

QWIZDOM INTERACT

Quick Reference Guide

version 2.1

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GETTING STARTED

INTRODUCTION

Welcome to Qwizdom Interact, a new standard for educational presentations & assessment. Developed with the feedback of educational professionals worldwide, Qwizdom Interact facilitates the learning process by delivering the tools necessary to have a fully interactive classroom.

INTERACT OVERVIEW

The Interact software is divided into three main parts: the *Content* tab, the *Students* tab and the *Slide Editor*.

In the *Content* tab you will find the tools needed to import, export, and organize your tests and presentations. To locate the Content tab, simply open Interact. You will be taken directly to the Content tab. For more information, see *Managing Content*.

In the *Students* tab you will find the tools needed to manage students. Here you can input student information such as contact info and grades, create class lists or groups, track attendance, and analyze student grades. To locate the Students tab, open Interact and click on the tab labeled "Students". For more information, see *Managing Students*.

The *Slide Editor* is the tool used to create and modify presentation slides. Using the Slide Editor, you can import texts, graphics, and multimedia into the slides. To open the Slide Editor, click on the *New Slide Set* button located in the Content tab. For more information, see *Creating Content*.

GETTING HELP

This quick start guide is designed to get your class up and running with the Interactive Learning System. As a quick reference, this guide is designed to be easily skimmed to find the information that you are seeking. This guide does not contain all the features available in Interact, but the most popular. If you've never used Interact before, start with the next chapter, *Managing Students*, for help setting up your entire class file.

If you do not find what you are looking for in this guide, there are other ways to obtain additional help using Qwizdom Interact. We recommend that you look through this user guide and the help menu included in the Interact software *before* calling the technical support line. The following resources are available to aid you:

User Guide: A more extensive guide, which includes a tutorial-based section and troubleshooting tips, is located under the *Help* menu in Interact under *View User Guide*.

Website: www.qwizdom.com

Phone: 253.770.1285 ext 223

E-mail: support@qwizdom.com

Office Hours: 8 AM to 4:30 PM PST

If you want to aid our error detection process, please go to the *Help* menu in Interact and select *E-mail Error Logs to Qwizdom* or contact technical support through the information listed above.

INSTALLING INTERACT

Exit all open applications before installing Inter-

act. You may need to have administrator level access in order to install your software.

System Requirements:

Windows

- Windows 98/00/ME/XP
- 800 MHz Pentium III and Later
- Hard drive with 1 GB free space
- 16 bit color display
- CD-ROM drive
- Powered USB Port

Macintosh

- OS X 10.3.9 or later
- 600 MHz Power PC G3 and Later
- Hard drive with 300 MB free space
- 16 bit Color Display
- CD-ROM Drive
- Powered USB Port

To Install Interact:

- Insert Qwizdom Interact into your CD- ROM drive.
- A window will appear with options to *Install Interact*, *View User Guide*, or *Install Standards*.
- Click on the *Install Interact* button.
- Install Shield Wizard will appear. Follow the on-screen instructions.
- Once the installation is complete, restart your computer.
- Double-click on the *Qwizdom Interact* button on your desktop to launch the program.
- See *Linking & Installing Standards* for information on installing standards.

REMOTE SETUP

Before jumping into Interact, you may want to start by setting up & testing your remotes. Within the Remote Options window you are able to change remote types and test your remotes. Testing your remotes ensures that the host, as

well as the student and teacher remotes, are operating properly. For help using your specific remote type, please see the *Remote Index Card* included with your remote purchase.

To set up remotes:

- Plug the *Host* into an open USB port.
- If you are using a laptop, plug it into an electrical outlet; the battery alone may not provide enough power to support the host. If problems persist, use a powered USB hub.
- Open Qwizdom Interact.
- Click on the *Remotes* button. The Remote Options window will appear. You may need to set the following options:

Remote Type: Configures the type of remote. Click on the *Change* button to specify a different remote type.

Teacher Remote: Specifies if a teacher remote is used.

Student Remotes: Specifies the lowest and highest remote numbers used in the set.

Backlight: Select the Q5 remote type and check the box to enable the backlight button on Q4 instructor remote or Q5 student remotes. Backlight illuminates display screen and remote buttons.



Remotes logged-on with numbers outside of assigned range will not appear on the test screen. Make sure to specify the range of remotes.

Renumber: It reassigns remote numbers to students in the gradebook. This is helpful if a remote quits working or a student leaves your class. It will renumber students in the gradebook, which resolves the gap created by the absent student or remote.

Q4 or Q5 remote type:

Additional options apply to Q4 and Q5 remotes.

Before continuing the remote set-up process, it is important to decide on the remote mode that applies to your specific needs. There are two mode options to choose from, *Classroom Set with Fixed Numbers* and *Roaming or Student Owned*. Read the following descriptions carefully and choose the one that applies to your specific needs.

Scenario 1:

Classroom Set with Fixed Numbers

You are a teacher who may share a classroom remote set with another teacher or have a remote set of your own. If you share a set with another teacher, the remotes need to remain with the same host and each teacher must assign fixed numbers to the classroom set. After you and your co-teachers initially set up remotes, the session ID and remote numbers will be remembered. Your students can simply turn on the remotes to start an activity.

The remote numbers correspond with student names in the grade books. Your students need the same remote number for each activity. To make it easy for students to find their remotes, label remotes with the numbers during the set-up process. To choose this option select *Classroom Set* and click on *Assign Fixed Numbers*.

Scenario 2:

Roaming or Student Owned

If your students own their remotes or if remotes are shared among several classrooms with different hosts the *Roaming or Student Owned* remote mode is the appropriate choice. Students will need to re-enter a session ID and user ID at the beginning of each session. After your first presentation the remotes will remember the user ID. To choose this option select *Roaming or Student Owned*.

REMOTE TESTING

After deciding on a remote option, it is impor-

tant to make sure your remotes are setup and working properly. Make sure you check the appropriate box(es) before proceeding to the test window.

To Test Q3 Remotes:

- Click on the Remote Icon.
- Click on *Test*. The Test Remote window will appear with each remote number listed in a gray box.
- Hit any key on the remote to test it. If remote is working properly, the box containing the remote number will change the color to blue and the right/wrong feedback buttons will flash.

To Test Q4 or Q5 Remotes using Classroom Set with fixed numbers:

- Click on the Remote Icon.
- Make sure *Classroom Set* is checked and click on *Assign Fixed Numbers*. The Remote Set-up window will appear with each remote number listed in a gray box.
- Turn on remotes and enter session ID number at the top of the window. Remotes will be assigned numbers in the order in which they were logged in. As remotes are assigned numbers, the boxes will change to blue indicating the remotes are working properly. The remote number will appear on the remote's LCD screen.
- When you are done, select *Save* to exit window. This will take you back to the Remote Option Window.
- Click *OK* to exit.

UNDERSTANDING STUDENT REMOTES

The display screen on the Q4 and Q5 student remote indicates an action the student needs to take in order to complete the log-in process or activity. Understanding these will help you to better assist students. For more information on using remotes please see the *Remote Index Card*.

Displays & Actions

No Net/Not Found: The remote cannot find the network. This means that the student may have entered the incorrect session number or the remote remembers the wrong session number. Have the student re-enter the session number. If this does not work have the student re-enter his/her student/user ID. Refer to *Note* at end of this section.

Find Net/Finding Host: The remote is searching for the network.

Low Batt: The remote's battery needs to be replaced.

Loading: This will appear when a paperbased activity is loading.

Push Key: The remote has gone into a power saving mode. Push any key to continue.

Qwizdom/Remote #: The remote is ready for a question.

Denied: This means that the student is not logged-in. Have the student re-enter his/her student/user ID and the session ID. If still denied, check the class list for the correct student ID. Refer to *Note* at end of this section.

Inactive/Not Active: The remote is sensing a host that is not in presentation mode or it doesn't recognize that there is a session in progress. Start a presentation and hit *Send* again. If remote remains inactive, have the student re-enter session ID. Refer to *Note* at end of this section.

Activity ID: The remote is asking for the number of a paperbased activity with multiple answer keys.



Note: To re-enter your session or student/user ID, hit the menu key, use directional arrows to scroll over to either session ID or student/user ID, and press send. Enter in new number and press send again.

MANAGING STUDENTS

STUDENTS OVERVIEW

The first step in using Interact is to set up a class. In the following chapter, you will learn how to create a teacher account, enable log in, create a class list, add student information, and then create a seating chart. Afterwards you will learn how to take attendance and create student groups.

All of the features for setting up a class are located in the *Students* tab which can be located by opening Interact and clicking on the tab labeled *Students*. When you open the Students tab, you will see the following buttons:



Add Student: Opens the Add Student window. This tool allows you to add new or existing students to the current class. See *Adding Students*.



Add Activity: Adds a paper-based activity to the current class gradebook.



Groups: Opens the Group Management window. This tool allows you to create student groups. See *Creating Groups*.



Seating: Opens the Seating Chart window. This tool allows you to create a seating chart. See *Seating Chart*.



Attendance: Opens the Classroom Overview window. This tool allows you to take attendance. See *Taking Attendance*.



Reports: Opens the Reporting Wizard. This tool allows you to create a number of different reports. See *Creating Reports*.



Chart: Creates a chart for the selected student or activity.



Remotes: Opens the Remote Options win-

dow. This tool allows you to set up & test remotes. See *Remote Setup*.



Delete: Deletes the selected student or activity.



Views: Cycles through the different grade views. Available views are points, fractions, percentages and grades.

ADDING TEACHERS

The first step when working with Interact is to create a teacher account. This will allow you to build class lists and add students. When adding a teacher account, you will create a username and password that allows you to log-on each time you use Interact. See *Logging In* for more information.

To add a teacher:

- Open Interact and click on the *Students* tab.
- Go to the *Class* menu at the top of the screen and select *Edit Teachers*.
- Click on the *Add New* button.
- Enter the following required fields: First Name, Last Name, Username, and Password.
- If a teacher has administrative rights to the computer, check the box that reads 'Has Administrator Rights.'
- When the entry is complete, click *Update* to add the teacher and save the changes.
- Click on *Done* when finished.

LOGGING IN

To protect student information, enable login to prompt users to type in a username and password to access Interact. Disabling login allows

anyone to have access to Interact. You must have administrator rights to enable log in.

To enable log in:

- Go to the *File* menu at the top of the screen and select *Enable Log In*.

To disable log in:

- Go to the *File* menu at the top of the screen and select *Disable Log In*.

CREATING A CLASS

Classes can be created to organize and track student information, attendance & grades. Creating a class list is also necessary before running a presentation in which remotes are used. See *Presenting* for more information.

When creating a class, you can either create a normal class list in order to organize & track specific students, or create an anonymous class list to allow students to respond anonymously.

To create a class:

- Click on the *Students* tab.
- Click the *Class* menu at the top of the screen and select *New Class*.
- The Class Information window will appear. Fill in the following information:

Name: Type in the name of the class.

Type: Select *Normal* to create a normal class list or *Anonymous* to create an anonymous class.

Grade Scale: Select the appropriate grade scale for your class. See *Grade Scales* for help customizing a grade scale.

Remotes: Total number of remotes used in an anonymous class. If creating an anonymous class, Interact will automatically add this number of students to your class list. Normal

classes use the number of students added to determine the number of remotes.

Comments: Type in comments about class.

- Click *Done* when finished.

ADDING STUDENTS

You can either add new students or existing students to a class list. To add students, you must first create a class. For help see *Creating a Class*.

To add students:

- Click on the *Students* tab.
- Select a class in the *Class* drop-down list located under the *Attendance* button.
- Click on the *Add Student* button. The Add Student window will appear. Select from the following three options:

I want to add an existing student for whom I know the Student ID: Adds an existing student based on a student ID you enter.

I want to add an existing student from the Master Student List: Adds a student who has already been entered for another class.

I want to create a new student who is not already in the system: Adds a student by creating a new student profile.

- If you want to add a new student, select the last option. The Student Information window will appear.
- Type in a *Student ID* number. Make sure you use a unique number for every student. This number will be used when logging in with remotes.
- Type in a *Username* and *Password*. This information is used when students log in using Student Mode to complete missed or extra assignments. See *Student Mode* for more information.
- Choose a number between 0 and 5 for the *Pick*

Chance setting. This option sets the chance of a student being selected randomly in a presentation when you use the random pick button on the teacher remote. A zero indicates no chance of being selected.

- Click the **Update Photo** button to add a picture to the student's profile. Locate the picture file using the browser and click **Open**. This picture is also used with a seating chart and attendance.
- Input any additional information for the new student. Required fields are shown in red.
- Click **Done** when you are finished.

SEATING CHART

The seating chart diagrams where students sit and is also used when taking attendance. You can either manually create a seating chart, or have the computer automatically create one.

To create a seating chart:

- Click on the **Students** tab.
- Click on the **Seating** button. The Classroom Overview window will appear.
- If changing an existing seating chart, click **Clear** to remove students from diagram.
- To manually create a seating chart, drag and drop student names from the list on the right to the desired location on the grid.
- To automatically create a seating chart, click on the **Arrange** button. The Seat Setting window will appear. Make selections from the following areas:

Seating Patterns: Choose a pre-made pattern to designate location & flow of assigned seats.

Furniture: Select **Desk** to indicate individual student desks or **Table** to arrange students in groups of two.

Teacher Desk: Check this box to add a

teacher's desk to the front of the class.

Arrangement: Select the number of rows and columns used to arrange desks.

- Click the **Arrange Seat** button when finished. Students will be placed in the appropriate locations on the grid.
- Click **Save** when you are finished.

TAKING ATTENDANCE

Taking attendance is easy with Interact. You must first create a seating chart before you can take attendance. See *Seating Chart* for more information.

To Take Attendance:

- Click on the **Students** tab.
- Click on the **Attendance** button. The Classroom Overview window will appear.
- The default attendance status of students is **present**. Click on student buttons once to change the status to **late**, twice to change to **excused** and three times to change to **absent**.
- Click on **Use Remote** and select **Login by User ID** to set up the remote attendance feature. As students log in with their student ID number, they will be marked present.
- Click **Save** when finished.

BUILDING GROUPS

With Interact you can separate students into different groups for assignments and games. You can either manually create groups or have the computer automatically create them.

To create groups:

- Click on the **Students** tab.
- Click on the **Groups** button. The Group Management window will appear.
- To manually create groups, Select the **Manual**

tab, then click on the *New Group* button and drag and drop students from the list into desired groups.

- To automatically create groups, select the *Automatic* tab and follow the remaining instructions:
- Specify the number of students in each group under *Group Size*.
- Select a *Grouping Action*. There are three different ways to group students:

Balance: Groups students evenly, based on ability levels.

Group Similar: Groups students based on similar ability levels.

Random: Groups students randomly.

- If you selected *Balance* or *Group Similar* you must also choose what factors determine student ability levels. In the section labeled *Assign Partners Based On*, select one of the following options:

Overall Performance: Groups students based on overall grade in class.

Selected Activity Performance: Groups students based on overall grade on a particular activity. If this option is selected you must also select an activity from the provided drop-down menu.

Predefined Ability Rating: Groups students based on the ability rating set in the student's profile.

- Click *Create* to automatically create groups.
- Click *Done* when finished.

EDITING AND DELETING CLASS LISTS, STUDENTS & TEACHERS

You are able to edit and delete class lists, students and teachers. To edit or delete students and class lists, you must first select the class

from the class drop-down list in the *Students* tab. All of the following changes are made in the *Students* tab.

To Edit a Class List:

- Click on the *Class* menu at the top of the screen and select *Class Properties*. The Class Information box will appear.
- Make changes and click *Done*.

To Edit a Student:

- Double-click on the student you would like to edit. The Student Information window will appear.
- Make changes and click *Done*.

To Delete a Student:

- Select the student in the grade book and click on the *Delete* button.
- A prompt will appear asking 'Are you sure you want to delete this student from the current class?'
- Click *OK* to delete the student.

To Delete a Class List:

- Go to the *Class* menu and select *Delete Class*.
- A prompt will appear asking 'Are you certain you wish to delete the current class?'
- Click *OK* to delete the class.

To Edit a Teacher:

- Go to the *Class* menu and select *Edit Teachers*.
- Select the teacher you would like to edit from the list in the left column.
- Make the necessary changes and click *Update* to save changes.
- Click *Done* when finished.

To Delete a Teacher:

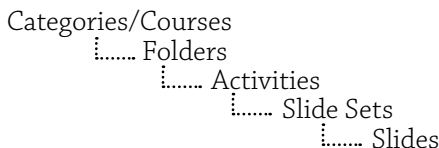
- Go to the *Class* menu and select *Edit Teachers*.
- Select the name of the teacher from the list on the left column and click on *Delete* to remove teacher.
- After clicking *Delete* to delete a teacher, a prompt appears asking what you want to do with that teacher's classes. You can either reassign the classes to another teacher or delete the classes and grade books.
- Click *Done* when finished.

MANAGING CONTENT

CONTENT OVERVIEW

Content refers to the collection of test and presentation screens. For example, a group of screens that contain algebra problems is considered content.

Content is organized into a five-part hierarchy of *categories/courses*, *folders*, *activities*, *slide sets* and *slides*. It may seem a bit confusing at first; however, after using Interact for a while, you will appreciate the organization. See the illustration & descriptions below for more detail.



Slides: Individual presentation screens. Slides can contain text, images, sounds, and/or animations. For example, a slide may contain a picture of a dog along with the text “What animal is this?”

Slide Sets: Groups of one or more slides. For example, a slide set may contain the above question slide along with an answer slide that says “This is a dog.”

Activities: Groups of slide sets. The above dog slide set may be part of an activity called “Animal Types.”

Folders: These are used to group activities for easy organization. A folder named “Life Science” could contain our “Animal Types” activity along with other science activities.

Categories/Courses: Used to group folders and activities into different subjects or classes.

All content is managed in the *Content* tab. The Content tab is the area where you start after opening Interact. Here, you can import, export, sort, delete, and print content. This is also where you can install standards and set preferences to allow students to retake tests using the *Student Mode*. When you open the Content tab, you will see the following buttons:



Category/Course: Creates a new category or course to organize content.



New Folder: Creates a new folder in the Content Tree.



New Activity: Creates a new activity in the Content Tree.



New Set: Adds a blank slide in the selected activity. This will take you to the Slide Editor. See *Creating Content*.



Delete: Deletes the selected slide(s) or slide set(s).



Standards: Opens the Standards window. This tool allows you to link slides to state standards. See *Linking Standards*.



Expand/Contract: Changes the Slide Viewer to expand all the slides in a slide set. Click again to view just the first slides.



Full Screen/Show Tree: Hides the Content Tree. Click button again to show.



Remotes: Opens the Remote Options window. This tool allows you to set up & test remotes. See *Remote Setup*.



Present: Presents the selected activity. This will open the Presentation Setup window. See *Presenting*.



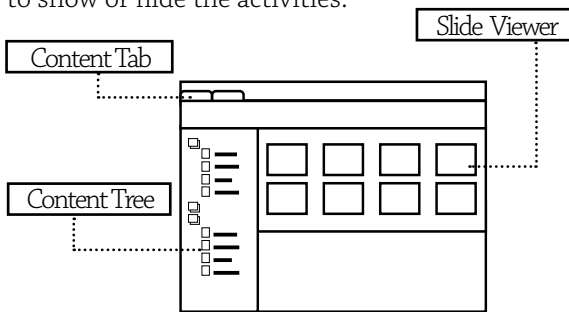
Print: Prints the selected activity.



Link Activity: This associates two or more activities. Click on icon, select activities, and then click on icon again.

VIEWING & ORGANIZING CONTENT

In the far left of the *Content* tab, you will see a diagram containing all your folders and activities. This is called the *Content Tree*. See Illustration below. If no activities are present, click on the plus/minus sign or double click on the folder to show or hide the activities.



To view slides & slide sets of an activity:

- Click on an activity in the Content Tree.
- The first slide of each slide set will appear in the Slide Viewer to the right of the Content Tree.
- To view all the slides of a slide set, click on the *Expand* button.

To rearrange content:

- Rearrange slides & slide sets by dragging and dropping them elsewhere in the Slide Viewer.
- Rearrange folders and activities by dragging and dropping them elsewhere in the Content Tree.

CREATING & DELETING COURSES, FOLDERS, ACTIVITIES & SLIDE SETS

Within the Content tab, you can create & delete categories/courses, folders, activities, slides &

slide sets.

To create a new category/course:

- Click on the book icon next to the drop-down menu in the Content Tree.
- A box will appear with a blank field. Type in the name for the category/course and click *OK*.
- The new category/course will automatically be saved and added to the Content Tree.

To create a new folder:

- Click on the *New Folder* button.
- A box will appear with a blank field. Type in the name for the folder and click *OK*.
- The new folder will automatically be saved and added to the Content Tree.

To create a new activity:

- Select a folder in the Content Tree to which you want to add an activity.
- Click on the *New Activity* button.
- A box will appear with a blank field. Type in the name for the activity and click *OK*.
- The new item will automatically be saved and added to the selected folder in the Content Tree.

To create a new slide & slide set:

- Click on an activity in the Content Tree.
- Click on the *New Set* button. A new slide set will be added to your activity that contains one blank slide.
- You will automatically be taken to the Slide Editor, the tool used to create slides. See *Creating Content* for more information.

To delete slides or slide sets:

- Click on the slide or slide set you want to delete in the Slide Viewer.

- Click the *Delete* button. A prompt will appear asking 'Delete selected items?'
- Click *Delete*.

To delete categories/courses, folders or activities:

- Click on the folder or activity in the Content Tree.
- In the *File* menu at the top of the screen, select *Delete Activity* to delete an activity or *Delete Folder and Contents* to delete a folder or a category/course.

IMPORTING AND EXPORTING ACTIVITIES & FOLDERS

Activities & folders can be imported and exported to move them to other computers. Qwizdom TA and PowerPoint files can also be imported.

To import Interact activities & folders:

- Click on the *Content* tab.
- Go to the *File* menu at the top of the screen and select *Import* and then *Activity or Archive*. The Import Content window will appear.
- Search for the content. The file will be in a *.qza* file format or if it is an answer key, it will be in a *.key* file format.
- Select the file and click *Open*. The activity or folder will be imported into the Content Tree.

To export Interact activities or folders:

- Click on the *Content* tab.
- Select the activity or folder you would like to export from the Content Tree.
- Go to the *File* menu at the top of the screen and select *Export* and then *Activity or Folder*. The Export Content window will appear.
- Click *Browse (...)* to choose the location for the exported activity or folder. Otherwise it automatically defaults to *My Documents*.

- Click *Export*. The activity or folder will be saved in a *.qza* file format in the specified location.

To import Qwizdom TA activities:

- Click on the *Content* tab.
- Click *File* at the top of the screen and select *Show TA Convert Form*.
- The TA Resource Conversion and Database Import window will appear. Select the resources you would like to import into Interact.
- Click *Convert*. The activities will be added into the Content Tree.



The TA images folder must be saved on your computer to import properly. If images are linked to a content CD-ROM, insert the CD into the proper drive.

To import PowerPoint slides:

- Click on the *Content* tab.
- Go to the *File* menu at the top of the screen and select *Import*, then select *PowerPoint Slides*.
- The Import Content window will appear. Search for the PowerPoint file. It will be in *.ppt* file format.
- Select the PowerPoint file and click *Open*. The slides will import into the activity.
- You can easily add additional slides between those created with PowerPoint by clicking the *New Slide Set* button.
- Go into Slide Editor to specify the question type and answer. See *Creating Content* for details on using Slide Editor.



Slides created with PowerPoint cannot be edited or reordered within Interact. PPT files cannot have characters (. / - + _) in the file name. Must use Powerpoint 2003 or higher.

LINKING & INSTALLING STANDARDS

State standards can be linked to individual slides and slide sets. To link Standards you must first

import your state's specific standards into Interact. State standards are located on the Qwizdom Interact CD-ROM.

To import standards:

- Close out of Interact.
- Place the Interact disc in the CD-ROM drive. The Qwizdom Interact Install window will appear.
- Click on *Install Standards*. A list of standards for each state will appear.
- Check the standards you want to install.
- Click *Install*.
- A prompt will appear reading, 'Standard Installation Completed' when finished.
- Click *Done* to exit.

To link standards:

- Click on the *Content* tab.
- Select the activity from the Content Tree or Slide set from the Slide Viewer to which you want to link standards.
- Click on the *Standards* button. The Standards window will appear.
- In the *Current Standards* drop-down list, select the standards for your state.
- Select the standard that you would like to apply and click *Add*.
- Select either *Standards Applied to the Whole Activity* or *Selected Slides*.
- Click *Done* when finished.

To view applied standards:

- Click on the *Content* tab.
- Go to the *View* menu at the top of the screen and select *Properties*. The *Properties* tab will appear at the bottom of the slide.
- Click on the *Standards* tab.

- The standards that have been applied to the selected activity or slide will be displayed in the *Properties* tab.
- To hide the Properties window go to the *View* menu and uncheck the *Properties* option.

STUDENT MODE

Student Mode allows students to complete missed or extra assignments and tests using Interact. Students must have a username along with a password to access student mode. You need to enable login for student mode to work. See *Logging In* for more information.

To set up student mode:

- Click on the *Content* tab.
- Double-click on the activity you want a student to complete. The Activity Properties window will appear.
- Click on *Student Mode Properties*.
- Under the Student Access Mode section, select whether the make-up assignment will be a:

Test: Student works through the activity without feedback.

Test With Feedback: After student selects an answer, the program will display whether the answer was right or wrong.

Lesson/Review: After student selects an answer, the program will display whether the answer was right or wrong and then show the answer slide.

- Set the *Time Limit* for the activity.
- Set the *Available Make-Up Date*. This limits the time period that a student has to access the assignment.
- In the *Allow Individual Access* drop-down list, select your class.
- Below the class, select the names of the students who will be making up the particular

assignment. Only the students you specify will be given access to the assignment.

- Select any *Prerequisites*. Prerequisites are assignments that must be completed before the student can take the activity.
- Click *Done*.

To use student mode:

- If Interact is open, go to *File* and select *Log Out*.
- If Interact is not open, double-click on the *Interact* icon on the desktop. You will be asked for a username and password.
- Type in a student username and password and click on *Login*. The Student Mode window will appear.
- Select the activity to be completed and click on *Run Test* to begin.
- The first question of the activity will appear. Enter in the answer and click on *Submit*. Proceed to the next question.
- When the activity is completed, a prompt will appear displaying your score.
- Click *OK*. You will be taken back to the Student Mode window. The activity that was completed will appear in red.
- Click *Done* to exit out of Interact.

CREATING CONTENT

CREATING CONTENT OVERVIEW

Interact's content is created using a tool called the *Slide Editor*. With the Slide Editor, you can add sounds, images, videos, text and voice narration to content slides. In addition to the Slide Editor, you can create answer keys to be used with paper-based assignments. For a complete tutorial of the Slide Editor, see the *Creating Slides* section of the Interact User Guide located in the *Help* menu under *View User Guide*.

To open the Slide Editor:

- Click on the *Content* tab.
- Click on the *New Slide* button or double click any existing slide in the Slide Viewer. The Slide Editor will appear.

SLIDE EDITOR TOOLS

On top of the Slide Editor, you will notice a row of buttons, which are the Slide Editor tools. The buttons on the right are standard word processing tools used to create text and should already be familiar to you. The buttons on the left are tools used to create, edit, and import objects into your slides. These buttons and their functions are described below:



Cut: Removes the selected object and places it on the clipboard.



Copy: Makes a copy of the selected object and places it on the clipboard.



Paste: Pastes an object into the slide from the clipboard.



Delete: Deletes the selected object.



Spell Check: Checks the selected text box for spelling errors.



Image: Imports an outside image into the slide.



Movie/Sound: Imports an outside video, sound or flash animation into the slide.



Text: Adds a new text box to the slide.



Equation: Opens the equation editor, a tool used to create math equations.



Line: Draws a line by clicking and dragging the mouse.



Arrow: Draws an arrow by clicking and dragging the mouse.



Double Arrow: Draws a two-sided arrow by clicking and dragging the mouse.



Rectangle: Draws a rectangle by clicking and dragging the mouse.



Filled Rectangle: Draws a filled rectangle by clicking and dragging the mouse.



Oval: Draws an oval by clicking and dragging the mouse.



Filled Oval: Draws a filled oval by clicking and dragging the mouse.



Convert to Lower Case: Converts the selected text to lower case letters.



Convert to Upper Case: Converts the selected text to upper case letters.



Superscript: Allows symbols to be moved halfway above the text line, as in the example: r^2 .



Subscript: Allows symbols to be moved halfway below text line, as in the example: H_2O .

USING EDITING TOOLS IN THE HISTORY BOX

The history box displays all the actions that have been made to slides in *Slide Editor*. Clicking on any previous action displays the slide at that stage of editing. The various tools *Undo All*, *Undo*, *Redo*, *Redo All*, and *Clear History* assist in creating and editing slides.

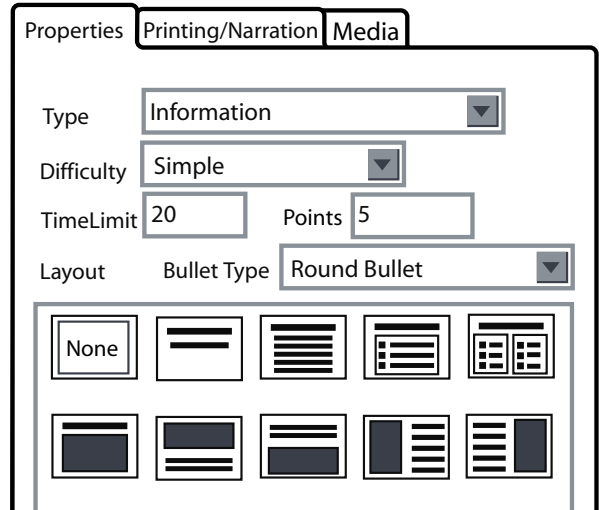
-  **Undo All:** Deletes all actions related to most recent addition to slide.
-  **Undo:** Deletes only one action at a time.
-  **Redo:** Reverses a single undo action.
-  **Redo All:** Reverses all undo actions.
-  **Clear History:** Clears all the actions in the history box. It does not clear objects on the slide.

CREATING & DELETING SLIDES & SLIDE SETS WITHIN THE SLIDE EDITOR

Below the slide is a set of shortcut buttons that allows you to create, delete, and navigate between slides & slide sets. The following is a list of the buttons and their functions:

-  **Ins:** Inserts a new blank slide into the current slide set.
-  **Del:** Deletes the current slide.
-  **Gen:** It generates an answer slide when a template is not being used.
-  **New Q:** Inserts a new slide set after the current slide set.
-  **Prev Q:** Returns window to the previous slide set.
-  **Next Q:** Advances window to the next slide set.

SETTING SLIDE PROPERTIES



The Slide Properties tab (see above illustration) is located on the left side of the Slide Editor. These properties control the appearance of the slide and allow you to specify options used when presenting the slide. For example, you can specify a question type of multiple choice, along with possible answers and a time limit. The following properties can be adjusted in the Slide Properties window:

Type: Slide sets can be designated as information or question types such as multiple choice, true/false, short answer, etc. If you select a type other than Information, additional parameters will appear at the bottom of the slide properties window such as specifying the answers to question slides.



For an in-depth look at the different question types, see the Creating Slides section of the Interact User Guide located in the Help menu under View User Guide.

Difficulty: The difficulty level of a slide's content can be set as *Simple*, *Intermediate*, *Advanced*, or *Expert*. The difficulty level can be used to analyze tests or to determine the

outcome of games. For example, a question with the difficulty set to “expert” is more likely to result in a home run while playing the baseball game.

Time Limit: A time limit can be set to restrict student response time for answers. Make sure you give an ample amount of time for students to respond.

Points: Each slide can be assigned a point value. Points can then be used to calculate test & quiz scores.

Layout: Choose from many pre-made layout templates to help you start creating slides.

ADDING NARRATION

Bring presentations to life by having them read aloud using Interact’s automated voice feature. Narration options are located within the Slide Editor.

To add narration:

- Open the Slide Editor & click on the *Printing/Narration* tab. (See Illustration)
- Check the Customize box and click on the Sound button to hear how the sentence will be read. You may need to alter spelling and adjust punctuation to have the text on the slide read correctly.



Sound Button: Turns on the audio playback feature.

- Present your activity and check the narration box. A voice will now narrate the presentation as students follow along and respond with their remotes. For help see *Presenting*.

MEDIA OPTIONS

The Media tab (see illustration) is located in the menu on the left side of the Slide Editor. It allows you to search for pictures quickly and easily.

- Open the Slide Editor & click on the Media tab.

- In the Keywords blank, type a word to search for an image (ex. to find images of a dog, you could type “dog”, “animal”, “puppy”, or “pet”) and click Search.
- Click on a picture and drag it onto the slide.

ANSWER KEYS

Answer keys can be created for use with any paper-based assignments. For example, you can create an answer key for a textbook review and still take advantage of Interact’s automatic grading feature.

Present an answer key just as you would any other activity. During the presentation, a chart will appear displaying student remote numbers and the letters “ip” (in progress). After answering a question, the students use the directional arrow buttons on the Q4 or the right toggle button on the Q5 to progress to the next question.

For Q3 remotes, the chart will display the student number and question number. After answering it will automatically advance to the next question.

As students finish, a “+” symbol will appear in the box next to their remote numbers. See *Presenting* for more information.

To create an answer key:

- Click on the *Content* tab.
- Click on the triangle next to the *New Activity* button and select *Add Answer Key*.
- Type in a name for the activity. The activity will appear in the Content Tree. A spreadsheet will also appear containing the following parameters:

Number: The number of the question. This number is sequential and cannot be changed.

Type: The type of question being presented (e.g., multiple choice, short answer, numeric,

etc.).

Answer: The correct answer to the question.

Answer 2 (Alt, Min): An alternative correct answer or second answer to the question.

Answer 3 (Alt, Max): An alternative correct answer or third answer to the question.

Points: Number of points assigned to each question.

- Select the appropriate parameters for the first question of your answer key and click *Insert*.
- Input the remaining answers for your key.
- Click on the *Save* button. The answer key will be saved.

Multiple Answer Keys:

- You can create multiple answer keys for paper-based tests.
- Follow the steps listed above. Make sure to include the test number, located at the top of the answer key window, with each activity. Students will need to type this number in at the beginning of the activity.
- To present multiple answer key activities, click on the arrow to the right of the Present Button, scroll down, and select multiple answer key.

PRESENTING

PRESENTING OVERVIEW

There are many presentation options available to tailor each presentation to your specific needs. At any time during a class presentation you can pull up response graphs to determine how well the class is following the lesson or pose spontaneous questions (on select versions). In addition to the standard way of presenting, activities can be presented as one of seven interactive learning games.

To present an activity to class:

- Click on the *Content* tab.
- Select an activity.
- Click on the *Present* button. The Presentation Setup window will appear. You will notice four different boxes that contain options for *General*, *Display*, *Remote*, and *Play*.
- Make sure that you selected *Record Answers/Scores* if you want to record scores for the activity.
- When the setup is complete, click *OK* to start the presentation.
- After clicking OK, two messages will appear on the screen. The first one will read 'Initializing Host.' This means the computer is establishing communications with the host. Once it is successful, a second message, 'Host Initialized' will display.
- If you selected '*Roaming or Student Owned*' under Remote Setup, the Remote Registration window will appear with a 4-digit randomly generated number in the top right corner. Have students enter this number into their remotes under Session ID and then hit *Send*. Afterwards they will be prompted to enter

their User IDs.

- Click *OK*. Students are still able to login after the teacher clicks *OK* and enters the presentation. However, the session number will no longer appear on the screen. Push *Send* on the instructor remote to display session number again.
- You will then see the first slide of your presentation.

Presentation Options

The options are for *General*, *Display*, *Remote*, and *Play*. *General Options* include setting work groups and presentation modes. *Display Options* allow you to select slide display preferences. *Remote Options* allow you to select remote preferences. *Play Options* allows you to customize your presentation by adding narration, randomizing slide order, organizing student in groups, and setting time limits for slides. Carefully read through all the options to set up the presentation appropriately.

General Options:

Group: Select one of the work groups from the drop-down menu.

Play Mode: Select one of the mode options from the drop-down menu.

Normal Mode: Slides are advanced by manually clicking the forward and backward arrows.

Autopilot Mode: This options allows the slides to progress automatically on an adjusted timer setting. See *Countdown Timer*. If you manually change the slide in either direction, the autopilot feature will stop. You will need to manually advance the remaining slides in the presentation.

Answer Key: Present activity as an answer

key. See *Answer Keys* for more information.

Review Mode: Allows you to go back through an activity after scores have already been recorded and use the response graph to evaluate the original responses.

Use as Spontaneous Survey: Activity is designed for a spontaneous survey.



For more information, see the *Spontaneous Survey* section of the PDF guide located by clicking the *Help* menu and then selecting *View User Guide*.

Game Mode: Select the *Game Option* from the drop-down menu. Then choose from one of the seven learning games from the lower drop-down list. See *Game Setup* for more information.

Record Answer/Scores: Check this box if you want to record scores for an activity.

Just Participation: Check this box to record student(s) participation. Answer data is recorded only when students respond.

Display Options:

Answer Slide: Check this box to display slides designated as answer slides. If unchecked, will skip all answer slides.

Countdown Timer: Check this box if you wish to display a countdown timer on each slide. It is also used as a timer to advance to the next slide when using Autopilot.

Slide Number: Displays the number of the slide set being presented.

Warning: If more than the specified percentage of students answer incorrectly, a low percent symbol will appear on screen before you advance to the next slide.

Remote Options:

Use Remotes: Check this box if using remotes.

Right/Wrong Feedback: Students will receive a signal on their remotes after they respond, indicating if they were right or wrong.

One Response Per Remote: Limits student to responding once per question. If unchecked, students can respond until they answer correctly.

Log in With Remote By ID: Enables students to log in using their student ID numbers. If you selected '*Roaming or Student Owned*' under Remote Setup, this box will automatically be selected. See *Remote Setup* for more information.

Remember User IDs: Assigns students the same ID numbers according to the class roster used in the last session. Students will not need to login by ID numbers.

Use Random Remote Numbers: Assigns students a number according to order in which each student logs in.

Play Options:

Randomize Slide Order: Check this box to play slides in a random order.

Narrate Slides: Check this box to add voice narration to presentation. See *Narration* for more information.

Use Group: Check this box if game is to be played in groups that use one remote per group rather than as individuals who all have their own remotes. Not all games can be played in both methods.

Time Limit Box: Select *Countdown Timer* in the *Display Box* and set the length of the timer. Select *Use Time for Each Question* to use the specified time limit for each question. See *Slide Properties* for more information.

NAVIGATING PRESENTATIONS

After you open a presentation, you will notice a row of buttons located at the top of the screen.

These buttons allow you to navigate through the presentation using the mouse. Next to them is an additional set of buttons that tell students how they should respond with their remotes. Not all options will be visible, depending on the type of presentation.



You are also able to navigate presentations using the Teacher's remote. For help, see the quick index card included with your remote purchase.

Navigation buttons:



Close: Exits presentation and returns to Content tab.



Full Screen: Shows/Hides drop-down menus.



Previous Slide: Returns presentation to the previous slide.



Next Slide: Advances presentation to the next slide.



Right: Marks student right. Appears on question slides when not using remotes.



Wrong: Marks student wrong. Appears on question slides when not using remotes.



Pick Random Student: Picks a student randomly to answer question. Appears on question slides when not using remotes.



Question: Shows the question slide of the current slide set. Only appears when a question slide is available.



Answer: Shows the answer slide of the current slide set. Appears only when an answer slide is available.



Information: Shows the information slide of the current slide set. Only appears when an information slide is available.



Show Game Scores: Goes to current game scores screen. Appears only when playing a learning game without remotes.

Buttons associated with remotes:



Send: Displays when the students are required to hit the *Send* key on their Q3 remotes after inputting their answers. Send is required on all questions for Q4 and Q5 remotes.



Spontaneous Question: Appears when spontaneous questions are posed.



Help Request (see above): Displays if a student requests help on his/her remote during a presentation. The number in the display indicates how many students are requesting help. Click on the arrow to display the remote numbers of the students who need help or click *Clr* to clear all requests.

SPONTANEOUS QUESTIONS & RESPONSE GRAPHS

During a presentation, you can pose a spontaneous question to test student knowledge or gather opinions. You will then be able to show a response graph on screen with the percentage of students who responded to each available choice. Response graphs can also be shown after presenting regular question slides.

To pose a spontaneous question:

- Present an activity. For help, see *Presenting Overview*.
- Verbally ask the class a spontaneous question and include answer choices. For example ask 'Is there a nucleus present?', and then offer three choices; A=yes, B=no and C-I don't know.
- On the Q3 teacher's remote hit the '?' key and then key in the answer and press the *Send* button.
- On the Q5 teacher's remote hit the "New Q" button and choose question type on LCD screen. Then input the answer and send.

- A question mark symbol will appear on screen. This symbol tells students that a spontaneous question has been posed.

To show a response graph:

- After the students have responded, press the *Delta* (triangle) key on the Q3 teacher remote or press the letter “R” key on the keyboard to pull up a response graph showing how students answered. For Q5 models press the (/) button.
- To access the different charts, either press the right or left single arrow keys on the Q3 teacher’s remote or use the mouse to click on the buttons in the graph window. For Q5 model, use the directional toggle switch. The following graph types are available:

Bar Graph: Shows bars representing the number of students who responded with a particular answer choice.

Scatter Graph: Shows a dot on a scatter plot for each response.

Pie Graph: Shows pie slices of the number of responses to each answer choice.

Individual Response Chart: Shows a chart containing each student’s response.

GAMES SETUP

Activities can be presented in one of seven learning games to give students a fun, hands-on learning experience. To play most games you must first create an activity and a class list with assigned remotes. For help, see *Creating Content* and *Creating a Class List*.

To set up a game:

- Click on the *Content* tab.
- Select an activity from the Content Tree.
- Click on the *Present* button. The Presentation Setup window will appear.
- Select your class from the group drop-down menu located in the *General Option* box.
- Select a game type. The available games are Baseball, Fast Track, K-Bowl, World Cup, Mars Mission, Millionaire and Quandary.
- Select *Record Answers/Scores* if you want to keep students’ responses from the game.
- If using remotes, select *Use Remotes*.
- Select whether the game is to be played in *Team* or *Individual* mode.
- Click *OK*.



Some games restrict the number of players, cannot be played in both modes and/or cannot be played without remotes. Response Graphs and answer slides are not available in game mode.

PLAYING GAMES

Each learning game has unique rules and ways to play. Some games, such as Fast Track and Mars Mission, allow students to compete individually against each other. Other games, such as World Cup and Baseball, split the class into two competing teams. The following examples show how to play Baseball and Fast Track:



For help playing other games or playing games without remotes, see the games section of the PDF user guide located by clicking the Help menu and then selecting View User Guide.

To play baseball:

- Set up the baseball game using the steps listed in *Games Setup*.
- Select *Baseball* from the game drop-down menu.
- Select *Use Remotes* if you wish to use remotes for the game.
- After the game loads, the Game Setup window will appear.
- Type in the name of the teams.
- When using remotes, set groups to be either

odd/even or *high/low* remote numbers. This is how the two teams will be divided.

- When using remotes, type in the number of players. This is usually the number of remotes that will be in use.
- Set the Max Innings and time limit. If using remotes set up the Scoring Options. The scoring option helps to determine the outcome of each question.
- Click *Continue* twice to present the first question.
- Students from both teams respond to each question. The outcome for each play is determined by the point spread between the number of correct responses from each team. 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 Properties window. See Slide Properties.

To Play Fast Track:

- Set up the Fast Track game using the steps listed in *Games Setup*.
- After the game loads, the Game Setup window will appear.
- Select the *Number of Players* in the game.
- Select the *Scoring Options*. The Scoring Mode determines how scores are tallied.
- Click on the (>>) symbol to present the first question.
- All students respond to the question. The outcome for each play is determined by the speed and order in which correct answers are received.



For help navigating presentations using the teacher remote, please see the Remote Index Card included with your remote purchase.

GRADING AND REPORTS

GRADING AND REPORTS OVERVIEW

Interact can automatically record and grade scores from an activity. These grades can then be turned into a variety of reports that can easily be printed or e-mailed to students and parents. All of the grading and reporting features are located in the *Students* tab. To get to the Students tab, open Interact and click on the *Students* tab.

RECORDING SCORES

Interact is able to track individual student answers, scores, and overall grades. In order to track grades, you must first set up Interact to record scores. This option is located in the Presentation Setup window.

To record answers from an activity:

- Click on the *Content* tab.
- Select an activity from the Content Tree.
- Click on the *Present* button. The Presentation Setup window will appear.
- Select your class.
- Check the box that reads *Record Answers/Scores*.
- Check all other necessary options. See *Presenting* for more help.
- Click *OK* when finished. The presentation will begin.
- Have the students answer each question in the activity with their remotes. When the presentation is complete, exit the presentation.

To view recorded scores:

- Click on the *Students* tab.

- Select your class from the *Class* drop-down list. Student names and grades for all completed activities will be listed in the grade book.
- To change how grades are viewed, click and hold on the triangle next to the *Views* button. Select from the following options:

Points: Shows the total number of points awarded for each correct answer. Points are assigned to each slide in the Slide Properties window. See *Slide Properties* for more information.

Fractions: Shows grades as a fraction of the number of correct responses over the total number of questions.

Percentages: Shows grades in percentage form based on the number of correct responses.

Grades: Shows the letter grade based on number of correct responses.

GRADE SCALES

Interact offers four preset grade scales: credit/no credit, GPA, European and letter. These grade scales can be adjusted and customized.

To adjust grade scales:

- Click on the *Students* tab.
- Go to the *Class* menu at the top of the screen and select *Edit Grade Scales*.
- If you want to use a preset scale, select one of the four grade scales under *Grade Scale*.
- If you want to create an alternative grade scale, press the 'new' button and then enter the grade scale name in the column on the left and enter the grade scale settings in the column on the right.

- Click *Done* when finished.

RETAKING GRADED ACTIVITIES

After grades have been recorded for an activity, you cannot alter the activity. A lock icon will appear by the activity in the Content Tree indicating that it has already been graded. If you want to retake an activity, you can either duplicate the activity to keep the original scores or unlock the activity to delete & replace the existing scores.



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

To duplicate an activity:

- Click on the *Content* tab.
- Select the activity that you would like to duplicate from the Content Tree.
- Click on the *File* menu at the top of the screen and select *Duplicate As*. A window will appear asking you to name the duplicated activity.
- Type in the name of the duplicated activity and click *OK*.
- The activity will be duplicated and placed in the Content Tree.

To unlock an activity:

- Click on the *Content* tab.
- Select the activity that you would like to unlock from the Content Tree.
- Go to the *File* menu at the top of the screen and select *Unlock*. A prompt will appear informing you that by unlocking an activity, the grades for that activity will be deleted.
- Click *Yes* to unlock the activity. The activity will be deleted from the grade book.

CREATING REPORTS

With Interact you can create a wide range of reports. Reports can be generated for a single student or for the whole class. Reports can also be

easily previewed, printed, saved, or e-mailed. To e-mail reports you must first set up your e-mail. See *Setting Up E-mail* for more information.

To create a simple report:

- Click on the *Students* tab.
- Select your class from the *Class* drop-down list.
- Select a student's name or an activity from the grade book.
- Click on the *Chart* button. The report will appear.
- To print the report, click on the *Print* button. To e-mail, click on the *E-mail* button. To be able to e-mail reports you must first set up this feature. See *Setting Up E-mail*.

To create a complex report for students:

- Click on the *Students* tab.
- Click on the *Reports* button. The Qwizdom Reporting Wizard will appear.
- Select the *Student* tab, select the class, individual student, and activity for which you want to create the report.
- Select a report type. The following are descriptions for the report types available:

Activity Score: Displays an individual student's answers and score for a single activity.

Standards Report: Displays how well each student has done according to the standards that are linked to the assignment.

Question Summary: Displays correct answers out of total number of questions.

Grade book: Displays a student's grades on all assignments.

Answer Summary: Displays an individual student's response to each question.

Student Detailed: Displays individual scores by question.

Attendance: Displays individual student attendance for all selected school days including days present, absent, and tardy.

Add Comment: Check this to add a comment to the student's report.

- After selecting a report type, select *View*, *Print*, *Save*, or *E-mail*. To be able to e-mail reports, you must first set up this feature.

To create a complex report for class:

- Click on the *Students* tab.
- Click on the *Reports* button. The Qwizdom Reporting Wizard will appear.
- Select the *Class* tab, select the class and activity for which you want to create the report.
- Select a report type. The following are descriptions for the report types available:

Summary Graph: Displays overall outcome of activity including, grade distribution, demographic report, and class averages.

Class Standards: Displays how well each student has met the objectives linked to an activity.

Class Attendance Report: Displays attendance for all selected school days including days present, absent, and tardy.

Class Roster: Displays student's last name, first name, remote number, and group number.

Group List: Displays a list of groups along with the assigned individual and group remotes.

Class List Detailed: Shows the class list information along with username & password.

Grade Distribution Report: Provides a detailed grade distribution chart by individual activity and totals.

Class Question Summary: Displays all ques-

tions with a chart showing the percentage breakdown for each possible answer.

Overall Score: Displays the number of correct responses out of the total number of questions along with the percentage.

Gradebook Report: Displays the student ID, group number, remote number, and points awarded for the activity.

Class Answer Report: Displays a percentage breakdown of the number of responses for each answer choice.

Class Detailed: Displays a detailed score report by student.

- After selecting a report type, select *View*, *Print*, *Save*, or *E-mail*. To be able to e-mail reports, you must first set up this feature.

SETTING UP E-MAIL

To e-mail reports, you must first set up the e-mail. If it is not set up correctly, you will receive an error message after attempting to send an e-mail.

To set up e-mail:

- Click on the *Students* tab.
- Go to the *Options* menu at the top of the screen and select *Network Options*. The Network Options window will appear with the following parameters:

Database Server: The location on your hard drive where your class data is stored.

Content Server: The location on your hard drive where your activities are saved.

SMTP Server: This is your personal or school's e-mail server through which the reports will be sent. Below is a list of SMTP servers for popular Internet Service Providers. For help finding your SMTP server contact your ISP's technical support.

ISP

America Online
AT&T Worldnet
CWNET
Earthlink
MSN
Netzero
Speak Easy
Yahoo

SMTP Server

aol.com
mailhost.att.net
mailhost.cwnet.com
mail.earthlink.net
smtp.email.msn.com
smtp.netzero.net
mail.speakeasy.net
smtp.mail.yahoo.com

Default E-Mail: E-mail address of the person who has primary access to the computer. This e-mail address is used to send reports if no one is specified.

Address Book: List of e-mail addresses to which reports can be sent.

- To add an entry to the address book, click inside the e-mail field and enter an e-mail address.
- Click inside the name field and enter the name of the person whose e-mail address you just listed.
- To add additional e-mail addresses click the next line. The word “null” will appear in the name and e-mail fields. Replace it with a new name and e-mail address.
- Click *Done* when finished.

