher. See [*Adding, Editing, and Deleting Teachers*](#) for more information.
22. Click on *Done* when finished.
23. Go back to the *Class* menu and select *New Class*.
24. Type in the name of the class and click *OK*.
25. Go to *File* and select *Import Interact Online Class Data*.
26. Search for the *.XML* file in the location you saved it in.
27. Once you find it, select it and click on *Open*. All the students who signed up (before you downloaded the class information file) will appear in the class (and in the master list).

24.1 Exporting Grades to WebCT

Users that have WebCT can export grades from *Qwizdom Interact* into WebCT.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab
2. Click on the *Students* tab.
3. Select the class and click on the *File* menu.
4. Select *Export* and then *WebCT Class Data*.

25 Games

Qwizdom's Interactive Learning and Assessment Games make learning fun! Using *Qwizdom's* activities and those you create as games, gives students a creative hands-on learning experience.

Here is what's needed to get started:

- An activity (*Interact* activity or one that was created)
- A class list with assigned remotes so students are able to participate and record scores
- In the *Presentation Setup* window, be sure to load the correct class list and check all appropriate boxes like *Record Answers/Scores*, *Use Remotes*, select game type if needed, and check if game will play in *Individual* or *Group* mode.

Not all games will allow individual and team modes. Also, some games restrict the number of players and can be played without remotes. Charts and solution slides are not available in game mode.

Baseball Individual and group; individuals and groups separated into two teams

Fast Track Remote only game, individual and groups; up to 80 individuals or groups-remotes are needed in order to play

K-Bowl Individual and group; up to 32 individuals or groups

Mars Mission Remote only game, individual and groups; up to 80 individuals or groups-remotes are needed in order to play

Millionaire Individual and group; 2-8 individuals or groups

Quandary Individual and group; up to 64 individuals separated into 8 teams

World Cup Individual and group; individuals and groups separated into two groups

25.1 Baseball

How to Play Baseball



Individual and team; individuals and groups split into two teams.

1. Before starting a *Baseball* learning game, open a *Baseball* activity or select an activity and select the game option as *Baseball*; select *Individual* or *Team* mode.
2. Open *Qwizdom Interact*.

note:

Baseball should be played with an activity with several slides. There should be 10 slides per inning. So, if you will be playing 7 innings, there should be 70 slides.

3. Select the activity.
4. Click on the *Present* button.
5. The *Presentation Setup* window will appear.
6. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Baseball*.
7. Click *OK*.

Playing Baseball Using Remotes

1. Type in the name of the teams.
 2. Set groups to be either odd/even or high/low teams.
 3. Type in the number of players.
 4. Set the *Max Innings* and *Scoring Options*.
 5. Click *Continue* or press the 9 (double arrow) key on the teacher remote to proceed.
 6. Click on *Continue* or press the 9 (double arrow) key on the teacher remote to present the question.
 7. A question is shown for the team at bat to answer.
 8. Everyone from both teams responds to each question. The outcome for each play is determined by comparing the number of correct responses from each team. The outfield team controls the pitcher and therefore has first choice. 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.
 9. An incorrect answer is an out; a correct answer is a hit.
 10. When you are done playing the game, you have the option to save.
- When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.
- *Load* will resume the previously saved game for that class period.
 - *Erase* will erase the scores of that previously saved game and start new.

- *Skip* will skip the previously recorded scores and play as new.

When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

Playing Baseball Without Remotes

1. Type in the name of the teams.
2. Set the *Max Innings* and *Scoring Options*.
3. Click *Continue* to proceed.
4. Click on *Continue* present the question.
5. A question is shown for the team at bat to answer.
6. When the team determines the answer, click on the *Pick a Student* button.
7. Click on the green check mark if they are right; click on the red X if they are wrong.
8. The outcome for each play is determined by comparing the number of correct responses from each team. The outfield team controls the pitcher and therefore has first choice. 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.
9. An incorrect answer is an out; a correct answer is a hit.

When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

- *Load* will resume the previously saved game for that class period.
- *Erase* will erase the scores of that previously saved game and start new.
- *Skip* will skip the previously recorded scores and play as new.

When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

25.2 Fast Track

How to Play Fast Track



Remote only game, individual and group; up to 80 individuals or groups-remotes are needed in order to play

1. Open *Qwizdom Interact*.
2. Select an activity.
3. Click on the *Present* button.
4. The *Presentation Setup* window will appear.
5. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Fast Track*.
6. Click *OK*.

note:

Multi-key remotes must be used in order to play this game. This is a remote only game.

In *Fast Track*, students or teams compete to answer the most questions correctly in the fastest time. This game is designed for up to 80 teams or players to play.

The game has four scoring modes:

- 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:

The time limit can be set for all the questions, or it can be individually set with different time limits within each slide in the Slide Editor.

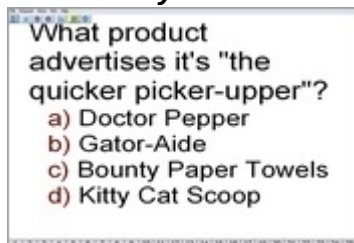
When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

- *Load* will resume the previously saved game for that class period.
- *Erase* will erase the scores of that previously saved game and start new.
- *Skip* will skip the previously recorded scores and play as new.

When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

25.3 K-Bowl

How to Play K-Bowl



Individual and team; up to 32 individuals or groups

1. Open *Qwizdom Interact*.
2. Select an activity.
3. Click on the *Present* button.
4. The *Presentation Setup* window will appear.
5. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *K-Bowl*.
6. Click *OK*.

If you are using remotes, the team or individual that responds first will have a chance to answer the question. If you are not using 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 individuals or groups can compete in *K-Bowl*.

1. If a team or individual answers the question correctly within the allotted time, press the *Right* key on the teacher remote; or click the *Right* button on screen and the points will be added to their score.
2. If a team or individual answers the question incorrectly within the allotted time, press the *Wrong* key on the teacher remote; or click the *Wrong* button and the points will be subtracted from their score. The next team or individual that responded will now have a chance to answer the question.
3. This process continues until an individual or team is marked right or the next question is brought

up on screen.

4. The individual/team that has the most points wins!
5. When you are done playing the game, you have the option to save.

When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

- *Load* will resume the previously saved game for that class period.
- *Erase* will erase the scores of that previously saved game and start new.
- *Skip* will skip the previously recorded scores and play as new.

When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

25.4 Mars Mission

How to Play Mars Mission



Remote only game, individual and team; up to 80 individuals or groups-remotes are needed in order to play

1. Open *Qwizdom Interact*.
2. Select an activity.
3. Click on the *Present* button.
4. The *Presentation Setup* window will appear.
5. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Mars Mission*.
6. Click *OK*.

note:

Multi-key remotes must be used in order to play this game. This is a remote only game.

In *Mars Mission*, students or groups compete to answer the most questions correctly in the fastest time. This game is designed for up to 80 groups or players to play.

The game has four scoring modes:

- 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:

The time limit can be set for all the questions, or it can be individually set with different time limits within each slide in the Slide Editor.

When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

- *Load* will resume the previously saved game for that class period.

- *Erase* will erase the scores of that previously saved game and start new.
- *Skip* will skip the previously recorded scores and play as new.

When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

25.5 Millionaire

How to Play Millionaire



Individual and Team; 2-8 individuals or groups

1. Open *Qwizdom Interact*.
2. Select an activity.
3. Click on the *Present* button.
4. The *Presentation Setup* window will appear.
5. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Millionaire*.
6. Click *OK*.

In *Millionaire*, groups 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 individuals/groups. There are two different modes of operation; sequential and toss up.

- In sequential mode, questions are alternated between individuals/groups.
- In toss up mode, whoever buzzes in first answers the question. 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 individual/team has a chance to move up the scale to a million dollars if he/she answers a question correctly. If the individual/team does not know an answer, he/she can choose to use one of the *Help Lines*. *Help Lines* include:

- *Helping Hand*-an individual/team chooses one of the other individuals/groups to help out and both earn (or lose) money based on their answer.
- *Leave 2*-if the question is a multiple choice question, the choices will be narrowed down to two possible answers, one of which is the correct answer.
- *Skip*-the individual/team can 'pass' on this question and choose to be given a new question.
- *Hot Potato*-the question can be passed onto 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 the question. The original team will still earn money for a correct answer, but will not lose money from an incorrect answer.

Once a *Help Line* has been used by an individual/team, that *Help Line* option is no longer available. You can only use each *Help Line* option once.

You can bring up the slides and mark students right/wrong using the *Next* and *Right/Wrong* keys on the teacher remote. *Help Lines* can be selected by using the 1-5 keys (*Help Lines* are numbered). Without a teacher remote, responses will be indicated via the computer keyboard.

When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to

load, erase, or skip.

- *Load* will resume the previously saved game for that class period.
- *Erase* will erase the scores of that previously saved game and start new.
- *Skip* will skip the previously recorded scores and play as new.

When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

25.6 Quandary

How to Play Quandary



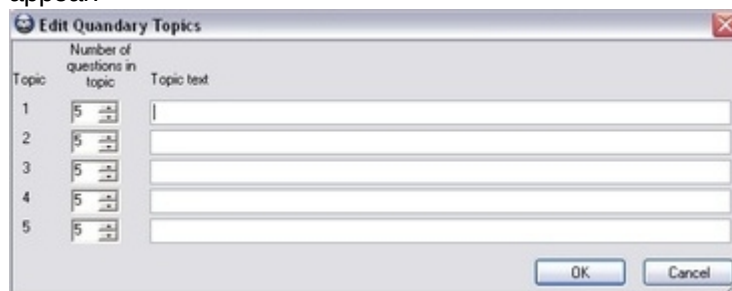
Individual and team; up to 64 individuals or groups

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. There are requirements for using an activity for Quandary.
 - There may be as many as 25 slides.
 - There should be five different groups of slides (e.g. *There should be five slides that are math, five slides that are science or five slides that are adding, five slides that are subtracting, etc.*)
 - The slides must be remote answerable (lessons cannot be used and the questions must be multiple choice, true/false, yes/no, or numeric).

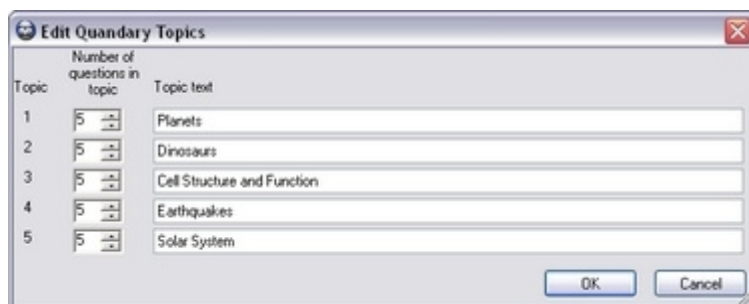
note:

Quandary requires 25 slides in an activity to completely fill the gameboard (five columns with five slides in each column). However, there may be fewer than five slides in each column.

3. Select the activity that will be presented as *Quandary*.
4. Go to the *Edit* menu and select *Edit Quandary Topics*. The *Edit Quandary Topics* window will appear.



5. Type in the five topic headings for the game and select the number of choices to appear in each topic. The slides will be grouped in the activity by topics.



6. The first topic will apply to the first 5 slides, the second topic will apply to next five slides, etc. Also, the slides in each topic should be ordered by difficulty (the easiest question will be for 100 while the hardest question will be for 500).

Quandary usually consists of 25 slides with 5 different topics. The first five slides are about planets so the first topic would be called Planets.

Which is the closest planet to the sun? a) Venus b) Earth c) Mercury #1	What planet looks like a star from the Earth? a) Mercury b) Venus c) Neptune #2	True or False Mars is a blue colored planet. #3
How many moons does Mercury have? a) 0 b) 1 c) 2 #4	Mercury has a lot of ____ on it. a) thick clouds b) craters c) storms #5	What are scientists who study fossils called? a) Biologists b) Fossilologists c) Paleontologists #6
When did dinosaurs live? a) Hundreds of years ago b) Thousands of years ago c) Millions of years ago d) Billions of years ago #7	Yes or No Are fossils hardened remains of plants and animals that lived many years ago? #8	Dinosaurs that ate plants were called ____. a) carnivores b) herbivores c) omnivores #9
Yes or No Were all prehistoric animals dinosaurs? #10	The cell wall is primarily composed of the complex polysaccharide ____ and other related compounds. a) cellulose b) globular protein c) starch d) glucose #11	Which refers to the connected network of similar membranes that connect structures within the cell? a) globular proteins b) endoplasmic reticulum c) gamma globulin d) carrier molecules #12

The next five slides are about dinosaurs so the second topic would be called Dinosaurs. The Dinosaurs topic will be applied to the next five slides (#6-10).

Order the slides by difficulty. The first slide in each topic will be the \$100 question. The fifth slide will be the \$500 question. The most difficult question should be the the fifth slide (\$500 question).

You then create topics for the next three sets of five slides to complete the Quandary setup.

7. Click **OK** to exit the *Edit Quandary Topics* window. Let's present the activity.
8. Select the activity and click on the *Present* button.
9. The *Presentation Setup* window will appear.
10. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Quandary*..
11. Click **OK**.

Up to 64 individuals or groups with remotes can compete in *Quandary*. Without remotes, up to 16 groups can compete.

1. Select the game mode you would like to play in:
Mode 1-Traditional. (non-remote game) The 1st player to answer correctly gets all the points. Points are deducted for incorrect answers. Up to 64 individuals or groups can play.
Mode 2-All Respond (remotes required). Everyone responds and earns points for their correct answers. Up to 8 groups can play.

Mode 3-All Respond with Penalty (remotes required). Everyone earns points for correct answers. Points are deducted for wrong answers. Up to 8 groups can play. In individual mode, individual responses count toward a team total.

2. Start the game by selecting an individual or team 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.
3. Select a column by using the 1-5 keys on the teacher remote (left to right to select a topic). Use the 1-5 keys on the teacher remote (after selecting the column) to select the point value (top to bottom; e.g., 1=100, 2=200). If you are using the mouse, just click on the desired square.
4. If students are using remotes, the team or individual that responds first will have a chance to answer the question. If you are not using remotes, you will need to decide the order of responses and track scores manually.
5. If the individual/team answers correctly within the allotted time, use the teacher remote to mark the student right; or on the computer, click the *Right* button. Optional: Hit the / (slash) key on the teacher remote to show the answer slide; or click on the *A* button to show the answer.
6. Hit the 9 (double arrow) key on the teacher remote to return to the game board; on the computer, click the *Next* button.
7. If the student answers incorrectly or time runs out, press the *Wrong* key on the teacher remote; or on the computer, click the *Wrong* button and the name of the next individual or team that responded will have an opportunity to answer. The order of responses is indicated in the bottom gray bar beneath the question.
8. After a point value in the column has been selected, it disappears.
9. The individual or team that responded correctly has control of the game and selects the next topic and point value.
10. An individual or team that wants to answer the question uses the remote or raises their hands. The first to respond correctly will get to select the next question on the game board.
11. This process continues until the game board has been completely cleared; or when you select *Quit* from the *File* menu. The individual/team with the most points wins!

When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

- *Load* will resume the previously saved game for that class period.
- *Erase* will erase the scores of that previously saved game and start new.
- *Skip* will skip the previously recorded scores and play as new.

When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

25.7 World Cup

How to Play World Cup



Individual and team; individuals and groups split into two teams.

1. Open *Qwizdom Interact*.
2. Select an activity.
3. Click on the *Present* button.

4. The *Presentation Setup* window will appear.
5. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *World Cup*.
6. Click *OK*.

Playing World Cup Using Remotes

1. Type in the name of the teams.
2. Type in the number of players.
3. Set the time limit of the game.
4. Set the *Scoring Options* and *Groups*.
5. Click *Continue* or press the 9 (double arrow) key on the teacher remote to proceed.
6. Click on *Continue* or press the 9 (double arrow) key on the teacher remote to present the question.
7. A question is shown, to be answered by the team who has control of the ball.
8. Everyone from both teams responds to each question. The outcome for each play (who has control of the ball, out of bounds, making goals) is determined by comparing the number of correct responses from each team. Harder questions have a better chance of controlling the ball and making a goal. The difficulty for each question is set in the *Slide Editor* screen.
9. An incorrect answer is a missed goal; a correct answer is a goal.
10. When you are done playing the game, you have the option to save.

Playing World Cup Without Remotes

1. Type in the name of the teams.
 2. Type in the number of players.
 3. Set the time limit of the game.
 4. Set the *Scoring Options* and *Groups*.
 5. Click *Continue* to proceed.
 6. Click on *Continue* present the question.
 7. A question is shown for the team who has control of the ball to answer.
 8. When the team determines the answer, click on the *Pick a Student* button.
 9. Click on the green check mark if they are right; click on the red X if they are wrong.
 10. The outcome for each play (who has control of the ball, out of bounds, making goals) is determined by comparing the number of correct responses from each team. Harder questions have a better chance of controlling the ball and making a goal. The difficulty for each question is set in the *Slide Editor* screen.
 11. An incorrect answer is a missed goal; a correct answer is a goal.
- When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.
- *Load* will resume the previously saved game for that class period.
 - *Erase* will erase the scores of that previously saved game and start new.
 - *Skip* will skip the previously recorded scores and play as new.
- When you are done with the activity, you will be asked if you want to save. Then you will be prompted if you want to overwrite previously recorded scores.

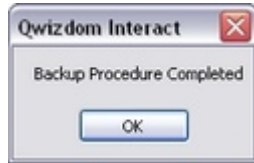
26 Backing up and Restoring the Database

Backing up the Database

You can backup the Interact database. It will save within the *Qwizdom Interact* folder. From there, you can move that backup folder into another location if you like.

1. To backup a database, open *Qwizdom Interact* if it isn't already open.

2. Go to the *File* menu and select *Backup Database*.



3. A prompt will appear letting you know that the backup is complete.
4. Click *OK*.

Restoring the Database

If you accidentally delete material or information in Interact, you can restore your database to a prior date.

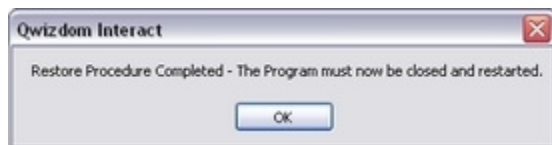
1. To restore a database, open *Qwizdom Interact* if it isn't already open.
2. Go to the *File* menu and select *Restore Database*. A window will appear.
3. Select the *Backup* folder.



4. Select the date of the backup you would like to revert to.



5. After the restoration is complete, you will be prompted to exit and then re-enter the program for changes to take effect.



27 Troubleshooting

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

[I am being prompted to type in my Username and Password, but it's not working OR I don't have a Username and Password.](#)

[How do I export Qwizdom Teaching Assistant activities into Interact?](#)

[How do I export Qwizdom Teaching Assistant class lists into Interact?](#)

[How do I export activities?](#)

[What is the best way to backup my materials?](#)

[How do I import students from Microsoft Excel or another program?](#)

[How do I set the timer for the slides in presentation?](#)

[I created slides at home; how do I get the work I did at home onto my computer at school?](#)

[How do I save the work I've created?](#)

[Why can't I see all the remote numbers on the presentation screen?](#)

[How do I see students responses?](#)

[How do I know if all my students have answered the question?](#)

[I just received more remotes; how do I add those remotes so that the program will know?](#)

[How do students change their answers?](#)

[I am receiving an error that says 'the host is not initialized...'](#)

[I don't see a green light on the host.](#)

[The green light on the host is on, but the host still won't initialize.](#)

[My remotes are not responding.](#)

[One of my remotes is lighting up a different number than the one that is labeled on the remote.](#)

[The font in the slides are overlapping.](#)

[My activities are printing weird characters.](#)

[I entered in the wrong session ID, how do I change it to the correct session ID?](#)

[My RF remote says 'No Host Found' or 'No Net.'](#)

If you need technical help, go to the *Help* menu in *Qwizdom Interact* and select *e-mail Error Logs to Qwizdom*, or you may contact us directly. Please answer the following questions below as we will need this information when you call:

- What operating system you are working on (*Windows/Mac*)?
- How long have you had your *Qwizdom* product?
- Where is the problem occurring?
- If you are getting an error, what does it say? When an error occurs, it is helpful to write down what it says.

Website www.qwizdom.com

Phone Ext. 223

e-mail cathy@qwizdom.com

Office Hours 8 AM to 4:30 PM PST

Address Qwizdom, Inc.
12617 Meridian East
Puyallup, WA 98373

27.1 Display

If the font on the slides during presentation are too big and overlapping, it can be easily fixed.

1. Go into your *Control Panel* from the *Start* menu.
2. Double-click on the *Display* icon.
3. Select the *Settings* tab and click on *Advanced*.
4. The *General* tab should be selected.
5. Change the *DPI setting* to read *Normal size (96 DPI)*.
6. Select *Apply* and then *Okay*.

27.2 Initializing the Base

The host is needed in order for the remotes to respond in. Your host isn't working properly if:

- The green light on the host is not on.
- You receive an error message that reads '*There is a problem with the host. Make sure it is plugged in if it has a power connector. Try unplugging the power connector and plugging it in again or if it is USB, unplug and plug back in the USB cable.*'

If the light on the host isn't coming on and/or if you are receiving the error message above, please refer to [Installing the USB Drivers](#).

Port Number

The *Qwizdom USB Host COM* number should be anywhere from 1-9. If the number is higher than 9, the host will not initialize. Follow the steps below to change the *COM* number.

1. Go to the *Start* menu.
2. Double-click on *System*.
3. Click on the *Hardware* tab.
4. Click on the *Device Manager* button.
5. Go to *Ports* and search for the *Qwizdom USB Host* and double-click on *Qwizdom USB Host*.
6. Click on the *Port Settings* tab.
7. Click on the *Advanced* button.
8. Change the *COM Port* number to read anywhere from 1-9 and then click *Okay*.
9. Open up the program to see if the host will initialize.

27.2.1 Installing the USB Drivers

Installing USB Drivers on Windows 98

You will need to do this procedure twice (*because there are two drivers*).

1. Insert the *Qwizdom Interact* disc into the computer.
2. Make sure the host is plugged in properly.
3. From the *Start* menu, go to *Settings*.

4. Go to the *Control Panel*.
5. Double-click on the *System* icon.
6. Click on the *Device Manager* tab.
7. Select the option *View Devices by Type*.
8. Scroll to *Universal Serial Bus Controllers* and expand the file. If there is an error, the *Qwizdom USB Host* might also be located under *Unknown* or *Other Devices*.
9. Look to find the *Qwizdom USB Host (or Hub)*.
10. Select the file and then click on the *Properties* button on the bottom.
11. Select the *Driver* tab.
12. Click on the button that says *Update Driver*.
13. An installation wizard will appear. Click *Next* and go into the second screen.
14. In the second screen, select 'search for a better driver than the one your device is using now.'
15. Click *Next*.
16. Check the *CD-ROM drive* and *Specify Location*.
17. Hit the *Browse* button and click on the drive that *Interact* is in and then find the folder that says *USB_Drivers*.
18. Click *OK* and then *Next*. A prompt will appear that says the drivers have not passed the *Microsoft Windows Update* testing. Click on *Continue Anyway* and then *Finish*.
19. Repeat the above steps once more and then restart your computer.

Installing USB Drivers on Windows 2000/XP

You will need to do this procedure twice (*because there are two drivers*).

1. Insert the *Qwizdom Interact* disc into the computer.
2. Make sure the host is plugged in properly.
3. From the *Start* menu, go to the *Control Panel* or go to *Settings* and then *Control Panel*.
4. Double-click on the *System* icon.
5. Click on the *Hardware* tab.
6. Click on the *Device Manager* button.
7. Select the option *View Devices by Type* under the *View* menu.
8. Scroll to *Universal Serial Bus Controllers* and *Ports* (under *Ports*, the COM number assigned to the *Qwizdom USB Host* should be a number from 1-9). A number higher than 9 will not allow the host to initialize; expand both of the files. If there is an error, the *Qwizdom USB Host* might also be located under *Unknown* or *Other Devices*.
9. Look to find the *Qwizdom USB Host (or Hub)*.
10. Double click the file.
11. Select the *Driver* tab.
12. Click on the button that says *Update Driver*.
13. An installation wizard will appear.
14. Select '*Install from a list or specific location*' and click *Next*.
15. Select '*Search for the best driver in these locations*' and check the '*Search removable media*' and '*Include this location in search*' boxes.
16. Click on the *Browse* button, click on *My Computer*, click on the drive that *Interact* is in, and then find the folder that says *USB_Drivers*. (Do not open the folder).
17. Click *OK* and then *Next*. A prompt will appear that says the drivers have not passed the *Microsoft Windows Update* testing, click on *Continue Anyway* and then *Finish*.
18. Repeat the above steps once more and then restart your computer.

Testing the Host

Test your host to see if the host is initializing and responding properly.

1. Open *Qwizdom Interact*.
2. Click on the *Remotes* button. The *Remote Options* window will appear.

3. The *Remote Type* should be set to *Blue 19 button*, the *Teacher Remote* box should be checked, and the lowest/highest number should be set (e.g., *If you have 24 student remotes, the lowest number will be 1 and the highest number will be 24*).
4. Click on *Test*.
5. A prompt will appear saying the '*Host is initializing*' and '*Host initialized on port...*'
6. You should now be in the remote testing screen. Remote numbers will appear in gray boxes.
7. Hit any key on the student remote.
8. The number of the remote that is responding in will change to blue on the screen (e.g., *if you are testing and responding in with remote 2, the number 2 box on screen will change to blue*).

If the host is still not initializing after following the steps above, then the hardware needs to be completely removed and then reinstalled. Follow the steps below.

1. Go to your *Control Panel* from either your *Settings* or *Start* menu.
 2. Double-click on the *System* folder.
 3. Go to the *Hardware* tab or *Device Manager* tab. If you go to the *Hardware* tab, click on the *Device Manager* button.
 4. Search for the *Qwizdom USB Host* under *Universal Serial Bus Controllers*, *Ports*, and/or *Other or Unknown Devices*.
 5. Double-click on the file selected from step 4 above and go to the *Driver* tab.
 6. Select *Uninstall*.
 7. Unplug your host after it is uninstalled.
 8. Go to *Add or Remove Programs*.
 9. Find a file that reads *FTDI Universal Serial Converter Drivers*.
 10. Remove the file.
 11. Now plug your host in.
 12. A prompt or wizard will appear notifying you of new hardware.
 13. Follow the steps above for Windows 98/2000/XP.
- Your host should initialize and respond correctly now.

27.3 Presentation Mode

Status Bar

The remote numbers appear across the bottom of the screen. When students respond in, the number of the remote they are using will change color. To show or hide this option, press the letter *H* on the keyboard.

Timer

If the presentation is going too fast or slow, or if certain slides need more time than others, the timer needs to be adjusted.

1. To change the timer in the *Presentation Setup*, in the *Timer* box, type in the desired time.
2. To change the timer in presentation mode, hit the letter *M* on the keyboard. This opens up a menu at the top of the screen. Go to *Request* and then *Display Options*. Change the time limit, click *Okay*, and restart the presentation.
3. To change the timer for certain slides; in the *Slide Editor* screen, you can set each individual slide with its own time limit. Type in the desired time in the *Time Limit* box.

27.4 Printing

If activities or reports are printing with overlapping fonts/characters and is completely illegible, the problem is a printer driver issue. Each printer driver issue will have different directions because of the brand. The directions below are for *Brother* printers.

1. Go to the *Printer Control Panel*, and select the properties for the *Brother* printer.
2. On the *Properties* screen, *General* tab, click on '*Printing Preferences*'
3. On the *Printing Preferences* screen go to the *Advanced* tab
4. Click on the last icon on the tool bar (Tool Tip says: *Device Options* - Looks like Windows and a little wrench)
5. Click on the '*Print Setting*' Option
6. To the right set the *TrueType Mode* to '*Download As Bit Image*' and uncheck '*Use Printer TrueType Fonts*'
7. Hit *OK* to apply and close the remaining open windows.

27.5 Programming a Remote

If you have a remote that is not entering in the number as it appears on the remote, then it needs to be programmed to the correct number.

Follow these steps to program your remote.

1. Double-click on the *My Computer* icon on your desktop.
2. Double-click on the *C: Drive*.
3. Double-click on the *Program Files* folder.
4. Double-click on the *Qwizdom* folder.
5. Double-click on the *Qwizdom Interact* folder.
6. Search for the file that reads *RmtTest* and double-click it.
7. Before you program a remote, be sure to put away the other remotes (place in bag and zip). If other remotes come in view with the host as you are programming a remote, it will also be programmed to that remote number.
8. A window will appear that looks like a remote.
9. The *Clr* and *Change Answer* (triangle) key will already be neon green.
10. In the middle of the screen, check the circle that reads *256*.
11. In the upper right-hand corner, type in the number of the remote (for the teacher remote, the number will be 0).
12. Now hit any key on the remote.
13. The key you hit on the remote will change the key on screen to neon green.
14. After the on screen key changes to neon green, the remote has been successfully programmed.

You should test your programmed remote in *Qwizdom Interact*.

1. Open *Qwizdom Interact*.
2. Click on the *Remotes* button. The *Remote Options* window will appear.
3. The *Remote Type* should be set to match the ones you have (*Q3 IR*, *Q4 RF*, or *Q5 RF*), the *Teacher Remote* box should be checked, and the lowest/highest number should be set (e.g., *If you have 24 student remotes, the lowest number will be 1 and the highest number will be 24*).
4. Click on *Test*.
5. A prompt will appear saying the '*Host is initializing*' and '*Host initialized on port...*'
6. You should now be in the remote testing screen. There will be remote numbers in a gray boxes.
7. Hit any key on the student remote.
8. The number of the remote that is responding in will change to blue on the screen (e.g., *if you are testing and responding in with remote 2, the number 2 box on screen will change to blue*).

27.6 RF Remotes

Entering the Session ID

Session IDs help *Q4 RF* and *Q5 RF* remotes identify where to send information to. The session IDs prevent the remotes sending the information to another host.

Be sure the AA batteries are placed in the Q4 RF remotes and Q5 RF remotes have been charged.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
 2. When using *Q4 RF* or *Q5 RF* remotes for the first time, the remotes may ask for a session ID.
 3. Click on the *Remotes* button. The *Remote Options* window will appear. Here is one of the places you will find the session ID. Go to [Remote Setup](#) for more information.
 4. The session ID is located in the title bar of the *Remote Options* window.
 5. Pick up the RF remote. Enter the session ID and press the *Send* (double arrow) key. Doing this 'assigns' the remote to the host you will be using. All information sent from the remote will go to that host only. Session IDs only need to be entered in once (or when prompted on the remote to do so). If you switch hosts or use an RF remote from another set, you will need to enter a new session ID so the remote(s) will send information to that host only.
 6. Enter the session ID for the Q5 RF Instructor remote.
 7. The remotes will say '*Inactive*' because you are not in presentation mode.
 8. If you accidentally enter in the wrong session ID, wait for the remote to say '*Host not Found*' or '*No Net.*' Push the *Menu* button and select *Enter Session ID* and press the *Send* key (double arrow key). Enter the session ID and press *Send* (double arrow).
 9. Click *OK* to exit the *Remote Options* window.
 10. Select an activity in the content tree and click on the *Present* button. The *Presentation Setup* window will appear.
 11. Check the preferred options and select the class.
 12. Click *OK* and the presentation will begin.
 13. If the RF remotes are on, they may have gone to 'sleep.' The LCD screen will either be blank or say '*Push Key*' or '*Not Active.*' If the remotes are asleep, press any key on the remote to 'wake it up.'
 14. The instructor remote will say '*Last Key*' and displays what key was last pressed.
 15. If you are in presentation and need to enter in a session ID, click on the *Toggle* button in the presentation menu at the top left part of the screen.
 16. The session ID will appear in the title bar at the top of the screen.
 17. When the question slide appears on screen, the choices will display on the remote. For example, if a multiple choice slide is up, the remote will show the letter choices that are available.
 18. The student would select the letter and then press the *Send* key to send their response.
- When the presentation is over, turn off remotes. The remotes do not automatically shut off. For the *Q4 RF* remote, hold down the *Menu* key to turn the remote off. For the *Q5 RF* remote, use the power switch (located on the top right side of the remote) to turn the remote off.

If the remotes say '*No Net*' and will not establish a connection to the host, please contact [technical support](#).