A Guide to Qwizdom

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Setting up Your Participant List

Before your students can start using their clickers you have to create a Participant List. This list will allow you to connect with your students and your students to connect with the material.

Create a Participant List Through Actionpoint.

1. **Open** *Actionpoint*, **click** the *Add Ins* tab, and **click** the *Participant*  *button. The Participant Wizard* will appear.
2. **Select** *Create New*, **enter** the name of the class, and **click** *Next. The Template Window* will appear.

   Note: The Template Window allows you to create or select a template. Templates are a saved set of options that make creating multiple, similar participant lists easier and faster.

3. **Click** *Next*. In the next window, **select** the fields in the left-hand box that you would like to have on the *participant list* and **click** the right-facing arrow to add them to the group of fields that will appear on your list. **Click** *Next* and *the Group Window* will appear.

   Note: Having groups on your class list will allow you to split the class into clicker groups during class and view results based on groups rather than individuals. This window allows you to enter the name of the group into the Create New Groups field and add them to your participant list.

4. **Click** *Next, the List Window* will appear. **Enter** the information for each student into the list and **click** *Finish*. The *Save As Window* will appear. **Save** the list somewhere you will be able to find it later.

Create a Participant List with Microsoft Excel

1. **Open** *Microsoft Excel*.
2. In each row, **enter** the information for each student. **Enter** separate pieces of information (First Name, Last Name, ID Number, etc…) into separate columns.
3. At the bottom left-hand side of the screen there will be tabs labeled *Sheet 1*, *Sheet 2*, *Sheet 3*, etc. **Delete** all of these sheets except *Sheet 1* (the sheet with your list on it) by **right-clicking** them and **clicking** *Delete*.
4. **Click** the *Office button* (top left-hand corner) and **click** *Save As*. In the *Save As Window* use the drop down menu to save the list as a .CSV file.

Note: Once you have created a participant list through Excel, you will need to import it through Actionpoint before you can use it in a presentation. Refer to the section Import a Participant List.

Create a Participant List Through Notepad.

1. **Right click** on *The Desktop*, **select** *New*, and **click** on *Text Document*.
2. **Enter** the first student's information (First Name, Last Name, ID Number, etc.), separating each piece of information with a comma. **Press** *Enter*, and **enter** the second student's information on the second line, again separating individual pieces of information with commas. Continue until you have entered all of your students' information.
3. **Click** *File* and **click** *Save As.*
4. **Name** the *Participant List* and **save** it where you will be able to find it.

Note: Once you have created a participant list through Excel, you will need to import it through Actionpoint before you can use it in a presentation. Refer to section: Import a Participant List.

Import a Participant List

Note: If you created your Participant List through Excel or Notepad you will need to import it into the Actionpoint software.

1. **Open** *Actionpoint*, **click** the *Add Ins Tab*, and **click** *the Participan*  *Button. The Participant Wizard* will appear.
2. **Select** *Import* a .CSV and **click** *Next*.
3. **Click** *Browse* and **select** the *Excel* or *Notepad* file you want to import and **click** *Open.*
4. **Click** on the cells in the *Maps To* column and **select** the appropriate category for the entries on the right.

   Note: If you want to save a mapping click the Save Mapping button to create a template. Creating a template makes it unnecessary to remap future imported lists as long as the entries are in the same order (i.e. First Name, Last Name, ID Number as opposed to Last Name, ID Number, First Name).

   Note: If the first row of entries in the Excel or Notepad document is a set of actual entries (i.e. a student's name and ID number), uncheck the "First Record as Header" box. Otherwise, the first row will be considered an example set and won't be included in the final list.

5. **Click** *OK. The Groups Window* will appear.

   Note: Having groups on your class list will allow you to split the class into clicker groups during class and view results based on groups rather than individuals. If you would like to divide the students into groups enter the name of the group into the Create New Groups field and click Add.

6. **Click** *Next*. This window shows the imported list. **Click** *Previous* to make any adjustments and **click** *Finished* to save the list.

Edit an Existing Participant List

1. **Open** *Actionpoint*, **click** the *Add Ins Tab*, and **click** the *Participant*  *button*. The *Participant Wizard* will appear.
2. **Select** *Browse* and *Modify* and **click** the *Browse button* to the right of the name field. **Open** the file you want to edit. **Click** *Next*.
3. **Select** the fields in the left-hand box that you would like to have on the *participant list* and **click** the right-facing arrow to add them to the group of fields that will appear on your list. Fields already in the list are automatically included in the right-hand box. **Click** *Next*.
4. **Click** the cells you want to edit and enter the new information. **Click** *Finish* and **save** the *edited list*.

Assigning Clickers

Once you have a Participant List and a class full of clickers, make sure the computer recognizes each of them by assigning clickers.

1. 1. **Open** *Actionpoint*, **click** the *Add-Ins Tab*, and **click** the *Configuration*  *button*. *The Configuration Wizard* will appear.
2. **Select** *Fixed Set* and **click** *Assign*.
3. **Use** the *drop down arrow* at the top of the window to **select** the H*ost* you will be using.

   Note: The Host is the transmitter that connects the clickers to the computer. It looks like a USB thumb drive and, upon opening the drop down menu in the above step, you should find only one host.

4. In the *session ID field*, **replace** the *host number* with a number you can remember (i.e. the class number) this will be the *host number* for the rest of the class.
5. **Click** *Start* and **instruct** your students on how to login to the session (see *Q2 Clicker Instructer's Guide*)
6. When all of the students have signed in to the session, **click** *Stop* and then **click** *OK*.
7. **Select** the *Roaming* or *Participant Owned Set* and **click** *OK*.

   Note: Assigning clickers needs to be done only once, the first time you and your class use them. After assigning a class, you will only need to select Roaming or Participant Owned. However, if new students need to be incorporated into the class, the assignment process must be repeated for the entire class.

Creating an Interactive Presentation

Actionpoint sets itself apart from a regular PowerPoint in that it is interactive. Ask questions and give quizzes to engage a classroom of any size.

Create a Multiple Choice Question Slide

1. After opening an *Actionpoint* document, **click** on the *Add-ins* tab.
2. **Click** *Insert Slide*, **select** *Multiple Choice*, and **select** the number of choices from the sub menu.

   Note: The Question and Type drop-down lists will fill in automatically and the slide will be formatted to fit the question.

   Note: The Answer drop-down list box will be formatted to fit the question type with the correct number of responses represented with letter values
3. **Type** the question into the *Title* text box on the slide. **Type** the answer choices into the *Body* text box.
4. **Click** on the *Answer* drop-down list and **select** a letter for the correct answer.

   Note: The letter options *A-F* will indicate which buttons on the clicker will transmit the correct answer
5. **Click** on the *Points* drop-down list box and **select** a point value for the question.
6. **Click** on the *Timer* drop-down list box and **select** a time limit for the question.

   Note: Timer options are registered in seconds

Create a Yes/No Question Slide

1. After opening an Actionpoint document, **click** on the *Add-ins* tab.
2. **Click** *Insert Slide* and **select** *Yes/No* in the drop-down list. The slide will be formatted to fit a Yes/No question.
3. **Type** the question into the *Body* text box.
4. **Click** on the *Answer* drop-down list and **select** *Yes* or *No* to indicate the correct answer for the question.
5. **Click** on the *Points* drop-down list and **select** a point value for the question.
6. **Click** on the *Timer* drop-down list and **select** a time limit for the question.

   Note: Timer options are registered in seconds

Create a True/False Question Slide

1. After opening an Actionpoint document, **click** on the *Add-ins* tab.
2. **Click** *Insert Slide* and **select** *True/False* in the drop-down list. The slide will be formatted to fit a True/False question.
3. **Type** the question into the *Body* text box.
4. **Click** on the *Answer* drop-down list and **select** *True* or *False* to indicate the correct answer for the question.
5. **Click** on the *Points* drop-down list and **select** a point value for the question.
6. **Click** on the *Timer* drop-down list and **select** a time limit for the question.

   Note: Timer options are registered in seconds.

Create a Numeric Question Slide

1. After opening an Actionpoint document, **click** on the *Add-ins* tab.
2. **Click** *Insert Slide* and **select** *Numeric* in the drop-down list box. The slide will be formatted to fit a Numeric question.
3. **Type** the answer into the *Title* text box on the slide. **Type** notes and information into the *Body* text box.
4. **Click** on the *Answer* drop-down list and **type** the correct response to the question into the *Answer* field.
5. **Click** on the *Points* drop-down list box and **select** a point value for the question.
6. **Click** on the *Timer* drop-down list and **select** a time limit for the question.

   Note: Timer options are registered in seconds.

Create a Rating Scale Question Slide

1. After opening an Actionpoint document, **click** on the *Add-ins* tab.
2. **Click** *Insert Slide*, **select** *Rating Scale* in the drop-down list box, and **Select** the range of possible responses in the sub menu.

   Note: The grayed range options do not pertain to the clickers that will be used during the presentation

   Note: The Question and Type drop-down lists will fill in automatically and the slide will be formatted to fit the question.

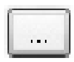
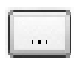
3. **Type** the answer into the *Title* text box on the slide. **Type** the response choices into the *Body* text box.
4. **Click** on the *Points* drop-down list and **select** a point value for the question.
5. **Click** on the *Timer* drop-down list box and **select** a time limit for the question.

   Note: Timer options are registered in seconds

Create an Answer Key

1. **Open** the *Start* menu. **Open** the *All Programs* tab and **click** on the *Qwizdom* option from the sub menu.
2. **Click** on *Quizdom Actionpoint* tab and **select** *Answer Key* to open the *Answer Key Maker* window.
3. **Click** the *Insert a Question* button.
4. **Select** question type under the *Type* drop-down list.
5. **Type** or **select** an answer from the *Answer* drop-down list.
6. **Click** on the *Points* drop-down list and **select** a point value for the question.
7. **Click** the *Insert a Question* button and repeat steps 4-6.
8. After all the questions have been inserted, **click** on the *Save* button to open the *Save As* window
9. **Select** a location to save the answer key.
10. **Name** the *Answer Key*.
11. **Click** the *Save* button within the *Save As* window.

Present an Answer Key

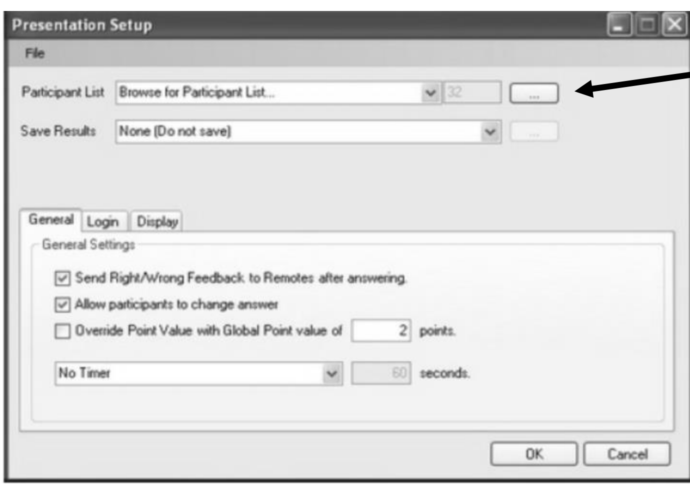
1. **Click** on the *Open* button. The *Open* window will appear.
2. **Select** an answer key to present and **click** the *Open* button within the window.
3. **Click** the *Present* button. The *Presentation Set-up* window will appear.
4. **Click** on the *Participant List* drop-down list box and **select** *Browse for Participant List*. **click** the *Browse*  button.
5. **Click** on the *Save Results* drop-down list box; **select** *Browse for Save Location*; **click** the *Browse* button .
6. Under the *General*, *Login* and *Display* tabs located at the bottom of the *Presentation Set-up* window **select** which presentation options to include (see Presentation Set-up).
7. **Click** *OK* to start the presentation.

Starting a Presentation

You have your lesson for the day with a slideshow to match. All that's left is to start the presentation.

Note: To begin you must be in Actionpoint.

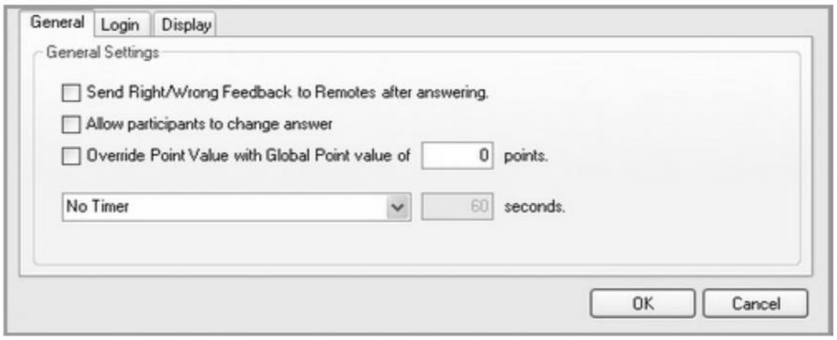
1. **Select** the slide show that was created in *PowerPoint.* In *PowerPoint*, **select** the *Add In* tab. **Click** on the *Actionpoint*  icon in the *Actionpoint Toolbar*. The *Presentation Setup* screen appears.
2. **Click** on the *Drop-Down Tab* for *Participant List* and **select** *Browse for Participant List.* After the *Open Window* appears, **select** the class list file. **Click** *Open* on file.



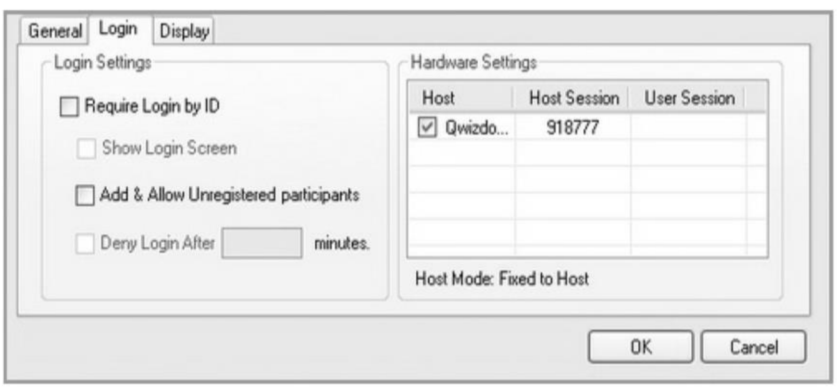
Browse

3. **Click** on the *Save Results Drop-Down Tab*. **Select** *Auto Save.* The *Browse for folder* window appears. **Select** a folder to save file and **click** *OK.* **Click** on *Present As* and **select** *Normal Presentation* in the *Drop-Down Tab.*

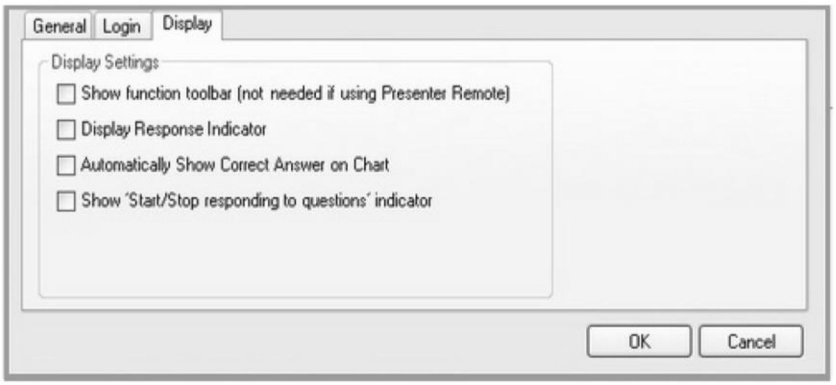
4. **Click** on *General Tab* in *Presentation Setup* window. **Select** your preferred options in this field.



5. **Select** *Login Tab* in *Presentation Setup* window. **Select** *Require Login by ID.*
   Under *Hardware Settings*, **enter** the User Session number that you entered when you assigned clickers in the *Assigning Clickers* section.



6. **Select** *Display Tab* in the *Presentation Setup Window.*
   If not using a tablet, **click** *Show function toolbar.* If you want to view student responses on projector screen, **click** on *Display Response Indicator.*



7. **Select** *Chart Tab* in the *Presentation Setup Window*. **Select** your preferred options in this field.
8. **Click** *Background Filename Browse Drop-Down Tab* to find desired background photo.
9. **Click** *Select Graph Layout* and **click** on *preferred graph style* for presentation. **Click** *OK.*
10. **Click** *OK* to close *Presentation Setup* window.
11. **Advance** to begin slide show.

You are now ready to present your prepared slide show in Actionpoint.

Q2 Clicker

Instructor's Guide

Participation is key. It is the reason you are using this software and the Q2 clicker is the tool with which your students' will engage the material. The more familiar you are with that tool the easier it will be to help your students integrate it into their learning experience.

The Q2 Clicker

Right/Left Arrow Keys - scroll through questions in answer key mode. Left arrow is used as a backspace.

Remote Display - shows remote number, log-in, and answer info based on mode.

Key Pad - used to answer Multiple Choice, True/False, Yes/No, Rating Scale, & Numeric questions.

Send - turns remote on/off and submits user or session ID.

Help - is pressed to request assistance during a posed question.

Turn on Remotes

To fully enjoy the features of your Qwizdom Q2 Clicker, you will first need to turn it on. This section explains how to set up your clicker for the first time.

1. On the Q2 remote, **press** the *SEND* button for about 3 seconds to turn on the remote, --5 will appear on your remote screen
2. **Enter** the Session ID, for example 170, using the keypad.
3. **Press** SEND when finished. A --U appears.
4. **Enter** the last six digits of your student ID number (your ID number without the zeros).
5. **Press** *SEND*. The remote will connect to the host.

Answer Posed Questions

During your instructor's lecture, they may chose to ask questions for participation. Depending on what type of question is posed, answering is different. Here are the procedures on how to respond for each question type during presentation:

> **Note:** Once you submit your answer, your remote will send you feedback on the display screen. If you see a ✓, you selected the correct answer, an **X** means incorrect answer and a **✓X** means your answer has been received.
>
> **Note:** If you get the incorrect answer and the teacher allows you to change the answer you can press the correct answer by simply pressing the correct one while still on the question.

If the question is *True/False*,

1. **Press** T or F on the key pad.
2. **Press** the *SEND* key.

If the question is *Yes/No*,

1. **Press** *YES* or *NO* on the key pad.
2. **Press** the *SEND* key.

If the question is *Multiple Choice*,

1. **Press** the corresponding letter on the key pad.
2. **Press** the *SEND* key.

If the question is *Multiple Mark*,

1. **Enter** the letter choices from the key pad.
2. **Press** the *SEND* key.

If the question is *Multiple Answer-List*,

1. **Enter** the letter choices on the key pad.
2. **Press** the *SEND* key.

If the question is *Rating Scale*,

1. **Enter** the numbers from the key pad.
2. **Press** the *SEND* key.

   Note: The number 0 represents the number 10.

Answer Questions in an Answer Key

Occasionally instead of posing questions in a lecture, your instructor will create a paper quiz. This section is how you log in and take the quiz.

1. Log into the session. **Press** the *SEND* key. A --U will appear for the first time logging in.
2. **Enter** User ID (student ID number without the zeros) and **press** the *SEND* key. The number 1 should appear. This is the number of the quiz question.
3. **Press** the answer of the question and then **press** the right arrow. A number two should appear. Continue answering the questions using the right arrow to advance.
4. When you reach the last question, answer it and then **press** the right arrow. As a result of pressing the right arrow, END "YES / NO" will scroll on the screen.
5. **Press** Yes to end. Your score will appear on the remote screen.
6. **Press** the *SEND* key for 3 seconds to turn your remote off.

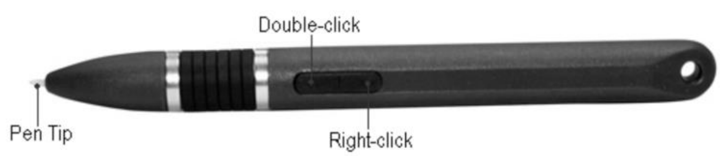
The Q7 Tablet

Instructor's Guide

The Q7 is not a strictly necessary piece of equipment, but as you become more familiar with Actionpoint you will find that the Q7 Tablet can allow your presentations to be more flexible and engaging.

The Q7 Tablet

The Pen/Stylus



The Pen/Stylus is used to write, draw, and control the mouse movements. The stylus emulates the functions of a computer mouse.

Left-click button- works the same as double-clicking with left button on the mouse.
Right-click button- works the same as the right-click button on the mouse.

Set up the Q7 Tablet

1. **Open** Actionpoint.
2. **Click** the *Add-Ins* tab.
3. **Click** on *Qwizdom Actionpoint Toolbar's Configuration Settings*  *button*. The *Configuration Window* will appear.
4. **Select** *Fixed Set*; **click** *Assign*.
5. **Select** *Host* from the *Drop-Down Menu.*
6. **Enter** Session ID number in the *Session ID* box.
7. **Click** *Start* to scan for devices.

   Note: You will return to the Remote Assignment Configuration window after following several steps on the Q7 Tablet.

8. **Press** the *On/Off* button to turn on the Q7 Tablet.
9. **Press** *Menu* button located on the left side of the tablet.
10. **Select** *Session ID* from list that appears on the screen; **press** the *Enter* button.

    Note: Both the Q7 Tablet and *Actionpoint* must share the same Session ID for the Q7 Tablet to respond to software.

11. **Enter** the corresponding Session ID number, **press** *Enter* button.

    Note: The Q7 Tablet will now search for the Host signal from the Actionpoint software on the computer.

12. **Click** *Stop* button in *Remote Assignment Configuration* window.

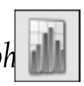
13. **Click** *OK* button; *Remote Assignment Configuration* window will close. You will be back at *Configuration Settings Window*.
14. **Select** *Roaming Set/Participant Owned*; **click** the *OK* button.

    Note: All dialog boxes will close and the Q7 Tablet will now be synced with Actionpoint enabling control of pc with the Q7 tablet.

15. Start presentation and use stylus to move the cursor on screen.

    Note: Clicking stylus tip on tablet will move the presentation one slide forward.

View Responses

1. **Press** on the *Response Graph*  icon on the *Q7 Tablet. The Response Graph* will appear.
2. **Click** on the available chart(s) to view the results. The charts can be selected with the *stylus* or by **clicking** on the *digital pad* on the *Q7 Tablet.*
3. **Left-click** with the *Pen* on the title bar of the window to display the graph in full screen.

Pick Participants

1. **Press** on the *Pick*  icon on the *Q7 Tablet* to randomly call upon a participant. The participant's name will appear on screen.
2. **Press** on the *Pick* icon on the *Q7 Tablet* again to remove the name.

Repose a Question

By pressing the Pose  icon you can re-ask the question being displayed. Reposing is used to ask a question again and/or when you accidentally skip a slide that needs to be answered. Reposing the question overwrites the previous responses if any are recorded.

Troubleshooting

Nothing works perfectly all the time. For those little snags we've compiled the solutions to some of the most common problems in this troubleshooting section.

I have installed Actionpoint but I do not see a toolbar in PowerPoint.

Note: If you are using Office 2007 the toolbar will appear in the Add-ins tab at the top.

If you had a previous version of Actionpoint installed:

1. **Go** to *Start* and **click** *Control Panel*. The *Control Panel Window* will open.
2. **Go** to *Add or Remove Programs*.
3. **Uninstall** the previous version from *Add or Remove Programs* menu.
4. **Delete** the installation folder *My Computer\C Drive\Program Files\Qwizdom\Qwizdom Actionpoint*.
5. **Install** *Actionpoint*.
6. **Open** your downloaded zip file and find the folder *KB908002*
7. **Run** each of the three files contained in this folder.
8. **Try** *Actionpoint* again.

How can participants change their answers during a presentation?

1. **Click** on the *Present* button and the *Presentation Setup Window* will appear.
2. **Click** on the *General* tab.
3. **Select** the *Allow participants to change answer* option.
4. After answering, participants can then **press** the *C (Clear)* button on their remote and **send** their new response.

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

1. **Click** on the *Configurations Settings* button.
2. **Type** in the number of estimated remotes to reflect the number of remotes you currently have.

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

1. **Unplug** the *Host* and **close** the program.
2. **Wait** a few seconds and **plug** the *Host* back in.
3. **Launch** *Actionpoint* again.

How do I uninstall the software?

Uninstalling Qwizdom Actionpoint:

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

1. **Go** to *Start* and **click** *Control Panel*. The *Control Panel Window* will open.
2. **Go** to *Add or Remove Programs* in the *Control Panel*.
3. **Search** for *Qwizdom Actionpoint* and **click** *Remove.*
4. The *InstallShield* wizard will appear. **Follow** the instructions.
5. **Restart** your computer for the changes to take effect.

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

Uninstalling USB Drivers:

1. **Go** to your *Start* and **click** on *Control Panel*.
2. **Double-click** on *System* and **click** on the *Hardware* tab.
3. **Click** on the *Device Manager* button.
4. **Double-click** *Universal Serial Bus Controllers* and **look** for the *Qwizdom RF Host.*
5. **Double-click** on the file.
6. **Click** on the *Driver* tab.
7. **Select** *Uninstall*.
8. After it is uninstalled, **unplug** your host.
9. **Go back** to the *Control Panel*, and **double-click** on *Add or Remove Programs*.
10. **Look** for *FTDI Universal Serial Converter Drivers*.
11. **Click** once to **highlight** *FTDI Universal Serial Converter Drivers* and **click** *remove*.
12. Now **plug** your host in. A prompt or wizard will appear to notify you of new hardware.

I'm trying to present the Answer Key, but receive an error stating: “Could not open any bases. Is there another application using Qwizdom base?”

1. **Check** if there is a *PowerPoint* open in the back ground.
2. **Close** it and try to **present** the *Answer Key* again.

The error still comes up:

1. **Check** if the host is plugged in.
2. **Plug** it in, if necessary.

The host was plugged in:

1. **Unplug** the host.
2. **Wait** a few seconds.
3. **Plug** the host back in.

I run my report, but it doesn't respond, what do I do?

1. Check if the presentation session is still open.
2. **Close** out of the session.

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

1. **Check** that the host is plugged in.
2. **Verify** that the host drivers have been installed properly.

   Note: Be sure you have initialized the host first, or the remotes will not respond during presentation and/or when assigning fixed numbers.

3. Q2 RF remotes require two AA batteries. **Verify** that the batteries have been **placed** in properly and fit snugly in place.
4. **Verify** that all remotes have the correct *session ID* entered into the remote (see RF Hardware Setup for more information).
5. **Verify** that you have the correct *Participant List* **loaded** and that you **clicked** on the *Present* button to **start** your presentation.

My clicker won't turn off and/or the display seems to be stuck, what do I do?

1. **Turn** the clicker over in your hand, and **locate** the removable panel.
2. **Press** down gently and **slide** the panel off.
3. **Remove** the batteries and **wait** a few seconds.

   Note: The display screen will still appear to be stuck at this point.

4. **Replace** the batteries and **turn** your clicker back on.

I logged in on my clicker, but I just get kicked out of the session, what do I do?

1. **Check** that the user's name is on the class list.
2. If it is not, you will need to **add** the user to the list.
3. **Check** that the *User ID* number and the number on the class list match.

My tablet won't respond and the display appears to be stuck, what's wrong?

- **Check** that the batteries are in correctly. OR
- **Replace** the batteries with a new set. They may be dead.

Every time I run Actionpoint I see a 'Just in Time Debugger' message.

1. **Open** *Internet Explorer*.
2. **Click** on *Tools* and **go** to *Internet Options* and **go** to the *Advanced* tab.
3. **Check** that *Disable Script Debugging (Internet Explorer)* and *Disable Script Debugging (Other)* are both **selected**.
4. **Click** *OK* and **run** your presentation again.

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

1. **Type** in the desired value.
2. **Press** the *Enter* key on the keyboard.

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

Note: A registered version of Microsoft PowerPoint 2003 or later is required.

1. **Go** to the *View* menu.
2. **Select** *Toolbars* and **check** the *Qwizdom Actionpoint* toolbar.

Alternate Method 1:

1. **Go** to the *Tools* menu.
2. **Select** *Customize* and **click** on the *Commands* toolbar.
3. **Click** on *Tools* and **select** *Com Add-ins.*
4. **Click** once on *Com Add-ins.*
5. **Drag** it to the top of the *menu* bar, in the *PowerPoint Window*.
6. **Drop** it into the *Tools* menu.

Alternate Method 2:

1. **Go** to the *Tools* menu to **select** *Com Add-ins*.
2. **Click** on *Add*. The *Add-in Window* appears.
3. **Go** to *My Computer\C Drive\Program Files\Qwizdom\Qwizdom Actionpoint*.
4. **Select** the InteractPowerShim.dll and **click** on *OK*. The *InteractPowerShim* file will appear in the window.
5. **Click** on *OK*.

   Note: Give the program a few moments and the toolbar should appear.

6. The *Qwizdom Actionpoint* toolbar will appear in the *Add-ins* tab of PowerPoint 2007.

Alternate Method 3:

1. **Go** to the top left of the screen to **click** on the drop down menu.
2. **Select** *More Commands*.
3. On the left, **select** *Add-ins*.
4. **Click** on the *Manage* drop-down menu, **select** *COM Add-ins* and **click** on *Go*.
5. The *Com Add-ins Window* will appear.
6. If the *InteractPowerShim* file appears, **place** a check-mark in the box to activate it and **click** *OK*.

The *InteractPowerShim* file does not appear:

1. **Click** on the *Add* button. The *Add-in Window* will open.
2. **Go** to *My Computer\C Drive\Program Files\Qwizdom\Qwizdom Actionpoint*.
3. **Select** the *InteractPowerShim* file and **click** on *OK*.
4. **Make sure** there is a green check-mark in the box and **click** on *OK* to apply.

How can I show the total number of participants that responded rather than a percentage?

1. **Click** on the *Present* button.
2. **Click** on the *Display* tab.
3. **Select** *Display Percentage of participants who responded*.
4. **Click** *OK* to begin presentation. You will see a *percentage box* on the screen.
5. **Double-click** on the *percentage box* and it will change to show number of participants responded out of total number of participants.

   Note: To change back, simply double-click again.

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

1. **Open** the *Presentation Setup Window*.
1. **Click** on the *Present* button.
2. **Click** on the *Display* tab.
3. **Check** the *Show Control Bar*, *Display Percentage of participants who responded*, and *I would like to use the Timer function* options.

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

1. **Click** on the *Present* button. The *Presentation Setup Window* will appear.
2. **Select** the desired settings in the *Presentation Setup Window.*

Note: You will need to present from the Qwizdom toolbar to ensure the remotes will be active during presentation. If you present the PowerPoint activity using standard PowerPoint procedures, your remotes will all say "inactive."