<u>Common Inquiry</u>:
How can I present questions to my class with H-ITT CRS?

FIRST it is important to understand how the H-ITT CRS works; it is so easy to use that its simplicity is easily overlooked. There is no need to create any special question set, you simply deliver a question and use Acquisition to collect responses from that question.

What question format you use and how you deliver questions is discussed below.

NOTE: In all modes and methods of question delivery the essence of Acquisition is simple: You start collecting responses from the question, then stop collecting responses when all answers are in.

Here is how: When a question is delivered, start collecting responses by pressing the start question button ●START. When all student responses are in, press the stop question button ●STOP to get the histogram of results.

NOTE: you may use your instructors remote to start and stop questions as well.

It does not matter what question you asked, or how you delivered this question, you've just collected gradable responses. If the question you delivered has a correct answer, then you can **grade it** (or rather assign a correct answer) with your computer keyboard (or your instructors remote), either during collecting responses, or when viewing the results.

All of the Acquisitions menus, options and features only *support* these 2 steps of <u>start question</u> and collect responses, and <u>stop question</u>. *Support* meaning ways for you to customize how and what you use to deliver your question, like displaying and arranging your content from the slides menu, to showing the correct answer to your class, or what's displayed in the ID grid, to how this data is saved, plus a host of other user specific options that are available.

NOTE: **Grading** with Acquisition in optional, you can also assign/edit correct answers in Analyzer using answer keys for entire question sets, or individually using the question grader.

Question delivery options: You can set up the Acquisition program to collect and grade student responses using your content delivered your way. There are various configurations provided in Acquisition you can access with just a few mouse clicks, choose the method that fits *how* you deliver, and *what* you use to pose questions to your class. Here is an overview of the configurations and what they are typically used for (click the link for details):

Full screen: This is the system default and can be used for attendance, verbal on the fly questions or other single questions where you do not need to electronically display your question.

Split screen: Use this for displaying your questions (like PowerPoint, Word, text, PDF's, web based and more) to collect responses from. The split screen automatically starts when you load your question file from the slides pull down menu.

Toolbar mode: This provides a small toolbar that can "float" on top (Windows OS only) of whatever you want to display to your audience. It can be used with virtually any content source and provides for full screen viewing of your questions, for example a PPT run full screen.

Test Mode: This is used if you want to hand out a paper based test. Students can work at their own pace to answer the questions.

Homework collection: Requires that the students use a clicker with the "Homework" capability, iQue pro for example.

1. The full screen configuration, is typically used for:

- Verbal on the fly questions, attendance and polling
- Questions written on your chalk board.

In this mode, Acquisitions full screen window is used to display clicker responses in an ID grid for acknowledgement, and show the histogram when the question is stopped.

This mode can also be used where the classroom has 2 independent display setups, where one can run and display the content, and the other can run Acquisition to collect responses and show the histogram.

The full screen configuration is the CRS default, typically used in the single question mode (i.e. you are asking or delivering one question at a time)
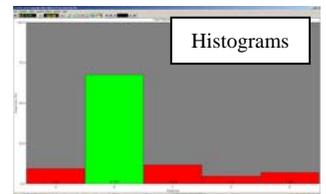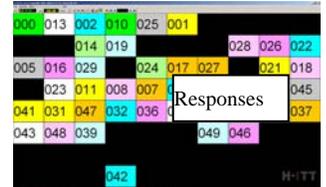
2. The split screen configuration, used for displaying content with a video projector within the Acquisition window from various content delivery programs. This split screen mode is automatically evoked when you open your content from the slides pull down menu.

- Slides files, opens and displays standard content file formats such as PowerPoint, Word, Excel, text and other standard document formats as well as Blackboard content files, HTML and a special H-ITT formats that has some advantages.
- Slides folder, opens graphic or picture content in folders such as jpg or tiff, and other graphic formats.
- With digital ink tools such as the Dukane airslate.
- With web based content, browse to any web site.
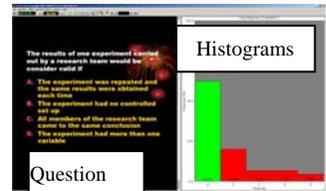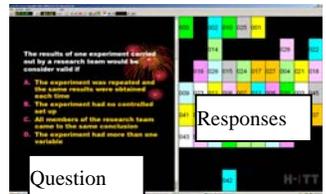
The Acquisition window will split so that a portion is used for displaying the content and a portion is used to display the ID grid as they are collected, and show the histogram when the question is stopped. You can change the split to best fit both the content and ID / histogram areas using the many options from the slides pull down menu.

3. The Tool Bar mode with float on top, used to collect responses and show the histogram with virtually any content delivery method. In this mode, the Acquisition program is shrunk to a small toolbar that can float on top of whatever program you are using to display the content to the class. You can move the toolbar anywhere on the screen. Students verify their answer is recorded via the green light on their remote. An input counter on the toolbar lets you know how many responses are collected. The histogram will pop-up when the question is stopped.

The Tool Bar mode will work with your full screen PPT presentation. The example shows a full screen PPT with the toolbar. This mode is selected: Start the Toolbar mode from the Modes pull down menu. There are additional FAQ's on using the toolbar at http://www.h-itt.com/support/software.htm
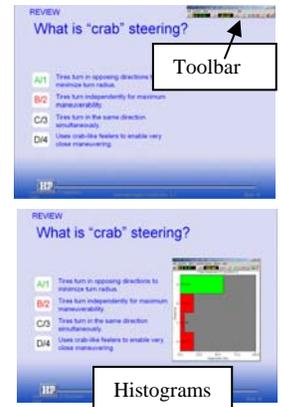
4. The Paper based testing mode.

In this mode students can work at their own pace to answer questions from a paper quiz or test that you hand out.

Acquisition operates in the full screen mode with additional information attached to each students ID box that lets them know which question they are answering, and if they have answered it. Students use the left and right arrow keys on their remotes to scroll through Multiple Choice paper based questions at their own pace. This mode is entered: Select the testing mode from the Mode pull down menu. Select either testing-Multiple Choice or Testing-Fill in the blank if you have multi-digit capable remotes (i.e. iCue Pro or SoftClick)
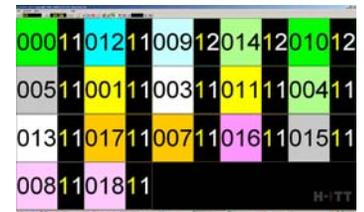
5. The Homework collection mode. Used with multi-digit capable systems, the Select MODE=Homework Collection, enter the number of homework questions.

In this mode students can complete homework assignments at home, save them to their remote and send in their homework assignment when they return to class. Only Multi-digit capable remotes can be used with the Homework collection mode. In The Homework Collection mode, the ID grid configuration looks the same as for the Testing configuration shown above.

Special notes for **PowerPoint users**:

PPT presentations using Windows operating systems can be "displayed" in several ways. Below is a description of each with the general "pros and cons":

1. Select your PPT from the Slides>open slides file menu. Pros: You can maintain the animation that may be present in your PPT, and the ID grid is displayed. Cons: Can not use your remote to advance slides.

   *NOTE: If your PPT (or any other office document) opens outside the Acquisition program you will need to apply RegFix to reset your Windows registry to allow Office documents to open inside a browser window. This is available at http://www.h-itt.com/support/software.htm under "templates and supplemental information" in a *.zip file with instructions.*

2. Save your PPT as image files, and open from the open slides folder option. Pros: You can advance slides with your instructors remote. Cons: you lose any animation. Reference converting a PPT to image files for additional information
3. Use the toolbar mode with float on top to collect responses from your PPT. Pros: Your PPT can run in the full screen mode with all animation. Cons: The ID grid is not displayed. *NOTE: there are additional FAQ's regarding using the tool bar mode (Windows and Mac) available at* http://www.h-itt.com/support/software.htm

Question Format (About your content)

You probably already have content that can be used. Some typical examples of content used are PowerPoint, Word, text files, PDF's, web site, as well as publishers content and other content providers such as Examview. In most all cases you can use what you already have with one of the question delivery options described above. However H-ITT does provide a question generator utility called Qgen that has the advantages of authoring some of the Acquisition controls directly with the question. These include assigning the correct answer, setting the question type, time and answer selections and more. Learn about Qgen here http://www.h-itt.com/images/pdf/QGenHelp.pdf And download Qgen (Windows or Mac) free here: http://www.h-itt.com/downloads.htm
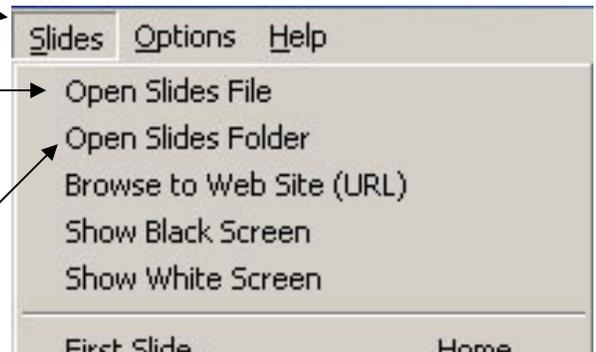
Opening slides files and slides folders:

From the Slides pull down menu:

Select Open Slides File for content in a file such as PowerPoint, Word, Excel, PDF, HTML, H-ITT XML (the file type that is generated if you use Qgen) Text files and others.
NOTE: When the browser opens, select Files of type pull down to select the specific file type your content is in.

Select Open slides folder for displaying questions that are a series of images in a folder such as the output of PPT when "save as" *.jpg file type for example.
NOTE: When the browser opens select the image type (i.e. PowerPoint JPG if the images were saved from PPT)

For Slides Folders, Highlight the folder the images are in and select open.

For Slides Files, Highlight the file and select open.
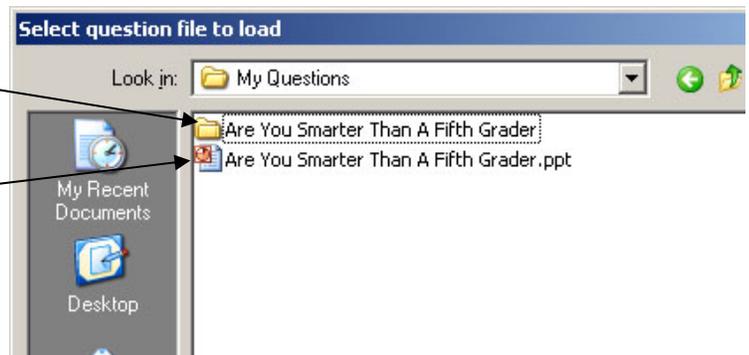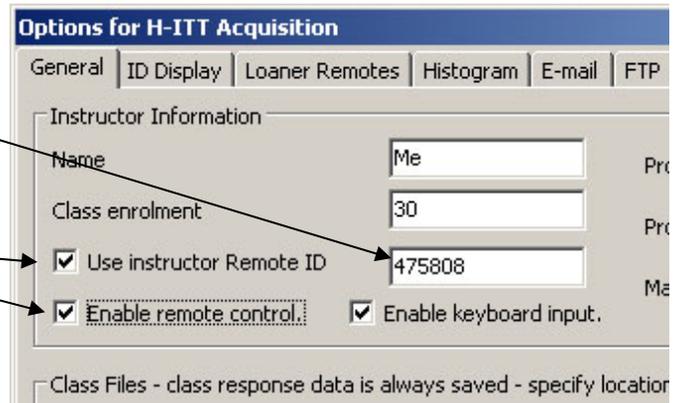
Using your Instructors remote:
Any remote can be assigned as an instructor's remote that can be used to start and stop questions, advance slides, assign correct answers and more, here is how:
From the Options>General menu

Enter the remotes serial number you want to use here

Click these options

And click OK from the options pallet.

The remotes right arrow button will start the question. You can assign the correct answer by "answering along with the students". Click the right arrow to stop the question and bring up the Histogram. Use the right arrow again to clear the histogram and be ready to start the next question. Before the question is started you can use C/3 key to advance the slide and the D/4 key to go to the previous slide.

Converting a PPT to image files:
Open your PPT and select the "save as" from the File menu. From the file type pull-down select JPEG File Interchange format (*.jpg), and click Save.

The message window will appear, select Every slide, and a message will appear saying export complete.

This saves each slide in your presentation as an individual JPG image into a Folder that is named the same as your PPT presentation.
To display these in Acquisition: From the slides pull down menu select "Open Slides Folder" and select Power Point JPGs as the type and click OK. A browser window will open where you browse to your PPT, and locate the folder named the same as your PPT. Highlight this folder (do not open it) and click OK.
NOTE: There are several other formats you can use as shown in Acquisitions file type window. The above example was JPG, but you can use others.

Contact Info:
Support Email: support@h-itt.com
Support Phone: 888-322-0089
Sales email sales@h-itt.com
Sales Phone: 877-244-4488

H-ITT, LLC
420 Shearer Blvd.
Cocoa, FL 32922

Phone: 877-244-4488
Fax: 321-576-0397
Web: www.h-itt.com