



Qwizdom Actionpoint Userguide

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1 Introduction

This is a user guide for **Qwizdom Actionpoint**.

This guide provides information and tips on using **Qwizdom Actionpoint**.

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

Website www.qwizdom.co.uk

Tech Support +44(0) 28 90 485 015
support@qwizdom.co.uk

Support Hours 09:00 to 17:00 GMT

Video Tutorials See web site.

2 Getting Started

Contents of Remote Set

- Q4 RF or Q5 RF Student/Participant Remotes
- 1 RF Host
- 1 Q5 RF Instructor Remote
- 1 USB Cable
- 1 Charger for Q5 Instructor Remote
- 1 Multi-charger for Q5 Student/Participant Remotes (if applicable)
- 1 Qwizdom Screwdriver
- AA Batteries (in Q4 remotes, if applicable)
- 1 Qwizdom Carry Case
- 1 Quick Reference Guide*
- 1 Qwizdom Actionpoint installation disc

**Full user guide is located within the installer and online at www.qwizdom.co.uk*

2.1 Installing Qwizdom Actionpoint

System Requirements

Windows XP (SP2) or later

Microsoft PowerPoint 2003 or later (registered version)

Microsoft Excel 2003 or later (registered version)

Microsoft .NET Framework 3.5 (included in installer)

Intel Pentium (or equivalent) 450MHz or faster processor (*Pentium III* recommended)

Adobe Flash Player active x - version 8 or later (included in installer)

256MB of RAM (512MB recommended)

200MB of free hard disk space

CD-ROM drive (only required for installation from disc)

Open USB Port (for RF Host)

Installing Qwizdom Actionpoint

Microsoft PowerPoint 2003 (or later) must be installed before installing *Qwizdom Actionpoint*.

1. Insert the *Qwizdom Actionpoint* disc into the CD-ROM drive. The *Qwizdom Actionpoint* wizard will appear.
2. Click on *Next*. The *Select Installation Folder* section appears.
3. You have the option to select the location of where you would like the *Qwizdom Actionpoint* or use the default location.
4. Click on *Next* to begin the installation. This will take a few moments.
5. Once the installation is complete, click on *Finish*.

2.2 Hardware Setup

Initial Setup

1. Ensure the *Qwizdom Actionpoint* software is installed correctly.
2. Plug the USB cable into the RF Host and then plug the other end of the USB cable into an open USB port on your computer.
3. Ensure all Q4 remotes (if applicable) have two AA batteries inserted correctly (diagram on remote), and all Q5 remotes are charged and ready for use.

Note: The remotes will not make a connection until a presentation is started

Device Driver Installation is done automatically during the Actionpoint installation.

For manual driver installation see [Manual Driver Installation](#)

2.2.1 Manual Driver Installation

To install drivers manually:

Installing USB Drivers on Vista

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

1. Insert the *Qwizdom Actionpoint* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel*.
3. Click on *Hardware and Sound*.
4. Click on *Device Manager*.
5. Select the option *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* should be located under *Universal Serial Bus Controllers, Ports and Unknown or Other Devices*.
7. When you find it, double-click on it and click on the *Driver* tab.
8. Click on the button that says *Update Driver*. The installation wizard will appear.
9. Select "*Browse Computer for Software Driver*" and click *Next*.
10. Click on the *Browse* button. A window appears.
11. Click on *My Computer*, click on the drive that *Qwizdom Actionpoint* is in, and then find the folder that says *USB_Drivers*.
12. Click *OK* and then *Next*.
13. When it's done installing, click on *Close*. Repeat the above steps once more and then restart your computer.

Installing USB Drivers on Windows 2000/XP

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

1. Insert the *Qwizdom Actionpoint* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel* or go to *Settings* and then *Control Panel*.
3. Double-click on the *System* icon and click on the *Hardware* tab.
4. Click on the *Device Manager* button.
5. Select the option *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* or *Qwizdom USB Base* should be located under *Universal Serial Bus Controllers, Ports and Unknown or Other Devices*.
7. When you find it, double-click on it and click on the *Driver* tab.
8. Click on the button that says *Update Driver*. The installation wizard will appear.
9. Select "*Install from a list or specific location*" and click *Next*.
10. Select "*Search for the best driver in these locations*" and check the "*Search removable media*" and "*Include this location in search*" boxes.
11. Click on the *Browse* button, click on *My Computer*, click on the drive that *Qwizdom Actionpoint* is in, and then find the folder that says *USB_Drivers*. (Do not open the folder).

12. Click *OK* and then *Next*. A prompt will appear that says the drivers have not passed the *Microsoft Windows Update* testing, click on *Continue Anyway* and then *Finish*.
13. Repeat the above steps once more and then restart your computer.

2.3 Languages

Actionpoint will automatically detect your system's regional and language settings and attempt to display your language from the languages available. If your language is not available the program will appear in English.

To manually select your language you can select the Help icon  on the far right of the Actionpoint toolbar, this will present you with a small window displaying the details of your Actionpoint installation, and the option to select a language from the drop down list. When you select your language and click OK, the program will be displayed in the selected language.

If you are using an English only version of Actionpoint, this language selection will not be visible.

3 Chapter 1 - Overview

Double-click on the *Qwizdom Actionpoint* icon  to launch the program.

Microsoft PowerPoint 2003 or *2007* will open, and the toolbar should be visible (view the [troubleshooting guide](#) if you do not see the toolbar)

Note: *Within PowerPoint 2007 the toolbar is visible in the **Add-Ins** tab.*



From left to right:

Present (*Actionpoint icon*) button - presentation setup

Insert Slide - create a new slide

Question - displays slide type

Type - number of choices (applicable depending on question type)

Answer - correct answer or *None* for survey

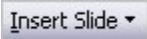
Points - number of points awarded for correct response

Timer - allows slide to be viewed in presentation for time that is set

Configuration Settings button - remote setup

Participant Wizard button - create, modify, import participant lists
Reports button - upload saved presentation results to generate reports using *Microsoft Excel*
About button - displays software version number

3.1 Slides

1. Double-click on the *Qwizdom Actionpoint* icon  to launch the program.
2. Click on the  *Insert Slide* drop-down menu. If you are updating a slide that has been created with *PowerPoint* already then you can skip this step and use the *Question* field to select the type of question you wish to use.
3. Select the type of slide you want to create. The template will appear on the slide.
4. The *Question* field will indicate the slide format.
5. If you selected *Multiple Choice*, *Sequence*, *Multiple Mark*, or *Rating Scale* as the slide format, the *Type* drop-down menu will show the number of choices you selected. If not, the *Type* field will be greyed out because it doesn't apply to the question type you selected.
If you select the *Demographic* option, the toolbar will update to display the Demographic Description field, in place of the 'type' field. If the required Demographic description is not available from the drop down menu, you can manually enter the short description (press 'enter' to store this information).
6. Type in the question and choices (if applicable).
7. After the question has been created, click on the *Answer* drop-down menu and select or type the correct answer, and press Enter to store the answer.
8. Click on the *Points* drop-down menu and select the point value or type in the desired point value and press the *Enter* key on the keyboard to apply the point value to the slide.
9. Click on the *Timer* drop-down menu and select the time or type in the desired time limit and press the *Enter* key on the keyboard to apply the time to the slide.

3.2 Question Types

There are many different question types available these are explained below. Depending on your remote type you may be unable to use some question types, selecting your remotes in the Configuration Settings menu, will disable any questions unavailable for your remote types.

Multiple Choice -

This is a multiple choice question, you can have up to 6 choices (A,B,C,D, E,F), users will be able to respond with one choice from the options available.

Yes/No -

This is a Yes or No question, the users will be able to respond with a Yes or No answer.

True/False -

This is a True or False question, the users will be able to respond with a True or False answer.

Numeric -

This is a Numeric question, the users will be able to answer this question with a number.

Sequence -

This is a ordering question, there is an option for ordering 3, 4, or 5 selections. The users will be able to respond with the order in which they think the answers should be, this will be a numeric response, for example if the order was 2 --> 3 --> 1, the user would respond with 231 on the remote, and the slide would be prepared with 231 as the answer.

Multiple Mark -

This is a multiple mark question, you can have up to 6 choices (A,B,C,D, E,F), users will be able to respond with many (one or more) choices from the options available.

When viewing results for this you will see what users responded with ie, 10 people answered with the choices ABE, 3 people with ABEF, 19 people with BCD and so on. You will be unable to see the responses made for each each choice.

Rating Scale -

This is a rating question, you can choose which type of scale you would like to use, and the users can respond with a value within this scale, for example on a scale 1-5, the users can respond with their rating for the

current question with a value between 1 and 5.

Vote (Multiple Mark) -

This is a multiple mark question, you can have up to 6 choices (A,B,C,D, E,F), users will be able to respond with many (one or more) choices from the options available.

When viewing results you will see how many votes have been made on each option, rather than what each user has responded with.

Text Input -

This is a text input question, only available for the Q5 remotes, this allows for up to 30 characters in the answer.

Demographic -

A demographic question is used to sort the audience by questions, there are some sample choices available however you can use your own if you wish, by entering the value and pressing enter.

For example you can ask the audience if they are Male or Female as the first question, throughout the presentation then you will be able to refer back to the demographic for each question to see how many males got the answer correct, how many females got the answer correct and so on. Multiple demographic questions can be used.

4 Chapter 2 - Participants

Creating a Participant List

Creating a Participant List helps identify the participants by name, rather than by Remote ID.

To start the participant wizard click on the participant wizard icon  on the Qwizdom Actionpoint toolbar

The following window will appear:



For more information click on one of the links below:

[Create a new Participant List](#)

[Browse and Modify Existing List](#)

[Import from a CSV file](#)

[Using an Anonymous List](#)

4.1 Import from CSV

Importing a .CSV (Comma Separated Values) File

You can import a .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 them as .CSV files.**
-  **Please ensure you have a participant ID field in your CSV file, this may be something like a Student number in a University for example. As long as each user has a unique number assigned to them.**

1. Click on the  *Participant* button. The *Participant* wizard will appear.
2. Select *Import* and choose CSV from the drop down menu.
3. Click on *Next*. The *Open* window will appear.
4. Search for and select the .CSV file you want to import, and click on *Open*.



When importing the participant's gender, the code for the gender should be either *M* or *True* for male and *F* or *False* for females

5. Match the fields on the left to the fields on the right. If you don't know what the field is, select *None*.
6. If the information on the left are headers, check the "*First Record is Header*" box, otherwise leave it unchecked. For example, if the imported information on the left shows column headers such as *Last Name*, *First Name*, *Remote ID*, etc., you would check the "*First Record is Header*" box. If the information on the left show the actual name, remote number, etc. (eg. 'John', 'Smith', '12'), uncheck '*First Record is Header*' because those are not headers.
7. Click on *OK* when all the fields have been matched. The class list will appear.
8. Make any necessary modifications here if there are any.
9. Click on *Finish* and the *Save As* window will appear.
10. Type in the class name and click on *Save*. The .CSV class will save as a .QPL file (*Qwizdom Participant List*). The *Qwizdom Participant List* file format is what you will be using for the *Qwizdom Actionpoint* program.
11. Click on *Save*. (Remember this location, as you will have to browse to this in the Presentation Setup)

4.2 Edit an existing QPL

Editing an existing Participant List

1. Click on the  *Participant* button. The *Participant* wizard will appear.
2. Select "*Browse and Modify Existing List*."
3. Click on the  *Browse* button. The *Open* window will appear.
4. Search for the participant list you want to edit.

5. Select it and click on *Open*. The name of the participant list will appear in the *Name* field.
6. Click on *Next*. You will be taken to *Participant Field Selection*. You may add new fields or remove existing fields. If you do not want to change anything, skip to the next step.
7. Click on *Next*. The participant list will appear.



You can renumber the remotes in the order of any column you click on, by first ordering the column (click on the header) and then by going to *Options* (in the *Participant Wizard* window) and selecting *Autonumber Remotes*.

8. Make the necessary changes and click on *Finish* when done. The *Save As* window will appear.
9. Enter the name of the class and click on *Save*.

4.3 New Participant List

Creating a Participant List

1. Click on the  *Participant Wizard* button. The *Participant* wizard will appear.
2. Select "*Create New Participant List*."
3. Enter a name for the class and click on *Next*.
4. Select the different fields you would like to use and click on *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.



Remote ID is a default column within the templates. You do not need to create a field for the remote IDs, otherwise you will have two Remote ID columns.



Participant ID is a required field that is used for logging in ('Require Login by ID') from the remotes.

5. A Spreadsheet will appear, fill in the fields and click on *Finish*. The *Save As* window will open.

6. Click on Save and the participant list will save as a .QPL file.

4.4 Anonymous List

Creating an Anonymous List

Before using an anonymous list, be sure you have the correct 'estimated number of remotes' set under the *Configurations Settings* tab. 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. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Click on the *Participant List* drop-down list and select *Anonymous*.
3. Enter in the number of participants. The anonymous list has been created.



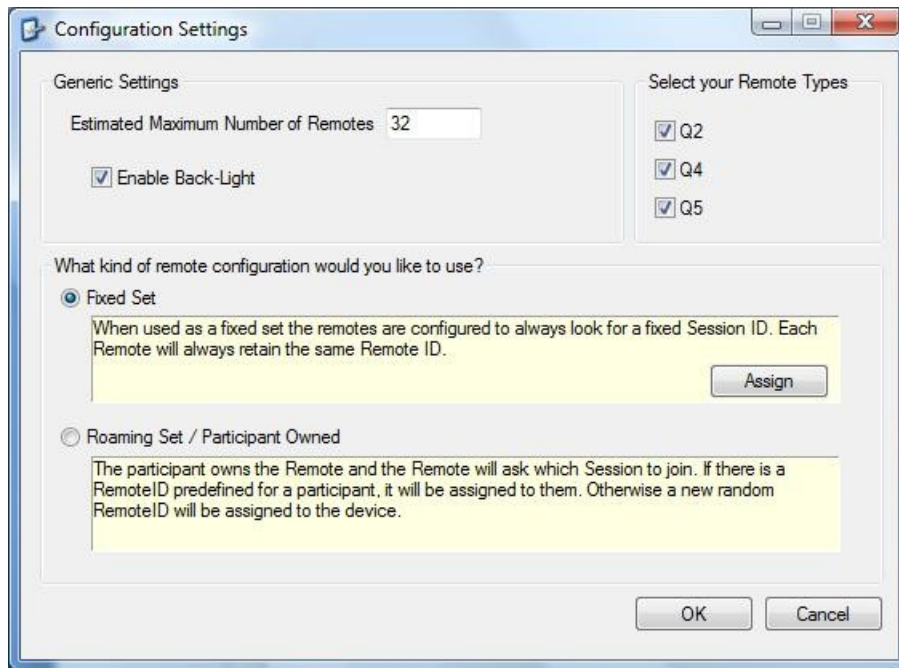
In *Configuration Settings*, check to make sure the estimated maximum number of remotes reflects the number of the participants (or higher). eg. If you have 32 participants but 24 as the estimated maximum number of remotes, then only 24 remotes will be allowed.

4. Click OK to begin presentation

5 Chapter 3 - Remotes

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

v.857 host or higher is required for Qwizdom Actionpoint. If the host is not v.857 host or higher, please contact Technical Support to update your hardware.



- **Estimated Maximum Number of Remotes**-the number of remotes that will be in use for presentation. Class/group sizes vary, so it's best to enter the highest estimated amount of remotes rather than accommodating each class/group.
- **Enable Backlight**-activates the back light on the Q5 RF participant and instructor remotes.
- **Fixed Set**-select this mode if you are in Education or a Corporate setting. Fixed Set is where the remotes are assigned with an internal number (assigning fixed numbers) where logging in by ID is mandatory.
- **Roaming 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 or Participant ID to join a presentation.

1. Click on the  *Configuration Settings* button. The *Configuration Settings* window appears.
2. Enter an estimated number of remotes that will be used.
3. Depending on the setting, select *Fixed Set* or *Roaming Set/Participant Owned*.

4. If not, click *OK*.

Session IDs

When using your remotes for the first time, the remotes may ask for a session ID. Session IDs "assign" the remote to the host. The remote identifies and communicates only with the host the session ID is assigned to. Each host has a default six digit session ID that is located on the bottom of the host.

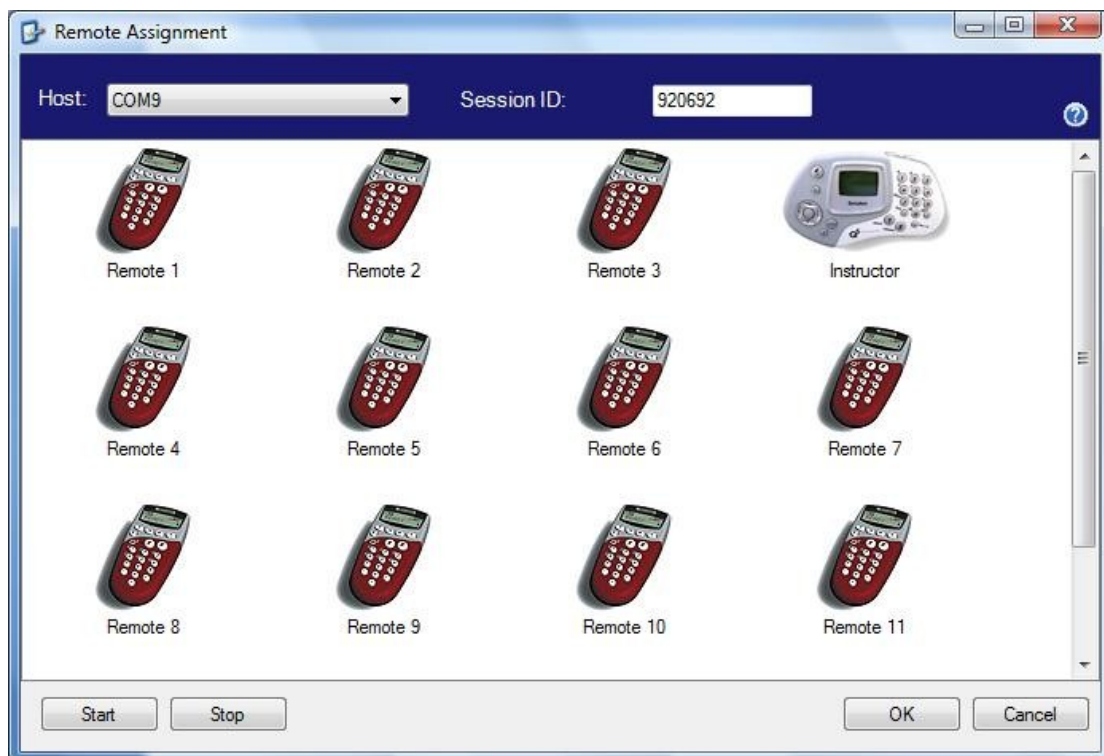
You can also create your own Session ID. The Session ID must be unique because if you have other hosts in the same building, the remotes will become confused on which host they should send the information to. Session IDs can be any number from 1 to 16,777,215. If you are using a fixed set, Session IDs only need to be entered in once. If you switch hosts or use remotes from another set, you will need to enter the session ID for the host you will be using into the remotes.

Assigning Fixed Numbers

If you have selected *Fixed Set* mode, then you would assigned fixed numbers to the remotes if the participants will not be logging in by participant ID. Assigning fixed numbers assigns the remote ID (e.g. *remote #1, remote #2, etc.*). The file that contains the remote assignments are saved onto the computer, not the actual remote. You only have to assign fixed numbers once unless you change computers or hosts.

1. Click on the  *Configuration Settings* button. The *Configuration Settings* window appears.
2. Select *Fixed Set*.
3. Click on the *Assign* button. The *Remote Assignment* window will appear.
4. Click on the *Host* drop-down menu and select the *COM* number (of the host) you will be using.
5. Enter in the session ID in the *Session ID* field or use the default ID.
6. Click on the *Start* button.
7. Turn on the remotes and enter the session ID. When the remotes communicate with the host, the number of the remote (with a remote image) will appear in the window. The remote number will also appear on the remote.

8. After all the remotes have been assigned, click on *Stop*.
9. If you are not using multiple hosts, skip to *step 15*. If you are using multiple hosts, continue to *step 10*.
10. Click on the *Host* drop-down menu and select the *COM* number of the other host you will be using.
11. Enter in the session ID in the *Session ID* field.
12. Click on the *Start* button.
13. Turn on the remotes and enter the session ID. The remotes will be assigned to this host only.
14. When the remotes have been assigned fixed numbers, click on the *Stop* button.
15. Click *OK* to save and exit the *Remote Assignment* window.
16. Click *OK* to save and exit the *Configuration Settings* window.



Changing Session IDs

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

- For Q4 RF 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 Q5 RF remotes-wait for the remote to say "*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. Alternatively reset the remote using a paper clip or pin to push in the reset button on the power switch (when in off position) then re-enter the session ID when the remote is turned on again.

Logging in with Participant IDs

Participant IDs can only be numeric.

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Click on the *Login* tab.
3. Select "*Require Login by ID.*"
4. Select the participant list and any other options you want to apply to the presentation.
5. Click *OK* to begin the presentation.
6. The remotes will display "*User ID.*"
7. Enter the participant ID and press the *Send* (double arrows) key.
8. If a remote says "*Access Denied*" or "*Denied*," then the participant ID may have been entered incorrectly.
 - For Q4 RF remotes, press the *Menu* key, use the right arrow to scroll to *User ID*, and press the *Send* (double arrows) key to select it. Re-enter the participant ID and press the *Send* (double arrows) key.

- For Q5 RF remotes, press the *C* (clear) key, re-enter the participant ID, and press the *Send* (double arrows) key.

The participant IDs will be remembered for the session until another participant list is selected to present to.

Using Multiple Hosts

Up to 16 hosts (with 1000 remotes on each) can be used for presentation. If you have selected to use a fixed set, be sure you have assigned fixed numbers for the remotes using all RF hosts.

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Click on the *Login* tab.
3. Select the hosts you will be using by placing a check mark in each one of the boxes.
4. You can create your own session ID in the *User Session* column or use the default session ID.



If you use the default session ID in the *Host Session* column, the *User Session* column must be blank.

5. Click on *OK* to begin the presentation.
6. When the presentation appears, turn on the remotes.
7. If you assigned fixed numbers, the remotes will automatically log into the correct host, using the session IDs used at that time.
8. Enter the appropriate session IDs into the remotes (including instructor) if prompted to do so and press the *Send* (double arrows) key. Press the *C* (clear) key to delete if you accidentally mistyped a number or see [Changing Session IDs](#) above for more information.
9. At this time, the remote should display the question answer choices or it may display "Qwizdom" and the remote number.
10. Below are other things the remotes may display:
 - The instructor remote will say "Ready"

- If the remotes say "Qwizdom" and display their remote number, they are ready and waiting for a question slide to appear. Remotes can only respond when the slides are remote-answerable such as *Multiple Choice, True/False, Numeric*, etc.
- The LCD screen on the participant remotes may read "*Push Key*," "*Inactive*," or "*Not Active*," press any key to "wake up" the remote.
- If the remotes say "*No Net*" or "*Host not found*," re-enter the session ID.
- If the remotes say "*Denied*" or "*Access Denied*," this could be that the participant/user ID is incorrect, or the remote number attempting to participate isn't in the participant list that was loaded. Re-enter the participant/user ID, and check to make sure that remote number is in the participant list. Selecting "Add and Allow unregistered participants" from the login tab on the presentation setup, will allow all users stopping this message.

If the remotes continue say "*No Net*" and will not establish a connection to the host, go to ***Initialising the Host*** to get the host to initialise. If you need further help, please contact [Technical Support](#).

5.1 Q2 RF Remote Diagram

Participant Remote



1. "E Ink™" display-shows the last response until the remote is used again.
2. Navigation   arrows-to scroll through question numbers. Left arrow  is also used as a backspace.
3. **True/Yes, False/No** keys-use to answer True/False and Yes/No questions
4. **Multiple Choice and Numeric** keypad-answer multiple choice and numeric questions.
5. **Send**  key-press to submit answer or select menu options. This also

acts as the power button.

6. **Help**  key-press to request assistance

5.2 Q4 RF Remote Diagram

Participant Remote



1. **Send**  key-press to submit answer or select menu options.
2. **Menu** [power] key-press to view menu options (use the scroll  keys to scroll through options and press Send  key to select the option). Holding the *Menu* button for two seconds will turn the remote on/off. Turn off remotes if they are not in use. Remotes automatically turn off at the end of a *PowerPoint* presentation. *Search*, *Sess. ID*, *User ID*, and *Exit* are options available in the Menu. When you're in presentation, the menu items are *Help*, *Login User Id*, and *Exit*. To

request help during presentation, press the *Menu* key, scroll to select *Help*, and press the *Send*  key to select it.

3. **Scroll**  keys-to scroll through menu options, answer choices, or question numbers.
4. **Clear** [C] 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.

5.3 Q5 RF Remote Diagram Participant Remote



1. **Send**  key-press to submit answer
2. **Clear** [C] 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 button 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 button 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. Light switch-turns Backlight on/off

Instructor Remote (*this is the instructor remote for Q4 and Q5 participant remotes*)



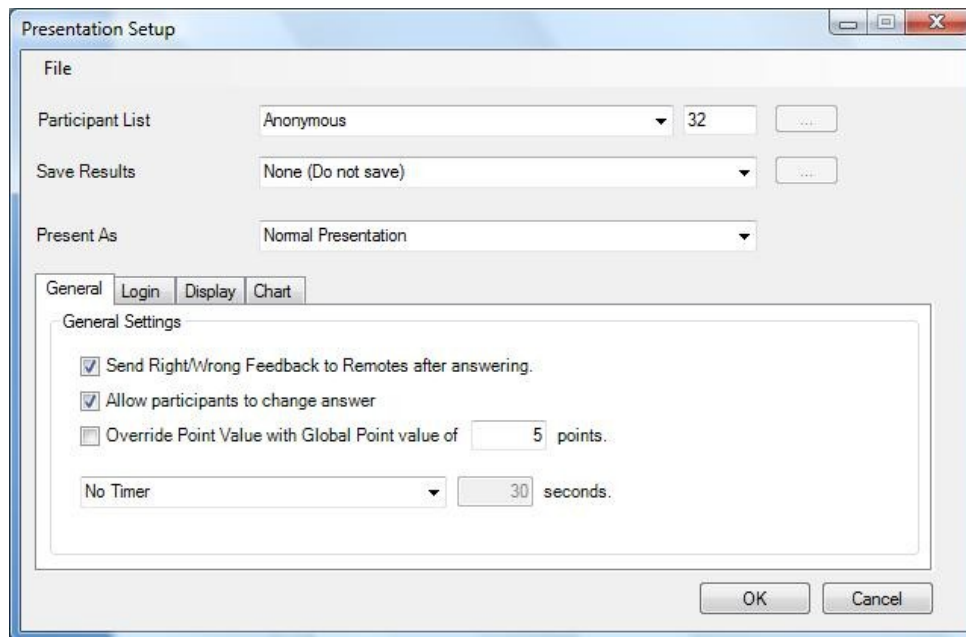
1. **Send**  key-press to submit command
2. **C** [Clear] key-press to clear names from the *Help Request* list.
3. Thumb pad-press right/left to navigate between slide sets, up/down for menu options, and "on-the-fly" question choices. Press the circle button

(in the middle) to select an option, play *Microsoft PowerPoint* animations, 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
6. **True/Right** and **False/Wrong** keys-not applicable using *Qwizdom Actionpoint*
7. **New Q [-]** key-press to pose an "on-the-fly" question
8. **Pick [.]** key-press to display/hide a random participant's name on the computer screen
9. LCD Graph  [0] key-displays the results of the class responses as a graph on the LCD screen of the instructor's remote
10. Screen 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 button (in middle of thumb pad) to show/hide correct responses.
11. **Show [7]** key-not applicable using *Qwizdom Actionpoint*
12. **Play [8]** key-pauses or continues a video/sound clip
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. Light switch-turns Backlight on/off. The "*Enable Backlight*" box in the *Configuration Settings* window needs to be checked to turn on the Backlight feature.

6 Chapter 4 - Presentation

Before presenting a *PowerPoint* presentation using *Qwizdom* remotes, please see [Presentation Setup](#) to learn about the presentation features.



1. Click on the  *Presentation* button.
2. The *Presentation Setup* window appears.
3. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
4. Click on the *Saved Results* drop-down field and select how you would like to save the results.
5. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
6. Click on *OK* to begin the presentation.

 **If you present using the *PowerPoint Slide Show* options, *Qwizdom* remotes will not activate. You must present the slides by clicking on the  *Presentation* button to use the *Qwizdom* remotes.**

7. Have the participants turn on their remotes.
8. Either the answer choices or a blank screen appears on the remote,

depending on the question type.

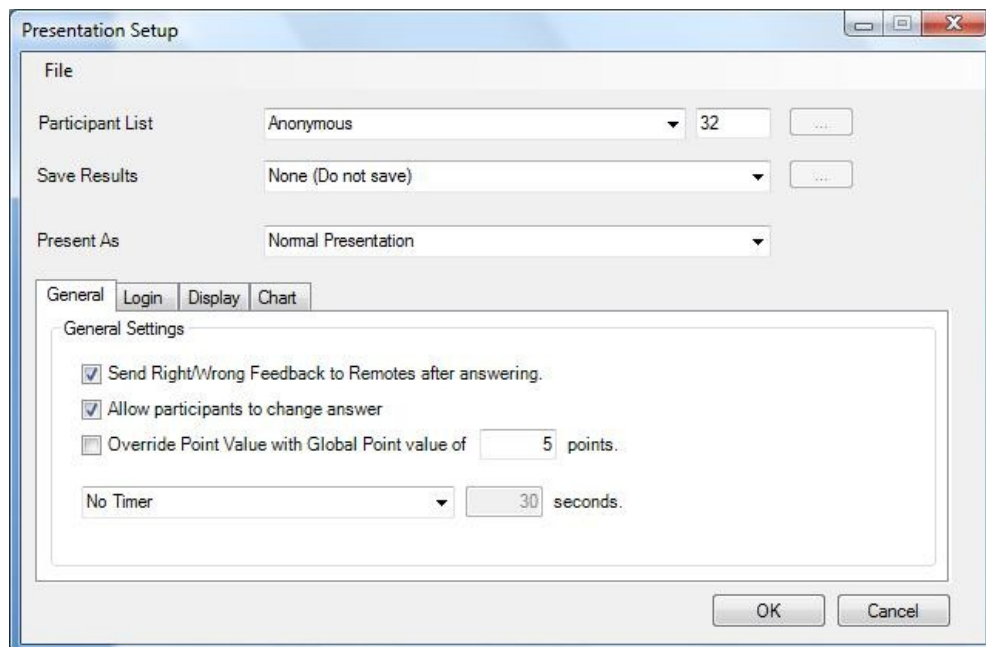
Here are a few things you may execute during presentation:

- Display the response chart by pressing the / key
- Display the private graph by pressing the zero key
- Randomly call upon a participant by pressing the Pick key

9. Go through the presentation until all the question slides are answered.
10. When you are unable to advance to the next slide, this means the presentation is done. Press the circle key in the thumb pad to stop the presentation (screen will go black) and press it again to exit back to *PowerPoint*.

6.1 Presentation Setup

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



General tab:

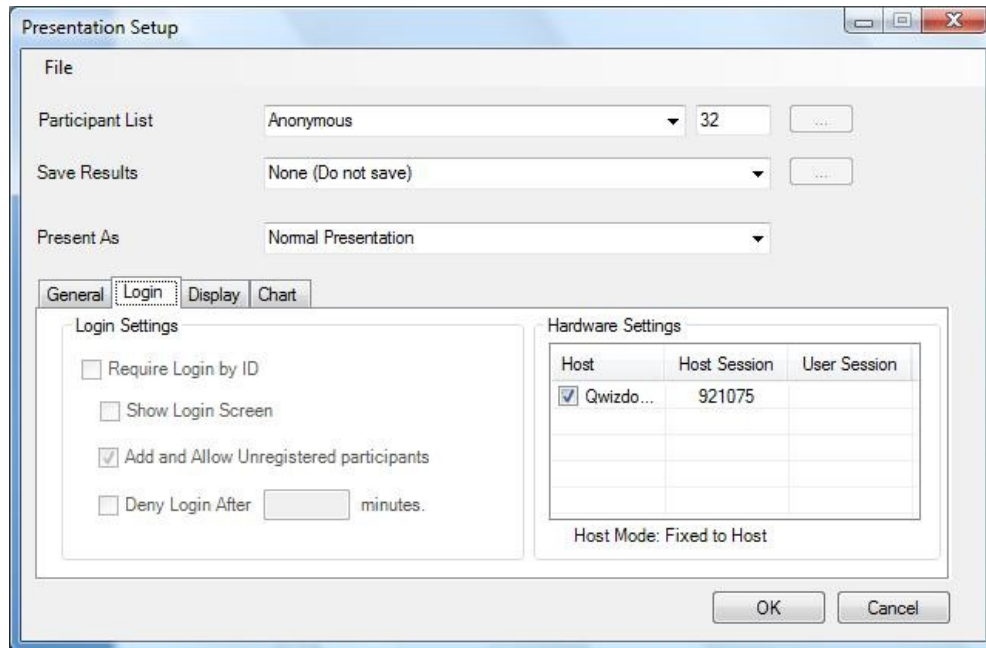
Send Right/Wrong Feedback to Remotes after answering-remotes will receive a *check mark* if answer is correct and an X if answer is incorrect. Remotes will receive both a *check mark* and X if feedback is turned off to indicate that the response has been received.

Allow participants to change answer-checking this option allows participants to change their answer for the question slide they are on.

Override Points Value with Global Point value of "xx" points-enter the

new amount of points that will be applied to the slide temporarily for that presentation.

Timer-you can select no timer, use the time set within the slides, and global timer by entering the number of seconds for all slides in the presentation.



Login tab:

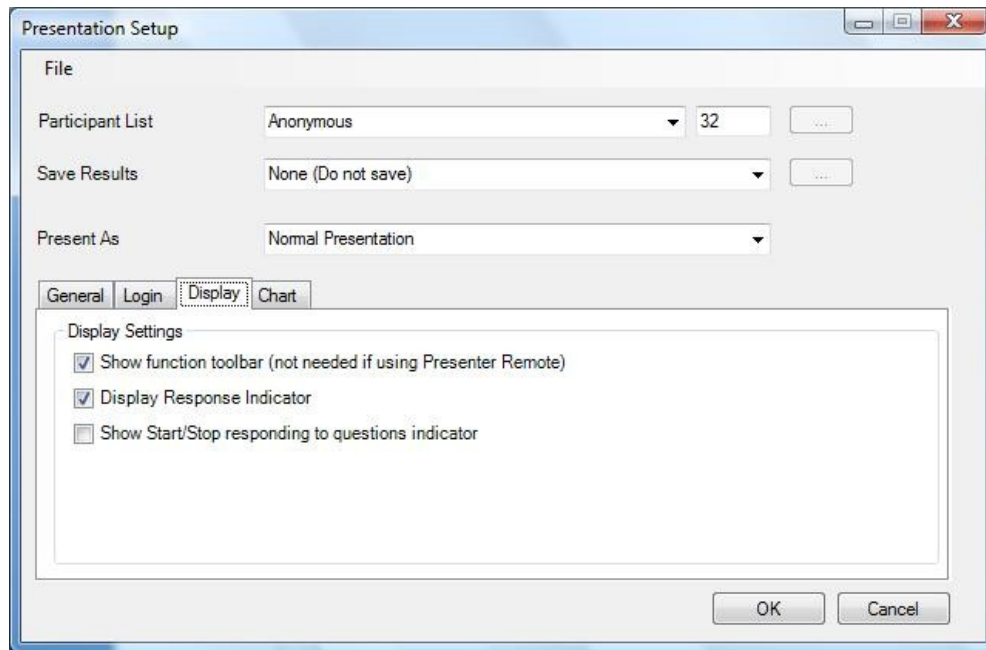
Require Login by ID-checking this option will have remotes prompt participants to enter their participant ID. *

Show Login Screen-displays the login screen so the instructor can view the participants that are logging in. *

Add & Allow Unregistered participants-participants will be added to the participant by logging in with their participant ID. This option must be checked when using an *Anonymous* list. For the *Anonymous* list, participants will only log in with the session ID. *

Deny Login After "xxx" minutes-logins after the set amount of time will not be accepted. *

**not available when using an Anonymous participant list.*



Display tab:

Show function toolbar (not needed if using Presenter Remote)-checking this option will display toolbar with *Response Chart*, *Pick*, and *Re-pose* buttons.

Display Response Indicator-this displays the percentage of the class that has answered; double-click the percentage to convert to a fraction.

Automatically Show Correct Answer on Chart-checking this option will mark the correct answer in green and show the incorrect responses in red.

Show 'Start/Stop' responding to questions indicator-clicking on *Stop* will pause the presentation and responses will not be accepted. Clicking on *Start* continues the presentation activating the remotes.

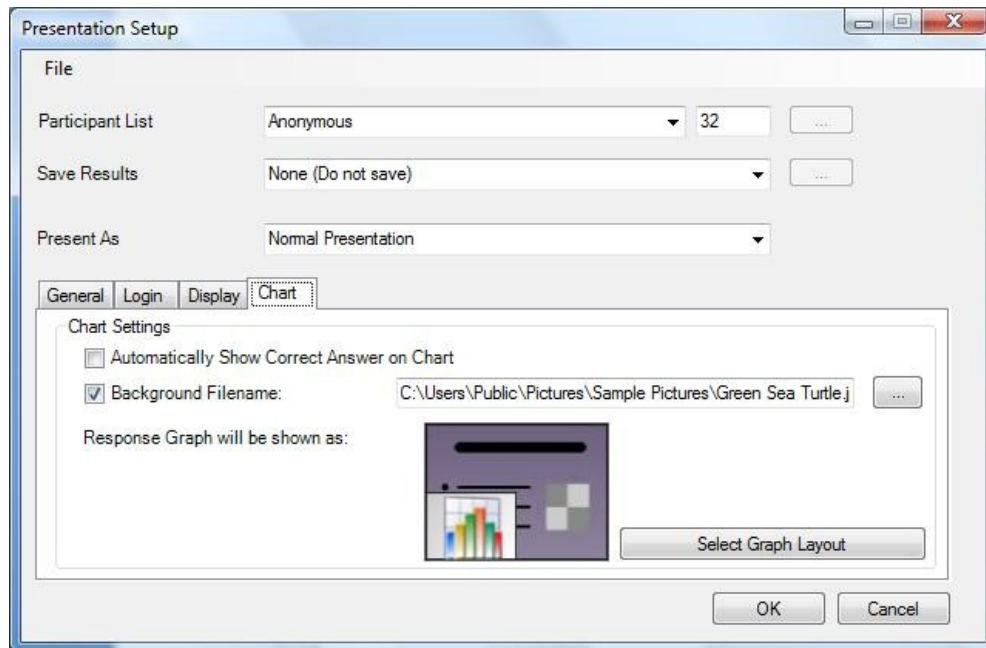


Chart tab:

Automatically Show Correct Answer on Chart - checking this option will mark the correct answer in green and show the incorrect responses in red.

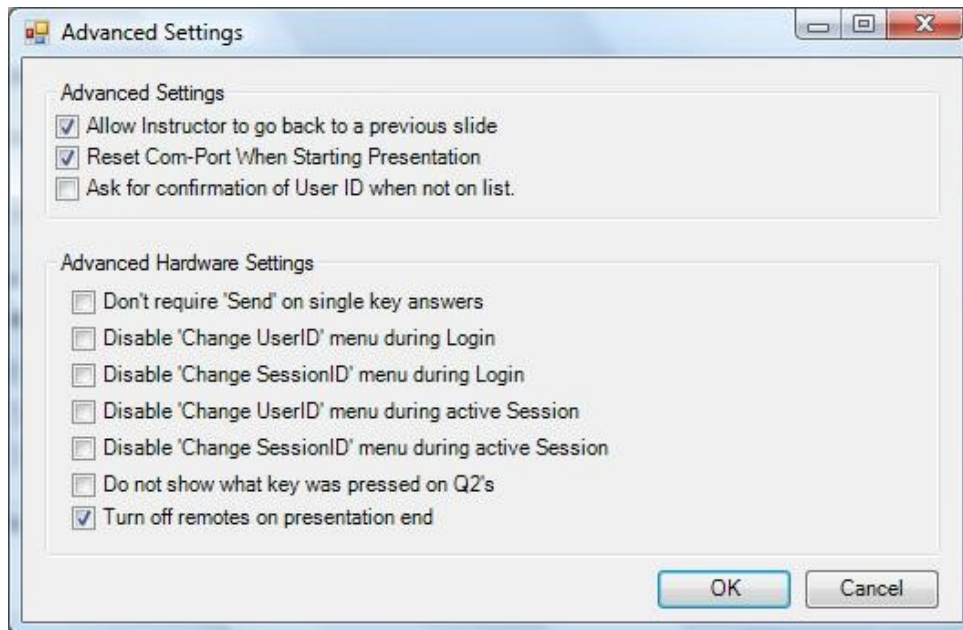
Background Filename: - checking this option and selecting the file (using the browse ... button) will display the image you choose as a background image on your chart. The size required is 654 pixels wide, 411 pixels in height (images too large will be scaled by width, so may appear to have the lower end of the image cut off).

Response Graph will be shown as: - clicking on the image or the 'Select Graph Layout' button will allow you to make a selection from the available templates of how your graph should appear. among the selections are side by side (graph and PowerPoint), a small graph, a full screen graph, and many other options.

6.1.1 Advanced

The advanced presentation settings are available by selecting 'File' from within the Presentation Setup screen, and then selecting Advanced Settings.

You will be presented with a box that looks like this



Advanced Settings

Allow Instructor to go back to a previous slide - enabling this option will allow the instructor to move back to a previous slide.

Reset Com-port when starting presentation - enabling this option will make the program reset the com port prior to starting a presentation. If you are experiencing problems with the Host starting, you can try disabling this option.

Ask for confirmation of User ID when not on list - this option forces any user that should not be in the session to login using their User ID twice to confirm.

Advanced Hardware Settings

Don't require 'Send' on single key answers - enabling this option will allow you to respond to questions with a single click in applicable, for example on a Yes/No question.

Disable 'Change UserID' menu during Login - enabling this option will remove an option from the Q4 remotes menu.

Disable 'Change SessionID' menu during Login - enabling this option will remove an option from the Q4 remotes menu.

Disable 'Change UserID' menu during active Session - enabling this option

will remove an option from the Q4 remotes menu.

Disable 'Change SessionID' menu during Session - enabling this option will remove an option from the Q4 remotes menu.

Do not show what key was pressed on Q2's - enabling this option will mean the Q2 remotes will be unable to show what response was pressed.

Turn off remotes on presentation end - enabling this option will automatically turn off all Q4 remotes at the end of a presentation.

6.2 Presentation Features

Function Bar

The control bar has the *Response Graph*, *Pick*, and *Re-Pose* buttons. To view the control bar during presentation, select "*Show Function Bar*" in *Display* tab.



Response Graph



1. Click on the  *Response Graph* button.
2. The *Response Graph* appears.
3. Click on the available chart(s) to view the results.
4. Double-click on the title bar of the window to display the graph in full screen.

Picking Participants



1. Click on the  *Pick* button to randomly call up on a participant.
2. The participant's name will appear on screen.



3. Click on the  *Pick* button again to remove the name.

Re-posing a Question

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



1. Click on the  *Re-pose* button to ask the question on the slide again.

Display the Game

This image will only appear when you are running a game within Actionpoint, the game will not be displayed on any slide (other than the game's intro) unless it is requested either by pressing (7) on the instructor remote, or by pressing this



button on the Function Toolbar

Response Indicator

The response indicator displays the percentage of participants that have answered.

In the *Presentation Setup* window:

1. Check the "*Display Response Indicator*" box in the *Display* tab.
2. In presentation mode, you can move the response indicator by clicking on it with the mouse and dragging it to another area of the screen.
3. To change the indicator view, double-click on it to display responses as fractions.
4. Double-click again to change indicator back to percentage.

Timer

To view the timer during presentation, click on the *Timer* drop-down list in the *General* tab to view the timer options. Here are a few tips on using the timer:

- The timer has pause/play, stop, and add/subtract 5 seconds options.
- You can move the timer by clicking on it and dragging it to another area of the screen.
- Remotes will not be able to answer when time is up.

You can set the timer two ways; use the time from each slide or apply a new time to the presentation. When you create a slide, you enter the amount of time you want the slide to display for.

To set a new time to the presentation:

1. Click on the *Timer* drop-down list and select "*Use Global Timer Value of ...*"
2. Enter the number of seconds.
3. Click on *OK* to present the presentation with the newly set time.

Points

You can set the point value two ways; use the point value from each slide or apply a new point value to all the questions in the presentation. When you create

a slide, you enter the number of points the correct response will be awarded. Go to [Creating a Slide](#) for more information.

To apply a new point value to all the questions in the presentation:

1. Check the "Override Point Value with Global Point value of xxx points" option.
2. Enter the number of points.
3. Click on OK to present the presentation with the newly set time.

Right/Wrong Feedback

This allows participants to see if their response is right or wrong.

1. Check the "Send Right/Wrong Feedback to Remotes after answering" box in the *General* tab of the *Presentation Setup* window.

Feedback will appear 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* will appear on the LCD screen indicating that a response was received.

6.3 Using Remotes in Presentation

Instructor Remote Tips

- The Q5 RF instructor remote will say "Ready", if not chances are it is not connected or there is no presentation running, if there is a presentation running, press any key on the remote to activate it.
- Since the Q5 RF remote is not applicable during answer keys, the LCD screen will display "Access Denied."
- Press the / key on the RF instructor remote to display or hide the response graph.
- Press the 0 key on the RF instructor remote to display or hide the graph on the instructor's LCD.
- Press the Pick (.) key on the RF instructor remote to randomly call upon a participant during presentation.
- Press the Play (8) key on the RF instructor remote to play/stop movie or sound on slide.
- Press the Show (7) key on the RF instructor remote to show current scores of participants/group during game mode, and the game animation.

- Press the *New Q (-)* key to pose a spontaneous question. A list of question types will 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*; or 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 select your highlighted option on the response graph.

Participant Remote Tips

- "Qwizdom" will be displayed on the remotes when a lesson (non-question) slide is in view.
- Participants will either see answer choices or a blank screen (depending on question type) on their remote during a question slide.
- To request help; on the participant RF remote, press the *Menu* key to select *Help* and press *Send* on the remote to request for help. On the Q5 simply press *(?)*.
- To change the Session ID on the Q4 RF 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 Q5 RF 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*. Alternatively reset the remote using a paper clip in the hole on the power switch, when the remote is turned on again it will prompt for the Session ID.
- To change the user ID on the Q4 RF remote, press the *Menu* key and use the right arrow key to scroll to *User ID*. An existing user ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter a user ID. Press the *Send* key to confirm.
- The LCD screen on the participant remotes may read "*Push Key,*" "

Inactive," or "Not Active," press the *Send* (double arrows) key to re-activate the remote. If the remote still says *"Not Active,"* re-enter the session ID.

- If the remotes say *"No Net"* or *"Host not found,"* re-enter the session ID. Go to [Changing Session IDs](#) for more information.
- If the remotes say *"Denied"* or *"Access Denied,"* the participant ID is incorrect, or the remote number attempting to participate isn't in the participant list that was loaded. Re-enter the participant ID, and check to make sure that remote number is in the participant list.

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

- **Multiple Choice**; select A, B, C, D, E, or F and press the *Send* key.
- **Yes/No**; select Y or N and press the *Send* key.
- **True/False**; select T or F and press the *Send* key.
- **Numeric**; enter the numbers and press the *Send* key.
- **Sequence**; enter the numbers in the order and press the *Send* key.
- **Multiple Mark**; select the letter choices and press the *Send* key.
- **Rating Scale**; select the rating you wish to give and press the *Send* key.
- **Vote**; select the letter choices and press the *Send* key.
- **Text Input**; 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.
- **Demographic**; enter the number and press the *Send* key.

6.4 Remote Login

Logging in with IDs allows participants to use any remote. If you use participant IDs from a participant list, the ID will link the remote to the participant's information in the list.

To have participants log in, they must have a participant ID. Participant ID's are setup when creating participant lists.
(Go to [Participant Lists](#) for more information).

Each participant should have a unique ID assigned to their name.

- Participant ID's can only be numeric.
- The maximum number of digits allowed for IDs using the Q4 RF remotes is 9
- The maximum number of digits allowed for IDs using the Q5 RF remotes is 8.
- IDs cannot be used for more than one participant (IDs cannot be duplicated).

1. Open a *PowerPoint* presentation or create one to present.
2. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
3. Select a participant list from the "*Participant List*" drop-down menu.
4. Click on the *Login* tab.
5. Check the "*Require Login by ID*" option.
6. Checking the "*Show Login Screen*" is optional.
7. Select all other preferred options and click on *OK* to present. The presentation will begin.
8. The remotes will display "*User ID.*"
9. Participants will enter their ID and press the *Send* (double arrows) key.
10. Once everyone has logged in, begin the presentation.

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.

Login Timer

You can deny login after a certain amount of time by setting the time under the *Login* tab.

1. Check the "*Deny Login After ... Minutes*" option.
 2. Enter the number of minutes that participants have to log in.
- For example, you have select to deny log in after 5 minutes. After 5 minutes has passed, participants who try to log in will be denied.

6.5 Saving Results

All results are saved as a *.QRX* file but can be converted into a *.CSV* (Comma Separated Values) file.

Manual Save

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Select *Browse for Save Location*.

3. Click on the  *Browse* button. The *Save As* window appears.
4. Select a location to save the results in.
5. Enter the name you want the results to be saved as.
6. Click on *Save*. The file name and location will appear in the *Save Results* field.

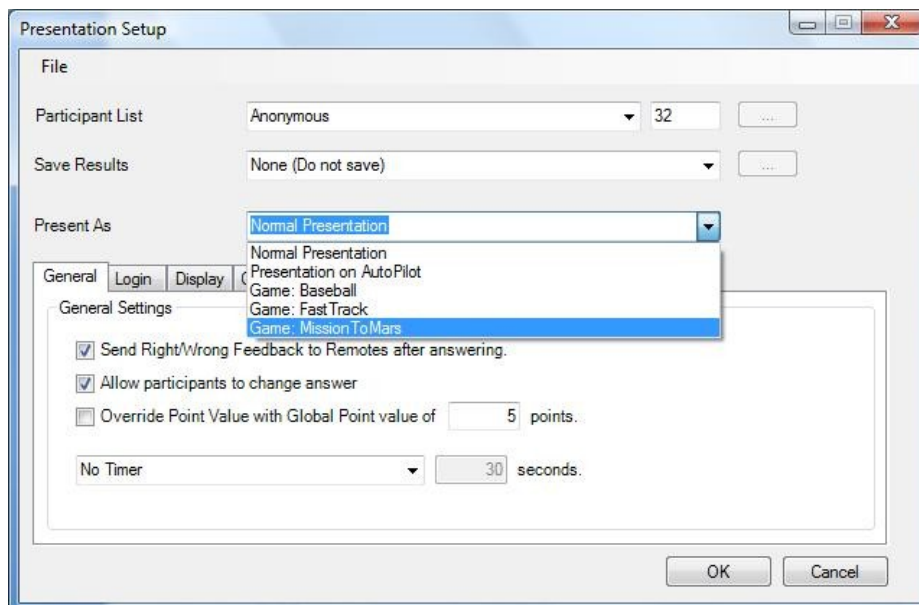
Auto Save

1. Click on the  *Presentation* button. The *Presentation Setup* window will appear.
2. Select *Auto Save as 'Filename + List + Date.'*
3. The *Browse for Folder* window appears.
4. Select the location and click on *OK*.
5. The file name will contain the location, name of the participant list, date, and time under the *Save Results* field.

6.6 Games

There are three games that come pre-installed with Actionpoint.

You can choose to run a game from the 'Present As:' drop down box



To display the game animation at any time - press (7) on the instructor remote. Best used after a question has been answered, but before the next slide.

FastTrack

FastTrack is a fastest-finger-first type of game, the first participant to respond with the correct answer will get the most points, and gradually as more correct answers come in the points you receive decreases. The game will display the top 5 players cars on screen.

Baseball

Baseball is a team game, depending on the number of correct answers in the two teams determines the outcome of the current play. Winning by a large majority will result in a home run, whereas a smaller win will result in running to base 1, same applies to being caught out.

Mission to Mars

Mission to Mars is a fastest-finger-first type of game, the first participant to respond with the correct answer will get the most points, and gradually as more correct answers come in the points you receive decreases. The game will display the top 5 players as rocket's flying to Mars.

7 Chapter 5 - Response Graph

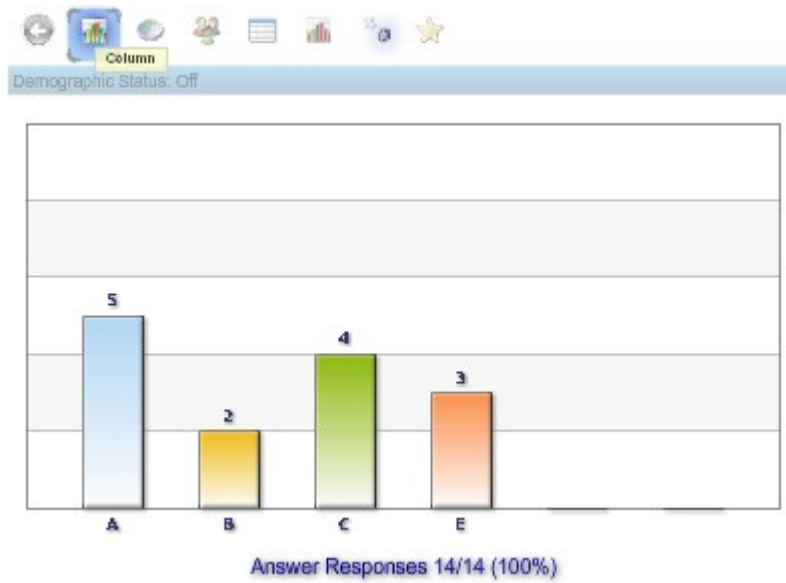
During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph. The public response graph requires the installation of *Adobe Flash player active x*, this is installed during Actionpoint installation.

Private Response Graph

1. Press the 0 key on the RF instructor remote.
2. A bar chart showing the number of responses will display on the RF instructor remote's LCD screen.
3. Press the 0 key again to remove the graph.

Public Response Graph

1. Press the / key on the RF instructor remote.
2. The response graph will appear on screen for the participants to view.
3. Using the directional buttons on your RF instructor remote, you can navigate across the menu and make your selection by pressing the circular center button on the remote.
4. Press the / key again to remove the response graph.



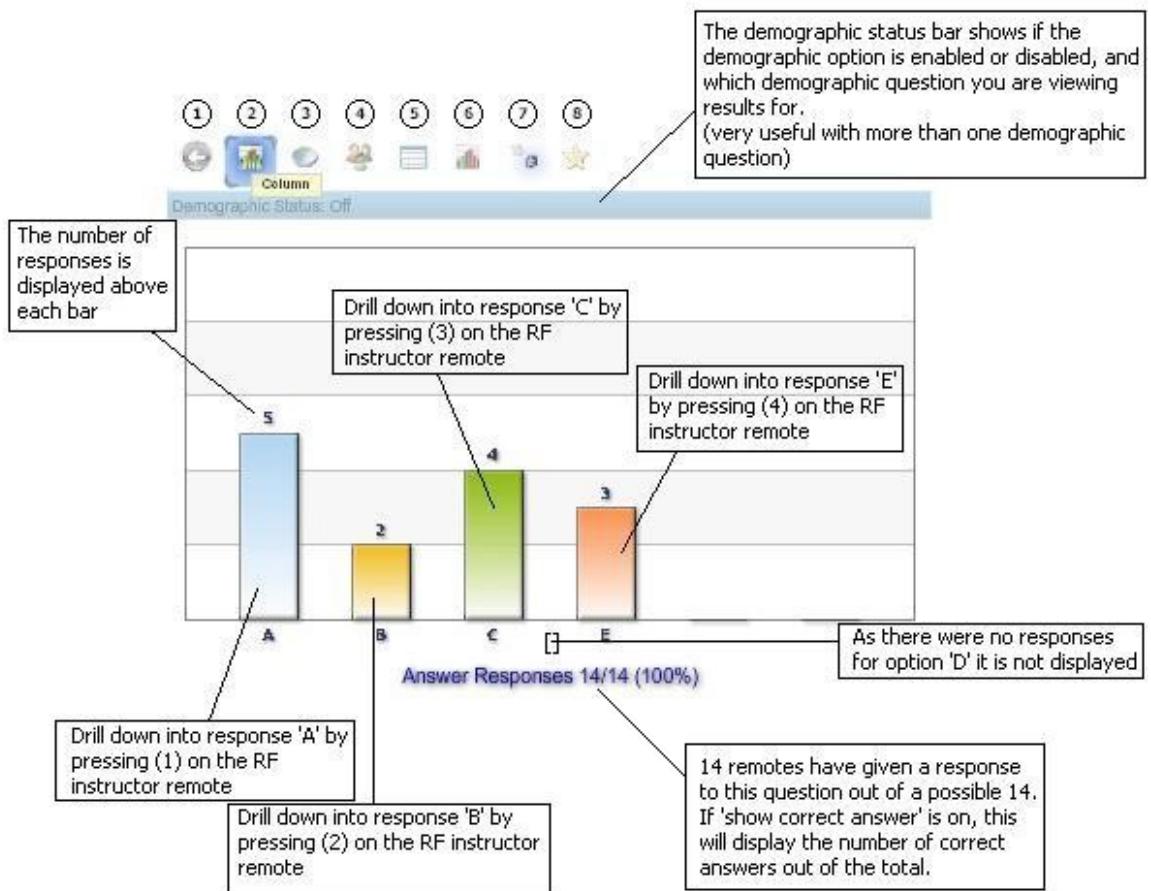
Click on the button you would like more information on.

Depends on question type; pie chart may not be available for all question types.



If you have a graph displayed, whether it be on the instructor remote or computer, you must remove that graph before moving on to the next question;

7.1 Overview



The Menu:

- 1)  [Back](#)
- 2)  [Bar/Column Chart / Toggle](#)
- 3)  [Pie Chart](#)
- 4)  [Demographic Status Toggle](#)

- 5)  [List view](#)
- 6)  [Show Correct Answer Toggle](#)
- 7)  [Percent/Fraction Toggle](#)
- 8)  [Scores](#)

View the Breakdown

To drill down into an answer response you can either click on the bar (in bar chart) or segment (in pie chart), or using the RF instructor remote press the number corresponding to the bar or segment itself. In a pie chart this is easily visible as a number with a point before it for each segment eg '2. True'. For the bar chart this number is the count of the bars from left to right, so the bar on the far left corresponds to the number (1) and the third bar in from the left corresponds to the number (3).

If you have a demographic question in your presentation, drilling down into a response will show the demographic information for that response, ie. How many Males or Females answered 'True'. At this point you can then drill further into this information, for example (1) for Male or (2) for Female, eg pressing (1) would then open up a list view showing all the Males that answered True, with more detailed information such as Remote ID, Participant ID, Name, Response time, etc.

If you do not have a demographic question in your presentation, drilling down will bring you straight to the list view, with detailed information about the people who made that particular response.

The Demographic Status Bar

If Demographic questions are disabled you will see:

Demographic Status: Off

If Demographic questions are enabled, and you have more than once choice available, you will see something similar to:



This will allow you to change the demographic information you are viewing for any question.

7.2 Graph Buttons



Click on the button you would like more information on.



Back:

The back button works similarly to that of your internet browser, bringing you to the previous page you viewed.

For example if you drill down into a particular result to see more information about it and then wish to return to the previous screen to drill down into another option, you can press the back button to step back and easily make another selection.



Chart - Bar/Column:

This button allows you to view your results in a bar/column chart, selecting this option once will show the results with vertical bars, selecting it again will show the results horizontally. The chart will show either the number of responses or a percentage of the responses for each answer given, and if showing demographic information it will show the demographic options selected.

Within this view you can drill down into the results by selecting the particular bar you wish to see more information about, this can be done using a mouse click or by using the number corresponding to that bar - this number is a count from the left hand side, so the closest bar to the left is 1, the next is 2 and so on. (eg in the icon, blue=1, yellow=2, green=3, orange=4, turquoise=5, red=6). Drilling down will either give you demographic information about the particular question, or a detailed list view if there is no demographic question set.



Chart - Pie:

The pie chart button displays your information in a pie chart, displaying similar information to the bar/column chart, showing either the number of responses or percentage for each segment of the chart.

It is possible to drill down into the results shown in the pie chart by selecting the number corresponding to the segment you wish to view more information on, this number is given before the information about the segment, eg. "2. B (8 responses)".

**Demographic information:**

Demographic information can be seen for each question you ask after a demographic question, clicking this button will display a stacked graph view, showing the answers in separate bars, and each bar being split by colour according to the key representing that demographic choice. See [Demographic](#) for more information.

**List view**

List view will display a table of information relating to the current question. The information displayed is:

Remote ID (The ID number of the remote used),

Participant ID (The ID number of the user on that particular remote - requires a participant list),

Name (The name of the user on that particular remote - requires a participant list),

Selected (The option the user selected for that particular question, eg A/B/C/D 1/2/3),

Response Time (The time taken for the user to respond - in seconds),

Correct Answer (A tick box to indicate if the user got the answer correct or incorrect).

**Show/Hide Answer**

This button toggles between showing the correct answer and not showing the correct answer.

If you have selected to view the correct answer it will be displayed as a green bar/segment, with all wrong answers in red.

If you have selected not to view the correct answer the bars/segments will be shown in a variety of colours.

(Not visible when in List View, or Scores view)

**Number / Percent view**

This button toggles between showing the information displayed on the bar/column and pie charts as a percentage of the total results or as a fraction.

(Not visible when in List View, or Scores view)

**Scores**

The scores view is similar to that of the list view with the addition of a column detailing the Total Points that each user has gained throughout the presentation up to that point. As in the list view, the

other information here such as the Selected response, relate to the current question.

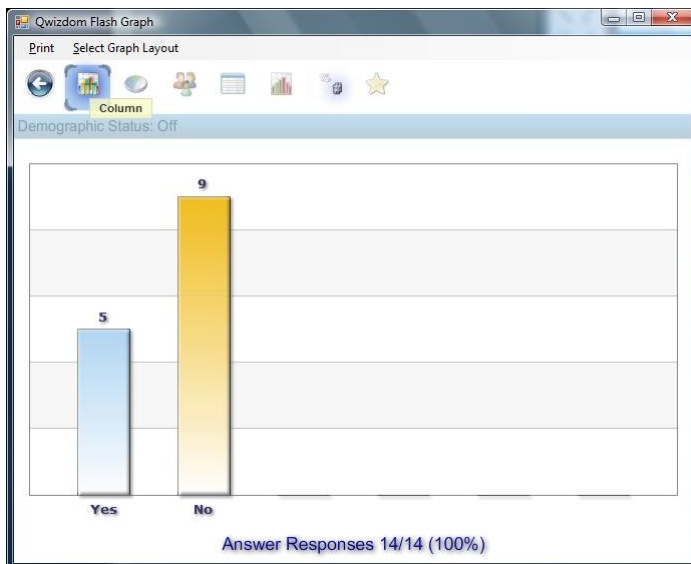
7.3 Demographic

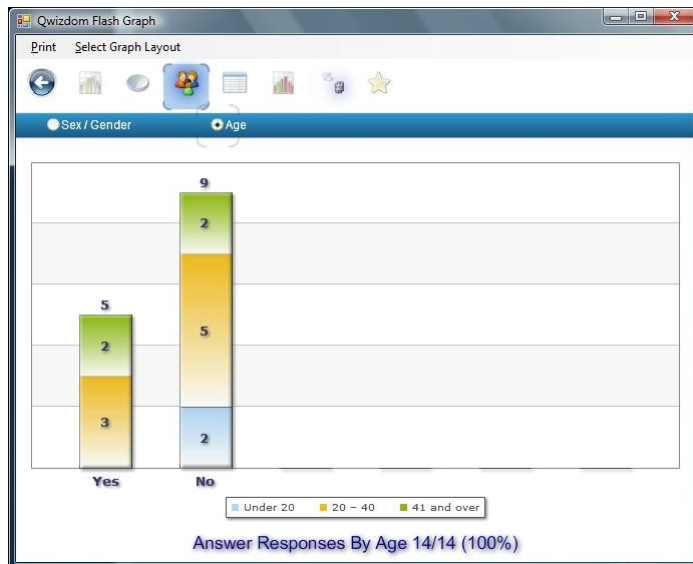
Demographic questions are a new addition to the Qwizdom Actionpoint question choices.

Using a Demographic question, it is possible to divide your audience up into multiple groups, by age; gender; occupation; or anything of your choice. Once you have the audience divided using your demographic questions, you can then view the results for each question by any of your demographic choices, for example how many 30-40 year old males answered D, in a multiple choice question.

Stacked View

Below is a simple Yes/No question shown with demographics Off, and then On.



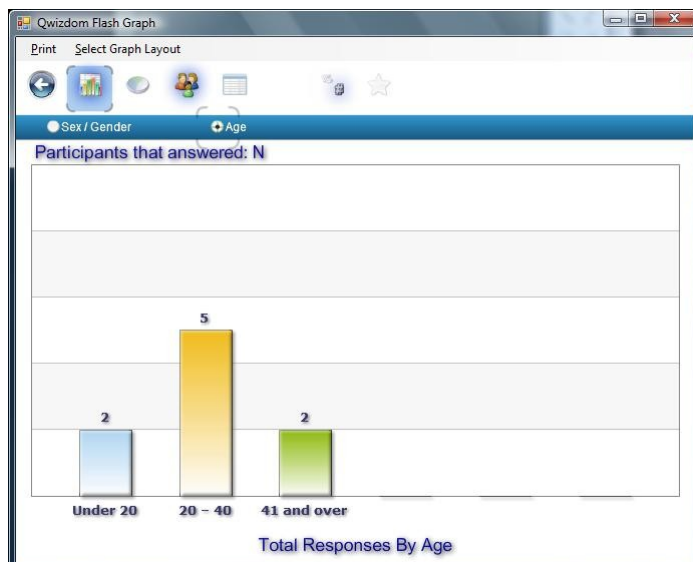


As you can see from the image, the demographic stacked view gives you the same information as the non-demographic, with the addition of a demographic question of your choice, in this case it is the Age groups, so we can see that 3 people aged between 20 and 40 answered Yes, and 2 people aged 41 and over answered Yes. The legend at the bottom of the graph shows us which colours represent which demographic group.

Drilling Down

Another way to view demographic information is to simply drill down into the option you wish to view more information about, in this instance by pressing 2 on the RF instructor remote, we get the following view:

(Note: "Participants that answered:" is displayed to show what you are viewing, in this case 'N' for No)



From this view it is possible to drill down further (by pressing the button corresponding to the bar,

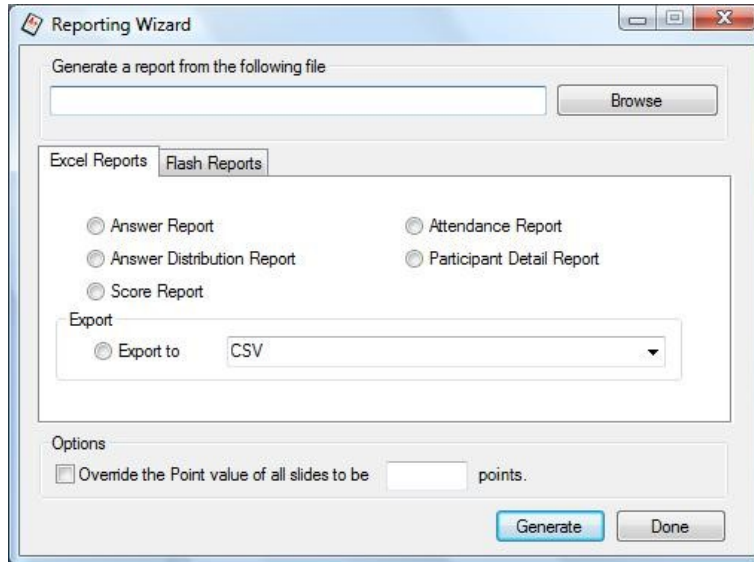
on the instructor remote)

This will then enter a list view with a further breakdown of the results.

8 Chapter 6 - Reports

You can generate reports* using existing saved results.

**Registered version of Microsoft Excel is required to generate reports in Excel.*



1. Click on the  **Reports** button. The *Report wizard* will appear.
2. Click on the *Browse* button to search for the file you want to generate a report for. The *Open* window will appear.
3. The file type will be *.QRX*. Search for the file and select it.
4. Click on *Open*.
5. Select either Excel or Flash reports from the tab.
6. Select the type of report you want to generate and click *OK*. *Microsoft Excel* or a *Flash* window will open to generate the report.
7. In *Microsoft Excel* or the *Flash* window, go to the *File* menu and select *Save* to save the report.

For more information see:

[Excel Reports](#)

[Flash Reports](#)

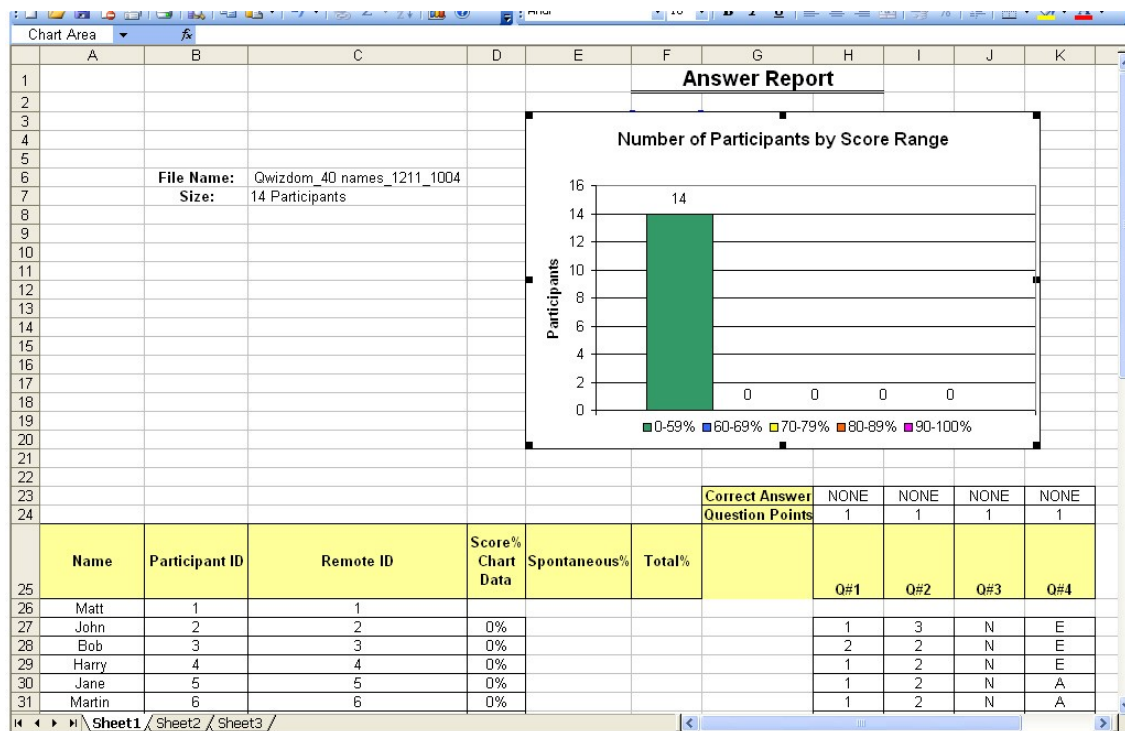
Options:

- **Give "xx" number of points for participation** - enter the number of points to give for participation but points . Participation points do not appear anywhere but are taken into account when scores are calculated.
- **Override the Point value of all slides to be "xx" points** - overrides point

value that was awarded during presentation.

8.1 Excel Reports

Excel Reports show a variety of information depending on the choice you make, Selecting Answer Report will generate something similar to the image below, it contains a graph, and detail on what responses were given by each participant.



Report Options:

- **Answer Report** - displays bar chart and lists participant names, ID, and remote ID with score and breakdown of responses for each question.
- **Answer Distribution Report** - shows a percentage for each answer choice, correct answer, percentage of correct answers, and the average of the answer sent for each question.
- **Score Report** - displays bar chart and shows the participant information with the number of correct responses out of the total number of questions answered and in the presentation. Also shows score and spontaneous question totals.
- **Participant Detail Report** - displays detailed participant information such as name, ID, group number, username and password.
- **Attendance Report** - displays participant information with their remote login time, number of questions answered and total questions.

Conversion:

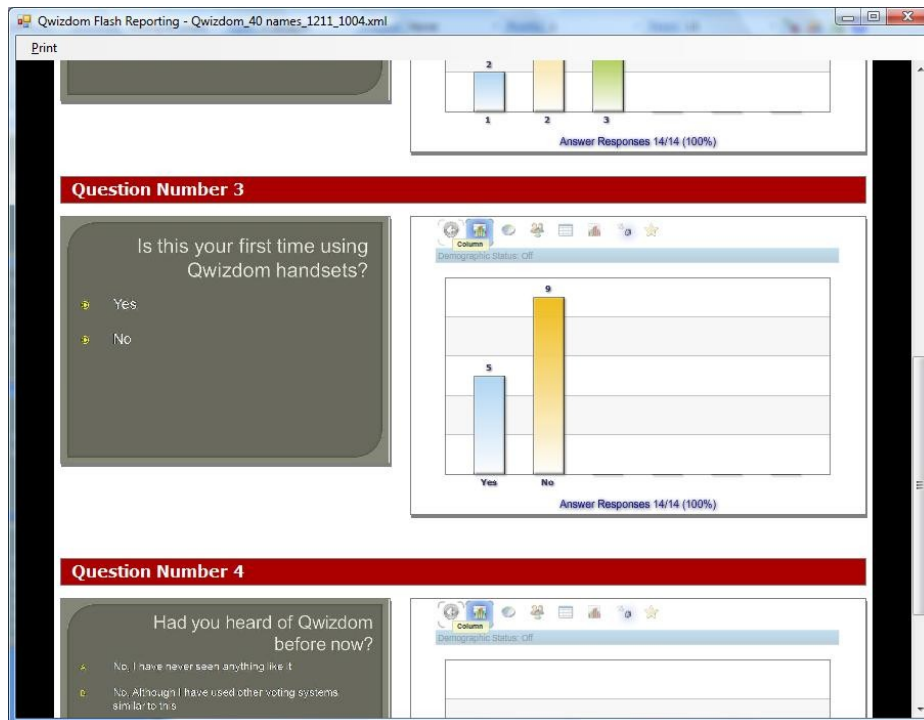
- **Export to .CSV** - selecting this options converts the .QRX file into a .CSV.

8.2 Flash Reports

Flash reports open in a Flash window, displaying the presentation slide, along with the live flash report for that question.

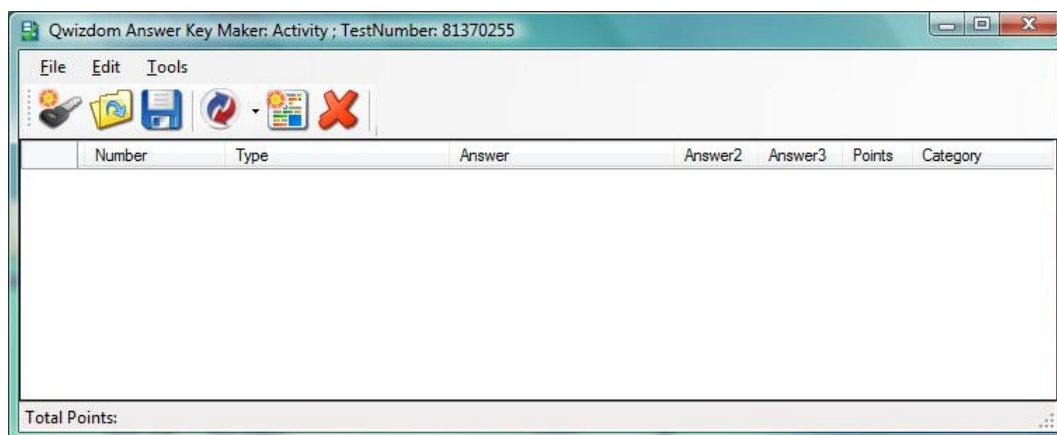
The flash reports are live and can be used to view the results in different ways - as you would use the flash graph during presentation.

If you wish to save the results for sending to someone else, you can do so using a PDF Printer, printing to the PDF, and sending the PDF. Note that if you do this you will lose all the Flash interaction with the reports.



9 Chapter 7 - Answer Key

Answer Key



Qwizdom Answer Key allows for paper based quizzes or test papers where each user can move on at their own speed.

After an Answer Key presentation is started, the remotes will all display the first question, each user can then answer the questions at their own pace and the remote will automatically display the next question and the next, until the test is complete.

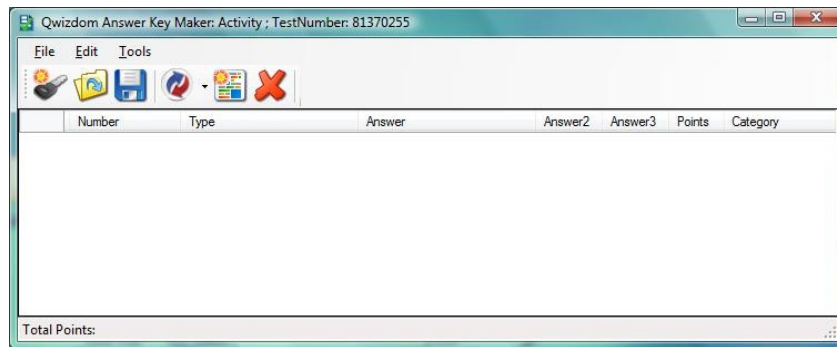
The display on screen will show what each user has responded so the instructor can see how far in and how each user is doing in the test. This will be hidden by a privacy screen which can be moved or closed to show the results.

9.1 Creating an Answer Key

1. Double-click on the *Answer Key* icon.



2. The *Answer Key Maker* window will open.



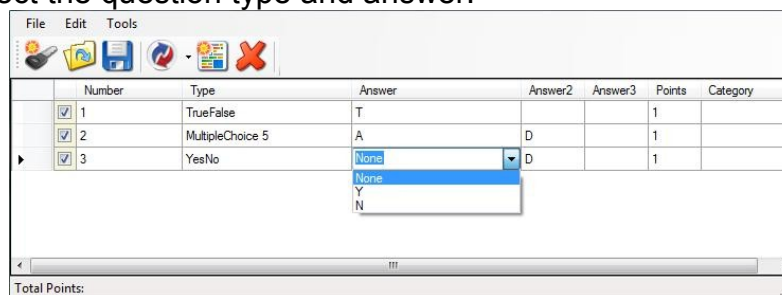
3. Click on the *New Answer Key* button.



4. Click on the *Insert a Question* button.



5. Select the question type and answer.



6. Set the number of points.

7. Click on the *Insert a Question* button and repeat steps 4-6.

If you delete a question or if the numbering is not in sequential order, go to the *Tools* menu to select *Renumber Questions* to correct.

8. When the answer key is complete, click on the *Save* button. The *Save As* window

will appear.



9. Select the location the answer key will be saved and enter a name.

10. Click on *Save* when done. The answer key will save as a .QAK file.

9.2 Presenting an Answer Key

1. Click on the *Open* button.
2. The *Open* window appears.
3. Select the answer key you want to present and click on *Open*.
4. The answer key will appear.
5. Click on the *Present* button.
6. The *Presentation Setup* window appears.
7. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
8. Click on the *Saved Results* drop-down field and select how you would like to save the results.
9. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.
10. Click on *OK* to begin the presentation.
11. The *Privacy Screen* appears.
Click on the red X, below the blue bar that shows the word 'Activity', to show a grid of all the participants. You can view their progress and scores during the answer key.
12. The answer key will load into the remote.
13. When the answer key is complete, click on the large red X in the top left corner of the *Paper-Based Score Entry* window.
14. You will be taken back to the *Answer Key Maker* window.
15. The saved results will save in the location you selected.

Presenting Odd-Numbered Questions

1. Click on the *Open* button.
2. The *Open* window appears.
3. Select the answer key you want to present and click on *Open*.
4. The answer key will appear.
5. Go to the *Edit* menu and select "*Select Odd*." Only the odd-numbered questions will be checked.
6. Click on the *Present* button.
7. Participants will only answer the odd-numbered questions during their answer key.

Presenting Even-Numbered Questions

1. Click on the *Open* button.
2. The *Open* window appears.
3. Select the answer key you want to present and click on *Open*.
4. The answer key will appear.
5. Go to the *Edit* menu and select "*Select Even*". Only the even-numbered questions will be checked.
6. Click on the *Present* button.
7. Participants will only answer the even-numbered questions during their answer key.

Presenting Selected Question Numbers

1. Click on the *Open* button.
2. The *Open* window appears.
3. Select the answer key you want to present and click on *Open*.
4. The answer key will appear.
5. Check the question numbers you want to present.
6. Click on the *Present* button.
7. Participants will only answer the selected question numbers during their answer key.

Presenting Multiple Answer Keys

1. Click on the *Open* button. The *Open* window will appear.
2. Select an answer key and click on *Open*.
3. The answer key will open with the *Test Number (Activity ID)* in the title bar of the window.
4. Write down the test number (Activity ID).
5. Open another answer key and do the same.
6. Click on the black arrow to the right of the *Present* button.
7. Select *Present Multiple Answer Keys*.
8. The *Browse for Folder* window appears.
9. Select the location of the answer keys. With multiple answer keys, they must be saved in the same location (*i.e. Desktop, My Documents, etc.*).
10. Click on *OK* and the *Presentation Setup* window will appear.
11. Click on the *Participant List* drop-down field and select what type of participant list you would like to use.
12. Click on the *Saved Results* drop-down field and select how you would like to save

the results.

13. Select the options you would like available during presentation in the *General*, *Login*, and *Display* tabs in the lower part of the *Presentation Setup* window.

14. Click on *OK* to begin the presentation.

15. The *Privacy Screen* appears.

Click on the little red X, below the blue bar that shows the word Activity, to show a grid of all the participants. You can view their progress and scores during the answer key.

16. *Activity ID* will appear on the remote LCD screen.

17. Enter the test number (activity ID) of the answer key into the remote and press the *Send* key.

18. The answer key will load into the remote.

19. When all answer keys have been completed, click on the large red X in the top left corner of the *Paper-Based Score Entry* window.

20. You will be taken back to the *Answer Key Maker* window.

21. The saved results will save in the location you selected.

Generating a Report for an Answer Key

1. Click on the *Reports* button.

2. The *Reporting Wizard* window appears.

3. Click on the *Browse* button.

4. The *Open* window appears.

5. Search for the saved results and select it.

6. Click on *Open*.

7. Select a report type.

8. Click on the *Generate* button.

9. *Microsoft Excel* will open displaying the saved results in report form.

Please note that currently the Flash reporting feature is not available for Answer Key presentations.

10 Troubleshooting

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

- 1) Which version of *Microsoft PowerPoint* do you need to run *Qwizdom Actionpoint*?**
- 2) How can I find out which version of *Microsoft PowerPoint* is on my computer?**
- 3) I installed *Qwizdom Actionpoint* but when I open *Microsoft***

- PowerPoint*, the toolbar isn't appearing. How can I get the *Qwizdom* toolbar to show?**
- 4) Do I use *Qwizdom Interact* when I use *Qwizdom Actionpoint*? And is it okay to have both installed on the same computer?**
 - 5) How do I initialise the host?**
 - 6) My remotes won't respond...what do I do?**
 - 7) When I present a *PowerPoint* activity, my remotes won't respond and the *Qwizdom* menu settings aren't showing (such as timer, response chart, etc.).**
 - 8) How do I turn off the Right/Wrong feedback?**
 - 9) How do I set the timer?**
 - 10) Can I show the total number of participants that responded rather than a percentage?**
 - 11) Can I import a class list that I have created within *Qwizdom Interact*?**
 - 12) How do I create a participant list?**
 - 13) Can I import the class lists I created in *Microsoft Excel* into *Actionpoint*?**
 - 14) How do I start a presentation so that my remotes will be activated?**
 - 15) How do I use more than one host at a time?**
 - 16) How do I select the correct answer for a slide?**
 - 17) A window keeps appearing that says '*Resume Slide Show*' after I begin my presentation. How do I get this to stop happening?**
 - 18) I entered the time/points in the *Timer/Points* field but the value doesn't save.**
 - 19) In the *Configurations Settings* window, how do I know if I should use *Fixed set* or *Roaming* or *Participant Owned* mode?**
 - 20) What is a session ID and where do I find it?**
 - 21) How do I create a slide using *Qwizdom* in *PowerPoint*?**
 - 22) How can participants change their answers during a presentation?**
 - 23) How do I go back to a previous slide using the instructor remote when in presentation?**
 - 24) I received more remotes. How will the program know that I have more remotes?**
 - 25) Which version of *Microsoft PowerPoint* do you need to run *Qwizdom Actionpoint*?**
 - 26) The session ID is zero. How do I correct this?**

If you need technical assistance, contact us. Please provide the following questions below as we will need this information when you call:

- What version of *Microsoft PowerPoint* do you have?
- What version of *Microsoft Excel* do you have? (if you are having problem with Excel Reports)
- How long have you had your *Qwizdom* product?
- Where is the problem occurring?
- If you are getting an error, what does it say? When an error occurs, it is

helpful to write down what it says.

1) Which version of *Microsoft PowerPoint* do you need to run *Qwizdom Actionpoint*?

To install *Qwizdom Actionpoint*, *Microsoft PowerPoint 2003* or later is required to run *Qwizdom Actionpoint*. Registered version of *Microsoft PowerPoint* is required - trial or limited versions are not applicable.

2) How can I find out which version of *Microsoft PowerPoint* I have?

To find out which version of *Microsoft PowerPoint* you have, launch *PowerPoint*. Go to the *Help* menu and select *About Microsoft PowerPoint*. A window will appear displaying the version of *Microsoft PowerPoint* that is installed on the computer.

3) I installed *Qwizdom Actionpoint* but when I open *Microsoft PowerPoint*, the toolbar isn't appearing. How can I get the *Qwizdom* toolbar to show?

Registered version of *Microsoft PowerPoint 2003* or later is required. The installation folder contains a *Microsoft Hotfix* that should install during *Actionpoint* installation, however you may want to manually install this to be sure from the KB908002 folder on the CD. Close *Powerpoint* down, then simply run the 3 files, one by one, and then run *Actionpoint* again.

If you still don't see the toolbar, go to the *View* menu, select *Toolbars* and check the *Qwizdom Actionpoint* toolbar. You can also try updating your *Microsoft PowerPoint* by going online to www.Microsoft.com to check for *PowerPoint* updates.

You should also try checking for updates to the *Microsoft .Net Framework*.

If the toolbar still isn't appearing in *PowerPoint*, please contact [Technical Support](#).

4) Can I run *Qwizdom Actionpoint* simultaneously with *Qwizdom Interact*? And is it okay to have both installed on the same computer?

No, you either use *Qwizdom Actionpoint* or *Qwizdom Interact*. Do not have both programs open and running at the same time. Materials you create using *Qwizdom Actionpoint* save within *PowerPoint* (or wherever you choose to save) and materials created in *Qwizdom Interact* save within *Interact*.

Since they are two separate applications, both programs can be installed on the same computer.

5) How do I initialise the host?

Below is the procedure for installing the host. This is done during Actionpoint installation automatically. If your host is in and the light is on, you should not need this step.

1. You will need to do this procedure twice (*because there are two drivers*).
2. Insert the *Qwizdom Actionpoint* disc into the computer or download the USB Drivers off from www.qwizdom.co.uk website (when download the USB Drivers folder, do not unzip the files from the folder). Be sure the host is properly plugged in.
3. From the *Start* menu, go to the *Control Panel* or go to *Settings* and then *Control Panel*.
4. Double-click on the *System* icon and click on the *Hardware* tab.
5. Click on the *Device Manager* button.
6. Select the option *View Devices by Type* under the *View* menu.
7. Scroll to *Universal Serial Bus Controllers and Ports*. Look for *Qwizdom RF Host*. The *Qwizdom RF Host* might also be located under *Unknown* or *Other Devices*.
8. When you find it, double-click on it (if there is an exclamation point or question mark on it) and click on the *Driver* tab.
9. Click on the button that says *Update Driver*. The installation wizard will appear.
10. Select '*Install from a list or specific location*' and click *Next*.
11. Select '*Search for the best driver in these locations*' and check the '*Search removable media*' and '*Include this location in search*' boxes.
12. Click on the *Browse* button, click on *My Computer*, click on the drive that *Qwizdom Actionpoint* is in or area where you saved the USB Drivers folder (that was downloaded from the *Qwizdom* website), and then find the folder that says *USB_Drivers*.
13. Click *OK* and then *Next*. A prompt might appear that saying the drivers has not passed the *Microsoft Windows Update* testing. Click on *Continue Anyway* and then *Finish*.
14. Repeat the above steps once more (if needed) and then restart your computer.

6) My remotes won't respond while in presentation and/or in the *Assign Fixed Numbers* screen...what do I do?

There are a few reasons why your remotes may not be responding: Double check that the host is plugged in and installed properly (see Initialising the Host for more information). The host must be initialised for the remotes to respond during presentation and/or assigning fixed numbers.

Q4 RF remotes require two AA batteries. Be sure the batteries are placed properly.

Q5 RF remotes have rechargeable batteries. The remotes must be charged for 24 hours.

Be sure all remotes have the correct session ID entered into the remote (see RF Hardware Setup for more information).

If remotes aren't responding during presentation, make sure you have the correct participant list loaded and that you used the *Presentation* button to start your presentation.

7) When I present a *PowerPoint* activity, my remotes aren't responding and the *Qwizdom* menu options aren't appearing (such as timer, response chart, etc.).

There are a couple reasons why the menu options might not be appearing and the remotes aren't responding during presentation:

If you select *Slide Show* or *View Show*, that will launch the *PowerPoint* presentation using *Microsoft PowerPoint* rather than *Qwizdom*. Remotes can't be used if you launch the presentation using *PowerPoint*. To present the *PowerPoint* activity using *Qwizdom*, you must click on the *Presentation* button to launch the presentation using *Qwizdom*.

If you present using *Qwizdom* and the menu options aren't appearing during presentation, the menu options may not be enabled. Menu options are enabled by selecting them in the *Presentation Setup* window. Click on the  *Presentation* button and click on the *Presentation Settings* tab. Check the '*Show Control Bar*,' '*Display Percentage of participants who responded*,' and '*I would like to use the Timer function*.'

8) How do I turn off the Right/Wrong feedback?

To disable Right/Wrong feedback, click on the  *Presentation* button. Click on the *Remote Settings* tab. Uncheck '*Send Right/Wrong Feedback to Remotes after answering*' to disable the feature.

9) How do I set the timer?

There are two ways to set the timer:

To set the time on a slide, select a slide. In the *Qwizdom* toolbar, either select the time value or type in the desired time value in the *Timer* field (if you type in the value, press the *Enter* key on the keyboard to apply the time). Then click on the  *Presentation* button. Click on the *Presentation Settings* tab. Check '*I would like to use the Timer function*' to activate the timer.

To apply a set time for all the slides, click on the  *Presentation* button. Click on the *Presentation Settings* tab. Check '*I would like to use the Timer function*' to activate the timer and then check the '*Override Slide Timer with Global timer value of xx seconds*' option. Enter the number of seconds.

10) Can I show the total number of participants that responded rather than a percentage?

Yes, total number of participants can be displayed rather than percentage. Click on the  *Presentation* button. Click on the

Presentation Settings tab. Select '*Display Percentage of participants who responded.*' Click *OK* to begin presentation. You will see a percentage box on the screen. Use the mouse to double click on the percentage box and it will change to show number of participants responded out of total number of participants. To change it back to percentage, double click on the box with the mouse.

11) Can I import a class list that I have created within *Qwizdom Interact*?

Yes, class lists can be exported from *Qwizdom Interact* and imported into *Qwizdom Actionpoint*. If you have *PowerPoint* open, close the program down. Open *Qwizdom Interact* and click on the *participants* tab. Select the class you want to export and go to the *File* menu. Select *Export participants*. Name the file and click on *Save*. The file will save as a .csv

file. Close *Interact* and open *PowerPoint*. Click on the  *Participant* button. The *Participant* wizard will appear. Select '*Import from a CSV file*' and click on *Browse* button. Search for the class that you exported from *Qwizdom Interact*. When you find it, select it and click on *Open*. The name of the class list will appear in the *Name* field. Click on *Next* and follow the wizard to import the class list. An *Interact* template should be selected.

12) How do I create a participant list?

Click on the  *Participant* button. The *Participant* wizard will appear. Select '*Create New Participant List.*' Enter the name of the participant list and click on *Next*. Select the template (if you want to use one) you would like to use and click on *Next*. You can edit which fields will appear in the participant list by adding or removing them. Click on *Next*. Create groups (optional) and click on *Next*. The participant list template will appear for you to add participants to. Click on *Done* when complete.

13) Can I import the class lists I created in *Microsoft Excel* into *Actionpoint*?

Yes, class lists created in *Microsoft Excel* can be imported into *Actionpoint*. Open the class you created in *Excel*. In *Excel*, go to the *File* menu and select *Save As*. Enter the name of the class and click on the *Save as Type* drop down menu. Select *.CSV Comma Delimited* and click on *Save*. Close *Excel* and open *PowerPoint*. Click on the  *Participant* button. Select '*Import from a CSV file*' and click on the *Browse* button. Search for the class you saved as a .CSV, select it and click on *Open*. The name of the class will appear in the *Name* field. Click on *Next* and follow the wizard to import the class list.

14) How do I start a presentation so that my remotes will be activated?

You will need to present from the *Qwizdom* toolbar to ensure the remotes will be active during presentation. Click on the  *Presentation* button.

The *Presentation Setup* window will appear. Select the desired settings in the *Presentation Setup* window.

If you present the *PowerPoint* activity using standard *PowerPoint* procedures, your remotes will all say '*Inactive*.'

15) How do I use more than one host at a time?

Each host can handle 1000 remotes being sent at a time. If you have a larger group, you will want to use more hosts.

Setting up multiple hosts is a two-part process.

First, you must assign fixed numbers to the remotes using both hosts (only if using a fixed class, which is a typical scenario when using multiple hosts). Second, you must choose to use both hosts when setting up your presentation properties. After installing the program, plug both hosts into the computer to be used. Make sure both sets of drivers are installed and ready to use. Open *Microsoft PowerPoint* and click on the *Configuration*

Settings button. The  *Configuration Settings* window will appear. If you are using a fixed set, (the remotes will always be used with the same hosts) you will want to select that option and click on the *Assign* button. The *Remote Assignment* window will appear. Click on the *Host* drop-down menu to select the host you would first like to assign numbers to. The default session ID will appear on the right. You may type your own session ID there if you prefer. Click on *Start* and then turn on the desired number of remotes (no higher than 1000). When you are done with the first host, click on *Stop* and put the remotes aside for they will be turned off. Click on the *Host* drop-down menu and select the next host. Select or enter the session ID and click on *Start*. Turn on the desired number of remotes (no higher than 1000) and click on *Stop* when finished. When all remotes have been assigned to the hosts, click on *OK*.

Click on the  *Presentation* button and click on the *Remote Settings* tab. You will see all available hosts listed there. Select the host(s) you will be using. If you specified a unique session ID during the assigning process, be sure that you type that number under the *User Session* column. Select all the other appropriate choices in the setup area and click the *OK* button to begin your presentation.

16) How do I select the correct answer for a slide?

There are two ways to select the answer for a slide:

Click on the *Answer* drop-down menu and select the correct answer.

Type in an answer and press the *Enter* key to apply the answer. If you do not press *Enter*, the default value will appear in the answer field.

17) A window keeps appearing that says 'Resume Slide Show' after I begin my presentation. How do I get stop this from happening?

To stop this window from appearing, click on the X to close the window out. If you select '*Resume*', the window will continue to appear in subsequent presentations.

18) I entered the time/points in the *Timer/Points* field but the value doesn't save. How do I get it to save?

If you type in a value, you must press the *Enter* key on the keyboard to apply it.

19) In the *Configurations Settings* window, how do I know if I should use *Fixed set* or *Roaming* or *Participant Owned* mode?

Fixed set mode should be used if the same group of remotes will always be used with the same host. This scenario is most common in corporate and school settings. If you are going to share the set of remotes, you can still use this mode as long as the remotes always stay with the same host. The remotes are assigned a fixed number and the session ID is permanently assigned to the remotes. Participants may still log in using their participant ID if you select the option in the *Presentation Setup* window. This option allows the participant to pick up any remote rather than having to use the same remote each time.

Roaming or *Participant Owned* mode is best suited to university settings or situations where the participants will keep possession of the remotes and may be in several classes where different hosts are used. In this mode, the participants must have a numeric participant ID to enter into the remote. Each time the remote is used, a new session ID has to be entered into the remote.

20) What is a session ID and where do I find it?

A session ID is used to identify which host your remotes will be sending information to. Click on the  *Presentation* button. The *Presentation Setup* window will appear. Click on the *Remote Settings* tab. Select the host you will be using. You can either use the default session ID (six digit number which is also located on the bottom of the host) or create one. If you want to create one, type in a number in the *User Session* column. If you want to use the defaulted session ID, leave the *User Session* column blank. Since the session ID is not visible during presentation, it's best to have it written on the board or a place where the participants can see it.

21) How do I create a slide using *Qwizdom Actionpoint* in *PowerPoint*?

Open *PowerPoint* and you will see the *Qwizdom Actionpoint* toolbar. Click on *Insert Slide* and select the slide type. Then select the number of choices (if applicable) under *Type*. Create your question with the answer choices (if applicable) on the slide. Now select the answer (if applicable). Enter the number of points. If the point value you desire does not appear in the *Points* drop-down menu, type in the number and press the *Enter* key on the keyboard. Enter the time in the *Time* field. If the time value you desire does not appear in the *Timer* drop-down menu, type in the number and press the *Enter* key on the keyboard.

22) How can participants change their answers during a presentation?

Participants can only change their answers during a presentation if the feature has been enabled. Click on the  *Presentation* button and the *Presentation Setup* window will appear. In the *Presentation Setup* window, click on the *Remote Settings* tab. Select the '*Allow participants to change answer*' option to enable participants to change their answer during presentation. Participants would press the C (Clear) button on their remote and send their new response.

23) How do I go back to a previous slide using the instructor remote when in presentation?

To allow the instructor remote to go back to previous slides during presentation, click on the  *Presentation* button. In the *Presentation Setup* window, click on the *Presentation Settings* tab. Select the '*Allow Instructor to go back to previous slide*' option to enable the instructor remote to view previous slides during presentation. If you go back to a question slide and want participants to answer it again, press the ^{Fn}(9) button on the instructor remote or click on the *Re-pose** button on screen.

Check "Display function toolbar" in the Presentation Setup window to display the Re-pose button.

24) I received more remotes. How will the program know that I have more remotes?

You will need to change the number of estimated remotes. Click on the  *Configurations Settings* button. Type in the number of estimated remotes to reflect the number of remotes you currently have. The remotes will need a new Session ID programmed into them to match the host you are using.

25) Which version of Microsoft Excel do you need to run Qwizdom Actionpoint Reports?

To generate reports using *Qwizdom Actionpoint*, registered version of *Microsoft Excel 2003* or later is required-trial or limited versions are not applicable.

26) The session ID is zero. How do I correct this?

Unplug the host and close out of the program. Wait a few seconds and plug the host back in. Launch Actionpoint again and see if the session ID is still zero.

10.1 Uninstalling Software and Hardware

Uninstalling Qwizdom Actionpoint

Before uninstalling, be sure to relocate any materials saved within the *Qwizdom Actionpoint* folder (that you want to save) such as participant lists before uninstalling otherwise they will be deleted.

1. Go to *Add/Remove* programs in the *Control Panel*.
2. Search for *Qwizdom Actionpoint* and click *Remove*.
3. The *InstallShield* wizard will appear and follow the instructions.
4. Restart your computer for the changes to take affect.

Uninstalling USB Drivers

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

1. Go to your *Control Panel* from either your *Settings* or *Start* menu.
2. Double-click on *System* and click on the *Hardware* tab or *Device Manager* tab. If you go to the *Hardware* tab, click on the *Device Manager* button.
3. Search for the *Qwizdom RF Host* under *Universal Serial Bus Controllers*, *Ports*, and/or *Other* or *Unknown Devices*.
4. Double-click on the file and click on the *Driver* tab.
5. Select *Uninstall*.
6. Unplug your host after it is uninstalled and go back to the *Control Panel*.
7. Double-click on *Add or Remove Programs* and search for *FTDI Universal Serial Converter Drivers*.
8. When you find it, remove the file.
9. Now plug your host in. A prompt or wizard will appear notifying you of new hardware.
10. Follow the steps above for *Windows 2000/XP*.