

Class*Act* SRS



Class*Act* Student Response System User Guide



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Written by: LJ Technical Dept

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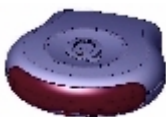
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Introduction

Overview

The ClassAct Student Response System (or SRS) provides a quick and easy method of delivering learning material to a class of students while at the same time tracking and recording their progress. Students respond to questions presented on an electronic white board/projector or paper using a simple to use infrared remote control. Every student response is recorded in a database to provide both real-time and historical reporting capability.

The ClassAct SRS system consists of:



An infrared remote base station and cable. This connects via a USB port to the teacher's computer



A teacher infrared remote keypad (gray) to enable a teacher to control the lesson remotely.



A set of student remote keypads (blue) for collecting student responses. Each remote in a set is uniquely numbered. Students can work individually or in groups.



Software applications to set up the system, create and maintain classes and students, deliver content and record and report on progress. You may also have additional lesson materials supplied on a separate CD(s).



A software application to create your own presentation material containing tracked questions. This is used in conjunction with Microsoft PowerPoint®.

All these items are packed in a convenient carry case.

Note: *The SRS database is compatible with the LJ Technical Systems ClassAct classroom based management system products. The two systems can be fully integrated allowing the full ClassAct reporting suite to be used on data collected by the ClassAct SRS system.*

Documentation

This user guide covers both the installation and use of the SRS system. It is broken down into a number of sections.

The first section covers the installation of the SRS software and hardware onto a computer. Next, the 'Getting Started' guide takes you through all the key features of the system. This is followed by a section detailing how to create your own lessons using the built-in 'Lesson Builder' tool and Microsoft PowerPoint. Finally there are sections covering some of the more advanced features and troubleshooting.

This manual is supplied in electronic form (Adobe PDF) on the installation CD.

Note: *You will need Adobe Acrobat Reader® installed to view the electronic version of this user guide. If you do not already have it installed you can download it from the Adobe web site (www.adobe.com) or install it off the SRS CD by opening the **Readme.htm** file in the root of the CD and following the on-screen instructions.*

This manual can also be viewed (and printed) together with a Student Guide from the built-in context sensitive on-screen help supplied with SRS.

To call up the built-in help, press the F1 key at any time while using the SRS system.

ClassAct SRS Installation

Before starting the installation you should ensure that your computer system meets the requirements given below:

System Requirements

- Computer running Microsoft Windows Version 98 or later
- One spare USB port
- Microsoft PowerPoint® 97 or later
- Microsoft Internet Explorer version 5 or later

***Note:** For installations wishing to use more than 32 student remotes we recommend using Windows 2000 or later and at least a Pentium III class or equivalent machine to deliver reasonable performance.*

If you are using Windows 98 you should upgrade your version of Microsoft Internet Explorer to Version 5 or later before starting the SRS installation. You can install Internet Explorer 6 from the SRS CD by opening the **Readme.htm** file and following the on-screen instructions.

Microsoft PowerPoint®

Creating your own presentations and displaying some lesson presentations requires you to have Microsoft PowerPoint installed on your computer. You can install PowerPoint before or after the installation of SRS. Follow the installation instructions provided with your copy of PowerPoint.

***Note:** The system will operate without Microsoft PowerPoint but you will be restricted to using paper-based lessons or pre-generated HTML based presentations.*

Existing ClassAct Management Systems

If you already have a ClassAct Management system (ClassAct Lite or NT) on your computer, the ClassAct SRS installation will automatically link in to it.

The two systems operate independently of each other but share the same data giving you access to existing student data and the full ClassAct reporting capabilities. For best results your ClassAct system should be version 1.1A or later.

Installing the System

Ensure that you have sufficient permissions to perform software installations on the computer (including the installation of Device Drivers) before starting the installation process.

Follow the steps below to install the ClassAct SRS hardware and application software:

1. Insert the ClassAct SRS CD into the PC. If it does not AutoPlay then follow the instructions printed on the CD to start the installation.
2. Follow the instructions displayed on screen to install the SRS software. Upon completion, you may be requested to reboot the computer. You may also be given the opportunity to install SRS lessons at this stage.

Note: *For installations that wish to support the option of combining multiple SRS sets into a single larger system, you must set the 'Number of units purchased' to the highest numbered remote in your set. If you didn't set this during installation, you can set it from the 'Admin Tools' dialog box afterwards (See Page 52).*

3. Once the software installation has completed, plug the USB cable into the SRS base station and a spare USB connector on your PC.
4. After a few seconds, Windows will detect the base station and prompt that it has 'found new hardware'. Follow the Windows installation prompts to install first the 'Qwizdom USB Driver' and then the 'USB Serial Driver' from the SRS CD.

Note: *The remote base device drivers for Windows XP are not certified by Microsoft, you will therefore need to click the 'Continue Anyway' button to complete the installation. Although not certified by Microsoft, these drivers have been fully tested by both the driver supplier and LJ.*

After Installation

When the base station is plugged in and the software drivers have been correctly installed, the green LED on the front of the unit will illuminate.

The base station should be positioned so that all student remote units have line of sight access. It should be sufficient just to ensure that the base station is pointing approximately towards where the students will be working - better reception may be achieved by raising the base station higher off the ground/desk top.

Fit two batteries into each student remote and the teacher remote.

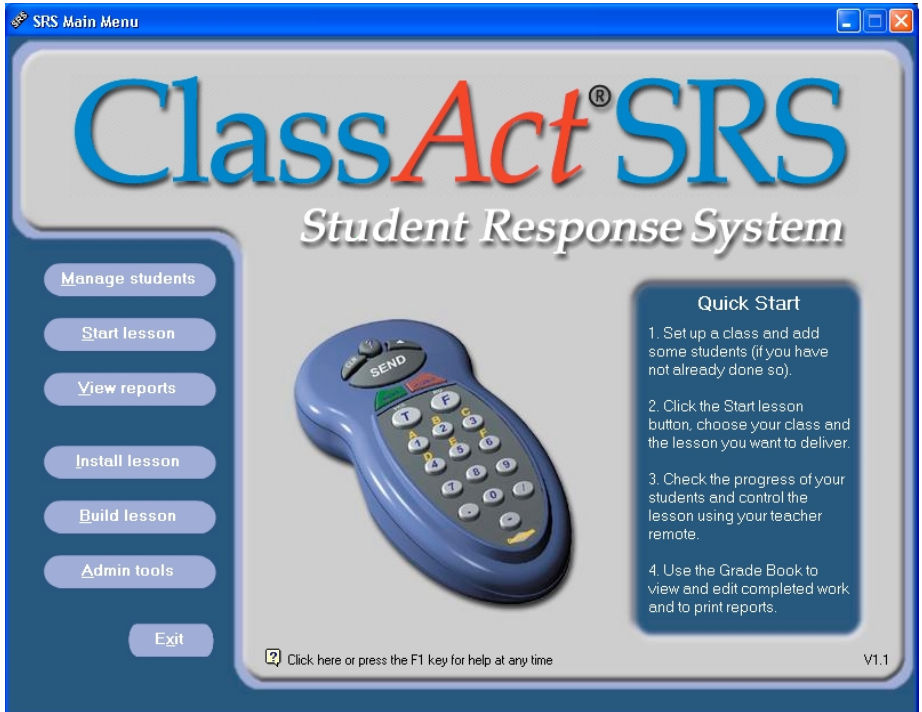
Refer to the 'Troubleshooting Section' (*Page 55*) of this guide if you experience problems during installation and setup of your system.


There is a 'Quick Start Reference' at the end of this document (*Page 61*) or you can work through the 'Getting Started' section starting on the next page to begin using your system.

Getting Started

Main Menu

Use the Windows Start menu to start the LJ ClassAct SRS application. The startup screen provides a set of buttons with direct access to all areas of the software including the on-screen help.



Note: Press the F1 key or click the  icon at any time to call up context sensitive help on the current screen.

For a brief description of the buttons on this screen, move your mouse over each one in turn and read the information displayed in the pop-up description panel.

This 'Getting Started' section introduces all the facilities available from this Main Menu screen.

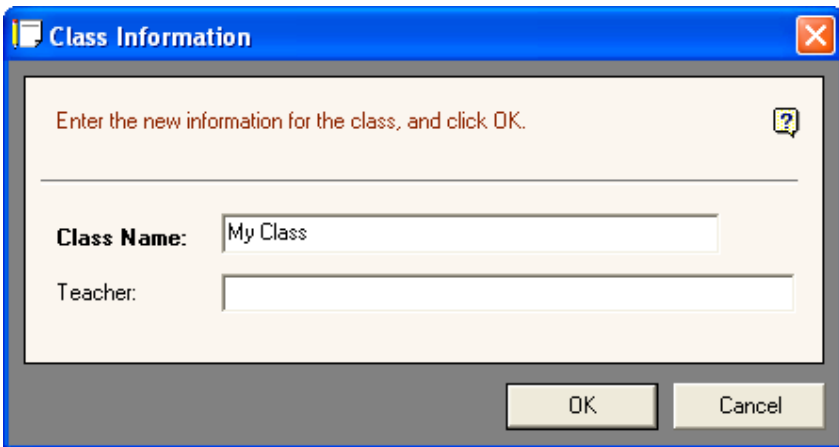
When exiting the system from this screen you will be prompted to first exit all other parts of the system that are still running. Exiting may take a few seconds to complete as a backup of your database will be automatically created.

Adding Classes and Students

Before students can complete any work on the system, they must first be registered with it. Students are organized into Class groups. Each class is given a unique name and can contain up to 9999 students.

To Create a Class...

1. Click the **Manage Students** button on the Main Menu screen to call up the Class Management tool.
2. Click the '**Create a new class**' button.
3. Enter a unique name for the class and click '**OK**'. (The teacher name is optional)



The image shows a 'Class Information' dialog box with a blue title bar and a close button. Inside, there is a text area with the instruction 'Enter the new information for the class, and click OK.' Below this, there are two input fields: 'Class Name:' with the text 'My Class' and 'Teacher:' which is empty. At the bottom right, there are 'OK' and 'Cancel' buttons.

***Note:** As a general rule, in a dialog box of this type all fields labeled with bold text are mandatory while non-bold fields are optional.*

To Add Students...

1. Select the class from the list that you wish to add the students to.



The image shows a list box titled 'Classes'. It contains two items: 'Tutorial Class' and 'My Class'. 'My Class' is currently selected and highlighted with a blue background.

2. Click the '**Add a new student to the selected class**' button.
3. Enter the student's first and second name.

Student Information

Enter the required information for the student in the boxes below, and click OK.

First Name:

Second Name:

Logon Code: This is the student's manual logon code.

Remote ID: If using the automatic logon mode, the student must use the remote numbered with this ID

Enrolment Code:

A Logon Code and Remote unit ID are automatically assigned to the student. You can modify either of these if you wish. See the 'logging on...' note on the next page for more details on the use of these fields.

4. The Enrolment code field is optional and allows you to assign a unique code to every student on the system. Your students probably already have a code of this sort assigned to them for administration purposes in your establishment - you can enter this code if you wish.
5. If you want to add more students at this point then click the '**Another**' button, otherwise click '**OK**'.

Note: *Student details can be imported from other systems using the Import tool. This tool requires that the student information be provided in an external data file. The Import tool can be accessed from the Admin Tools area (See Page 54).*

A note about logging on...


The system needs to be able to recognize each student in order to record their responses as they work. There are two methods of achieving this:

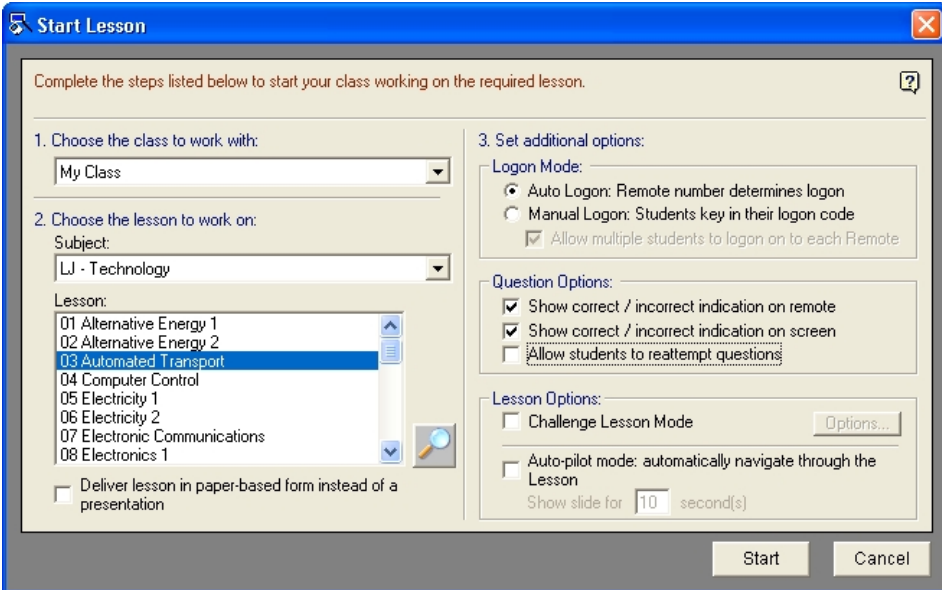
- a) Auto Logon – Each student remote (blue) is uniquely numbered. During the ‘Add Student’ process, each student is automatically assigned a remote ID. In Auto logon mode the student must always use this remote. (A student’s remote ID can be subsequently changed). By assigning more than one student to a particular remote, group working can be achieved.
 - b) Manual Logon - In this mode, students can use any remote unit but must first logon with their own unique logon number. This is the 'Logon Code' set during the 'Add Student' procedure described previously. If group working is allowed then multiple students can logon one after the other using the same remote.
6. You can print a list of the logon information for all students in a class by selecting the class and clicking the **'Print the class information'** button.
 7. When you have finished setting up your classes and students, close the ‘Class Management’ application by clicking the ‘X’ in the top right corner of the window. The SRS Main Menu will reappear.

Starting a Lesson

A ClassAct SRS lesson usually consists of a presentation/slide show together with a list of questions to which the students can respond. The learning material is displayed to the whole class as a group (on an electronic whiteboard or projector) with students answering the questions as they appear using their remotes.

Alternatively students can be allowed to work at their own pace with the learning material being presented to each student on paper (or other media) but with questions still being answered using the remotes. The following steps assume that you have at least one lesson installed on your system, if you do not have any lessons then refer to the sections on creating (*Page 35*) or installing (*Page 31*) lessons later in this guide.

1. From the SRS Main Menu, click the  button.



The 'Start Lesson' dialog box is shown with a blue title bar and a close button in the top right. The main area has a light beige background and contains the following sections:


- 1. Choose the class to work with:** A dropdown menu showing 'My Class'.
- 2. Choose the lesson to work on:**
 - Subject:** A dropdown menu showing 'LJ - Technology'.
 - Lesson:** A list box containing the following items: '01 Alternative Energy 1', '02 Alternative Energy 2', '03 Automated Transport' (highlighted), '04 Computer Control', '05 Electricity 1', '06 Electricity 2', '07 Electronic Communications', and '08 Electronics 1'. To the right of the list box is a magnifying glass icon.
 - ☐ Deliver lesson in paper-based form instead of a presentation
- 3. Set additional options:**
 - Logon Mode:**
 - ☒ Auto Logon: Remote number determines logon
 - ☐ Manual Logon: Students key in their logon code
 - ☒ Allow multiple students to logon on to each Remote
 - Question Options:**
 - ☒ Show correct / incorrect indication on remote
 - ☒ Show correct / incorrect indication on screen
 - ☐ Allow students to reattempt questions
 - Lesson Options:**
 - ☐ Challenge Lesson Mode (with an 'Options...' button next to it)
 - ☐ Auto-pilot mode: automatically navigate through the Lesson
 - Show slide for second(s)

At the bottom right of the dialog are 'Start' and 'Cancel' buttons.

2. Select the Class who will be working.
3. Select the work by choosing first the 'Subject' and then the 'Lesson'. Use the preview button if you wish to confirm that this is the correct lesson.

4. If you want your class to work self-paced from a paper-based lesson then select the 'Deliver lesson in paper-based form' option under the lesson list. If the lesson has a presentation and you wish to deliver it to the class as a group, then leave this option unselected. (This option will be automatically turned off if there is a presentation available and on if there is not).
5. Now choose the other options for this lesson:
 - How are your students going to logon – Auto or Manual? (*See Page 12*)
 - Do you want the green and red feedback lights on the student remotes to indicate whether the student answered correctly?
 - Do you want the 'Right/Wrong' feedback to be displayed on the screen as well? (*See Page 18*)
 - Are you going to allow your students to repeatedly re-attempt a question? (You probably won't want to select this option if you are giving them visual feedback for their responses).
 - Do you want the slides in the lesson (including the questions) to automatically advance after a set time?
 - Do you want to use the 'challenge mode' where only the fastest student gets to attempt a question? (*See Page 27*).

Some options will be disabled depending on the settings of others. Most of these options will be saved so that next time you need only select the ones you wish to change.

For more information on all of these options, press the F1 key or click the  icon on the Start Lesson dialog box.

Tip: *When you are teaching your students to use the system for the first time, you might choose to enable many of these options to allow them to experience the full functionality of the system.*

6. Click the '**Start**' button to begin the lesson. At this point the SRS base will be initialized ready to receive commands from the remotes. If the base is not plugged in or the drivers not installed correctly, you will receive an error message at this point. Refer to the troubleshooting section (*page 55*) of this manual if this happens.

Student Logon

Before instructing your students to logon and start work, check that the class and lesson displayed at the top of the logon screen are correct in case you inadvertently selected the wrong items on the previous screen.

The logon screen consists of an indicator for each remote. Initially all these indicators will be 'off'. As each student logs on the corresponding indicator will become active and their name will appear alongside it.

***Note:** If you are using more than 64 remotes, then the logon screen only shows logged on students and so will initially appear blank.*

Depending on the logon mode selected when the lesson was started, students must either:

- ◆ Select the appropriately numbered remote and simply press the '**Send**' key on it. (Auto Logon)

Or:

- ◆ Choose any remote and enter their own unique four-digit logon code and press 'Send'. (Manual Logon)

Press the 'SEND' key on your assigned remote to logon.



Students should check the number on their remote and ensure that their name has appeared alongside the correct indicator on the screen. On the screenshot above, one student has logged on to remote 1.

Note: A student name followed by a '+' symbol indicates that more than one student (a group) are logged on to this remote. Move your mouse over the name for a list of all students in the group.

Use the '**Absent**' report button if you want a list of students who have not yet logged on. Once you are sure that all those students wishing to logon have done so, you can move on to the lesson itself by clicking the '**Start**' button. Additional students **cannot** logon once the lesson has been started.

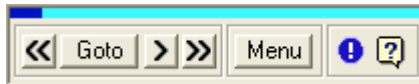
Note: As you use the ClassAct SRS system you will notice that a number of buttons on the screen have a character in parentheses after the button title. This indicates that the denoted key on the teacher remote can be used to carry out the same action as clicking the button on screen with the mouse. On the logon screen above for example, the **Start (>)** button can also be activated by pressing the '>' key on the teacher remote.

Controlling a Lesson

This section covers how to control a lesson containing an on-screen presentation. For details on controlling a paper-based delivered lesson, refer to the section starting on *Page 20*.

On-screen Lessons







An on-screen presentation usually consists of a series of slides (PowerPoint or HTML) together with one or more questions. All students view the slides and answer the questions at the same time. You control the presentation using the '**Lesson Control Bar**' shown below or your remote:



This toolbar allows you to move to the next slide, call up a graph report or close the current lesson. The blue gauge across the top shows how far through the presentation you are.

Note: *If the control bar covers an area of the presentation which your students need to see, you can 'drag' it to a new position using the blue gauge portion.*

The 'lesson control bar' can be operated from the teacher remote as well as the computer's mouse. The table below illustrates the key assignments:

Lesson Control Bar	Teacher Remote Key	Action
	>	Move the presentation forward. On 'build-up' or transition slides this plays the next animation. On static slides, this moves to the next slide.*
	<	Move the presentation backward.
	<<	Move to the previous slide.
	Pick	Choose (or 'pick') a slide to go to.
	>>	Move to the next slide.
	Show	Call up (or 'show') the control menu.
		Show/Hide the student status bar.
	? + Send	Display on-screen help.

*This button will only be present on slides which 'build up'.

Clicking the **'Menu'** button (or pressing the **'Show'** key on the Teacher remote) displays a pop-up menu with one or more of the following menu options.

Menu Item	Action
Goto Slide	Allows you to jump directly to a specific slide in your presentation. This is the same as clicking the 'Goto' button.
View Question Report	Calls up a graph displaying how students have answered the current question. In a multi-choice question it will show how many students have answered each option. (See <i>Page 22</i> for more information on reporting).
View Score Report	Calls up a graph displaying each student and their score so far. (See <i>Page 22</i> for more information on reporting).
Exit Lesson	Ends the current lesson. You will be given the opportunity to cancel this operation.


Use the '<', '<<', '>>' and '>' keys on the teacher remote to move to the required menu option and the **'Pick'** key to action the selected menu command.

The Student Status Bar







The **'Student Status bar'** displays the current status of all your student remotes:



This bar will only be visible on question screens. Each icon on the status bar represents the status of the corresponding remote and therefore the student using it (or strictly speaking students since they may be working in groups). In the above example, only remotes 5 and 6 are active. Double-click one of the icons to display a report showing responses made by that student to all the questions in the lesson so far.

The  button in the bottom left corner of the status bar allows you to hide/show the remote icons. This is especially useful if you have a large number of users logged on when the bar may cover part of the underlying slide. When hidden, the status information panel at the bottom remains visible.

The student remote icon will show one of the following states:

Icon	Status	Description
 (Gray)	Inactive	The remote is inactive - no students are logged on to this remote.
 (White)	Active	The remote is active - a student (or students) are logged on with this remote. A response has not yet been made by this unit for the current question.
 (Yellow)	Response accepted	The icon briefly flashes yellow (for approximately 2 seconds) each time a response is made. This provides feedback to the student that their response has been accepted and is being processed.
 (Blue)	Response made	A response has been made to the current question.
 (Green)	Correct response	The correct response has been made to the current question. This icon is only displayed if the 'Show correct/incorrect indication on screen' option is selected when starting the lesson.
 (Red)	Incorrect response	The incorrect response has been made to the current question. This icon is only displayed if the 'Show correct/incorrect indication on screen' option is selected when starting the lesson.

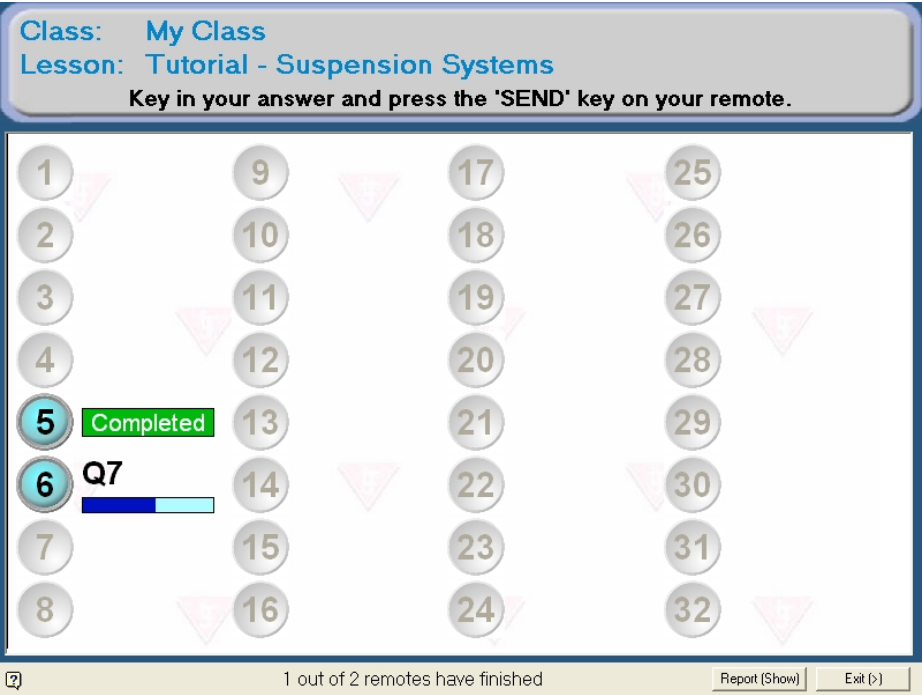
You can call up a report at anytime during the lesson to show either the class responses for the current question or the score for each student on the lesson so far. See the *Reports* section starting on *Page 22* for more details on this feature.

If you select to move to the next slide and there are no more (i.e. you are on the last slide), you will be prompted to close the lesson. Alternatively, you can choose to end the lesson at any time by selecting the 'Exit Lesson' command under the Menu button. You should answer any 'Save' and 'Exit' prompts which may appear.

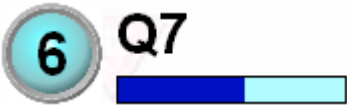
If the end of the lesson has not been reached when you exit you will be given the option to 'suspend' it. Suspending the lesson will save all the responses made by your students so far. The next time you attempt to start this lesson with the same class, you will be asked if you wish to reload the saved responses.

Paper-Based Lessons

In this mode the lesson, including the questions, is usually delivered on paper. Each student has access to the lesson and is able to proceed at their own pace. Students login in the normal way but when the lesson is started, instead of displaying the on-screen presentation, the system displays the Lesson Status screen. An example of this screen is shown below:

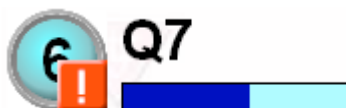


Each logged on student (or students if they are logged on and working in groups) is indicated with an active icon and a blue bar showing their current progress through the lesson. Above the blue bar is the number of the question they are currently working on:



It is important that the student reads the Question Number alongside their unit on the screen (in this example '7') and matches it with the correct question from their question paper. When making responses, the student must press the appropriate answer key(s) followed by the **'Send'** key. If a valid entry is made, the icon will briefly flash yellow and then the question number will be changed to their next question and the progress bar will update.

If a student makes an invalid entry for a question, such as entering a number for a multiple-choice type question, an error indicator will appear on their unit icon - the student should re-attempt the question.



When all questions in the lesson have been answered, a student's unit icon will indicate completed:



As a teacher you can call up the score report at any time by clicking the **'Report'** button or pressing the **'Show'** key on the teacher remote. To close a report press **'Play'** on the teacher remote.

When all students have completed their work, or earlier if you wish, you can click the **'Exit'** button to end the lesson. You must answer any 'Save' and 'Exit' type prompts which may appear.

If not all students have reached the end of the lesson when you exit you will be given the option to 'suspend' it. Suspending the lesson will save all the responses made by your students so far. The next time you attempt to start this lesson with the same class, you will be asked if you wish to reload the saved responses.

Note: *If you are using more than 64 remotes, only those units logged on will be shown.*

Reporting

ClassAct SRS has its own built-in reporting functionality. The system supports two different reporting modes:

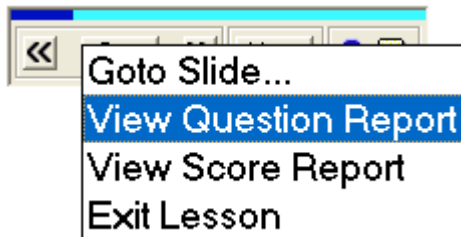
Real-time Reports: Used to monitor the progress of your students on a lesson currently being worked on.

Historical Reports: Uses the built-in Grade Book tool to view and print reports on completed work.

Real-Time Reports

These can be accessed during a lesson using the menu on the **Lesson Control Bar**. You can use your mouse to select the report options or alternatively you can use the Teacher Remote as follows:

1. Press the '**Show**' key to access the Menu command on the Lesson Control Bar.
2. Select the required report option from the menu using the '>' and '<' keys.
3. Press the '**Pick**' key to select the chosen item.



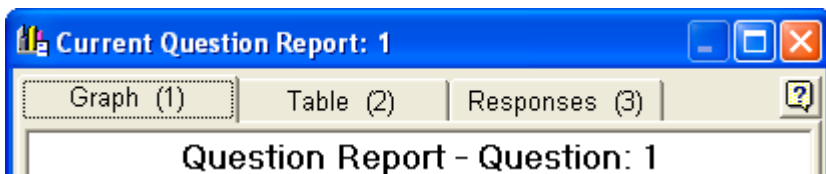
To close a report using the teacher remote (to return to the presentation), simply press the '**Play**' key.

With self-paced lessons a button is displayed on the main lesson screen which calls up the report. (Alternatively just press the '**Show**' key on the Teacher Remote).

Question Report

This report shows information on the responses that have been made to the current question and is therefore only available on question slides (when the 'Student Status Bar' is visible at the bottom of the screen).

The report is in the form of a set of tabs. Each tab displays the question information in a different form. Use your mouse or alternatively the number keys on the teacher remote to select the different tabs.



Graph: For multiple-choice type question, the graph shows the number of users who have answered with each of the possible options. For numeric questions the graph shows the number of users who have answered correctly. The '?' column indicates how many logged on users have not yet responded.

Table: This shows the same information as the graph but in a tabular form.

Responses: This shows the actual responses made by each individual student that has answered.

Score Report

This report shows the accumulated score so far on this lesson for each student. The report has two tabs:

Graph: Lists each logged on student along the horizontal axis of the graph with their percentage score indicated vertically. The Class average is shown as a dashed horizontal line.

Table: This shows the same information as the graph but in a tabular form.

Note: *The information on these reports updates in real-time – for example, if students are still answering while the graph is displayed, the graph will update automatically*

Note: *If the 'Show correct/incorrect indication on screen' option was set when the lesson was started (See Page 13), the reports and graphs will color code correct answers green.*

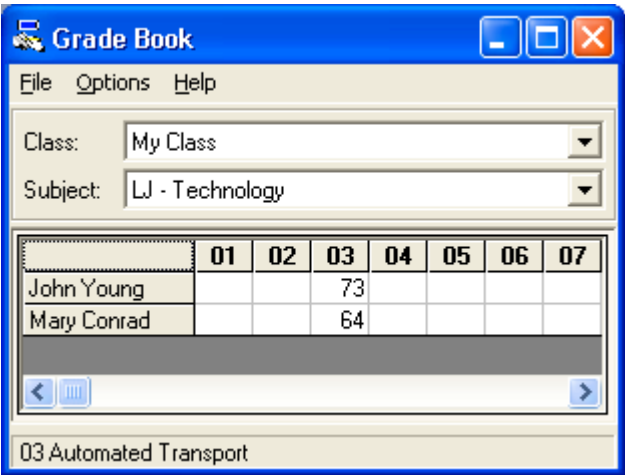
Reporting on Completed Work

The ClassAct SRS system has a built in **Grade Book**. This utility allows you to view and modify the scores for any work completed by students using the system.

The Grade Book is accessed by clicking the '**View Reports**' button from the main menu.

Class Report

The utility will start up showing a report for the current class:



All students in the class are listed down the screen. Across the screen are columns for each of the lessons in the current subject (move your mouse over a column to display the full lesson name). You can select a different class or subject to report on using the drop down boxes at the top of the screen.

The scores for any completed work will be shown in the appropriate cell on the grid. Single-clicking on a cell (or right-clicking and selecting 'Enter Mark') allows you to adjust an existing score or to manually add a score for a piece of work which the student has not yet worked on.

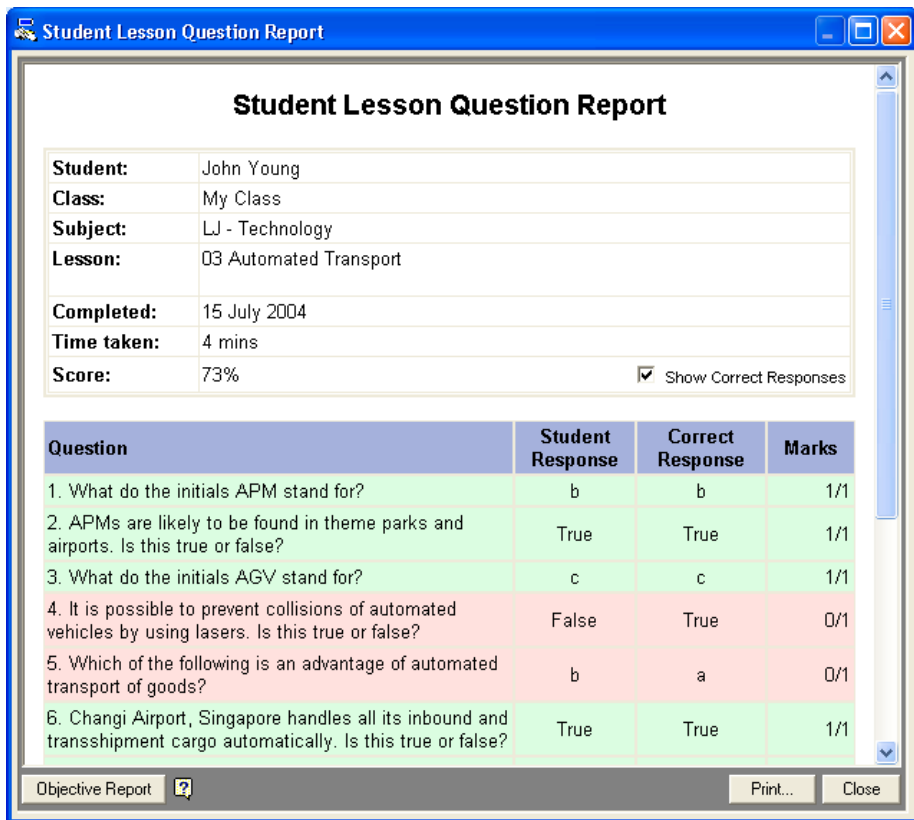
Select the '**File**' and then '**Print Grade Book**' option to print the displayed Class Report.

Student Reports

There are two different student reports which can be generated and printed for each piece of completed work. To display a student report, right-click on the appropriate cell in the Class Report and select the required report type:

Question Report

This report shows the student's score for the lesson and the responses and marks for each individual question.


The image shows a software window titled "Student Lesson Question Report". It contains a summary table at the top with fields for Student, Class, Subject, Lesson, Completed date, Time taken, and Score. Below this is a table of questions with columns for Question, Student Response, Correct Response, and Marks. The questions are numbered 1 through 6. At the bottom, there are buttons for "Objective Report", "Print...", and "Close".

Question	Student Response	Correct Response	Marks
1. What do the initials APM stand for?	b	b	1/1
2. APMs are likely to be found in theme parks and airports. Is this true or false?	True	True	1/1
3. What do the initials AGV stand for?	c	c	1/1
4. It is possible to prevent collisions of automated vehicles by using lasers. Is this true or false?	False	True	0/1
5. Which of the following is an advantage of automated transport of goods?	b	a	0/1
6. Changi Airport, Singapore handles all its inbound and transshipment cargo automatically. Is this true or false?	True	True	1/1

Student Lesson Question Report

Student:	John Young
Class:	My Class
Subject:	LJ - Technology
Lesson:	03 Automated Transport
Completed:	15 July 2004
Time taken:	4 mins
Score:	73% <input checked="" type="checkbox"/> Show Correct Responses

Question	Student Response	Correct Response	Marks
1. What do the initials APM stand for?	b	b	1/1
2. APMs are likely to be found in theme parks and airports. Is this true or false?	True	True	1/1
3. What do the initials AGV stand for?	c	c	1/1
4. It is possible to prevent collisions of automated vehicles by using lasers. Is this true or false?	False	True	0/1
5. Which of the following is an advantage of automated transport of goods?	b	a	0/1
6. Changi Airport, Singapore handles all its inbound and transshipment cargo automatically. Is this true or false?	True	True	1/1

Objective Report  Print... Close

Objective Report

This report lists the pre-defined objectives for the lesson and the level of competence achieved against each.

Student Lesson Objective Report

Student:	John Young
Class:	My Class
Subject:	LJ - Technology
Lesson:	03 Automated Transport
Completed:	15 July 2004
Time taken:	4 mins
Score:	73% <input checked="" type="checkbox"/> Display Questions

Objective Key:

3 Can work independently	2 Requires limited instruction	1 Requires close instruction	- Not worked on
--------------------------	--------------------------------	------------------------------	-----------------

Objective Grade	Objective
2	Recognise the problems and possibilities of automated transport <ul style="list-style-type: none">1. What do the initials APM stand for?2. APMs are likely to be found in theme parks and airports. Is this true or false?3. What do the initials AGV stand for?4. It is possible to prevent collisions of automated vehicles by using lasers. Is this true or false?5. Which of the following is an advantage of automated transport of goods?

Question Report ? Print... Close

Both of these reports can be printed.

Note: Data collected by ClassAct SRS is compatible with all other LJ ClassAct classroom based management systems. If you have one of these other systems installed on the same computer you can use the full reporting suite supplied with it.

Other Lesson Options

The previous sections covered the normal lesson options for on-screen and paper-based lessons. This section covers two other facilities available, which while they might not be used in an everyday lesson environment, do provide some additional flexibility and variation for the lesson delivery.

Challenge Mode

Challenge mode provides the ability to use the SRS system in a competition type quiz environment. The basic operation of the system in this mode is the same as a normal on-screen presentation lesson except that only the fastest users get to answer the questions.

The Challenge mode option is selected from the 'Start Lesson' dialog (*See Page 13*) and works with any on-screen presentation type lesson. When a question is reached, users are instructed to 'Buzz-in' by pressing a key on their remote.

Buzz in now by pressing the 'Send' key

Only the **first** user to buzz-in is given the opportunity to answer the question:

**2**

Answer the question now



Mary Conrad 

Should this user answer correctly, they will be awarded the marks for the question and the lesson will proceed to the next slide. If the user takes too long to answer or answers incorrectly, then the question will be open to users to buzz-in again – the first user may be blocked at this stage.

**1**

Answer the question now



John Young 

Blocked remotes:


This process repeats until a correct answer is given or the teacher moves on to the next slide. The normal real-time reports and graphs can be used in this mode.

The exact behavior of Challenge mode can be set using the Challenge mode 'Options' settings. These provide control over time delays, whether or not a student who answers incorrectly is blocked, and what sounds to play (if any) at the various points of the question answering process. These settings should be set before the lesson is started and will be remembered for future lessons.

The Challenge mode options available are:

Challenge Lesson Options

Set the options you require for this Challenge lesson, then click 'OK' to save the settings

Timing:

Set the time available for the following actions:

The time Students have to read the question: 5 (Seconds)

The time Students have to enter their answer: 10 (Seconds)

Student Blocking:

Select the action resulting from the student making an incorrect answer

☐ Student is blocked from the next attempt of the same question only

☒ Student is blocked from attempting the same question again

☐ Student is never blocked

Sounds:

Select which sounds to play during a Challenge lesson

☒ Enable the playing of sounds for Challenge lessons

<input checked="" type="checkbox"/> Reading time ...	<input checked="" type="checkbox"/> Out of time ...
<input checked="" type="checkbox"/> Buzz in now ...	<input checked="" type="checkbox"/> Correct ...
<input checked="" type="checkbox"/> Answer time ...	<input checked="" type="checkbox"/> Incorrect ...
<input checked="" type="checkbox"/> Buzzer ...	<input checked="" type="checkbox"/> Error ...

OK Cancel

Timing

These settings determine the length of time between different stages of the question answering process. The question reading time provides for a separate period during which students cannot buzz-in. You can set this value to 0 if you wish students to be able to buzz-in immediately a question is displayed. The answer time determines how long the selected student has to answer. If they exceed this time then they will have been deemed to have answered incorrectly.

Student Blocking

To discourage students from buzzing-in as quickly as possible and then guessing the correct answer, you can control what happens when an incorrect response is made to a question. You can either block a student who has answered incorrectly from the next attempt at this question, or block them for all further attempts at the question. The remote ID of blocked students is shown on the screen. Once a question is completed, all students are automatically unblocked.

Sounds

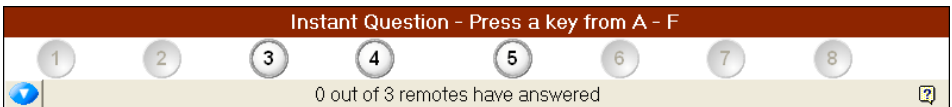
These options can be used to turn on or off the sounds played at the different stages of the answering process, and to allow the sounds played to be changed.

Instant Questions

You can ‘inject’ an additional question (or questions) for your class to answer at any time during an on-screen type lesson. This gives you the flexibility to test that your students fully understand a particular area before moving on. Normally these types of questions will be verbal, (unless you have pre-prepared them on paper or some other form).

To set an Instant Question you must use your Teacher Remote as follows:

1. Press the ‘?’ key on the teacher remote.
2. Now enter the correct answer for the question you are about to pose.
3. Warn your students that you will now be asking them an additional question.
4. Press the ‘Send’ key on your remote. The display will change to indicate to the students that they are answering an extra question.



5. Ask your students the Instant Question and watch the status bar as they respond. To indicate that this is a special type of question, the remote indicators will change to a yellow icon when the corresponding student has responded.
6. You can call up the usual reports to view the results of the question.
7. Press the ‘>’ key to return to the current slide of your original presentation.

Note: *The responses to this type of question are not recorded in the database.*

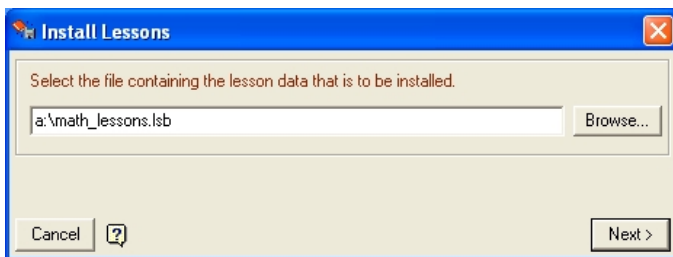
Installing Lessons

Your ClassAct SRS system may already have a number of lessons installed. To add further lessons you can install lesson packages using the Lesson Installer.

A lesson package file can contain one or more lessons. If the lesson has an on-screen presentation, this will be included in the file. In addition, the package file will contain all the information required by the system to identify and mark the questions in a lesson. The size of the package file will depend mainly on the size and number of on-screen presentations in it. The file may fit on a floppy disk or it may be on CD or could be distributed via Internet download or email. All ClassAct SRS lesson package files have the extension: '**LSB**'

Installing a lesson...

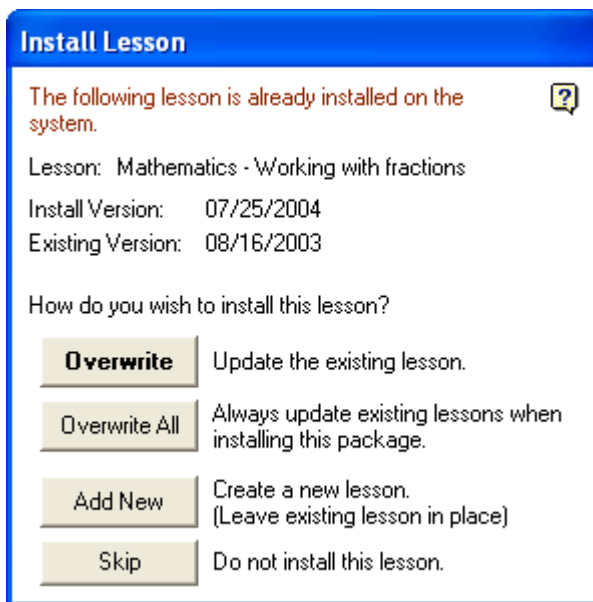
1. Click the '**Install Lesson**' button on Main Menu. The utility is in the form of a wizard with on-screen instructions to guide you through the installation process.
2. Select the location of the lesson package file and click 'Next'.



3. Check the information on the lessons in the package file and click '**Next**' to install the items.

Note: *Depending on the size of the lesson package file, installation may take several minutes. Please be patient as the installer first unpacks and then installs the lesson.*

4. If another lesson with the same name is already present on your system, you will be presented with the following overwrite prompt. Read the options carefully and choose the method of installation you require:



5. Upon completion the installer will confirm which lessons have been installed and whether they had on-screen presentations with them.
Once a lesson has been installed you can use it immediately.

***Note:** You can call up the lesson installer wizard by simply double-clicking on a lesson package file in Windows Explorer.*

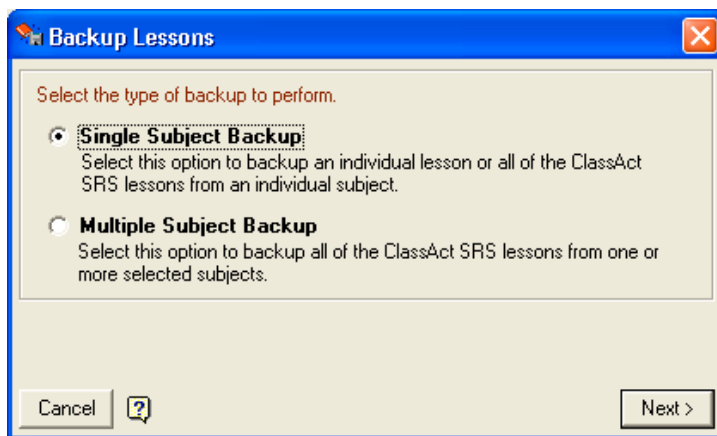
Backing up a SRS lesson

As well as installing lessons, you may want to create your own lessons (*See Page 35*) and then move them to another computer. The lesson backup facility enables you to create lesson package files of your own to transfer them to another system or to keep them as backups.

To create a lesson package file proceed as follows:

1. From the SRS Main Menu click the '**Admin Tools**' button.
2. Click the '**Create...**' button in the 'Create Lesson Package' section of the 'Administration Options' dialog box.

3. The utility is in the form of a wizard with on-screen instructions. You can choose to either backup a single subject or multiple subjects. Make your selection and click 'Next'.



Note: *If you select 'Single Subject Backup' you can also choose to backup either an individual lesson or all lessons in the selected subject. If you select 'Multiple Subject Backup', all lessons in all selected subjects will be backed up.*

4. Select the Subject and Lesson(s) that you want to backup and click 'Next'.
5. Follow the on-screen instructions to first create and then save a Lesson Package file.

Note: *Depending on the size of the lesson package file being created, the compilation and compression process may take several minutes.*

The created package file contains all the information (including any on-screen presentations) needed to install the lesson(s) onto another computer containing ClassAct SRS.

Creating your own presentations

Introduction

The Lesson Builder application allows the creation of a set of questions that can be assessed using the ClassAct SRS system. The lesson builder may be used to create questions that can be tracked as the students work through paper-based work, or it may be used to create Microsoft PowerPoint presentations with questions. HTML-based SRS lessons may also be viewed through the Lesson Builder.

Lesson Tasks

- Create a new lesson
- [Open an existing lesson](#)
- Delete an existing lesson
- Build PowerPoint Presentation
- Edit PowerPoint Presentation
- Preview Lesson

Question Editing Tasks

- Add a new question
- Modify the selected question
- Delete the selected question

LJ Tutorials

Title: SRS Tutorial Lesson V1.0
Author: LJ Technical Systems
Comments: Revision A Change

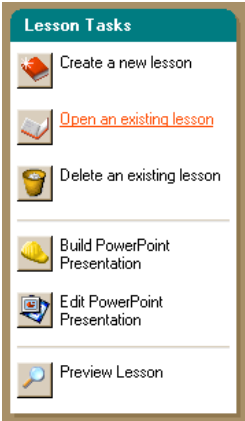
Questions

Number:	Question:	Correct Answer:
Intro	It's time to use your keypad. Don't forget to	123
1	Which of the following has two wheels?	B
2	What does it mean when your number looks	A
3	What does it mean when your number looks	B
4	How many keypads are shown in the	12
5	Look at your keypad. Do you ONLY have	No
6	Nobody in the picture is wearing	False
7	The SRS system allows you to answer	True
8	How many keypads are shown in the	16
9	What is 1/2 written as a decimal?	0.5
10	What is 5 subtracted from 0?	-5
11	Which letter is NOT present on your	A
12	Which letter is present on your keypad?	C

The main screen of the Lesson Builder consists of four basic parts:

- ◆ The Lesson Task list
- ◆ The Question Editing Task List
- ◆ The Lesson Properties
- ◆ The Question List

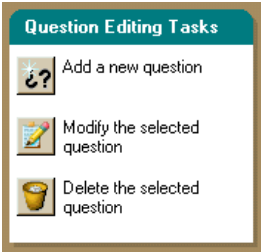
The Lesson Tasks



The lesson tasks are the actions that may be performed on the lessons.

- Create a new lesson
- Open an existing lesson
- Delete an existing lesson
- Build PowerPoint Presentation
- Edit PowerPoint Presentation
- Preview Lesson

The Question Editing Task List



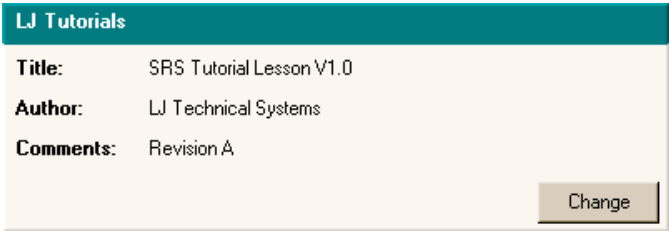
The question task list provides all the tasks that can be carried out on questions.

- Add a new question
- Modify the selected question
- Delete the selected question

These tasks are available from the question task list or from a right-click on the question list.

The Lesson Properties

This shows the basic information about the lesson. It also has a '**Change**' button that can be used to modify any of the lesson properties.



The Question List

The question list consists of a grid with three columns of information. The first column is the question number, the second is the question text, and the third column contains the correct answer to the question.

Questions		
Number:	Question:	Correct Answer:
Intro	It's time to use your keypad. Don't forget to	123
1	'Which of the following has two wheels?	B
2	'What does it mean when your number looks	A
3	'What does it mean when your number looks	B
4	How many keypads are shown in the	12
5	Look at your keypad. Do you ONLY have	No
6	Nobody in the picture is wearing	False
7	The SRS system allows you to answer	True
8	How many keypads are shown in the	16
9	'What is $1/2$ written as a decimal?	0.5
10	'What is 5 subtracted from 0?	-5
11	'Which letter is NOT present on your	A
12	'Which letter is present on your keypad?	C

Basic content creation

Creating a new lesson

Click on the 'Create a new lesson' button from the lesson task list.



Create a new lesson

A new window will appear prompting you to provide information about the new lesson. This information is the subject, title, author and comments about the lesson. There is also a place where an existing PowerPoint document can be specified and imported into the lesson.

Select a subject (or create a new one) and enter a title for your lesson
(Non-bold entries are optional).

Subject: LJ Group New

Title:

Author:

Comments:

If you wish to use an existing Microsoft PowerPoint presentation in your lesson, then specify which one below.

Import: Browse...

OK Cancel

The '**Subject**' that the lesson is about should be specified. A subject may be selected from a list of subjects that are already listed. If the subject does not already exist, then it may be created by clicking on the 'New' button and typing the name into the box provided. This would typically be the subject that all the lessons belong to such as "Science - Grade 4", "Applied Mathematics", or "Cartography".

The '**Title**' of the lesson should be specified. This should be typed directly into the text box on the form.

The '**Author**' of the lesson should be the person (or organization) who creates the lesson, or who is responsible for the lesson. This information is optional, but is recommended.

There is no fixed rule for how the '**Comments**' field is used. It could be used to detail the reading level, age group or pre-requisites required for the course.

If you have a PowerPoint document that you wish to use as the basis of your lesson, then it may be imported at this stage or at any point by modifying the lesson properties. The filename of the presentation may be typed into the import box, or browsed for using the browse button. See the section called '**Importing an Existing PowerPoint**' (*See Page 47*) for more information on importing.

Click the '**OK**' button to confirm the information, or the '**Cancel**' button to reject the changes. The information will be saved directly to the database.

When you click the '**OK**' button, you will be asked if you wish to add a question to your new lesson. Selecting '**Yes**' to this prompt is equivalent to clicking on the '**Add a new question**' button.

Adding a new question

This will add a new question to the lesson and display it in the question list. The question editing window will appear.

Fill in the boxes below. Enter the text for each option of the multiple-choice question and then select the correct answer.

Number:

Type:

Question:

A ✓

B ✕

C ✕

D ✕

E ✕

F ✕

< 1 of 1 > New OK Cancel

You must provide a question number of up to six characters. This must be unique to the lesson. Enter this directly into the '**Number**' box.

The question type is selected from the '**Type**' list. You have the choice of any of the following question types:

- "A to F" multiple choice questions
- "True or False" choice questions
- "Yes or No" choice questions
- "1 to 9" multiple choice questions
- Numerical entry questions

The wording of the question itself is typed directly into the box with the label '**Question**'. The other entry boxes will depend on the question type.

If you use multiple choice questions, then you must specify the text for each of the choices that you wish to use in your question. If you only wish to have an 'A to D' question, then leave options 'E' and 'F' blank. You must then click the box to the right of one of the options to indicate the correct answer to the question. The question answer will turn green and a tick will appear in the box next to the answer.

If you use a true/false or yes/no question, then you do not need to specify any other text for the options, but you will need to click the box next to the correct answer.

If you choose a numerical entry question, then you must specify a minimum correct answer and a maximum correct answer if the answer is within a range. If nothing is specified for the maximum answer, then it will be defaulted to be the same as the minimum answer when you click on it.

The style of the question may be selected by clicking on the '**Style**' button. The question styles available to the chosen type of question will be displayed. Click on one of the styles and then click on the '**OK**' button to confirm your choice.

The '**Preview**' button is used to see what your question would look like with the selected style applied to it.

***Note:** The style is only applied to a slide when the question is added to the lesson for the first time. If a question has already been built into a presentation, it will keep its existing style.*

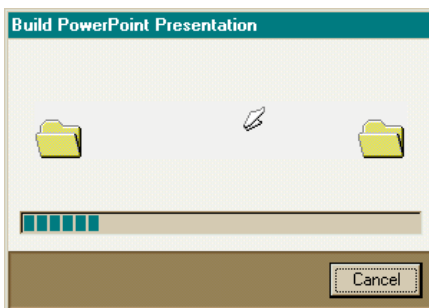
The question details may be confirmed and another question may be added by clicking on the '**New**' button at the bottom of the question window.

Building a PowerPoint presentation

Clicking on the '**Build PowerPoint presentation**' button will create a PowerPoint presentation.



The PowerPoint presentation is based on the lesson and question information that you have specified.



If a PowerPoint presentation already exists, the builder will attempt to find the questions in it (assuming that the builder added them in the first place). If it finds the questions, the builder will update the presentation with the changed question information from the database. If it can't find the questions, then new question slides will be added to the end of the presentation.

Opening the PowerPoint presentation

This task will open Microsoft PowerPoint with the lesson's presentation and allow it to be modified.

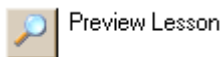


Click the '**Edit PowerPoint presentation**' button and PowerPoint will load with the current presentation (if one has been created or specified).

***Note:** This is the recommended method for opening and editing a PowerPoint presentation created with ClassAct SRS. If you wish to open the presentation from PowerPoint directly, you will need to browse for the file in the presentation directory the location of which is specified in the 'Admin Tools' utility (See Page 53).*

Previewing the Lesson

The Preview Lesson task will allow you to see what your lesson would look like when it is presented to your class.



Click the '**Preview Lesson**' button and Lesson Preview will load with the current presentation (if one has been created or specified).

The navigation bar in the preview resembles the one you will see in an active lesson, and a simulated question status panel will appear on question screens to demonstrate how much of the bottom of screen should be reserved for the real question status bar.

Editing content

Opening an existing lesson

Having created your new lesson, you may wish to return to it to review and/or modify it before delivering it to your students.

To open a lesson, click on the '**Open an existing lesson**' button from within Lesson Builder.



[Open an existing lesson](#)

You will be presented with a new window that displays the available subjects and the lessons belonging to the subjects.

Select a lesson by choosing a subject area followed by the title of the lesson.
Click the "Open" button when you have made your selection.

Subject: LJ Group

Lesson: Who's Who?
Products

Open Cancel

Select the subject from the drop-down subject list.

The lessons will be displayed that belong to the subject. Select the lesson you wish to edit and click on the '**Open**' button.

The lesson will be loaded into the lesson builder.

If you open a PowerPoint or paper-based lesson, you can now change information about the lesson, add, edit or remove questions and build a new presentation.

If you open an HTML-based SRS lesson, you can view the question list and preview the lesson. You cannot edit HTML-based SRS lessons. All unavailable options will be disabled.

Editing Lesson Properties

Lesson properties are the subject name, lesson name, author, comments and imported PowerPoint presentation. The properties of an open lesson may be modified by clicking on the **'Change'** button at the bottom right corner of the lesson property pane.

The entries for the subject, title, author and comments may be changed. In addition, a PowerPoint presentation may be imported. If a PowerPoint document has already been built, the import will **overwrite** it with the imported one.

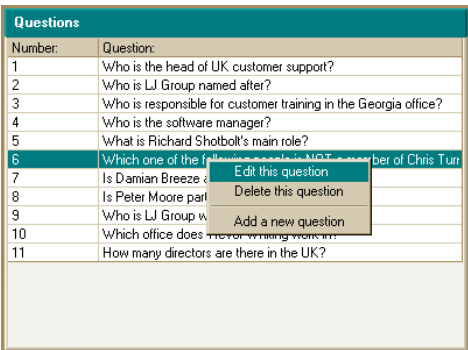
Click the **'OK'** button to confirm the changes.

Editing a selected question

This will allow the properties of a question (question number, question type, question text, possible answer choices, correct answer and question style) to be modified.

A question can be modified by...

- ◆ Clicking the **'modify the selected question'** button in the question task list
- ◆ Right clicking on the question you wish to modify in the question list and select **'Edit this question'** from the pop-up menu.
- ◆ Double-clicking on the question you wish to edit.



When a question is being edited, the question-editing window will appear.

Edit the items below.
Click the OK button when you have completed your changes.

Number:

Type:

Question:

A

B

C

D

E

F

< 6 of 10 > New OK Cancel

You can change any of the information about the question. You may also use the left and right arrows at the bottom of the question window to move backward and forward through the list of questions.

Click the '**OK**' button when you have finished editing the questions.

Note: *Changing the style of a question will only affect question slides which do not already exist in the presentation – i.e. New questions will be added using the selected style, existing questions will not have their style changed.*

Deleting a selected question

This will remove a question from the question list (and the lesson).

You can delete a question by clicking on the question that you wish to delete in the question list and clicking on the **'Delete the selected question'** button.



Delete the selected question

Alternatively, right click on the question in the question list and select **'Delete this question'** from the pop-up menu.

4	Who is the software manager?
5	What is Richard Shotbolt's main role?
6	Which one of the following people is NOT a
7	Is Da
8	Is Pe
9	Who
10	Which ones does Peter think work in?
11	How many directors are there in the UK?

You will be prompted to confirm the action before the delete is carried out as it cannot be reversed.

Note: *If there is a PowerPoint slide linked to the question being deleted, you will be asked if you wish to delete the slide as well. If you choose not to delete the slide it will be left in the PowerPoint but will no longer be linked to an SRS question.*

Delete an existing lesson

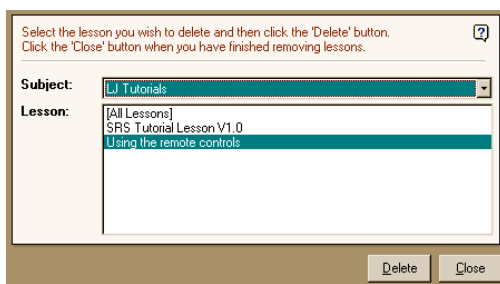
To delete a lesson, click the **'Delete an existing lesson'** button from the lesson task list.



Delete an existing lesson

This will allow the selection and removal of a lesson from the list available. The delete operation will remove all the question information from the database and delete the associated PowerPoint presentation folder (including the PowerPoint presentation itself) if it exists.

A window will appear listing the subjects and lessons in the selected subject.



Select the **'Subject'** and then the **'Lesson'** you wish to delete and click the **'Delete'** button. You will be prompted to confirm the delete operation as it is irreversible.

If you delete the last lesson in the subject, you will be asked if you wish to delete the subject as well. The subject itself is only a category for lessons – you may wish to keep this subject category for later use or delete it.

If there are two or more lessons in the list, you will have the option to delete all lessons in the list by selecting “[All Lessons]”. This will delete all the lessons in the subject at once. You will be asked if you wish to delete the subject with the lessons.

Note: *If student work exists for a lesson that you are attempting to delete, you will be asked if you wish to continue. All student work associated with a lesson being deleted will also be deleted if you choose to proceed.*

Importing an Existing PowerPoint

Existing PowerPoint presentations may be imported into the Lesson Builder. This allows a passive presentation to be quickly turned into an interactive and assessed training resource.

Open the lesson into which you want to import an existing PowerPoint presentation. On the lesson property pane, click the '**Change**' button.

The property-editing window will appear. Click the '**Browse**' button and select your PowerPoint file.

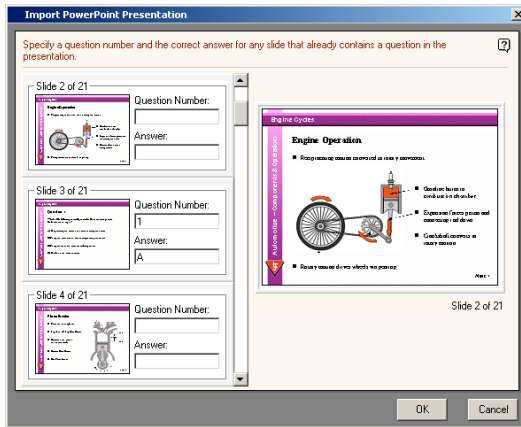
Click '**Open**' to select the file and then the '**OK**' button in the property window to confirm your selection.

If a lesson has already been built, or a PowerPoint presentation has already been imported, then you will be asked if you wish to overwrite it. If you select 'Yes', then the imported presentation will **replace** the existing one. If you select 'No', the import will be cancelled.

You will be asked if the PowerPoint presentation already contains questions. If you select 'Yes', the importer will display thumbnails of each of the slides in your presentation. Alongside each thumbnail boxes are displayed which allow you to specify the question number and the correct answer for that question.

If a slide contains a question, type the question number into the '**Question Number**' box. Then type the correct answer to the question into the '**Answer**' box. If a slide does not contain a question, then leave the boxes next to the slide empty.

Note: *If the thumbnail is too small for you to identify the information on the slide, click it and a larger version will be displayed.*



The answer may be a single letter such as a, b, c or 1, 2, 3 for a multi-choice question, 'yes' or 'no' for a yes/no question, 'true' or 'false' for a true/false question.

If the correct response is a number, then the answer should be specified as a minimum and a maximum value with a dash between. For example, if the correct answer is between 2 and 7, then the answer should be specified as '2-7'. These ranges need to be specified, even if there is no range of answers. If the answer to the question is 2, then the answer in the box should be specified as '2-2'. (This is to prevent the question from being treated as a multi-choice question with numbers labeling each response).

Once you have identified all the questions in the presentation, click the **'OK'** button.

Re-ordering Questions

Questions are automatically sequenced in ascending order of their question numbers. Questions which have used non-numeric question numbers will be sorted alphabetically and appear at the start of the sequence.

Note however, that once a PowerPoint presentation has been built, changes to the order of questions in the question list will not affect the order of questions in the existing PowerPoint presentation. Use the slide ordering capability of PowerPoint to re-order the question slides in existing presentations.

See your PowerPoint documentation for instructions on how to do this for your version of PowerPoint.

Releasing your Lesson

Having created your lesson you are nearly ready to release it to your students. However, before doing this it is important that you **TEST** the entire lesson. To do this you should:

- ◆ Create a test class and student
- ◆ Logon as this student and start the lesson to be tested
- ◆ Check that all screens (and paper-work if applicable) are correct, make sure:
 - All screens are in the correct order
 - All information required to answer a question is available
 - Check spellings and grammar
- ◆ Answer all questions correctly and check that the system reports a score of 100%

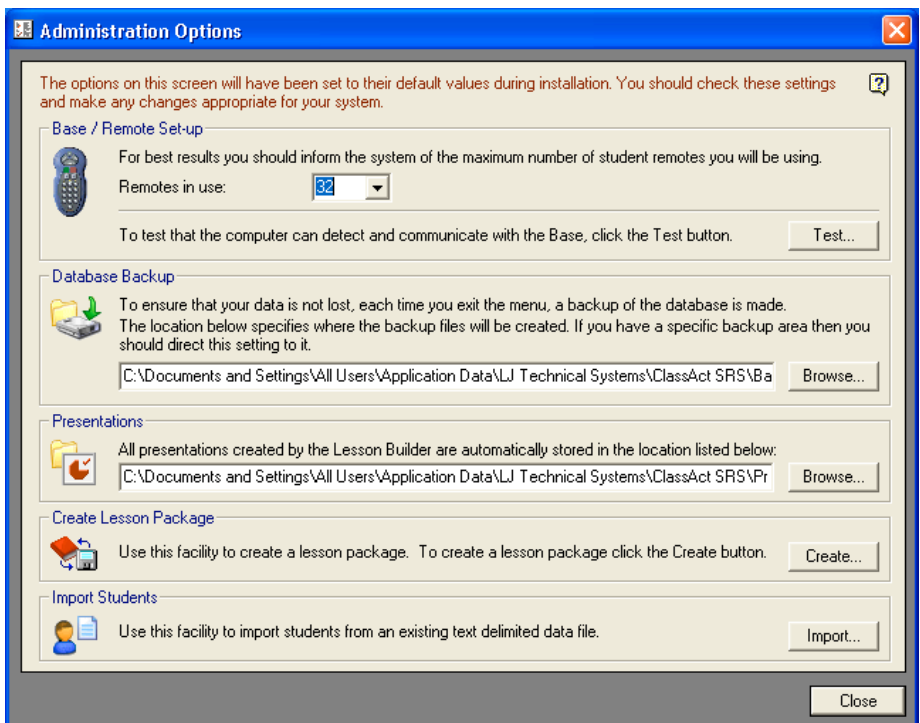
Advanced Features and Settings

The previous sections of this guide contained details on the general day-to-day operation of the ClassAct SRS system. This section has information on some of the more advanced features and also contains a troubleshooting section.

Administration Setup

Your system will have been setup with default settings during installation. In most cases these setting will be correct for your system. However, in the event that you wish to change the setup, this section details these settings.

You can enter the Administration setup screen by clicking the ‘**Admin tools**’ button on the Main Menu screen.



Setting up the number of remote units

For the system to work at its most efficient, it needs to know the maximum number of remote student units you wish to use. During installation this should have been set to the number you purchased. If for some reason you wish to change this - you may have purchased some more remote keypads, or you may have decided to only use 16 of your 24 units for example, you can select or enter the number of remotes into the box provided.

The **'Test'** button will first check communication with the base station and then allow you to test all of your remotes. See the Troubleshooting section for help on testing the remote units (*See Page 56*).

Combining multiple SRS sets and using large numbers of remotes

If you are using a large number of student remotes or if you are combining multiple SRS sets into a single larger set then you should make note of the following:

- All student remotes must have a unique number. This is programmed into the remote when the numbered label is added. The SRS CD contains a utility (in the LJ-SRS\Utilities folder) that allows you to re-program the remotes.
- The 'Remotes in use' setting in 'Admin Tools' should be set to the highest numbered remote you wish to support. (Setting this higher than the number of remotes present will slow down the operation of the software).
- To conserve the space available for the PowerPoint slides, only active units will be displayed in the question status bar when the number of units is greater than 32
- When the number of units is greater than 64, only logged on units will appear on the logon screen. With more than 64 units logged on, it may be necessary to scroll the logon screen to see all units.
- The updating of information will become slower as more student remotes are added. You may want to consider a higher specification computer if the speed of operation becomes an issue.

Setting the database backup location

Your data collected by the ClassAct SRS system is very important. For this reason, each time you exit the software, a complete backup of the system database is made. An automatic backup rotation system is used to ensure that you can go back to various points should for any reason your current database becomes lost or corrupted.

By default, the database backup folder will be set to the hard drive on your local computer. If your computer is connected to a network, then it may be more appropriate to backup the database to a networked location - in this way if your computer fails completely you will still be able to recover your data. In addition, you may have an area on a network fileserver which itself will be backed up to tape or other storage media on a regular basis.

Use the Browse button to set the location for your database backups.

For help on restoring a previous database should you lose the current one, refer to the Troubleshooting section.

***Note:** If you are using SRS in conjunction with your LJ ClassCampus or World ClassAct systems, then it will be utilising a Microsoft SQL Server Database. The procedures for backing up a SQL database are different and will be covered in the documentation and training given with these other products. SRS does not perform the backup in this type of setup.*

Setting the base location of the presentation files

Any SRS presentations you install or those that you create yourself are by default stored on your local hard drive. If you wish to change this setting to some other location (such as a network drive) then you can do so here.

Use the Browse button to set the location for your presentation files.

***Note:** If you wish to change this location after installing or creating content then you **must manually move** all the files in the existing folder to the new location. You should do this using Windows Explorer.*

Where is my presentation stored?

Your SRS lesson presentation is automatically assigned internal identification numbers – one for the Subject and another for each Lesson within a subject. You do not see these numbers within SRS but they are used to create links into other LJ ClassAct management systems and to provide a unique folder location into which your PowerPoint file(s) are stored.

If you develop PowerPoint presentations within SRS which require additional external type files to be included, for example a video file on one of your slides, then it should be stored in the same folder as the presentation itself and all references to it should be relative to the presentation folder.

To find the location of a particular presentation, open it in the SRS Lesson Builder application (*See Page 42*), click the 'Edit PowerPoint' button and note the location used by PowerPoint to save the file (choose the 'File', 'Save As' command for example).

When creating a lesson package using the backup utility, all files in the same folder as the lesson will be included in the package file. Installing a lesson package will then install these files back into the presentation's folder.

Importing Students

This utility enables you to import student registration details from an external data file. The file must be in CSV format (Comma Separated Value). Most MIS systems can export data in this form. For more information on the format of this file and the fields supported, start the Importer and press the F1 key to display the on-screen help.

Backing up a SRS lesson

Backing up lessons was covered in the section on installing lessons earlier in this guide (*See Page 32*).

Tips and Troubleshooting

This section of the User Guide provides tips and other useful information as well as help on what to do when things go wrong.

You will also find additional information in the integrated help system including a link to the LJ Group web site for the very latest information. The help file can be called up any time the software is running by pressing the 'F1' key, by clicking the help icon present on most screens or by selecting it from the Windows Start menu.

Software Installation

The SRS application is installed using Microsoft Windows Installer technology. The installer is able to perform a number of checks on your system to ensure that it is compatible with the software. These include a check for the correct version of Internet Explorer and a warning if Microsoft PowerPoint is not installed. This technology will also automatically repair your installation if a file becomes lost or corrupted.

Since the installation will be copying files to your PC, making registry settings and installing USB drivers, you will need sufficient permissions to be able to perform these tasks. This may mean that you will need to logon with administrator permissions to perform the installation.

The SRS software makes use of the Windows application data area for data storage. The installer will attempt to ensure that you have read/write access to a SRS folder in this area (providing that the installer has sufficient permissions to do so). This area typically resides in the following folder:

C:\Documents and Settings\All Users\Application Data
(or C:\Windows\ All Users\Application Data for Windows 98)

Presentations will be stored in the computer's 'Document' area. (Depending on the operating system, this may be called 'Shared Documents', 'Documents' or 'My Documents'.) Again the installer will attempt to ensure that you have read/write access to this area.

Both these locations can be subsequently changed using the Admin Tools utility although care should be taken to ensure that any files/folders present in the existing areas are moved to the new area after making any changes.

The Base Station has not been detected

The green LED on the remote base station should be illuminated whenever the computer is switched on and running. If it is not then check the connection cable between the base station and the USB port on your computer.

The remote base station is initialized each time a new lesson is started. An error message will be returned if the base station cannot be detected. The most likely reasons for an error are:

- ◆ The base station is not correctly plugged into the USB port. Check the connections or try a different USB port on your computer.
- ◆ The USB drivers have not been installed or are incorrect. Try unplugging and then reconnecting your SRS base. If you are still unable to get the drivers installed or working, refer to the Windows Device Manager troubleshooting guides.
- ◆ An incompatible base is being used. The ClassAct SRS system will only function with base stations supplied by LJ Group.

None of the student remotes work

If no remotes work then it is most likely that there is a problem with the base station. Refer to the previous section for Base Station issues.

Testing student remotes

Select the 'Admin Tools' from the main menu then click the 'Test' button. This test will first establish communication with the Base Station and then show an indicator for each student remote and the teacher remote. Press a key on a remote and the corresponding remote indicator will highlight.

The ClassAct SRS software responds very slowly

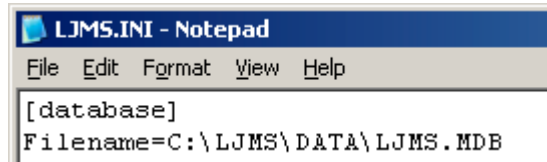
Both the SRS base and the remote units transmit and receive using infrared technology. It is possible that if you have other equipment using infrared communication in the same room, there may be some interference between the two systems. This often manifests itself as the SRS software appearing to run very slowly (several seconds to respond to a mouse click even when the students are not using their remotes).

By positioning the remote base and the interfering transmitter to point away from each other, it may be possible to eliminate this delay. If this does not work you will need to switch off the interfering device.

SRS is unable to open its database

The SRS system will not function if it cannot locate a valid database file. The database file (usually called LJMS.MDB) must be located in the correct place and the system must have read and write access to it.

To check the location of the file, open the 'LJMS.INI' file in your 'Windows' folder using Windows Notepad and refer to the 'Filename' setting:



The exact location will depend on whether you previously had a another LJ ClassAct Management system installed and the setup of your computer.

Note: *If your system has been set up to use a Microsoft SQL database in conjunction with LJ ClassCampus or World ClassAct systems, use the documentation supplied with these systems for information on locating the database.*

I've received an error message that a file may be corrupted.

The ClassAct SRS system makes use of the latest Windows Installer technology and should automatically repair itself if program files are accidentally deleted. If a file becomes corrupted you may be asked to reinstall from the original installation CD. Insert the CD and follow any on-screen instructions to repair or reinstall the system.

Using SRS with existing ClassAct management software

The SRS software is fully compatible with existing LJ ClassAct management software. If during installation an existing ClassAct management system is detected, SRS will link in to its database. Classes and students can be created in either package and viewed and used in the other. Some settings can only be made in one or other of the systems, for example, the remote number a student should use for SRS can only be set from within the SRS Class Management tool.

SRS subjects are created as Level 2 Modules within ClassAct. SRS lessons are chapters within these modules. If you are using ClassAct version 1.1A or later, the Module Management utility within ClassAct will have been automatically updated to provide you with the ability to make chapters of existing level 2 modules available to the SRS system. (An extra checkbox option is provided in the Chapter Setup dialog box).

While these level 2 lessons would not contain any presentations, they could be used as paper delivered tests. Alternatively, you could create your own PowerPoint presentations for these chapters using the SRS Lesson Builder.

How does SRS backup its database?

The ClassAct SRS system creates a new backup of its database each time it exits. To prevent a large number of backup files filling up the space on your hard disk, the system automatically manages the backup files to maintain daily, weekly and monthly backups. In practice, this means that there will be a backup for each day the system was used during the last seven days, plus a backup for each week of the previous four, plus a backup for all previous months.

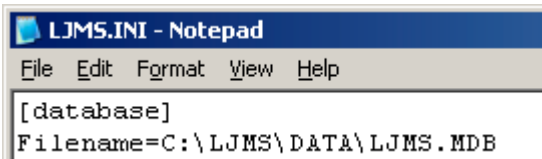
If the system is unable to create a backup of the database as it exits, it will display an error message with information on the cause. You should investigate this issue and correct it if you wish to keep your data safe.

Note: *If your system has been set up to use a Microsoft SQL database in conjunction with LJ ClassCampus or World ClassAct systems, the backup must be handled using procedures given with these other systems. SRS will not perform an automatic backup on exit.*

Restoring a previous database backup

By examining the backup folder (the location of this is shown in the Admin Tools utility) you should be able to easily identify the database backup files. To restore a backup file:

1. Identify the location of the database file used by the system from the 'Filename' entry of the 'LJMS.INI' file in your 'Windows' folder.



2. Rename this database file (usually LJMS.MDB) so that you keep a backup copy of it.
3. Copy the appropriate backup file from the backup folder to the required location and rename it to LJMS.MDB.

Note: *This is not applicable for Microsoft SQL systems – refer to the documentation supplied with these system to restore data.*

Changing Lesson Builder Question templates

The templates defining the styles that Lesson Builder uses to create new question slides are PowerPoint slides themselves. Each question type has its own presentation. These are installed with the Lesson Builder software into a 'Templates' folder alongside the 'Presentations' folder.

Filename	Description
question - a to f.ppt	Template file for "A to F" multiple choice questions.
question - true false.ppt	Template file for "True or False" choice questions.
question - yes no.ppt	Template file for "Yes or No" choice questions.
question - 1 to n.ppt	Template file for "1 to n" multiple choice questions.
question - numeric.ppt	Template file for numerical entry questions.


Each template contains a number of special labels that are replaced with question information when the lesson is built:

Label	Replaced with:
#q#	Question wording.
#n#	Question number.
#a#	Response "A" to a question.
#b#	Response "B" to a question.
#c#	Response "C" to a question.
#d#	Response "D" to a question.
#e#	Response "E" to a question.
#f#	Response "F" to a question.
#1#	Response "1" to a question.
#2#	Response "2" to a question.
#3#	Response "3" to a question.
#4#	Response "4" to a question.
#5#	Response "5" to a question.
#6#	Response "6" to a question.
#7#	Response "7" to a question.
#8#	Response "8" to a question.
#9#	Response "9" to a question.

These items can be moved around the screen, the fonts may be changed and the sizes of the labels may be adjusted. The changes you make to these labels will be adopted by a presentation built using the templates.

Student Remote Reference

The table below shows the function of each of the keys on the student remote.

	Key	Use
	1 - 9 A - F	Responding to multiple-choice questions. The system automatically selects whether to use 1-9 or A - F.
	T - F Yes - No	Responding to True/False and Yes/No questions.
	0 - 9 - .	Entering numeric responses. You must press the 'SEND' key after you have finished entering all digits of a numeric response.
	SEND	Press this key when you have finished entering the numbers for a numeric response or after every response when working from paper-based lessons. You may also be prompted to press this key when logging on.
	?	Provides an indication on screen that you require assistance.
	CLR	Clears the existing digits of a numeric entry before you have pressed the 'SEND' key.
		Press this key followed by the 'SEND' key to delete your existing response to a question. Your teacher may not allow this option.

Quick Start Reference

Running a lesson

1. Register your class and students using the Class Management tool.
2. Start the lesson selecting your class and then the lesson you wish to present. (If the lesson is not present, go back to the main menu and use the Install Lesson button to add a new lesson or create your own using the Lesson Builder application.).
3. Choose the logon mode and feedback options you require for the lesson and click OK.

Tip: Auto-logon requires that the student uses the correct remote, manual logon requires the student to enter their logon code.

4. Once started, get your students to logon using their remotes.
5. When all your students are logged on, click the continue button to start the lesson.

Tip: Use the '<' & '>' keys on the teacher remote to control the presentation.

6. If the lesson consists of an on-screen presentation, move to the next slide when all students are ready.
7. Monitor student progress on question pages using the report features.
8. When all your students have completed the lesson, save the results.
9. Use the Grade Book to view and print reports.
10. Exit the Main Menu when you are finished.

Creating a lesson

1. Open the Lesson Builder and click 'Create a new lesson'.
2. Select a subject area or create a new one.
3. Enter a name for the lesson and any other optional details and click OK.
4. When prompted, click 'Yes' to enter a new question or click the 'Add a new question' button.
5. Enter a unique number for the question and type in the question text.
6. Select the 'Type' of question, select a 'Style' and then enter any additional information required (such as the text for the answer options).
7. Select or enter the correct answer so that the question can be marked.
8. Click 'Another' and repeat this process until all questions have been added.
9. Click the 'Build PowerPoint Presentation' button.
10. If you wish to add to or edit the presentation, click the 'Show PowerPoint Presentation' button and make the changes in PowerPoint.
11. Exit Lesson Builder when you have completed the lesson and **test** it as a student.

