



ClassAct

Student Response System

User Guide

MS222/D

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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 whiteboard/projector or paper using a simple to use remote keypad. Every student response is recorded in a database providing both real-time and historical reporting capability.

The *ClassAct* SRS system consists of:



A radio frequency wireless base station (often referred to as a host). This can be in one of two forms both of which connect via a USB port to the teacher's computer



A teacher remote keypad to provide control over the lesson from anywhere in the room.



A set of student remote keypads for collecting student responses.



Software applications to set up the system, create and maintain classes and students, deliver content and record and report on progress. Built-in tools allow the creation of presentations in conjunction with Microsoft PowerPoint®. You may also have additional pre-generated lesson materials supplied on a separate CD(s).

All these items are packed in a convenient carry case together with a power adapter for recharging the teacher remote.

Note: *The SRS system is compatible with the LJ Create ClassAct classroom based management system products. The two systems can be 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 (*starting on page 5*) is intended for use by installers / administrators. It covers the installation of the SRS software and hardware onto a computer and its initial setup, including how to configure the remote keypads to 'talk' to your particular base station.
- The next section is a 'Getting Started' guide (*Page 13*) and is intended for use by teachers who will be using the SRS system. It covers the key features of the system including setting up classes and running presentations.
- A section detailing how to create your own lessons using the built-in 'Lesson Builder' tool and Microsoft PowerPoint (*Page 43*).
- Sections covering some of the more advanced features and troubleshooting (*Page 61*).
- Finally there are some useful reference sections with a summary of the functions of all keys on the remotes and a 'Quick Start Reference' guide.

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 for free from the Adobe website (www.adobe.com) or install it off the SRS installation CD by 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 2000 or later
- One spare USB port
- Microsoft PowerPoint® 2003 or later
- Microsoft Internet Explorer version 6 or later

Microsoft PowerPoint®

To deliver presentations using ClassAct SRS, you must have Microsoft PowerPoint® installed on the computer. You can install PowerPoint before or after the installation of SRS. Follow the installation instructions provided with your copy of PowerPoint.

***Note:** The SRS system will operate without Microsoft PowerPoint but you will be restricted to using paper-based lessons or pre-generated HTML based presentations. You will also be unable to create your own 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.

Using Multiple SRS Sets and Sharing Student Data

If you have multiple sets of SRS they can be installed and configured to connect to a common shared database. In this way student data need only be entered once and reports can be generated which cover work completed on all SRS sets. Refer to the 'Network Server' installation notes on the SRS Installation CD for more information on installing a network image and shared database.

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. Read the instructions presented on the screen and choose the best configuration for your requirements. If you only have a single SRS then select the option to perform a standard install. If you have multiple SRS sets or wish to access a common shared database from a network, then you should select the Network Server install option.
3. After choosing the required install option, carefully read and follow all instructions displayed on screen to install the SRS software. Installation may require the Microsoft .NET Framework 2.0 to be installed - this may take several minutes. Upon completion, you may be requested to reboot the computer. You may also be given the opportunity to install SRS lessons at this stage.
4. Once the software installation has completed, plug your SRS/Qwizdom base station host into a spare USB connector on your PC.
5. 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 the Qwizdom Remote Host drivers – this will normally prompt for and install two drivers.

After Installation

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

Fit two batteries into each student remote. You may wish to fit the provided locking screw into the remote to prevent students removing the batteries. The student remote displays a warning icon when its batteries are low.

The teacher remote is fitted with rechargeable batteries. Ensure that these are fully charged by plugging in the supplied charger to the socket on the teacher remote. The teacher remote displays its battery status when switched on. Remove the protective plastic display covers from all remotes if present.

Positioning the Base Station

The SRS base station has a range of over 30 meters. The system employs radio frequency communication with the remotes so line of sight is not required. To allow systems to be used in an environment where multiple base stations are within radio range of each other, every base is assigned a unique 'Session ID'. This may be shown on a label stuck to the base or alternatively can be displayed on screen from the SRS software (more on this latest). Each remote is then configured to connect to a specific base station using this Session ID.

Licensing the Base Station


To prevent unauthorized use of the ClassAct SRS software, it can only be used with base stations supplied by LJ Create. The first time the SRS software is run you must enter the license key for your base. This license key is printed on a label on the base.

Note: *If you have administrator rights to the registry, you need only perform this operation once for each computer SRS is run on. However, if you don't have sufficient permissions, each new user will need to enter the license key once.*

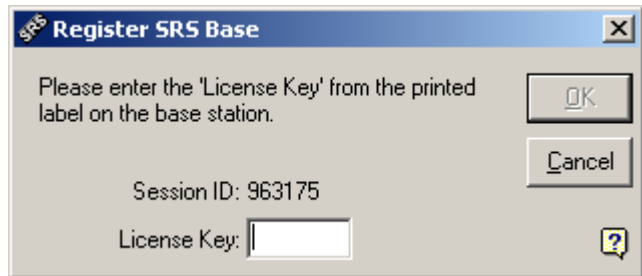
Configuring Remotes to Connect to a Base Station


Each SRS remote must be configured to connect to a specific base station using the unique Session ID number displayed in the SRS software (this may also be shown on a label stuck to the base)


The remotes have a built-in function for setting the Session ID of the base you wish to use them with. To configure your system, you should follow the procedure listed on the next page. You could either do this in advance or instruct your students to carry it out for you. Once configured, the remotes will remember their settings so this operation only need be performed the first time the system is used or if you subsequently wish to use the remotes with a different base.



1.  Connect the SRS base station to your computer and start the SRS application from the Windows Start Menu.

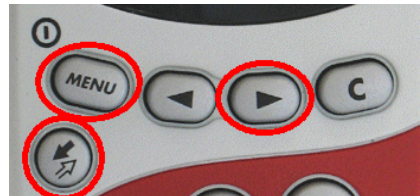
2. If prompted, register your base by entering the '**License Key**' from its printed label.




3.  Click the '**Admin Tools**' button towards the bottom of the startup Main Menu and then click the '**Config...**' button in the 'Base / Remote Setup' section.

4. Switch on the first student remote by holding down its '**Menu**' key. If it connects to the base, the setup of this remote is complete and you can skip to step 6.
If the remote's display is prompting to '**Enter Session**', enter the Session ID number displayed in title bar of the configure program on screen (and printed on the label underneath the base) and press . The remote should then connect to the base and you can skip to step 6.

5. If the remote is unable to connect to the base it will display '**No Net**'. Press the '**Menu**' key on the remote and use the  cursor key until '**Sess. ID**' shows on the remote's display then press the  key.



When the remote's display prompts to '**Change?**' the Session ID, press the '**Yes**' key and type in the Session ID of your base station followed by . The remote should now connect to the base.

6. The remote is now configured. Its remote ID number has been automatically assigned and will be shown on the top right of the remote's display. The corresponding cell on the configuration screen will change to blue to indicate that it is now active. Repeat the procedure for the remaining student remotes.

Setting up the Teacher Remote







The teacher remote also needs to have the correct session ID set. The procedure is the same as for the student remotes. Once configured press a key on the teacher remote to ensure that it can communicate with the base. Once communication is established the teacher cell will change to blue.

After completing the configuration of the remotes, you should exit the configuration utility.

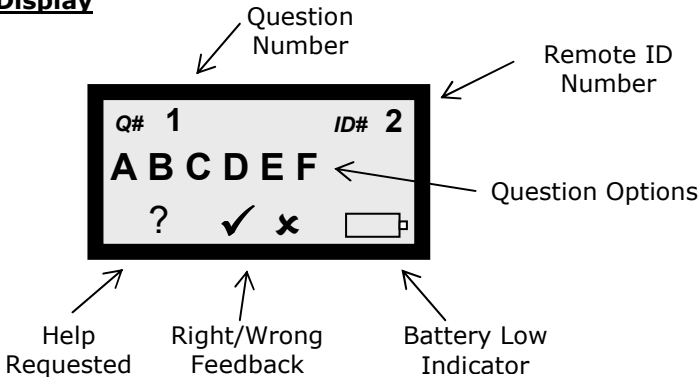
For more information on configuring remotes, start the 'Config...' utility from the Admin Tools section and press the 'F1' key.

Student Remote Reference

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

	Key	Function
	1 - 9 A - F	Respond to multiple-choice questions. The system automatically selects whether to use 1 - 9 or A - F.
	T - F Yes - No	Respond to True/False and Yes/No questions.
	0 - 9 - .	Enter numeric responses, including decimal points and negative numbers.
		Referred to as the 'Send' key. Press this key when you have finished making a selection or entering a response or logon code to send the information back to the base.
	Menu	Press and hold for one second to turn the remote on or off. Press to access the built-in menu option for setting Session ID and requesting assistance.
	C	Clear existing characters before you have pressed the  key. If allowed, can also clear previously attempted questions.
		Select multiple-choice options from displayed list. Move backwards and forwards through a self-paced lesson.







Remote Display



Teacher Remote Reference

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

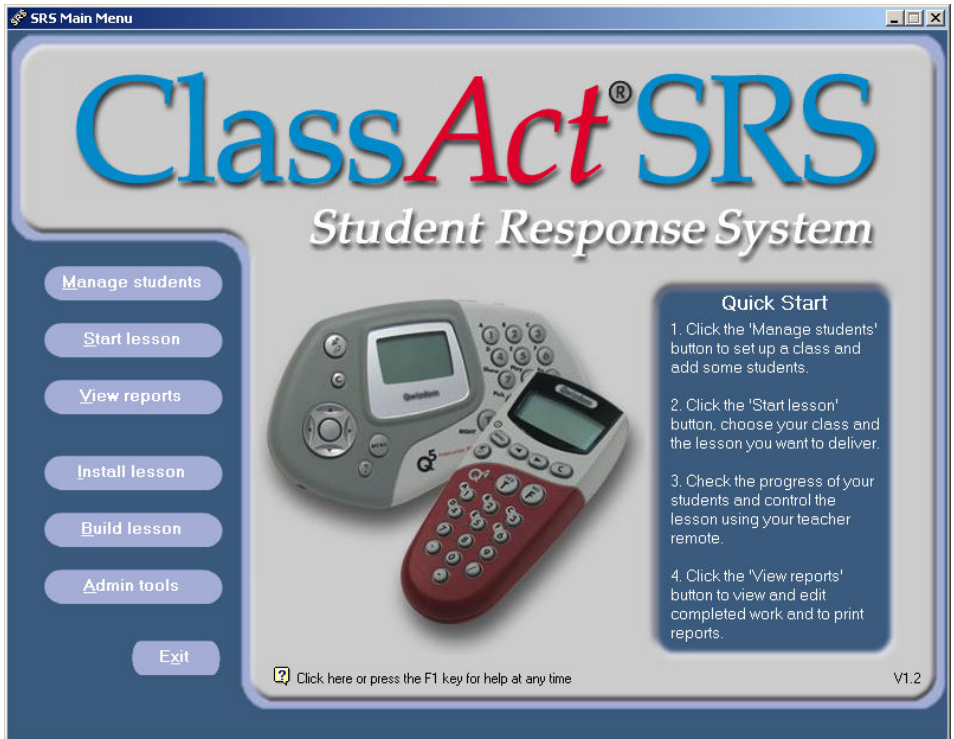


Keys	Function
0-9, A-F, T-F	Set correct response to 'Instant Questions'. (Page 36)
T, F	Respond to Yes/No prompts on screen.
1, 2, 3	Select different tabs on report screen. (Page 30)
	Send information to the base.
Menu	Call up the presentation Navigation menu. (Page 23)
C	Clear entered characters. Cancel operations.
Pick	Call up the 'Goto' slide command
	Show/hide on-screen reports. (Single press for Question Report, double-press for Score Report). (Page 29)
	Show/hide question report on teacher remote only. (Page 29)
	Move backwards and forwards in presentations. (Page 23)
	Move backwards and forwards on a build-up slide. (Page 23) Move between options on the Navigation Menu.
	Use the center key of the cursor pad to make selections. When not making a selection, use it to show/hide the student status bar. (Page 24)
?	List users requesting help or show on-screen help. (Page 26)
New Q	Insert an Instant/Spontaneous Question. (Page 36)


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. For a brief description of the buttons on this, the Main Menu screen, move your mouse over each one in turn to display a pop-up description panel. This 'Getting Started' section of the manual introduces all the facilities available from the Main Menu.

Click the  icon or press the F1 key at any time to call up context sensitive help on the current screen.

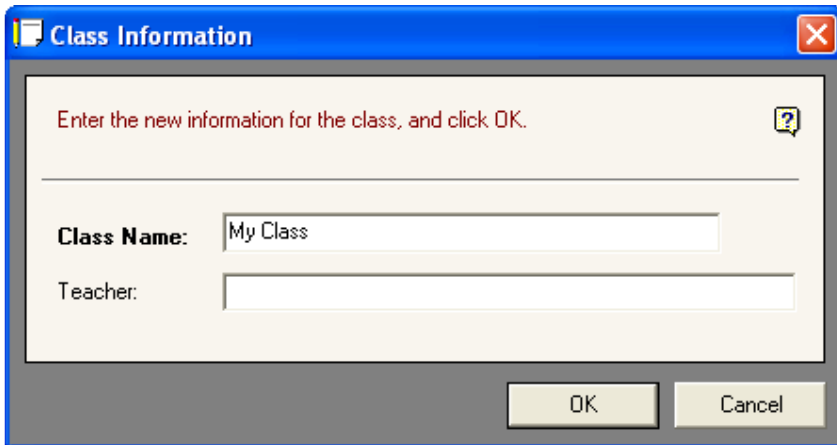
When exiting the system from this screen you will be prompted to first exit all other parts of the system that are still running. Exiting may take a few seconds to complete as a backup of your database will be created automatically.

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 9,999 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 red close button. Inside, there is a text area with the instruction 'Enter the new information for the class, and click OK.' and a help icon. 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 labelled 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' with a blue header. It contains two items: 'Tutorial Class' and 'My Class'. 'My Class' is currently selected, 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.

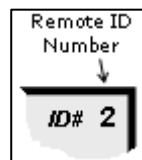
4. The Enrolment Code field is optional and allows you to assign a unique code to every student on the system. Your students probably already have a code of this sort assigned to them for administration purposes in your establishment - you can enter this code if you wish.
5. If you want to add more students 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 64).*

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) Manual Logon - In this mode, students can use any remote keypad but must 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.
- b) Auto Logon – Each student is automatically assigned a unique remote ID number as they are added to a class (see previous section). Each student remote is also uniquely numbered – you can see this ID number on the top right of the remote's display after it has been switched on and is in communication with the base station. In Auto Logon mode the student must use the remote linked to his/her ID number. By assigning more than one student to a particular remote, group working can be achieved.




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 then reappear.

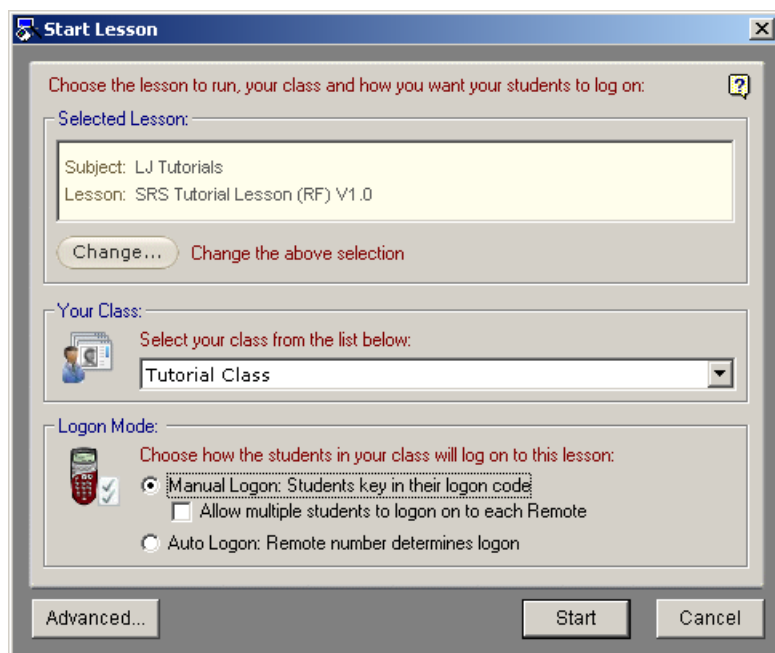
Starting a Lesson

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/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.

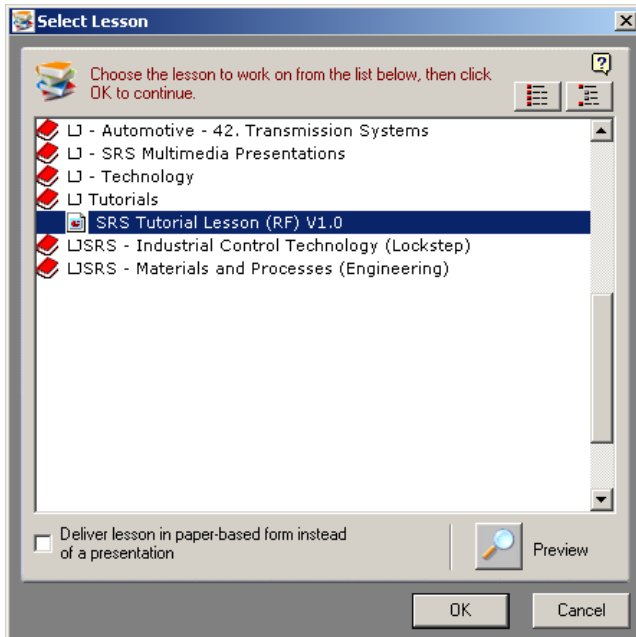
It is recommended that you use the provided 'SRS Tutorial Lesson' to familiarize your students with the system. If you do not have any lessons installed then refer to the sections on creating (*Page 43*) or installing (*Page 39*) lessons later in this guide. A 'Student's Guide' is available from the 'Electronic User Manuals' section of the on-screen help – you may wish to print this for your students to refer to when using the system for the first time.

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



2. The 'Selected Lesson' box shows the last selected lesson. If this is not the lesson that you wish to run, click the '**Change...**' button.


Note: *If SRS has been launched directly from a link within another piece of learning material, the lesson selection has already been made so the 'Change...' button will not be available. You should continue with step 4, Class Selection, below.*



3. Click on a book icon alongside a subject entry to list the lessons within it. Click on a lesson to select it. If you want your class to work from a paper-based lesson then select the 'Deliver lesson in paper-based form' option under the lesson list. (If a lesson presentation file cannot be found, this option will be automatically selected). Click the 'Preview' button if you wish to view the lesson before running it. Click '**OK**' to select the lesson.
4. Choose your class from the drop-down list.
5. Choose how you want your students to logon – Manual or Auto (*See Page 16*).
6. Other options associated with the delivery of the lesson can be accessed by clicking the 'Advanced' button. These include:
 - Do you want the student remotes to indicate whether the student answered correctly? (A small tick or cross is shown on the remote's display after the question is answered).

- Do you want the screen to also indicate whether a student has answered correctly? (*See Page 24*)
- 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 'end of lesson report/graph' to appear automatically at the end of the lesson.
- Do you want the slides in the lesson to automatically advance after a set time? You can choose to advance all slides (auto-pilot) or be presented with a button to advance the current slide after the set time. (*See Page 37*)
- Do you want to use 'challenge mode' where only the fastest student gets to attempt a question? (*See Page 34*).
- Do you want to ignore any responses which students may have made during previous unfinished attempts at this lesson? If an SRS presentation has been launched directly from a link within a lesson page, selecting this option will delete all unfinished work associated with that lesson. Use this option with care as it deletes student responses.

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

For more information on any 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.*

7. 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 are not installed correctly, you will receive an error message at this point. Refer to the troubleshooting section (*page 65*) of this manual if this happens.



Student Logon

The logon screen shows the current class, the selected lesson, the base's Session ID number and a message for students to 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.

As each student logs on, a remote indicator will appear on the logon screen with the student's name alongside. (Depending on how your system has been configured, you may see an alternative screen which shows an 'inactive' remote indicator for each possible remote – when a student logs on the indicator turns 'active' and the student's name appears alongside it).

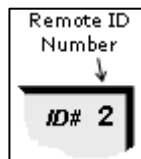
Note: *You may wish to give your students access to the SRS Student User Guide sheet. This contains basic notes on logging on and working. This sheet can be accessed and printed from the SRS help system.*

Instruct the students to chose a remote and switch it on by pressing and holding down the '**Menu**' button. Depending on the logon mode selected when the lesson was started, students must now either:

- ◆ Using any remote, enter their unique four-digit logon code and press . If more than one student is to logon to this remote, the subsequent student should clear the display by pressing the 'C' key and then enter their logon code and press . (Manual Logon Mode).

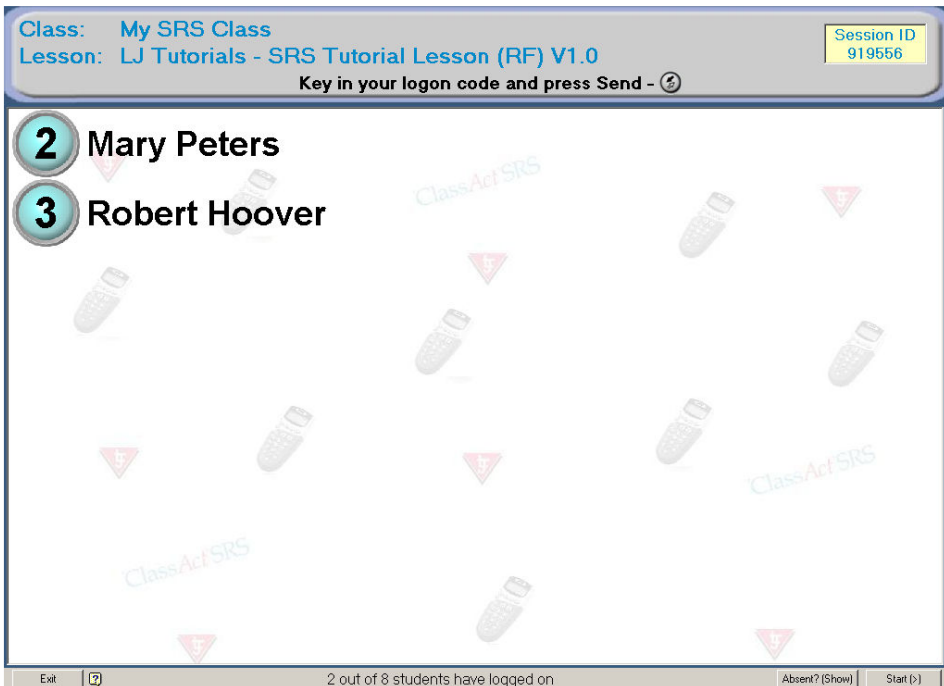
Or:

- ◆ Locate and use the remote displaying their remote number. When a remote is switched on and communicating with the base station, this number is displayed in the top right corner of the display alongside '**ID#**'. (Auto Logon Mode).



Note: *If after a few seconds a remote is unable to find a base station, it will display a 'No Net' message. If you are sure that the base is running then it is probable that the remote is looking for a different base station, i.e. one with a different 'Session ID'. Use the remote's menu options to set the correct Session ID. Refer to the section of this manual on 'Configuring Remotes to Connect to a Base Station' (Page 7) for more information.*

Note: *If a mistake is made while logging on in manual mode, simply ask the student(s) to switch the remote off (by pressing the 'Menu' key for one second) and back on (by pressing it again) and then start the logon process again.*



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, two students have logged on with remotes 2 and 3.

Use the '**Absent**' report button if you want a list of students from the class who have yet to log 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.*

Group or Team logon

ClassAct SRS supports group or team logon. In this mode, each remote is shared among two or more students. The responses entered into the remote are applied to all members of the group. Group logons are indicated with a '+' sign after the name on the logon screen. Moving your mouse over the remote indicator will show all members of the group in a pop-up tool-tip.

Groups can either be pre-configured in advance using the Manage Students Utility, or the grouping can be carried out by the students when they logon.

Pre-configured groups

To pre-configure a group of students to use a single remote, simply enter the same Remote ID for multiple students using the Manage Students option.

Students			
Logon Code	Remote	Name	
0001	2	John Young	(+ Grouped)
0002	2	Mary Peters	(+ Grouped)
0003	3	Robert Hoover	

When starting the lesson, choose the 'Auto Logon' mode. All students registered with a specified remote in this way will now receive the marks for the work they complete as a group.

Grouping during logon

To use this mode of grouping you must start the lesson with the 'Manual Logon' option selected. You must also tick the 'Allow multiple students to logon to this remote' option:


3. Set additional options:

Logon Mode:

☐ Manual Logon: Students key in their logon code

☒ Allow multiple students to logon on to each Remote

☐ Auto Logon: Remote number determines logon


After the first student has logged on in the normal way, the second and subsequent students must first clear the previous student's logon code using the 'C' key and then enter their logon code and press .

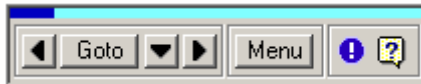
***Note:** If a mistake is made while entering a group logon, switch the remote off and back on (using the 'Menu' button) and then start the logon process again.*

Controlling a Lesson

This section covers controlling an on-screen presentation lesson. For details on controlling a paper-based lesson, refer to *Page 26*.

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. Students should make their selection or enter their response then press the  key. You can control the presentation using the 'Lesson Control Bar' shown below or your teacher 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 lesson you are.

Note: *If the control bar covers an area of the presentation which your students need to see, use your mouse on the blue gauge part to 'drag' it to a new position.*

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
	▼	On 'Build-up' slides, this button moves the presentation forward or 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.
	Menu	Open the control menu containing options to call up reports and to end the current lesson. Use the cursor keys and the center button to select menu items.
	?	Lists student help requests on the teacher remote. Follow the instructions on the display to clear individual or all help requests. If there are no help requests, this button will open the on-screen help.

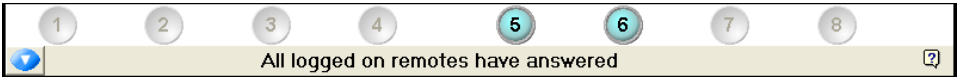
The real-time graphing and reporting functions can be called up during a presentation using either a mouse to access the 'Menu' button or by using the teacher remote. The table below shows the options available and how to call them up:

Menu Item	Teacher Remote Key	Action
View Question Report		Display a graph showing how many students have answered each option of the current question. This option is only available on question screens. (See Page 29 for more information on reporting).
View Score Report	Double-press 	Display a graph showing each student and their score so far. (See Page 29 for more information on reporting).
		Displays a question graph as before but only on the teacher remote - not on the screen. (This graph does not update in real-time. Press the graph key twice to close and reopen it to view the most recent results).


Use the '◀', '▲', '▼' and '▶' keys on the teacher remote to move to the required menu option and the central button of the cursor pad to select the 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 detailed 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 cursor pad central button on the teacher remote also hides/shows the 'Student status bar'.

Note: If the options were selected when starting the lesson, the slide timeout button and gauge may also appear on the left of this status bar.

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) is/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.


Additional status indications such as help requests or errors may be displayed on top of these remote icons. Move your mouse over the icon and read the pop-up help for more information on these indicators when they occur.

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. Depending on the options chosen when starting the lesson, a report on the lesson may be displayed.

You can choose to end the lesson at any time by selecting the 'Exit Lesson' command under the Menu button. You should read and carefully answer any exit prompts that appear which may allow you to save unfinished work to be recalled later.

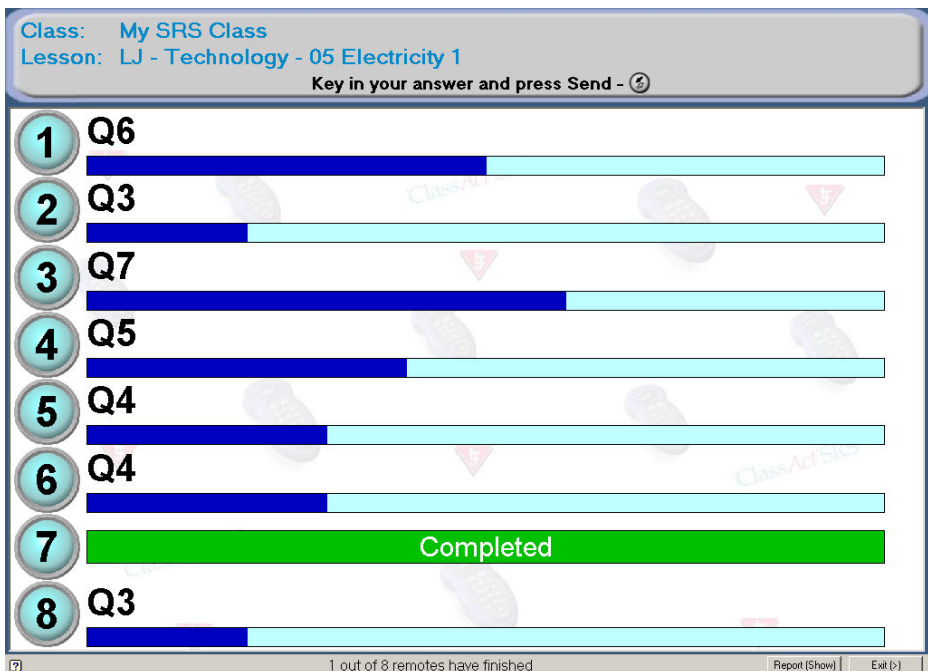
The Request Help Function

Students can request help by pressing the 'Menu' key followed by the  key on their remote. Their on-screen indicator icon will show a flashing help symbol and the teacher remote will list the number of the remote requesting help.

Pressing the '?' key on the teacher remote will list the names of student(s) who have requested help and provide options to clear the help requests using the 'C' key – either individually or for all help requests. A student can clear their own help request by repeating the 'Menu' and  key presses.

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 logon 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, i.e. the proportion of questions answered. Above the blue bar is the number of the question they should be answering next:



The display on a student's remote will also indicate the current question number alongside the 'Q#', in this case 7.



It is important that the student takes note of the question number displayed on their remote (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  key. After making a response, the screen icon will briefly flash yellow then the progress bar will update and the question number will be changed to show the next question to answer. The student's remote will show the response just entered for the current question, and if feedback to the remotes has been allowed it will show a tick or cross depending on whether the response was correct. When students have completed a question, they must press the right arrow key '►' to move on to the next question - the one being indicated on the screen.

If you have allowed students to re-attempt questions, they can use the '◄►' arrow keys on their remotes to step backwards and forwards through previously entered questions, clear an existing response using the 'C' key and then enter a new one.

When the last question has been answered, the remote will prompt with 'Done Y/N?'. Answer 'Yes' to this prompt and the 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  or 'Show' keys on the teacher remote. To close a report press  key on the teacher remote again.

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 the exit prompts which may appear. Students who have not answered all the questions will still have their work marked.

Note: *The student remote can only display numerical question numbers. Self-Paced content developed with earlier versions of the Lesson Builder application, or content converted from ClassAct material may contain non-numeric question identifiers, for example: '1.1b'. In this case, the screen will show the full question number, 1.1b, followed in parenthesis by the question number which will be displayed on the student remote, for example '#2'.*

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** or directly from the Teacher Remote as follows:

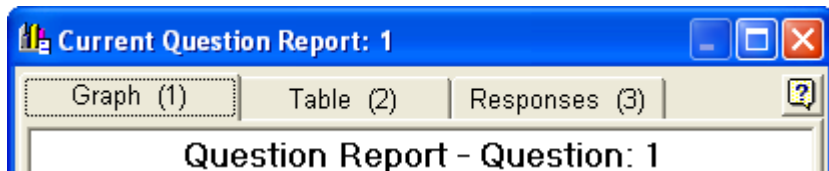
1. Press the  key on the teacher remote while viewing a question slide to access the Question Report Graph. Press it again to remove the graph.
2. On a non-question slide, or during a paper-based lesson, press the  key to call up the class Score Report Graph. Press it again to remove the report. On a question slide, you will need to double-press the  key to call up the Score Report (as a single press calls up the Question Report Graph).
3. On a question slide, press the  key to show the Question Graph on the Teacher remote display only.
4. Use your mouse to double-click an active unit icon  in the 'Student Status Bar' (or the Lesson Status screen for paper-based work) to display a detailed lesson report of the work completed by that student.



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 the number keys on the teacher remote to select the different report tab options, for example, press the '2' key to show the report table.



Graph: For multiple-choice type questions, 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 yet to respond.

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 17), 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:

	01	02	03	04	05	06	07
John Young			73				
Mary Conrad			64				

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 worked on.

Use the '**Options**' menu to show/hide a totals column on the right of the grid. The totals can be calculated based on all the work on the subject needing to be completed or based on just the work currently completed.

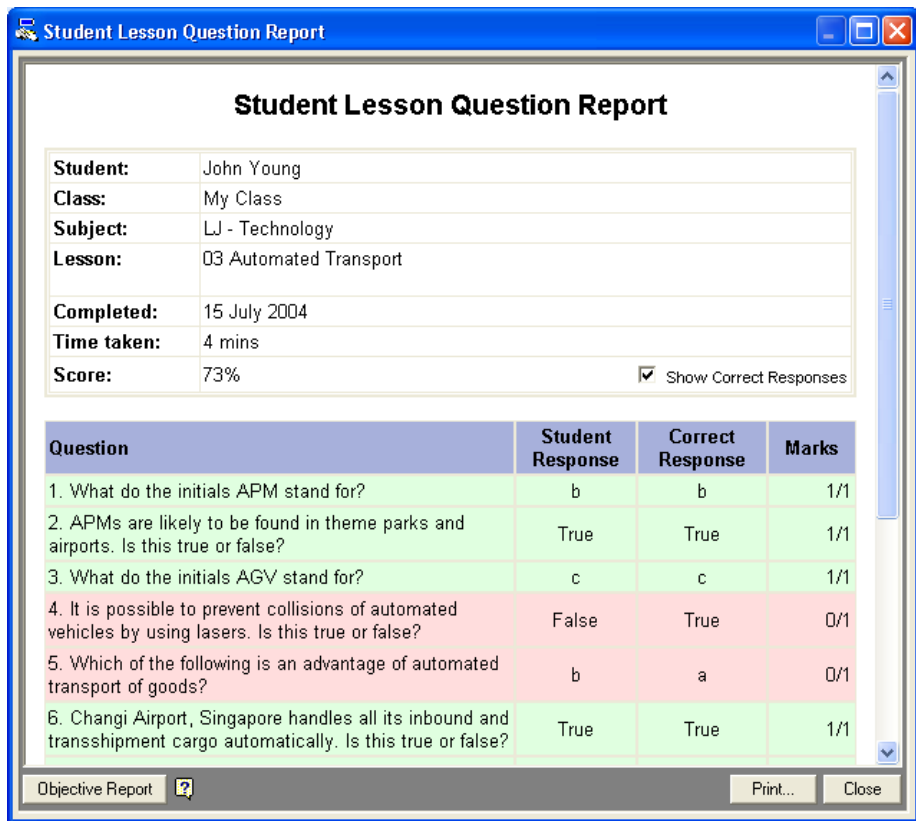
Select the '**File**' menu and then the '**Print Grade Book**' option to print the displayed Class Report.

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 (or double-click the cell to call up the Question report).

Question Report

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

A screenshot of a software window titled "Student Lesson Question Report". The window has a blue title bar with standard Windows controls. Inside, the title "Student Lesson Question Report" is centered at the top. Below the title is a form with fields for Student, Class, Subject, Lesson, Completed date, Time taken, and Score. The Student is John Young, Class is My Class, Subject is LJ - Technology, Lesson is 03 Automated Transport, Completed is 15 July 2004, Time taken is 4 mins, and Score is 73%. There is a checkbox for "Show Correct Responses" which is checked. Below the form is a table with 4 columns: Question, Student Response, Correct Response, and Marks. The table contains 6 rows of question data. At the bottom of the window, there is a tab labeled "Objective Report" with a question mark icon, and two buttons: "Print..." and "Close".

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 of them.

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 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 in addition to the SRS reports.

Other Lesson Options

The previous sections covered the normal lesson options for on-screen and paper-based lessons. This section covers 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 students get to answer the questions.

The Challenge mode option is selected from the 'Start Lesson' dialog (*See Page 17*) 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

Mary Conrad

Answer the question now

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

John Young

Answer the question now

Blocked remotes:

2

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

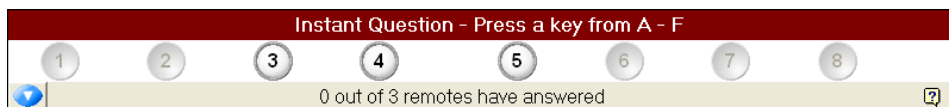
These options can be used to turn on or off the sounds played at the different stages of the answering process, and to allow the sounds played to be changed.


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

1. Press the 'New Q' key on the teacher remote.
2. Use the cursor keys on the teacher remote to select one of the supported question types: True/False, Yes/No, Multiple-Choice or Numeric and press the center key on the cursor pad.
3. Select the correct answer for your question and then warn your students that you will now be asking them an additional question.
4. Press the  key on your teacher remote. The display will change to indicate to the students that they are answering an extra question.

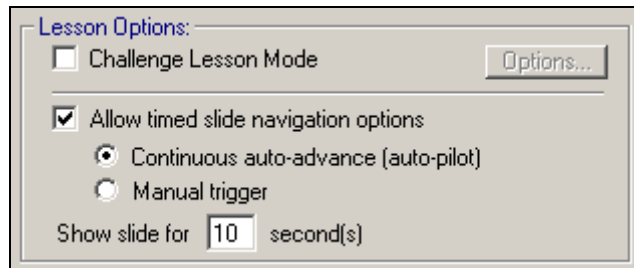


5. Ask your students the Instant Question and watch the status bar as they respond. To indicate that this is a special type of question, the remote indicators will change to a yellow icon when the corresponding student has responded.
6. Use the  keys on your remote to call up the Question Reports and monitor the student responses.
7. Press the '►' key to return to the current slide of your original presentation.

Notes: *The responses to this type of question are not recorded in the database. Instant Questions are only supported when a presentation type lesson is being delivered, i.e. they are not supported when students are working paper-based.*

Timed Slide Navigation Options

When first starting a lesson presentation, the 'timed slide navigation options' allow slides to be automatically or semi-automatically advanced after a set time period.



- The 'Auto-Pilot' option will advance all slides automatically after the allotted time has expired. If the slide is composed of 'build-up' elements, each element will be given an equal proportion of the time to ensure that the overall slide time matches that set. Auto-Pilot mode will stop if any of the manual slide navigation buttons are clicked.
- The 'Manual trigger' option adds a button to the status bar on each question slide. After clicking this button, the slide will automatically advance when the allotted time has expired. The slide timeout can also be Triggered by press the 'True' key on the Teacher remote.

In both cases, the period of time which the slide will be shown for can be set. During the lesson, a gauge is displayed on the left of the status bar indicating the time remaining before the slide will advance.

Note: *When using either of the Slide Advance features on a Question slide, the slide will advance automatically when all logged on students have answered the question even if the allotted time has not been reached.*

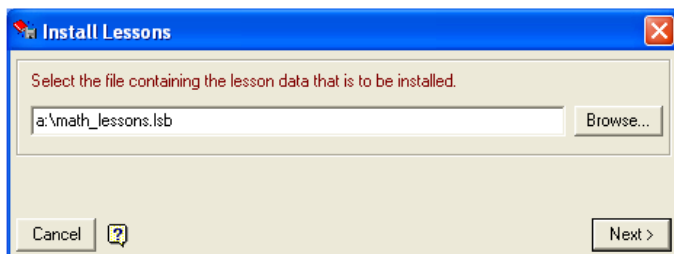
Installing Lessons

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

A lesson package file can contain one or more lessons. If a 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

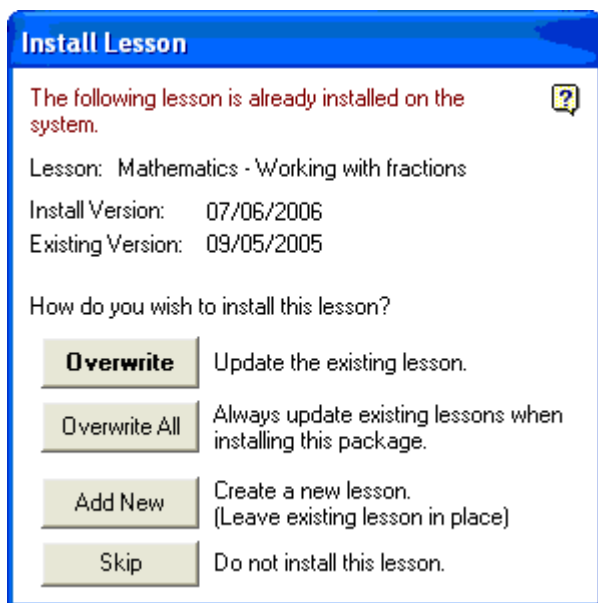
1. Click the '**Install Lesson**' button on Main Menu. The utility is in the form of a wizard with on-screen instructions to guide you through the installation process.
2. Select the location of the lesson package file and click 'Next'.



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 an 'overwrite prompt'. Read the options carefully and choose the method of installation you require:



Note: If the 'Add New' option is selected, the existing version of the lesson already on your system will have '[1]' added to the end of its name to help distinguish it from the new version.

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.

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

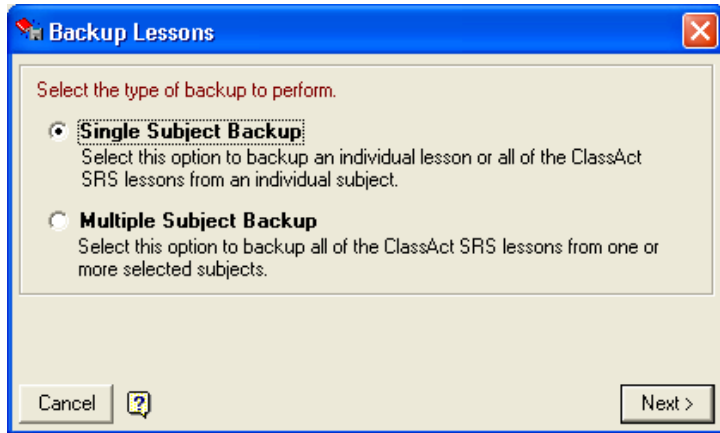
Backing up a Lesson

As well as installing lessons, you may want to create your own lessons (See Page 43) and then back them up or move them to another computer. The lesson backup facility enables you to create lesson package files of your own for this purpose.

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.

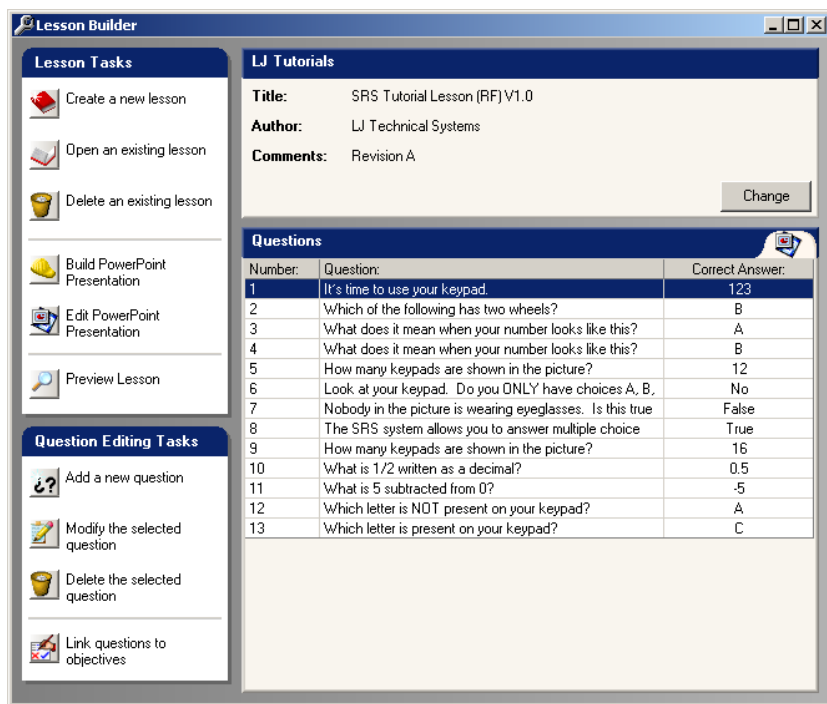
Note: *Depending on the size of the lesson package file being created, the compilation and compression process may take several minutes.*

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

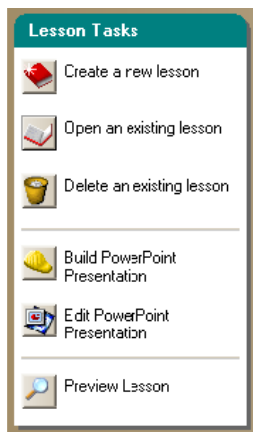
The Lesson Builder application allows the creation of a set of questions that can be assessed using the ClassAct SRS system. The lesson builder may be used to create questions that can be tracked as the students work through paper-based work, or it may be used to create Microsoft PowerPoint presentations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



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
- Add/Edit lesson objectives and question links

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.

LJ Tutorials	
Title:	SRS Tutorial Lesson V1.0
Author:	LJ Technical Systems
Comments:	Revision A
<div>Change</div>	

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:
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 57*) 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: ☐ Poll Question

Question:

A ☒

B ☐

C ☐

D ☐

E ☐

F ☐

Number of Marks:

< > Another OK Cancel

You must provide a question number of up to three digits. 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.

When you enter a multiple choice question, 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.

Note: *If you select a multiple choice question, you have the option of making it a 'Poll' type. Poll questions do not have a correct answer and do not carry any marks. They are typically used as survey type questions.*

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.*

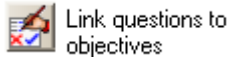
Finally, you can assign the number of marks that the question is worth.

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.

Adding Lesson Objectives

Each lesson can have one or more objective statements added. Objectives are linked to questions in the lesson. The SRS Grade Book utility (*Page 31*) can report either a score for the completed lesson or the grade achieved for each lesson objective, the objective grade being based on the number of correct answers for each linked question.

After entering all the questions in the lesson, click the **'Link questions to objectives'** button from the Question Editing Tasks list.



By default, the lesson objective text will have been set to the lesson's title and all the questions in the lesson will have been linked to it.

Each lesson can have one or more objectives added. The objective statement is entered and then linked to one or more questions within the lesson. ?

1	SRS Tutorial Lesson	Add
		Edit
		Delete

Questions available for linking:

		Link
--	--	------

Questions linked to the selected objective:

1	It's time to use your keypad.	Unlink
2	Which of the following has two wheels?	
3	What does it mean when your number looks like this?	
4	What does it mean when your number looks like this?	
5	How many keypads are shown in the picture?	
6	Look at your keypad. Do you ONLY have choices A, B, C and	
7	Nobody in the picture is wearing eyeglasses. Is this true or false	
8	The SRS system allows you to answer multiple choice question	

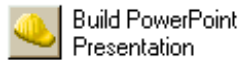
You can change an objective by selecting it in the list and clicking **'Edit'**. You can add new objectives for the lesson by clicking the **'Add'** button.

To link questions to an objective, first select the objective in the top list, then select all those questions that you want to link in the second list and click the **'Link'** button. Similarly, you can unlink questions from an objective by first selecting the objective in the top list and then those questions in the bottom list that you no longer want to be linked and clicking the **'Unlink'** button.

Note: You can select multiple items in the question lists by holding down the CTRL key while making the selections.

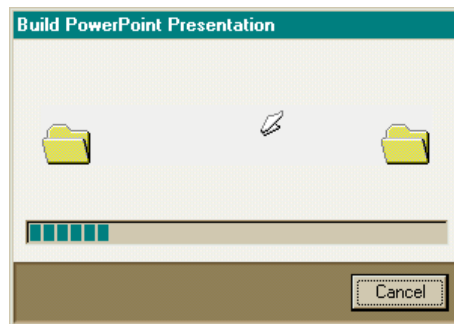
Building a PowerPoint Presentation

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



Note: This button will only be available if Microsoft PowerPoint is installed.

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 63).*

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.



Preview Lesson

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.

Questions	
Number:	Question:
1	Who is the head of UK customer support?
2	Who is LJ Group named after?
3	Who is responsible for customer training in the Georgia office?
4	Who is the software manager?
5	What is Richard Shotbolt's main role?
6	Which one of the following is NOT a member of Chris Tun
7	Is Damian Breeze a member of the board?
8	Is Peter Moore part of the board?
9	Who is LJ Group's CEO?
10	Which office does Peter Moore work in?
11	How many directors are there in the UK?

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: 6 ☐ Poll Question

Type: A to ?

Question: What is the name of the contact breaker component that touches the distributor cam?

A Pivot

B Spring

C Fixed contact

D Heel

E

F

< 6 of 10 >

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?

Edit this question

Delete this question

Add a new question

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.*

Deleting an Existing Lesson

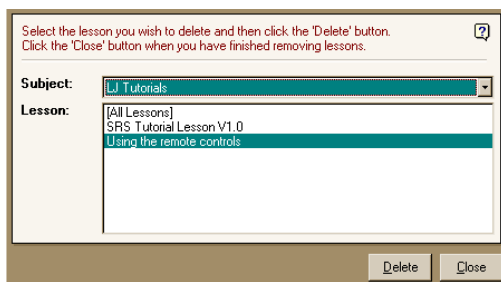
To delete a lesson, click the '**Delete an existing lesson**' button from the lesson task list.



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 Presentation

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.

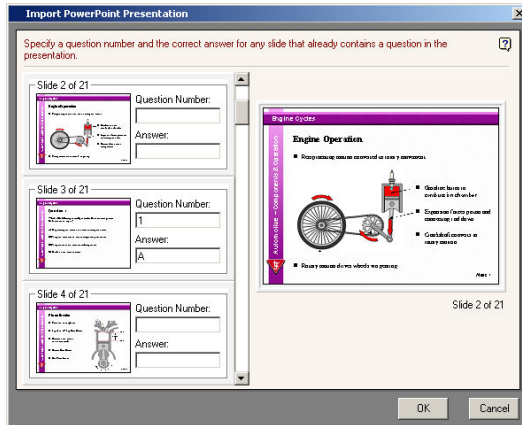
Click '**Open**' to select the file and then the '**OK**' button in the property window to confirm your selection.

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. 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
 - All spellings and grammar are correct
- ◆ Answer all questions correctly and check that the system reports a score of 100%

Advanced Features and Settings

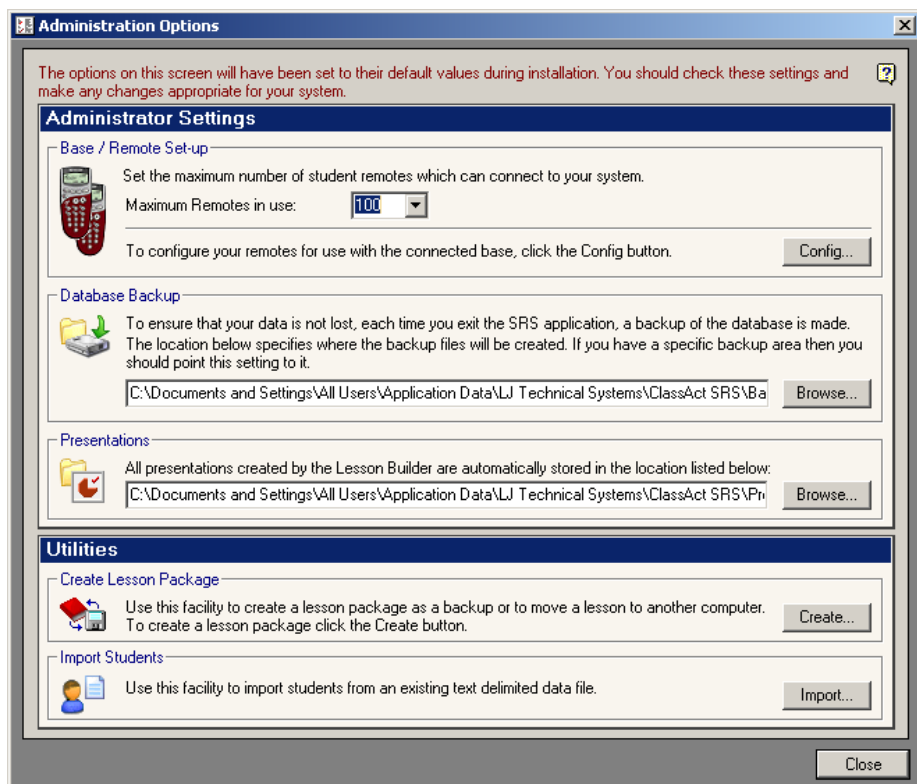
The previous sections of this guide contained details on the general day-to-day operation of the ClassAct SRS system. This section has information on some of the more advanced features and also contains a troubleshooting section.

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.

Note: *You may need to logon to the computer with higher permissions than your normal user to change the Administrator Settings. See your network administrator.*



Setting up the number of remote units

During installation, the software will have been configured to accept the maximum number of remotes (100). If you only have a limited number of remotes you can change this setting to that number. When this setting is configured to 64 or less, a number of SRS screens are reconfigured to show icons for all the possible remotes with non-active ones shown disabled (instead of just showing icons for active remotes). You may prefer this configuration but be aware that if more remotes are subsequently added, those with numbers greater than the value set here will not be detected by the software.

Combining multiple SRS sets

If you purchased more than one SRS set, you may on occasion wish to combine all student remotes into one large set. To achieve this you will need to set the 'Session ID' of all student remotes to the ID of the base station you wish to use and then allow each remote to pick-up its student remote number. Follow the procedure for 'Configuring Remotes to Connect to a Base Station' on page 7 of this manual

Note: *When splitting the remotes back into their original sets, you will need to repeat this procedure to change the session ID of some of the remotes back to the ID of their original base.*

Setting the database backup location

Your data collected by the ClassAct SRS system is very important. For this reason it is essential to make regular backups of it. With a standard install of SRS using a Microsoft Access database, each time you exit the software, a complete backup of the this 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 Microsoft Access database should you lose the current one, refer to the Troubleshooting section.

If you are using SRS in conjunction with Microsoft SQL Server, this setting will be disabled. If the SQL database engine was installed from the SRS installation CD, then a rotational backup and restore utility will have been installed with it. This can be accessed from the 'SQL DB Backup' folder within the LJ section of the Windows Start Menu on the database server and should be configured to ensure that appropriate backups are taking place. Run the backup utility and press the F1 key for further help on setting up the backup and how to restore a previous backup.

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 lesson presentations then you **must manually move** all the files in the existing folder to the new location. You should do this using Windows Explorer.*

Where are my presentations 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 52*), 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 SRS lessons

Backing up lessons was covered in the section on installing lessons earlier in this guide (*See Page 40*).

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 Create 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 or by clicking the help icon present on most screens.

Software Installation

The installer performs a number of checks on your system to ensure that it is compatible with the software and has all the required components. You should read and carefully follow the installation instructions presented on screen when the CD is inserted. One of the checks made is for the Microsoft .NET framework – if not present this will need to be installed for SRS to function. Installation of the Microsoft .NET framework can take several minutes. Many of the features used in SRS require Microsoft PowerPoint – if not already on the computer you should install this from your own copy of PowerPoint after SRS has been installed

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 will 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 an SRS folder in this area (providing that the installer has sufficient permissions to do so). This area typically resides in the following folder (which may be hidden):

C:\Documents and Settings\All Users\Application Data

Presentations will be stored in the computer's 'Documents' 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.

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

The Base Station has not been detected

The green LED on the SRS base station should be illuminated or flashing whenever the computer is switched on and running. If it is not then check the base is correctly connected to 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 Create and provided with a valid License Key.

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 'Config...' button. This test will first establish communication with the Base Station and then show an indicator for each student remote and the teacher remote. Switch on each remote (or if it is already on, press a key). The corresponding remote indicator will highlight.

SRS is unable to open its database

The SRS system will not function if it cannot locate a valid database. For standard ClassAct SRS installs, this database file (usually called LJMS.MDB) must be located in the correct place and the system must have read and write access to it and the containing folder. For SRS systems using SQL Server, the database server must be running and a valid SRS database accessible.

If SRS cannot find a database when it starts up, the Database Selector wizard will be displayed. Follow the instructions in the wizard to establish and test a connection to a valid database. Press the F1 key while the wizard is displayed for more help.

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?

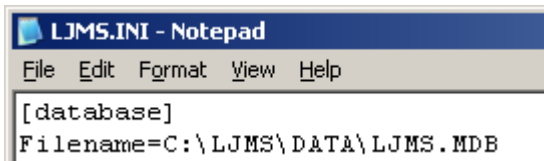
Under a standard ClassAct SRS install (with a Microsoft Access database), the system creates a new backup of its database each time it exits. To prevent a large number of backup files filling up the space on your hard disk, the system automatically manages the backup files to maintain daily, weekly and 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.

Restoring a previous database backup

Each backup file is named to help you easily identify which one you would need to restore. To restore a backup file:

1. Identify the location of the active database file by examining the 'Filename' entry of the 'LJMS.INI' file in your 'Windows' folder, as shown below:



2. Using Windows Explorer, rename the active database file identified in step 1 (usually LJMS.MDB) so that you have a backup copy of it.
3. Copy the appropriate backup file from the backup folder to the required location and rename it to match the original setting.

Note: If your system has been set up to use a **Microsoft SQL database** and installed from the SRS installation CD, then the database backup and restore functionality can be accessed from the 'SQL DB Backup' section of the LJ folder on the Windows Start Menu and the instructions in this manual can be skipped. Start the utility and press the F1 key for more help. In this mode SRS does not perform an automatic backup on exit but runs a scheduled Windows task to carry out the backup.

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.

Quick Start Reference

Running a Lesson

1. Setup your class and students using the Class Management tool.
2. Start the lesson selecting your class and the lesson you wish to present. (If the lesson is not available, 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 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.
Tip: Use the  and  keys on the teacher remote to access reports the reports.
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 finished. Instruct students to ensure all remotes are off.

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.