



Qwizdom Interact User Guide

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1 Introduction

Qwizdom Interactive Learning and Assessment System

This is a user guide for the ***Qwizdom Interactive Learning and Assessment System***. This guide provides information with tips and special notes on using *Qwizdom*.

If you need technical support, use the [Troubleshooting](#) section to identify and solve problems related with using *Qwizdom Interact*. You may also use our interactive video tutorials available at <http://www.qwizdom.com/onlinehelp.htm> to assist you with our program. Contact Tech Support if you are in need of further assistance.

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2 Getting Started

Here is what you need to setup and complete before using the program:

1. Install *Qwizdom Interact*. This is the main program that needs to be installed to use the remotes. *Qwizdom Interact* must be installed first before installing curriculum. See [Installing Qwizdom on Windows](#) or [Installing Qwizdom on Macintosh](#) for directions on installing the software.
2. Take the USB cable and host, plug the host (normally located in the pouch of the remote case) into an open USB port. See [Initializing the Host](#) to install the USB drivers for the host.
3. The Q3 IR and Q4 RF remotes need two AA batteries (the provided AA batteries are located in the pouch of the remote case). The Q5 RF student and Q5 RF instructor remotes need to be charged for 24 hours before first use.
4. After the software and hardware are properly installed, you are ready to use *Qwizdom Interact*. If you need assistance with setting up your *Qwizdom* set, please contact [Tech Support](#).

2.1 Installing Qwizdom on Windows

System Requirements

Windows 98/00/ME/XP

800 MHz Pentium III and later

128 MB RAM (256 MB recommended)

Hard drive with 100 MB free space

16 bit color display

CD-ROM drive

Powered USB Port

Microsoft PowerPoint 2003 or later (for importing *PowerPoint* slides)

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

access in order to install your software.

Qwizdom Interact and *Qwizdom TA* are two separate programs and will not interfere with one another. If you currently have *Qwizdom TA* on your computer, leave it as is. ***Do not*** uninstall *Qwizdom TA* if you have materials and classes that need to be imported into *Qwizdom Interact*. If you do not have any classes or materials you want to import into *Qwizdom Interact*, then you can uninstall *Qwizdom TA*.

You need the Qwizdom Interact software to install on Windows computers. If you did not receive the Windows version of Qwizdom Interact (received the Mac version by error), please call Technical Support.

Windows 98/2000/NT/ME/XP

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

After the software has been successfully installed and registered, you will need to setup the hardware.

1. Using the USB cable located in the pouch of the remote case, plug the host into an open USB port on your computer. Go to [Initializing the Host](#) to setup the host. The host must be properly installed before remotes can be used.
2. Now go to [Remote Setup](#) to setup your remotes.

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

Uninstalling Qwizdom Interact

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

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

Software Updates

Updates are available online for existing customers at <http://www.qwizdom.com/downloads.htm>.

Updates are not full versions of the software. You must have existing software installed onto your computer before installing the latest update. If you have *Qwizdom TA* and are trying to install the *Qwizdom Interact* update, it will not work. If you do not have any version of our software installed, you cannot install the update because it isn't the full version of the software. To get the full version of the software, call 800-347-3050 to get information on purchasing.

Installing Curriculum

If you purchased a curriculum package, follow the directions below. Before installing your new

software, exit all applications. You may need to have administrator level access in order to install your software. *Qwizdom Interact* must be installed first before installing curriculum. You cannot install curriculum if *Qwizdom Interact* is not installed.

Windows 98/2000/NT/ME/XP

1. Insert the curriculum disc into the CD-ROM drive. The *Interact Install* window will appear.
2. Click on the *Install Curriculum* button.
3. Enter the curriculum product code. Entering the product code here is for the program to know which software to install. This is not registration. You register the curriculum within the program. The *Installation Type* windows will appear.
4. Click on *Stand-Alone Installation*. The curriculum will begin to install. This will take a few moments.
5. When the installation is complete, double-click on the *Qwizdom Interact* icon on your desktop to launch the program. A *New Activities Detected* window will appear.
6. Check the units you want imported into *Qwizdom Interact*. Each unit may take 2-5 minutes.
7. After all the units have imported, you will need to register your curriculum.
8. Go to the *Help* menu and select *Register Content*.
9. Type in the product key and click *Add*, then *Done* to register your content.

2.2 Installing Qwizdom on Macintosh

System Requirements

OS 10.4

600 MHz Power PC G3 and later

128 MB RAM (256 MB recommended)

Hard drive with 300 MB free space

16 bit color display

CD-ROM Drive

Powered USB Port

You need the *Qwizdom Mac Interact* software to install on Mac computers. If you did not receive the Mac version of *Qwizdom Interact* (received the Windows version by error), please call Technical Support.

Mac OS 10.4 or later

1. Insert your *Qwizdom Interact* into the CD-ROM drive.
2. Double-click on the CD.
3. Double-click on *Interact Installer*. The *Interact Installer* window will appear.
4. Click on *Continue*.
5. Please read the *Important Information* and click on *Continue*.
6. Please read the *Software License Agreement* and click on *Continue*. You will be prompted if you disagree or agree with the *Software License Agreement*.
7. Click on *Agree*.
8. Select the destination you want *Qwizdom Interact* to be installed on and click on *Continue*.
9. You can choose to a customized or upgrade installation. If you choose customize, select the package names you want to install, and click on *Easy Install*.
10. After selecting how you want to install the program, a prompt will appear asking you to restart your computer after installing.
11. Click on *Continue Installation*. *Qwizdom Interact* will install.
12. When installation is complete, click on *Restart* to restart the computer.

After the software has been successfully installed, you will need to setup the hardware.

1. Using the USB cable located in the pouch of the remote case, plug the host into an open USB port on your computer. The drivers are located on the *Qwizdom Interact* disc and should automatically install.
2. Now go to [**Remote Setup**](#) to setup your remotes.

Software Updates

Updates are available online for existing customers at <http://www.qwizdom.com/downloads.htm>. Updates are not full versions of the software. You must have existing software installed onto your computer before installing the latest update. If you have *Qwizdom TA* and are trying to install the *Qwizdom Interact* update, it will not work. If you do not have any version of our software installed, you cannot install the update because it isn't the full version of the software. To get the full version of the software, call 800-347-3050 to get information on purchasing.

Installing Curriculum

If you purchased a curriculum package, follow the directions below. Before installing your new software, exit all applications. You may need to have administrator level access in order to install your software. *Qwizdom Interact* must be installed first before installing curriculum. You cannot install curriculum if *Qwizdom Interact* is not installed.

Mac OS 10.3.9 and higher (OS 10.4 highly recommended)

1. Insert the curriculum disc into the CD-ROM drive. The curriculum icon will appear on the desktop.
2. Double-click on the curriculum icon on the desktop. The *Interact Curriculum Installer* will appear.
3. Click on *Install Curriculum*.
4. After the curriculum has installed, a prompt will appear saying 'Process Complete.'
5. Click *OK*.
6. Now launch *Qwizdom Interact*. The *New Content Found* window will appear.
7. Select the units you would like to import into *Qwizdom Interact* and click on *Import*.

3 Creating Folders

Folders organize the created or imported activities.

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



2. Click on the **New Folder** button.
3. Enter the folder name and click *OK*.
4. The folder will appear in the content tree on the left side of the screen. The folder is automatically saved in the content tree and is marked by a folder icon.

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

3.1 Deleting a Folder


1. In the content tree, select the folder you would like to delete.
2. Go to the *File* menu and select *Delete Folder and Contents*.
3. The folder is deleted and removed from the content tree.

3.2 Renaming a Folder

1. Select the folder you want to rename in the content tree.
2. Double click on the name of the folder. A box will appear around the name.
3. You are now able to change or revise the name of the folder.

4 Creating Activities

Activities are composed of slides and can be presented as lessons, tests, games, etc.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select a folder you want the activity to appear in (optional).
3. Click on the  *New Activity* button.
4. Enter the activity name and click *OK*.
5. The activity will appear in the content tree. The activity is automatically saved in the content tree.

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

4.1 Deleting Activities

1. In the content tree, select the activity you would like to delete.
2. Go to the *File* menu and select *Delete Activity*.
3. The activity is deleted and removed from the content tree.

4.2 Renaming an Activity

1. Select the activity you want to rename in the content tree.
2. Double-click on the activity. The *Activity Properties* window will appear.
3. Under the *Generic Properties* tab, change or revise the name of the activity in the *Name* box.
4. Click on *Done* when finished.

5 Creating Slides

Slides display information, images, sound, and animations for presentation purposes. (Go to [Adding Multimedia](#) for more information about adding multimedia.)

Below are the types of slides that can be created:

- Information- used for lesson review so that the instructor is able to talk while presenting the *Information* slide (or present it on paper). Only one slide per slide set is allowed for lessons.
- True or False-students answer by remote (or paper) True or False.
- Yes or No-students answer by remote (or paper) Yes or No.
- Multiple Choice-students select A-F choices for the correct answer by remote (or paper).
- Multiple Mark-students are able to select more than one choice for the answer; eliminates having to choose E or F for 'all of the above response.'
- Numeric Problem-students answer by remote (or paper) by keying in the answer and hitting the *Send* key.
- Sequence-students answer by remote (or paper) in sequence (i.e. What order do these go in?)
- Multiple Answer List-students answer by being called on by the teacher or answer on paper; students see all choices listed and in the *Number of Answers Needed* window, you would specify the number of choices.
- Fill In Completion-students answer by being called on by the teacher or answer on paper.
- Short Answer Specific-students answer by being called on by the teacher or answer on paper.
- Essay-teacher can print out the essay slides on paper for students to answer.

- *Rating Scale*-students answer a rating scale question by remote (i.e. on a scale from 1-7, how would you rate this?)

Creating an Information Slide

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



3. Click on the **New Set** button. You will be taken to the *Slide Editor* screen.
4. In the *Properties* tab, on the left side of the screen, is where you will set up your slide.
5. Select *Information* as the slide type.
6. Set the difficulty level, the time limit, and number of points (optional).
7. Now select the layout of the slide.
8. Enter text and add multimedia (optional) to the slide.
9. After creating the slide, there are two ways to exit out of the *Slide Editor*. Either go to *File* and



select *Close*; or click on the **New Q** button and you will be taken to a new slide. Slides you create will appear on the *Content* screen. Slides and any changes made to them are automatically saved in the activity.

TIP: You can rearrange slides in an activity simply by clicking and dragging the slides from left to right while in the *Content* screen.

Creating a Question and Answer Slide Set

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



3. Click on the **New Set** button. You will be taken to the *Slide Editor* screen.
4. In the *Properties* tab, on the left side of the screen, is where you will set up your slide.
5. Select a question type such as *Multiple Choice*, *Yes/No*, *True/False*, etc.
6. Set the difficulty level, the time limit, and number of points (optional).
7. Now select the layout of the slide.
8. Enter text and add multimedia (optional) to the slide.
9. Select the correct answer in the answer menu below the *Layout* and the answer slide will automatically generate.
10. After creating the slide, there are two ways to exit out of the *Slide Editor*. Either go to *File* and



select *Close*; or click on the **New Q** button and you will be taken to a new slide. Slides you create will appear on the *Content* screen. Slides and any changes made to them are automatically saved in the activity.

Creating Slides for Games

If you are creating an activity to play a game, question and answer slide sets are mandatory. Games cannot be played with non-remote answerable slides such as *Information*, *Fill In Completion*, etc. Answer slides are required for games even though the answer slides do not display during game mode. You cannot play a game with slides that do not have answer slides if you are wanting to use the remotes.

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



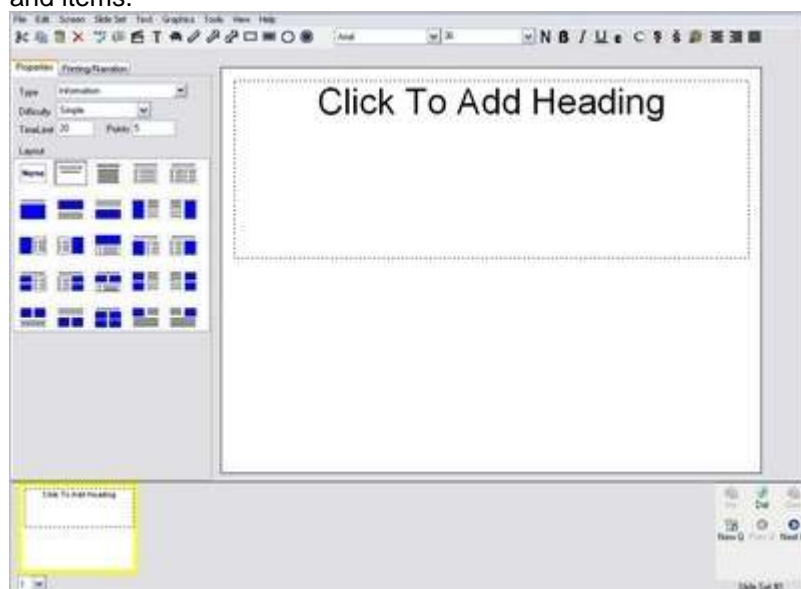
3. Click on the **New Set** button. You will be taken to the *Slide Editor* screen.
4. In the *Properties* tab, on the left side of the screen, is where you will set up your slide.
5. Select a question type such as *Multiple Choice*, *Yes/No*, *True/False*, etc.
6. Set the difficulty level, the time limit, and number of points (optional).
7. Now select the layout of the slide.
8. Enter text and add multimedia (optional) to the slide.
9. Select the correct answer in the answer menu below the *Layout* and the answer slide will automatically generate.
10. After creating the slide, there are two ways to exit out of the *Slide Editor*. Either go to *File* and



select *Close*; or click on the **New Q** button and you will be taken to a new slide. Slides you create will appear on the *Content* screen. Slides and any changes made to them are automatically saved in the activity.

5.1 About Slide Editor

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



Edit Menu



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

Font Menu

Arial -font selector
36 -font size selector

N -normal font
B -bolds font
I -changes font to italics
U -underlines font
c -converts font to lowercase

C -converts font to uppercase
S -superscript
š -subscript
 -color palette to change font and object color
 -center justify paragraph
 -right justify paragraph
 -full justify paragraph

History Window

The history window is the undo feature.

-redo all
 -redo
 -undo
 -undo all
 -clear history

Slide Properties

The screenshot shows a software interface with three tabs: Properties, Printing/Narration, and Media. The Properties tab is selected and contains the following settings:

- Type: Information
- Difficulty: Simple
- Time Limit: 20
- Points: 5
- Layout: Bullet Type: Round bullet

Below the settings are several icons representing different slide layouts, including text-only, image with text, and image with headline templates.

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

Printing/Narration Properties

The screenshot shows the Printing/Narration tab with the following sections:

- Printing**
- Question**: Includes a ☐ Customize checkbox and a Click To Add Heading button.
- Answer**: Includes a ☐ Customize checkbox and a Click To Add Heading button.
- Narration for current screen**: Includes a ☐ Customize checkbox, a speaker icon, and a Click To Add Heading button.

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

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

Media Search



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

Answer Menu



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

Quick Creator Menu



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



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



click on the **New Q** button.



Ins -insert/adds slides in slide set



Del -delete slide



Gen -generate answer slide



New Q -create new question slide



Prev Q -go back to previous question









Next Q -go to next question

5.2 Adding Multimedia





Adding Images

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

- Click on the  *Image* icon on the slide.
 - Go to *Graphics* menu and select *Set Image*.
 - Click on the  *Image* button in the toolbar.
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
 2. Select an activity in the content tree or create a new activity by clicking on the  *New Activity* button.
 3. Click on the  *New Set* button. You will then be taken to the *Slide Editor* screen.
 4. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
 5. Select a layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can insert an image by clicking on the  *Image* button in the toolbar or go to the *Graphics* menu and select *Set Image*.
 6. Click on the  *Image* icon on the slide (using the multimedia template) and the *Open* window will appear.
 7. Search for the image you want to use and select it.
 8. Click on *Open*. The image will appear on the slide.
 9. Add text or color to the slide (optional).
 10. When finished, go to the *File* menu and select *Close*.

Using Images from Qwizdom Interact










There are images available in *Qwizdom Interact* to use. The images will be in the *Images* folder within the *Qwizdom Interact* folder.

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select an activity in the content tree or create a new activity by clicking on the  *New Activity* button.
3. Click on the  *New Set* button. You will then be taken to the *Slide Editor* screen.
4. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
5. Select a layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can insert an image by clicking on the  *Image* button in the toolbar or go to the *Graphics* menu and select *Set Image*.
6. Click on the  *Image* icon on the slide (using the multimedia template) and the *Open* window will appear.

7. If it does not show the *Qwizdom* folder, drop down the *Look in:* menu and search for the *Qwizdom* folder under *My Computer*, *C:* drive, *Program Files*, and then you will see the *Qwizdom* folder.
8. Double-click on the *Qwizdom Interact* folder. There will be an *Images* folder. The images contained within that folder are ours and you are able to use them.
9. Double-click on the *Images* folder. You will see folders *0_9* through *Z*.
10. Double-click on any folder to view the images.
11. Select an image and click on *Open*. The image will appear on the slide.
12. Add text or color to the slide (optional).
13. When finished, go to the *File* menu and select *Close*.

Adding Sound

There are a few ways to add sound:

- Click on the  *Multimedia* icon on the slide
 - Go to the *Graphics* menu and select *Add Multimedia*
 - Click on the  *Multimedia* icon in the toolbar
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
 2. Select an activity in the content tree or create a new activity by clicking on the  *New Activity* button.
 3. Click on the  *New Set* button. You will then be taken to the *Slide Editor* screen.
 4. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
 5. Select the layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can add sound by clicking on the  *Multimedia* button in the toolbar or go to the *Graphics* menu and select *Add Multimedia*.
 6. Click on the  *Multimedia* icon on the slide (using the multimedia template) and the *Open* window will appear.
 7. Search for the sound file you want to add. You may need to change the file type in the *Files of Type* drop-down menu to view the file you're searching for.
 8. When you find the sound file you want to add to the slide, select it and click on *Open*. The  *Sound* button will appear on the right side of the slide indicating there is a sound file on the slide.
- NOTE: To remove a sound file from the slide, click on the sound icon and press the *Delete* key on your keyboard.**
9. Click on the  *Sound* button drop-down menu, located in the right corner of the slide.
 10. Select *Properties*. The *Multimedia Options* window will appear.
 11. Check options such as *Play when clicked*, *Repeat*, *Play automatically*, and any other options you prefer. The checked options turn on during presentation.
 12. Click *OK* to exit the *Multimedia Options* window.
 13. To play the sound, click on the  *Sound* button drop-down menu and select *Play/Stop*.
 14. Go to *File* and select *Close*.

Using Sound from Qwizdom Interact


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



2. Select an activity in the content tree or create a new activity by clicking on the **New Activity** button.




3. Click on the **New Set** button. You will then be taken to the *Slide Editor* screen.
4. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
5. Select the layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can add



sound by clicking on the  **Multimedia** button in the toolbar or go to the *Graphics* menu and select *Add Multimedia*.



6. Click on the **Multimedia** icon on the slide (using the multimedia template) and the *Open* window will appear. Double-click on the *Qwizdom Interact* folder. If it does not show the *Qwizdom* folder, drop down the *Look in:* menu and search for the *Qwizdom* folder under *My Computer*, *C:* drive, *Program Files*, and then you will see the *Qwizdom* folder.
7. Double-click on the '*4Tutorials*' folder. If you do not see the '*4Tutorials*' folder, drop down the *Look in:* menu and select the *C:* drive and double-click on *Program Files*, the *Qwizdom* folder, and the *Qwizdom Interact* folder.
8. Change the *Files of Type* to (.wav, .mp3) and search for 'quetzal.wav.'

9. Select 'quetzal.wav' and click on *Open*. The  **Sound** button will appear on the right side of the slide indicating that there is sound on the slide.

NOTE: To remove a sound file from the slide, click on the sound icon and press the *Delete* key on your keyboard.

10. Click on the  **Sound** button drop-down menu and select *Properties*. The *Multimedia Options* window will appear.
11. Check options such as *Play when clicked*, *Repeat*, *Play automatically*, and any other options you prefer. The checked options turn on during presentation.
12. Click *OK* to exit the *Multimedia Options* window.
13. To play the sound, click on the  **Sound** button drop-down menu and select *Play/Stop*.
14. Go to *File* and select *Close*.

Adding Video

There are a few ways to add multimedia:




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






- Click on the **Multimedia** icon in the toolbar
1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.



2. Select an activity in the content tree or create a new activity by clicking on the **New Activity** button.
3. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
4. Select the layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can add sound by clicking on the  **Multimedia** button in the toolbar or go to the *Graphics* menu and

select *Add Multimedia*.








5. Click on the  *Multimedia* icon on the slide (using the multimedia template) and the *Open* window will appear.
6. Search for the movie you want to add. You may need to change the file type in the *Files of Type* drop-down menu to the specific movie file you're searching for.
7. When you find the movie file you want to add to the slide, select it and click on *Open*. The movie should display on the slide and the  *Multimedia* icon will appear on the right side of the slide indicating that there is a movie on the slide.
8. Click on the  *Multimedia* drop-down menu and select *Properties*. The *Multimedia Options* window will appear.
9. Check options such as *Repeat*, *Visible in presentation*, *Play automatically*, and any other options you prefer. The checked options turn on during presentation.
10. Click *OK* to exit the *Multimedia Options* window.
11. To play the movie, double-click the movie, to stop it, click on the red X.
12. Go to *File* and select *Close*.

Using Video from Qwizdom Interact

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



2. Select an activity in the content tree or create a new activity by clicking on the  *New Activity* button.
3. Under *Type* in the *Properties* tab, select the type of slide you want to create (*Information*, *Multiple Choice*, etc.).
4. Select the layout that has a multimedia template. Multimedia templates have blue squares/rectangles in the layout. If you do not want to use a multimedia template, you can add sound by clicking on the  *Multimedia* button in the toolbar or go to the *Graphics* menu and select *Add Multimedia*.
5. Click on the  *Multimedia* icon on the slide (using the multimedia template) and the *Open* window will appear.
6. If it does not show the *Qwizdom* folder, drop down the *Look in:* menu and search for the *Qwizdom* folder under *My Computer*, *C: drive*, *Program Files*, and then you will see the *Qwizdom* folder.
7. Double-click on the *Qwizdom Interact* folder.
8. Double-click on the *Images* folder.
9. Double-click on the '*W*' folder.
10. Change the file type to *Shockwave Files (.swf)* and search for '*WaterCyc.swf*'.
11. Select '*WaterCyc.swf*' and click on *Open*. The movie should display on the slide and the  *Multimedia* icon will appear on the right of the slide indicating that there is a movie on the slide.
12. Click on the  *Multimedia* drop-down menu and select *Properties*. The *Multimedia Options* window will appear.
13. Check options such as *Repeat*, *Visible in presentation*, *Play automatically*, and any other options you prefer. The checked options turn on during presentation.
14. Click *OK* to exit the *Multimedia Options* window.
15. To play the movie, double-click the movie, to stop it, click on the red X.
16. Go to *File* and select *Close*.

5.2.1 Media Search

Searching for Multimedia Files

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



2. Select an activity in the content tree or create a new activity by clicking on the *New Activity* button.



3. Click on the *New Set* button. You will be taken to the *Slide Editor* screen.
4. Go to the *Edit* menu and click on the *Media* tab.
5. Type in a keyword and click on *Search*. If any images or multimedia files match the keyword, the files will appear in the *Media* tab window.
6. Click and drag the desired file and drop it onto the slide. If you drop an image file onto the slide, you may have to adjust/resize the image.

5.3 Equation Editor

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


Creating an Equation

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



2. Select an activity in the content tree or click on the *New Activity* button to create a new activity.



3. Click on the *New Set* button. You will then be taken to the *Slide Editor* screen.
4. Under *Type* in the *Properties* tab, select the type of slide you are wanting to create (*Numeric*, *Multiple Choice*, etc.) and select a layout.
5. There are two ways to insert an equation onto the slide-click on the  *Equation* button in the toolbar OR go to the *Text* menu and select *Create Equation* to activate *Equation Editor*. You will notice your mouse cursor will change into a plus sign.
6. Move the cursor so that it's on the slide and click the mouse. A text box will appear and the *Equation Editor* window will open.
7. Click on a button that has the equation template you want to use and select the template. The template will appear in the *Equation Editor* window.
8. Create the equation.
9. When finished, go to *File* and select *Exit and Return to Qwizdom Interact*. You will be taken back to the *Slide Editor* screen and the equation will appear on the slide.
10. If the equation is too small or large, resize the equation to the desired size. Read **Resizing Equations** below for more information.

Inserting an Equation in the Line of Text

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



2. Select the an activity in the content tree or click on the **New Activity** button to create a new activity.



3. Click on the **New Set** button. You will then be taken to the *Slide Editor* screen.
4. Under *Type* in the *Properties* tab, select the type of slide you are wanting to create (*Numeric*, *Multiple Choice*, etc.) and select a layout with a text template OR click on the **T** *Text* button to create a text box.
5. Place the cursor over a text box. There are two ways to place an equation in the line of text-right-click the mouse and select *Equation* OR go to the *Text* menu and select *Insert Equation*. The *Equation Editor* window will appear.
6. Click on a button that has the equation template you want to use and select the template. The template will appear in the *Equation Editor* window.
7. Create the equation.
8. When complete, go to *File* and select *Exit and Return to Qwizdom Interact*. You will be taken back to the *Slide Editor* screen and the equation will appear in the text box on the slide.
9. If the equation is too small or large, resize the equation to the desired size. Read **Resizing Equations** below for more information.

Editing an Equation

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

Changing the Font Size

1. Double-click on the equation on the slide. The *Equation Editor* window will open.
2. Go to the *Size* menu and select *Define*. The *Sizes* window will appear.
3. In the *Full* box, type in the number for the preferred font size. A font size of 50-80 works best. Usually font sizes in this range do not need to be resized on the slide.
4. Click *Apply* and then *Okay*. You will be taken back to the *Equation Editor* window.
5. Highlight the equation, go to the *Sizes* menu, and select *Full*. The font size will change to the size you set it as.
6. Go to *File* and select *Exit and Return to Qwizdom Interact*.

Resizing Equations

1. Double-click on a slide with an equation on it. The *Slide Editor* will open.
2. Left click once on the equation and you will see black handles flash on the inside of the equation box (not the white handles, white handles are for the text box and will not resize the equation).
3. Move the mouse over to where you saw one of the black handles. When the cursor is over one of the black handles, your cursor will change into a double-headed arrow.
4. Click on the black handles and drag with the mouse to resize the equation to the desired size. This can be tricky at first, but once you get it down, it will become easier.

5.4 Narration Setup

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

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



2. Select an activity in the content tree or click on the **New Activity** button to create a new activity.



3. Click on the **New Set** button. The *Slide Editor* will open.
4. Go to the *Edit* menu and select *Speech Options*. The *Speech Options* window will appear.
5. Select the narrator and adjust his or her voice as you like.
6. When you are done, click on *OK* to take you back to the *Slide Editor*.
7. Go to the *File* menu and select *Close* to go to the *Content* screen.

Customizing Narration within a Slide

1. Double-click on a slide you want to customize narration for. The *Slide Editor* will open.
2. Click on the *Printing/Narration* tab.
3. Click on the **Sound** button to hear how the narrator will read the slide.
4. If you want to alter the way she reads the slide (pronouncing words, pausing in between words/choices), go down to the Narration for Current Screen and check the *Customize* box.
5. When finished, go to the *File* menu and select *Close*. You will be taken back to the *Content* screen.
6. Click on the *Present* button. The *Presentation Setup* window will appear.
7. To activate the narrator for the presentation, check the *Narrate Slides* box under *4 Play Options* or check the *Narration* box (depending on the version of software).
8. Check the preferred options and select the class.
9. Click *Okay* when finished.
10. The narrator will begin reading while students listen and respond in with their remotes when necessary.

5.4.1 Recording and Adding Your Own Narration

Narration can be created and added to the slides. A microphone is needed to record your own narration.

Recording Your Narration

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select an activity that you would like to add narration to.
3. Go to the *Edit* menu and select *Record Narration*. The recorder will appear.
4. Click on the record button (red circle) to record the narration. The timer will start and the play button (triangle) will turn into the stop button (square).
5. When you are done recording the narration, click on the stop button (square).

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

Applying Your Narration

1. Select a slide in the activity you want to apply the narration to.
2. Now go to the *Edit* menu. You will see these options:
Save Narration-saves the narration to insert at a later time.
Save and Add Narration to Selected Slide-saves the file and inserts the narration to a selected slide. You must first select a slide before you choose this option.
Cancel Narration-closes the recording window without saving.
3. Select Save and Add Narration to Selected Slide. If this option is grayed out, it is because you need to select a slide (a selected slide will be highlighted with a yellow outline around the slide).
4. Double-click on the slide you added the narration to. *Slide Editor* will open. You will see the

sound icon in the upper right corner of the slide, indicating a sound file has been inserted.

6 Creating a Class

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

Creating a Class

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Go to *Class* and select *New Class*. The *Class Information* window will appear.
 - Name-name of the class
 - Type-*Normal*; regular class, *Anonymous*; list matches number of remotes (go to **Anonymous Class** below for more information).
 - Grade Scale-different options to grade all work; *Grade Scale*, *Credit-No Credit*, *European Scale*, *GPA Scale*
 - Remotes-number of remotes in class that will be in use-this option is designated for an *Anonymous* class. (Go to **Anonymous Class** below for more information.)
 - Comments-type in comments about class
 - Lecture #-(optional) type in the number of the lecture
 - Lab #-(optional) type in the number of the lab
3. Type in the name of the class.
4. Select *Normal* in the *Type* drop-down menu. You may include and fill in any other information.
5. Click on *Done* and you will be taken back to the *Students* screen. Go to [Adding Students](#) to learn how to add students to the class.

Anonymous Class

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


1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* menu and select *New Class*. The *Class Information* window will appear.
3. Type in the name of the class and select *Anonymous* under type.
4. Enter in the number of remotes in your class (e.g., *24 for 24 remotes*). The number of remotes will be the number of users in the anonymous class (e.g. *24 remotes-there will be 24 anonymous users in the class*). You may include and fill in any other information.
5. Click on *Done* when finished.

6.1 Adding Students

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

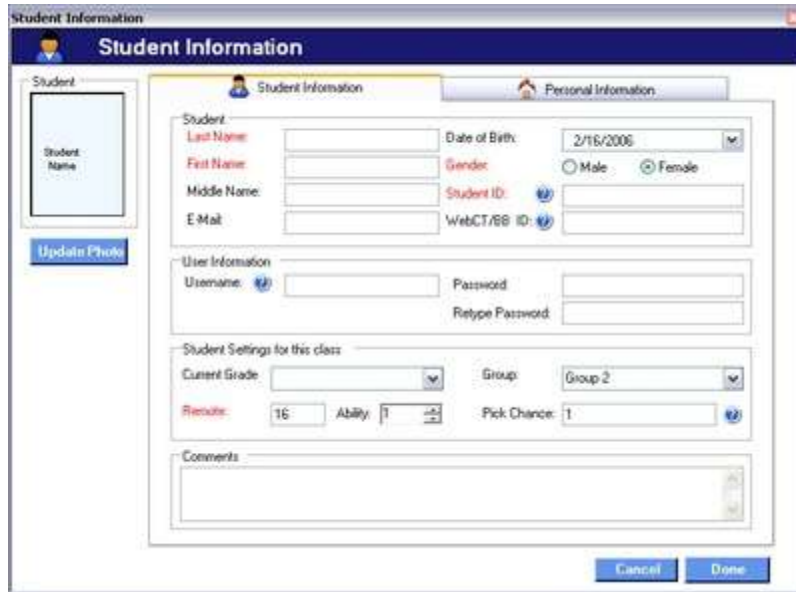
Creating a New Student

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

3. Click on the  **Add Student** button. The *Add a Student* window will appear.
4. Select '*I want to create a new student who is not already in the system*' and then click on the

Create New Student

Create New Student button. The *Student Information* window will appear.



NOTE: The fields marked in red are required; Name, Gender, Student ID, etc.

5. Fill out the required fields (in red)-*Last Name, First Name, Gender, Student ID, and Remote Number*. All other fields are optional.
6. Click on *Done* when complete.


Student Information tab window:

- Student section; *Last Name, First Name, Middle Name, Email, Date of Birth, Gender, Student ID*
- User Information section; *Username, Password, Retype Password*
- Student Settings for this Class section; *Current Grade, Remote, Ability, Group, Pick Chance*
- *Comments* (optional)
- The student ID is used for student remote registration. Student remote registration allows students to log into presentation if they are not using their assigned remote number. This option is helpful when you want students to be able to use any remote number and/or have absent students. Each student should have a unique student ID assigned to their name. Student ID's can be 1-10+ numbers long and cannot be repeated twice.
- The username and password are for students to log into student mode to complete activities, tests, and any other assignment they missed.
- *Pick Chance* is an option to set the chance of student being selected for random picks in presentation (presentation feature where you can call on random students with the teacher remote or use the mouse). 0 = Never, 1 = Normal, 2 = Twice as Likely.

Personal Information tab window:

- Attributes section; *Generic and Ethnicity*
- Contact Information; *Primary and Secondary*. *When e-mailing the student's reports, the reports will be sent to the e-mail address that is located on this tab.*
- *Notes*

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

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

- the box in the upper left-hand corner.
4. Check the necessary boxes under the *Generic* and *Ethnicity* tabs.
5. Fill out the *Primary* and *Secondary* (optional) contacts under *Contact Information*.
6. Include any other information you would like.
7. Click *Done* when complete.

Adding Existing Students by Student IDs

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



3. Click on the **Add Student** *Add Student* button. The *Add a Student* window will appear.
4. Select '*I want to add an existing student for whom I know the Student ID.*'
5. Type in the student's ID in the *Student ID* field.
6. Click on the *Add* button to add the student to the class.
7. Click on *Done* when complete.

Adding Existing Students from the Master List

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



3. Click on the **Add Student** *Add Student* button. The *Add a Student* window will appear.
4. Select '*I want to add an existing student from the Master Student List.*'
5. Click on the gray column to highlight the student. To select more than one student at a time, hold down the *Control* key while selecting students with the mouse.
6. Click on the *Add Selected Student(s)* button to add the student(s) to class.

6.2 Importing and Exporting Class Lists and Students

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

If you created a class list in *Microsoft Excel* and save it as a .CSV file, you can import it into *Qwizdom Interact*.

1. In *Microsoft Excel*, go to the *File* menu and select *Save As*. The *Save As* window will open.
2. Type in the name of the class list.
3. Click on the *Save as Type* drop-down menu.
4. Select *CSV (Comma Delimited) (*.csv)* as the file type the class will be saved as.
5. Select a location you want the class to be saved in and click on *Save*.

Now follow the instructions (below) for *Importing a .CSV File into Interact*.

Importing a .CSV File into Interact

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

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

Exporting Students from Interact into Excel

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

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* drop-down menu and select the class you want to export. The class you selected will open.
3. Go to *File* and select *Export* then *Students*.
4. The *Student Export* window will appear.
5. Select *Student Information* under '*What would you like to Export?*' and *Comma Delimited*.
6. *What would you like to Export?*

Student Information-exports *Student ID, Full Name, Email, Gender, Current Level, Ability, Birth Date, Group Number, Remote Number, Class Comments, and Generic Comments*.

Contact Information-exports *Contact Name, Address, Phone Number, Email, and Contact Method*.

Demographic Information-exports *Learning Disabled, Physically Challenged, Exceptional, Speech, Economically Challenged, Migrant, ESL, Title 1 Math, Title 1 Reading, American-Indian, Asian, Black, Hispanic, White, and Multi-Racial*.

Export Options

Comma Delimited-exports as a .CSV file

Tab Delimited-exports as a .txt file


Quotes around Fields-uses quotation marks to separate fields

7. Select the destination of where the file will be saved and then click *Export* when finished. The file will export and save to where it was directed to (e.g., *My Documents, Desktop*).

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

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

Exporting a Class List from Qwizdom TA

1. Open *Qwizdom TA* and click on the  *Students* button.
2. Double-click on the class you would like to export.
3. Go to the *File* menu and select *Export*.
4. A prompt will appear asking '*Which do you want to export?*'
5. Select *Students*. The *Export Students* window will appear.
6. Select the fields that have information such as *Last and First Name, ID, Username*. Do not export fields that are blank.
7. Click on *Export*. An export file window will appear.
8. Find a location to save the class and click on *Save*. It will save in a .txt file format.
9. Click the *Quit* button to exit out of *Qwizdom TA*.

Importing a Qwizdom TA Class into Qwizdom Interact

1. Open *Qwizdom Interact*; or go to the *Students* tab.
2. Go to the *Class* menu and select *New Class*.
3. Type in the name of the class along with any other information you would like to fill out. For more information, see [Creating a Class](#).
4. Click *Done* when class information entry is complete.
5. Go to the *File* menu and select *Import*, then *Students*. The *Open* window will appear.
6. Search for the exported class (it will be in a .txt file format) and select it.
7. Click on *Open*. The *Student Import* window will appear.
8. Select the appropriate columns for each field (e.g., Scott Jenkins; Scott goes into the *First Name* column, Jenkins goes into the *Last Name* column). You only need to select the matching columns

- for each field for one student to set all other students in the class. If you do not know or can't remember what the imported field is for, select it as 'None' in the *Qwizdom Interact* column.
- If the student's information appears under the Imported File column, uncheck the *First Record is Header* box. If there are heading names under the *Imported File* column, check the *First Record is Header* box. The first record in the image above is not a header so the box is unchecked.
 - Click on *Import* when complete. The class will appear in the grade book.

6.3 Managing Teachers

Adding and Editing Teachers

- Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
- Go to the *Class* menu and select *Edit Teachers*.
- These are the required fields; *First Name*, *Last Name*, *Username*, *Password*, and *Re-type Password*.

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

Deleting Teachers

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

6.3.1 Log In

You must be a teacher with administrative rights to enable and disable the login. See [Creating Teachers](#) for more information.

Enable Log In

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

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

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

Disable Log In

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

1. Open *Qwizdom Interact*.

2. Go to *File* and select *Disable Log In*.

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

If you are unable to log in, please contact Tech Support.

6.4 Building Groups

There are two ways of creating groups-automatically and manually. Groups are necessary for certain games (see [Games](#) for more information).

Automatically Creating Groups

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

2. Select the class, in the *Class* drop-down menu, you want to create groups for.



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

4. In the *Automatic* tab, select the *Grouping Action*.

5. There are three different ways to group students:

a) *Balance*-groups students by ability

b) *Group*-groups students evenly; one team may be odd depending on the number of students in your class

c) *Random*-groups students randomly; groups may be odd/even

Group Size-specify the number of students in each group

Exclude Absent Students-check this box to ignore students who are absent (go to [Attendance](#) for more information)

Select an Activity-use this drop-down menu to select the activity when you are assigning partners based on selected activity performance.

Assign Partners Based On-you are able to assign partners based on ability and performance

Overall Performance-based on overall grade in class

Selected Activity Performance-based on overall grade on a particular activity

Predefined Ability Rating-based on student's capability of learning

6. Under *Grouping Action*, select *Balance*.

7. Select *Overall Performance* under *Assign Partners Based On*.

8. Click on *Create* and then click on *Done* when finished.

Manually Creating Groups

1. Click on the **Groups** button. The *Group Management* window will open.

2. Select the *Manual* tab.

3. Click on the *Clear* button to clear the previously made groups.

4. Click on *New Group* to make groups (e.g., Group 1, Group 2).

5. Click on a student and then drag and drop the selected student into the desired group.

Clear-clears out groups created

New Group-creates groups (e.g., Group 1, Group 2)

Remove-removes the selected student from that group

6. Click *Done* when you are finished.

6.5 Seating Chart

The seating chart is used to track student seating and needs to be completed to take attendance. See [Attendance](#) for more information.

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



2. Select the class you want to setup the seating chart for and click on the **Seating** *Seating Chart* button to bring up the seating chart.



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



-displays the seating chart



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

Clear-clears all students from the grid back into the column on the right-hand side of the window

Arrange-organizes students in vertical and horizontal rows

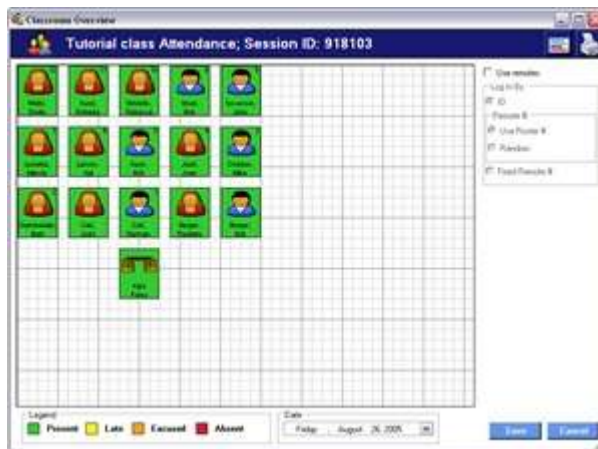
Done-click to complete the seating chart and be taken back to the previous screen

Cancel-exits out of the seating chart

3. The name of the class will appear at the top and the students will be in a column on the right.
4. Click on the *Arrange* button. The *Seat Setting* window will appear.
5. In the *Seat Setting* window, select the seating pattern, choose the furniture (you can select to show the teacher desk), and type in the number of rows and columns under *Arrangement*.
6. Click the *Arrange Seat* button when finished.
7. You can manually move students around by clicking on the student and dragging them to the desired location to adjust the seating arrangements.
8. Click on *Save* when you are finished.

6.6 Attendance

The seating chart must be completed before you start taking attendance (see [Seating Chart](#) for more information).



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



3. Click on the **Attendance** *Attendance* button to bring up the attendance chart.
4. Mark the attendance of each student.

- Click on **Save** when finished.



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



-displays the seating chart grid

Save-click to complete attendance and be taken back to the previous screen

Cancel-exits out of attendance

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

Present-green

Late-yellow

Excused-orange

Unexcused (or absent)-red

Taking Attendance by Student Login


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




- Click on the **Attendance** button to bring up the attendance chart.
- Select '*Use Remotes*.' The host will initialize. All the students will be marked absent (red) until they log in with their ID.
- Under *Remote #*, select *Use Roster #*, *Random*, or *Fixed Remote #*. Students can either sign in with their ID or turn on their remotes to log in.
- Using the RF remotes to log in, press the *Menu* key.
- Select *Login* and press the *Send* (double arrows) key.
- The students would enter their ID and press the *Send* (double arrows) key.
- Click on **Save** when finished.

6.7 Managing Class Lists and Students

To Edit a Class List

- Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
- Go to the *Class* drop-down menu to select the class you want to edit.
- Go to the *Class* menu and select *Class Properties* to edit the class such as the class name.
- When complete, click  **Done** to save changes and exit out of the window.

To Edit a Student

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

To Delete a Student

- Open *Qwizdom Interact*; or go to the *Students* tab.
- Go to the *Class* drop-down menu and select the class of the student you would like to delete.

- There are two ways in deleting a student from the class: select the student and click on the



Delete button OR double-click on the student and click on the **Delete From Class** Delete From Class button.

4. To completely delete a student out of the program, click on the **Delete From MasterList** Delete From Master List button.

NOTE: To permanently delete a student from Qwizdom Interact, you must delete the student from the master list.

5. A prompt will appear asking 'are you sure you want to delete this student from the current class? (this will also delete student's answers/scores).'
6. Click OK to delete the student or Cancel.

Deleting a Student from the Master List

1. Open Qwizdom Interact; or go to the *Students* tab.
2. Go to the *Class* menu and select *Edit Master List*.
3. Select the student you want to delete and click on the *Delete* button. You can select more than one student at a time by holding down the *Control* key as you select the students. When you delete a student from the master list, you are permanently removing the student from Qwizdom Interact.
4. Click on *Done* when finished.

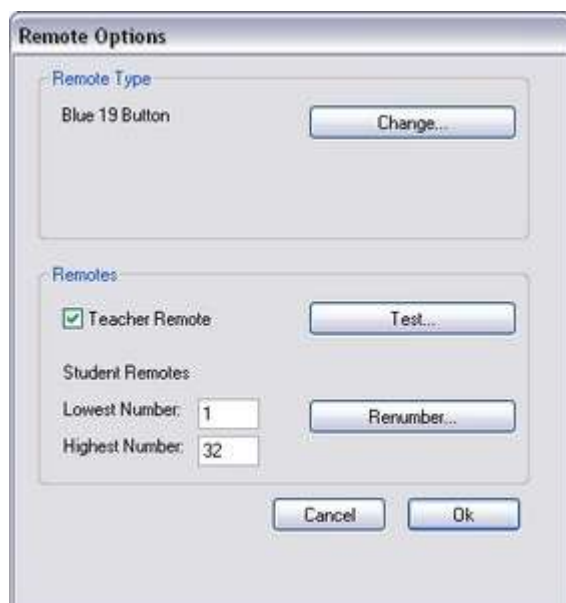
To Delete a Class List

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

7 Remote Setup

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

Q3 Remote Setup



- **Change**-this is where you select the correct remote type you are using
- **Teacher Remote**-make sure this option is checked in order to activate the teacher remote
- **Student Remotes; Lowest Number/Highest Number**-the lowest number would be the first remote in the remote set and the highest number would be the last remote in the remote set. (e.g., a 32 remote set; lowest number is 1, highest number is 32)
- **Test**-this is where you test that your remotes and receiver are responding correctly. You only need to test your remotes once to make sure all remotes are responding correctly. The only other time you should use this option is when you think your remote/host isn't working properly.
- **Renumber**-reassigns class remotes. When you click on *Renumber*, a window will appear asking if you would like to reassign remote numbers for *Current Class*, *My Classes*, or *All Classes*. Select the option of your choice to reassign the remotes. The remotes will be reassigned in numeric order from the first student in alphabetic order.

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



2. Click on the **Remotes** button. The *Remote Options* window will appear.
3. The *Remote Type* area is where you select the type of remote you have. Click on the *Change* button under *Remote Type*. The *Change Remote Type* window will appear.
4. Select your remote type to the *Q3 Blue with 19 Buttons (2002-Present)* and click *OK* when done. You will be taken back to the *Remote Options* window.
5. The *Teacher Remote* box should be checked (if you are not using a teacher remote, then leave the box unchecked).
6. The *Lowest* number is the first remote of the set and the *Highest* number is the last remote of the set (e.g., set of 1-24 remotes, lowest-1, highest-24).

Testing IR Remotes

1. Click on *Test*. The host will initialize and the *Test Remote* screen will appear. There will be a gray box of each remote number on the screen. (If it doesn't initialize, be sure the correct remote type you are using was selected. Go to [Initializing the Host](#) for troubleshooting.)
2. Press any key on the remote to test it; the number of the remote will light up in blue on the screen (e.g., press the 2 key on remote #5, remote #5 will light up in blue on screen) and the right/wrong lights on the remote will flash.
3. Select *Close* once you are done to exit the *Test Remote* screen and you will be taken back to the *Remote Options* window. Click *OK* to exit.

Q4 RF and Q5 RF Remote Setup



- **Change**-this is where you select the remote type you are using
- **Classroom Set**-select this option if the same group of remotes will always be used with the same host (receiver). This scenario is most common in K-12 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. Students may still log in using their student ID/user ID if you select the option in the *Presentation Setup* window. This option allows the student to pick up any remote rather than having to use the same remote each time.
- **Roaming or Student Owned**-check this option for university settings or situations where the students will keep possession of the remotes and may be in several classes where different hosts are used. In this mode, the students must have a numerical student ID/user ID to put into the remote, and each time the remote is used a new session ID must be entered into the remote.
- **Enable Backlight**-select to activate the remotes Backlight
- **Teacher Remote**-select to activate the instructor remote
- **Student Remotes; Lowest Number/Highest Number**-the lowest number would be the first remote in the remote set and the highest number would be the last remote in the remote set. (e.g., a 32 remote set; lowest number is 1, highest number is 32)
- **Test**-this is where you test that your remotes and host are responding correctly. You only need to test your remotes once to make sure all remotes are responding correctly. The only other time you should use this option is when you think your remote/host isn't working properly.
- **Assign Fixed Numbers**-click this button if you selected *Classroom Set* to assign remotes a fixed number. Assigning fixed numbers assigns an internal number on the remote (e.g. remote #1, remote #2, etc.).
- **Renumber**-reassigns class remotes. When you click on *Renumber*, a window will appear asking if you would like to reassign remote numbers for *Current Class*, *My Classes*, or *All Classes*. Select the option of your choice to reassign the remotes. The remotes will be reassigned in numeric order from the first student in alphabetic order.

The Q5 RF student and instructor remotes need to be charged 24 hours before using.

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



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

5. Select your remote type to one of the RF remotes and click *OK* when done. The host will initialize (if the USB drivers were properly installed and the correct remote type was selected). If the host does not initialize, please see [*Initializing the Host*](#) for troubleshooting. You will be taken back to the *Remote Options* window.
6. Select *Classroom Set* or *Roaming or Student Owned*. Most users will select *Classroom Set*. *Roaming or Student Owned* are intended for higher education such as colleges, universities, etc.
7. The *Teacher Remote* box should be checked (if you are not using a teacher remote, then leave the box unchecked).
8. The *Lowest* number is the first remote of the set and the *Highest* number is the last remote of the set (e.g., set of 1-24 remotes, lowest-1, highest-24).

Assigning Fixed Numbers

If you have selected *Classroom Set*, follow the steps below. If you have selected to use *Roaming or Student Owned*, you do not need to assign fixed numbers.

1. Be sure the remotes are turned off and click on the *Assign Fixed Numbers* button. The *Assign Remotes* screen will open. There will be a gray box of each remote number on the screen.
2. Turn on a student remote, enter in the session ID (session ID is located in the remote options title bar), and press the *Send* key. The number of the remote will light up in blue on the screen and the remote number will appear on the LCD display on the remote.
3. Repeat step 2 for the rest of the remotes. The remotes will number sequentially in the order you turn them on.
4. After all the remotes have been assigned fixed number, click on the *Save* button. You will be taken back to the *Remote Options* window.
5. Click *OK* to exit out of the *Remote Options* window.

Testing RF Remotes

You only need to test the remotes once to ensure the remotes are responding correctly. The only other time you should need to test remotes again is when you suspect a remote or host isn't working properly. If you have selected to use *Roaming or Student Owned*, you do not need to test your remotes.

1. Click on the *Test* button in the *Remote Options* window. The *Test Remotes* screen will open. There will be a gray box of each remote number on the screen.
2. Turn on the student remotes. The number of the remote will light up in blue on the screen.
3. After all the remotes have tested correctly, click on *Close* to exit the *Test Remote* screen and you will be taken back to the *Remote Options* window.
4. Click *OK* to exit out of the *Remote Options* window.

7.1 Q3 IR Remote Diagram

Q3 IR Student Remote



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

Q3 Instructor Remote









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

7.2 Q4 RF Remote Diagram

Q4 RF Student Remote




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

7.3 Q5 RF Remote Diagram




Q5 RF Student Remote



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

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



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


7.4 RF Remote Setup

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



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

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



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



10. Select an activity in the content tree and click on the  *Present* button. The *Presentation Setup* window will appear.
 11. Check the preferred options and select the class.
 12. Click *OK* and the presentation will begin.
 13. If the RF remotes are on, they may have gone to 'sleep.' The LCD screen will either be blank or say '*Push Key*' or '*Not Active.*' If the remotes are asleep, press any key on the remote to 'wake it up.'
 14. The instructor remote will say '*Last Key*' and displays what key was last pressed.
 15. If you are in presentation and need to enter in a session ID, click on the  *Toggle* button in the presentation menu at the top left part of the screen.
 16. The session ID will appear in the title bar at the top of the screen.
 17. When the question slide appears on screen, the choices will display on the remote. For example, if a multiple choice slide is up, the remote will show the letter choices that are available.
 18. The student would select the letter and then press the *Send* key to send their response.
- When the presentation is over, turn off remotes. The remotes do not automatically shut off. For the Q4 RF remote, hold down the *Menu* key to turn the remote off. For the Q5 RF remote, use the power switch (located on the top right side of the remote) to turn the remote off.

Changing Session IDs

If the RF remote says '*No Net.*' it could be that the session ID has been entered incorrectly.

1. To change the session ID, wait for the remote to say '*No Net.*'
2. Press the *Menu* key when the remote says '*No Net.*'
3. Use the arrows to scroll to *Enter Session ID* or *Sess. ID*.
4. Press the *Send* (double arrows) key to select the option. For the Q4 remotes, the remotes will display the current session ID and will ask if you would like to change the ID. Press *T* (Yes) to change the session ID.
5. Enter the session ID and press the *Send* (double arrows) key.

7.5 Student Remote Login

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

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

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

IR Remote Log In

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



2. Select an activity and click on the *Present* button. The *Presentation Setup* window will appear.
3. To enable students to login with their ID, check the *Log In By User ID* box under the *Remotes* section.
4. Check the preferred options and select the class.
5. Click *Okay* when you are finished setting up the presentation.
6. The registration screen will appear.
7. Have each student type in their student ID and hit the *Send* key. Their name along with the number of the remote will appear on screen. (e.g., a student will press 0-4-3-1-0-4 on the remote and then hit the *Send* key to log on)
8. If the student keys in the incorrect ID, have them hit the *Clear* button on their remote and then enter in their student ID.

RF Remote Log In

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



2. Select an activity and click on the *Present* button. The *Presentation Setup* window will appear.
3. To enable students to login with their ID, check the *Log In By User ID* box under the *Remotes* section.
4. Check the preferred options and select the class.
5. Click *Okay* when you are finished setting up the presentation.
6. The registration screen will appear.
7. Have each student type in their student ID and hit the *Send* key. (e.g., a student will press 0-4-3-1-0-4 on the remote and then hit the *Send* key to log on)
8. Their name and the number of their remote will appear on screen.
9. If the student keys in the incorrect ID, or two or more students attempt to enter the same student ID, the name of the student will appear in the *Login Conflict* log.
10. The instructor can choose to *Kick*, *Keep*, or *Remove* the students attempting to log in with a duplicate student ID.
 - *Kick*-denies student access to the presentation
 - *Keep*-allows that student to use the student ID
 - *Remove*-removes the student and has them re-enter the correct student ID

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

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

8 Presentation

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

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

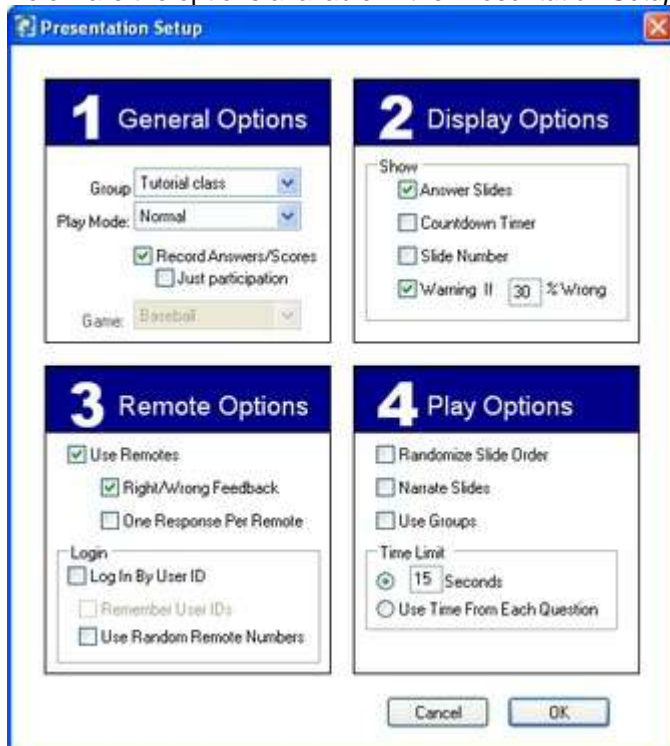


2. Select an activity in the content tree and click on the *Present* button. The *Presentation Setup* window will appear.

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

3. Check the preferred options and select the class.
4. When the setup is complete, click *OK*.
5. After clicking *OK*, two messages will flash across the screen. The first one will read '*Initializing Host.*' This means the computer is responding and reading the host. It is attempting to establish communications with the host. Once the computer successfully establishes communications with the host, a second message '*host Initialized*' will display. You should now see the first slide of the presentation.

Below are the options available in the *Presentation Setup* window:

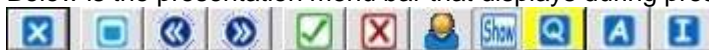


- *None*-choose this option to run a presentation without using remotes and class.
- *Record Answers/Scores*-checking this box records the responses/score for an activity.
- *Narration*-checking this box turns on the narrator for the presentation-see [Narration Setup](#) for more information.
- *Group*-select the class from the list that will be going into presentation.
- *Remotes*-allows user to setup remote options for a presentation.

- Show-allows features such as *Questions*, *Answers*, *Information*, and *Set Number* for viewing during presentation
- Timer-allows user to set time limit for question response; also used for *Autopilot Loop*.
- Game Options-select the type of game and have the students play as groups or individuals.
- Use as Spontaneous Survey-presents the activity as a survey.
- Autopilot Loop-the presentation will restart itself continuously.
- Randomize Slide Order-rearranges the slide order for that presentation only.
- Use as Answer Key-presents the activity as an answer key.
- Review Mode-presents the activity as a lesson (cannot use remotes).












- Group-select the class from the list that will be going into presentation.
- Play Mode-select *Normal*, *AutoPilot*, *Answer Key*, *Review*, *Spontaneous Survey*, or *Game*.
- Record Answers/Scores-checking this box records the responses/score for an activity.
- Just Participation-a presentation for sensitive material (survey) and does not record the responses/score but appears in the grade book to show that the users participated. You are able to view the responses with the response chart.
- Game-select game type.
- Display Options-allows features such as *Answer Slides*, *Countdown Timer*, *Slide Number*, and *Warning if % Wrong* for viewing during presentation.
- Remote Options-allows user to setup remote options for a presentation.
- Randomize Slide Order-rearranges the slide order for that presentation only.
- Narrate Slides-checking this box turns on the narrator for the presentation-see [Narration Setup](#) for more information.
- Use Groups-turns on group mode when checked-be sure groups have been created in the Students section. See [Building Groups](#) for more information.
- Time Limit-allows user to set time limit for question response or use time from each slide set.

Below is the presentation menu bar that displays during presentation:










*Not all options will be available,

depending on the presentation type.

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

Presentation Options

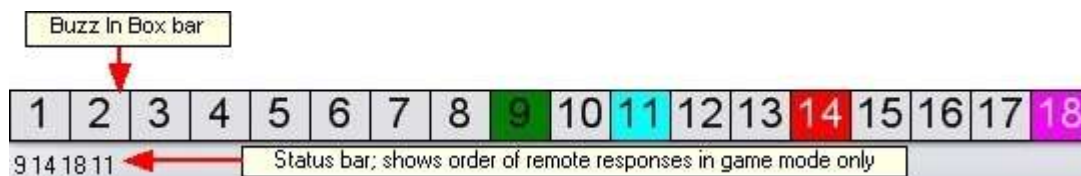
- To navigate through slides in a presentation, click on the  and  buttons; on the IR instructor remote press the 7 and 9 keys (double arrows) or for the RF instructor remote, press the left and right arrows (on the thumb pad) to navigate through slides in a presentation.
- To navigate through individual slides (e.g., question, then show the answer), click on the , , or  buttons; on the IR instructor remote press the . and / keys (single arrow) or for the RF instructor remote, press the up and down arrows (on the thumb pad) to navigate through individual slides.
- To toggle full screen and hide/show the top menu bar, click on the  button; on the IR instructor remote, press the *Send* key or on the RF instructor remote, press the C (clear) key to toggle full screen and hide/show the top menu bar.
- Press the *Control* key with the letter G key to display the response graph/chart; on the IR instructor remote, press the *Delta* (triangle) key or on the RF instructor remote, press the / key (chart with arrow pointing to right) to display the response graph/chart.
- To exit the presentation, click on the  button.
- For the IR instructor remote, press the 0 key (*Play*) or for the RF instructor remote, press the 8 key to toggle the autopilot on/off.

The Buzz In Box and Status Bar

The *Buzz In Box* displays the remote numbers at the bottom of the screen during presentation (press the *Control* key with the letter B key show/hide *Buzz In Box* bar, press the *Control* key with the letter H key to show/hide the *Status Bar*; on the IR instructor remote, use the CLR key or on the RF instructor remote, press the C (clear) key to show/hide both status bars).



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



Presentation Options Associated with Remotes

- The **Send** icon displays when the student(s) are required to input their answer and hit the *Send* key on their remote. This is only necessary for multiple mark, numeric, and sequential questions.
- The **?** icon will appear when spontaneous questions are posed.
- If a student needs help during presentation, on the IR remotes, they can press the ? (question mark) key or on the RF remotes, press the *Menu* key to select *Help* and press *Send* on their remote to request for help. This **Clr ? 1** icon will display. The 1 represents the number of students that requested help (*only one student needs help*); the arrow will point away from the number to indicate the number of students that requested help. Click on the arrow to display the numbers of the student remotes **Clr ? 16** that need help (e.g., *the student with remote 16 requested help*); the arrow will point in to show the remote number(s) that requested help. On the RF instructor remote, a list of the names requesting help will appear on the LCD.
- Press the 1 key on the IR instructor remote, select *Clear All* and press *Send*, or use the mouse to click on the icon to clear out the requested help.

8.1 Response Graphs

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

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

Bar Graph-each bar represents the number of students that responded in with the answer choices.

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

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

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


9 Spontaneous Questions and Surveys

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

Posing a Spontaneous Question using the IR Instructor Remote

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




2. Select an activity in the content tree and click on the *Present* button.
3. Check the preferred options and select the class.
4. Click *OK* to start the presentation.
5. Anytime during the presentation, ask the class a question and give them answers to choose from (A, B, C, True or False, etc.).
6. After asking the question, press the ? (question mark) key on the instructor remote.
7. Press the answer and then the *Send* key. A  question mark icon will appear. This icon tells students a question has been posed.
8. Students will select the answer and press the *Send* key (double arrows) to send in their response. After the students have responded in, press the *Delta* (triangle) key on the teacher remote to pull up the graph. The graph shows how many students answered each of the following choices.
9. When the presentation is complete, exit by clicking on the blue X in the upper left corner of the screen. A prompt will appear letting you know that the feedback for the spontaneous questions have been saved as a .csv file in the *Qwizdom Interact* folder.
10. To retrieve the feedback, go to [***Collecting Spontaneous and Survey Feedback***](#) for more information.

Posing a Spontaneous Question using the RF Instructor Remote

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



2. Select an activity in the content tree and click on the *Present* button.
3. Check the preferred options and select the class.
4. Click *OK* to start the presentation.
5. Anytime during the presentation, ask the class a question and give them answers to choose from (A, B, C, True or False, etc.).
6. After asking the question, press the - (*New Q*) key on the instructor remote.
7. Select the question type by pressing the circle key (in the middle of the thumb pad) or the *Send* key (double arrows).
8. Select the answer by pressing the circle key (in the middle of the thumb pad) or the *Send* key (double arrows). A  question mark icon will appear. This icon tells students a question has been posed.
9. Students will select the answer and press the *Send* key (double arrows) to send in their response. After the students have responded in, there are two ways to view their results. Either press the / key (chart with arrow pointing to right) so that everyone can view the results or press the 0 key (chart) to privately view the results on the instructor remote.
10. When the presentation is complete, exit by clicking on the blue X in the upper left corner of the screen. A prompt will appear letting you know that the feedback for the spontaneous questions have been saved as a .csv file in the *Qwizdom Interact* folder. Go to [***Collecting Spontaneous and Survey Feedback***](#) for more information.

Surveys

Surveys are for feedback and you will be able to get instant feedback when participants answer questions in presentation mode. An anonymous class is used for users to participate in a survey. See ***Anonymous Class*** in the [***Creating a Class***](#) section for more information.

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. There are a couple of ways to create a survey. You are able to:
 - use an existing activity-surveys can be presented by using pre-made activities, or

- create an activity-surveys can be presented by slides that are created with questions on them.



3. Click on the **New Activity** *New Activity* button.
4. Type in the activity name. The activity will appear in the content tree.



5. Click on the **New Set** *New Set* button. The *Slide Editor* will open.
6. Create question slides for the survey. All slides must be remote answerable (*Multiple Choice, True/False, Numeric, etc.*)



7. After the questions have been created, click on the **Present** *Present* button. The *Presentation Setup* window will appear.
8. Select the anonymous class and click *OK* when finished.
9. Participants will answer using the remotes.
10. Use the instructor remote to pull up a response graph to show the results as each slide is answered.
11. You can also generate reports to view the results. After the presentation is finished, exit out by clicking on the blue X in the upper left corner of the screen.
12. Click on the *Students* tab and click on the *Reports* button. The *Reporting* wizard will appear.
13. Select the class and activity.
14. Select the report type and click on *View* or *Done* (depending on the version of the software). The report will generate for you to view, e-mail, print, or save.

9.1 Answer Key Surveys

Answer keys can be used for surveys using an anonymous class. As an example of how one can use an answer key survey, let's create a poll to elect a new class president. In order to do an answer key survey, you will need an anonymous class. Go to [Creating a Class](#) to create an anonymous class.

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



2. Go to the **New Activity** *New Activity* button to the drop down menu and select *Answer Key*.
3. Type in the name of the answer key and click on *OK*. The answer key grid will appear.
4. Select the question type (*Multiple Choice, Yes/No, True/False*) and select *Survey* as the answer.
5. Click on **Insert** *Insert* to add more questions.
6. When the answer key is complete, click on the **Save** *Save* button.



7. Click on the **Present** *Present* button. The *Presentation Setup* window will appear.
8. Select the anonymous class and check the preferred options.
9. Click *OK* and a prompt will appear asking 'Do you want survey mode? When a user is finished, another user can start by pressing Send or Minus. This continues until you close presentation.'
10. Click on *Survey*. The answer key grid will appear.
11. Users can send their response in using the remotes. Say that you only have 30 remotes but there will be 100 users participating. After a user sends in his/her response, another user can pick up that same remote and send in his/her response.
12. Using the IR remote, the next user would press the *Send* or - key on the remote and then send in his/her answer. Using the RF remote, the next user will press the right arrow, enter his/her response, and press the *Send* key (double arrows).

13. When the survey is complete, exit the presentation by clicking on the blue X in the upper left corner of the screen.
14. Click on the *Students* tab and click on the *Reports* button. The *Reporting* wizard will appear.
15. Select the class and activity.
16. Select the report type and click on *View* or *Done* (depending on the version of the software) to generate a report. The report will generate for you to view, e-mail, print, or save. To retrieve the feedback, go to [Collecting Spontaneous and Survey Feedback](#) for more information.

9.2 Spontaneous Survey Bar

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

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



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

NOTE: Double-click on the owl to toggle between *Qwizdom Interact* and another program.

8. You can choose to type the question in the text box for everyone to view.
9. Select *Multiple Choice* as the question type and *4 Answer* as the number of answer choices.
10. Click on the *Start* button for the survey to begin.
11. Ask the question and give the answer choices for the class to choose from.
12. Students will send their responses using the remotes.
13. When all responses have been received, the graph will show 100% have responded.
14. Click on the *Stop* button.
15. Either select the correct answer or leave the answer as *Survey*.
16. Click the pie chart icon to bring up the response graph. For more information on response graphs, see [Response Graphs](#).
17. Click on the *New* button to ask another question. When you are finished with the survey, click on the red X button to end the presentation.
18. A prompt will appear asking you if you want to save your spontaneous question answers.
19. Click on *Save*.
20. Another prompt will appear telling you where the spontaneous answers are saved at. The spontaneous session files are saved as a .CSV file on the hard drive in the *Spontaneous Sessions* folder in *Qwizdom Interact* (double-click on *My Computer*, double-click on *Program Files* folder, double-click on *Qwizdom* folder, double-click on *Qwizdom Interact* folder, double-click on *Spontaneous Sessions* folder). Open *Microsoft Excel*, *Wordpad*, *Microsoft Works Spreadsheet* or other .CSV supported programs to see the results. To retrieve the feedback, go to [Collecting Spontaneous and Survey Feedback](#) for more information.
21. Since this is a survey, there will not be grades for the activity, only responses.
22. Select the activity and click on the *Reports* button.
23. Select *Class Answer*, *Student Answer*, or the *Quick Class* report to view the results of the spontaneous activity.

9.3 Collecting Spontaneous and Survey Feedback

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

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, go to the *Students* tab.
2. Select the class you would like to export answer data from.
3. Click on the activity name in the grade book. The column will highlight in yellow.
4. Go to *File* and select *Export Answer Data*.
5. The *Activity Answers Export* window will appear.
6. Click on the *Export* button. An *Open* window will appear.
7. Find a location to save the file (e.g., *My Documents*, *Desktop*) and type in the file name.
8. Click on *Save*. The file will be saved in .CSV file format which is supported by *Microsoft Excel* or other .csv supported programs.
9. Double-click on the *My Computer* icon.
10. Double-click on the *C Drive*.
11. Double-click on the *Program Files* folder.
12. Double-click on the *Qwizdom* folder.
13. Double-click on the *Qwizdom Interact* folder.
14. Double-click on the *Spontaneous Sessions* folder. You will find the feedback (.csv file).

There is another way to get the feedback collected during presentation. You can also export the answer data.

1. To export class data, click on the *Students* tab (after exiting the presentation).
2. Click on the activity name in the grade book (the column will highlight in yellow) and go to the *File* menu.
3. Select *Export Class Data* and the *Save* window will appear.
4. Save the file in a desired location and click on *Save*. The file will save as a .csv file.

10 Create an Answer Key

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

*Answer keys can only be used with the RF remotes.

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



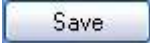
2. Click on the *New Activity* drop-down menu and select *Add Answer Key*.
3. Type in the name of the answer key. The answer key will appear in the content tree (on the left and the answer key grid will appear on the right).

There are six columns in the answer key:


- Number-the number of the question
- Type-the type of question being presented (e.g., *multiple choice*, *short answer*, *numeric*, etc.)
- Answer-correct answer to the question
- Answer 2 (Alt, Min)-alternate answer or more than one answer to the question (e.g., *answer is 70.9, but it can be rounded to 71 and be correct as well*).
- Answer 3 (Alt, Max)-alternate answer or more than one answer to the question (e.g., *selecting more than one choice for the answer*)
- Points-number of points assigned to the question (e.g., *question #1 is worth 25 points*).

Select a question type and type in the answer for question one.


4. Click on the  *Insert* button below. This will create another question.

5. Repeat step 4 and 5 until the answer key is complete.
6. Click on the  Save button to save the completed answer key.
7. Print and pass out the questions (generated from text books, another program, etc.) to the students. If you are printing a *Qwizdom Interact* activity, select the activity in the content tree, and



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



9. Select the answer key activity and click on the  Present button. The *Presentation Setup* window will appear.
10. Select the correct class under *Groups* and click *OK*. A prompt will appear asking 'Do you want the students to be able to change their answers? If you choose Yes, the Right/Wrong feedback will be disabled.' Select Yes or No. The presentation will start.

For RF remotes: the question number with the answer choices will appear on the remote. Use the left/right triangles (arrows) to go to the next question. The remote will ask if you are finished, select Yes. If you are not finished with the test because you have to change answers or answer skipped questions (if you have enabled to change answers), select No. Be sure that you have completed the test because once you press Yes, you cannot go back. A plus sign will appear in the box next to the student remote number that the activity has been completed.

10.1 Changing Answers in an Answer Key

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

During presentation, a student is working on an answer key* activity. The student is on a question but would like to go back to change the answer for previous question.

**Answer keys can only be used with the RF remotes.*

Using RF Remotes

1. During an answer key, press the left and right arrows to go to the question that you would like to change the answer for.
2. When the question number of the answer you want to change appears, press the *Clear* button.
3. Select the answer and press the *Send* (double arrows) key.
4. Use the left and right arrows to get back to the question number you left off on.


10.2 Taking Multiple Activities with an Answer Key

Students can take different tests using one answer key*.

**Answer keys can only be used with the RF remotes.*

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



3. Click on the  Present button drop down menu.
4. Select *Present Multiple Tests (Answer Key Mode)*. The *Presentation Setup* window will appear.

5. Select the class and click *OK* when finished.
6. A prompt will appear asking if you would like to allow students to change their answer. Select *Yes* or *No*.
7. The answer key grid will appear. Students will enter the activity ID using their remotes. The activity ID lets the program know which student is taking a particular activity.
8. A plus sign will appear next the student's remote number once the activity has been completed.
9. When all the students have completed their activities, exit the presentation.
10. Click on the *Students* tab to go to the grade book to view the scores.

10.3 Resuming Answer Keys

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

**Answer keys can only be used with the RF remotes.*

1. Select the answer key that needs to be completed and click on the *Present* button. The *Presentation Setup* window will appear.
2. Select the class under *Groups* and click *Okay*. The presentation will begin.
3. A prompt will ask you if you would like to *Resume*, *Start Over*, or *Cancel*. Click on *Resume*. The answer key will appear. You will see the student remote numbers and the question boxes next to them.
4. To pick up from where the students left off, press the *Send* key on any one of the remotes to get started. Only one student remote is needed to press the *Send* key.
5. The question number that the student left off on will appear on the RF remote. The students can now resume in completing the answer key.


10.4 Using an Existing Activity as an Answer Key

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


**Answer keys can only be used with the RF remotes.*

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



2. Select an activity in the content tree and click on the  *Print* button. The *Qwizdom Printing* window will appear.
3. Click on *Print* and pass out the activity. Students will work off the paper and use the remotes to send in their answers.



4. Click on the  *Present* button.
5. Select the correct class under *Groups* and select *Answer Key* as the *Play Mode* or check the *Use as Answer Key* box (options may vary due to version of software).
6. Click *OK* and it will start the presentation.
7. A prompt will appear asking if you would like to allow students to change their answers. Select *Yes* or *No*. If you allow them the option to change their answers, the right/wrong feedback will be turned off; which means, when they respond in, they will not know if the answer sent in is right or wrong.

For RF remotes: instructors will only see that the students are still in progress with the answer key. They will not be able to see what question number they are on. Students can keep track of their own progress by seeing the question number they are on, on the RF remote. When a student has completed the activity, a plus sign will appear next to the student's remote number.

11 Creating Games

Almost any activity can be used as a game. There are a couple requirements to use an activity (you create or pre-existing) as a game.

- Activities must contain 25 slides or more.
- Slides in the activities must be remote answerable question types such as Multiple Choice, True/False, Yes/No, Numeric, or Short Answer-Specific (Q5 RF remotes only).
- Each slide set must have a question and answer slide.

Presenting an Activity as a Game

When you present an activity as a game, the activity temporarily converts into a game for that presentation only.

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Select an activity in the content tree. The activity must consist of 25 slide or more. There slides must be remote answerable (*Multiple Choice, True/False, etc.*) and have an answer slide.



3. Click on the **Present** button. The *Presentation Setup* window will open.
4. Select the class you want to present the game to.
5. Click on the *Play Mode* drop-down menu and select *Game*.
6. Click on the *Game* drop-down menu and select the game type.
7. If groups are required to play the game, select 'Use Groups.' See [Building Groups](#) for information on creating groups. Certain games require you to play in group mode or limits the number of players so you may need to play in groups. See [Games](#) for player limitation and group mode play.
8. Click *OK* to begin the game. The host will initialize and the game setup screen will appear. The only game that doesn't have a setup screen is K-Bowl.
9. Select the options in the game setup screen and click on >> or *Continue* to begin the game. See [Games](#) for directions on playing a game.

Creating a Quandary Activity

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

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Click on the *New Activity* button.
3. Type the activity name and click *OK*.
4. Click on the *New Set* button. The *Slide Editor* will open.
5. Create 25 question and answer slides (five slides for each of the five categories). Only remote answerable slides are allowed (Multiple Choice, True/False, etc.). Every question must have an answer slide.
6. When all 25 slides have been created, go to the *Edit* menu and select *Edit Quandary Topics*. The *Edit Quandary Topics* window appears.
7. Type in the topic names. Topic 1 will apply to the first 5 slides, topic 2 will apply to the next 5 slides, and so on.
8. Click on *OK* when done.
9. Click on the *Present* button to present the activity. The *Presentation Setup* window appears.
10. In the 1 *General Options* area, select *Game* as the *Play Mode* and *Quandary* as the *Game*.
11. Select the class and check the desired options.
12. When the setup is complete, click *OK* and the presentation will begin.

Creating a Quandary from Existing Activities

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Click on the *New Activity* button.
3. Type the activity name and click *OK*.
4. What you're going to do is copy and paste slides (a total of 25 slides) from other activities into this

- activity to create a *Quandary* game.
5. Select an activity in the content tree. There are two ways to copy slides. Either you can select the slides, go to the *Edit* menu and select Copy or drag and drop the selected slides into the activity (in the content tree).
 6. Copy 25 slides into the activity (that will be presented as Quandary).
 7. Once you have 25 slides in the activity, go to the *Edit* menu and select *Edit Quandary Topics*. The *Edit Quandary Topics* window appears.
 8. Type in the topic names. Topic 1 will apply to the first 5 slides, topic 2 will apply to the next 5 slides, and so on.
 9. Click on *OK* when done.
 10. Click on the *Present* button to present the activity. The *Presentation Setup* window appears.
 11. Depending on the version of the software-in the 1 *General Options* area, select *Game* as the *Play Mode* and *Quandary* as the *Game* or select the game under the *Game Type* drop-down menu in the *Game Options* area.
 12. Select the class and check the desired options.
 13. When the setup is complete, click *OK* and the presentation will begin.

12 Grade Book

Qwizdom Interact has its own grade book system to track student answers, scores, and overall grades. In order to have grades, you must record them. The option to record answers/scores is available in the *Presentation Setup* window.

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



3. Click on the *Present* button. The *Presentation Setup* window will appear.
4. Select the class, check the preferred options, and be sure the '*Record Answers/Scores*' box is checked. This option is checked by default.
5. Click *OK* when finished. The presentation will begin.
6. Have the students answer each question in the presentation. When the presentation is complete, exit the presentation by clicking on the blue X in the upper left corner. You will be taken back to the *Content* screen.
7. Click on the *Students* tab. You will see the results of the class in the grade book.
8. You can change the view of the grades to percentage, fractions, or points. To change the way the



results are displayed, click on the *Views* button.

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

12.1 Grade Scales

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

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Go to the *Class* menu and select *Edit Grade Scales*. There are four different grade scales that can be set to your grading standards. Select the grade scale or create a new grade scale to edit to your grading standards.
3. To create a new grade scale, click on the *New* button and type in the name of the grade scale in the *GradeScale* column.
4. Create the grades in the *Grades Scales Settings* column.
5. Click *Done* when finished.

12.2 Locking and Unlocking Activities

When activities have been graded, they become locked. There will be a green lock icon on the activity indicating that it has been graded. The reason why activities become locked is so that the activity can't be edited because it may alter the grades that were recorded for that activity. You can duplicate a locked activity or unlock the activity to edit it.

1. If you try to change the activity in any way, a prompt will appear asking if you would like to create a duplicate of the activity and also suggests to unlock the activity.
 2. Click on *Duplicate*.
 3. Type in the name of the duplicated activity and click *Ok*.
- NOTE: Each activity name should be different (activity names should not be duplicated).**
4. The activity will be duplicated with the new activity name in the content tree.

Unlocking an Activity

Unlocking an activity deletes the activity and grades from all the classes that have taken the activity. If you want to keep the grades recorded for that activity, duplicating the activity would be the best suggestion.

1. To unlock an activity, open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Select the activity that you would like to unlock.
3. Go to the *File* menu and select *Unlock*. A prompt will appear letting you know that by unlocking an activity, the activity will be deleted along with the grades for that activity.
4. Click *Yes* to unlock the activity.
5. Click on the *Students* tab and go into a class grade book. The activity and grades for that activity have been deleted.

12.3 Adding Paper-based Activities to the Gradebook

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

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



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

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

12.4 Activity Score Adjustments

Scores in the grade book can be added or adjusted. This is useful for adding extra credit points.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Select the class you would like to adjust the scores for.
3. Double-click on a field under the activity column. The *Activity Score Adjustments* window will appear.
4. Type in a student's score in the *Score* column. The *Adjustments* column adds or subtracts bonus and extra credit points.
5. The information in the *Score* and *Adjustments* column will automatically calculate and appear in the *Total* column.
6. Click *Done* when finished adjusting scores. The scores will appear in the grade book.

12.5 Exporting Grades

You have the option to export grades into *Microsoft Excel* or certain grade book programs that support the .CSV file format. The grades will be exported in .CSV file format. You cannot import grades as a .csv file. If you are wanting to import grades, see [Exporting and Importing Class Data \(.XML\)](#) for more information.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Go to the *File* menu and select *Export*, then *Grades*.
3. The *Grade Export* window will appear asking you what else you would like to export. It is best to leave all options under this section unchecked. An export window will appear.
4. Find a location to save the file (e.g., *My Documents*, *Desktop*) and type in the file name.
5. Click on *Save*. The file will be saved in .CSV file format which is supported by *Microsoft Excel* or grade book programs (that support .CSV files).

12.5.1 Exporting and Importing Class Data (.XML)

Exporting Class Data (.XML)

You can export student names and grades together in one file using the class data .xml export.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Go to the *File* menu and select *Export Class Data (XML)*. The *XML Export* window will appear.
3. Select the class(es) you want to export and click on *Export*. The *Save As* window will appear.
4. Choose the location of where you want the file to export to and click on *Save*.
5. The file has exported as an .XML file.

Importing Class Data (.XML)

You can export a class with grades to another computer that has *Qwizdom Interact*.

1. Open *Qwizdom Interact* and click on the *Students* tab; or if *Interact* is already open, click on the *Students* tab.
2. Go to the *File* menu and select *Import Class Data (.XML)*. The *Open* window will appear.
3. Search for the file. When you find it, select it, and click on *Open*. A prompt will appear asking 'Would you like to Merge this data with your current class (YES) or import the data as (a) new class(es) (NO)?'
4. Select either *Yes* or *No* to import the class data into the grade book.

13 Reports Overview

Reports detail: grades, student information, and attendance. They can be printed and e-mailed. To set up the e-mail function please go to [Emailing, Printing, and Saving Reports](#) for more information. Below is report wizard that appears in *Qwizdom Interact* software released in *October 2004-January 2006*.



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

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

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

Class Standards Report-feature currently not available.

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

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

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

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

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

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

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

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

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

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

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

Reports detail: grades, student information, and attendance. They can be printed, saved (reports save as .PDP files), or e-mailed. To set up the e-mail function please go to [Emailing, Printing, and Saving Reports](#) for more information. Below is the report wizard that appears in *Qwizdom Interact* released in *February 2006 and on*.



Under the *Class* tab:

Overall Data Reports

Class Attendance-daily attendance report for each student.

Class Roster-displays student names, remote number, group number.

Group Designations-displays the students in their assigned group with their remote number.

Detailed Class Roster-displays student names, remote number, group number, student ID, username, and password.

Grade Distribution-displays activity information with student information, responses, and total score with pie chart and bar graph.

Grade Book-displays activity information with student information, total grade, and responses.

Specific Activity Reports

Sub-Group Summary Graph-grade distribution chart, demographic chart sub-group chart, class high-low-average chart

Question Summary-class responses by question

Overall Score-summative scores by student

Class Answer Report-answer report for all students per question

Detailed Class Answer-detailed answer report by student per question

Question Standards-specific standards attached

Class Standards Mastery-lists all standards tested and class average for each standard

Under the *Student* tab:

Overall Data Reports

Score Report-individual score per activity

Progress Report-individual student grade report

Attendance-daily attendance report for individual student

Specific Activity Records

Question Summary-student score by question

Student/Class Comparison-individual student answer summary

Standards Mastery-individual student standards mastery report

13.1 Emailing, Printing, and Saving Reports

Emailing Reports (version released in October 2004-January 2006)

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

Students tab.



2. Click on the **Reports** *Reports* button. The *Qwizdom Reporting Tool* wizard will appear.
3. Select the report type and/or activity name and student name.
4. Click on *Finish*. The report will generate.



5. Click on the **Email** *E-mail* button. You have to set up e-mail before you can e-mail reports. Go to **Setting up E-mail** for more information.
6. Click on the names of the person(s) you want to send the report to. You can also CC the report.
7. Click on *Send* to send the report.

Emailing Reports (version released in February 2006 and on)

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



2. Click on the **Reports** *Reports* button. The *Reporting* wizard will appear.
3. Click on the *Student* tab.
4. Select the report type and/or activity name and student name.



5. Click on the **E-Mail** *E-mail* button. The report will be sent to the e-mail address that's located in the *Personal Information* section of the student's information. Go to [Adding Students](#) for more information.

Printing Reports (version released in October 2004-January 2006)

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



2. Click on the **Reports** *Reports* button. The *Qwizdom Reporting Tool* wizard will appear.
3. Select the report type and click on *Finish*. The report will generate.



4. Click on the **Print** *Print* button to print the report.

Printing Reports (version released in February 2006 and on)

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



2. Click on the **Reports** *Reports* button. The *Reporting* wizard will appear.



3. Select the report type and click on the **Print** *Print* button.

Saving Reports (version released in February 2006 and on)

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



2. Click on the **Reports** button. The *Reporting* wizard will appear.



3. Select the report type and click on the **Save** button. The report will save as a .PDP file. Adobe Acrobat Reader is required to view the saved report. If you do not have Acrobat Reader, go to www.adobe.com to download the Reader for free.

14 Printing Activities

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

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



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

- Show Name Line-name, class, and date will appear at the top of the page
- Header/Footer -the header is the title of the printed material and can be changed. The footer is the activity name and cannot be changed.
- Questions Per Page-set the number of thumbnail slides you would like to print on a single page



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

15 Standards

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

Installing Standards

Qwizdom Interact must be closed before installing *Standards*.

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

Applying Standards

Select any activity you would like to link standards to.


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



3. Click on the **Standards** button. The *Standards* window will appear.

4. In the *Current Standard* drop-down list, select the standards for your state.
5. Select the standards you would like to apply and click on *Add*.
6. Select either standards applied to the whole activity or to selected slides. To delete individual standards that do not apply to the activity, highlight the standard and hit the *Remove* button. Clicking on the *Remove* button will delete all standards.
7. Click *Done* when complete.
8. To view the applied standards, go to the *View* menu and select *Properties*. The *Properties* tab will appear at the bottom of the *Content* screen.
9. Click on the *Standards* tab. All of the standards that have been applied to that particular activity/slide will display.
10. Go to the *View* menu and uncheck the *Properties* option to hide the *Properties* window.

Importing Standards

1. Insert the *Qwizdom Interact* CD.
 2. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
 3. Go to the *File* menu and select *Import*, then *Standards*. An *Open* window will appear.
 4. Drop down the *Look in:* menu and select *My Computer*.
 5. Double-click on the drive the *Qwizdom Interact* disc is in (it may be in the *D:* or *E:* drive).
 6. Double-click on the *Standards* folder.
 7. Search for your state standards in the *Standards* folder. It will be in *.IS* file format.
 8. Select the file and click on *Open* to import.
 9. A prompt will appear stating the standards have successfully imported into *Interact*.
 10. Click on the *Content* tab and select the activity you would like to apply the standards to.
- 
11. Click on the *Standards* button.
 12. You will now be able to select the state standards you imported and apply it to the activity of your choice.

16 Student Mode

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

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Open the '*Curriculum Samples*' category/course.
3. Double-click on a folder to choose an activity from.
4. Select an activity. The *Activity Properties* window will appear.
5. Click on *Student Mode Properties*.
6. Under the *Student Access Mode* section, select if the make-up assignment will be a:
 - Test-student enters in answer, hits submit, and clicks on the next question arrow
 - Test With Feedback-after student selects/inputs answer, the program will display whether the answer is right or wrong
 - Lesson/Review-student enters an answer, the program will display whether the answer is right or wrong and shows the answer slide
7. Select *Test With Feedback*.
8. Set the *Time Limit* to 0:45 minutes.
9. Set the *Available* make-up date. You are allowing them to make-up the assignment within a limited time period.
10. In the *Allow Individual Access* drop-down menu, select a class. In the list below, check the names of the students that will be making-up the particular assignment you are assigning them.

You may select *Prerequisites*. This is optional. Prerequisites are assignments that must be completed before the student can begin their assigned activity.

11. Click *Done*.

Logging into Student Mode

Be sure students have a username/password and login enabled to use *Student Mode*.

1. Exit out of *Interact*.
2. Double-click on the *Interact* icon.
3. You will be asked for a username and password.
4. Type in a student username and password.
5. Click on *Done*. The *Student Mode* window will appear.
6. Select the assigned activity that needs to be completed.
7. Click on *Run Test* to begin.
8. The first question of the activity will appear.
9. Enter in the answer and click on *Submit*. Proceed to the next question.
10. When the activity is completed, a prompt will appear displaying your score.
11. Click *OK* once you've reviewed your score. You will be taken back to the *Student Mode* window. The activity that was completed will be in red.
12. Click on *Done* to exit out of *Interact*.


17 Importing and Exporting Activities and Folders

Windows 98/2000/NT/ME/XP


Importing Qwizdom Teaching Assistant Activities

1. Open *Qwizdom Interact*; or if *Interact* is already open, click on the *Content* tab.
2. Go to *File* and select *Show TA Convert Form*. The *TA Resource Conversion* window will appear.
3. Check the resources you would like to convert into *Qwizdom Interact*.
4. Click on the *Convert* button to start importing the *TA* resources into *Interact*.

Exporting Qwizdom Interact Activities

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Select the activity you would like to export.
3. Go to the *File* menu and select *Export Activity*. The *Export Content* window will appear.
4. Click on the  (browse) to change the path to the desired location of where you would like to export the activity.
5. Click *Export* and the activity will be exported to the directed location. The activity will be saved as a .qza file format.

Exporting Qwizdom Interact Folders

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Select the folder you would like to export.
3. Go to the *File* menu and select *Export Folder*. The *Export Content* window will appear.
4. Click on the  (browse) to change the path to the desired location of where you would like to export the activity.
5. Click *Export* and the folder will be exported to the directed location. The folder will be saved as a .qza file format (all activities within the folder will be compressed into one single file).

Importing Qwizdom Interact Activities


1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Go to the *File* menu and select *Import Activity or Archive (qza)*. The *Open* window will appear.
3. Search for the activity (it will be in .qza file format). Answer key activities will be in .key file format.
4. Select the activity and click *Open*. The activity will import into the content tree.

Importing Qwizdom Interact Folders


1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Go to the *File* menu and select *Import Activity or Archive (qza)*. The *Open* window will appear.
3. Search for the folder (it will be in *qza*. file format) you would like to import.
4. Select the folder and click *Open*. The folder will import into the content tree.

Mac OS 10.3.9 and higher (OS 10.4 highly recommended)

Exporting Qwizdom Interact Activities

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Select the activity you would like to export.
3. Go to the *File* menu and select *Export Activity*. The *Export Content* window will appear.
4. Click on the  (browse) to change the path to the desired location of where you would like to export the activity.
5. Click *Export* and the activity will be exported to the directed location. The activity will be saved as a *.qxa* file format.

Exporting Qwizdom Interact Folders

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Select the folder you would like to export.
3. Go to the *File* menu and select *Export Activity Folder*. The *Export Content* window will appear.
4. Click on the  (browse) to change the path to the desired location of where you would like to export the activity.
5. Click *Export* and the folder will be exported to the directed location. The folder will be saved as a *.qxa* file format (all activities within the folder will be compressed into one single file).

Importing Qwizdom Interact Activities

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Go to the *File* menu and select *Import Activity or Archive (qxa)*. The *Open* window will appear.
3. Search for the activity (it will be in *qxa*. file format). Answer key activities will be in *.key* file format.
4. Select the activity and click *Open*. The activity will import into the content tree.

Importing Qwizdom Interact Folders

1. Open *Qwizdom Interact*; or click on the *Content* tab.
2. Go to the *File* menu and select *Import Activity or Archive (qxa)*. The *Open* window will appear.
3. Search for the folder (it will be in *qxa*. file format) you would like to import.
4. Select the folder and click *Open*. The folder will import into the content tree.

18 Importing PowerPoint Slides

Microsoft PowerPoint slides import into *Qwizdom Interact* as objects (*.jpeg* image). The slides are set as information regardless of the original format.

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

NOTE: Microsoft PowerPoint files that are imported into Qwizdom Interact cannot have symbols in the file name (e.g. -.?/#!\$).

4. Select the *PowerPoint* file and click on *Open*. The slides will import into *Qwizdom Interact*. *Microsoft PowerPoint* slides import into *Qwizdom Interact* as objects (*.jpeg* format). All the slides will be information slides. You will need to edit each slide to set it to the correct question format in order to use remotes for the imported *Microsoft PowerPoint* activity.

If you import question and answer slides, the program doesn't know to put the matching answer slide with the question slide. In the *Content* screen, you will see how the slides import. You will see the question slide and then you will probably see the answer for it on the next slide. The question and

answer slides need to be in one slide set, not separated in different slide sets. You will need to copy the answer slide into the slide set that has the question slide.

Editing an Imported Microsoft PowerPoint Activity

1. Double-click on the imported *Microsoft PowerPoint* slide.
2. Under *Type*, select a question type such as *Multiple Choice*, *Yes/No*, *True/False*, etc.
3. Select the correct answer and an answer slide will generate. You will notice that the answer slide is blank. This is because the *Microsoft PowerPoint* slide came in as an object (image) on the slide.

NOTE: If you need to edit information on the *Microsoft PowerPoint* slide, you will need to open the original *Microsoft PowerPoint* file and reimport it into *Qwizdom Interact*.

4. The corresponding answer slide is probably in another slide set. If you want that answer slide with



the question slide, click on the *Next Q* button to go to the next slide. You will see the answer slide that goes with the question on the previous slide set.

5. Go to *Edit* and choose *Select All*.
6. Go back to *Edit* and select *Copy*.



7. Now click on the *Prev Q* button to go back to the last slide set. The previous slide set will appear with the question slide.
8. Click on the answer slide thumbnail on the bottom right of the screen. The answer slide will show.
9. Go to the *Edit* menu and select *Paste*. The answer (image) will paste into the answer slide.
10. You will need to do this with every imported *Microsoft PowerPoint* question and answers slides.

19 Importing ExamView

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

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. Go to the *File* menu and select *Import*, then *ExamView XML File*. An *Open* window will appear.
3. Search for an *ExamView* file you would like to import. It will be in *.XML* file format.
4. Select the *ExamView .XML* file and click *Open*. The *ExamView* answers will then import into *Qwizdom Interact* as an answer key only.
5. Print the activity (questions) from *ExamView* and pass out to students.
6. Click on the *Present* button. The *Presentation Setup* window will appear.
7. All options for an answer key activity will automatically be checked.
8. Select the class and click *Okay* when finished.
9. A prompt will appear asking if you want the students to be able to change their answers. Select *Yes* or *No*.
10. The answer key will appear and the students can then begin the activity.

20 Linking Activities

You can link related activities to each other. This way, instead of searching through the activities in your content tree, you can quickly access the activity names that correspond with the particular activity.

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



3. Click on the *Link Activity* button. The button will lighten indicating it has been

activated.

4. Now select a corresponding activity. That activity has been linked to the original activity.
5. To see the related activities to an activity, double-click on original activity that you linked. The *Activity Properties* window will appear.
6. Click on the *References* tab. You will see all the linked activities for that activity.
7. The related activities can be removed by clicking on the *Remove* button.

21 Web CT

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

1. Be sure to have *Qwizdom Interact* closed before starting.
2. Go to www.qwizdom.com and download the 'plugins.zi' file.
3. Unzip the file and save it to your desktop.
4. Right click on the *Interact* icon on the desktop and select *Properties*.
5. Click on the *Shortcut* tab and click on the *Find Target* button. This opens the *Qwizdom Interact* folder window.
6. Select the files and drag and drop them into the *Qwizdom Interact* folder.
7. Go to <http://216.254.63.24/InteractOnline/InteractMainPage.aspx>.
8. Select the state and the name of the school.
9. Click on *Continue*.
10. Log in with your username and password (the administrator assigns a username and password for you).
11. Click on *Login*.
12. The *Class Management* page opens.
13. Select the class you want to download under *Manage Existing Classes*.
14. Click on the *Download Roster* button.
15. A *File Download* prompt will appear.
16. Click on *Save* and the *Save As* window will open.
17. Save the downloaded class on your computer (e.g. *My Documents, desktop*).
18. The file should read as 'class name.QML.XML.'
19. Open *Qwizdom Interact* and click on the *Students* tab.
20. Go to the *Class* menu and select *Edit Teachers*.
21. Click on the *Add New* button and create yourself as a teacher. See [*Adding, Editing, and Deleting Teachers*](#) for more information.
22. Click on *Done* when finished.
23. Go back to the *Class* menu and select *New Class*.
24. Type in the name of the class and click *OK*.
25. Go to *File* and select *Import Interact Online Class Data*.
26. Search for the .XML file in the location you saved it in.
27. Once you find it, select it and click on *Open*. All the students who signed up (before you downloaded the class information file) will appear in the class (and in the master list).

21.1 Exporting Grades to Web CT

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

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

22 Games

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

Here is what's needed to get started:

- An activity (*Interact* activity or one that was created) with 25 or more remote answerable slides (e.g. *Multiple Choice*, *True/False*, etc.)
- A class list with assigned remotes and groups so students are able to participate and record scores
- In the *Presentation Setup* window, be sure to load the correct class list and check all appropriate boxes like *Record Answers/Scores*, *Use Remotes*, select game type if needed, and check if game will play in *Individual* or *Group* mode.

Some games restrict the number of players and can be played without remotes. Charts and solution slides are not available in game mode. Groups cannot be applied if you are using *Roaming* or *Student Owned*.

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

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

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

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

Millionaire Individual and group; 2-8 individuals or groups

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

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

22.1 Baseball

How to Play Baseball

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

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

NOTE: *Baseball* should be played with an activity with several slides. Their should at least be ten slides per inning. If you will be playing seven innings, there should be seventy slides.

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

Playing Baseball Using Remotes

1. Type in the name of the teams.

2. Set groups to be either odd/even or high/low teams.
 3. Type in the number of players.
 4. Set the *Max Innings* and *Scoring Options*.
 5. Click *Continue* or press the 9 (double arrow) key on the teacher remote to proceed.
 6. Click on *Continue* or press the 9 (double arrow) key on the teacher remote to present the question.
 7. A question is shown for the team at bat to answer.
 8. Everyone from both teams responds to each question. The outcome for each play is determined by comparing the number of correct responses from each team. The outfield team controls the pitcher and therefore has first choice. Harder questions have a better chance of hitting a double, triple, or home run. The difficulty for each question is set in the *Slide Editor* screen. An incorrect answer is an out; a correct answer is a hit.
 9. To show the answer after everyone has answered, on the IR instructor remote, press the 7 key (<< Left Arrows) or on the RF instructor remote, press the left arrow on the thumb pad.
 10. When you are done playing the game, you have the option to save.
- When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

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

Erase will erase the scores of that previously saved game and start new.

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

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

Playing Baseball Without Remotes

1. Type in the name of the teams.
 2. Set the *Max Innings* and *Scoring Options*.
 3. Click *Continue* to proceed.
 4. Click on *Continue* present the question.
 5. A question is shown for the team at bat to answer.
 6. When the team determines the answer, click on the *Pick a Student* button.
 7. Click on the green check mark if they are right; click on the red X if they are wrong.
 8. The outcome for each play is determined by comparing the number of correct responses from each team. The outfield team controls the pitcher and therefore has first choice. Harder questions have a better chance of hitting a double, triple, or home run. The difficulty for each question is set in the *Slide Editor* screen.
 9. An incorrect answer is an out; a correct answer is a hit.
 10. To show the answer after everyone has answered, click on the << (Left Arrows).
 11. When you exit the game, you have the option to save. When entering into an activity that was previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.
- *Load* will resume the previously saved game for that class period.
 - *Erase* will erase the scores of that previously saved game and start new.
 - *Skip* will skip the previously recorded scores and play as new.

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

22.2 Fast Track

How to Play Fast Track

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

1. Open *Qwizdom Interact*.
2. Select an activity.
3. Click on the *Present* button.
4. The *Presentation Setup* window will appear.

5. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Fast Track*.
6. Click *OK*.

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

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

The game has four scoring modes:

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

- To show the answer (using remotes) after everyone has answered, on the IR instructor remote, press the 7 key (<< Left Arrows) or on the RF instructor remote, press the left arrow on the thumb pad.
- To show the answer (not using remotes) after everyone has answered, click on the << (Left Arrows).

TIP: The time limit can be set for all questions, or it can be individually set with different time limits within each slide set.

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

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

Erase will erase the scores of that previously saved game and start new.

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

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

22.3 K-Bowl

How to Play K-Bowl

Individual and team; up to 32 individuals or groups

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

If you are using remotes, the team or individual that responds first will have a chance to answer the question. If you are not using remotes, you will need to decide the order of response by clicking on the numbers at the top of the screen that represent each student. Up to 32 individuals or groups can compete in *K-Bowl*.

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

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

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

Erase will erase the scores of that previously saved game and start new.

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

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

22.4 Mars Mission

How to Play Mars Mission

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

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

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

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

The game has four scoring modes:

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

- To show the answer (using remotes) after everyone has answered, on the IR instructor remote, press the 7 key (<< Left Arrows) or on the RF instructor remote, press the left arrow on the thumb pad.
- To show the answer (not using remotes) after everyone has answered, click on the << (Left Arrows).

TIP: The time limit can be set for all questions, or it can be individually set with different time limits within each slide set.

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

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

Erase will erase the scores of that previously saved game and start new.

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

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

22.5 Millionaire

How to Play Millionaire

Individual and Team; 2-8 individuals or groups

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

In *Millionaire*, groups compete to be the first to answer enough questions to win the million dollar prize. This game is designed for use with 2 to 8 individuals/groups. There are two different modes of operation; sequential and toss up.

- In sequential mode, questions are alternated between individuals/groups.
- In toss up mode, whoever buzzes in first answers the question. The first respondent with the correct answer has an opportunity to try to earn points by answering the next question correctly. (Every other question is a toss up question.)

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

Helping Hand-an individual/team chooses one of the other individuals/groups to help out and both earn (or lose) money based on their answer.

Leave 2-if the question is a multiple choice question, the choices will be narrowed down to two possible answers, one of which is the correct answer.

Skip-the individual/team can 'pass' on this question and choose to be given a new question.

Hot Potato-the question can be passed onto another team and that team must answer the question correctly or drop two spots on the million dollar scale. This team does not earn money on the question. The original team will still earn money for a correct answer, but will not lose money from an incorrect answer.

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

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

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

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

Erase will erase the scores of that previously saved game and start new.

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

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

22.6 Quandary

How to Play Quandary

Individual and team; up to 64 individuals or groups

1. Open *Qwizdom Interact* and click on the *Content* tab; or if *Interact* is already open, click on the *Content* tab.
2. There are requirements for using an activity for Quandary.
 - There may be as many as 25 slides.

- There should be five different groups of slides (e.g. *There should be five slides that are math, five slides that are science or five slides that are adding, five slides that are subtracting, etc.*)
- The slides must be remote answerable (lessons cannot be used and the questions must be multiple choice, true/false, yes/no, or numeric).

NOTE: Quandary requires 25 slides in an activity to completely fill the game board (five columns with five slides in each column).

3. Select the activity that will be presented as *Quandary*.
4. Go to the *Edit* menu and select *Edit Quandary Topics*. The *Edit Quandary Topics* window will appear.
5. Type in the five topic headings for the game and select the number of choices to appear in each topic. The slides will be grouped in the activity by topics.
6. The first topic will apply to the first 5 slides, the second topic will apply to next five slides, etc. Also, the slides in each topic should be ordered by difficulty (the easiest question will be for 100 while the hardest question will be for 500).
7. Click *OK* to exit the *Edit Quandary Topics* window. Let's present the activity.
8. Select the activity and click on the *Present* button.
9. The *Presentation Setup* window will appear.
10. Select the correct class that will be playing, check all the appropriate boxes needed for this activity, and select the game type as *Quandary*.
11. Click *OK*.

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

1. Select the game mode you would like to play in:
Mode 1-Traditional. (non-remote game) The 1st player to answer correctly gets all the points. Points are deducted for incorrect answers. Up to 64 individuals or groups can play.
Mode 2-All Respond (remotes required). Everyone responds and earns points for their correct answers. Up to 8 groups can play.
Mode 3-All Respond with Penalty (remotes required). Everyone earns points for correct answers. Points are deducted for wrong answers. Up to 8 groups can play. In individual mode, individual responses count toward a team total.
2. Start the game by selecting an individual or team to select a topic and point value from the game board. The student can select any column but must choose the lowest available point in that column.
3. Select a column by using the 1-5 keys on the teacher remote (left to right to select a topic). Use the 1-5 keys on the teacher remote (after selecting the column) to select the point value (top to bottom; e.g., 1=100, 2=200). If you are using the mouse, just click on the desired square.
4. If students are using remotes, the team or individual that responds first will have a chance to answer the question. If you are not using remotes, you will need to decide the order of responses and track scores manually.
5. If the individual/team answers correctly within the allotted time, use the teacher remote to mark the student right; or on the computer, click the *Right* button. Optional: Hit the / (slash) key on the teacher remote to show the answer slide; or click on the *A* button to show the answer.
6. Hit the 9 (double arrow) key on the teacher remote to return to the game board; on the computer, click the *Next* button.
7. If the student answers incorrectly or time runs out, press the *Wrong* key on the teacher remote; or on the computer, click the *Wrong* button and the name of the next individual or team that responded will have an opportunity to answer. The order of responses is indicated in the bottom gray bar beneath the question.
8. After a point value in the column has been selected, it disappears.
9. The individual or team that responded correctly has control of the game and selects the next topic and point value.
10. An individual or team that wants to answer the question uses the remote or raises their hands. The first to respond correctly will get to select the next question on the game board.
11. This process continues until the game board has been completely cleared; or when you select *Quit* from the *File* menu. The individual/team with the most points wins!

When you exit the game, you have the option to save. When entering into an activity that was

previously recorded by the same class, you will receive a prompt that will ask you if you would like to load, erase, or skip.

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

Erase will erase the scores of that previously saved game and start new.

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

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

22.7 World Cup

How to Play World Cup

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

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

Playing World Cup Using Remotes

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

Playing World Cup Without Remotes

1. Type in the name of the teams.
2. Type in the number of players.
3. Set the time limit of the game.
4. Set the *Scoring Options and Groups*.
5. Click *Continue* to proceed.
6. Click on *Continue* present the question.
7. A question is shown for the team who has control of the ball to answer.
8. When the team determines the answer, click on the *Pick a Student* button.
9. Click on the green check mark if they are right; click on the red X if they are wrong.
10. The outcome for each play (who has control of the ball, out of bounds, making goals) is determined by comparing the number of correct responses from each team. Harder questions have a better chance of controlling the ball and making a goal. The difficulty for each question is set in the *Slide Editor* screen.
11. An incorrect answer is a missed goal; a correct answer is a goal.
12. To show the answer after everyone has answered, click on the << (Left Arrows).

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

load, erase, or skip.

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

Erase will erase the scores of that previously saved game and start new.

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

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

23 Backing up and Restoring the Database

Backing up the Database

You can backup the Interact database. It will save within the *Qwizdom Interact* folder. From there, you can move that backup folder into another location if you like. Backing up the database does not backup the activities. To save activities, you must export them to a disc or another location on your computer. See [***Importing and Exporting Activities and Folders***](#) for more information.

1. To backup a database, open *Qwizdom Interact* if it isn't already open.
2. Go to the *File* menu and select *Backup Database*. A prompt will appear letting you know that the backup is complete.
3. Click *OK*.

Restoring the Database

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

1. To restore a database, open *Qwizdom Interact* if it isn't already open.
2. Go to the *File* menu and select *Restore Database*. A window will appear.
3. Double-click on the *Backup* folder and select the date of the backup you would like to revert to.
4. After the restoration is complete, you will be prompted to exit and then re-enter the program for changes to take effect.

24 Troubleshooting

Use this troubleshooter to identify and solve problems related to using *Qwizdom Interact*. Select the topic(s) that best describe the problem and then try the suggested steps. You may also go through our video tutorials available at <http://www.qwizdom.com/onlinehelp.htm> to assist you with our program.

- 1) What do I do if I am being prompted to type in my username and password, but it's not working OR I don't have one?
- 2) When I launch *Qwizdom Interact*, it says that I have a certain number of days before my trial period ends. Why am I receiving that prompt if I purchased the software?
- 3) How do I register *Qwizdom Interact*?
- 4) Does my computer need internet connection to register?
- 5) Why is it saying 'Invalid code' when I enter the product code?
- 6) Why am I getting a prompt that says 'You are missing the license(s) to the following Curriculum...'??
- 7) How do I register content?
- 8) Why is there a '0' or negative number (in the *Content Manager* window) rather than showing the name of the curriculum I registered?
- 9) Why is the *Present* button grayed out when I try to present an activity?
- 10) How do I convert *Qwizdom TA* resources into *Qwizdom Interact*?
- 11) I converted the *Qwizdom TA* resources into *Qwizdom Interact* but the images are missing. How do I get the images to appear?
- 12) How do I export activities that I've created or imported into *Qwizdom Interact*?
- 13) How do I import activities that I've exported from other computers with *Qwizdom Interact*?
- 14) I created slides at home, how do I get those slides into *Qwizdom Interact* on my computer at school?

- 15) How do I save in *Qwizdom Interact*?
- 16) I can't edit my slides anymore; most of my options are grayed out. What happened?
- 17) How do I unlock an activity?
- 18) How do I backup the work I've done within *Qwizdom Interact*?
- 19) How do I restore my *Qwizdom Interact* to an earlier date?
- 20) How do I move my *Qwizdom TA* classes into *Qwizdom Interact*?
- 21) How do I import my class lists into *Qwizdom Interact*?
- 22) How do I export my class lists that I've created in *Microsoft Excel* or another program so that I can import them into *Qwizdom Interact*?
- 23) Why am I getting a prompt that says '*Invalid Lines*' when I try to import my class list into *Qwizdom Interact*?
- 24) In the *Remote Options* window, how do I know if I should use *Classroom set* or *Roaming* or *Student Owned* mode?
- 25) What is a session ID and where do I find it?
- 26) When do I need to change my session ID and how do I do this?
- 27) I have an RF remote and entered in the wrong session ID. How do I change the session ID?
- 28) I am receiving an error that says '*There is a problem with the base...*' What do I need to do to get my host to initialize?
- 29) How do I get the green light to come on the host?
- 30) The green light on the host is on, but the host still won't initialize. What do I do?
- 31) My remotes are not responding. How do I get the remotes to respond?
- 32) Why aren't the remote boxes changing color when I'm testing the remotes in the test screen?
- 33) One of my *Q3 IR* remotes lights up as a different number than what is labeled on the remote. How can I change the number?
- 34) What is assign fixed numbers and how do I do it?
- 35) What is the difference between *Assign Fixed Numbers* and *Renumber* buttons in the *Remote Options* window?
- 36) My RF remotes says '*No Host Found*' or '*No Net.*' What do I do?
- 37) I received more remotes. How will the program know that I have more remotes?
- 38) How do I set the timer for the presentation?
- 39) I don't want to use the timer, how do I turn it off?
- 40) During presentation, how do I toggle between the question and answer slides using the instructor remote?
- 41) Only 15/16 remotes show up at the bottom of the screen during presentation. I have more than 15/16 remotes, why aren't all of my remotes showing up?
- 42) During presentation, how do I know which students have responded and which haven't?
- 43) Can I display the student responses after they answer? How do I display their results?
- 44) Why can't I see all the remote numbers at the bottom of the screen during presentation?
- 45) I want to give two different versions of a test to discourage cheating. Can I present both versions at the same time using *Interact*?
- 46) How do students change their answer?
- 47) Using an instructor remote during presentation, how do I toggle between the question and answer slides?
- 48) Using an instructor remote during presentation, how do I go to the next slide or go back to the previous slide?
- 49) How do I pose a spontaneous question using the instructor remote?
- 50) In the *Remote Assignments* screen, the session ID is not appearing. I can see the word 'session' but there isn't a number. What's going on?
- 51) In the *Assign Fixed Numbers* screen, the Save button is missing. How do I get my Save button to appear?
- 52) My activities are printing weird characters. How do I get the activities to print out normal?
- 53) Are there software updates available online?

If you need technical assistance, contact us. Please provide the following questions below as we will

need this information when you call:

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

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1) What do I do if I am being prompted to type in my username and password, but it's not working OR I don't have one?

Please contact Tech Support at 253-770-1285 to receive help to log into *Qwizdom Interact*.

2) When I launch *Qwizdom Interact*, it says that I have a certain number of days before my trial period ends. Why am I receiving that prompt if I purchased the software?

If you've purchased the software and are receiving that prompt, you haven't registered the software.

3) How do I register *Qwizdom Interact*?

To register *Qwizdom Interact*, go to the *Help* menu and select *Register Qwizdom Interact*. You do not need to be connected to the internet to register. Fill out your information, enter the product code (located on the back of the software case), and click on *Activate*.

4) Does my computer need internet connection to register?

No, you do not need to have internet connection to register.

5) Why is it saying '*Invalid code*' when I enter the product code?

If you enter the product code incorrectly, it will say it's an invalid code. The letters i, o, and numbers 1, 0 are a bit tricky to read. The letter i will be a straight line (I), the letter o will be a perfect circle (O), the number 1 will be a straight line with a slant going down to the left, and the number zero will be a skinny circle (0).

6) Why am I getting a prompt that says '*You are missing the license(s) to the following Curriculum...*'?

The reason you are getting that prompt is because you need to register the content. When you first install the curriculum, you have to enter the product code for the software to know which curriculum units you have purchased. This is not registration.

7) How do I register content?

To register, open *Qwizdom Interact*. Go to the *Help* menu and select *Register Content*. The *Content Manager* window will appear. Enter the product code (located on the back of the software case), click on *Add* and then *Done*. The name of the curriculum will appear in the *Content Manager* window.

8) Why is there a '0' or negative number (in the *Content Manager* window) rather than showing the name of the curriculum I registered?

The product code was entered in wrong. Delete the incorrect entry and correctly re-enter the product

code. The letters i, o, and numbers 1, 0 are a bit tricky to read. The letter i will be a straight line (I), the letter o will be a perfect circle (O), the number 1 will be a straight line with a slant going down to the left, and the number zero will be a skinny circle (0).

9) Why is the *Present* button grayed out when I try to present an activity?

The *Present* button is grayed out because you are attempting to present unregistered curriculum. You need to register the curriculum before presenting it.

10) How do I import Qwizdom TA resources into Qwizdom Interact?

When you open *Qwizdom Interact*, it will automatically detect if there are any *Qwizdom Teaching Assistant* resources on your computer. The *Show TA Convert Form* window will appear if there are any *Qwizdom Teaching Assistant Resources* detected. Check the resources you would like to convert into *Qwizdom Interact* and click on *Convert*. This process may take a few minutes to import, depending on the file size. If you are having problems converting the resources, please call Tech Support at 253-770-1285.

11) I converted the Qwizdom TA resources into Qwizdom Interact but the images are missing. How do I get the images to appear?

The images folder in the *Qwizdom Teaching Assistant* folder needs to be copied into the *Qwizdom Interact* folder.

1. Right click on the *Qwizdom TA* icon, select *Properties*, click on the *Shortcut* tab, and click on the *Find Target* button. This opens the *Qwizdom TA* folder. Set this window aside and go back to the desktop.
2. Right click on the *Qwizdom Interact* icon, select *Properties*, click on the *Shortcut* tab, and click on the *Find Target* button. This opens the *Qwizdom Interact* folder window.
3. Now, go back to the *Qwizdom TA* folder window and click on the images folder.
4. Drag and drop the images folder into the *Qwizdom Interact* folder. Be sure not to drop it into another folder. There is an existing images folder in the *Qwizdom Interact* folder so you will be prompted 'This folder already contains a folder named images.'
5. Click on the *Yes to All* button. After the images have completed copying over to the *Qwizdom Interact* folder, close out the windows and open *Qwizdom Interact*. All your images that were missing before, should now appear.

12) How do I export activities that I've created or imported into Qwizdom Interact?

Select the activity and go to the *File* menu. Select *Export Activity* and save the activity in the desired location.

13) How do I import activities that I've exported from other computers with Qwizdom Interact?

First, you must export the activity and save the file onto a disc, drop it into an email, etc. to get it to the other computer. When you're at the other computer with your exported file, open *Interact* and go to the *File* menu and select *Import Activity or Archive*. The activity will import into *Qwizdom Interact*.

14) I created slides at home, how do I get those slides into Qwizdom Interact on my computer at school?

On your home computer, open *Qwizdom Interact* and select the activity you want to export. Go to the *File* menu and select *Export Activity*. Save the exported activity and drop it onto a disc, email, flash drive, etc. On the computer at school, open *Qwizdom Interact* and go to the *File* menu and select *Import Activity or Archive*. Direct the path to the location of the exported file (disc, flash drive, etc.) Click on *Open* and the activity will import into the *Qwizdom Interact*.

15) How do I save in Qwizdom Interact?

The program automatically saves things you create, install, grade, etc.

16) I can't edit my slides anymore; most of my options are grayed out. What happened?

It sounds like your activity has been locked. Look at the activity name in the content tree. You will see a small lock symbol on it. If you have presented an activity and recorded scores, the activity will automatically become locked. This is because the grades in the grade book are tied to the way that the

activity appeared when it was presented...if it becomes altered after recording scores, then the reports become invalid. The activity becomes locked to keep consistency in the grade book.

17) How do I unlock an activity?

There are two different choices.

1. You can select the activity in the content tree, go to the *File* menu, and select *Unlock*. This will permanently remove the grades/responses that were recorded for the activity from the grade book.
2. You can duplicate the activity. Select the activity in the content tree, go to the *File* menu, and select *Duplicate As*. Type in the name of the duplicated activity and click on *OK*. This option leaves the previously recorded data in the grade book. This is the best choice if you want to compare scores of an activity taken more than once by a group, or if you want to present the same activity to two different groups (with a slight change or two in the activity).

18) How do I backup the work I've done within Qwizdom Interact?

Go to the *File* menu and select *Backup Database*. It is best to backup your database every day or once a week so if anything ever happens to your database, you will always have a backup.

19) How do I restore my Qwizdom Interact to an earlier date?

1. Go to the *File* menu and select *Restore Database*. The *Browse for Folder* window will appear.
2. The *Backups* folder should already be selected. Double click on the *Backups* folder and select the date you want to restore *Qwizdom Interact* to.
3. Click *OK* and exit out of *Qwizdom Interact* to restore the database to the date you specified.

20) How do I move my Qwizdom TA classes into Qwizdom Interact?

1. First, you will need to export the class lists from *Qwizdom TA*. Open *Qwizdom TA* and click on the *Students* button.
2. Double-click on the class you want to export.
3. Go to the *File* menu and select *Export*. A prompt will appear asking you what you would like to export.
4. Select *Students*. The *Export Students* window will appear.
5. Select the fields you want to export. Do not select fields that are blank for this may cause some difficulties in importing.
6. Click on *Export* and save the class list.
7. Open *Qwizdom Interact* and click on the *Students* tab.
8. Go to the *Class* menu and select *New Class*.
9. Enter the name of the class and click *Done*.
10. Go to the *File* menu and select *Import Students*. The *Open* window will appear for you to search and select the class file.
11. Click on *Import* and the *Student Import* window. Match the fields on the right with the imported. If the information on the left are headers, check the 'First Record is Header' box. If the information on the right displays student information, uncheck the 'First Record is Header' box.
12. Click on *Import* and the class list will appear in the grade book.

21) How do I import my class lists into Qwizdom Interact?

For .txt (tab delimited) or .csv (comma-delimited) class lists:

1. Open *Qwizdom Interact* and click on the *Students* tab.
2. Go to the *Class* menu and select *New Class*.
3. Select the teacher and type in the name of the class.
4. Click *Done* when finished.
5. Now go to the *File* menu and select *Import Students*. The *Open* window will appear.
6. Search and choose the class you want to import.
7. Click on *Open* and the *Student Import* window will open.
8. Match the fields on the right with the imported information on the left. If the fields on the left are headers (First Name, Last Name, Remote Number, etc.), check the box that says 'First Record is Header.' If the fields on the left are actual student information (Greg Myers, 10), uncheck the box that says 'First Record is Header.'
9. Click on *Import* and the students will appear in the class.

For .XML class lists:

1. Open *Qwizdom Interact* and click on the *Students* tab.
2. Go to the *File* menu and select *Import Class Data*. The *Open* window will appear. Search and choose the class you want to import.
3. Click on *Open* and the *Student Import* window will open.
4. Match the fields on the right with the imported information on the left. If the fields on the left are headers (First Name, Last Name, Remote Number, etc.), check the box that says '*First Record is Header*.' If the fields on the left are actual student information (Greg Myers, 10), uncheck the box that says '*First Record is Header*.'
5. Click on *Import* and the students will appear in the class.

22) How do I export my class lists that I've created in *Microsoft Excel* or another program so that I can import them into *Qwizdom Interact*?

If the program you are using can export .csv files (comma-delimited), then you will be able to import the students into *Qwizdom Interact*. You should be able to save the class lists as .csv files using the save or export function if the program you're using supports .csv. Open *Microsoft Excel* and save the class list as a .csv file. Now you will be able to import the class list into *Qwizdom Interact*.

23) Why am I getting a message that says '*Invalid Lines*' when I try to import my class list into *Qwizdom Interact*?

You will get this message when the fields in the class list aren't separated correctly. Each field like last name, first name, etc., needs to be separated by quotation marks and commas. You will need to open the file to check if the fields in the class file are separated correctly. If the file you're trying to import is a .csv file, right click on the file and select *Open With Notepad*. The file will open as a text document for you to edit. Edit the fields by placing quotation marks around each field and then separating those fields with quotation marks by a commas. There shouldn't be a comma after the last field in the line. So if you only have three fields on each line, it should look something like this "Last Name", "First Name", "Remote Number"

24) In the *Remote Options* window, how do I know if I should use *Classroom set* or *Roaming or Student Owned* mode?

Classroom set mode should be used if the same group of remotes will always be used with the same host (receiver). This scenario is most common in K-12 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. Students may still log in using their student ID/user ID if you select the option in the *Presentation Setup* window. This option allows the student to pick up any remote rather than having to use the same remote each time.

Roaming or Student Owned mode is best suited to university settings or situations where the students will keep possession of the remotes and may be in several classes where different hosts are used. In this mode, the students must have a numerical student ID/user ID to put into the remote. Each time the remote is used, a new session ID has to be entered into the remote.

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

A session ID is used to identify which host (receiver) your remotes will be sending information to. If you are using *Classroom set* mode, the session ID will be six digits long. There are a few ways to find what the host's session ID is—there may be a sticker with the session ID on the bottom of the host, click on the *Remotes* button and the session ID will be in the title bar of the *Remote Options* window, and click on the *Toggle* button during presentation to display the session ID at the top of the screen. The *Toggle* button is the square image next to the *Close (X)* button. You can also press the *Send* key on the instructor remote to toggle the screen to show the session ID at the top of the screen.

If you are using *Roaming or Student Owned*, the session ID will be four digits long. The session ID can be found on the *Remote Assignments* screen during presentation.

26) When do I need to change my session ID and how do I do this?

Note: Q3 IR remotes do not require session IDs.

For Q4 remotes: If your remote says '*No Net*,' the session ID for the remote may be incorrect.

Choose the appropriate instructions from the following.

*** If you are the teacher using *Classroom set mode* for the first time:**

1. Make sure all of the remotes in the set are turned off.
2. Click on the *Remotes* button.
3. Click on the *Assign Fixed Numbers* button.
4. Check to make sure that the correct number of remotes has been entered in the *Lowest* and *Highest Number* boxes. Then, click on the *Assign Fixed Numbers* button.
5. Turn on a remote. When it says '*No Net*,' press the *Menu* key. Use the arrow keys to scroll over to the option that says '*Sess. ID*' and press the *Send* key (double arrows) to select it. Enter in the session ID, located at the top of the screen, and press the *Send* key.
6. This remote will then be assigned #1 and the box on the computer screen will turn blue. Turn on all the remotes and repeat this procedure. The remotes will be numbered in the order in which they are logged in with the session ID.
7. When all the remotes have been set up and are communicating with the host (they should say '*Qwizdom*' on their LCD screens and all the boxes on the computer screen should be blue), click on the *Save* button.
8. Click on *OK* to exit *Remote Options* and you are ready to present.

If you are using *Classroom set mode*, the remotes have been assigned fixed numbers, and you are currently in presentation:

If all the remotes go to '*No Net*,' you probably have a different host than the remotes were originally assigned to and you should go through assigning fixed numbers again. (see above)

If a small number of remotes say '*No Net*,' press the *Menu* key on the remotes with that message. Use the arrow keys to scroll over to the option that says '*Sess. ID*' and press the *Send* key (double arrows) to select it. Some versions of Q4 remotes will display the session ID that is currently assigned to the remote. It will ask if you want to change it. You can respond yes or no by pressing the *T* (Yes) or *F* (No) keys. When the remote is ready, it will ask you to enter session ID. Enter the session ID and press the *Send* key. The remote will say '*Find Net*' until it finds the active session ID.

***If you are a student/instructor in a class using *Roaming or Student Owned mode*:**

Most likely the session ID was mistyped. Push the *Menu* key on the remote. Use the arrow keys to scroll over to the option that says '*Sess. ID*' and press the *Send* key (double arrows). Some versions of Q4 remotes will display the session ID that is currently assigned to the remote. It will ask if you want to change it. You can respond yes or no by using the *T* (Yes) or the *F* (No) keys. When the remote is ready, it will ask you to enter session ID. Enter in the session ID and press the *Send* key. The remote will say '*Find Net*' until it finds the active session ID.

For Q5 remotes: When the remote says '*Session ID: XXXX Not found*,' the wrong session ID has been put into the remote and you need to put in the correct session ID. Choose the appropriate instructions from the following.

***If you are the teacher using *Classroom set mode* for the first time:**

1. Make sure all of the remotes in the set are turned off.
2. Click on the *Remotes* button.
3. Click on the *Assign Fixed Numbers* button.
4. Check to make sure that the correct number of remotes has been entered in the *Lowest* and *Highest Number* boxes. Then, click on the *Assign Fixed Numbers* button.
5. Turn on a remote and when it says '*Not Found*' press the *Menu* key. Use the arrow keys on the thumb pad to scroll down to the '*Enter Session ID*' option. Press the circle key (in the thumb pad) to select it or by pressing the *Send* key (double arrows). Enter the session ID, located at the top of the screen, and press the *Send* key.
6. The remote will then be assigned #1 and the box on the computer screen will turn blue. Turn on all the remotes and repeat this procedure. The remotes will be numbered in the order in which they are logged with the session ID.
7. When all of the remotes have been set up and are communicating with the host (they should say '*Remote #XX*' on their LCD screens and all the boxes on the computer screen should be blue), click on the '*Save*' button.
8. Click on *OK* to exit the *Remote Options* window and you are ready to present.

***If you are using *Classroom set mode*, the remotes have been assigned fixed numbers, and you are currently inside of a presentation:**

If all the remotes go to 'No Net,' you probably have a different host than the remotes were originally assigned to and you should go through assigning fixed numbers again. (see above)

If a small number of remotes say 'No Net,' press the *Menu* key on the remotes with that message. Press the *Menu* key and use the arrow keys to scroll down to the 'Enter Session ID' option. Press the circle key, in the center of the thumb pad, or the *Send* key (double arrows) to select it. Enter the session ID, located at the top of the screen, and press the *Send* key. When the remotes are communicating with the host the LCD screens will display 'Remote #XX.'

27) I have an RF remote and entered in the wrong session ID. How do I change the session ID?

For Q4 remotes, press the menu key and use the left/right arrows to find *Enter Session*. Press the *Send* key (double arrow) to confirm your selection. Key in the session ID and press the *Send* key (double arrow).

For Q5 remotes, press the menu key and use the arrows on the thumb pad to move through the selections. Select *Enter Session ID* and press the center key (in the thumb pad) or press the *Send* key (double arrow) to confirm your selection. Key in the session ID and press the *Send* key (double arrow).

28) I am receiving an error that says 'There is a problem with the base...' What do I need to do to get my host to initialize?

It may be that the *USB Drivers* weren't installed. Refer to Installing the *USB Drivers* for installation directions.

29) How do I get the green light to come on the host?

Check the USB cable to make sure it's plugged in correctly. The green light should appear when the drivers are installed and the host is working correctly. If you've installed the drivers and checked the COM number the host is on, try switching the USB cable to see if the cable is bad.

30) The green light on the host is on, but the host still won't initialize. What do I do?

The COM number the host is on may not be correct.

1. Go to the *Start* menu and open the *Control Panel*.
2. Double click on *System* and click on the *Hardware* tab.
3. Click on the *Device Manager* button. The *Device Manager* window opens.
4. Open *Ports* and see what COM number the *Qwizdom Remote Host* or *Qwizdom USB Base* is. The COM number should be anywhere from 1-9. If it's higher than 9, then that's the reason why the host isn't initializing.
5. Right click on the *Qwizdom Remote Host* or *Qwizdom USB Base* and select *Properties*.
6. Click on the *Port Settings* tab and click on the *Advanced* button.
7. Change the COM number in the upper-left corner of the window. COM 1-9 may be in use. Pick COM 5 or 6 to overwrite. Normally, printers, mouse, etc. take up COM 1-3.
8. After changing the COM number, click on *OK*.
9. Open *Qwizdom Interact* and test the host.

31) My remotes are not responding. How do I get the remotes to respond?

The host must initialize for the remotes to respond during test mode, assign fixed numbers, and/or presentation. Refer to [Initializing the Host](#) for more information if the host isn't initializing.

Q3 *IR* remotes require two AA batteries. There is a diagram in the area where you place the batteries. It shows that the left battery goes in negative up, positive down and the battery on the right goes in positive up, negative down. It may not seem like the batteries go in that way because of the springs are on one side but they do. The remotes only respond in the test screen or presentation.

Q4 *RF* remotes require two AA batteries. The session ID needs to be entered in the remote. The session ID is found in a few places; on the bottom of the RF host, in the title bar of the *Remote Options* window, and in the title bar of the presentation (click on the square button next to the X button to show the menu bar at the top of the window). After entering the session ID, the remotes only respond in the test/assign fixed numbers screen and presentation.

Q5 *RF* remotes have rechargeable batteries. The remotes must be charged for 24 hours. The session ID needs to be entered in the remote. The session ID is found in a few places; on the bottom

of the RF host, in the title bar of the *Remote Options* window, and in the title bar of the presentation (click on the square button next to the X button to show the menu bar at the top of the window). After entering the session ID, the remotes only respond in the test/assign fixed numbers screen and presentation.

32) Why aren't the remote boxes changing color when I'm testing the remotes in the test screen?

For the Q3 IR remotes, be sure the batteries are in correctly. For the RF remotes, be sure that the remotes have the correct session IDs and that they have been assigned fixed numbers.

33) One of my Q3 IR remotes lights up as a different number than what is labeled on the remote. How can I change the number?

You are able to reprogram the remote using the software.

1. Right-click on the *Qwizdom Interact* icon on the desktop and select *Properties*.
2. Click on the *Shortcut* tab and click on the *Find Target* button. This opens the *Qwizdom Interact* folder window.
3. Double-click on '*RmtTest.exe*.' The *Qwizdom Remote Tester* window will appear.
4. Enter the number of the remote in the # field and select 256 as the remote type. Be sure to put away the other remotes so that they aren't accidentally reprogrammed.
5. Press any key on the remote and the key you pressed will light up on screen. When you see the key you pressed change color, that indicates that the remote has been reprogrammed.

34) What is assign fixed numbers and how do I do it?

Assign fixed numbers is where you assign the remote numbers for the RF remotes. Click on the *Remotes* button and the *Remote Options* window will open.

35) What is the difference between *Assign Fixed Numbers* and *Renumber* buttons in the *Remote Options* window?

Assign fixed numbers is where the remote is assigned a number. Renumbering does not affect the hardware. It affects the remote numbers in the class. Renumbering rennumbers the student remotes in the class, it does not affect the actual remotes. This feature rennumbers the remotes in numeric order in alphabetic order. This comes in handy when the remote numbers in the class are offset. You can renumber the current class or all classes.

36) My RF remotes says 'No Host Found' or 'No Net.' What do I do?

The remotes may not have the correct session ID. Please refer to [RF Remotes](#) for more information.

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

You will need to change the lowest/highest number settings in *Remote Options*. In the Content or Student screen, click on the *Remotes* button. This is *Remote Options*. Set the lowest number as 1 (or the lowest number remote you have) and set the highest number as the last number remote you have (e.g. 24). Click on *Done* to save changes.

38) How do I set the timer for the presentation?

There are two ways to set the timer-within each slide set or the *Presentation Setup* window. To set the timer in the slides, double-click on a slide. On the *Properties* tab, type in the number of seconds you want the slide to display for in the *TimeLimit* box. Slide times can vary. After you set the time for all the slides, click on the *Present* button. The *Presentation Setup* window will appear. If you want to use the time set in each slide of the activity, check the '*Use Time from Each Question*' option under the *4 Play Options* box.

You can also set the timer in the *Presentation Setup* window. In the *4 Play Options* box, select the option to enter in the number of seconds that you want each slide to be displayed for. This timer will apply for all the slides so that all the slides will have the same time limit.

39) I don't want to use the timer, how do I turn it off?

The only time the timer applies to the presentation is during games and presentations on auto-pilot loop. There isn't a way to turn the timer off. If you are not playing a game or using auto-pilot loop, the

instructor must advance the slides using the instructor remote or the mouse.

40) During presentation, how do I toggle between the question and answer slides using the instructor remote?

You can toggle between the question/answer/information slides within a slide set by using the up and down arrows on the thumb pad of the remote.

41) Only 15/16 remotes show up at the bottom of the screen during presentation. I have more than 15/16 remotes, why aren't all of my remotes showing up?

Be sure you loaded the correct class. If you only see 15 remotes at the bottom, it sounds like you may have selected *Period1* as the class, which is our default class that has 15 students. If you only see 16 remotes, chances are that you're playing a game. If that's the case, some games have limits on the number of players. Refer to the *Games* section to see how many players can participate in each game. Also, check the number of remotes you have set up in *Remote Options*. In the *Content* or *Students* screen, click on the Remotes button. This is *Remote Options*. Set the lowest number as 1 (or the lowest number remote you have) and set the highest number as the last number remote you have (e.g. 24). Click on *Done* to save changes.

42) During presentation, how do I know which students have responded and which haven't?

The buzz-in bar, at the bottom of the presentation, shows the remote numbers in the class. Every remote number box is gray until a student send in their answer. When a student send in their answer, their remote number box will change color. The colors do not indicate if the student got the answer incorrect/correct, or if their response was first. Remote number boxes that are still gray, means that the student with that remote number has not yet responded.

43) Can I display the student responses after they answer? How do I display their results?

Yes, you can display the results by showing the response graph. There are four different ways to show the results-bar, pie, scatter, and individual response.

IR remotes- using the instructor remote, press the *Delta* (triangle) key to display the response graph. Press the *Delta* (triangle) key again to close the response graph. Use the slash key (>) to scroll through the different graphs.

RF remotes- using the instructor remote, press the slash (bar graph arrow) key to display the response graph. Press it again to close the response graph. Use the left and right arrows on the thumb pad to scroll through the different graphs.

The keypad short cut to display graph is Ctrl+G.

44) Why can't I see all the remote numbers at the bottom of the screen during presentation?

There are a few reasons why this may occur:

A lesson or non-remote answerable slide is being presented:

Remotes cannot be used during a lesson presentation. The slides must be remote-answerable as well. If the question type is essay, fill-in-the-blank, you will not be able to use remotes. Also, if the slides do not have answer slides, the remotes will not be able to respond.

The *Windows* taskbar may be covering the remote boxes:

Right-click on the taskbar and select *Properties*. In the *Taskbar* tab, select the '*Auto-hide the taskbar*' option and click *OK*.

The correct class wasn't loaded:

If you select a class that only has 15 students, only 15 remote boxes will appear at the bottom of the screen.

Playing a game:

Certain games limit the number of players. See the games section in the user guide for more information.

Remote Lowest/Highest Numbers haven't been set.

Click on the *Remotes* button and check the *Lowest/Highest Numbers*. The lowest number is the first remote number in your set (usually that is 1) and the highest number is the last remote number in your set (e.g. 32).

45) I want to give two different versions of a test to discourage cheating. Can I present both

versions at the same time using Interact?

Yes, you can do this by presenting multiple answer keys.

1. Create the answer keys for each version you want to present to the class.
2. After the answer keys have been created, select one of the answer keys in the content tree. The test number for the answer key will appear in the title bar at the top of the screen.
3. Write the number down and then select the other answer key to get the test number for these numbers are needed for the presentation.
4. Print and pass out the paper version of the tests to the students.
5. Click on the drop-down menu on the *Present* button and select *Present Multiple Answer Keys*. The *Presentation Setup* window appear.
6. Select the correct class and click *OK*. The remotes will prompt the students to enter an activity ID. The activity ID is the test number you wrote down from the answer keys.
7. Have students enter in their activity ID number and press the *Send* (double arrow) key. By entering in the activity ID (test number), the remote will recognize which test the student is taking and it will display the proper answer choices based on the answer key that you created.

Students scroll between questions by using the left/right arrow keys. The question # that they are on is visible in the upper left corner of the remote. The computer screen will display the remote numbers with a box next to it that will say "-" if the student hasn't started taking the test yet, "IP" if the test is in progress, and "+" when the student has completed the test.

46) How do students change their answer?

In the *Presentation Setup* window, make sure the *Right/Wrong Feedback* is disabled. This way, students will not know if their response is correct or incorrect. Also, uncheck the 'One Response Per Remote' option.

If presenting an answer key:

A prompt will appear asking if you want students to be allowed to change their answers.

Click *Yes* to allow students to change their answers.

To change answers:

Presenting an answer key using Q3 IR remotes:

1. Press the *Delta* (triangle) key on the student remote.
2. Press the number of the question you want to go back to and press the *Send* key. The question number the student requested to go back to will appear next to the student's remote number. The boxes will highlight in red. The student will now be able to change the answer and press the *Send* key to submit the new answer.
3. After the answer is changed, the next consecutive question will appear next to their remote number.

To change answers:

Using an answer key using Q4/Q5 RF remotes:

1. Use the left arrow to go back to a previous question.
2. When the question number of the answer you want to change appears on the remote (in the upper right corner), press the *C* (Clear) key to delete the previous answer.
3. Enter in the new answer and press the *Send* key.

When you are finished changing your answers, press the right arrow key until the remote asks if you are done. If you have completed the test, press *Yes*; if you have not completed the test, press *No*.

Once you press *Yes*, you cannot go back so be sure everything is correct.

47) Using an instructor remote during presentation, how do I toggle between the question and answer slides?

You can toggle between the question/answer/information slides within a slide set by using the up and down arrows on the thumb pad of the remote.

48) Using an instructor remote during presentation, how do I go to the next slide or go back to the previous slide?

Use left/right arrows on the thumb pad to scroll through the slides.

49) How do I pose a spontaneous question using the instructor remote?

For IR-During presentation, press the ? key, key in the answer (letter or numeric), followed by the *Send* key (double arrows). A question mark icon will appear on the screen. This lets students know to press the *Send* key (double arrows) after they've entered their response.

For RF-The instructor remote must be version .64 or higher. During presentation, press the dash key (*New Q*) and the question types will appear on the instructor remote. Using the up/down arrows on the thumb pad, select the question type you'd like to pose, and press the *Send* key (double arrows). The choices for the question type you selected will appear on the instructor remote. Select the answer and press the *Send* key (double arrows). If you choose to not have an answer, press the *Send* key (double arrows) without selecting an answer for it to be recognized as a survey type question.

50) In the *Remote Assignments* screen, the session ID is not appearing. I can see the word 'session' but there isn't a number. What's going on?

It may be that the screen resolution is too large.

1. Go into the *Control Panel* and double-click on *Display*.
2. Click on the *Resolution* tab and change the screen resolution.
3. Click on *OK* and the session ID should now appear in the *Remotes Assignments* screen.

51) In the *Assign Fixed Numbers* screen, the *Save* button is missing. How do I get my *Save* button to appear?

It sounds like the *DPI* setting on your computer is too large.

1. Go into the *Control Panel* and double-click on *Display*.
2. Click on the *Resolution* tab and click on the *Advanced* button.
3. Click on the *General* tab and change the *DPI* setting to *Normal (96)*.

52) My activities are printing weird characters. How do I get the activities to print out normal?

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

1. Go to the *Control Panel* double-click on *Printers and Faxes*.
2. Find your default printed and right click on the printer and select *Properties*.
3. Click on the *Advanced* tab and then click on the *Printing Defaults* button.
4. Click on the *Advanced* tab and then click on the button that has the image of the tool wrench on it.
5. In the column on the right, select *Print Setting*.
6. Uncheck 'Use Printer TrueType Fonts' box.
7. Click on *OK* to apply and close the remaining open windows.

53) Are there software updates available online?

Updates are available online for existing customers at <http://www.qwizdom.com/downloads.htm>.

Updates are not full versions of the software. You must have existing software installed onto your computer before installing the latest update. If you have *Qwizdom TA* and are trying to install the *Qwizdom Interact* update, it will not work. If you do not have any version of our software installed, you cannot install the update because it isn't the full version of the software. To get the full version of the software, call 800-347-3050 to get information on purchasing.

24.1 Initializing the Host

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

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

If the light on the host isn't coming on and/or if you are receiving the error message above, the *USB Drivers* need to be installed.

Port Number

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

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

Installing USB Drivers on Windows 98

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

1. Insert the *Qwizdom Interact* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to *Settings*.
3. Go to the *Control Panel* and double-click on the *System* icon.
4. Click on the *Device Manager* tab.
5. Select the option *View Devices by Type*.
6. Scroll to *Universal Serial Bus Controllers* and expand the file. The *Qwizdom USB Base* or *Qwizdom RF Host* might also be located under *Unknown* or *Other Devices*.
7. Look to find the *Qwizdom USB Base* or *Qwizdom RF Host*. When you find it, select the file and then click on the *Properties* button on the bottom.
8. Click on the *Driver* tab and click on the button that says *Update Driver*. The installation wizard will appear.
9. Click *Next* and select '*search for a better driver than the one your device is using now.*'
10. Click *Next*.
11. Check the *CD-ROM drive* and *Specify Location*.
12. Click on the *Browse* button. Go to the drive the *Interact* disc is in and then select the *USB_Drivers*.
13. Click *OK* and then *Next*. A prompt will appear that says the drivers have not passed the *Microsoft Windows Update* testing.
14. Click on *Continue Anyway* and then *Finish*.
15. Repeat the above steps once more and then restart your computer.

Installing USB Drivers on Windows 2000/XP

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

1. Insert the *Qwizdom Interact* disc into the computer 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. Scroll to *Universal Serial Bus Controllers* and *Ports* (under *Ports*, the *COM* number assigned to the *Qwizdom USB Base* or *Qwizdom RF Host* should be a number from 1-9). A number higher than 9 will not allow the host to initialize; expand both of the files. The *Qwizdom USB Base* or *Qwizdom RF Host* might also be located under *Unknown* or *Other Devices*.
7. Look to find the *Qwizdom USB Base* or *Qwizdom RF Host*.
8. When you find it, double-click 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 *Interact* is in, and then find the folder that says *USB_Drivers*. (Do not open the folder).
13. 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*.
14. Repeat the above steps once more and then restart your computer.

Testing the Host

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

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

Uninstalling the USB Drivers

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

1. Go to your *Control Panel* from either your *Settings* or *Start* menu.
2. Double-click on *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 USB Base* or *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 98/2000/XP.

24.2 Programming a Remote

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

Follow these steps to program Q3 IR remotes.

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

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

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

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

24.3 RF Remotes

Entering the Session ID

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

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

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

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

25 Glossary

Activity-contains slide sets that are presented as lessons, tests, games, etc.

Anonymous Class-anonymous users are generated by the entered number of remotes to create an anonymous class.

Answer Key-paper based activity that only requires the question type with correct answer, points, and time; student works off a paper and answers with the remote.

Categories-are how the slides are organized for the Quandary game; 5 categories represents the 5 columns to choose from.

Classroom Set-when the hardware (remotes and host) are used in the same room; this mode is best suited for K-12 and corporate settings.

Content-materials such as activities and folders created in the Content screen.

Content screen-screen where the content tree and slides are managed and stored; considered the main screen.

Content Tree-column located on the left side of the Content screen where all activities and folders are managed and stored.

Curriculum-subject materials such as Science, Math, History, etc.

Database-where grade book, classes, students, and activity names are saved and stored.

Difficulty-difficulty of question slide; can be set as Simple, Intermediate, Advanced, and Expert.

Equation Editor-where equations are created to insert onto the slide.

Essay-question type; teacher can print out the essay slides on paper for students to answer.

Fill In Completion-question type; alphanumeric input can be entered using the Q5 RF remote (only).

First Record is Header-when importing a class list, if the first record shows headers such as 'First Name,' 'Last Name,' 'Student ID,' etc., then the box needs to be checked. If there is actual information showing as the first record, then the First Record is Header box is unchecked.

Folder-contains and organizes activities.

Grade Book-manages classes, students, and grades; located in Students screen.

Grade Scales-grade scales can be created and customized to suit the grading system that best fits the class requirements.

Host-is the round, disc-shaped USB device that plugs into the computer to communicate with the remotes to collect and send data.

Information-question type; non-remote answerable slide. Only one slide per slide set is allowed for lessons.

IR-infrared

Layout-is where you select a template from.

Locking-a graded activity becomes locked so that the slides within the activity cannot be edited to prevent grade alteration.

Master List-where all created and imported students are stored.

Multimedia-images, sound, or movie files

Multiple Answer List-question type; more than one multiple choice is the answer in a list form.

Multiple Choice-students select A-F choices for the correct answer by remote (or paper).

Multiple Mark-students are able to select more than one choice for the answer; eliminates having to choose E or F for 'all of the above responses.'

Narration-computer generated voice that reads the slides out loud during presentation.

New Set-a slide set

Numeric Problem-question type; students answer by remote (or paper) by keying in the answer and hitting the Send key on the remote.

Points-value; points determine score.

Product Code-16 character code that is used to register and install software

Product Key-see *Product Code*

Q3 IR-Blue 19 button remotes; infrared

Q4 RF-Red/Gray small LCD remotes; radio frequency

Q5 RF-Red/Gray large LCD remotes that allows alphanumeric input; radio frequency

Rating Scale-question type; students answer a rating scale question by remote (i.e. on a scale from 1-7, how would you rate this?)

Remotes-interactive handheld devices

Response graph-displays results of question during presentation mode

RF-radio frequency

Roaming or Student Owned-student owns the remote or remote goes with the student to different classes to use with a different host and session ID

Sequence-question type; students answer by remote (or paper) in sequence (i.e. What order do these go in?)

Session ID-this is the unique host ID number that the remotes need to communicate with the host; session IDs are entered into the remote so that the remote knows which host to send the information to.

Short Answer Specific-question type; alphanumeric input can be entered using the Q5 RF remote (only).

Slides-displays information, images, sound, and animations for presentation purposes.

Slide Editor-screen where slides are created.

Slide Set-a slide set holds up to five individual slides; normally contains two slides which are the question and answer slides or one slide as an information slide.

Spontaneous Survey Bar-free floating bar that can be used in other programs and still be able to collect data from remotes.

Standards-state standardized objectives

Students screen-screen where grade book, classes, and students are managed

Student ID-student ID is a unique ID for students (IDs can only numeric); students IDs are required when logging in with remotes into a presentation.

Student Mode-individual works within the program on assignments that the teacher assigns (on the computer). This is one-on-one learning mode for students to work at their own pace and make up missed assignments, tests, etc.

Template-used to organize information such as text and multimedia on a slide; located in Layouts.

Time Limit-time set for students to answer the question.

True or False-question type; students answer by remote (or paper) T for true or F for false.

Type-is the format of the slide; i.e. Information, Multiple Choice, True/False, Short Answer, etc.

Unlocking-removes the lock from an activity and deletes any scores attached to that activity.

User ID-see *Student ID*

Yes or No-question type; students answer by remote (or paper) T for yes or F for no.