



Version 2.0
User Guide

ExamView[®] QuickTake Presenter

Version 2.0

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Cincinnati, Ohio

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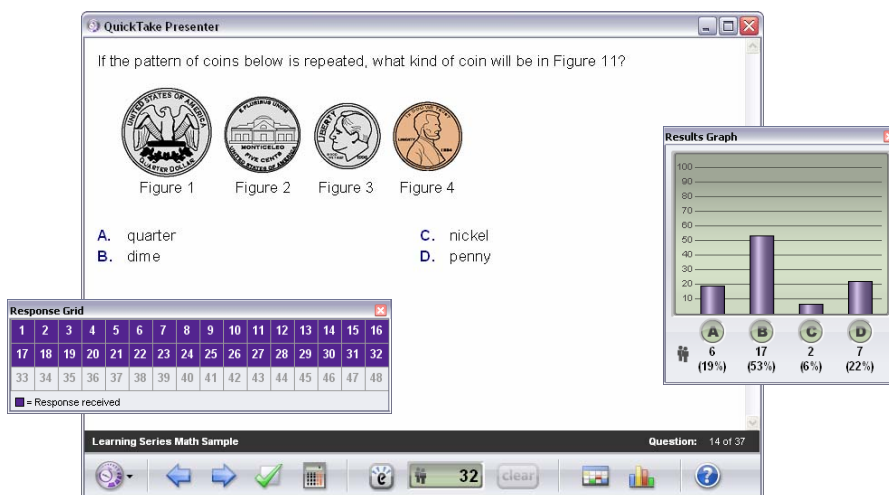
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INTRODUCTION

ExamView QuickTake Presenter is an exciting educational tool that allows instructors to get feedback from their *ENTIRE* class—not just from the students who raise their hands—instantly, easily, and without the risk of embarrassment for any student. Using Classroom Performance System (CPS) response pads, all students privately answer discussion questions and class results are instantly displayed on the screen, giving the teacher immediate feedback to guide whole-class discussion and instruction. Meanwhile, in the background, individual student results are logged in a file that the teacher can access to help target individuals who need further instruction.



QuickTake Presenter is a valuable tool for classroom discussion, even if you do not have a set of response pads. QuickTake Presenter allows you to display context-sensitive discussion questions to your class at any time, even with presentation programs such as Microsoft PowerPoint. After leading a class discussion about a question, you can display the correct answer along with useful rationale and state objective information. Also, if your questions include dynamic ExamView content, just click the **Recalculate Values** button and you have a virtually endless supply of questions.



Option	Count	Percentage
A	6	19%
B	17	53%
C	2	6%
D	7	22%

Benefits of the QuickTake Presenter/Response Pad System Approach


- **Student involvement:** Students enjoy participating with QuickTake Presenter and CPS response pads. This approach fosters great classroom discussion. Students are much more likely to get involved when they see they are not the only ones who answered the way they did.
- **Whole-class and individual results:** One feature of using response pads is the non-threatening environment provided for the students. In the background, however, QuickTake Presenter compiles data from each individual response pad. This data allows you to target your instruction to individual student needs.
- **Ease of use:** QuickTake Presenter can be seamlessly integrated into a PowerPoint presentation you are already using in your classroom. Just link to QuickTake

Presenter from within your presentation and launch your ExamView file. Setting up the response pad system requires only a few minutes!

- **Additional products:** CPS response pads work with other great learning products for the classroom, such as MindPoint® Quiz Show. Visit our website at www.fscreations.com for more details.

How Do I Purchase the CPS Response Pad System?

The QuickTake Presenter software you are using right now is a valuable tool for the classroom, but integrated with CPS response pads it can truly energize your class. To learn more, visit our website at www.fscreations.com.

 **Note:** QuickTake Presenter is only compatible with numbered CPS response pads that are sold as complete classroom sets (“K-12” mode). It is *not* compatible with serial-numbered CPS response pads which require individual online registration by students (“HE” mode).

GETTING STARTED

System Requirements

To use QuickTake Presenter, your computer must meet or exceed the following requirements:

Windows

- PC with Pentium II 120 MHz or higher processor
- Windows 98 (or later)
- 256 MB of physical RAM
- 5 MB* of available hard drive space
- 800 x 600 graphics with 16-bit color
- USB port (for CPS response pads)

Macintosh

- 200 MHz Power Macintosh (G3 recommended)
- OS X (10.2 or later)
- 256 MB of physical RAM
- 5 MB* of available hard drive space
- 800 x 600 graphics with 16-bit color
- USB port (for CPS response pads)


*Question sets may require additional hard drive space.

It is recommended, but not required, that you also have the following to enhance the functionality of QuickTake Presenter:

- Projection system (TV is not recommended)
- ExamView Test Generator software
- CPS response pad hardware

Installation Instructions


Follow these steps to install **ExamView QuickTake Presenter**. The installer will create a **QuickTake** folder and a subfolder of sample test files.

 **Note:** If you are installing **QuickTake Presenter** on to a computer that already has an older version of **QuickTake** installed, be sure to uninstall the old version *before* proceeding with the installation.

1. Insert the **QuickTake** disc into the CD-ROM drive of your computer.
2. **Windows:** The autorun window will appear on your screen. Click the **Install** button and proceed to step 3. If the autorun window does not appear, click the **Start** button on the **Taskbar** and choose the **Run** option. In the **Open** box, type **D:\Launcher.exe**, replacing **D** with the drive letter that corresponds to the CD-ROM drive, then click the **OK** button.

Macintosh: Double-click the **QuickTake** CD icon when it appears on your desktop. From the installer window, double-click the **QuickTake** installer icon.

3. Follow the prompts on the screen to complete the installation process.


 **Note:** FTDI drivers must be installed to use CPS response pads with **QuickTake Presenter**. A folder with these drivers is automatically copied to the **Extras** subfolder of the program directory as part of the complete installation. Navigate to this folder and run the drivers installer if they are needed. You may also visit www.einstruction.com to download the latest version of the drivers. You will be required to restart your computer after installing the drivers. These drivers are already installed if Classroom Performance System software is installed.

Launching QuickTake Presenter

Windows



1. Click the **Start** button on the Taskbar. Highlight the **Programs** menu and locate the **ExamView QuickTake** folder.
2. Select **QuickTake Presenter**.

 **Note:** If you chose to create a desktop shortcut during installation, simply double-click the **QuickTake Presenter** shortcut icon on the desktop.

Macintosh



1. Locate and open the **QuickTake** folder (by default, it will be within the **Applications** folder).
2. Double-click the **QuickTake Presenter** program icon.

Launching from a File

QuickTake Presenter can be launched in either Windows or Macintosh operating systems by double-clicking a **QuickTake** test (.qtt) or **QuickTake** bank (.qtb) file.



Opening ExamView Files in QuickTake Presenter

When you open **QuickTake Presenter** you will be prompted to open a file. **QuickTake Presenter** will read **ExamView** test (.tst), **ExamView** question bank (.bnk), and **ExamView** XML (.xml) files created by any version of the **ExamView Test Generator** as well as **ExamView QuickTake Presenter** test (.qtt) and bank(.qtb) files. Using the **Open** dialog, browse your hard drive to select the file that you would like to open.

If you are already running **QuickTake Presenter** you can open a new file by right clicking anywhere in the program and selecting **Open** from the **QuickTake Presenter** menu.

Notes:

- It is possible to launch **QuickTake Presenter** and a specific **ExamView** file without using the **Open** dialog. See the *Using QuickTake Presenter with Other Applications* section in this guide.
- To utilize CPS response pads with **QuickTake Presenter** you must close any

application utilizing a COM port (such as eInstruction CPS or PDA software) *prior* to launching QuickTake Presenter. Failure to close any other application that is using the COM port may result in QuickTake Presenter not being able to work with the response pad system.

Using QuickTake Presenter with Other Applications

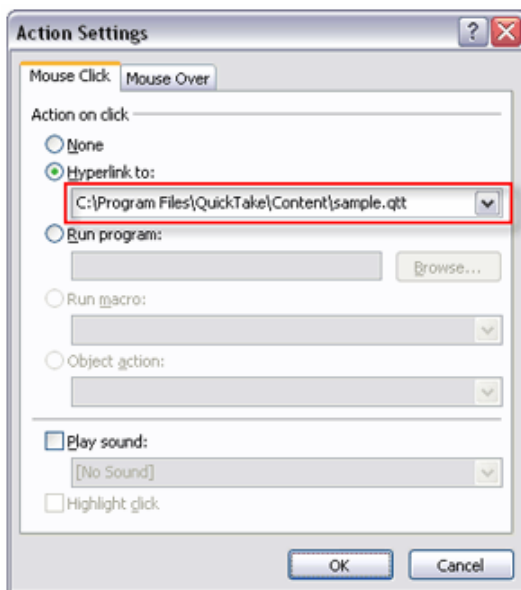
To incorporate QuickTake Presenter with another application such as presentation software:

1. Follow the directions with that program to link to or run another program.
2. Choose `qtake.exe` as the application to run. To bypass the splash screen, place the file you want to use in the same directory as `qtake.exe` and call for it after `qtake.exe` in the command line.

EXAMPLE: Using QuickTake Presenter with Microsoft PowerPoint

The following example will launch QuickTake Presenter and automatically open a QuickTake test file named "sample" (`qtake.exe sample.qtt`).

1. Change the extension of an ExamView test (.tst) or question bank (.bnk) file to the corresponding QuickTake Presenter file extension (.qtt or .qtb). You should see the file icon change to the QuickTake file type.




2. In a PowerPoint presentation, select the graphic or text that will be used to launch QuickTake Presenter.



3. Launch the Action Settings dialog.
 - a. PowerPoint X for Mac/2003: Select Slide Show in the menu bar and choose Action Settings.
 - b. PowerPoint 2007: Select the Insert tab then click the Action tool from the Links grouping on the ribbon.

4. Choose the **Hyperlink to** radio button and select **Other File** from the pull-down menu.
5. Browse to the **QuickTake Presenter** file. The file name will now populate the pull-down menu (for PowerPoint Windows).
6. Click the **OK** button.

 **Notes:**

- When you launch **QuickTake Presenter**, PowerPoint may display a message stating that some external files may contain viruses. This is a standard message that appears whenever an external application is launched from PowerPoint, and it does not mean that **QuickTake Presenter** is infected with a virus. Click **Yes** to launch **QuickTake Presenter**.
- If you are using **QuickTake bank (.qtb)** or **test (.qtt)** files, you may also link to these files using the **Hyperlink to: Other file** option and select the **.qtb** or **.qtt** file you wish to link to.

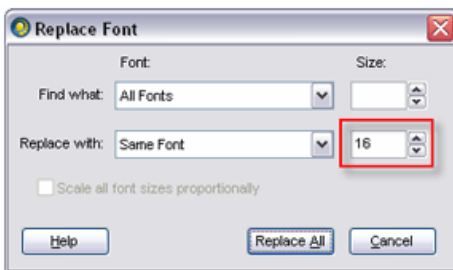
PREPARING CONTENT

IMPORTANT: You cannot edit questions in QuickTake Presenter. To change any font settings or actual questions in an ExamView Test Generator file, you will need to have the test generator. All directions below apply to ExamView Test Generator.

Optimizing Fonts and Font Sizes for Display

To optimize content for display in QuickTake Presenter you may want to enlarge the type to 14 or 16 pt. To do this:

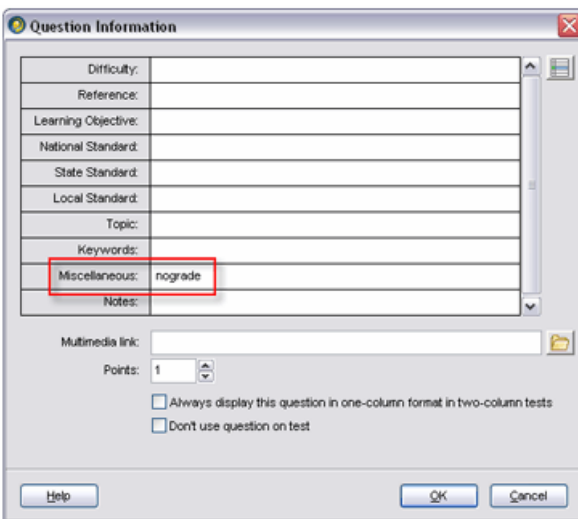
1. Open ExamView Test Generator and open an existing test or question bank.




2. Select the Replace Font option from the Edit menu.
3. Enter the size you want to use after *Replace with* and click **Replace All**.
4. Save your test or question bank, then open the file in QuickTake Presenter to verify that the change is satisfactory.

Setting a Question with No Answer

Present questions without answers, such as opinion and discussion questions, by setting a *no answer* option for the question using ExamView Test Generator. To do this:



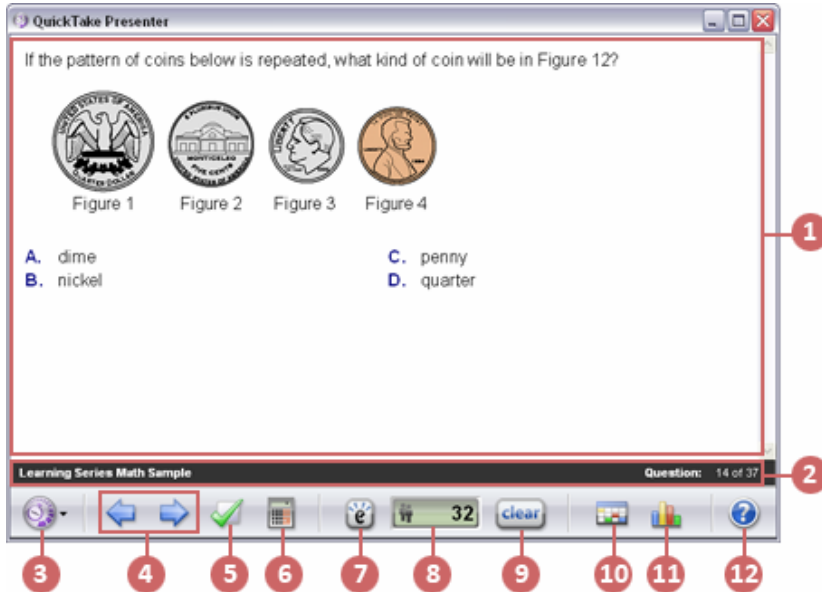
1. Open ExamView Test Generator and open an existing test or question bank.
2. Double-click on the question that you want to set for *no answer* and then click the **Info...** button at the bottom of the edit window.
3. Enter “nograde” in the Miscellaneous field and click **OK**.
4. Click the **Record** button to register the change. Be sure to save your test or question bank file.

 **Note:** When a question is set to *nograde*, the **Show Answer** button in QuickTake Presenter will be disabled.

USING QUICKTAKE PRESENTER

Navigating QuickTake Presenter

The QuickTake Presenter interface is shown labeled below, followed by a more detailed description.



1. Content Area
2. Information Strip
3. QuickTake Menu Tool
4. Question Navigation Tools
5. Show Answer Tool
6. Recalculate Values Tool
7. Preferences Tool
8. Response Counter
9. Clear Tool
10. Response Grid Tool
11. Results Graph Tool
12. Help Tool

Content Area

Questions and answers are displayed in the content area. If the content is too large to fit in the window, scroll bars will appear that allow you to view the entire question.

Information Strip

This strip provides information about the active file just below the question content area. On the left side, the title of the currently open question bank or test is shown and on the right side the question number is displayed.

QuickTake Menu



The QuickTake Menu tool gives quick access to the program main menu. This menu offers all of the same functions as the other toolbar buttons, plus additional key options that include opening other files and viewing the Response Log.

Question Navigation



Use the arrow buttons to navigate to the previous or next question in the file. If the question has already been answered and the correct answer is shown, you will not be able to respond to the question again unless it is dynamic and you recalculate new values. An arrow button will appear dim and disabled if you are at the first or last question in a set and cannot navigate further in that direction.



Show Answer



The **Show Answer** toolbar button is used to display the current question's correct answer. To show the correct answer:

1. Click the **Show Answer** button or select the **Show Answer** option from the menu.
2. For all questions types, the correct answer will appear below the question. For true/false, modified true/false, multiple choice, and matching questions, a checkmark also will appear next to the correct answer.
3. In addition, an explanation of the answer (the rationale), the state objective, and the question topic will appear with the answer if this information is provided in the **ExamView** file. The option to show this additional information may be turned off in the program **Preferences**.

Notes:

- Once the **Show Answer** button is clicked, the program will no longer accept responses for the current question
- You may show the answer either before or after viewing the results graph.
- By clicking the **Show Answer** button, you are logging the student results in the response log.
- After you click the **Show Answer** button, you may recalculate a question (if it is dynamic) and have students answer it again. Each version of the question will be recorded separately in the response log.
- If a question is not gradable (such as a survey or opinion question), the **Show Answer** button will be dim and unavailable.
- Displaying extra question information, such as the rationale, state objective, and topic, is optional and can be set in the **Preferences**. If the information does not exist in the question, it will not be displayed by **QuickTake Presenter**.

Recalculate Values



QuickTake Presenter uses content created by ExamView Test Generator. ExamView is capable of producing dynamic content-questions that can be recalculated to include different values with a single mouse click. If a question in QuickTake Presenter includes algorithmic capabilities, the **Recalculate Values** button will be enabled.

To recalculate values in a question:

1. If the **Recalculate Values** button is available, click it to recalculate the question. You may also select the **Recalculate Values** option from the menu.
2. The same question with different values will appear. This is a great way to reinforce a particular concept or idea.

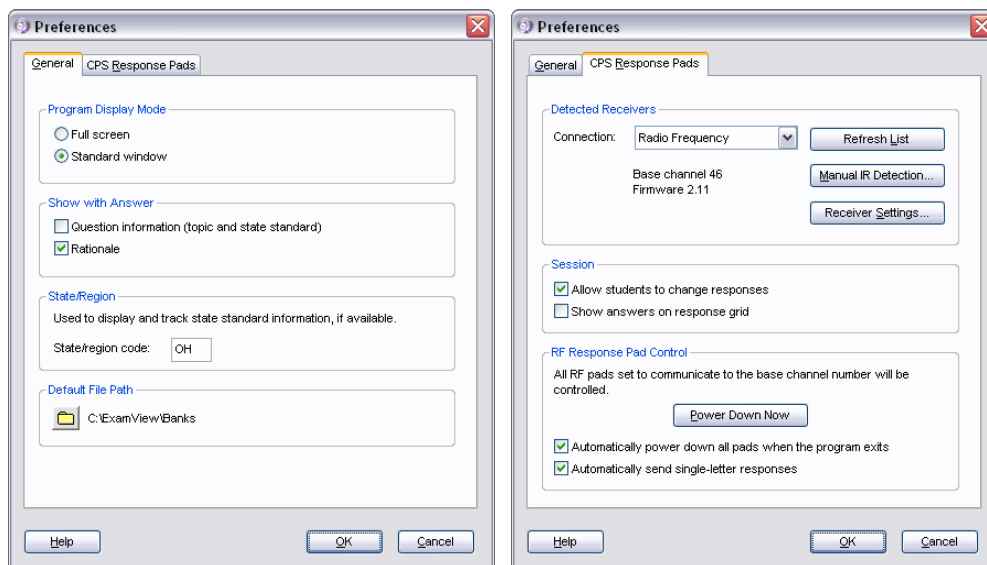
Notes:

- If the current question is not dynamic, the **Recalculate Values** button will appear dim and unavailable.
- You may recalculate a question as often as you like. Each version of the question will be recorded individually in the response log. Be sure, however, to view the **Results Graph** and/or **Show the Answer** for a dynamic question before you recalculate the values. Otherwise, response data will not be written to the response log.

Preferences



QuickTake Presenter allows you to customize many of the program's settings. Access the preferences through the menu or by clicking the **Preferences** toolbar button. Preferences are organized into two categories: **General** and **CPS Response Pads**.



General Preferences Tab

General Preferences	Description
Program Display Mode	This setting controls whether the program displays full-screen or in a resizable window. The F11 key can also be used to quickly toggle between the two modes.
Show with Answer: Question information	When this option is turned on, topic and state standard data (if available) is displayed along with the answer.
Show with Answer: Rationale	When this option is turned on, any rationale data (if available) is displayed along with the answer.
State/Region	Enter a two-letter code in this field. If state standard data is available in the question set for the particular state, it will be included in the response log and (depending on the display setting) shown with the answer.
Default File Path	This specifies what folder first opens when you choose to open a file. To change the default folder, click the folder button and browse to select a new location.

CPS Response Pads Tab

Detected Receivers	Description
Connection	This combo box lists all detected CPS receivers, both IR and RF. Verify that the control shows the expected receiver type.
Refresh List	If the desired receiver is not shown in the Connection combo box, click this button to force the program to rescan the COM ports for connected receivers.
Manual IR Detection	This button is necessary for older IR receiver models that fail to be detected automatically. See the preference topic for details.
Receiver Settings	This button allows you to change the channel number for Gen2 RF receivers. See the preference topic for details.
Session	Description
Allow students to change response	When this option is turned on, the most recent response made by each student is recorded. When this option is turned off, only the first response made by each student is recorded.
Show answers on response grid	Select this option if you want the software to show a color-coded key that displays what response was selected on each response pad. Note that this preference is turned off by default. One of the great benefits of the QuickTake Presenter software is that it eliminates much of the anxiety students feel about answering questions incorrectly in front of the whole class. Turning this preference on eliminates some of this benefit.
RF Response Pad	Description
Power Down Now	This button sends a Power Down message to all RF pads set to communicate to the base channel.
Automatically power down all pads when program exits	When selected, this setting automatically powers down all the RF pads when the program exits.

Automatically send single-letter responses	This option puts the RF pads into a mode where all single-letter response types of questions will automatically be transmitted without the need to hit the Send button. These question types include True/False, Yes/No, Multiple Choice, and Matching.
--	--

Response Counter


The **Response Counter** indicates the number of responses received for the current question. The counter will appear dark and no number (including zero) is shown when results cannot be received for the question. This situation occurs when either:



- a receiver connection is not detected; or
- response pad input is not supported by the current question.



Use the **Clear** button to reset the counter value back to zero and delete the responses.

 **Note:** In limited instances, the combination of infrared signals from the response pads will “trick” the CPS receiver and register an extra response. If you notice that more responses are being displayed than appropriate, click the **Clear Responses** button and have your students answer the question again.


Clear Responses



After some or all students have transmitted their responses with their CPS pads, it may become necessary to reset the question and clear the responses.

To reset student responses:

1. Click the **Clear** button or select the **Clear Responses** option from the menu. Responses can only be cleared before the answer is shown.
2. If you click the **Clear** button before you view the **Results Graph**, a warning message will appear asking you if you are sure you want to discard the responses. Click **Yes**.
3. The responses will be reset to zero and the response grid cleared. Instruct your students to answer the question again.

 **Note:** The **Clear** button is only available when responses have been received and the answer has not yet been shown.

Response Grid



The **Response Grid** window displays pad IDs and allows the class to see who has responded to the current question. It is also possible to indicate how each pad responded by setting an option in the **Preferences**.

To display the response grid:

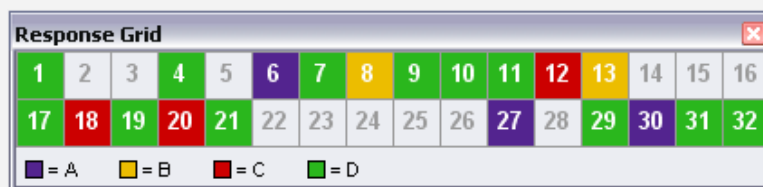
1. To display a grid that shows which students have responded to the current question, click the **Response Grid** button or select the **Show Response Grid** option from the menu.
2. A resizable window with boxes that represent up to 256 CPS response pads appears. Each numbered box will change to a purple color when a response has been received from the corresponding response pad.



3. If some students are not responding, or if a response pad is not functioning correctly, use the response grid as a troubleshooting tool.
4. Click the **Response Grid** button again if you want to hide the response grid.

Notes:

- If you are not using CPS response pads, the **Response Grid** button will appear dim and unavailable. If you are using response pads but this button does not look enabled, make sure that the receiver connection is detected in the **Preferences**.
- If the **Show answers on response grid** option is selected in the **Preferences**, each response will be indicated on the response grid through a color-coded key once the **Show Answer** or **Results Graph** button has been clicked.

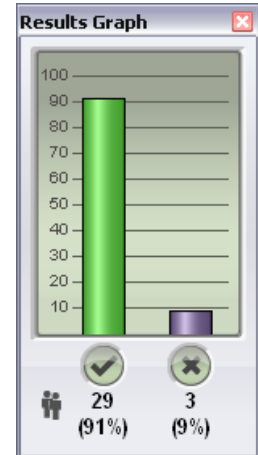
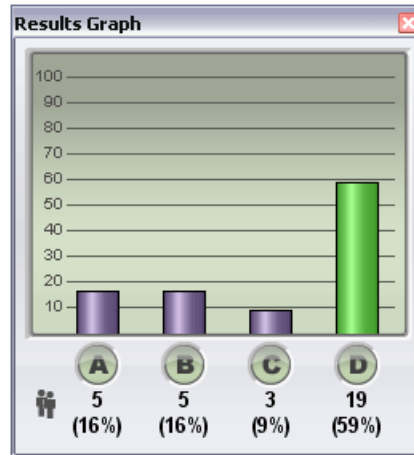


This preference is turned *off* by default. Turning this preference on eliminates the student anonymity inherent to the CPS response system

Results Graph



The results graph gives a visual summary of the response distribution. Two different examples of results graphs are shown to the right. In the first case, the number and percentage of each single-letter response is shown. For this type of graph, once the answer for the question is shown, the bar corresponding to the correct answer changes to a green color. A second type of response graph is used for Numeric Response and Multiple Response questions types (RF pads only). This type of graph just shows tallies for total correct and incorrect responses and does not change when the answer is shown.



To view the results graph:

1. After all students have responded with the CPS response pads, click the **Results Graph** button (shown above) or select the **Show Results Graph** option from the menu.
2. A bar graph that details student responses appears.
3. Click the **results graph** button again if you want to hide the results graph.

Notes:

- If you are not using CPS response pads, the **Results Graph** button appears dim and unavailable. If you are using response pads but the button does not appear enabled, make sure that a receiver connection is detected in the **Preferences**.
- Once the **Results Graph** button is clicked, the program will no longer accept responses for the current question.
- You may view the results graph either before or after showing the correct answer with the **Show Answer** button.
- The **Results Graph** button is dim and unavailable if no responses have been received.

Response Log

Each time your students respond to a question with the CPS response pads, their results are written to a comma-delimited file (.csv) called the response log.

This log has many uses including helping you identify how individual students are progressing over time, monitoring classroom participation, saving the results of a class quiz, or recording the results of a class vote to name a few. This file can be opened with most spreadsheet applications, such as **Microsoft Excel** and can be imported into many gradebook programs. The following information is included in the response log:

- the date, time, and **ExamView** file name that was being used.
- the question number, state objective, and correct answer for each question that was answered (if applicable)
- the response from each response pad for each question
- the percentage of questions answered correctly for each student (if applicable).

To view the response log:

1. Right click anywhere in the **QuickTake Presenter** window to bring up the menu.
2. Select the **View Response Log** option.

To clear the response log:

1. Right click anywhere in the **QuickTake Presenter** window to bring up the menu.
2. Select the **Clear Response Log** option. It is important to remember to first view and save the log as a different file name if you do not want to lose your data.
3. When the caution box appears, click **Yes**.

Notes:

- Tracking individual responses is much easier if each student has a permanently assigned response pad. Management of score recording is much easier if they are assigned alphabetically (or in a manner that matches your gradebook).
- The responses are saved to the response log when you click **Show Answer**. If you try to close **QuickTake Presenter** before clicking **Show Answer** you will get a warning message indicating that the responses have not been saved.
- Be sure to close the response log when you are finished viewing it. If you leave it open, **QuickTake Presenter** will not be able to write information to or clear the file.
- You can manually copy and paste scores from the response log to a gradebook. You may also be able to import a .csv file into a gradebook program. To do so, follow the instructions that came with the gradebook software.
- If you are using 256 response pads, you will not be able to open the entire .csv file into certain spreadsheet programs. For example, **Microsoft Excel** has a maximum of 256 columns. However, three columns in the .csv file are used for

question information, so responses for pads 254-256 will not display in the spreadsheet. When you open the response log, Excel will display the message **File not loaded completely**.

- Use the *transpose* feature under *Edit/Paste Special* in Microsoft Excel to orient the data vertically. See the example below for more information.


EXAMPLE: Working with the response log in Microsoft Excel

1. Open Excel and create a new blank workbook.
2. Select cell A5. Begin entering your students' names, in the order they appear in your gradebook, down column A.
3. Select cell B5. Enter the response pad numbers beginning with 1 down column B. These numbers should be the student pad assignments.
4. Save the file as *QTakeNames.xls*. Keep this file open so that the response log information can be copied into it.

	A	B	C
1			
2			
3			
4			
5	Aber, Alexander	1	
6	Boehl, Norman	2	
7	Coston, Denise	3	
8	Gibbons, Roderick	4	
9	Henderson, Sherman	5	
10	Hutter, Jean	6	
11	Izquierdo, Rosa	7	
12	Karthaus, Detlef	8	
13	Kretten, Carl	9	
14	Loeffle, Karsten	10	
15	Matsui, Etsuko	11	
16	McDowell, Geraldine	12	
17	O'Neill, Brian	13	
18	Pitzer, Debbie	14	

5. Locate and open *qtake.csv* in Excel. This log file can also be quickly accessed using the **View Response Log** option in the QuickTake Presenter menu.
6. Select the data recorded in the *qtake.csv* file for the session that you want to work with. Include the course, date, time, question number, answer, and responses.


	A	B	C	D	E	F	G	H	I
1									
2									
3		10/20/2005	7:45 PM						
4		Learning Series Math							
5		Response Pad							
6	Question	Answer	State Stan #	#1	#2	#3	#4	#5	#6
7	#1	A	MA.B.2.2;	A	A	A	A	B	A
8	#1	C	MA.B.2.2;	C	D	D	D	A	C
9				100%	100%	50%	50%	0%	100%
10									
11									
12									
13		11/15/2005	1:01 PM						
14		Learning Series: Grade 5 Science Sampler							
15		Response Pad							
16	Question	Answer	State Stan #	#1	#2	#3	#4	#5	#6
17	#1	B	SC.G.1.2.4	B	B	B	B	A	D
18	#2	D	SC.A.2.2.1B	A	D	D	B	D	D
19	#3	A	SC.E.2.2.1A	A	A	A	A	A	B
20	#4	D	SC.B.1.2.3D	D	D	D	B	B	D
21	#5	D	SC.F.1.2.4C	D	D	D	D	D	B
22	#6	C	SC.D.1.2.3B	A	D	C	C	C	C
23	#7	A	SC.A.1.2.3B	A	A	C	A	A	C

 **Note:** You do not need to copy all of the information included in the response log. To just copy part of the information, highlight just the data that you want to copy (for example, you just want the percent correct). When you prepare to paste the data into *QTakeNames.xls* (Step 9), select the top left cell that you want the data to flow into.

7. Copy the data using the toolbar button or using the keyboard shortcut **Ctrl+C** (Windows) or **Command+C** (Macintosh).
8. Switch to the *QtakeNames.xls* file.
9. Select the cell that you want to be the top left corner of where the data will be placed. If this is the first set of data to be copied, you will select cell C2.
10. Select *Paste Special* from the **Edit** menu and click the *Transpose* box in the dialog. This will paste the data you copied from the *qtake.csv* file into your spreadsheet and will also transpose it to a vertical orientation.
11. Repeat the above steps to paste information from additional sessions into the *QTakeNames.xls* spreadsheet.



	A	B	C	D	E	F	G	H	I	J
1										
2			11/15/2005	Science Sampler		Question	#1	#2	#3	#4
3			1:01 PM			Answer	B	D	A	D
4						State Stan	SC.G.1.2.1	SC.A.2.2.1	SC.E.2.2.1	SC.B.1.2.3
5	Aber, Alexander	1		Response Pad		#1	D	B	A	D
6	Boehl, Norman	2				#2	B	A	A	D
7	Coston, Denise	3				#3	B	D	A	D
8	Gibbons, Roderick	4				#4	B	B	A	B
9	Henderson, Sherman	5				#5	A	D	A	B
10	Hutter, Jean	6				#6	D	D	B	D
11	Izquierdo, Rosa	7				#7	A	C	A	C
12	Karthaus, Detlef	8				#8	B	D	A	D

 **Notes:**

- You can always delete data that is unwanted. By copying the entire session, you can easily verify that the pad numbers are aligned then highlight and delete any unwanted column information.
- If some data appears cropped or it is replaced by number signs (####) in a cell, you will need to adjust the column width in order to see the content of that cell.
- If your gradebook program imports Microsoft Excel (.xls) files you can simply save

the file to import into your gradebook (follow the directions that came with your gradebook for specific importing and formatting directions). From Excel, you can also save the file as a new .csv file by selecting *Save as* from the File menu.

USING CPS RESPONSE PADS

About the CPS Hardware

Supported Response Pads

QuickTake Presenter supports using eInstruction's CPS response pads to transmit student answers directly to the program (no other software application is needed). Currently, only numbered sets of pads (K12 mode) are supported. Use either CPS IR or Gen2 RF pads.



Required Software

FTDI drivers must be installed to use CPS response pads with QuickTake Presenter. An installer for these drivers is automatically copied to the **Extras** sub-folder of the program directory as part of the complete installation. Navigate to this folder and run the drivers installer if they are needed. You may also visit www.einstruction.com to download the latest version of the drivers. You will be required to restart your computer after installing the drivers. These drivers are already installed if Classroom Performance System software is installed.

Initiating a CPS Response Pad Session

The first time QuickTake Presenter is run, it is necessary to force the program to search for connected receivers. To check for connected receivers:

1. Click the Preferences button.
2. If the receiver fails to appear in the pull-down list, verify the physical connections and click the Refresh List button next to the list control.

Older IR systems may require manual detection of the receiver. Click the **Manual IR Detection** button and follow the directions in the dialog to manually detect your receiver.

3. Click **OK** to accept the receiver and dismiss the window.

ExamView Question Type Support

All ExamView question types can be displayed by QuickTake Presenter, however, not all questions support response pad input. Support for questions types and the number of answer choices allowed depends on the response pad hardware system.

Question Types Always Supported for CPS Pad Responses

Question Type	Comments
True/False	Pad input: Button A = True; Button B = False
Yes/No	Pad input: Button A = Yes; Button B = No
Multiple Choice	Choices A-H

Question Types Conditionally Supported for CPS Pad Responses

Question Type	IR Pads	RF Pads
Modified True/False	Only as TF	Only as TF
Multiple Responses	Never	Always
Bimodal	Only as MC	Only as MC
Numeric Response	Never	12-character limit
Matching	Limit A-H	Limit A-J

Question Types Never Supported for CPS Pad Responses

Question Type	Comments
Completion	Display only; not supported for pad input
Short Answer	Display only; not supported for pad input
Problem	Display only; not supported for pad input
Essay	Display only; not supported for pad input
Case	Display only; not supported for pad input
Other	Display only; not supported for pad input

APPENDIX

Troubleshooting

QuickTake Presenter does not recognize any of your elnstruction response pads even though a CPS receiver is attached to your computer.

First, verify that you have a “numbered” set of CPS response pads (these are sold as sets). Serial-numbered response pads that require individual student registration on the Web are not currently compatible with **QuickTake Presenter**. Next, physically verify the connections between the receiver and your computer. If all of your connections are tight, check to see that your COM port is not being used by another application (such as **MindPoint Quiz Show**, **Classroom Performance System**, or a PDA (such as a Palm Pilot)). To reset your COM port, close **QuickTake Presenter** and any other application that may be using the COM port. Also, disable any software associated with a PDA device. Launch **QuickTake Presenter** and go to **Preference**. Click the **Refresh List** button and also try the **Manual IR Detection** method if the receiver still fails to be detected.

Some or all responses from the response pads are not being received.

The more pads that are responding to a question at the same time, the higher the probability there is of the signals getting “bottlenecked” at the receiver unit and some responses not being recorded (IR systems only). For example, true-false questions tend to be easier to answer than short-answer or multiple-choice questions. As a result, true-false questions are often answered more quickly than other question types and bottlenecking may occur at the receiver unit. If this happens follow these tips for their IR pads:

1. Set the receiver unit in a place where no physical obstructions can interfere with the transmission of infrared signals.
2. Check to make sure the receiver is detected in the **CPS Response Pads Preferences**.
3. Have your students press the answer button multiple times.
4. Communicate to students the need to point their response pads directly at the receiver unit.

If these steps do not resolve your problem, turn on the response grid and determine which response pad is not functioning properly. You may need to insert new batteries into the response pad.

Be aware that previously used infrared devices and any PDA (like a Palm Pilot) that has been connected to your system may be occupying the COM port and not making it available for use. Please disable the software associated with any infrared or PDA device.

Also, some question types cannot be answered using the response pads. Refer to the **ExamView Question Type Support** section for details.

Too many responses are being received.

In limited instances, the combination of infrared signals from the response pads will “trick” the CPS receiver and register an extra response. If you notice that more responses are being displayed than appropriate, click the reset button and have your students answer the question again.

Microsoft Excel displays the message "File not loaded completely" when I view the response log.

If you are using 256 response pads, you will not be able to open the entire .csv file into certain spreadsheet programs. For example, Microsoft Excel has a maximum of 256 columns. However, three columns in the .csv file are used for question information, so responses for pads 254-256 will not display in the spreadsheet. When you open the response log, Excel will display the message **File not loaded completely**. You may receive this message even if you are not using 256 response pads. Certain combinations of response pads can “trick” the instruction receiver and register an extra response from pad 256 (see **Too many responses are being received** above).

PowerPoint gives me a virus warning when I launch QuickTake Presenter from within a presentation.

This is a standard message that displays when any external application is launched from PowerPoint. It does not mean that QuickTake Presenter is infected with a virus. Click **Yes** to launch QuickTake Presenter. To turn off this warning, change the **Macro/Security** settings in PowerPoint to “low”. To protect your computer, we do not recommend you change this setting as you may leave yourself susceptible to viruses from other sources.

The information is difficult to read when projected on a screen.

The quality of the projected images depends on several factors. Make sure that you are displaying the image onto a reflective surface—not a blackboard or other similar surface. Darken the room if possible. Check the quality of your projector. You can also optimize the font settings of your questions using **ExamView Test Generator**.

Colors do not seem correct.

The QuickTake Presenter software requires that you set your monitor to high-color (16-bit) or better and 800x600 or better resolution. If your monitor is set for 256-colors, the quality of the images as they appear on your screen may not be very good.

The highest color setting mode is 256-colors.

For best results, upgrade your video card and driver to support high-color (16-bit) mode or better. If you are using a Super VGA monitor, you should not have to change your monitor. The various levels of color settings are more a factor of the video card and how much memory it has.

The text is not clear on the projected image, but the text is okay on the monitor.

The resolution for a projector needs to match the resolution for your monitor. Refer to your projector’s manual for instructions on setting the display resolution.

Technical Support

Before seeking technical support, please check the following:

- Is your computer working properly? Try some other software, which you know is working, on the same computer.
- Try the software on another computer.
- Can you repeat the problem? Does the problem occur at the same point each time?

In order to help you as quickly as possible, have the following information available before you contact technical support:

- Version of the software (e.g., 2.0.0) from the start-up splash screen or from the **About QuickTake Presenter** screen (accessed from the menu)
- Brand, model, and configuration of the computer you are using
- System version (Windows XP, Windows 2000, OS X 10.2, etc.)
- The exact wording of any error message

Before contacting us, you may want to search our online support forum. Go to our website at www.fscreations.com and click the support link.

If you cannot find a solution to your problem on the forum, send us an email at support@fscreations.com. If you need to reach us by telephone, you can find the number on our website in the support area.