



Table of Contents

Part I Introduction	3
Part II Getting Started	4
1 Notice	5
2 Installing Qwizdom Connect	6
3 Online Registration	7
4 Hardware Setup	8
5 Launching Qwizdom Mac Connect	10
6 Installing Standards	11
Part III Remote Setup	12
1 Notice	16
2 Q2RF	17
3 Q4RF	18
4 Q5RF	20
5 Q6RF	23
Part IV Q7RF Tablet	27
1 Using the Pen	30
2 Drawing and Editing Tools	31
Part V Content Manager	33
1 Search & Download Content	35
2 Importing and Exporting	36
3 Printing	37
4 Standards	38
Part VI Creating Content / Live Editor	39
1 Creating Slides	45
2 Adding Equations	54
3 Styles and Templates	55
4 Multimedia	60
Part VII Creating Classes	62
1 Groups	65
Part VIII Presentations	66

1 Presentation Setup	67
2 Presentation Features	70
3 Presentation Toolbar	73
4 Remote Login	74
5 Using Remotes in Presentation	75
6 Presenting with the QVR	80
7 Response Graph	83
8 Games	86
Part IX Results/Reports	89
Part X Answer Key	91
Part XI Actionpoint	94
1 Create Questions	95
Part XII Question Toolbar	96
Part XIII Survey Bar	98
1 Preload Questions	100
2 Simple Survey Bar	101
Part XIV Qwizdom Tools	102
Part XV Hot-Key Editor	104

1 Introduction

This is a user guide for **Qwizdom Mac Connect**. This guide provides information and tips on using **Qwizdom Mac Connect**.

If you need assistance, please contact *Technical Support*.

Website	www.qwizdom.com
Tech Support	(253) 845-7738
Email	support@qwizdom.com
Support Hours	6 a.m. to 4:30 p.m. PT
Address	Qwizdom, Inc. 12617 Meridian East Puyallup, WA 98373

2 Getting Started

Contents of Remote Set

- Q2RF, Q4RF, Q6RF, or Q5RF Remotes*
- 1 RF Host
- 1 Q6iRF Instructor Remote, Q5RF Instructor Remote or 1 Q7RF Instructor Tablet*
- 1 USB Extension Cable
- 1 Charger (Q5RF Instructor Remote)*
- 1 Multi-charger (Q5RF Remotes)*
- 1 Screwdriver
- AA Batteries (Q4RF & Q6RF) or AAA Batteries (Q2RF)*
- 1 Carrying Case

**Remote types and accessories based on actual order. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

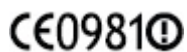
2.1 Notice

Notices of Compliance for Qwizdom's RF Response Devices

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Caution: Changes or modifications to Qwizdom's RF hardware that are not expressly approved by Qwizdom could void the user's authority to operate the equipment.



This product is designed for the 2.4 Ghz WLAN network throughout the EC region and Switzerland with restrictions in France.

2.2 Installing Qwizdom Connect

System Requirements

OS x 10.6 and above
G4 Processor
1 GB RAM
134 MB Free Disk Space
Open USB Port

Installing Qwizdom Mac Connect

1. Download the latest version of the software from our website at <http://qwizdom.com/support/qwizdom-connect/#Downloads>
2. Open the file. If you have an older version of Connect on your computer, double-click Uninstall Qwizdom Connect then restart the computer when the process finishes.
3. In the Qwizdom Connect .dmg file, double-click Qwizdom Tools. This will open the Installer.
4. Carefully read instructions and follow the installation wizard.
5. Once the installation is complete, click *Close* and restart your computer (if necessary).
6. The following applications will appear in the Qwizdom Connect Folder, under Applications.
 - **Actionpoint:** Allows you to create interactive PowerPoint presentations.
 - **Answer Key:** Is for presenting and grading paper tests and activities.
 - **Content Manager:** Organize and present Qwizdom activities.
 - **Hot-Key Editor:** Q7 Tablet users can customize soft key actions.
 - **Live Editor:** Create and edit Qwizdom activities.
 - **Participant Service:** Create and edit class lists.
 - **Qwizdom Tools:** Launch Qwizdom applications.
 - **Survey Bar:** Allows you to quickly poll your audience using an application of your choice.

2.3 Online Registration

Registration must be completed in order to use any of Qwizdom Connect's online features including Qwizdom ReadySet curriculum, free online curriculum packages, Qwizdom QVR Response App, online classes and reporting.

1. Check to see if there is a Safe Senders *List* and add @qwizdom.com. If not, after you register, check your *Junk or Spam* folder for emails sent by Qwizdom.
2. Click on the  Qwizdom Connect icon to open Qwizdom Connect.
3. Go to the Qwizdom Online menu and select *Login to Qwizdom Online*.
4. Click the *New User* button. This will bring you to the Online Registration form. Fill out the required fields, apply license key (for ReadySet, QVR, etc) or select *Qwizdom Connect Free Content* if you would like to register for the free online resources and click *Submit*.
5. You will receive a confirmation email.
6. In Qwizdom Connect, go to the Qwizdom Online menu and select *Login to Qwizdom Online*. Login to with your username and password.

2.4 Hardware Setup

1. **Q2 Remotes**-place two AAA batteries and insert the screw (optional) into the back of the remote.
2. **Q4 Remotes**-place two AA batteries and insert the screw (optional) into the back of the remote.
3. **Q5 Remotes**-plug the Q5RF participant and instructor remotes into the multi-charger and/or single charger for 24 hours before first use.
5. **Q6 Remotes**-place two AA batteries and insert the screw (optional) into the back of the remote.
6. **Q7 Presenter Tablet**-the tablet needs to be charged a full 24 hours for the first time or after a long period of inactivity. The pen may take slightly longer to fully charge. Generally, the tablet will only need to be charged about 6 hours to be fully charged after the initial charge. To charge the pen and tablet, place the pen into the pen tray located at the top of the Q7RF Tablet. Using the USB cable, plug the tablet into the computer. The battery icon will be full when the tablet is fully charged.



If your computer goes into power saving mode, the charging of the Q7RF Tablet may be interrupted.

Installing the HID (Black) Host



**This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

1. The HID Host is located in the back compartment of the Q7RF Tablet or in the front pocket if remote bag.
2. Plug the HID Host into an open USB port on the computer.
3. The computer will automatically detect and configure the new hardware device.

Installing the (Red) RF Host

1. Plug the (red) RF host into an open USB port on the computer using the supplied USB cable.
2. The computer will automatically detect and configure the new hardware device.

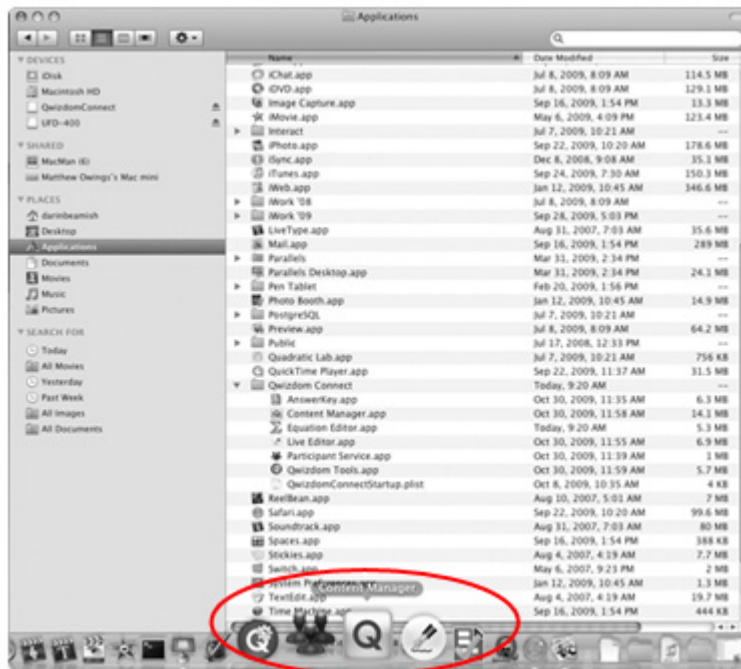


2.5 Launching Qwizdom Mac Connect

1. Once the software has been successfully installed go to *Finder/Applications* and double-click the *Qwizdom Connect* folder.
2. Double-click on the  *Content Manager* button to launch Qwizdom Connect.

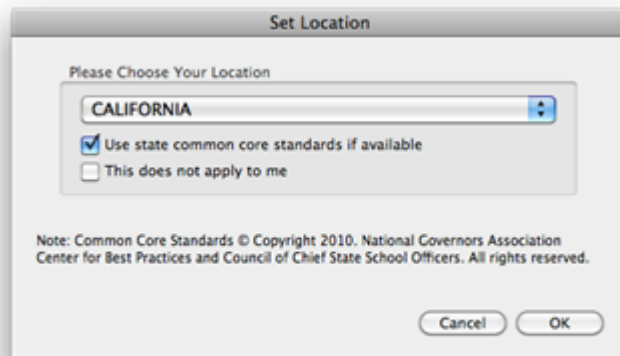


For Quick access to Qwizdom Programs, you may choose to drag-and-drop program shortcuts from the Qwizdom Connect Folder into your Dock.

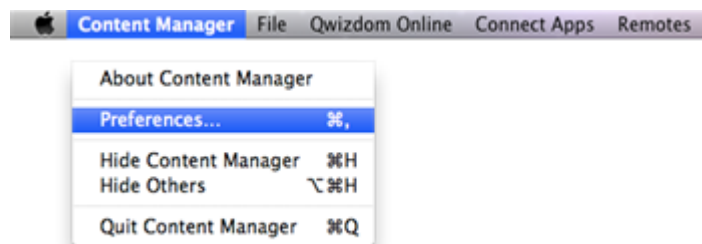


2.6 Installing Standards

Upon first opening Mac Connect, the Set Location window will appear. Enter topic text here.



1. Choose your location and, if desired, check *Use state common core standards if available*.
2. Click *OK*.
3. Standards will auto-install during the first use. This allows attachment and tracking of standards to activities presented in the software.
4. To change these settings after initial setup, click the *Content Manager* menu then *Preferences*.

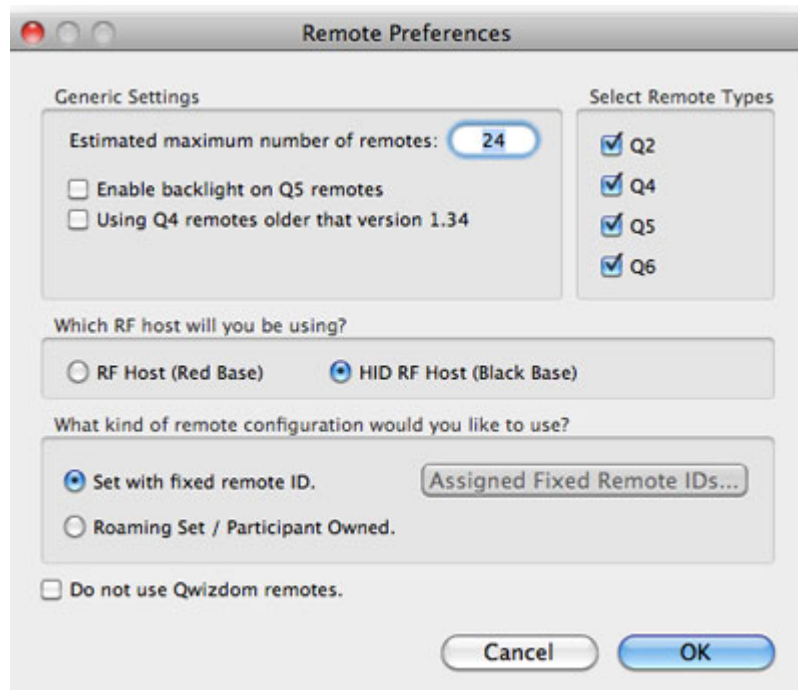


3 Remote Setup

Follow the steps below to set up remotes. Be sure the HID or RF host* is properly installed before proceeding.

**v.938 host or higher is required for Qwizdom Connect. If the host is not v.938 host or higher, please contact Technical Support.*

1. Click the *Remotes* menu.
2. Select *Configuration Preferences*. The *Remote Preferences* window opens.



3. Type in the number of remotes in your set(s).
4. Select only the remote types you are using.
5. Select your preferred configuration. Use *Fixed Set* unless the remotes are participant-owned. See below for details.
6. Newer remotes, received in 2012 or later, already come with pre-assigned numbers, matching their affixed stickers, so no further action is required. Click *OK* to finish. If you have older Qwizdom Response hardware, received in 2011 or earlier, click the *Assign Fixed Remote IDs* button. Read the dialog box, and click *Continue* to start assigning Remote ID numbers. (See *Assign Remote IDs* below for details.)

Other Settings & Explanations:

- **Enable Backlight**-activates the backlight on the Q5RF participant and Q5RF Instructor Remotes.

- **Using Q4 remotes older**-check this to assign Remotes ID numbers to older Q4s. To check the version number, turn on a Q4 remote by holding down the *Menu* key. The version number will appear on screen.
- **RF host (Red Base)**
- **HID RF host (Black Base)** - most Commonly used host.
- **Roaming Set or Participant Owned**-check this option if the participants own the remotes. This mode is best-suited for Higher Ed/University settings. Participants are required to either enter a session ID and participant ID to join a presentation.

Assign Remote IDs

Remotes received in 2011 or earlier need to be set up once, prior to use, with computer-assigned ID numbers. Newer remotes, received in 2012 or later, already come with pre-assigned numbers, matching their affixed stickers, so no additional setup is required.

1. Plug in your host.
2. In the Remote Preferences window, select *Set with remote IDs* and click the *Assigned Fixed IDs* button.
3. In the *Remote Assignment* window, check *Auto-Increment Remote Number* to assign numbers in the order in which remotes are turned on.
4. Click *Start*.
5. Begin turning on your remotes. When a remote connects with the host, its assigned ID number will appear on the remote's LCD screen.
6. This process only needs done once—the assigned number will remain fixed with that remote. If desired, use a marker, or affix a sticker, to designate the number that has been assigned to that remote.
7. If your remotes do not connect, they are not configured with the correct Session ID. See *Changing Session IDs*, below for details.
8. Click *Stop* when all remotes have been assigned. Click *Done* to close the window. Remotes will turn off automatically.

Assign Remote IDs - Q4 Remotes with Firmware Older than Version 1.34

The following directions only apply for customers using Q4 remotes older than version 1.34. (The Q4 firmware number is displayed on the remote's screen when the remote is first turned on.)

1. Insert host into the USB port of your computer.
2. Open Qwizdom Connect, click on the *Remotes* menu, and select *Configuration Preferences*.
3. In the *Remote Preferences* window, check the box for *Using Q4 Remotes Older Than Version 1.34*.
4. Select *Set with remote IDs* and click the *Assigned Fixed IDs* button.

5. Turn the remotes on. When the remotes communicate with the host, the serial number and the remote's assigned ID number will appear in the window. If the remotes are prompting for the session ID, enter the session ID that is displayed at the bottom of the *Assign Fixed Remote ID* window.
6. After all the remotes have been assigned, click *Done* to exit the *Assigned Fixed Remote IDs* window.



You only have to assign fixed numbers once, unless you change computers or hosts.

Changing Session IDs

If the RF remote or tablet displays *No Net*, *Not Found*, *Not Active*, or *Inactive*, it could be that the session ID is not correct.

- **For Q2RF remotes:** wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see --S on the display, it is prompting you for the session ID. Enter it and press the *Send* key to confirm.
- **For Q4RF remotes:** press the *Menu* key, use the right arrow to scroll to *Sess. ID.*, and press the *Send* (double arrows) key to select the option. You will see the current session ID and will be asked if you want to change the session ID. Press *T* (Yes) to change. Enter the session ID and press the *Send* (double arrows) key to send.
- **For Q5RF remotes:** wait for the remote to display *No Net*, *Not Active*, or *Not Found*. Press the *Menu* key and select *Enter Session ID* using the *Send* (double arrows) key or the circle key on the thumb pad. Enter the session ID and press the *Send* (double arrows) key.
- **For Q6RF remotes:** press the *Menu* key, scroll to *Enter Session ID*, press the (↵) *Menu Select* key, reenter the Session ID, and press the *Search Again* key.
- **For Q7 tablet:** press the *Menu* key and use the *Scroll* button to select *Enter Session ID*. Press the *Enter* key to select it and enter the session ID. Press the *Enter* key to confirm.

What is a Session ID?

Each host/receiver has a unique six-digit called a Session ID number. Session IDs "assign" the remote to the host, allowing the remote to only communicate with that specific host.

The Session IDs can be found:

- For both HID (Black) and RF (Red) host, the session ID can be found in the *Assigned Fixed Remote IDs* window, the *Login* tab in the *Presentation Setup* window, and the *Login* tab during a presentation in the Qwizdom Tool. See [Presentation Features](#) for details.
- For the *HID (Black) Host*, click  *Qwizdom Tools*, found in the top right-hand corner of your computer screen. The *Session ID* will be displayed at the top of the menu.

- For the RF host, the session ID can be found on the bottom of the device on a white sticker.

You can also create your own *Session ID* in the *Presentation Setup* window. Creating your own *Session ID* does not change the host's default *Session ID*. See [Presentation Setup](#) for details. The *Session ID* must be unique because if there are other hosts in the same building, the remotes will not know which host to connect with.

3.1 Notice

FCC 15.19:

(3) All other devices shall bear the following statement in a conspicuous location on the device.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC 15.21:

The user's manual or instruction manual for an intentional or unintentional radiator shall caution the user that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. In cases where the manual is provided only in a form other than paper, such as on a computer disk or over the Internet, the information required by this section may be included in the manual in that alternative form, provided the user can reasonably be expected to have the capability to access information in that form.

FCC 15.105:

(b) For a Class B digital device or peripheral, the instructions furnished the user shall include the following or similar statement, placed in a prominent location in the text of the manual:

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

3.2 Q2RF

Participant Remote



1. **E ink™ display**-displays the remote's ID number when it is turned off; displays remote's ID number and battery icon when it is turned on.
2. **Navigation arrows**   -scroll through question when taking an Answer Key. Left arrow  is also used as a backspace.
3. **True/Yes, False/No** keys-answer True/False and Yes/No questions.
4. **Multiple Choice and Numeric** keypad-answer multiple choice and numeric questions (with single digit answers).
5. **Join**  key-press to turn remote on/off or confirm session and/or user IDs.
6. **Help**  key-press to request assistance or press to change session ID when the remote cannot find the host.

Q2 Common Screen Displays

- **S** : Enter Session ID. See [Remote Setup](#) for details.
- **U** : The remote is asking for a Participant ID. See [Remote Login](#) for details.
- **A** : Displays when the remote is requesting an Answer Key activity number. Prompt only appears when Multiple Answer Keys are being presented. See [Answer Key](#) for details.
- : Remote cannot find host and will power down.
- - : Remote is searching for the host.
-  : Battery icon indicates battery charge when remote is on.

Supports the Following Question Types:

- Multiple Choice
- True/False
- Yes/No
- Single Digit Numeric
- Rating Scale (1-5) and (1-7)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

3.3 Q4RF

Participant Remote



1. **Send**  key-press to submit answer or select menu options.
2. **Menu** [power] key-hold the *Menu* key for two seconds to turn the remote on or off. Turn off remotes if they are not in use. Remotes automatically turn off at the end of a presentation. Press the *Menu* key and use the scroll keys to view options. Press **Send**  to select an option such as *Search*, *Sess. ID*, *User ID*, and *Exit*. When presenting, the menu items are *Help*, *Login*, *User Id*, and *Exit*. To request help during presentation, press the *Menu* key, scroll to select *Help*, and press the **Send**  key to select it.
3. **Scroll**  keys-scroll through menu options, answer choices, or question numbers.
4. **[C] Clear** key-press to delete response or change answers if instructor has enabled the feature.
5. **True/Yes** and **False/No** keys-use to answer True/False and Yes/No questions.

Q4 Common Screen Displays

- **Qwizdom:** Remote has found the host and is ready for a question slide.
- **Activity ID:** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when Multiple Answer Keys are being presented. See [Answer Key](#) for details.
- **Sess. ID:** Your remote may ask you to enter the Session ID. See [Remotes Setup](#) for details.
- **User ID:** The remote is asking for a Participant ID. See [Remote Login](#) for details.
- **Loading:** An Answer Key is loading; may take a few moments.
- **Push Key:** Remote is idle. Press any key, (except *MENU*) to reactivate.
- **Inactive:** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, re-enter Session ID by pressing *MENU*, scrolling right to "*Sess.ID*," and pressing *SEND*. When prompted, re-enter the Session ID and press *SEND*.

- **No Net:** Remote cannot find the host. Re-enter the Session ID.
- **Denied:** User denied due to incorrect User ID or a duplicate User ID. Re-enter User ID. Press *MENU*, scroll to "User ID," press *SEND*, enter the User ID, and press *SEND* again.

Supports the Following Question Types:

- Multiple Choice
- True/False
- Yes/No
- Single and Multi-Digit Numeric
- Rating Scale
- Negative Number, Fractions & Decimal
- Multiple Mark
- Vote Multiple Mark
- Sequence

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

3.4 Q5RF

Participant Remote



1. **Send**  key-press to submit answer.
2. **[C] Clear** key-press to delete response or change an answer in a presentation (if option to change responses is allowed).
3. Thumb pad-press to navigate between letters when keying in answer, press the circle key in the middle to select a letter or to select menu options or to scroll through question numbers during answer keys (paper-based tests).
4. **Question** [?] key-signals help to instructor during presentation.
5. **Menu** key-displays menu options *Search Again*, *Enter Session ID*, and *Exit*. Use the thumb pad to scroll through the menu options and the **Send**  key or circle key to select an option.
6. **True/Yes** and **False/No** keys-use to answer True/False and Yes/No questions.
7. **Power** switch-turns remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use.
8. **Backlight** switch-turns Backlight on/off.

Supports the Following Question Types:

- Multiple Choice
- Yes/No
- True/False
- Numeric
- Sequence
- Multiple Mark
- Vote Multiple Mark

- Rating Scale
- Text Input

Q5RF Instructor Remote



1. **Send**  key-press to submit command.
2. **C [Clear]** key-press to clear names from the *Help Request* list.
3. **Thumb pad**-press right/left to navigate between slide sets, up/down for menu options, and spontaneous question choices. Press the circle key (in the middle) to select an option, advance slides, exit the presentation, and show/hide correct responses on the response graph.
4. **? [Help List]** key-displays list of participants who requested help on the LCD screen.
5. **Menu** key-view menu options such as entering session ID and search again for host.
7. **New Q [-]** key-press to pose a spontaneous question.
8. **Pick (.)** key-press to display/hide a random participant's name on the computer screen.
9. **Private Graph**  **(0)** key-displays the results of the class responses as a graph on the LCD screen of the instructor's remote. (See [Response Graph](#) for details.)
10. **Public Graph**  **(/)** key-displays the results of the class responses as a graph on the computer (projector, television screen, etc.) screen for everyone to view. Use the right/left controls on the thumb pad to scroll through the different graphs. Use the circle key (in middle of thumb pad) to show/hide correct responses. (See [Response Graph](#) for details.)
11. **Show [7]** key-displays game animations.

12. **Play [8]** key-play animation/sound in *Connect* only.
13. **Fn [Function]** key-allows you to re-pose a question if you go back during to a previous slide during presentation-previous answers will be overwritten.
14. **Power** switch-turns remote on/off.
15. **Backlight** switch-turns Backlight on/off. The "*Enable Backlight*" box in the *Configuration Settings* window needs to be checked to turn on the Backlight feature.

Q5RF Common Screen Displays

- **Qwizdom:** Displays when slides are non-question types, such as lessons or information.
- **Activity ID:** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.
- **Loading:** An answer key is loading; may take a few moments.
- **Push Key:** Remote is idle. Press any key, (except *MENU*) to reactivate.
- **Inactive:** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, re-enter Session ID by pressing *MENU*, scrolling right to "*Sess.ID*," re-entering Session ID, and pressing *SEND*.
- **No Net:** Remote cannot find the host. re-enter the Session ID. If "*No Net*" continues, enter User ID and Session ID.
- **Denied:** User denied due to incorrect Session ID, User ID, or a duplicate User ID.
- **Ready:** Displays on the **instructor remote** is ready to use.
- **Last Key:** Will appear on the **instructor's remote** showing the last key that was pressed.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

3.5 Q6RF

Participant Remote



1. **Menu/Power**-press and hold on to power remote on/off. Press to view menu options: *Help, Search, Sess. ID, User ID, Adjust Contrast, and Exit.*
2. **Enter**-press to submit commands from LCD menu choices.
3. **Directional Arrows**-press to navigate between menu options, answer choices, and questions.
4. **Multi-function**-serves as multi-function for Send/Change.
5. **Symbols**-select to enter fraction, punctuation, etc.
6. **Delete**-press to delete the last character.
7. **Q#**-displays the current question number.
8. **Help Request**-indicates your requested help.
9. **Battery Power**-displays battery charge.
10. **ID#**-displays the remote ID number.
11. **Right/Wrong Feedback**-displays check mark for correct answer, X for incorrect answer, and both check mark/X for response received.
12. **Shift**-changes case options: *ABC/Abc/abc/123/Superscript/Subscript.*

Q6 Common Screen Displays

- **Searching for Session ID:** Remote is searching for the host.
- **Ready:** Remote has found the host and is ready for a question slide.
- **Power Save Mode:** Remote is idle. Click *RESUME*, to reactivate.
- **Help:** First available Menu option. With Help selected, press the menu select key (↵) to privately ask for help or scroll to "EXIT" and press (↵).
- **Session ID Not Found:** Remote cannot find the host. Re-enter the "Session ID." Press *MENU*, scroll to "Enter Session ID," click (↵), enter the Session ID, and press *SEARCH AGAIN*.
- **Session ID Login Denied:** User denied due to incorrect User ID, or a duplicate ID. Re-

enter User ID. Press *MENU*, scroll to "Enter User ID," click (↵), Re-enter the User ID, and press *JOIN*.

- **Enter User ID:** The remote is asking for a Participant ID. This applies to remotes configured for *Roaming Set or Participant Owned*. See [Remote Setup](#) for details.
- **Loading:** Loading an Answer Key; may take a few moments.
- **Enter Activity ID:** Requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.



To send question text to Q6RF remotes click on the [Advanced Options](#) button and check [Send Question Text to Remotes](#). See [Creating Slides](#) for details.

Supports the Following Question Types:

- Multiple Choice
- Yes/No
- True/False
- Numeric
- Sequence
- Multiple Mark
- Vote Multiple Mark
- Rating Scale
- Text Input
- Text Response
- Text Edit
- Equation

Q6i RF Instructor Remote



1. **On/Off:** Press and hold to turn remote on/off. Press to view men options: Enter Sess. ID, Enter User ID, and Backlight.
2. **Directional Arrows:** Press to navigate between slides and press  to select LCD menu choices.
3. **Full List:** View all available actions including Play/Pause Media, pull up window shade and more.
4. **Pick:** Randomly call on a participant.
5. **Private LCD Graph:** Display a response graph on the Instructor Remote's LCD.
6. **Public Screen Graph:** Display the response graph for everyone to view.
7. **Re-pose Question:** Re-pose the current question slide.
8. **Help Menu:** Displays a list of participants who have requested help.
9. **New Q:** Pose a spontaneous question.
10. **Space:** Add a space when typing a question.
11. **Pick (Special):** Select a participant at random from a specific group. Groups include answered correctly, not answered on, etc.
12. **Shift:** Changes case options: ABC/ Abc/abc/123/Superscript/Subscript

13. **Symbols:** Press to enter fraction, punctuation, etc.
14. **Delete:** Press to delete the last character.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

4 Q7RF Tablet

Instructor Tablet



Tablet Functions when presenting an activity using Qwizdom Connect Software Suite. *Q7 has limited annotation features when presenting Actionpoint activities.*



Pick-picks random participants



Show Presentation-starts game animation



Help Requests-privately displays list of participants who requested help



Insert Slide-makes a copy of the current slide and lets you pose a spontaneous question to participant remotes



Timer-adds additional time to timer



Stop-stops the question being posed



Private Graph-displays private graph of responses on tablet (See [Response Graph](#) for details.)



Public Graph-displays response graph to participants (see [Response Graph](#) for details)



LCD Backlight-turns backlight on or off



Pen-use to draw



Highlighter-use to highlight



Line-use to draw lines



Text -use to create text



Insert Multimedia-inserts images, audio, and video files



Window Shade-hides portion of displayed screen



Laser Pointer-displays laser dot when using the Pen



Absolute Position Mouse-displays arrowhead when using the Pen and works as an absolute position mouse



Keyboard-activates keyboard region



New Slide-creates a blank slide



Copy-copies selected object(s)



Paste-pastes copied object(s)



Undo-undo last action(s)



Redo-redo previous action(s)



Delete-deletes selected object(s)



Volume Control

Quick Pose Controls Click an answer to spontaneously pose a numeric, multiple choice, yes/no, or rating scale question.



For *Numeric* question types



For *Multiple Choice* question types



For *Rating* question types



For *Yes/No* or *True/False* question types

*** Click *Any* to pose a survey question.**

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

4.1 Using the Pen

The pen is used (with the tablet) to write, draw, and control mouse movements.



Pen tip-same as a mouse cursor.

Left-click button-same as double-clicking with left button on the mouse.

Right-click button-same as the right-click button on the mouse.

Pen Actions

- **Press, Tap, Push Down with Pen tip**-activates tablet icons, similar to left-clicking with mouse.
- **Double tap with Pen tip**-is similar to double-clicking with mouse.
- **Left-click**-activates tablet icons, similar to double-clicking with mouse.
- **Right-click**-similar to right-clicking with the mouse.

Sleep Mode

The pen goes into sleep mode after a minute of inactivity. Touching the pen to the Q7RF tablet surface or pressing the Left/Right buttons on the pen will reactivate it.

4.2 Drawing and Editing Tools



Pen Tool-use to draw



Highlighter-use to highlight



Line Tool-use to draw lines



Text Tool-use to create text



Laser Pointer-displays laser dot when using the pen



Absolute Position Mouse-displays arrowhead when using the pen and works as an absolute position mouse



Mouse-operates pen with mouse functions



Keyboard-activates keyboard region

Select Tool

Selects drawing and text objects such as text boxes, shapes, lines, etc.

1. Press the  *Absolute Position Mouse* icon on the tablet.

Mouse

Changes the pen to replicate the movement of a computer mouse.

1. Press the  *Mouse Tool* icon on the tablet.
2. Press the pen tip anywhere on the tablet's surface as if you were using a computer mouse.
3. Select another tool or press  on the *Absolute Position Mouse* to turn *Pen Tool* off.

Drawing and Writing

Pen Tool is used to draw objects and write text.

1. Press the  *Pen Tool* icon on the tablet.
2. Place the pen tip on the tablet's surface to draw or write with the *Pen Tool*.
3. Select another tool or press the  *Absolute Position Mouse* to turn *Pen Tool* off.

Highlighting

Highlighter Tool is used to highlight text and/or objects.

1. Press the  *Highlighter* icon on the tablet.
2. Place the pen tip onto the tablet's surface to highlight text and/or objects.
3. Select another tool or press the  *Absolute Position Mouse* to turn *Highlighter* off.

Entering Text

The combination of the *Text Tool* and *Keyboard* allows you to create text without the use of the tablet's keyboard.

1. Press the  *Text Tool* icon on the tablet.
2. Use the pen to create a text box on the computer screen by touching the pen tip onto the tablet surface and drawing out the text box.
3. Press the  *Keyboard* icon on the tablet to activate the keyboard region.
4. Use the pen tip to enter the text into the text box using the keyboard on the tablet.
5. Press the  *Absolute Position Mouse* to deactivate the keyboard region on the tablet.

Drawing Lines

Draws straight lines with or without arrowheads.

1. Press the  *Line Tool* icon on the tablet.
2. Place the pen tip onto the tablet's surface to draw a line.
3. Select another tool or press the  *Absolute Position Mouse* to turn *Line Tool* off.

Laser Pointer

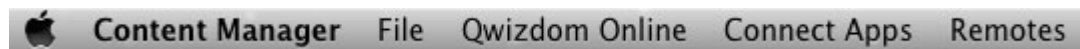
Changes the computer cursor into a laser pointer.

1. Press the  *Laser* icon on the tablet.
2. Place the pen tip onto the tablet's surface to activate the laser.
3. Select another tool or press the  *Absolute Position Mouse* to turn *Laser Pointer* off.

5 Content Manager

Content Manager is where all created and imported activities are stored. Double-click  *Content Manager* found in the Finder/Applications window to launch *Content Manager*.

Overview



Content Manager menu – Check software version number and set state standards preferences.

File menu – import and export presentations and activities .

Qwizdom Online menu – login to Connect Online to access premade activities and the media library. See [Online Registration](#) for details.

Connect Apps menu – displays the 3 applications within the software suite.

Remotes menu – setup remote handling.

Create a New Folder

1. Click the  *Add Folder* button.
2. Enter a name for the folder and click *Done*.
3. The folder appears in the *Content Tree* on the left.

Create a New Activity

1. Click the  *Add File* button.
2. Select *Create and Add Live Editor File*.
3. Enter a name for the activity and click *Done*.
4. The activity appears in the *Content Tree* on the left.
5. Double-click the newly created activity. This will launch Live Editor. Create slides in *Live Editor*. See [Creating Slides](#) for more information.

Edit an Activity

1. Double-click on the  *Content Manager* button.
2. Double-click the activity you wish to edit in the *Content Tree* on the left.
3. This will launch *Live Editor*. Edit your activity in Live Editor. See [Creating Slides](#) for more information.

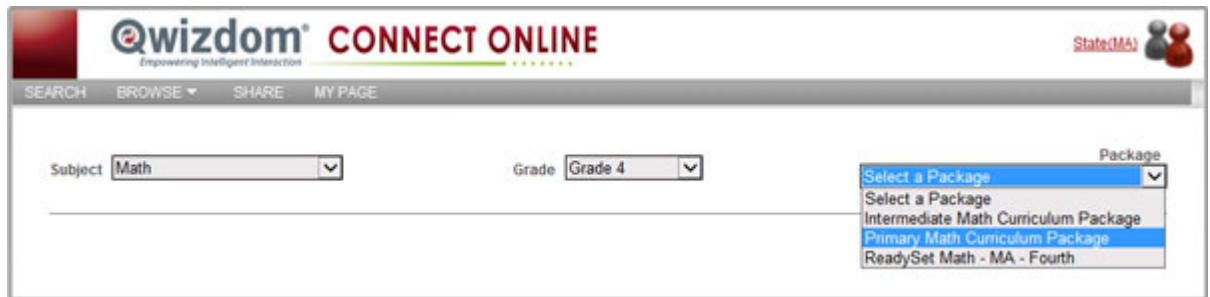
Create a New Answer Key

1. Click the black arrow to the right of the  *Add File* button.

2. Select *Create and Add Answer Key file* and enter a name.
3. Click *Done* and the answer key will appear in the *Content Tree* on the left.
4. Double-click the answer key file to launch the *Answer Key* window. See [Answer Key](#) for more information.

5.1 Search & Download Content

1. Go to the Qwizdom Online menu and select *Login to Qwizdom Online*. Enter your username and password.
2. Next click on the *Connect Online* tab and select *Browse*, and then *Collections*.
3. Use the drop-down menus to select a Subject, Grade, and Package.



There are 2 types of content: Basic Content (labeled 'Curriculum Packages'; available to anyone with a Connect license) and Premium Content (titled 'ReadySet' and/or has green flag icon; requires an annual subscription).

4. The selected content package will appear on the left. Click on the [+] to open the nested folders and view the contents.
5. To download the entire package, collapse the content tree, highlight the package title, and click *Download* on the right side of the screen.
6. To download a specific lesson, highlight the lesson title in the content tree, go back to the right side of the screen and click *Download*.
7. On the lower left of the screen, view the status bar for download completion.
8. Click the *Content* tab. The package will appear in the Recently Added folder.

5.2 Importing and Exporting

Importing Activities (.QAP and .QXA)

1. Go to the *File* menu and select *Import / Qwizdom Activity*. The *Open* window appears.
2. Select the *Import / Qwizdom Activity* you would like to import and click *Open*. The activity will import into the *Content Tree*.

Importing External Documents

1. Go to the *File* menu and select *Import External Document*. The *Open* window appears.
2. Select the file you would like to import and click *Open*. The external document will import into the *Content Tree*.

Exporting Activities

1. Select the activity you want to export.
2. Go to the *File* menu and select *Export*. The *Export Activity* window appears.
3. Choose the location to which to export your file and click *Save*.

5.3 Printing

1. Select an activity.
2. Select  *Print*. A preview of the activity will appear.
3. Set print options, including number of slides per page, slide range, headers, footers, etc.
 - **Show Title:** Provides a space for the students to write name, class and date.
 - **Show Header & Footer:** Adds a label and pagination.
4. Click  *Print*, located in the top right hand corner to print the activity.
5. Set printing options and click Print.



You can save an activity as a PDF. Follow steps 1-4 above. In the Print window, click the PDF dropdown, located in the bottom left corner, and choose Save as PDF .

5.4 Standards

Installing Standards

Standards will auto-install during the first use.

Applying Standards

You can apply standards to a single slide or activity.

Apply standards to whole activity.

1. Click on the *Content* tab.
2. Select an activity in the Content Tree.
3. Click the  *Standards* button. The *Standards* window appears.
4. Select the desired set of standards you wish to use, located in the lower left hand corner of the Standards window.
5. Select the standard at the level you want to apply to the activity.
6. Select Apply Standards to *All Questions*.
7. Click *Link* and then *Close*. The standards will appear in the *Standards* tab at the bottom of the *Content Manager* window.

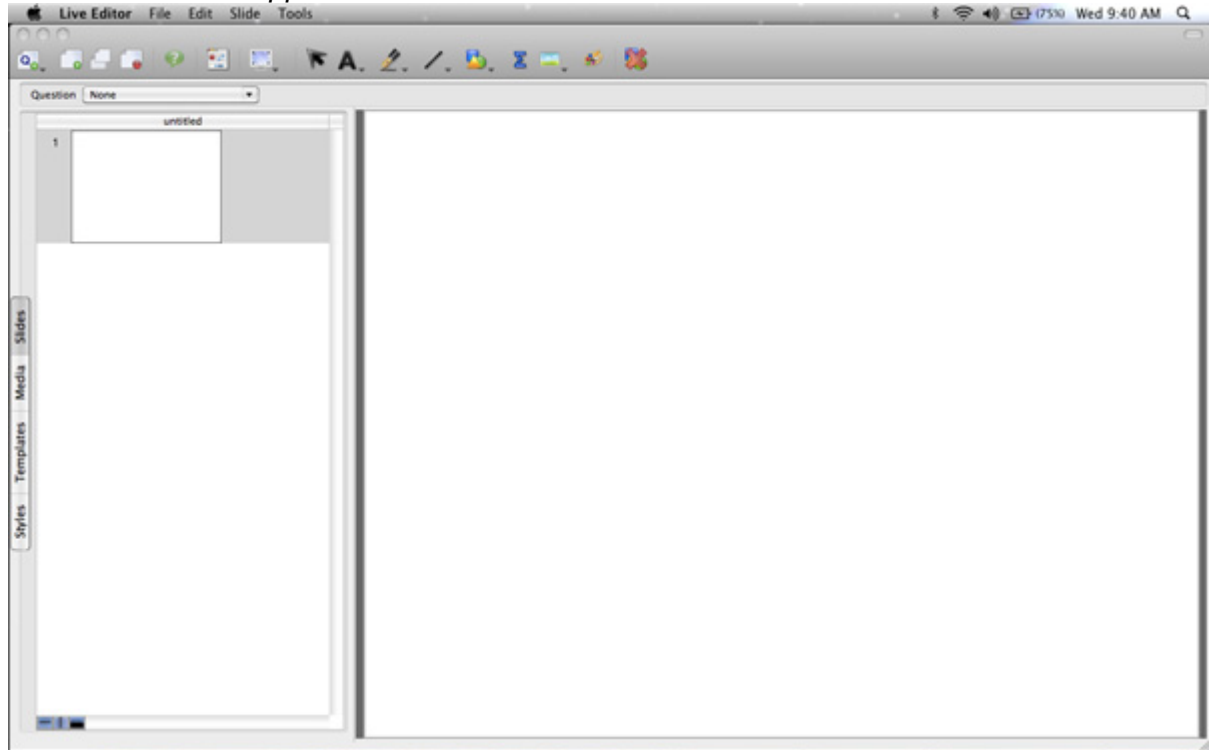
Apply standards to individual slide/s.

1. Click on the *Content* tab.
2. Select an activity in the Content Tree. Click on a slide/s in the *Activity Preview* window on the right. Use the Command key to select multiple slides, if desired.
3. Click the  *Standards* button. The *Standards* window appears.
4. Select the desired set of standards you wish to use. Located in the lower left hand corner of the window.
5. Select the standard at the level you want to apply to the slide(s).
6. Select Apply Standards to *Selected Questions*.
7. Click *Link* and then *Close*. The standards will appear in the *Standards* tab at the bottom of the *Content Manager* window.

6 Creating Content / Live Editor

Create and present multimedia activities, lessons and tests in *Live Editor*. Use premade styles, tools and templates or create your own.

1. Go to the *Connect Apps* menu and select *Live Editor*.



Editor Toolbar



	Creates new question slide		Text tool
	Adds new slide to current slide set		Pen tool
	Copies selected slide		Line tool
	Deletes selected slide		Shapes tool
	Launches Presentation Setup window		MathML
	Activity Properties		Insert image and multimedia
	Change viewing mode (full screen, glass mode, integrated)		Color text, lines and shapes
	Selects objects on slide		Deletes selected objects

Text Tool

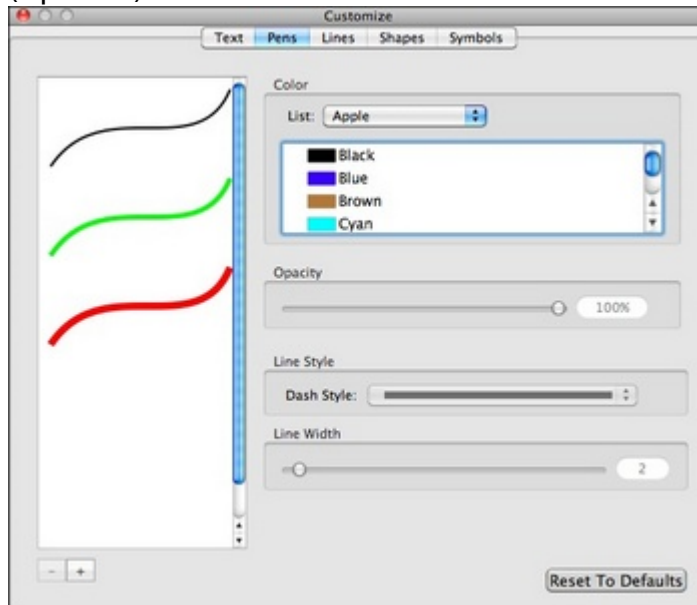
1. Click the  Text tool drop-down arrow and choose a styled font.
2. Click on the slide, to add a text box.
3. Double-click inside of the text box and add text.
4. Highlight text and click  Color to change the color of the text.
5. Click off of the text box and use the handles to move and resize text box.

Pen Tool

1. Click the  Pen tool drop-down arrow and choose a pen style.
2. (Optional) Select *Customize* . The *Customize Pens* window appears.
3. Click  Add. Scroll down and select the newly added pen style. Set thickness, color, and transparency.
 Click  Delete to delete a pen style.
4. Close window when finished.

Line Tool

1. Click the  *Line* tool drop-down arrow.
2. (Optional) Select *Customize*. The *Customize Line* window appears.

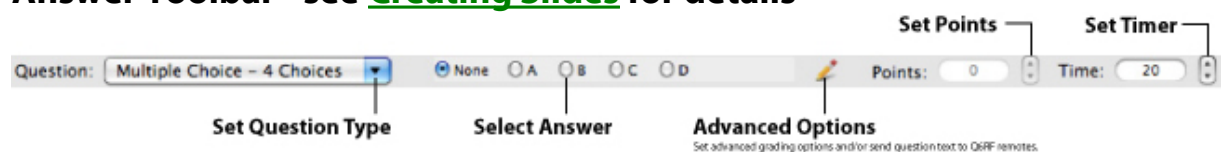


3. Click  *Add*. Scroll down and select the newly added line style. Set thickness, color, and transparency.
4. Click  *Delete* to delete a line style.
4. Click OK to save the line style(s).

Shapes Tool

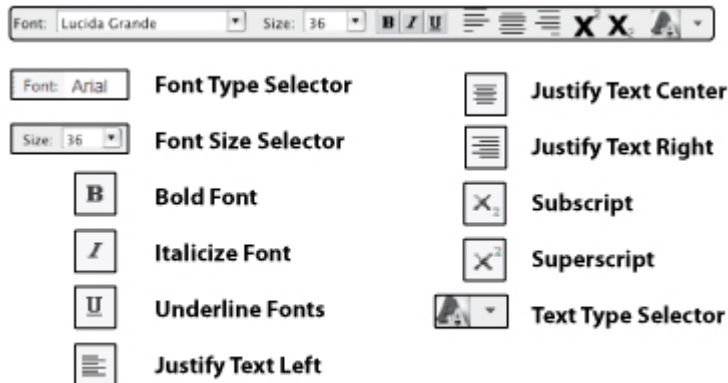
1. Click the  *Shapes* tool drop-down arrow.
2. (Optional) Select *Customize*. The *Customize Shapes* window appears.
3. Click  *Add*. Scroll down and select the newly added shape. Set thickness, color, and transparency.
4. Click  *Delete* to delete a shape.
4. Close window when finished.

Answer Toolbar - see [Creating Slides](#) for details



Font Toolbar

To view *Font* toolbar either click an active text box or the  *Text* tool.

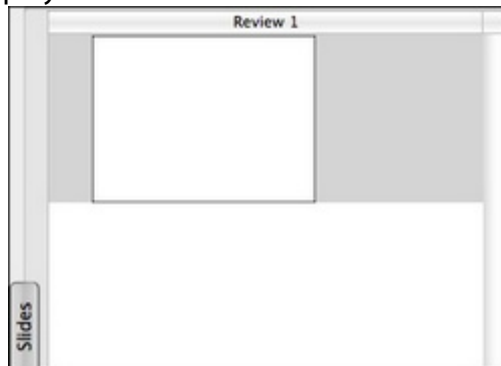


Question Types

- **None**-non-question slide (non-remote)
- **Multiple Choice**-multiple choice question slide (up to six choices). Use with Q2RF, Q4RF, Q5RF, Q6RF and QVR App.
- **Yes/No**-yes/no question slide. Use with Q2RF, Q4RF, Q5RF, Q6RF and QVR App.
- **True/False**-true/false question slide. Use with Q2RF, Q4RF, Q5RF, Q6RF and QVR App.
- **Numeric**-numeric question slide. Single digit numeric answer allowed for Q2RF. Nine digit numeric answer allowed for Q4RF. Eight digit numeric answer allowed for Q5RF. Fourteen digit numeric answer allowed for Q6RF.
- **Sequence**-place item choices in the specified order. Use with Q4RF, Q5RF, Q6RF and QVR App.
- **Multiple Mark**-this question type enables two or more correct answers (up to six choices). Use with Q4RF, Q5RF, Q6RF and QVR App.
- **Rating Scale/Survey**-rating/opinions/polling using scales from 1-5, 1-10, etc. Use with Q2RF(single digit), Q4RF, Q5RF, Q6RF and QVR App.
- **Short Text Response**-(Q5RF & Q6RF remotes or QVR Response App) best used for single word responses where capitalization does not matter.
- **Text Response**-(Q6RF remotes or QVR Response App). Best used for short phrase responses, feature allows for punctuation, spacing, and other advance grading options.
- **Text Edit**-(Q6RF remotes or QVR Response App) participants are given a sentence, phrase, or item that they can correct on the Q6RF remote.
- **Equation**-(Q6RF remotes or QVR Response App) create questions that allows participants to respond with numeric answers, including special characters.

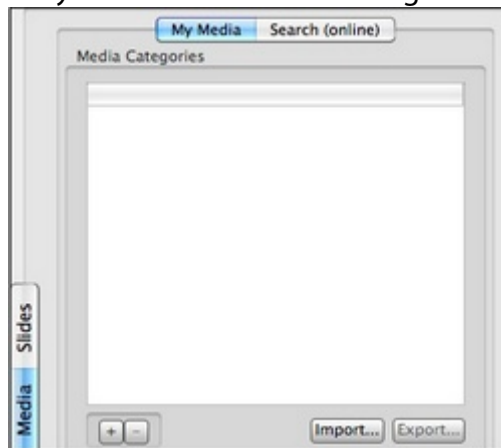
Slides Tab

Displays thumbnails of all slides in the activity.



Media Tab

Allows you to search and use images in the *Qwizdom* database and/ or your computer.



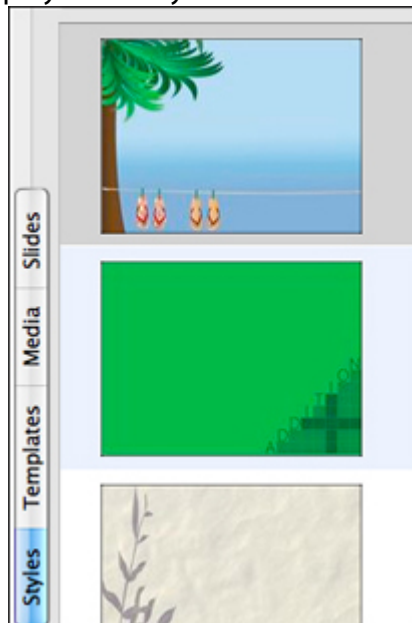
Templates Tab

Displays slide templates.



Styles Tab

Displays slide styles.



6.1 Creating Slides

1. Launch Content Manager.
2. Go to the *Connect Apps* menu and select *Live Editor*.
3. Name the activity and click *Done*.
4. When finished, the newly created activity will be saved in your Content tab.

Information

Non-question slide (non-remote).

1. Click the  *New Question* button. A blank slide will appear on the right and a thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click the *Question* drop-down list and select *None* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
7. When the slide is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Multiple Choice (Q2RF, Q4RF, Q5RF, Q6RF & QVR App)

Multiple choice question slide (up to six choices).

1. Click the  *New Question* button. A blank slide will appear on the right and a thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click the *Question* drop-down list and select *Multiple Choice* as the slide type.
3. Select the correct answer in the *Answer* field.
4. (Optional) Set the time limit.
5. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
9. (Optional) Click the  *Advanced Options* button. This will bring up the *Answer*

Details window. Enter point value and send questions to Q6RF remotes. Click *OK* to save and close window.

10. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
11. When the slide/slide set is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Yes/No & True/False Slides (Q2RF, Q4RF, Q5RF, Q6RF & QVR App)

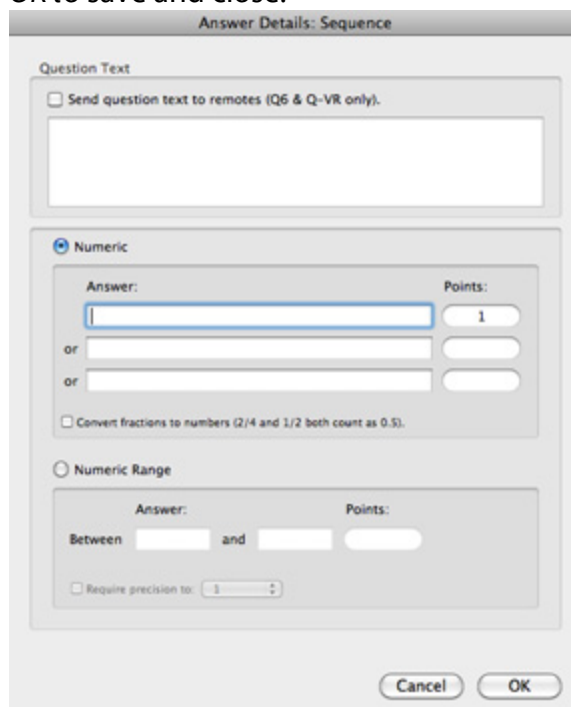
1. Click the  *New Question* button. A blank slide will appear on the right and a thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Select the type of slide you want to create.
3. Select the correct answer in the *Answer* field.
4. (Optional) Set the time limit.
5. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
9. Click the  *Advanced Options* button to change point value and/or send question text to Q6 participant remotes.
10. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
11. When the slide/slide set is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Numeric (Q2RF, Q4RF, Q5RF, Q6RF & QVR App)

Single digit numeric answer allowed for Q2RF; nine digit numeric answer allowed for Q4RF; eight digit numeric answer allowed for Q5RF; 14 digit numeric answer allowed for Q6RF. Over 14 digit numeric allowed for the QVR.

1. Click the  *New Question* button. A blank slide will appear on the right and a thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click the *Question* drop-down list and select *Numeric* as the slide type.
3. Enter the correct answer in the *Answer* field.

4. (Optional) Set partial grading options. Click the  *Advance Options* button. This brings up the *Answer Details* window. Enter the answer/s and point value/s. Click *OK* to save and close.



- **Numeric** - Select *Numeric* to add in standard numeric answer/s. (Optional) Enter in multiple answers and point values to give students partial credit. (Optional) Check the *Convert fractions to numbers* box to allow both fraction and decimal answers to be counted as correct. If this box is unchecked only the answer that is typed into the above field will be counted as correct.
 - **Numeric Range** - Select *Numeric Range* to add an answer for rounding, number set, algebraic and other problems with a varying answer range. (Optional) Check the *Require Precision to* box and select a place value from the drop-down menu.
5. (Optional) Set the time limit and/or points.
6. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
7. Enter text onto the slide.
8. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
9. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
10. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
11. When the slide/slide set is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Sequence (Q4RF, Q5RF, Q6RF & QVR App)

Place item choices in the specified order.

1. Click the  *New Question* button. A blank slide will appear on the right and a thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click the *Question* drop-down list and select *Sequence* as the slide type.
3. Enter the correct answer in the *Answer* field.
4. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
5. Enter text onto the slide.
6. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
7. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
8. (Optional) Click the  *Advance Options* button to set partial grading options and/or send text to Q6 participant remotes.
9. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
10. When the slide/slide set is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Multiple Mark (Q4RF, Q5RF, Q6RF & QVR App)

This question type enables two or more correct answers (up to six choices).

1. Click the  *New Question* button. A blank slide will appear on the right and a thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click the *Question* drop-down list and select *Multiple Mark* as the slide type.
3. Enter the correct answer(s) in the *Answer* field.
4. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See [Styles and Templates](#) for more details.
5. Enter text onto the slide.
6. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
7. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
8. (Optional) Click the  *Advance Options* button to set partial grading options and send text to Q6 participant remotes.
9. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
10. When the slide/slide set is complete, either go to the *File* menu, select *Save*, and

close the window; or click the  *New Question* button to create a new slide set.

Rating Scale / Survey (Q2RF, Q4RF, Q5RF, Q6RF & QVR App)

Rating scale question slide (i.e. rating/opinions/polling using scales from 1-5, 1-10, etc.). Q2RF remotes support (1-5) and (1-7). Q4RF, Q5RF, Q6RF & QVR App support all rating scale options.

1. Click the  *New Question* button. A blank slide will appear on the right and a thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click the *Question* drop-down list and select *Rating Scale* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
7. Click the  *Advanced Options* button to send text to Q6 participant remotes.
8. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
9. When the slide is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Short Text Response (Q5RF, Q6RF & QVR App)

Answer can be up to 32 characters long on the Q5RF remote. Best used for single word responses where capitalization does not matter.

1. Click the  *New Question* button. A blank slide will appear on the right and a thumbnail preview of the slide will appear in the *Slides* tab on the left.
2. Click the *Question* drop-down list and select *Short Text Response* as the slide type.
3. Click the *Answer* field and type in answer.
4. (Optional) Set time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style.

Drag and drop style onto slide. See [Styles and Templates](#) for more details.

9. Click the  *Advanced Options* button to send text to Q6 participant remotes.
10. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
11. When the slide is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Text Response (Q6RF & QVR App)

Answers can be approximately 144 characters , including punctuation and spacing.

1. Click the  *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Text Response* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
5. Enter text onto the slide.
6. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
7. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
8. (Optional) Set the time limit.
9. Click the  button. This brings up the *Answer Details* window.

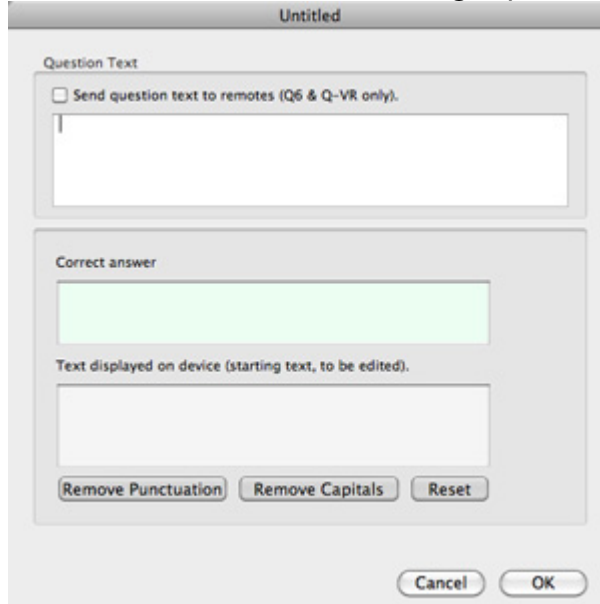
- (Optional) Send questions to Q6RF. Check the *Send Question Text to Remotes* box.
 - Fill in answer/s in the *Answer* field. Enter the number of points. Multiple answers and point values can be added for partial grading (whole numbers only).
 - (Optional) Set grading options. Participant's answers will be marked right or wrong based on these options.
 - Click *OK* when finished.
10. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
11. When the slide is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Text Edit (Q6RF & QVR App)

1. Click the  *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Text Edit* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media*

tab. Select the *Search (Online)* tab. Type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.

6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
7. (Optional) Set the time limit.
8. Click the  button. This brings up the *Answer Details* window.



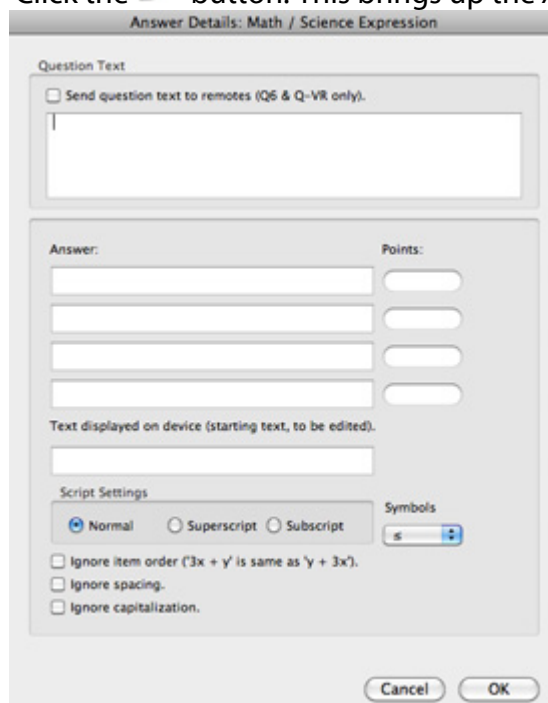
- (Optional) Send questions to Q6RF. Check the *Send Question Text to Remotes* box.
 - Enter the correct answer in the *Correct Answer Text* field.
 - Enter the text to be edited by participant in the *Text Displayed on Device* field.
 - Click *OK* when finished.
9. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
 10. When the slide is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

Equation (Q6RF & QVR App)

Create questions that allow participants to respond with numeric answers, including special characters.

1. Click the  *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Equation* as the slide type.
3. (Optional) Click on the *Templates* tab. Select a template; click and drag the template onto the slide. See [Styles and Templates](#) for more details.
4. Enter text onto the slide.

5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab. Select the *Search (Online)* tab. Type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See [Styles and Templates](#) for more details.
7. (Optional) Set the time limit.
8. Click the  button. This brings up the *Answer Details* window.



- (Optional) Send questions to Q6RF. Check the *Send Question Text to Remotes* box.
 - (Optional) Fill in answer/s in the *Answer* field. Enter the number of points. Multiple answers and point values can be added for partial grading (whole numbers only).
 - (Optional) Add an equation to be edited by participant in the *Text Display on Device* field.
 - (Optional) Set grading options. Participant's answers will be marked right or wrong based on these options.
 - Click *OK* when finished.
9. (Optional) Create an answer slide. Click the  *Add Slide* button. A new slide will appear within the slide set.
 10. When the slide is complete, either go to the *File* menu, select *Save*, and close the window; or click the  *New Question* button to create a new slide set.

6.2 Adding Equations

1. Click the  *Equation* button. The *Equation from Live Editor* window opens.
2. Create an equation in the window.
3. Close window when finished.
4. The equation will appear on the slide as an object.
5. You can resize the equation by stretching the handles (click and drag).

6.3 Styles and Templates

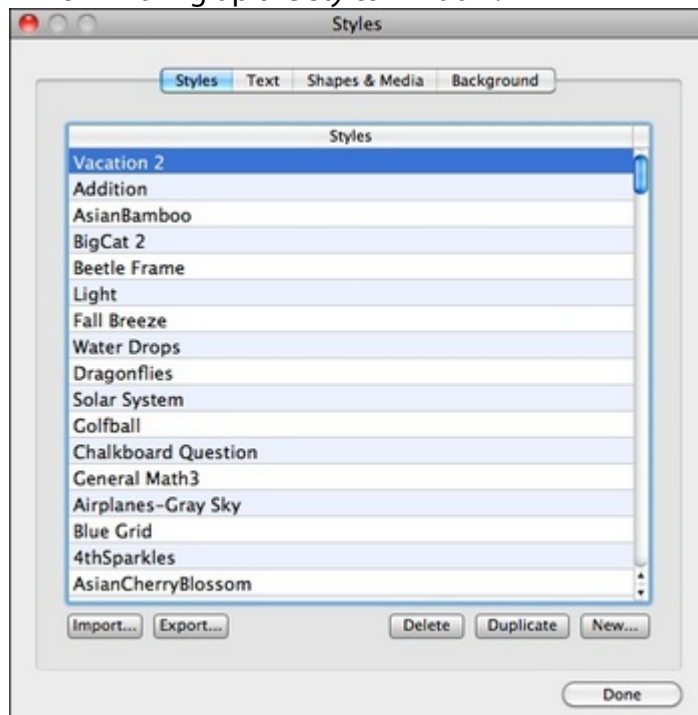
Live Editor makes creating, editing and applying styles and templates easy.

Applying Styles

1. Create a slide with or without text.
2. Click the *Styles* tab. You can either select a style to use by browsing all the available styles or select a *Category* from the drop-down menu to select from a particular set of styles.
3. Click and drag the style to the slide (on the right) to apply.
4. You are able to change the font style, size, and color (if applicable) after applying the style.

Creating Styles

1. Click the *Styles* tab.
2. Click the *Edit Styles* button.
3. This will bring up the *Styles* window.



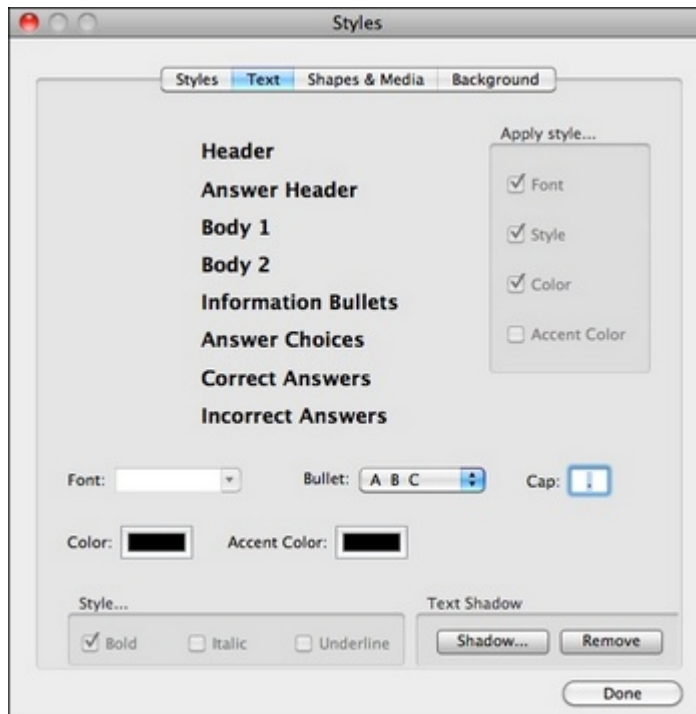
4. Click *New*. An untitled style row will appear.
5. Double-click on the untitled style to rename it and press the Return key to save it.



Create a unique name for each style to make it easier and more accurate for importing, exporting, and applying styles.

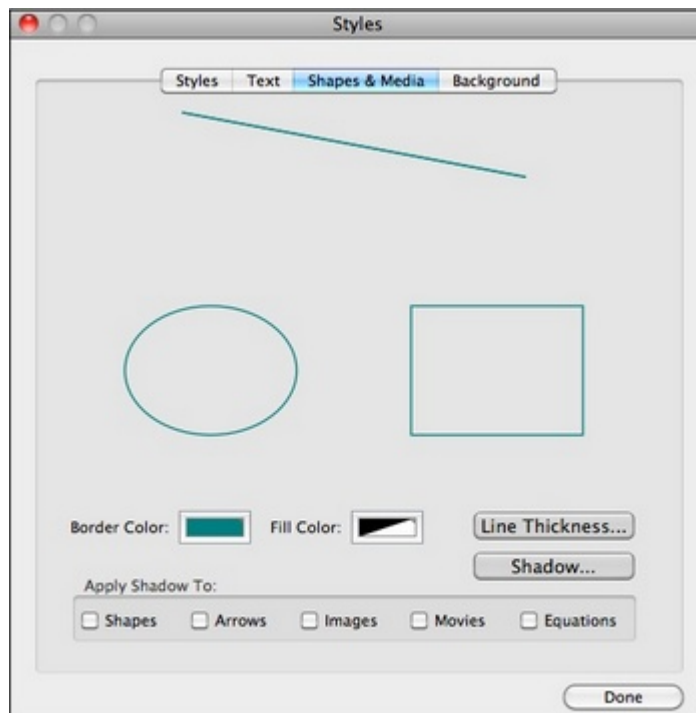
6. Click each tab to customize text, shapes & media, and backgrounds of your newly created style.
7. Create as many styles as you like. Click *Done* when finished.
8. To view the newly added style(s), select the *All* category. Styles appear in

alphabetic order.



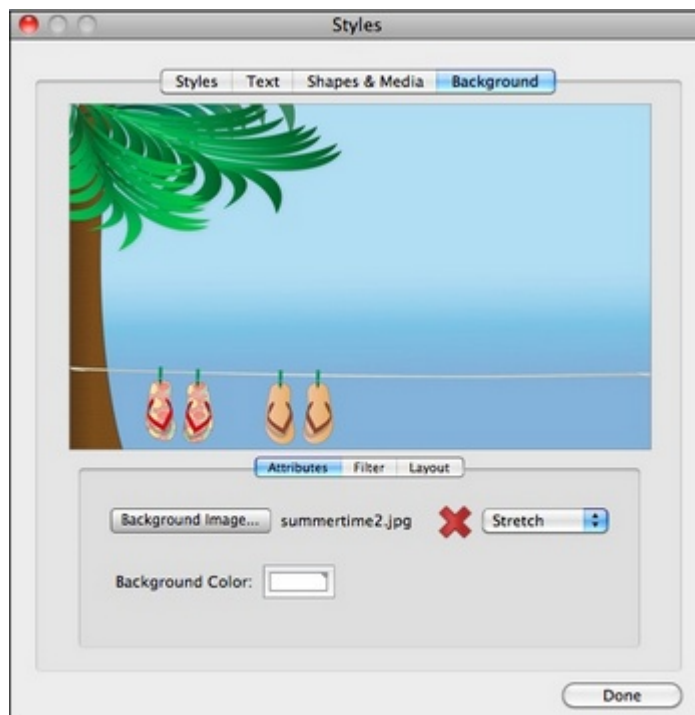
Text tab:

- Select font type, color, accent color (highlight), and style (bold, italic, and/or underline)



Shapes & Media tab:

- **Line thickness**-determines the size of stroke applied to drawn shapes. To select thickness, click *Line Thickness* and select the thickness of the line.
- **Fill Color**- applies selected color to all shapes drawn on an activity. To select color, check the *Fill Color* box (if *Fill Color* box is unselected, the default color will be applied to any drawn shapes), and double-click the *Color* box.
- **Border Color**-applies selected color to outline/stroke of any drawn shape. To select color, check the *Border Color* box (if fill *Border Color* box is unselected, the default color will be applied to any drawn shapes).

**Background** tab:

- **Background Image**- Browse for the image. Click *Open*, and a preview will appear in the *Sample* window. Select the appropriate scaling option, stretch, tile or center.
- **Background Color**- click inside the *Background Color* box to change background color .
- **Filter**- applies a tint to your background image. Select the *Content* and *Background Filter Opacity*.
- **Layout**- changes the color behind your content. Select the layout and how it should be scaled on the slide.



The Content Filter Opacity will overwrite your Filter Color unless you scale the size of content (see below for Content Scaling).

Edit Styles

1. Click the *Styles* tab.

2. Click the *Edit Styles* button.
3. The *Styles* window appears.
4. Select the style you want to edit and edit the style settings.
5. Click *Done* when finished editing.
6. Reapply the style to view the updated style.

Delete Styles

1. Click the *Styles* tab.
2. Click the *Edit Styles* button.
3. The *Styles* window appears.
4. Select the style you want to delete.
5. Click *Delete*. A prompt will appear asking if you want to delete.
6. Click *Yes*.
7. Click *Done* to exit the *Styles* Window.

Import Styles

1. Click the *Styles* tab.
2. Click *Edit Styles*. The *Styles* window appears.
3. Click *Import*. The *Import Styles* window appears.
4. Select the *.QSP* (styles) file you want to import.
5. Click *Open*. The style will import into the *Styles* window. If there is a style of the same name that already exists in the *Styles* window, it will ask you to *Overwrite* or *Ignore*.

Export Styles

Exporting styles exports all styles as a *.QSP* file.

1. Click the *Styles* tab.
2. Click *Edit Styles*. The *Styles* window opens.
3. Click *Export*. The *Export All Styles* window opens.
5. Select the location where you want to save the styles.
6. Enter the name with which you want the styles to be saved.
7. Click *Save*. The styles are saved in the selected location.

Applying Templates

1. Click the *Templates* tab.
2. Click and drag the template onto the slide.
3. Templates must be applied before adding text and multimedia to a slide.

Creating Templates

1. Create a slide with text and/or images and multimedia.
2. Click the *Templates* tab.
3. Click *Create Template*.
4. The template will be created and added to the *Templates* tab.



Check the *Filter for selected question type* box to sort and display the templates for a specified question type.

By default, there are no predetermined template categories. You must create categories, see ***Creating Categories for Templates*** below for more information.

Creating Categories for Templates

Setting up categories allows you to filter your templates by question type, answer slides, or preferences.

1. Click the *Templates* tab.
2. Click the  *Browse* button that is located next to the *Category* drop-down. The *Categories Editor* window appears.
3. Click *Add* and it will add an untitled category.
4. Double-click on the untitled category to enter a category name.
5. Click *Close* to exit.
6. Using the *Category* drop-down menu, select a category.
7. Click on a template, this will bring up the *Template Inspector* window. Check all templates that apply to the category.
8. Close window when finished.

6.4 Multimedia

Insert an Image

1. Click the  *Add Media* button in the toolbar. The *Open* window appears.
2. Select the image and click *Open*.
3. The image will appear on the slide.
4. Grab and drag the handles of the image to resize to desired size.

Online Media Search

1. Click the *Media* tab.
2. Click *Search (online)*.
3. Enter the keyword(s) in the *Keywords* field to search for an image.
4. Click *Search*.
5. Images matching the keyword(s) you entered will appear in the *Media* tab.
6. Select an image by dragging and dropping it onto the slide (on the right).
7. Grab and drag the handles of the image to resize to desired size.

Insert a Movie

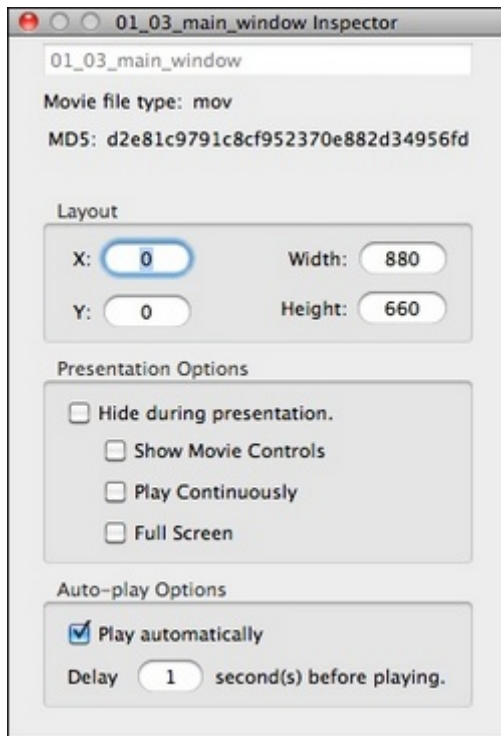
1. Click the  *Add Media* button in the toolbar. The *Open* window appears.
2. Select the movie and click *Open*.
3. The movie will appear on the slide.
4. Double-click the movie to play or stop it; or set the media properties.

Adding Sound

1. Click the  *Add Media* button in the toolbar. The *Open* window appears.
2. Select the sound file and click *Open*.
3. The sound file will appear on the slide.
4. Double-click the sound file to play or stop it; or set the media properties.

Media Properties

Control-click on a video to bring up the Media Properties window.

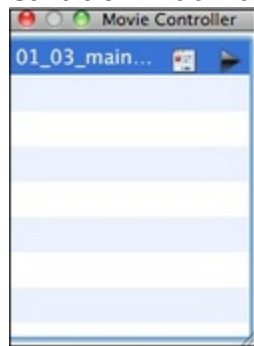


- **Play Continuously**-repeats movie or sound file continuously when the slide is displayed.
- **Play Automatically**-plays the movie or sound file upon slide display.
- **Delay ----- seconds before playing**-enter number of seconds to pause before the movie or sound file plays.

Media Control (During Presentations)

Media Control is used for presentation when an Instructor Remote or Q7RF tablet will not be used.

1. Go to the *Tools* menu and select *Full Screen Settings / Movie Controls*. The *Movie Controls* window appears.



- **Play**-black triangle
- **Stop**-silver square

7 Creating Classes

Creating a Participant List

1. Click the *Participants* tab.
2. Click the  *Participant Wizard* button. The *Participant* wizard will appear.



3. Select *Create a new participant list*.
4. Enter a name for the class and click *Next*.
5. Select a Template and then click *Next*. Templates are commonly used fields that allow you to customize a participant list.
6. Select the different fields you would like to use and click *Next*. If you do not see a field you would like in the participant list, you can create a customized field and add it to your template.
7. Click *Next*. The participant list template will appear.
8. Fill in the fields and click *Finish*. The participant list will save into the *Participants* tab.

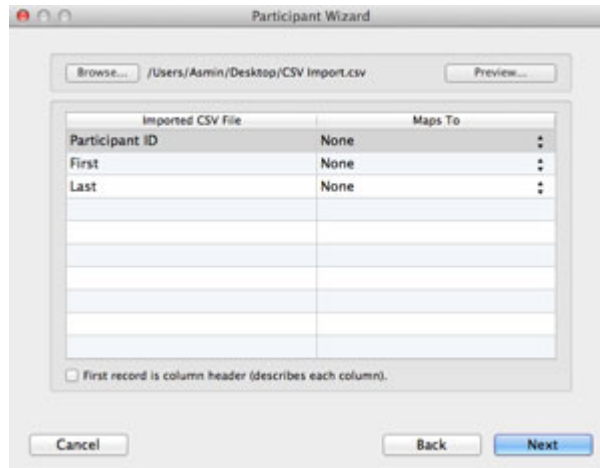
Importing a .CSV (Comma Delimited) File

You can import .CSV class and convert it into **Qwizdom** participant lists (.QPL).

 **If you have a class list in Microsoft Excel® you would like to import, save it as a .CSV (comma delimited) file.**

1. Click the *Participants* tab.
2. Click the  *Participant Wizard* button. The *Participant* wizard will appear.
3. Select *Import CSV file*.

4. Click *Next*.
5. Click *Browse*. The *Open* window will appear.
6. Select the .CSV file and click *Open*.
7. Match the fields on the left to the fields on the right.



8. If the information on the left are headers, check the *First Record is Header* box, otherwise leave it unchecked.
9. Click *Next* when all the fields have been matched. The participant list will appear.
10. Click *Finish*. The participant list will save into the Participants tab.

Creating an Anonymous List

Before using an anonymous list, be sure you have the correct estimated number of remotes set within the *Remote Preferences* window. For example, if you create an anonymous list with a hundred participants but only have eighty as the estimated number of remotes, then not all remotes will register.

1. Select an activity to present.
2. Click the  *Present* button. The *Presentation Setup* window will appear.
3. Click the *Participant List* drop-down list and select *Anonymous*.
4. Click *OK* to begin presentation.

Creating a Self-Forming List

This option lets participants add themselves to list during a live presentation. Participants are identified by a unique User ID number. We recommend using an assigned employee or student ID number for easier tracking.

1. In the Content tab, select an activity.
2. Click the  *Present* button. The *Presentation Setup* window will appear.
3. Click the *Participant List* drop-down list and select *Self-Forming List*.
4. Select a location to save results and select desired presentation settings.
5. Click *OK* to begin presentation.
6. Users will be prompted to enter a User ID. Participants will be identified by their User ID numbers throughout the session.

7. You can view students' answers, post-session. Click on the *Results* tab, select the results file. The Overall Score Report will appear. Scores can be tracked by User/ Participant IDs.

Editing an Existing Participant List

1. Click the *Participants* tab.
2. Select a participant list.
3. Click the  *Participant Wizard* button. The *participant* wizard will appear.
4. The *Browse for and modify an existing list* is selected by default. Click *Next*.
5. You will be taken to *Participant Field Selection*. You may add new fields or remove existing fields.
6. Click *Next*. The participant list will appear.
7. Make the necessary changes.
 - **Delete Students:** Select a student and then select *Remove* from the drop-down menu.
 - **Renumber Remotes:** Select *Renumber Remote IDs* from the drop-down menu.
8. Click *Finish* when done. A prompt will appear asking if you want to overwrite or rename the participant list.
9. Select *Overwrite* if you want to save the changes to the original participant list, or select *Rename* to create a new participant list.
10. Once finished, the changes to the participant list will appear in the *Participants* tab.

7.1 Groups

Automatically organize students into groups based on Ability, Odd and Even Numbers, Activity Score, or Performance. Groups can be used when playing Quandary. See [Games](#) for details.

Creating Groups

1. Click the *Participants* tab.
2. Select the class for which you want to create groups.
3. Click the  *Groups* button. The *Group Management* window will open.
4. Select the Grouping Action:
 - **Balance:** Creates balanced ability groups from either the Predefined Ability Ratings (set in the participant list*) or scores from a selected activity.
 - **Group Similar:** Groups students with similar Ability Ratings (set in the participant list*) or scores from a selected activity.
 - **Random:** Groups students randomly, no ability rating settings are needed.
5. Add the number of students per group.
6. Click *Generate* to create the groups.
7. (Optional) To manually alter groups, click a student and then drag and drop the selected student
into the desired group
8. Click *OK* when finished.

* Create a custom field named 'Ability' in the participant list. See for [Creating Classes](#) details.

8 Presentations

Presenting an Activity (with Remotes)

1. Click on the *Content* tab.
2. Select an activity to present.
3. Click the  *Present* button. The *Presentation Setup* window appears. (See [Presentation Setup](#) for details.)
4. Select a *Participant List*.
5. Select how you would like to save the results. (*Recommend*) *Save to Results Manager*.
6. Select the options you would like available during presentation.
7. Click *Present* to begin the presentation.
8. Have the participants turn on their remotes.
9. Select the options you would like available during presentation.
10. Here are a few things you can do during presentation:
 - Display the public response graph or private graph. (See [Response Graph](#) for details.)
 - Randomly call upon a participant. (Click the  *Pick* button on the Q7RF Tablet, the (.) *Pick* button on the Q5RF Instructor remote or the (1) button on the Q6i.
11. Go through the presentation until all the question slides are answered. See [Using Remotes in Presentation](#) for descriptions and troubleshooting of all the remote messages.
13. When all the slides have been presented, a prompt will appear asking if you would like to finish the presentation or continue (review). Click *Finish Presentation* to exit the presentation.

Presenting an Activity (without Remotes or QVR Response App)

1. Go to *Remotes / Configuration Preferences* and check the *Do not use Qwizdom Remotes* box.
2. Click on the *Content* tab.
3. Select an activity to present.
4. Click the  *Present* button. The *Presentation Setup* window appears. (See [Presentation Setup](#) for details.)
5. Select a *Participant List*.
6. Click the *Saved Results* drop-down arrow and select *Do Not Save*.
7. Click *OK* to begin the presentation.
8. Go through the presentation until all the question slides are answered.
9. When all the slides have been presented, a prompt will appear asking if you would like to finish the presentation or continue (review). Click *Finish Presentation* to exit the presentation.

8.1 Presentation Setup

There are many options you can apply to your presentation. Not all options will be applicable.

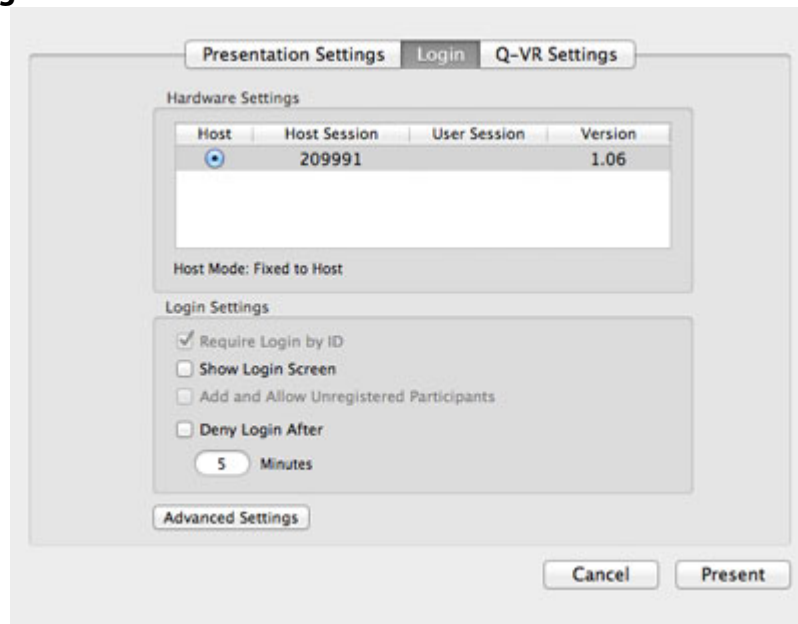
Presentation Settings tab:

1. Select a Participant List, see [Creating Classes](#) for details.
2. Select where you would like to save results file.
 - **Manual Save:** Name the results file and select a location to save the .qrx results file.
 - **Auto Save:** The file name will contain the document title, participant list, date, and time. Select a location to save the results file.
 - **Auto Save to Results Manager:** The results will save in the *Results* tab, in the class name folder, when the presentation is complete.
3. Select how you would like to present the activity.
 - **Normal Presentation:** Present activity with interactive questions
 - **Presentation on Autopilot:** Automatically cycles through presentation, adding a 15-20 second timer to each slide.
 - **Self-Paced:** Participants work through an Answer Key activity at their own pace. See [Answer Key](#) for details.
 - **Games Modes-**Select from four game options including Fast Track, Quandary, Mission to Mars, and Baseball. See [Games](#) for details.
4. Set additional options.
 - **Allow participants to change their answer**-checking this option allows participants to change their answer for the current question slide.
 - **Send right/wrong feedback to remotes after answering**-remotes will receive

a *check mark* if answer is correct and an *X* if answer is incorrect. Remotes will receive both a *check mark* and *X* to indicate that the response has been received if feedback is turned off.

- **Override question point value with global point value of ---- points**-enter the new amount of points that will be temporarily applied to the slide for that presentation.
- **Timer**-you can select no timer, use the time set within the slides, or global timer by entering the number of seconds for all slides in the presentation.

Login tab:



1. Use the default Host Session ID or type in a custom Session ID in the User Session field. Custom Session ID numbers are a quick fix if you receive a replacement host and don't want to reprogram your participant remotes.
2. Check the *Require Login by ID* box if you would like students to login using their Participant ID. Perfect for classrooms where students don't have assigned remotes. See [Remote Login](#) for details.
3. Check *Show Login Screen* to monitor participants logging in.
4. Check the *Add & Allow Unregistered participants* box to allow participants that are not on selected participants list to join the session. This option must be checked when using an Anonymous list.
5. The *Deny Login After...* feature restricts participants from logging in after a set amount of time.

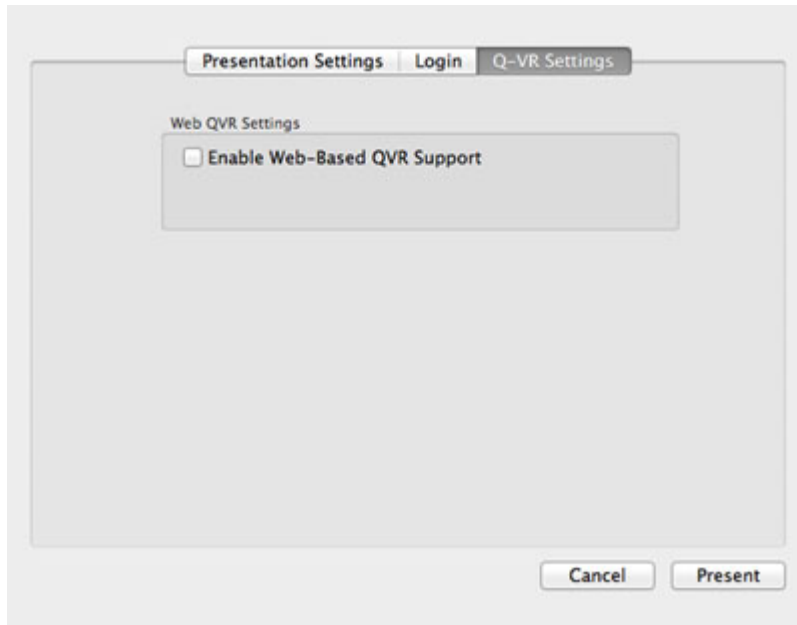
Advance Settings

- **Turn off remotes on presentation end** -automatically turns off the Q2RF, Q4RF

and Q6RF remotes when a presentation ends.

- **Show score on remote in self-paced mode**-enables final score to display on screen after completing an answer key.

QV-R tab:



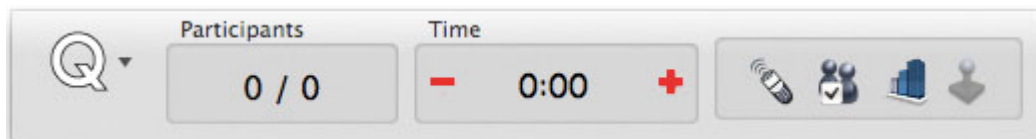
In order to present using the Qwizdom QVR, you are required to purchase a QVR license and register for a Qwizdom Online account.

1. Click on *Enable Web-Based Q-VR Support*.
2. You will be prompted to Login with your Qwizdom account credentials. (If you have not registered, click on the 'New User' link at the bottom of the window.)

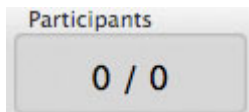
8.2 Presentation Features

Qwizdom Toolbar

There are many ways to customize your Qwizdom presentations. Click the  *Q menu* and select *Settings*.



Response Indicator



The response indicator displays the number participants who have answered over the total number logged into the session.

Timer

Timer displays the remaining time in which participants can submit responses. Add additional time by clicking on the  *Add* icon.



To add a timer during presentation:

1. Click the  *Q menu* and select *Settings*.
2. Check the *Show Timer* box and select *Use Timer From Slides*. Time limit is set when creating slides.
3. Timer will be applied to the following slide.
4. Remotes will not be able to answer when time is up.

Answer Grid

The Answer Grid indicates participant response by corresponding remote ID numbers.



To Show/Hide the *Answer Grid*.

1. Click the  *Q menu* and select *View/ Answer Grid*.
2. Right-click Answer Grid to change placement.

Qwizdom Tools

Use the  *Re-Pose*,  *Response Graph*,  *Pick* and  *Game* icons when presenting activities using a desktop or laptop.

Reposing a Question

Reposing is used to ask a question again and/or when you accidentally skip a slide that needs to be answered. Reposing the question overwrites the previous responses if any were recorded.

1. Click the  *Repose* button to pose the question slide again.
2. Click the  *Repose* button again to stop.

Response Graph

1. Click the  *Response Graph* button.
2. The *Response Graph* appears.
3. Click the  *Response Graph* again to remove the graph.

Picking Participants

1. Click the  *Pick* button to randomly call upon a participant.
2. The participant's name or participant ID appears on screen.
3. Click the  *Pick* button again to remove the name.

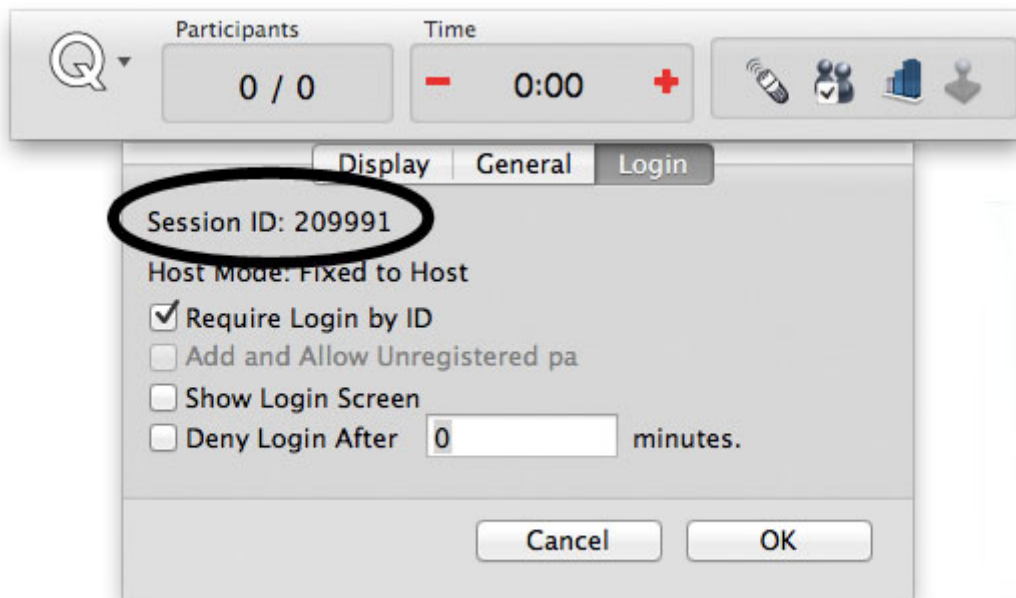
Game/Show

Shows game animation.

1. Click the  *Game* button to view game windows, including scores, animations, etc.

Display Session ID During a Presentation

1. Click the  *Q menu* and select *Settings*.
2. Click on the *Login* tab.



Right/Wrong Feedback

This feature allows participants to see if their response is right or wrong. Feedback appears on the LCD screen of the participant's remote during presentation. A *check mark* will indicate a correct response, an *X* will indicate an incorrect response. If the feedback is disabled, a *check mark* and *X* appears on the LCD screen indicating that a response was received.

You can turn this feature on and off during a presentation by

1. Click the  *Q menu* and select *Settings*.
2. Click on the *General* tab.
3. Check the *Send Right/Wrong Feedback* box.

8.3 Presentation Toolbar

This is the defaulted toolbar view during presentation:



Click  to expand the toolbar to display in full:



	Presentation Options/Exit		Pen Tool
	Slide Navigator		Line Tool
	Create Slide/Question		Shapes Tool
	Adds New Slide to Current Slide Set		Text Tool
	Copies Current Slide		MathML
	Pose Questions		Insert Multimedia
	Undo		Deletes Selected Objects
	Redo		Change Viewing Mode (switch view to Integrated and Full Screen Mode)
	Select		Expands/Contracts Toolbar

8.4 Remote Login

Logging in with IDs allows participants to use any remote. The participant is identified by a unique ID number that is set in participant lists. (Go to [Creating Classes](#) for more information).

- Participant IDs can only be numeric.
- IDs cannot be used for more than one participant (IDs cannot be duplicated).
- Maximum number of digits allowed for IDs is:
 - 8 for Q2RF remotes.
 - 9 for Q4RF remotes.
 - 8 for Q5RF remotes.
 - 14 for Q6RF remotes.

1. Select an activity or create one to present.
2. Click the  *Present* button. The *Presentation Setup* window will appear.
3. Select a participant list.
4. Click the *Login* tab.
5. Check the *Require Login by ID* option.
6. Checking the *Show Login Screen*, if desired.
7. Check the *Add and Allow Unregistered Users* to allow participants not on the list to join the session.
8. Select all other preferred options and click *OK* to present. The presentation will begin.
9. The Q4RF, Q5RF and Q6RF remotes will display *User ID*. The Q2RF remotes will display *--U*.
10. Participants will enter their ID and press the *Send* key.



If Add and Allow Unregistered Users is checked, participants not on the class list, may be prompted to enter their User ID twice to confirm.

11. Once everyone has logged in, begin the presentation.
12. You can start the presentation as participants log in. Participants who are late can log in later, if you have not set a timer to deny log in.

8.5 Using Remotes in Presentation

The following tips apply to presenting an activity in Qwizdom Connect. Remotes will act differently when presenting in Actionpoint.

Q6iRF Instructor Remote Tips

- The Q6iRF Instructor Remote will display a list of actions when ready.
- Press the (3) key to display the public response graph. Press again to close.
- Press the (2) key to display the graph on the instructor's LCD. Press again to close.
- Press the (1) key to randomly call upon a participant during presentation. Press again to close.
- Press the (6) key to pose a spontaneous question. A list of question types will appear on the LCD. Use the up/down arrows to navigate through the question types. Press the  *Select* key to choose the question type. Enter the correct answer and press *Send*; if the answer is survey only, press the *Send* key without selecting an answer.
- Press the (5) key to display the list of participants who have requested help. Press *Back* to exit.
- Press the (8) key to Play or Pause videos.*
- Press the  *Select* key to show Answer Slide during a presentation.*
- Press the right arrow key to display game animations.*

**Features only work in Qwizdom Connect Software.*

Q5RF Instructor Remote Tips

- The Q5RF Instructor Remote will display *Ready* or *Last Key*.
- Since the Q5RF Instructor Remote is not applicable during answer keys, the LCD screen will display *Access Denied*.
- Press the / key on the Q5RF Instructor Remote to display the response graph.
- Press the / key on the Q5RF Instructor Remote to close the response graph.
- Press the 0 key on the Q5RF Instructor Remote to display the graph on the

instructor's LCD.

- Press the Pick (.) key on the Q5RF Instructor Remote to randomly call upon a participant during presentation.
- Press the 1 (A) key on the Q5RF Instructor Remote to go to the next question in Fast Track/Mars Mission games.
- Press the *Show* (7) key on the Q5RF Instructor Remote to show game animations. In Fast Track and Mission to Mars, press the (1) key to move to the next question and press the (3) key to display track.
- Press the *New Q* (-) key to pose a spontaneous question. A list of question types appear on the LCD. Use the up/down arrows on the thumb pad to navigate through the question types. Press the *Send* key to select the question type. Select the correct answer and press *Send*; if the answer is survey only, press the *Send* key without selecting an answer.
- Press the (?) key to display the list of participants who have requested help.
- Press the circle key, in the thumb pad, to close out of the presentation (must be on last slide), play the *PowerPoint*® animation and schemes (if any were applied), move to the next slide, or display/hide the correct answer on response graph.

Q7 Presenter Tips

- The Q7RF Presenter Tablet will display *Ready* when it has successfully connected to the host.
- Press  to display the public response graph. Press again to close.
- Press  to display the graph on the instructor's LCD. Press again to close.
- Press  to randomly call upon a participant during presentation. Press again to close.
- Press  to pose a spontaneous question. A list of question types will appear on the LCD. Use the toggle to navigate through the question types. Press the *Send* key to select the question type. Select the correct answer and press *Send*; if the answer is survey only, press the *Send* key without selecting an answer.
- Press  to display the list of participants who have requested help.

- Press  *Show* to display game animations.

Participant Remote Tips

- ***Remotes' displays will vary when they are Ready to Start an activity/presentation.***

Qwizdom will be displayed on the Q4RF and Q5RF remotes when a lesson (non-question) slide is in view. *Ready* will be displayed on the Q6RF remotes have found the host and are ready for a question slide.

- ***Remotes' displays will vary during an activity/presentation.***

For Q2RF remotes, participants will see a blank screen with a battery icon. For Q4RF and Q5RF remotes, participants will either see answer choices or a blank screen (depending on question type) on their remote during a question slide. For Q6RF remotes, question text and/or answer choices will appear on the LCD screen (display varies depending on question type). See [Creating Slides](#) for information on setting up the different question types.

- ***Request Help-***

For Q2RF remotes, press the *Help* (Hand) key. To request help on the Q4RF, Q5RF and Q6RF remotes, press the *Menu* key to select *Help* and press *Send*.

- ***Change Session ID-***

To change the Session ID on the **Q2RF remote**, when the remote is on, wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see --S on the display, enter the Session ID and press the *Send* key to confirm.

To change the Session ID on the **Q4RF remote**, press the *Menu* key and use the right arrow to scroll through the menu options. When you see *Sess. ID*, press the *Send* key to select it. An existing Session ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter the new Session ID. Press the *Send* key to confirm.

To change the Session ID on the **Q5RF remote**, press the *Menu* key when the remote displays *No Host Found*. Use the thumb pad to navigate through the menu options and press the *Send* key to select *Enter Session ID*.

To change the Session ID on the **Q6RF remote**, press the *Menu* key, scroll to *Enter Session ID*, press the  menu select key, re-enter the Session ID, and press the *Search Again* key.

- **Troubleshooting Tips-**

The Q4 LCD screen on the participant remotes may read *Push Key, Inactive, Not Active*, press the *Send* (double arrows) key to "wake up" the remote. If the remote still displays *Not Active*, re-enter the Session ID. Go to **Changing Session IDs** for more information.

The Q6 LCD screen on the participant remotes may display *Power Save Mode*. This indicates that the remote is idle. Click *RESUME*, to reactivate.

If the Q4RF displays *No Net*, or the Q5RF remote displays *Host not found, Session ID Not Found*, or the Q2RF remote displays - - - and turns off, re-enter the Session ID. Go to **Changing Session IDs** for more information.

If the Q4RF remote displays *Denied*, or the Q5RF remote displays *Access Denied*, or the Q6RF displays *Session ID Login Denied*, or the Q2RF remote displays --U, the Participant ID is incorrect, or the Remote ID attempting to participate isn't in the participant list that was loaded. re-enter the Participant ID, and check to make sure that Remote ID is in the participant list.

Below are the procedures on how to respond for each question type during presentation for Q2RF remotes:

- **True/False**-press *T* or *F* key.
- **Yes/No**-press *Yes* or *No* key.
- **Multiple Choice**-press *A, B, C, D, E*, or *F* key.
- **Single Digit Numeric**-enter a single number key.
- **Rating Scale (1-5) or (1-7)**-enter a single number.

Below are the procedures on how to respond for each question type during presentation for Q4RF and Q5RF remotes:

- **True/False**-press *T* or *F* key and then press the *Send* key.

- **Yes/No**-press *Y* or *N* key and then press the *Send* key.
- **Multiple Choice**-press *A*, *B*, *C*, *D*, *E*, or *F* and then press the *Send* key.
- **Multiple Mark**-select multiple letter choices and then press the *Send* key.
- **Numeric**-enter the numbers and then press the *Send* key.
- **Sequence**-enter the numbers in the correct order and press the *Send* key.
- **Short Text Response**- for Q5 remotes only. The alphabet menu will automatically appear when this question type is displayed. Use the arrows on the thumb pad to navigate through the letters, using the Circle key to select the letter(s). Press the *Send* key to confirm your answer.

Below are the procedures on how to respond for each question type during presentation for Q6RF remotes:

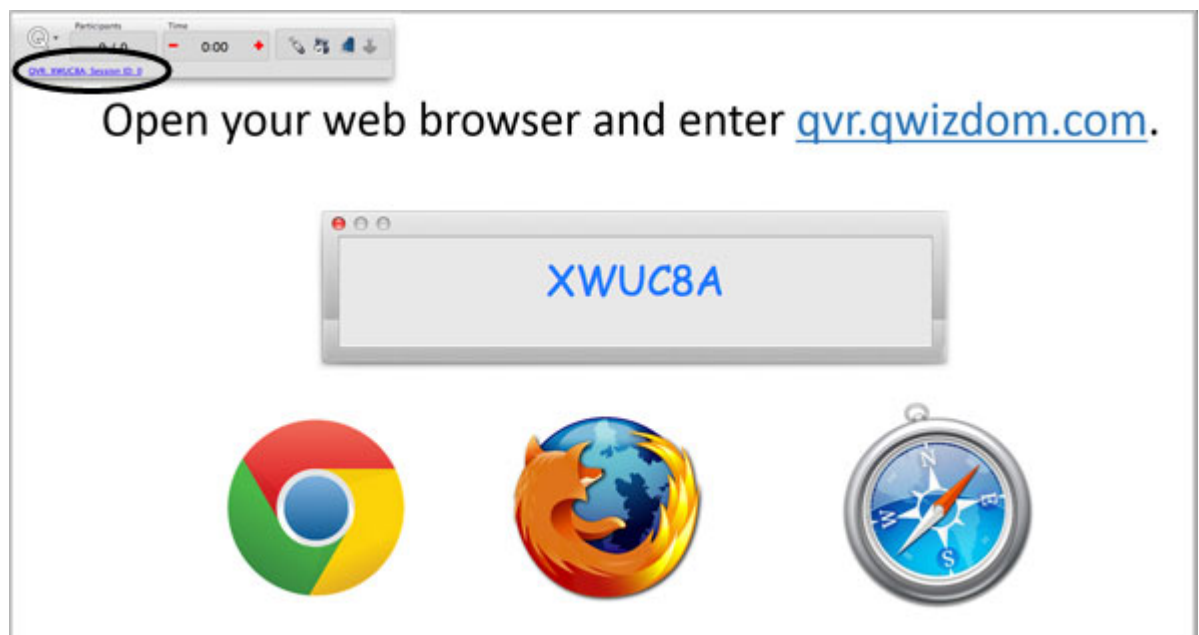
- **True/False**-use down arrow to scroll to *T* or *F* and then press the *Send* key.
- **Yes/No**-use down arrow to scroll to *Y* or *N* and then press the *Send* key.
- **Multiple Choice**-use down arrow to scroll to *A*, *B*, *C*, *D*, *E*, or *F* and then press the *Send* key.
- **Multiple Mark**-use down arrow to scroll to answer choice, click the  *Menu Select* key to select multiple answer choices, and then press the *Send* key.
- **Numeric**-enter the numeric answer and then press the *Send* key.
- **Sequence**-enter the numbers in the correct order and then press the *Send* key.
- **Short Text Response**-enter in the appropriate answer and then press the *Send* key.
- **Text Response**-enter in the sentence/s answer and then press the *Send* key.
- **Text Edit**-use directional arrows to scroll to the text that needs editing, press *Delete* to remove incorrect character/s, enter correction, and press the *Send* key when finished.
- **Equation**-enter the numeric answer (add special characters by pressing the *Sym* button) and then press the *Send* key.

8.6 Presenting with the QVR

You will need to purchase a QVR Presenter license to use this feature. Email info@qwizdom.com for pricing details.

To begin a QVR presentation follow the steps below:

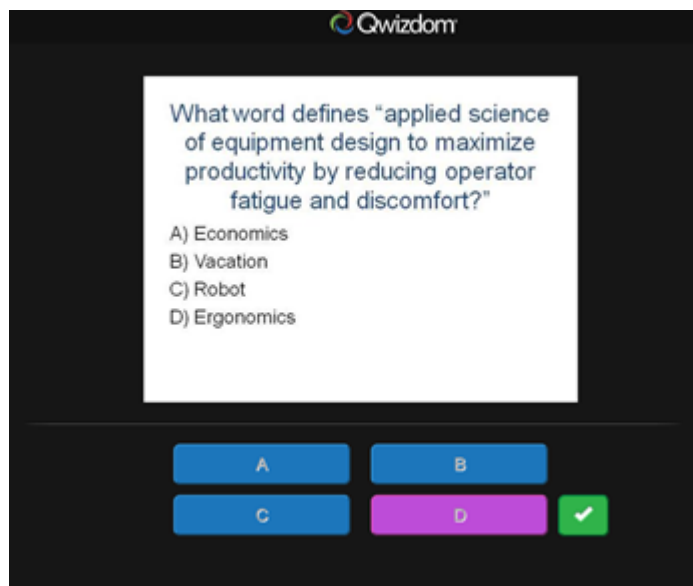
1. Select an activity, then click  *Present* to begin setting up a presentation.
2. In the Presentation Setup window, select the presentation options (i.e. Participant List, Save Results and Present As). See [Presentation Setup](#) for details.
3. Click on Q-VR tab. Check *Enable Web-Based Q-VR Support*. Click *Present* to begin.
4. Login with your credentials. (If you have not registered, click on the 'New User' button at the bottom of the window.)
5. The Session ID will appear on the Qwizdom Toolbar. Click on the link to make the QVR Session ID number large. It's helpful to create an instructional slide to help users login in.



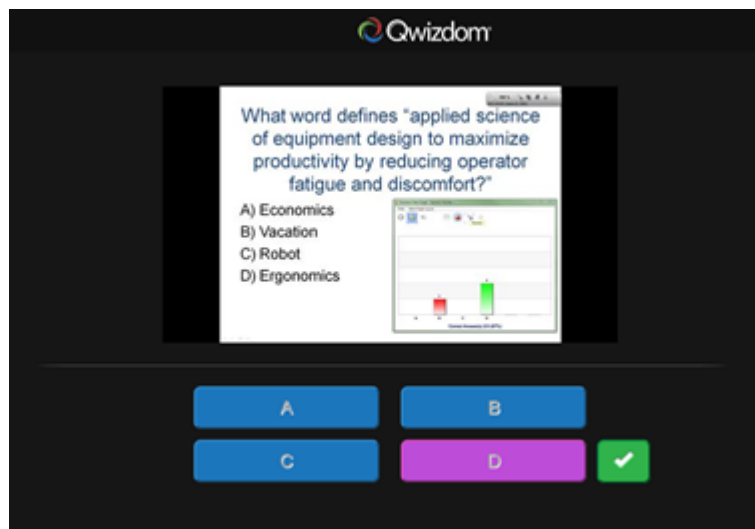
6. Instruct participants to login to the QVR session at qvr.qwizdom.com using a browser of their choice. Additionally, participants can download an app from the Google Play or Apple App store.
7. In the QVR window, instruct participants to login with the 6 digit QVR Session ID number and then press *Launch*.



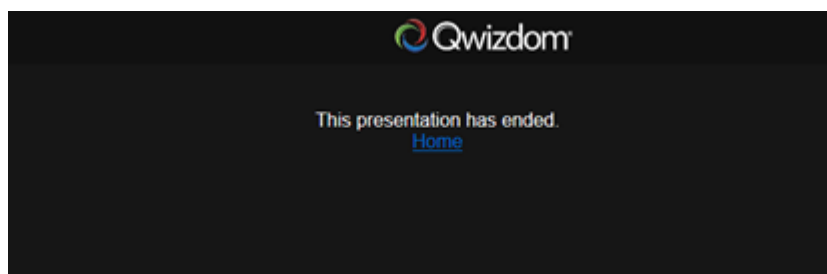
8. Participants maybe asked to enter a User ID, if you selected a class list in the Presentation Setup window.
9. Participants will see the presentation via their personal web-enabled device. If the show right/wrong feedback feature is turned on in the Presentation Settings window a green check mark will appear if the participant answered correctly. If an answer is incorrect, a red X will appear.



10. The instructor can display a chart showing the results of all other users currently in the presentation.



11. At the end of the presentation, this window will appear:



8.7 Response Graph

During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph.

Public Response Graph using the Q6iRF

1. Press the (3) key on the Q6iRF instructor remote.
2. The response graph will appear on the computer screen.
3. Press again to close the response graph.

Private Response Graph using the Q6iRF

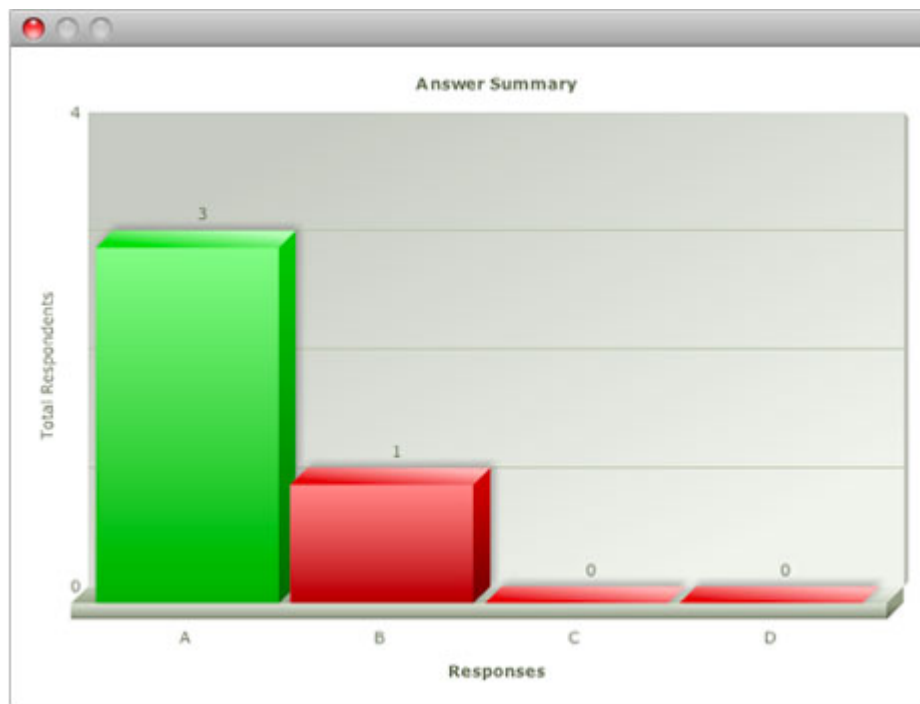
1. Press the (2) key on the Q6iRF instructor remote.
2. The response graph will appear on the computer screen.
3. Click *Details* to view Response Times and participant that have not responded.
4. Press again to close the response graph.

Public Response Graph using the Q7RF Tablet

1. Press the  *Public Graph* icon on the Q7RF tablet.
2. The response graph will appear on the computer screen.
3. Toogle through menu options to view response times and a list of participants that have not responded.
4. Press the  *Public Graph* icon on the Q7RF tablet again to close the response graph.



The public and/or private graph must be closed (follow step 3 above) before moving to the next slide.



Private Response Graph using the Q7RF Tablet

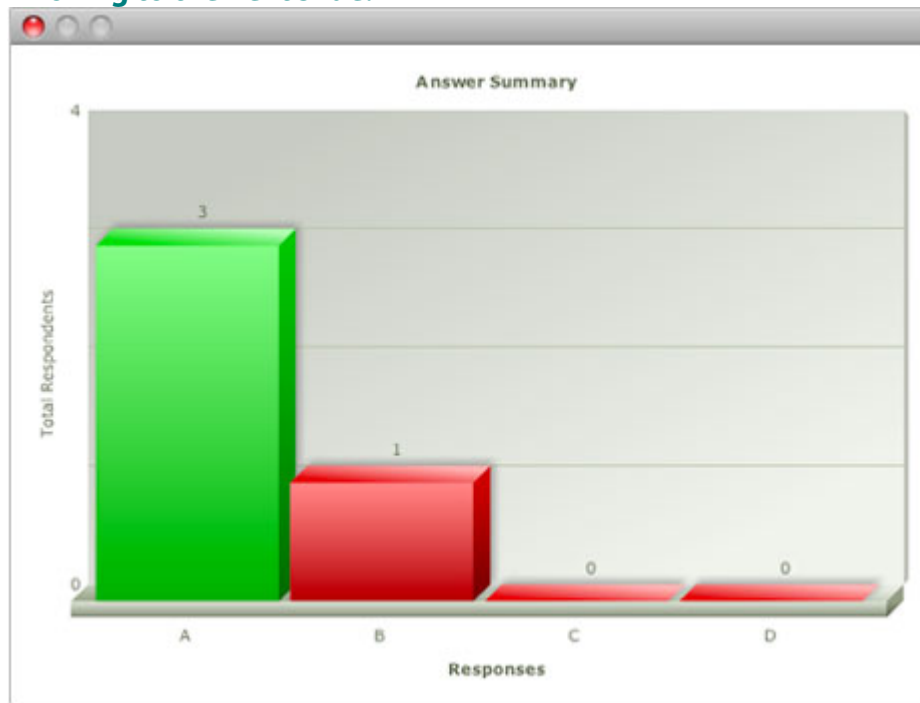
1. Press the  *Private Graph* icon on the Q7RF tablet.
2. The response graph will display on the Q7RF tablet's LCD.
3. Press the  *Private Graph* icon on the Q7RF tablet again to close the response graph.

Public Response Graph using the Q5RF Instructor Remote

1. Press the (/) key on the Q5RF Instructor Remote.
2. The response graph will appear on screen for the participants to view.
3. Press the (/) key again to remove the response graph.



The public and/or private graph must be closed (follow step 3 above) before moving to the next slide.



Private Response Graph using the Q5RF Instructor Remote

1. Press the (0) key on the Q5RF Instructor Remote.
2. A bar chart showing the number of responses will display on the Q5RF Instructor Remote's LCD screen.
3. Press the (0) key again to remove the graph.

8.8 Games

To display the game animations during presentation a Qwizdom Connect presentation:

- Using computer mouse--click on the  *Game* icon on the Qwizdom Toolbar.
- Tablet--press the  *Show* icon.
- Q6i Instructor--press the right arrow key.
- Q5RF Instructor--press the number (7) *Show* key.

Baseball

Two teams are needed to play *Baseball*, which the program will automatically group by remote numbers : odd numbers vs. even numbers. The outcome of the game depends on the number of correct responses of each team for each question.

1. Click the  *Present* button.
2. The *Presentation Setup* window appears.
3. Select a *Participant List*.
4. Select how you would like to save the results.
5. Click the *Present As* drop-down arrow and select *Baseball*.
6. Select the options you would like available during presentation.
7. Click *Present* to begin.
8. The *Baseball* setup window will display the odd and even remote numbers in their respective teams.
9. A batter will appear for the team that is up; a question slide will follow.
10. Participants from both teams will send in their responses.
11. The outcome of each play is determined by the number of responses from each team. The game will go in favor of the team with the most correct responses in the least amount of time.
12. The winning team will be displayed when all questions have been answered or when the game has ended.

Fast Track

Fast Track is a race car game in which points are rewarded based on the response time of each remote.

1. Click the  *Present* button.
2. The *Presentation Setup* window appears.
3. Select a *Participant List*.
4. Select how you would like to save the results.
5. Click the *Presentation As* drop-down arrow and select *Fast Track*.
6. Select the options you would like available during presentation.
7. Click *Present* to begin.
8. A question slide will appear.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.

11. The winner will be displayed when all questions have been answered or when the game has ended.

Mars Mission

Mars Mission is a space ship game in which points are rewarded based on the response time of each remote.

1. Click the  *Present* button.
2. The *Presentation Setup* window appears.
3. Select a *Participant List*.
4. Select how you would like to save the results.
5. Click the *Presentation As* drop-down arrow and select *Mars Mission*.
6. Select the options you would like available during presentation.
7. Click *Present* to begin.
8. A question slide will appear.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has ended.

Quandary

Quandary is a Jeopardy-like game where users select various dollar amount questions from a game board. 25 slides (questions) are recommended in order to fill the game board.

1. Click the  *Present* button.
2. The *Presentation Setup* window appears.
3. Select a *Participant List*.
4. Select how you would like to save the results.
5. Select the options you would like available during presentation.
6. Click the *Presentation As* drop-down arrow and select *Quandary*.
7. Click the *Quandary Settings* button. The *Quandary Configuration* window appears.

The image shows a 'Quandary Configuration' window. It has two main sections: 'Quandary Topics' and 'Scoring Option'. In the 'Quandary Topics' section, there are five rows, each with a 'Topic Name' text field and a 'Slide Number (Max. 5 per Topic)' text field. The first row is pre-filled with 'Topic 1' and '1-5', with a note 'e.g. 1-5 or 1,2,3'. The other rows are 'Topic 2' (6-10), 'Topic 3' (11-15), 'Topic 4' (16-20), and 'Topic 5' (21-25). The 'Scoring Option' section has two radio buttons: 'First correct response wins all the points for their team' (selected) and 'Points assigned based on % of correct answers by each team'. Below these is a checked checkbox 'Use teams from participant list when available' and a 'Number of teams (min. 2 max. 8)' spinner set to 5. At the bottom are 'Cancel' and 'OK' buttons.

Topic Name	Slide Number (Max. 5 per Topic)
Topic 1	1-5 e.g. 1-5 or 1,2,3
Topic 2	6-10
Topic 3	11-15
Topic 4	16-20
Topic 5	21-25

Scoring Option

☒ First correct response wins all the points for their team

☐ Points assigned based on % of correct answers by each team

☒ Use teams from participant list when available

Number of teams (min. 2 max. 8) 5

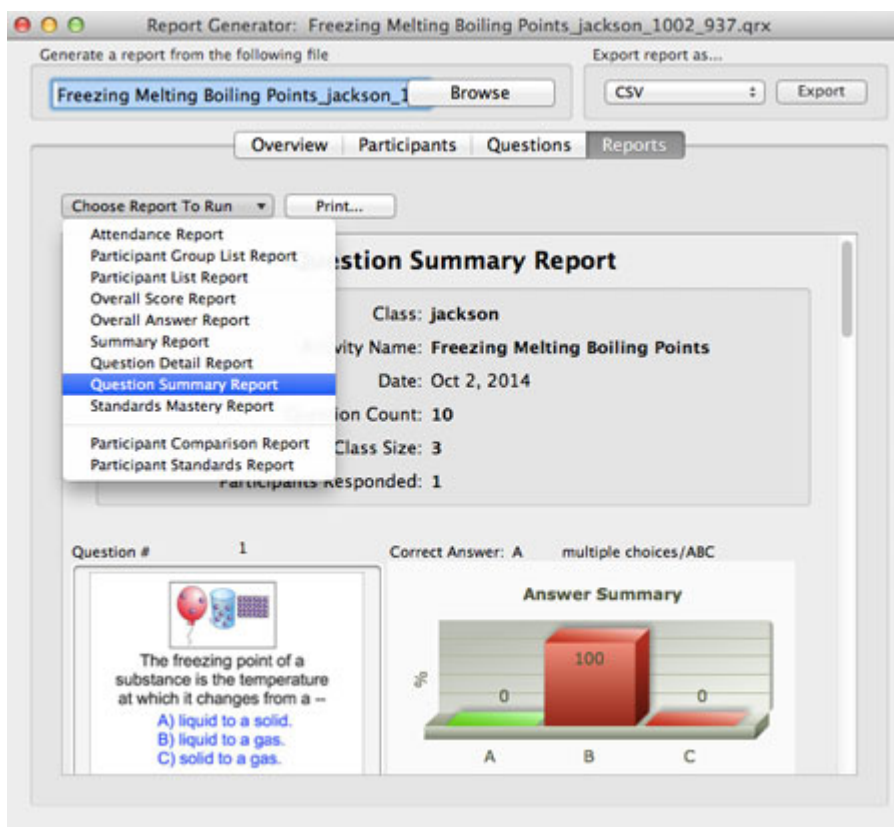
Cancel OK

- Enter the name of each topic. Each topic represents a category of questions.
 - Enter the slide numbers related to the particular topic. Each slide represents a different dollar amount in each category (starting from 100 to 500).
 - Select the scoring option for the game.
 - You can use pre-existing groups (see [Groups](#) for details) or have the game create temporary groups.
 - Set the number of Teams (up to 8 teams).
8. Click *OK* when finished.
 9. You will be taken back to the *Presentation Setup* window.
 10. Click *Present* to begin.
 11. The *Team Members* screen appears displaying remote numbers in each group.
 12. Click *Categories* to start the game.
 13. The game board will display with the categories and dollar amounts.
 14. Select a dollar amount from a category. A question slide appears.
 15. Participants will use the remotes to send in their responses.
 16. Team points are based on the number of correct responses from each team member. Individual scores are based on how fast the user was able to send in the correct answer because the first remote to send in the correct answer receives all the points for that question.
 17. Click *Final Scores* and then *Yes (Y)* to end the game. The winning team will be displayed. The individual winner can be determined in the *Player Scores* screen.

9 Results/Reports

You can generate reports using existing saved results.

1. Click the *Results/Reports* tab.
2. Click on an Activity. The Overall Score Report will be displayed.
3. Click the  *Report Wizard* to view additional reports. View data in the Overview, Participants, Questions and Reports tabs.



3. In the reports tab, click the *Choose Report to Run* drop-down and select the type of report you want to generate.
 - **Attendance Report**--displays participants' names, IDs and login times.
 - **Participant Group List Report**--displays participant group information .
 - **Participant List Report**--displays general participant list information.
 - **Overall Score Report**--displays participant information with various point totals and scores.
 - **Overall Answer Report**---displays a class average bar chart, participant responses, correct answers and scores.
 - **Summary Report**---displays class percentages scoring at different grade categories, plus overall class statistics.

- **Question Detail Report**--lists question type of each slide in the activity.
 - **Question Summary Report**--displays a thumbnail preview of each question in an activity, with a bar chart indicating correct answer and percentage of class responses for each answer choice.
 - **Standards Mastery Report**--displays standards linked to specific questions, the class percentage correct and level of mastery.
 - **Participant Comparison Report**--displays a comparison between an individual's responses and the correct answers, plus response time and overall score/grade.
 - **Participant Standards Report**---displays an individual's performance on each standard linked in the activity.
4. Any report can be exported to a .pdf or .csv file or printed.

Saving a Report as PDF

1. Click the *Print* button in the *Reporting Wizard* after the selected report type is displayed. The *Print* window appears.
2. Click the *PDF* drop-down and select *Save as PDF*. The *Save* window appears.
3. Enter the name with which you want the results to be saved.
4. Click *Save*. The report is saved as a *.PDF*.

Printing a Report

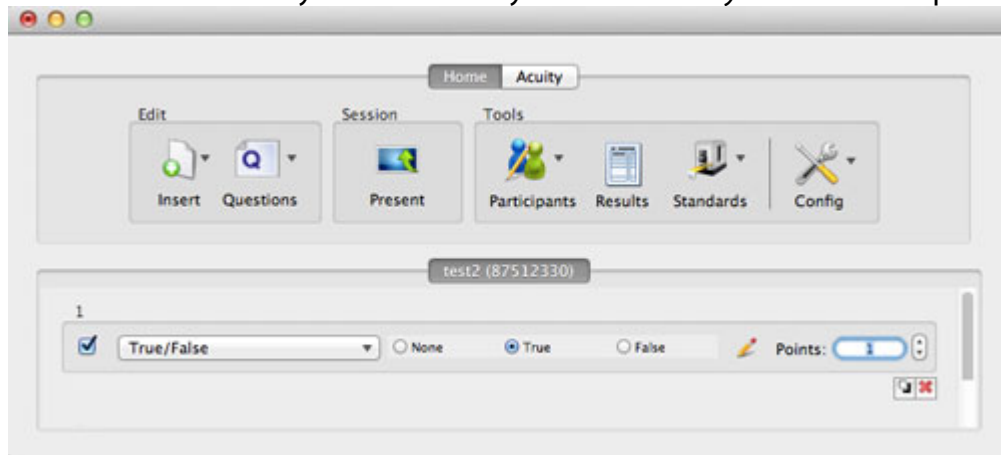
1. Click the *Print* button in the *Reporting Wizard* after the selected report type is displayed. The *Print* window appears.
2. Click the *Printer* drop-down and select the printer to use.
3. Click *Print*. The report will print to the printer you selected.

10 Answer Key

Grade class worksheets, paper-based tests and textbook material in the *Answer Key* application.

Creating an Answer Key

1. Click on the Content tab, and select  *Add File* and then *Create and Add Answer Key File*.
3. Enter a name for the activity and click *Done*.
4. The activity appears in the *Content Tree* on the left.
5. Double-click the newly created activity. The *Answer Key* window will open.

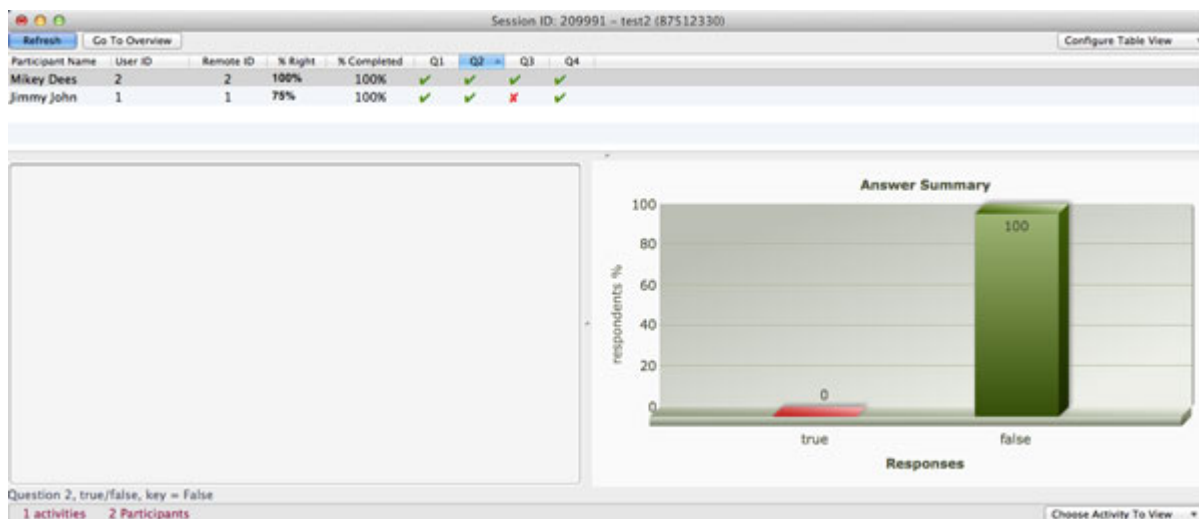


6. Click  *Insert*, then choose a question type.
7. Enter correct answer and point value, if desired.
8. Click the  *Advanced Options* button to send question text to Q6 participant remotes or add partial grading options, if desired.
9. Click *Insert* again to choose another question type or  *Copy* to add the next question. Set answer and points. Repeat until all questions have been added.
10. When finished, click *Close* at the top of the window, then choose *Save*.

Presenting an Answer Key

1. Click the  *Present* button. The *Presentation Setup* window appears.
2. Select a participant list.
3. Select how you would like to save the results. (Recommend) *Save to Results Manager*.
4. Select the options you would like available during presentation.
5. Click *Present* to begin.
6. The *Paper-Based Activity Monitor* window appears.
7. The participants will turn on their remotes at this time.

8. The answer key will load into the remotes and participants will begin to answer.
9. Student progress can be tracked by following the activity in the *Paper-Based Activity Monitor* window.



- Click on a question column to view a Answer Summary graph.
- Use the Configure Table drop-down to add and remove columns.
- Use the Choose Activity To View menu to toggle between the Activity View (shown above) and the Overview window (below).

Answer Key

File

Session ID: 209991 – Activities Overview

Test Number	Description	First Name	MI	Last Name	User ID	% Right	% Completed
87512330	test2	Mikey		Dees	2	100%	100%
87512330	test2	Jimmy		John	1	75%	100%

10. When all answer keys have been completed, click *Close* at the top of the window, then choose *Stop*.
11. The saved results will save in the location you selected.

Presenting Odd-Numbered Questions

1. Double-click the answer key. The *Answer Key* window appears.
2. Click the  *Questions* menu and select *Select Odd Numbered Questions*. Only the odd-numbered questions will be checked.
3. Click the  *Present* button.
4. Participants will only see and answer the odd-numbered questions during their answer key.

Presenting Even-Numbered Questions

1. Double-click the answer key. The *Answer Key* window opens the answer key.

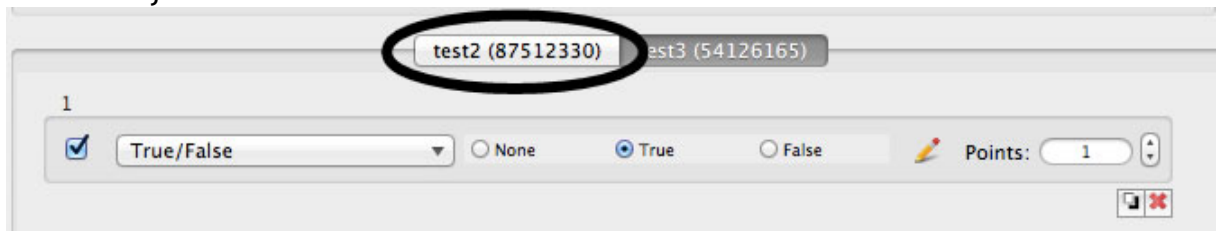
2. Click the  *Questions* menu and select *Select Even Numbered Questions*. Only the even-numbered questions will be checked.
3. Click the  *Present* button.
4. Participants will only see and answer the even-numbered questions during their answer key.

Presenting Selected Question Numbers

1. Double-click the answer key. The *Answer Key* window opens the answer key.
2. Check the question numbers you want to present.
3. Click the  *Present* button.
4. Participants will only see and answer the selected question numbers during their answer key.

Presenting Multiple Answer Keys

1. In the Content tab, double-click an Answer Key file to open.
2. When the answer key opens, write down the test number (activity ID) located to the right of the title. Participants will need to enter this number into their remotes in order to join the session.



3. Open another answer key and do the same.
4. With both files open, click  *Present*.
5. Click the *Present All* button.
6. The Presentation Setup window opens.
5. Select a Participant List.
6. Select how results will be saved.
7. Select your presentation settings.
8. Click *Present* to begin.
9. *Activity ID* appears on the participant's remote LCD screen.
10. Enter the test number (activity ID) of the answer key into the remote and press the *Send* key.
11. The answer key will load into the remote.
12. When all answer keys have been completed, click *Close*, at the top of the window and then *Stop*.
13. The results will be saved in the location you selected.

11 Actionpoint

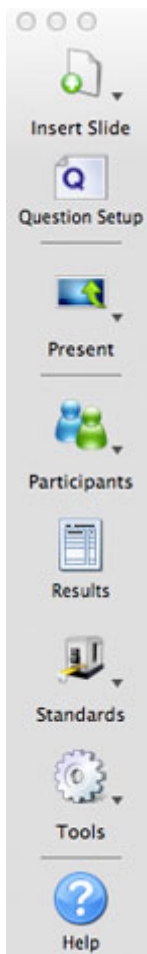


To open Mac Actionpoint, go to Finder/Applications. Double-click the Qwizdom Connect folder then open the Actionpoint application. Opening Actionpoint will cause PowerPoint to open.

Mac Actionpoint works in conjunction with Microsoft PowerPoint® 2011 (or later).

Overview of Actionpoint Tools

Actionpoint tools float over the top of your PowerPoint presentation.



Insert Slide - creates a new slide

Question Setup - opens the question set up window; set desired question type, answer, points, and timer

Present - start a presentation

Participants - create, modify or import participant lists

Results - view saved presentation results and generate reports

Standards - add standards to an activity

Tools - set up remotes or modify Quandary game settings

Help - open the Mac Connect Quick Start Guide

11.1 Create Questions

1. Click  Insert Slide on the Mac Actionpoint toolbar and choose a question type.
2. Click on  *Question Setup* if the Question Setup box is not present.
3. In the Question Setup window, select the question type, answer, points and set a timer, if desired.
4. Click the  *Advance Options* button to set partial grading options and/or send text to Q6 participant remotes or QVR participants.
5. Repeat the process for all questions to be added.
6. When complete, save the presentation.
7. Close the presentation or click  *Present* to start a presentation.



Some Instructor Device Features are disabled when using Actionpoint software, including the Play/Stop Media and Game Animations. See [Using Remotes in Presentation](#) for details.

12 Question Toolbar

Question Toolbar allows you to turn any activity into an interactive presentation. This floating toolbar appears over any application (including web pages, written documents, lessons, slide shows, etc.) allowing you to ask verbal questions or create content on-the-fly, while students respond in using student remotes. You may choose to save results to assess student understanding or simply save your presentations.



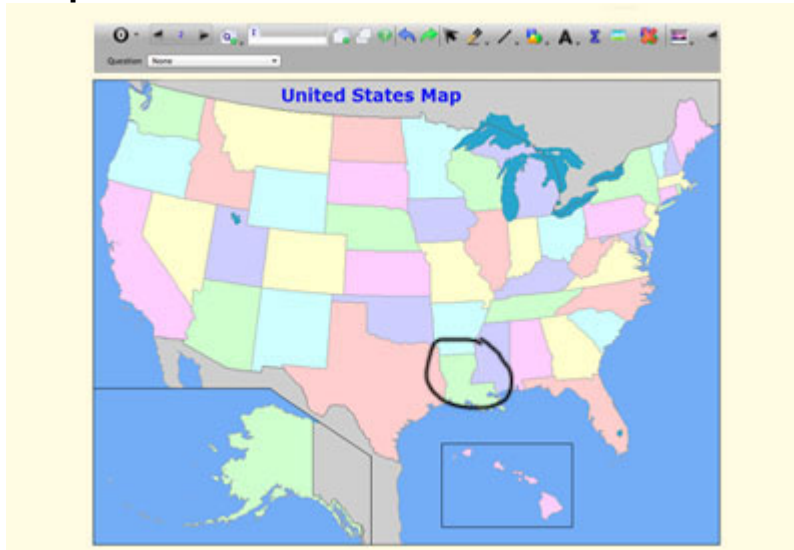
	Exits the presentation		Pen tool
	Slide navigator		Line tool
	Create new question		Shapes tool
	Indicates information slide		Text tool
	Indicates question slide		Add equation
	Indicates answer slide		Insert image
	Copies current slide into slide set		Deletes a selected object on the slide
	Pose Questions		Switch views to <i>Full Screen</i> or <i>Integrated</i>
	Undo/redo		Expands/contracts toolbar
	Selects objects on slide		

1. Open up any computer program, application, graphic, etc you wish to use in your presentation.
2. Open Content Manager, go to the *Connect Apps* menu and select *Question Toolbar*.
3. Name the activity and click *Done*. The activity will appear in the Content Tree and the *Presentation Setup* window will appear.
4. Select a participant list.
5. Select how you would like to save the results. (*Recommend*) *Save to Results*

Manager.

6. Select the options you would like available during presentation. (See [Presentation Setup](#) for details.)
7. Click *Begin* to start the presentation.

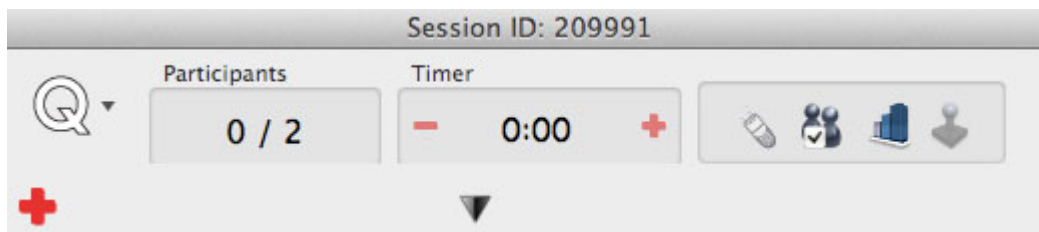
Sample



8. Have the participants turn on their remotes.
9. Select a question type from the *Question* menu (Multiple Choice, True/False, Yes/No, etc) and make desired annotations.
10. Ask verbal questions and pose questions to student remotes by clicking the  *Pose* button. A screen capture of your desktop will be made into a slide.
11. Once all participants have answered click the  *Stop Pose* button.
12. (Optional) Click the public graph button on the Qwizdom Toolbar, Q6iRF, Q5RF or Q7RF Presenter Tablet to view results graph. See [Response Graph](#) for more information.
13. Click the right-arrow to create and pose another question.
14. When you are finished presenting, click the  *Utilities* button and select *Quit*.
15. The activity will be saved in the Content tab.

13 Survey Bar

Survey bar allows you to quickly poll your students to access understanding. Choose from a variety of question types in a presentation, including True/ False, Yes/No, Multiple Choice and more. A simple and easy-to-use bar appears over the top of any web or software application, allowing you to ask verbal questions and collect student responses.



Survey Bar (without Instructor Remote)

1. Click on  *Qwizdom Tools*, located in the upper right-hand corner of the screen, next to the clock.
2. Select *Survey Bar*.
3. The *Presentation Setup* window appears.
4. Select a participant list.
5. Select how results will be saved.
6. Select presentation mode (Normal or Game).
7. Click on *Begin* to start the presentation.
8. Turn on all remotes.
9. Reposition Survey Bar, as needed.
10. Click  to add a new question then select question type and answer, if desired.
11. Click  to send questions to the participant remotes.
12. To stop posing the question to the remotes, click the  *Black Down* arrow to expand the Survey Bar. Then, click .
13. Click the  *Graph* icon to view results.
14. At the end of the session, click the Q and select *Exit* from the drop-down menu.

Survey Bar (with Instructor Device)

1. Click on  *Qwizdom Tools*, located in the upper right-hand corner of the screen, next to the clock.
2. Select *Survey Bar*.
3. The *Presentation Setup* window appears.
4. Select a participant list.
5. Select how results will be saved.

6. Select presentation mode (Normal or Game).
7. Click on *Begin* to start the presentation.
8. Turn on all remotes.
9. The *Survey Bar* will appear at the top of the screen.
10. Press the *New Q button* on the Q5RF instructor, the (6) on the Q6iRF, or the  icon on the Q7 tablet. A list of question types will appear on the LCD.
11. Scroll through the different question types and select desired question.
12. You can select the correct answer and press *Send*; or press *Send* without selecting a correct answer (survey).
13. Participants will send their responses.
14. Display results to the group by clicking on the (/) button on the Q5RF, the (3) on the Q6i, or the  on the Q7 Presenter Tablet.
15. At the end of the session, click the Q and select *Exit* from the drop-down menu.

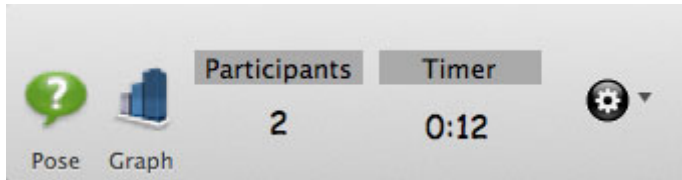
13.1 Preload Questions

Use your favorite presentation software with Qwizdom response tools. Survey Bar allows you to preload questions (including answers) that align with your presentation.

1. Create an Answer Key. (See [Answer Key](#) for details)
2. Click on  *Qwizdom Tools*, located in the upper right-hand corner of the screen, next to the clock.
3. Select *Survey Bar*.
4. The *Presentation Setup* window appears.
5. Select a participant list.
6. Select how results will be saved.
7. Select presentation mode (Normal or Game).
8. Click on *Begin* to start the presentation.
9. Click on the Q menu and select *Answer Key*
 - Select *Local Answer Key* if you wish to present an Answer Key that is saved in your Content tab.
 - Select *Load Answer Key* to browse to an Answer Key file (.qak) saved outside of Qwizdom Connect.
10. Turn on all remotes.
11. Click the *Black Arrow* to send the first question to the remotes.
12. Click  to stop participants from answering.
13. Click the  *Graph* icon to view results.
14. Click the  *Black Arrow* again to pose the next question.
15. At the end of the session, click the Q and select *Exit* from the drop-down menu.

13.2 Simple Survey Bar

Simple Survey Bar allows you to quickly poll your audience using a single question type. Similar to Survey Bar, it appears over the top of any web or software application, allowing you to ask verbal questions and collect student responses.



Simple Survey Bar

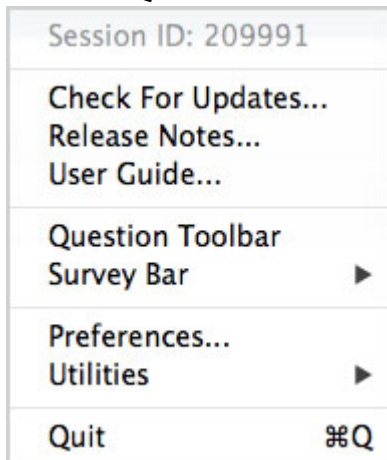
1. Click on  *Qwizdom Tools*, located in the upper right-hand corner of the screen, next to the clock.
2. Select *Survey Bar* and the *Simple Survey Bar*.
3. The *Presentation Setup* window appears.
4. Select a participant list.
5. Select how results will be saved.
6. Select presentation mode (Normal or Game).
7. Select a question type.
8. Click on *Begin* to start the presentation.
9. Turn on all remotes.
10. Click  to send questions to the participant remotes.
11. To stop posing the question to the remotes, click .
12. Click the  *Graph* icon to view results.
13. At the end of the session, click the  *Settings* icon and select *Exit* from the drop-down menu.

14 Qwizdom Tools

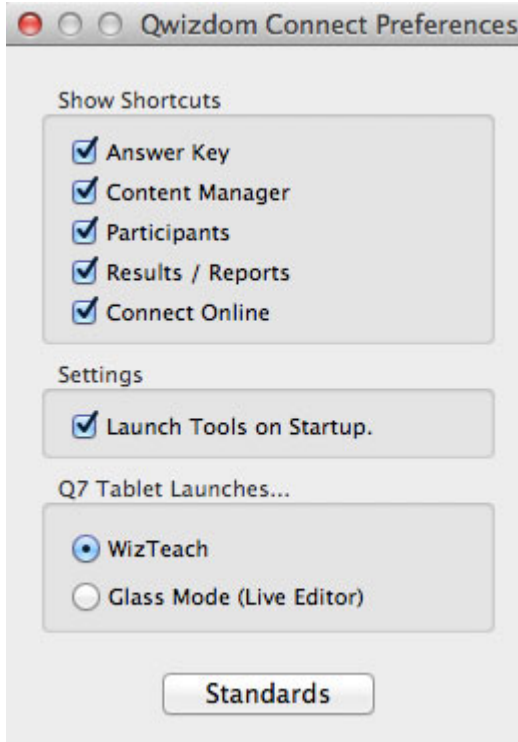
Qwizdom Tools are located in the upper right-hand corner of the computer screen (next to the clock). *Qwizdom Tools* is a tray application, set to launch automatically on system startup. Qwizdom tools can be used to launch Qwizdom programs, check for updates or set features on the Tablet.

Creating Application Shortcuts

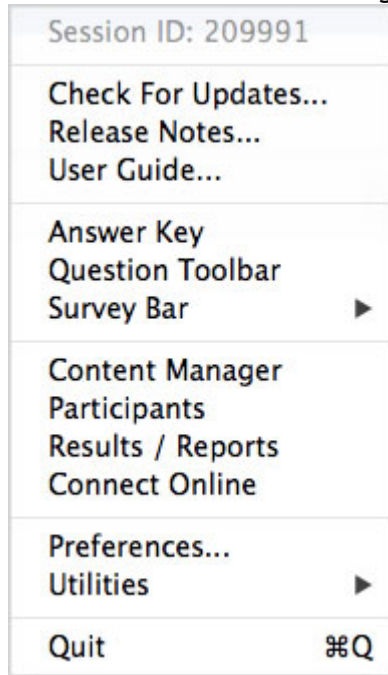
1. Click  *Qwizdom Tools*. The Tools menu appears.



2. Select *Preferences*. The *Preferences* window appears.



3. Select shortcuts you want displayed in the list.
4. Close window and the changes will take affect.



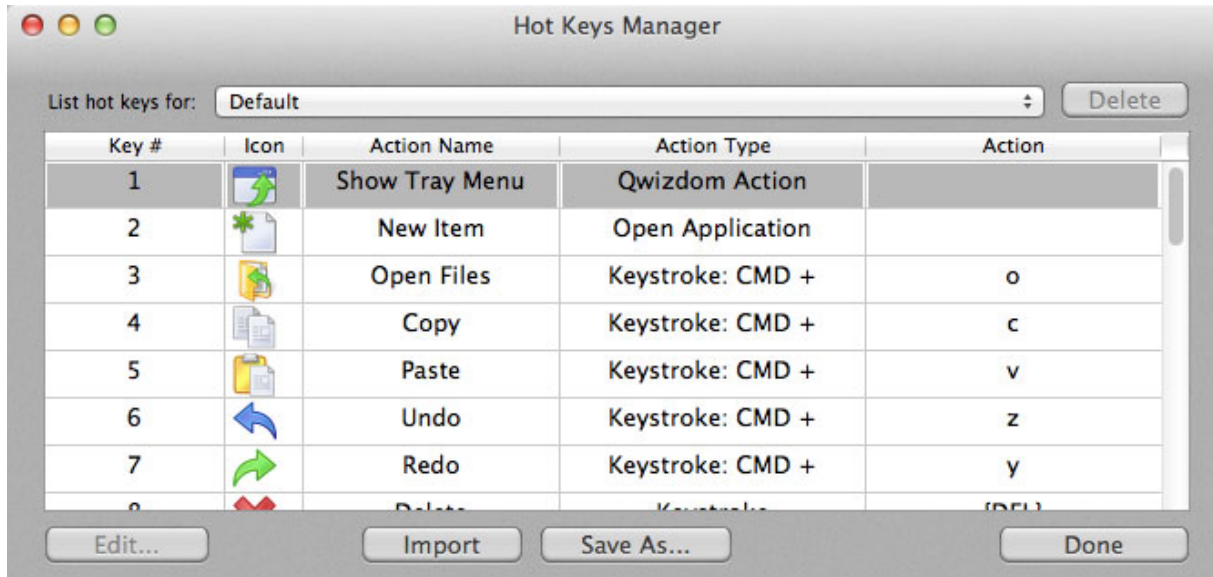
5. Click on an application to begin.

Check for Updates

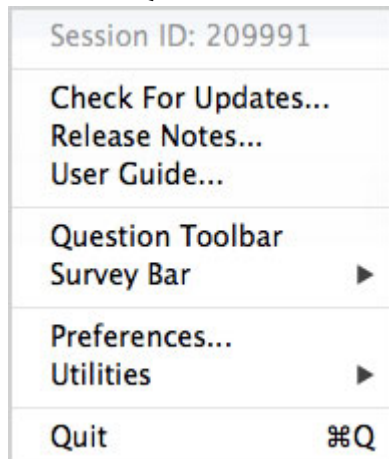
1. Close all Qwizdom software applications.
2. Click  *Qwizdom Tools*.
3. Select *Check For Updates*.
4. If there are any updates available, the *Software Update* window will appear and list the release version, date, and the list of fixes.
5. Click *Install Update*. The update will download.
6. Once the update is done downloading, it is ready to be installed.
7. Click *Install and Relaunch*. The *Install Qwizdom Connect* window appears.
8. Click *Continue* in the *Introduction*.
9. Read the information in the *Read Me* section and click *Continue*.
10. Read the *Licensing Agreement* in the *License* section and click *Continue*.
11. Click *Agree* when the "To continue installing the software, you must agree to the terms of the software license agreement" prompt appears.
12. Select a destination to install *Qwizdom Mac Connect* in the *Destination Select* section. Click *Continue*.
13. Click *Install* in the *Installation Type* section.
14. Your computer may or may not prompt you for a password (depending on permission levels). Enter a password (if applicable) and click *OK*; or just click *OK* if no password is required.
15. The update will begin to install.
16. Follow the wizard as it guides you to apply the update.

15 Hot-Key Editor

Hot-Key Editor allows you to program actions for a specific software application. The Hot-Key Editor controls the default commands for the soft-keys on the Tablet, allowing users to customize some of the default commands and set up alternate commands.



1. Click *Qwizdom Tools*.



2. Select *Utilities*.
3. Select *Hot-Key Editor*. *Hot-Key Manager* opens.

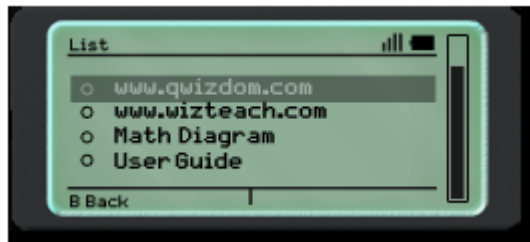
List of Actions

These are the actions that can be set for the Hot Key Editor.

- None
- Open Application
- Open File
- Open Website
- Keystroke
- Keystroke: CMD +
- Keystroke: ALT+
- Keystroke: CMD+ ALT+
- Keystroke: CMD+ SHIFT+
- Keystroke: ALT+ SHIFT+
- Keystroke: CMD+ ALT+ SHIFT

Editing a Key

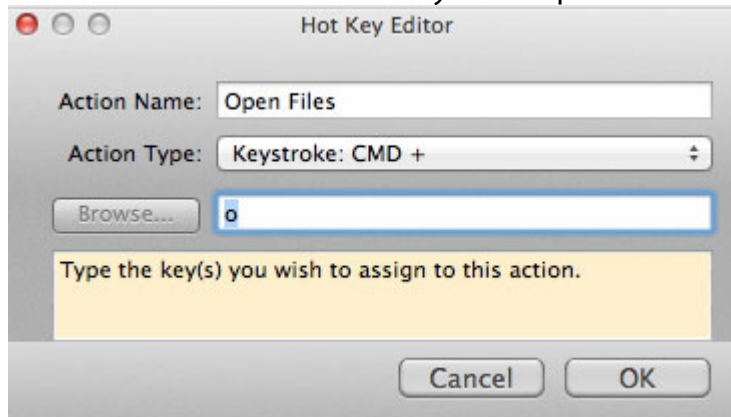
Soft-keys can be customized to perform specific commands.



1. Modify the Default keys 1, 9-18, 20-30
2. Select a key number.

02		New Item	Keystroke: CTRL +	N
03		Open Files	Keystroke: CTRL +	O
04		Copy	Keystroke: CTRL +	C
05		Paste	Keystroke: CTRL +	V
06		Undo	Keystroke: CTRL +	Z

3. Click the *Edit* button. The *Hot-Key Editor* opens.



4. Click the *Action Type* drop-down list and select the keystroke you want to associate the *Action Name* (key) with.
5. Then, enter in the character in the field below.
6. Click *OK* to confirm the key assignment.

Exporting (Saving) a Hot-Key Configuration File

You can transfer the *Hot-Key* configuration file to another computer to save time from reconfiguring the open soft-keys on the Tablet.

1. Click the *Save As* button. The *Save As* window appears.
2. Select the save location of the file.
3. Enter the name of the file.
4. Click *Save*. The *Hot-Key* configuration file is saved as .QMP.

Importing a Hot-Key Configuration File

1. Click the *Import* button. The *Open* window appears.
2. Select the *Hot-Key* configuration file you want to import.
3. Click *Open*.
4. The configuration file appears, replacing the currently displayed configuration file in the *Hot-Key Manager* window.