




# ClickerV4 User Manual For Instructor

## Admin

Login as admin, (user name : admin password: admin )once you logged in you can see this menu item Department,Instructor,emailsetup,and Change Password.

### Add Department:

**Step 1 :** Select the department menu and press 




This icon in the department table is to add the department. New form will open, enter the details and press the add button .The department will be added successfully .Press this  icon to delete the department. For edit press this  icon for edit.



The image shows a table titled "Department" with a search bar "Search By ID" and a table with columns "Department ID", "Department Name", and "HOD". Above the table are icons for adding (+), deleting (-), and editing (pencil).

### Add Course :

**Step 1:** select the department in the department table


**Step 2:** press this  icon to add the course. New form will open enter the details and press the add button .The course will be added successfully . Press  this icon to delete the course. For edit press this  icon .

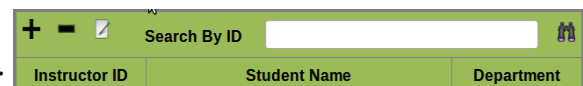


The image shows a table titled "Course" with a search bar "Search By ID" and a table with columns "Course ID" and "Course Name". Above the table are icons for adding (+), deleting (-), and editing (pencil).

### Instructor:

**Step 1:** Select the instructor menu

**Step 2 :** Press  this icon to add the instructor table. To add the instructor, new form will open, enter the details and press the add button. The instructor will be added successfully.




The image shows a table titled "Instructor" with a search bar "Search By ID" and a table with columns "Instructor ID", "Student Name", and "Department". Above the table are icons for adding (+), deleting (-), and editing (pencil).

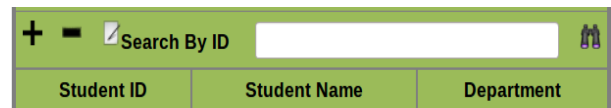
### For Instructor:

login as Instructor and select the Admin->Student

### Add Student:

Press this  icon to add the student table.

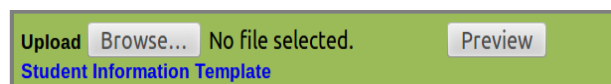
To add the individual student ,new form will open enter the details and press the add button the student will be added successfully .



The image shows a table titled "Student" with a search bar "Search By ID" and a table with columns "Student ID", "Student Name", and "Department". Above the table are icons for adding (+), deleting (-), and editing (pencil).

### Upload Student list in XLS :

**Step 1:** download "Student information Template"

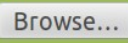
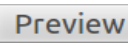


The image shows a form with an "Upload" button, a "Browse..." button, a "No file selected." message, and a "Preview" button. Below the "Browse..." button is a link "Student Information Template".

**Step 2:** fill the student details in that xls file

	A	B	C	D	E	F	G	H	I	J	K
1	Student ID	Student Roll Number	Student Name	Year of Joining	Student Privileges(1: TA, 0: Normal Student)	Department ID	Email	Mac	Course Year	Semester	Course ID
2											
3											

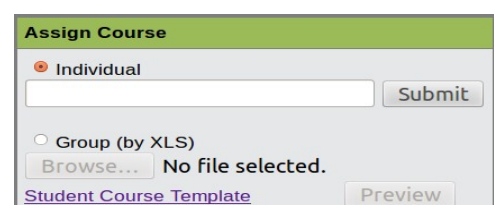
**Step 3:**

click the Browse button  .File browser will open select this xls file and press the Preview button  you can see the preview and press the "Add student Information" button. In that preview page the student list will be uploaded in the database.

### Assign Course:

**Step 1:** Enter the student id press submit button select the course and press add

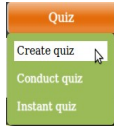
**Step 2:** Download the course template xls fill the xls sheet Press the browse button and select the file to upload and see the Preview and assign the course.



The image shows a form titled "Assign Course" with a radio button for "Individual" and a "Submit" button. Below it is a radio button for "Group (by XLS)" and a "Browse..." button. To the right of the "Browse..." button is a "No file selected." message and a "Preview" button. Below the "Browse..." button is a link "Student Course Template".

# Question Bank

Hover on



and then click on Create Quiz.

## 1. Create Question

- Click on **Add Question** -> **Select the Question Type** **Single Choice correct** then, enter the Question, Options, and Credits. To assign negative marks, enter in the “Negative Marks” field.
- To add more Options click on **+** and to remove click on **X**
- Click on **Submit** to Create your Question.
- To upload multiple Questions click on **Question Template** to download the template and enter questions **Upload Questions: Question Template**. Click on “Browse” to select the downloaded template and then click on “Preview” to preview and then and create the questions **Browse...** **No file selected.** **Preview**

## 2. Edit Question and Delete Question

- Click on to edit the Question and Options.
- Click on to delete the Question.

## 4. Create Quiz

- Click on **Create Quiz** to Create a Quiz.
- To select Questions for the quiz, check the boxes

- Enter Quiz details and then Click on “Add Quiz”

- Click on **Cancel Quiz** to Cancel the Quiz.

## 5. Delete Quiz

- Click on **Delete Quiz** to Delete a Quiz.
- To view the Quiz Details and to Delete select the Quiz
- Click on **Delete Quiz** to Delete the selected Quiz.

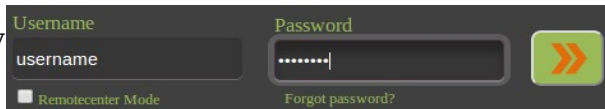
Conducted  
 Not Conducted





## Quiz Conduction

### Normal Quiz :

Step 1 : Login as instructor in local mode by unchecking the Remotecenter mode.

A login form with fields for Username and Password. The Username field contains the text 'username'. The Password field contains a masked password '.....'. There is a checkbox for 'Remotecenter Mode' which is unchecked. A 'Forgot password?' link is present. A green button with a right arrow is on the right.

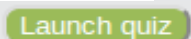
Step 2 : Go to Quiz -> Conduct Quiz from menu. Quizzes are listed as boxes and quiz details are displaying in tip window on mouse-over of a quiz box.

Step 3 : Before conducting the quiz, activate the course by clicking  INACTIVE button to active  ACTIVE


Step 4 : Click the quiz box, it will redirect to quiz page with list of questions. By default options are not shown, if you want to show the options check the show option check box ☐ Show Option

Step 5 : At the end of the quiz if you want to disclose the answer to the student check show answer ☒ Show Answer check box else uncheck it. By default its checked.

Step 6 : If you want to give negative marking for the quiz, check the ☐ Negative Marking negative marking check box, else uncheck it. By default its unchecked.

Step 7. Set the quiz time, by default quiz time is shown as per the time given in quiz create. Launch the quiz by clicking the Launch quiz button  Minutes  Seconds

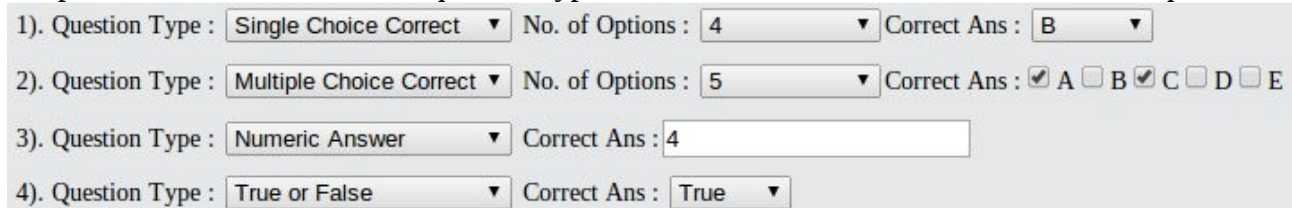
Step 8 : After quiz is launched the quiz countdown will start.

Step 9 : After end of the quiz show response button will be displayed. Click this  button is to view student response.

### Instant Quiz :

Step 1 : Go to Quiz -> Instant Quiz from menu. Instant quiz page will open, select number of questions **Select number of questions**  (1 to 10) to conduct quiz.

Step 2 : Select Question Type (Single correct, Multiple correct, Numeric and True or False), number of options and answer. Based on question type answer selection will differ. Do this for all questions.

A form for configuring an instant quiz with four questions. Each question has a 'Question Type' dropdown, 'No. of Options' dropdown, and 'Correct Ans' field. Question 1: Single Choice Correct, 4 options, Correct Ans: B. Question 2: Multiple Choice Correct, 5 options, Correct Ans: A, B, C, D, E (all checked). Question 3: Numeric Answer, Correct Ans: 4. Question 4: True or False, Correct Ans: True.

Step 3 : Before conducting the quiz, activate the course by clicking  INACTIVE button to active  ACTIVE

Step 4 : At the end of the quiz if you want to disclose the answer to the student check show answer ☒ Show Answer check box else uncheck it. By default its checked.


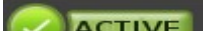
Step 5 : Set the quiz time, by default quiz time for instant quiz is one minutes. Launch the quiz by click the Launch quiz button  Minutes  Seconds

Step 6 : After quiz is launched the quiz countdown will start.

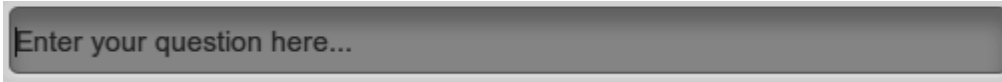
Step 7 : After end of the quiz show response button will be displayed. Click this  button to view student responses.

## Poll

Step 1: From menu click on Poll button to launch the Poll.

Step 2: Before conducting the Poll in the class, check whether course is active or not.  
You can activate the course by clicking the  button which will then change to  state.

Step 3: On Poll page type the poll-question in given textbox .



Enter your question here...

Click the  button.

Step 4: Timer countdown will start.  
Timer will run by default for 60 seconds.




Step 5: After timer gets over, it will automatically display the response chart for poll result. In that Green colour indicates the count and percentage of students who gave “YES” as a response. Red colour part indicates the count and percentage of students who gave “NO” as a response and Grey colour indicates the count and percentage of students who fetched the poll but didn't responded.

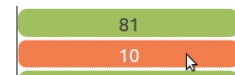
## RaiseHand

Raisehand is the feature by which student can ask doubts/questions to the instructor via the tablet. This feature allows the student to ask doubts without disturbing the session.

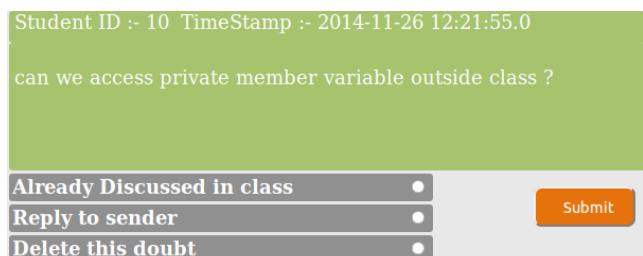
**Steps to use raisehand module are as follows:**

1. Raisehand has been categorized into Active Raisehand and Pending Raisehand.
2. **Active raise hands** are received in ongoing class or session, so when new raisehand during active class is received it can be seen as count blink  indication on raisehand menu
3. When instructor clicks on the raisehand menu, raisehand page will open, Here you can see list of **active raisehands** - received in same session. It also displays **pending raisehands** – which are not addressed from last sessions.

4. We can view doubt of student by selecting it from list



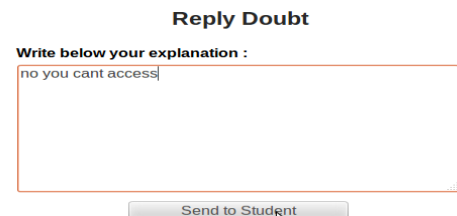
5. Once we select raisehand a new panel will open up with doubt of student(s) who raised doubt.



6. As seen in adjacent **image**, here instructor can choose any of three option to address the doubt.
7. Option 1 :- **Already discussed in class** - This is selected in case the doubt asked is already been discussed in class and then click on “Submit” button. Hence the doubt will be removed from list.

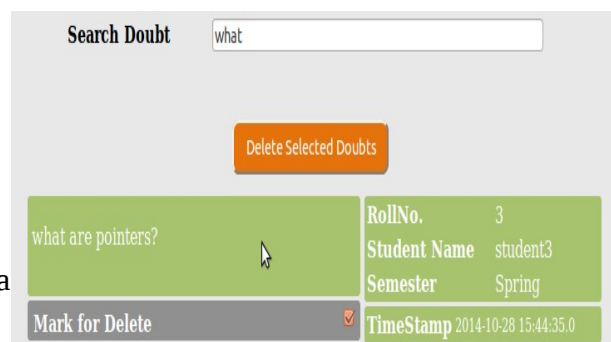


8. Option 2 :- **Reply to sender** - If instructor will select option and click on “Submit” button and a new window will open in which faculty can write/reply the doubt and send it to student.



9. Option 3 :- **Delete this doubt** – If instructor selects this option and click on “Submit” button, it will ask for confirmation “Are you sure you want to delete ?” and if instructor selects OK then this doubt will be deleted and will be removed from list.

10. In raisehand page we have “**View saved Doubt**” button, If instructors click on it a new page will open with all earlier saved doubt or addressed doubts.



11. Doubts will be shown in tabular form with a search feature and delete option.

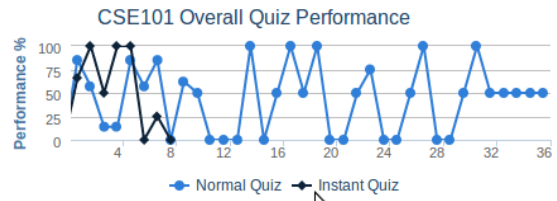
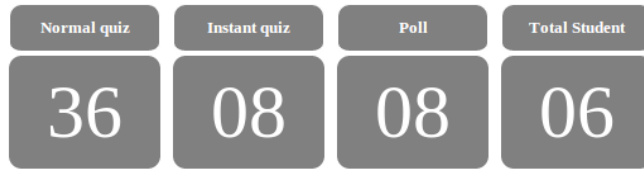
12. If instructor enter a keyword in search field only doubt having similar keyword will be shown, then instructor can delete those doubt by checking “**Mark for Delete**” check box and then click on “**Delete Selected Doubts**”. Multiple selection for deleting doubt is allowed.

## Report

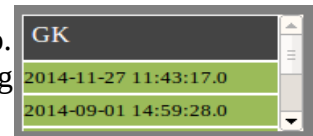
### Normal Quiz :



Step 1 : Select Report from menu-bar. Report page will display with quick summary of normal quiz, instant quiz, poll and student information for each course with quiz performance chart.

Course ID : CSE101

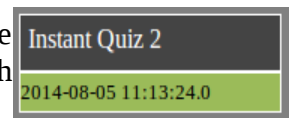


Step 2 : Click Normal Quiz to view list of quiz conducted with time stamp. By clicking the head of this box to view the Quiz details report. By Clicking the time stamp to view the quiz response or quiz result in detail with chart.



Step 3 : ☒ Quiz Report ☐ Quiz Result To view the quiz response report, select the quiz response option button before click the timestamp. To view the quiz mark list and grade report, select the quiz result radio button. You can download the report as PDF  and XLS  by clicking these icons.

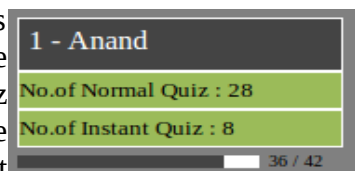
Step 4 : Click Instant quiz tab to view list of instant quiz conducted with time stamp. Click timestamp to view the instant quiz response report in detail with chart. You can download these reports in PDF and XLS format.






Step 5 : Click the poll to view the list of poll conducted with short summary. By clicking this box to view the poll response report in details. You can download this report also in PDF and XLS.



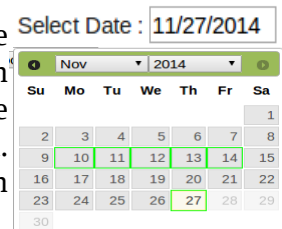
Step 6 : To click the Total Student tab to view the list of students details in boxes. Each box contain the detail about individual student like number of normal quiz and instant quiz attempted and total quiz participation in progress bar. By clicking the Normal quiz to view the student's normal quiz performance with chart. By clicking the Instant quiz to view the student's Instant quiz performance chart.



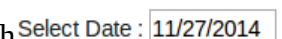
Step 7 : In Total Student tab itself you can see student list , student attendance  and  student query.

Step 8 : By clicking the student list icon, you can see the list of students register for a course.

Step 9 : By clicking the attendance icon, new dialog box will appear with date selection. Once you click the select date, the date picker will appear with highlighted date on which course was take. After selecting the date from the date picker, dropdown list box will appear with forenoon and afternoon option. Once you select the session, attendance report will generate with chart you can download the report with chart as PDF or XLS.



Step 10 : By clicking the Student Query icon, new dialog box will appear with date selection. Once you click the select date, the date picker will appear with highlighted date based on the student query raised for a course.




Step 11 : By clicking the plot in the performance line chart, either normal quiz line or instant quiz line quiz response / result report will be generated. You can download this report in PDF or XLS.

# ClickerV4 User Manual For Student

**Step 1. Switch on tablet** and unlock the screen

**Step 2. Connect to wifi**

**How to connect :**

i. Go to setting ->  Change the wifi state to ON



ii. Select appropriate wifi, which is using for clicker

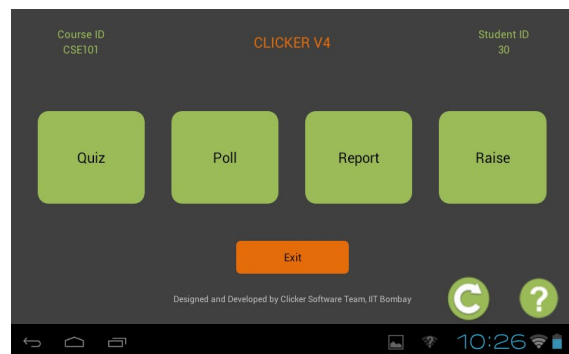
iii. Make sure wifi is in connected state




**Step 3. Locate the clicker icon**  (ClickerV4) and click on it.

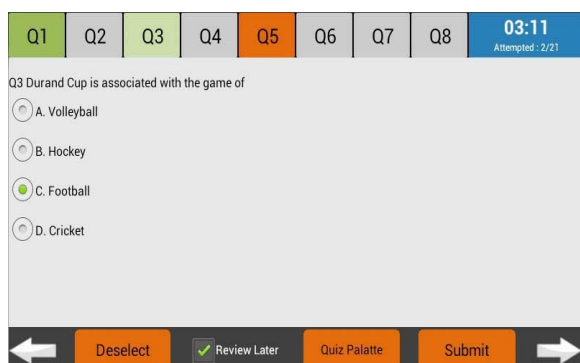
**Step 4. Enter your Enrollment id and Server IP** and press Register Button.

After tapping on Register you can see 4 menus (**Quiz, Poll, Raise, Report**)




Make sure course is active and all the 4 buttons are in Green color, if not press the **refresh button** at bottom right side of  clicker home screen.

**Step 5. Press the Quiz Button after quiz is launched**, announcement is made by instructor after quiz is launched.



QNo.	Question	Your Response	Your Response Value	Result
Q1	this is numeric question 7 / 66 / 222 * 33645 - 1212 + 6343	44	44	wrong
Q2	enter any number	7	7	right
Q3	fasd asdfa sdf	B	asdfas	wrong
Q4	simple question select any one option	C	3245b wfsd fd	wrong
Q5	as asf asdf asdf 'a asdf asdfasdfs: asdf asf asdf/asdf asdfa sdt asf df/jas 22 asdf/b2 56@ 6-445	Z	Z	No Response
Q6	multiple choice questions multiple choice questions multiple choice questions multiple choice questions multiple choice questions multiple choice questions multiple choice questions	B	aaa	wrong
Q7	This is true or false question type	Z	Z	No response

**Note :**

1. To navigate questions use **left and right side arrows** or press the question number buttons (Q1, Q2, Q3 ...) at top.
2. **Submit button** is for all questions **not for single question**, so press submit button only **after attempting all questions**.
3. To return to home screen tap on **home icon**  at top right side.
4. Any help feel free to call clicker team members.