

Quick Start Guide

Getting Started with Qwizdom Connect and Actionpoint™ Suite

Thank you for purchasing Qwizdom.

This quick start guide is designed to help you set up your *Qwizdom Response System*. A more extensive guide is available in the *Help* menu or at www.qwizdom.com under *Support*.

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I CHECK THE SET CONTENTS

You should have the following items:



Q5RF Instructor Remote or Q7RF Presenter Tablet



Q2RF Remote

OR



Q4RF Remote

OR



Q6RF Remote



HID (Black) Host



Charger Unit for
Q5RF Instructor

OR



USB Charger Cable &
Charger Unit for Q7RF Tablet



Batteries for Q2,
Q4, & Q6 remotes



Screws and
Screwdriver



License Agreement & Warranty



Remote Index Card



Software CD

II INSTALLING QWIZDOM SOFTWARE



- Before installing, please check *System Requirements* (see below).
- Close all *Microsoft® Office* and/or *Qwizdom* programs.
- Place the disk into the CD-ROM drive.
- Follow the *Installation Wizard*.
- You may need to restart the computer when finished.

Note: If the CD does not run automatically, go to the CD-ROM drive and double-click the Setup.exe file.

System Requirements

Windows XP Service Pack 2, Vista, or later
Microsoft PowerPoint® 2003 or later (registered version)
Microsoft Excel® 2003 or later (registered version)
Microsoft .NET Framework 3.5 SP1 (included in installer)
Intel Pentium 233-MHz or faster processor
(Pentium III recommended)
1 GB of RAM
5 GB of disk space
CD-ROM drive
Open USB Port



The *Qwizdom Connect* icon will appear on the desktop after installation.

OR

For *Actionpoint Suite*, the *Actionpoint*, *Answer Key*, and *Survey Bar* icons will appear on the desktop after installation.



III QWIZDOM CONNECT - ONLINE REGISTRATION

This section only applies to *Qwizdom Connect* software users. If you are using *Actionpoint Suite*, you may skip to the next section.

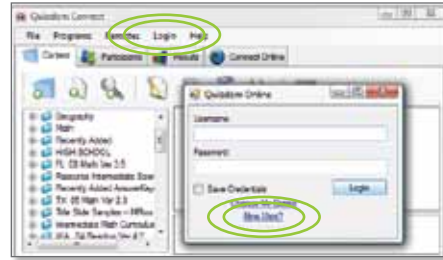
Registration must be completed in order to use any of *Qwizdom Connect*'s online features, including free content and media files.

1



- Double-click the *Qwizdom Connect* icon on the desktop. *Qwizdom Connect* will open.

2



- Go to the *Login* menu and click on *New User*.

3

A screenshot of the Qwizdom Online Registration form. The form has a title 'Qwizdom REGISTRATION' and a sub-header 'Qwizdom Connect Online Registration Form'. It contains several text input fields for 'First Name', 'Last Name', 'Email Address', and 'Password', along with a 'Submit' button.

- This will bring you to the *Online Registration* form.
- Fill out the required fields and click *Submit*.

4

- You will receive an email with an activation link.
- Click on the activation link.
- You will receive a second email within 48 hours with your *Qwizdom Connect* username and password.
- Open *Qwizdom Connect* and log on to *Qwizdom Online* with your username and password.

Note: If you do not see an email from Qwizdom in your Inbox, check your Junk or Spam folder.

IV INSTALLING USB DRIVERS

HID (Black) Host



- Plug the HID Host into an open USB port on the computer.
- The computer will automatically detect and configure the new hardware device.

RF (Red) Host



- Before installing drivers, close all *Microsoft® Office* and/or *Qwizdom* programs.
- With the *Qwizdom* software disk in the CD-ROM drive, connect the host to your USB port.
- A window will appear indicating that the drivers have been successfully installed. If this does not happen, refer to the online user guide at www.qwizdom.com for instructions on how to manually install drivers.

V SETTING UP YOUR REMOTES

1 For *Qwizdom Connect*:

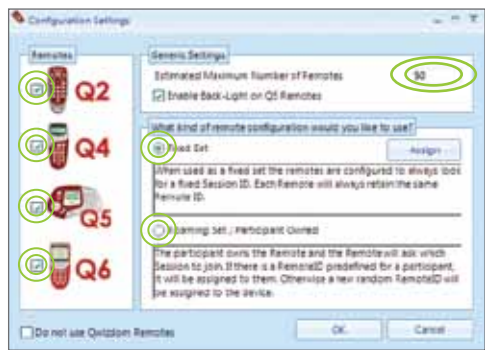
- Click on the *Remotes* menu at the top of the main *Qwizdom Connect* window.

For *Actionpoint Suite*:



- Click on *Configure Settings/ Remote Configuration* in the *Actionpoint* toolbar.

2 The *Configuration Settings* window will appear:



- Select the remote type.
- Enter the highest estimated amount of remotes into the *Estimated Maximum Number of Remotes* field.
- Select remote configuration type, either *Fixed Set* or *Roaming Set/Participant Owned*.

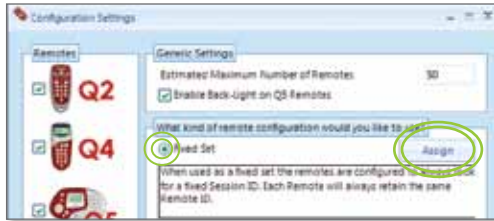
Fixed Set - Select this mode if you are K-12 or corporate setting. *Fixed Set* is when the remotes are assigned with an internal number.

Roaming Set or Participant Owned - Check this option if the participants own the remotes. This mode is best-suited for Higher Ed/ University settings. In this mode, **logging in by ID is mandatory**.

ASSIGNING FIXED NUMBERS

IMPORTANT!!! Assigning Fixed Numbers only needs to be done once, unless you change computers or hosts.

1




- Select *Fixed Set*.
- Click *Assign*. The *Remote Assignment* window will appear.

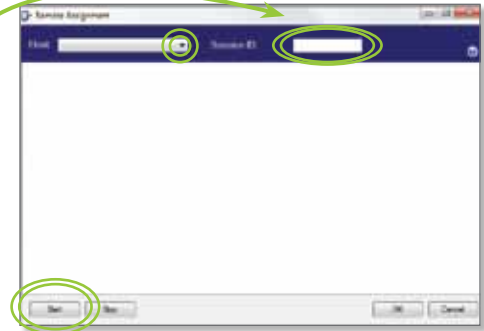
What is a Session ID?

The Session ID is the host's unique ID. Entering the Session ID into the remotes lets them know with which host to communicate.

Where is the Session ID located?

- *1. *Remote Assignment* window
2. Click  *Qwizdom Tools*, found in the lower right hand corner of the *Windows Taskbar* (next to the clock).

2*



- Click on the *Host* drop-down menu and select the COM number (of the host) you will be using.
- The Session ID automatically appears in the *Session ID* field.
- Click *Start*.

Q2RF Remotes

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

3 Turn on your remotes.

- Hold down the *JOIN* button for a few seconds to turn on the remote.



4 The remote may ask for a Session ID.



5 Enter the Session ID.

- Use the key pad to enter the Session ID - *Session IDs that are longer than 3 digits will scroll.*
- Press *JOIN* when finished.



6 The remote will try to connect to the host.



7



When the remote connects to the host, an image of a remote with the remote's ID will appear in the *Remote Assignment* window. The remote ID will appear on the remote's screen. After all remotes have connected to the host, click *Stop*. Click *OK* to exit the *Remote Assignment* window. To exit and save remote settings, click *OK* in the *Configuration Settings* window.

Q4RF Remotes

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

3 Turn on your remotes.




- Hold down the *MENU* button for a few seconds to turn on the remote.

4 The remote may ask for a Session ID.



5 Enter the Session ID.



- Use the key pad to enter the Session ID and press  *SEND*.

6 The remote will try to connect to the host.



7

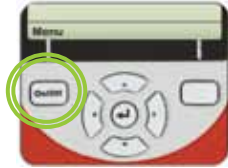


When the remote connects to the host, an image of a remote with the ID will appear in the *Remote Assignment* window. The remote ID will appear on the remote's LCD screen. After all remotes have connected to the host, click *Stop*. Click *OK* to exit the *Remote Assignment* window. To exit and save remote settings, click *OK* in the *Configuration Settings* window.

Q6RF Remotes

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

3 Turn on your remotes.



- Hold down the *ON/OFF* button for a few seconds to turn on the remote.

4 The remote may ask for a Session ID.



5 Enter the Session ID.

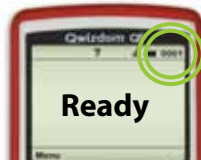


- Use the key pad to enter the Session ID and press the *JOIN* button.

6 The remote will try to connect to the host.



7



When the remote connects to the host, an image of a remote with the ID will appear in the *Remote Assignment* window. The remote ID will appear on the remote's LCD screen. After all remotes have connected to the host, click *Stop*. Click *OK* to exit the *Remote Assignment* window. To exit and save remote settings, click *OK* in the *Configuration Settings* window.

Q5RF Instructor Remotes

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

3 Switch on your remote.




The power switch for the Q5RF is located on the top of the remote. Slide the power switch to the right to turn on.

4 The remote may ask for a Session ID.



5 Enter the Session ID.



- Use the key pad to enter the Session ID and press  SEND.

6 The remote will try to connect to the host.



7



When the remote connects to the host, a remote with the Instructor label will appear in the *Remote Assignment* window. “Ready” will appear on presenter remote’s LCD screen. After all remotes have connected to the host, click *Stop*. Click *OK* to exit the *Remote Assignment* window. To exit and save remote settings, click *OK* in the *Configuration Settings* window.

Q7RF Presenter Tablet

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

3 Turn on your Presenter Tablet.



4 The Presenter Tablet may ask for a Session ID.



5 Enter the Session ID.



Use the keyboard and stylus to enter the Session ID and then press the *ENTER* button.

6 The Presenter Tablet will try to connect to the host.




7



When the Presenter Tablet connects to the host, a remote with the Instructor label will appear in the *Remote Assignment* window. “Ready” will appear on the Presenter Tablet’s LCD screen. After all remotes have connected to the host, click *Stop*. Click *OK* to exit the *Remote Assignment* window. To exit and save remote settings, click *OK* in the *Configuration Settings* window.

COMMON SCREEN DISPLAYS

Q2RF Student Remotes

- __**A** : Enter Activity ID.
- __**S** : Enter Session ID.
- __**U** : Enter User ID.
- - - : Remote cannot find host and will power down.
- - : Remote is searching for the host.
-  : Battery icon indicates battery charge when remote is on.

Q4RF Student Remotes

- **Qwizdom:** Remote has found the host and is ready for a question slide.
- **Activity ID:** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.
- **Loading:** An Answer Key is loading; may take a few moments.
- **Push Key:** Remote is idle. Press any key, (except *MENU*) to reactivate.
- **Inactive:** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, re-enter Session ID by pressing *MENU*, scrolling right to “*Sess.ID,*” and pressing *SEND*. When prompted, re-enter the Session ID and press *SEND*.
- **No Net:** Remote cannot find the host. Re-enter the Session ID. If “*No Net*” continues, enter User ID and Session ID.
- **Denied:** User denied due to incorrect User ID or a duplicate User ID. Re-enter User ID. Press *MENU*, scroll to “*User ID,*” press *SEND*, enter the User ID, and press *SEND* again.

Q6RF Student Remotes

- **Searching for Session ID:** Remote is searching for the host.
- **Ready:** Remote has found the host and is ready for a question slide.
- **Power Save Mode:** Remote is idle. Click *RESUME*, to reactivate.
- **Help:** First available Menu option. With “Help” selected, press the menu select key (↵) to privately ask for help or scroll to “EXIT” and press (↵).
- **Session ID Not Found:** Remote cannot find the host. Re-enter the “Session ID.” Press *MENU*, scroll to “Enter Session ID,” click (↵), enter the Session ID, and press *SEARCH AGAIN*.
- **Session ID Login Denied:** User denied due to incorrect User ID, or a duplicate ID. Re-enter User ID. Press *MENU*, scroll to “Enter User ID,” click (↵), re-enter the User ID, and press *JOIN*.
- **Enter User ID:** Requesting an User ID number. “Require login by ID” option must be selected in *Presentation Setup* window to use this optional login method.
- **Loading:** Loading an Answer Key; may take a few moments.
- **Enter Activity ID:** Requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.

Q5RF & Q7RF Instructor Devices

- **Ready:** Displays on the Q5RF and Q7RF when device is ready to use.
- **Last Key:** Will appear on the Q5RF showing the last key that was pressed.
- **Host Not Found:** The Q7RF cannot find the host. Re-enter the Session ID. Press *MENU*, scroll to “Enter Session ID,” and press *ENTER*. Re-enter the session ID and then press *ENTER*.
- **Session ID Not Found:** The Q5RF cannot find the host. Re-enter the Session ID. Press *MENU*, scroll to “Enter Session ID,” and press *SEND*. Re-enter the Session ID and then press *SEND* to confirm.

VI GETTING STARTED

Now that your USB drivers and software have been installed, here is a brief overview of *Actionpoint Suite and Qwizdom Connect*. A more extensive guide is available in the *Help* menu or at www.qwizdom.com under *Support*.

Actionpoint Suite:

Desktop Icons



Answer Key - create and present paper-based activities with or without standards



Survey Bar - launch spontaneous presentation mode

Actionpoint Toolbar - PowerPoint 2003



Launch Presentation - start presentation



Advanced Answer Options - send question text to Q6RF remotes and/or set advanced grading options



Configure Settings - assign fixed numbers/remote setup



Participant Wizard - create, modify, import participant lists



Reporting Wizard - upload saved presentation results to generate reports

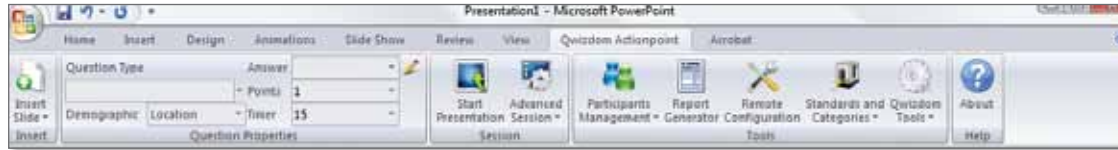


Help - view software version information and complete user guide



Settings - merge result files, set game options, add speaker notes, print presentations, and more

Actionpoint Ribbon - PowerPoint 2007



Insert Slide - add a new slide and set question type

Advanced Answer Options - send question text to Q6RF remotes and/or set advanced grading options

Start Presentation - start presentation

Participants Management - create, modify, import participant lists

Report Generator - upload saved presentation results to generate reports

Remote Configuration - assign fixed numbers/remote setup

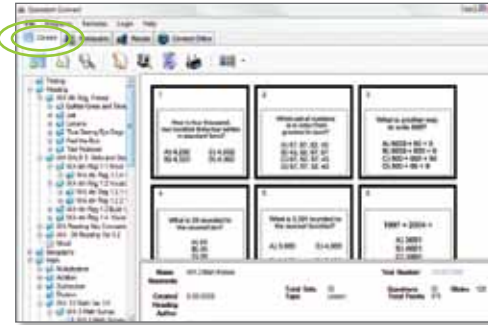
Standards and Categories - add, edit, and/or view standards applied to a selected slide




Quizdom Tools - merge result files, set game options, add speaker notes, print presentations, and more

About - view software version information and complete user guide

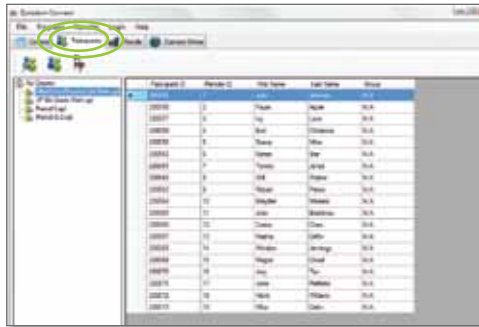
Qwizdom Connect:




1 Content Tab:



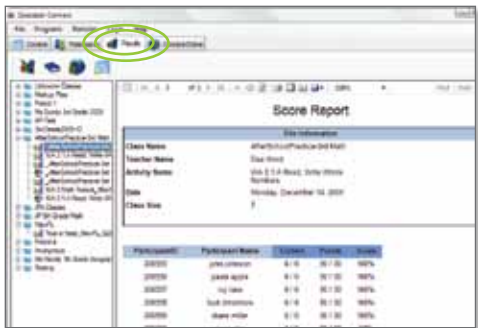
- Organize, print, import, and export activities.
- Click the  *New Activity* button to create a new activity. Select the newly created activity in the *Content Tree* and click the  *Edit* button to start creating content.
- Click the  *Standards* button to apply and view standards to activities or individual slides.
- Click the *Programs* menu to launch *Qwizdom Actionpoint*, *Answer Key*, *Live Editor*, and *Question Toolbar*; create slides with images and multimedia in *Live Editor*; use *Answer Key* to generate paper-based activities with and without standards; or conduct spontaneous presentations with the *Question Toolbar*.




2 Participants Tab:



- Click the  *Participants* button to create, edit, and import participant lists.
- Click the  *Groups* button to group students randomly or by skill level.
- Click the  *Seating* button to create a seating chart.

3 Results Tab:



- Organize and view recorded data.
- Select a results file and click the  Reports Wizard button to generate, print, and export reports.
- Grade and regrade activities with the  Quick Mark tool.
- Right-click any results file to upload to *Qwizdom Online Reporting*.*
- Click the  Online Reports button to view *Qwizdom Online Reporting*.*

4 Connect Online Tab:



- Login to *Qwizdom Online* (see *Online Registration* p.5 for details).
- Browse online content by standards, keywords, and/or collections.
- Access a database with 20,000+ learning objects and thousands of lessons.*
- Share content with peers.

*A premium subscription is needed to download ReadySet curriculum and use *Qwizdom Online Reporting*. Please contact Sales at 1.877.794.9366 for more information.



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