



Mactionpoint Quick Reference

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For more information on **Qwizdom** software and hardware, go to www.qwizdom.com.
For technical support, please call 1.800.347.3050 or email support@qwizdom.com.


Managing Presentations

 **TIP:**
Press the **CMD+Shift+A** keys to bring up the anchor panel.

 **TIP:**
Use the purple ? icon in any current window to access help or go to the **Help** menu and *select Mactionpoint Help*.

 **TIP:**
Use the **Mactionpoint Preferences Panel** to setup presentation alerts, graphs, remote configurations, etc.

 **TIP:**
Shortcut: Open **Keynote** and drag the **PowerPoint** file over the **Keynote icon** for the **PowerPoint File** to open in **Keynote**.

 **TIP:**
If you are using **iLife 08** or greater you will need to *open Keynote*. Go to the **Keynote** menu item, then *click on Preferences*, and make sure that the **“Save new documents as packages”** option is *checked*.

Marking up a Keynote Activity

1. *Click* **Keynote Activity** in the title bar.
2. *Select* **Markup Keynote**.
3. *Select* the **Keynote** file and *click* **Open**. The system will go through an automated process to prepare the file for markup and you will now see your **Keynote** presentation within the **Question Editor** window.
4. *Click* on a slide or select multiple slides by highlighting them.
5. *Select* the question type from the **Type** drop-down list.
6. *Select* or type the correct answer in the **Expected Answer** field.
7. *Enter* the point value and *click* **Save** when finished.

Using a Mac PowerPoint File in Keynote

1. Go to **File** and *select* **Open**.
2. *Search* and *select* the **PowerPoint** file and *click* **Open**.
3. Go to **File** and *select* **Save**
4. The file will be saved as a **.KEY** file.

Creating a Paper-Based Activity

1. *Click* **Paper-Based Activity** in the title bar.
2. *Select* **New Activity**.
3. *Click* the **+ sign** on the bottom left to insert a new question.
4. *Click* a question or select multiple questions by highlighting them.
5. *Select* the **Question Type** from the **Type** drop-down list.
6. *Enter* the point value and *click* **Save** when finished.

Managing Participants



Creating a Participant List

1. Click **Participants** in the anchor window or title bar.
2. Click the + **sign** (middle-left) to add a participant list.
3. Enter the name of the participant list.
4. Click the + **sign** (bottom-left) to add a student.
5. Double-click on the fields to enter student information.
6. Click + **Remote ID's** to assign to students.
7. Click **File** in the title bar and select **Save** to save the participant list.

Importing a .CSV List

1. Click **Participants** in the anchor window or title bar.
2. Click **new from .CSV file**.
3. Browse and select the **.CSV file** to import and click **Open**.

OR

1. Click **Participants** in the anchor window or title bar.
2. Drag and drop the **.CSV file** into the window where the participant lists are stored.

Presenting

TIP:

Use the **thumb pad** on the **Q5 Instructor Remote** to move forward and backward through your presentation.

Did you know?

You can make any Keynote or PowerPoint Presentation Interactive! Instead of having the audience raise their hands, use **Rating Scale** questions or **Multiple Mark** questions and leave the **Answer Fields** blank!

Did you know?

You can take the pain out of grading by turning your **Paper-Based** tests and quizzes that you already have into **Paper-Based Activities** that are *automatically graded* for you!

Did you know?

You can make sure your audience is paying attention. *Pose* a **Spontaneous Activity** to gauge their attentiveness.

Presenting a Keynote Activity

1. Click **Keynote Slideshow** in the anchor window or *click* **Keynote Activity** in the title bar and select **Present Keynote**.
2. Click **Choose** to specify a Keynote file to present.
3. Select the **Participant List** from the **Drop-down List**.
4. Click **Choose** to save results file in the following location.
5. Click **Continue** to start the presentation.

Presenting a Paper-Based Activity

1. Click **Paper-Based** in the anchor window or *click* **Paper-Based Activity** in the title bar and select **Present Activities**.
2. Click the **+ sign** to specify one or more paper-based activities to present.
3. Select the **Participant List** from the **Drop-down List**.
4. Click **Choose** to save results file in the location of your choosing.
5. Click **Continue** to start the presentation.

Presenting a Spontaneous Activity

1. Click **Spontaneous Activity** in the title bar.
2. Select **New Session**.
3. Select the **Participant List** from the **Drop-down List**.
4. Click **Choose** to save results file in the location of your choosing.
5. Click **Continue** to start session.
6. Click **New Q**.
7. Select a **Question Type** from the **Drop-down List**.
8. Select or *input* the **Answer**.
9. Click **Pose Q**.

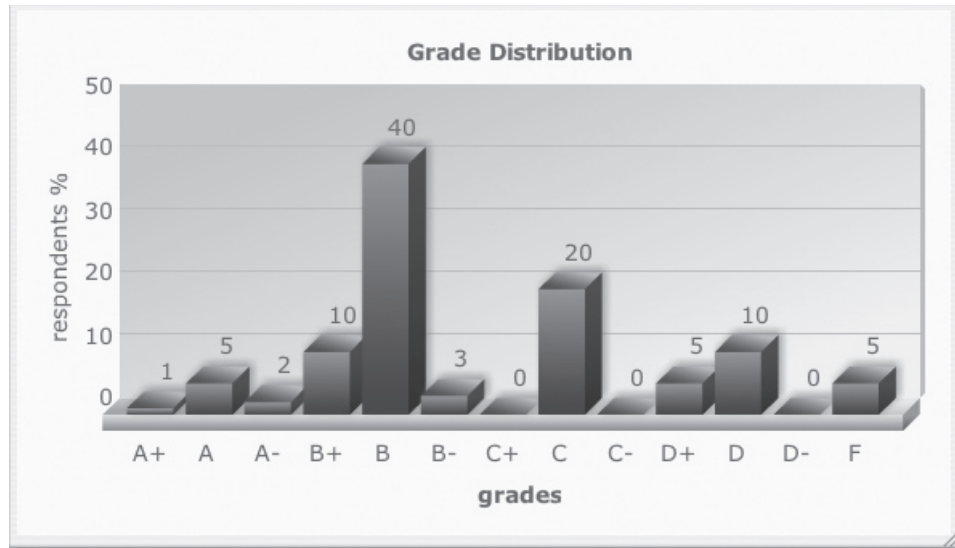
Reports

TIP:

Mactionpoint generates **Result Files** with the **.QZD** extension. **.QZD** is the file type you need to look for when running reports.

Reports

1. Double-click the saved **Results File**.
2. Click the **Reports** button.
3. Select a report from the drop-down list. The report will automatically generate.



Remotes



TIP:

"Qwizdom" will display on the remote during a non-remote answerable slide during presentation.

TIP:

For teacher assistance, press the **Menu key** and select **Help** by pressing the **Send (double-arrow) key**.

TIP:

"Ready" or "Last Key" will display on the instructor remote when it's in use.

Participant Remotes

- The **Q4** participant remotes will display answer choices from which to choose or a blank to enter the answer during a Q&A slide.

Instructor Remote

- Press the **> key** to advance to the next slide; the **< key** to go back to the previous slide.
- Press the **/ key** to display the response graph to the class; press it again to hide the response graph.
- Press the **0 key** to display a private response graph on the Q5 Instructor Remote LCD; press it again to hide the private response graph.
- Press the **Pick key (.)** to randomly call upon a student.
- Press the **New Q (-) key** to pose a spontaneous question.
- Press the **? key** to view the students who have requested help.
- Press the **1 key** to enable/disable the remotes.
- Press the **3 key** to show/hide the login monitor.
- Press the **4 key** to end the presentation.
- Press the **6 key** to bring up the presenter remote functions diagram.
- Press the **7 (Show) key** to display the current game scores.
- Press the **8 (Play) key** to pause/play any embedded video files.
- Press the **9 (Fn) key** to re-pose the question.

Remote Trouble-Shooting

 **TIP:**

The **Session ID** can be found in the **Assign Fixed Remote ID** window. Go to the **Mactionpoint** menu and select **Preferences**. Click on the **Advanced tab**. Click on the **Assign Fixed Remote ID** button and then click **Start**.

Remote Troubleshooting

- If a remote is asleep or inactive, *"Inactive"* or *"Push Key"* will display on the remote LCD. Press any key to wake the remote.
- If a remote does not have the correct **Session ID** or **Student ID** (student ID is only used when logging in by ID), *"No Host"* or *"No Net"* will display on the remote.
- If a remote says *"Low batt,"* unscrew the back and replace the batteries as indicated on the remote.

To Change the Session ID on the Q4 RF Remote

1. Press the **Menu** key and use the **> arrow** to scroll until **Session ID** appears on the LCD.
2. Press the **Send (double arrow)** key to select it.
3. If there is an existing **Session ID**, it will display the **Session ID** and ask if you want to *"Change Y/N?"*
4. Press **T** for yes and enter the correct **Session ID**.
5. Press the **Send (double arrow)** key to confirm.

To Change the Session ID on the Q5 RF Remote

1. The remote will attempt to find the last **Session ID** that was entered. Wait for the remote to display *"No Net"* on the LCD then press the **Menu** key.
2. Use the **thumb pad** to scroll to **Session ID** and press the **Send (double arrow)** key to select it.
3. Enter the correct **Session ID**.
4. Press the **Send (double arrow)** key to confirm.

Notes: