

GETTING STARTED WITH QWIZDOM

The Qwizdom kit

In the Qwizdom bag you should find the following items:

Instructor remote



Key buttons

- Slide the power button at the top to switch on/off
- Press right and left to navigate between slides
- Press send button  to activate remote
- Press the / button to display response graph on screen
- Press the 0 button to display response graph the instructor's remote LCD screen
- Press the 9 button to refresh the question

Charger for instructor remote



USB receiver and USB cable



Student remotes



Key buttons

- Press and hold down the menu button to switch on handsets
- Press send button  to submit answers

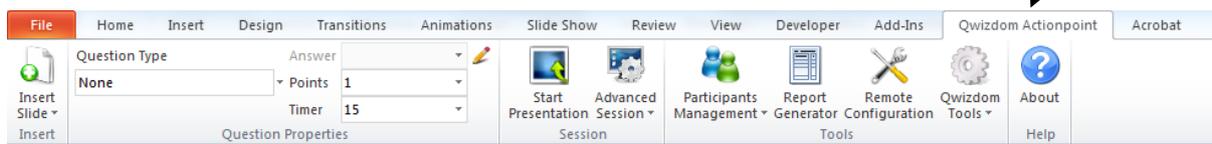
Creating a presentation

1. Create your presentation in PowerPoint in the usual way ensuring that there is only one question per slide.

In order for your presentation to work with Qwizdom you will need to use specific software called **Qwizdom Actionpoint** which is installed on laptops available from the Technical Resources office. You can also request to have it installed on your own PC via the IT Help Desk.

Setting up the Questions

Action point will appear as a toolbar within PowerPoint. Once you have created your presentation you are ready to set up the answers for Qwizdom.



2. For each question slide select the question type from the drop down list.
3. Select the correct answer from the 'Answer' drop down list.
4. Once you have finished setting up your questions save the PowerPoint to ensure you have saved the changes.

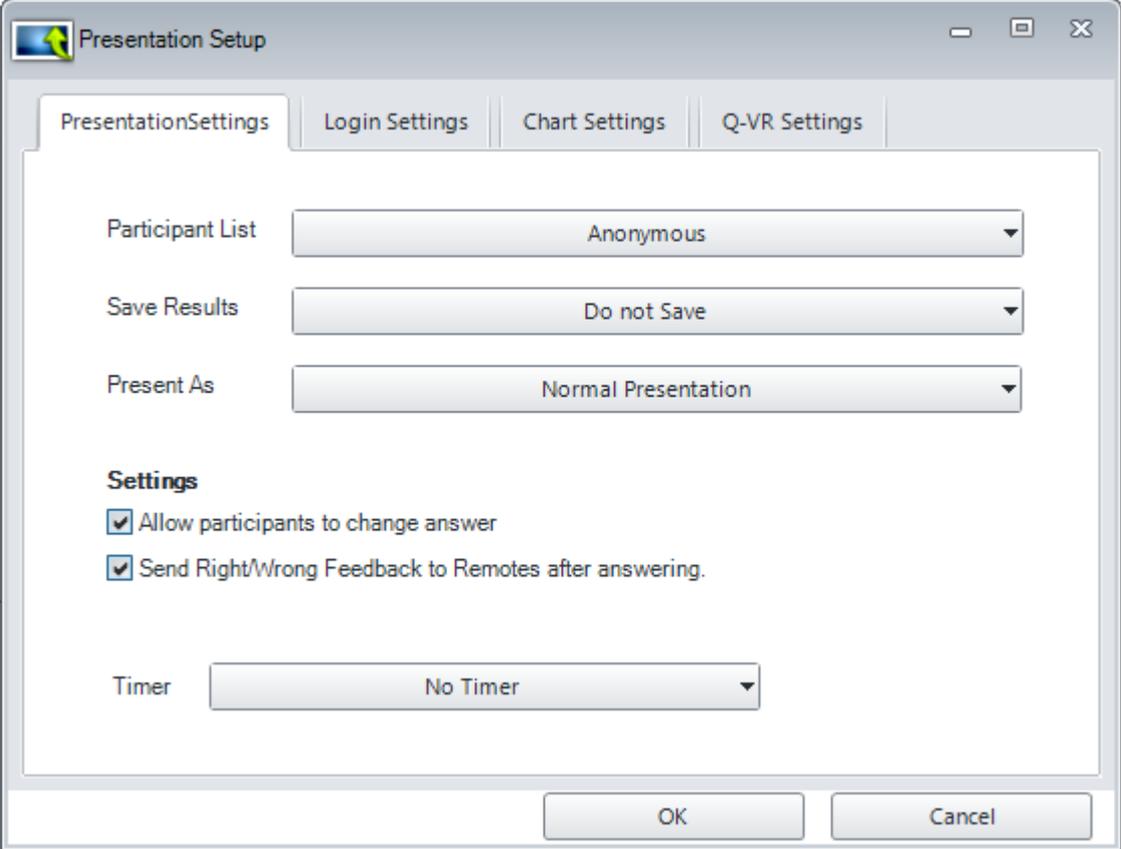


The 'Points' drop down list will allow you to assign a value to each question if you wish to do so. The 'Timer' drop down list will allow you to assign a time limit for each question if you wish to do so. It is recommended that you set the timer to '0'.

Running your presentation

1. To start the presentation click on the start presentation button  on the Qwizdom toolbar.

The presentation set up window will open.



Presentation Setup

PresentationSettings | Login Settings | Chart Settings | Q-VR Settings

Participant List: Anonymous

Save Results: Do not Save

Present As: Normal Presentation

Settings

Allow participants to change answer

Send Right/Wrong Feedback to Remotes after answering.

Timer: No Timer

OK Cancel

Presentation Settings

Participant List - Ensure that the participant list is set to 'Anonymous'.

Save Results - If you do not wish to save the results of the quiz then select 'Do not Save'. If you wish to save the results of your quiz go to 'Saving your Results' section on page 7.

Present As - Choose Normal Presentation. (Other options included; auto-pilot, self-paced and game options).

Allow participants to change answer - enables participants to change their answer for the question slide they are on.

Send Right/Wrong Feedback - Participants will be able to see if their answer is correct or incorrect. Remotes will display an ✓ if answer is correct and an X if answer is incorrect. If this option is un-ticked the remotes will display both a ✓ and an X.

The timer - it is recommended that it should be set to 'No Timer' unless you wish to set a time limit for the questions.

2. Finally, click on '**OK**' to run the presentation.

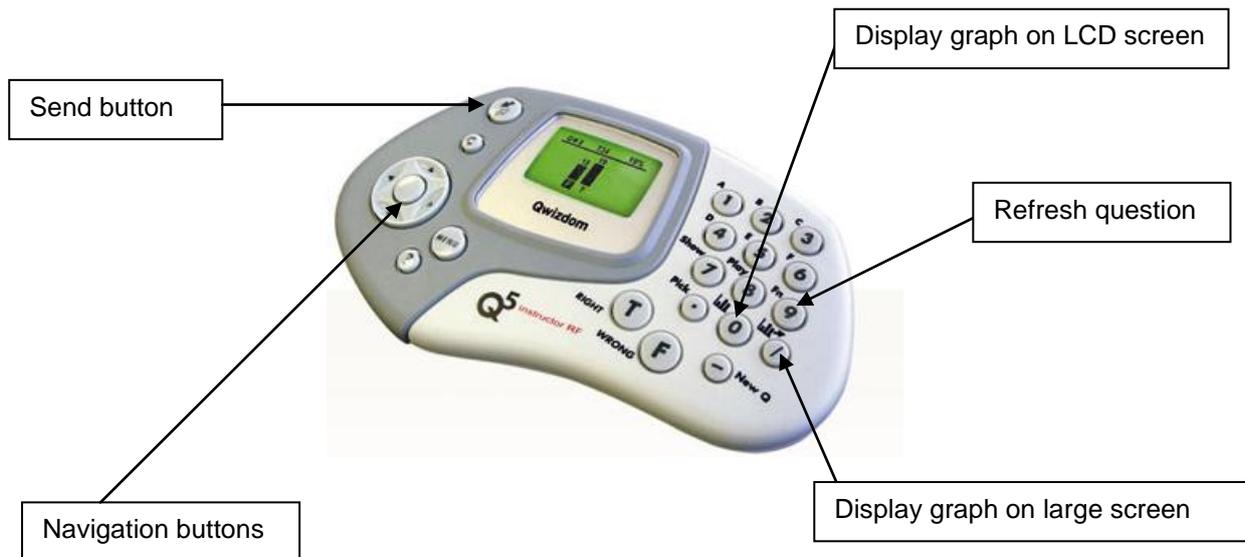
3. Have all participants switch on their remotes by pressing and holding down the 'Menu' button. Their handsets should display 'Qwizdom' and a number on screen.



(If 'Qwizdom' is not displayed, press the send button  again. If this does not work you may need to change your session ID number see section on changing session ID on page 8.)

4. To answer a question participants should select an answer on the key pad and then press the send button .

Key buttons on the Instructor Remote



- The instructor remote should display 'Ready' on the LCD screen.



(If 'Ready' is not displayed press the send button again . If this does not work you may need to change your session ID number see section on changing session I.D. on page 8).

- You can use your instructor remote to navigate through the slides using the left and right arrow keys.
- When a question is active and ready to receive answers you will see a toolbar at the top of the screen displaying a percentage figure.



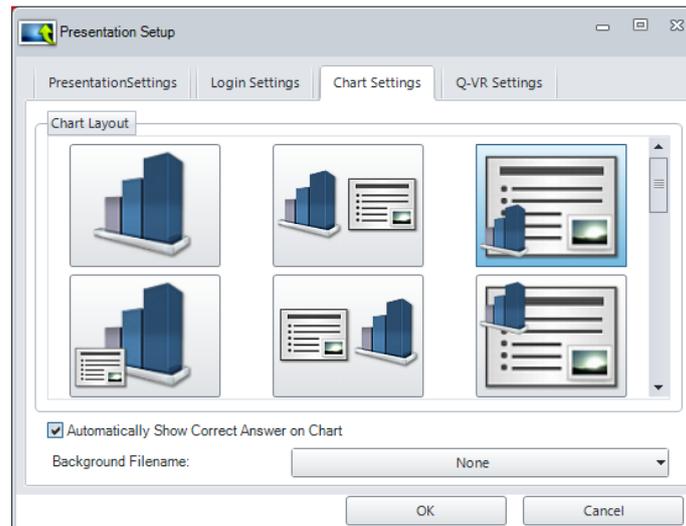
If you do not see the toolbar on a question slide press '9' on the Instructor remote to refresh the question.

- As each participant responds the percentage figure will increase to indicate the percentage of responses received. When it reaches 100% all answers from active handsets have been received.
- At the end of each question you can display a graph of the results either by pressing the '7' on the Instructor remote or by clicking on the graph symbol on the tool bar at the top of the screen. If you want to view the results on the instructor remote LCD screen only you can do so by pressing '0'. Click or press the same button to remove the graph.

Graph settings

Correct answers on the graph should be shown in green, and incorrect answers are shown in red. If this is not the case you can change these settings either from;

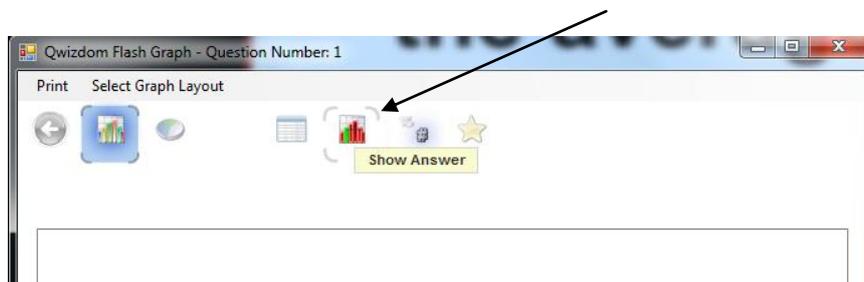
- The 'Presentation Setup' window, under the 'Chart Settings' tab. Check the box next to 'Automatically Show correct Answer on Chart'.



- Or during the presentation you can change this by clicking on the graph on the toolbar at the top of the screen.



Then click on the graph symbol as shown below to 'Show Answer'.

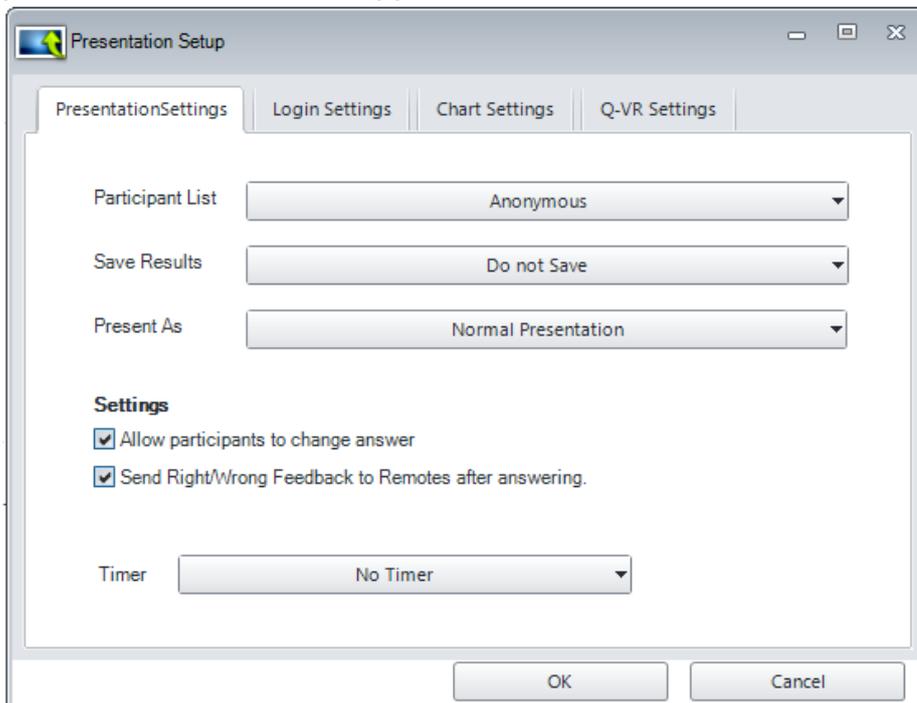


5. After displaying the graph you can advance to the next slide and results will be cleared, unless you have opted to save the results.
6. To end the presentation press '**Esc**' button on the keyboard.

Saving your results

All results are saved as a .QRX file which can be converted into a .CSV file that can be viewed in Excel. Alternatively you can view it as a Flash report which will display graphical representation of the results. To save the results;

1. Click on the start presentation button  on the Qwizdom toolbar. The presentation window will appear.



To Manually save

1. Select 'Save As' from the 'Save Results' drop down menu.
2. The Save As window will appear.
3. Select a location to save the results.
4. Enter a name for your results file under Filename.
5. Click Save. The file name and location will appear next to 'Save Results'.

To Automatically Save

1. Select Auto Save from the 'Save Results' drop down menu.
2. The 'Browse for Folder' window appears.
3. Select the folder you wish to save the results to and click on OK.
4. The file name will be generated automatically using the name of your PowerPoint presentation.

Changing the Session ID on handsets

A session ID number is displayed on a sticker underneath the USB receiver; all handsets (including the instructor handset) must be set up using the same session ID number.



To change the session ID number on the student remotes

1. Switch on the handset by holding down the **Menu** button
2. Press the **Menu** button again, then use the right arrow until you see **Session ID** displayed,

3. Press the send button 



4. The current session ID will be displayed, you will then be asked if you would like to change it.
5. Press the **YES** button, then type in the session ID you want to use
6. Press the send button again and the new session ID will be saved.

To change the session ID number on instructor handset

1. Press the 'Menu' button on the instructor handset.
2. Use the down arrow to 'Enter Session ID' and press the button in the middle of the navigation buttons to select.
3. Using the key pad enter the session ID number.
4. Press the send key.

