<u>H-ITT SoftClick Users Guide</u>

SoftClick makes educational assessment accessible using your web enabled device such as your cell phone, PDA or computer. Because SoftClick is web-based, your classroom must have a good internet connection, either through the local Wi-Fi or strong signal reception with a local Cell tower from within the classroom.

- ***Test before purchase***
  We provide a live test that your instructor can utilize to verify the classroom has adequate Wi-Fi or cell service to support the necessary demand during an in-class question/answer session. If during the first day (or few days) of a new class your instructor asks you to "test H-ITT's SoftClick" see http://www.h-itt.com/support/SoftClick.htm and click on the "Students Guide for Testing SoftClick in class" link under the Testing SoftClick section in the blue box.
  This can only be requested from H-ITT by your instructor – he/she will announce if your class is going to use the test. Please do not contact us individually. If you find SoftClick does not work for you, please let us know within two weeks and we will refund you the full amount.

Purchase and Registration

H-ITT provides students a streamlined purchase and auto-registration procedure. Typically, if you use your University email address, you will be automatically approved for an eCommerce account where you can purchase your SoftClick subscription. You can follow the email instructions and reference the detailed "how to" instructions for additional information in the appendix, at the bottom of the page. Here is the link to the **Purchase Procedure**.

<u>Logging in to join a H-ITT Session</u>.

Go to http://www.h-ittsoftclick.com/

Enter your email and password and click Login

The SoftClick application sends your answers to a web database. The confirmation given to you by SoftClick (i.e. the green OK at the top of the answer pallet) is only confirmation that your answer was received by the web site; **THIS IS NOT CONFIRMATION** that your answer was received by your instructor. The H-ITT Acquisition program (used by your instructor in the classroom) will display your ID box, **then giving you confirmation** that your answer was received by the program.
Your answers will not be received if you enter the wrong Session or Homework ID, or select the wrong remote mode.
It is your responsibility to make sure you are logged into the correct Session or Homework ID and have selected the correct remote mode.

1. Enter the Session or Homework ID:

Only active Session or Homework ID's can be used. If you mistype or use an invalid ID, when you press go, the ID box clears prompting for a valid Session or Homework ID.

2. Select the Remote mode:

Multiple Choice is the most common remote mode, however your instructor may use other question types that require different remote modes as described below.

3. Click Go

See the User Information section for details on these important items

Where to find the Session ID and Remote Mode:
The example to the right shows a typical Acquisition screen your instructor may use. The text tells you the Session or Homework ID you should be logged in under (in this case it is nearby flag).
The Question Type and Remote Mode (in this case Multiple Choice) are displayed to assist you in selecting the correct Remote Mode.

You can verify the program retrieves your answer with a visual confirmation via your ID box that should be displayed in class during questioning or answer retrieval**.**
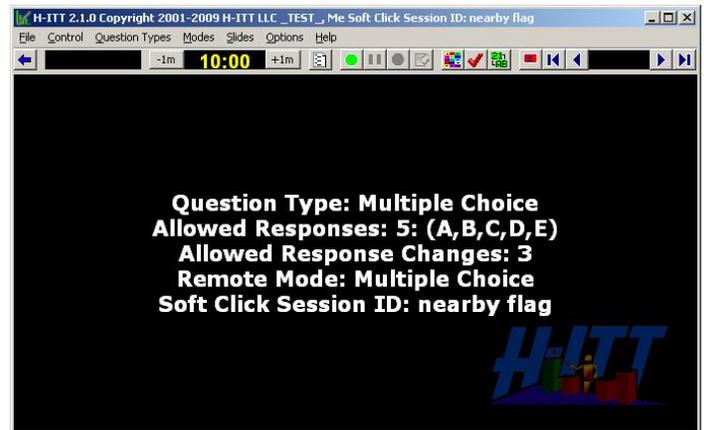
Each of the following answer pallets includes the text of the Acquisition screen for the correct Session or Homework ID as well as what remote mode you should select.
If you do not know the Session or Homework ID or the question type **ASK YOUR INSTRUCTOR!**

Multiple Choice *(most frequently used!)*

SoftClick

Multiple Choice

Answer [ ]

[Send]

Remote ID: 700004
Session ID: nearby flag
Home | Logout

Help

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Enter your answer in the box and click Send.

Acquisition screen:

**Question Type: Multiple Choice
Remote Mode: Multiple Choice
SoftClick Session ID: nearby flag**

Multiple choice responses are limited to entering A-J, or 1-0 (0=10).

Also note that the Acquisition screen may include a limit on the number of Allowed responses if you send an answer outside of this range it will not be received.

Other Modes:
Multi-Digit (fill in the blank)

SoftClick

Multi-Digit Answer

Answer

[ ]

[Send]

Remote ID: 700004
Session ID: nearby flag
Home | Logout

Help

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Enter your answer in the box and click Send.

Acquisition screen:

**Question Type: Fill in the blank
Remote Mode: Multi-Digit
SoftClick Session ID: nearby flag**

Multi-digit answers can be up to 20 characters and are limited to: alpha (A-Z) numeric (0-9), period, space, equal sign, plus sign, minus sign, divide sign, open and close parenthesis, and the greater than less than symbols.

TEST: Multiple Choice

SoftClick

TEST: Multiple Choice

Answer [ ]
[Send]
[Previous] [Next]

Remote ID: 700004
Session ID: nearby flag
Home | Logout

Help

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Enter your answer for the 1st question and click Send. Click Next to scroll to the next question. Your ID box in the Acquisition screen

Acquisition screen:

**Question Type: Multiple Choice Testing Mode
Remote Mode: Multiple Choice
SoftClick Session ID: nearby flag**

will show the question number in yellow text that you are answering. Previous lets you review that you have answered all the questions via the white number in your ID box: 0 means you have not answered that question.
Multiple choice responses are limited to entering A-J, or 1-0 (0=10)

TEST: Multi-Digit (fill in the blank)

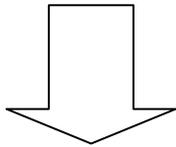The Multi-Digit testing mode allows you to enter a specific test number if this is enabled and provided by your instructor.

If no test number is assigned by your instructor, click Next to skip this step.

Enter your answer for the question number shown and click Send. The Question number will auto advance.
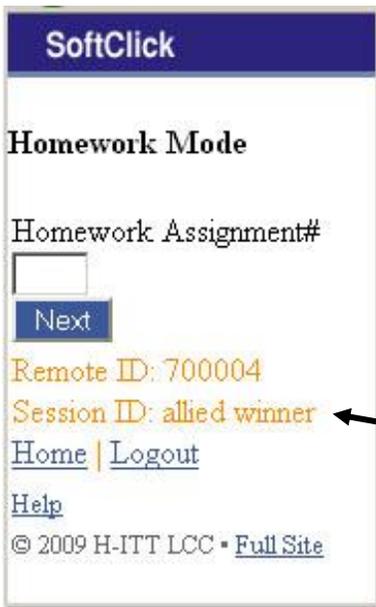
Acquisition screen:

Question Type: Fill in the blank Testing Mode
Remote Mode: Test Mode
SoftClick Session ID: nearby flag

The previous and next button allows you to scroll through your answers for review. If your instructor allows response changes, you can scroll to any question number, edit and resend it.

Acquisition screen will show the question number in yellow text that you have answered.

Answers can be up to 20 characters and are limited to: alpha (A-Z) numeric (0-9), period, space, equal sign, plus sign, minus sign, divide sign, open and close parenthesis, and the greater than less than symbols.

Homework Mode

The Homework mode allows you to enter a specific homework assignment number if this is enabled and provided by your instructor.

If no homework assignment# is assigned by your instructor, click `Next` to skip this step.

NOTE: The Homework mode uses a different ID than the standard Session ID, make sure you login with the Homework ID specified by your instructor.
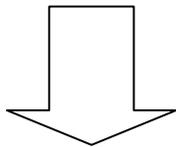
Enter your answer for the question number shown and click `Send`. The question number will auto advance.

Acquisition screen:

**Question Type: Homework Collection Mode
Remote Mode: Homework Mode
SoftClick Session ID: allied winner**

The previous and next button allows you to scroll through your answers for review and edit. You may change your homework answers any time prior to your instructor collecting the homework. You may log out, and re-login to resume answering your homework assignment.
When you return to class you can verify your homework has been collected via your ID box in the Acquisition screen when your instructor collects the homework assignment.

Answers can be up to 20 characters and are limited to: alpha (A-Z) numeric (0-9), period (.), space, equal sign (=), plus sign (+), minus sign (-), divide sign (/), open and close parenthesis [( )], and the greater than less than symbols (< >).

Roster Mode

SoftClick

Roster Info

[Send]

Remote ID: 700004
Session ID: nearby flag
Home | Logout

Help

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There are 3 types of "Roster Info" that your instructor may request as shown to the right.

Enter the Roster information requested by your instructor and click Send.

The Roster Info can be up to 20 characters and are limited to alpha (A-Z) numeric (0-9), period, space, equal sign, plus sign, minus sign, divide sign, open and close parenthesis, and the greater than less than symbols.

Acquisition screen:

Student ID Collection Mode
Send your student ID number
Remote Mode: Roster Mode
SoftClick Session ID: nearby flag

Acquisition screen:

Student Name Collection Mode
Send your name
Remote Mode: Roster Mode
SoftClick Session ID: nearby flag

Acquisition screen:

Screen Name Collection Mode
Send your screen name
Remote Mode: Roster Mode
SoftClick Session ID: nearby flag

Appendix

User information:

Clicking **help** from any of the SoftClick pallets provides a description of how to use that pallet.

The Log In pallet: If you forgot your password you can click on the **Lost your password?** link from the login pallet. Upon validation a new password will be emailed to you. You can change your password from your Profile pallet.

The Remote ID: This number is your remote serial number that your instructor may ask you for. It is used in the H-ITT system to build a roster that associates you with the answers you give. When using SoftClick to answer questions in class, the last 3 digits of this serial number should appear in your "ID Box" that pops up (when you answer a question) in the Acquisition program being displayed.

The Welcome pallet: clicking on **My Profile** gives you some important information:

- Your license expiration date and the days remaining under the license. You should check this regularly, especially when starting a new session. Upon the expiration, you can no longer log in.

- Renew Registration: Renewing your registration allows you to keep the same remote ID. You can renew your SoftClick subscription from H-ITT's eCommerce site.

The Question Pallets: Clicking the **Home** link from a question pallet will bring you back to the Welcome page where you can change both the Session ID# and the question type selection.

Always **Logout** when you are done using SoftClick!

Purchase Procedure

H-ITT has implemented a streamlined purchase and registration process for specific University adoptions, so that eCommerce account requests are automatically approved. **Students purchasing SoftClick should use their University email account (i.e., name@school.edu) when registering with the H-ITT ecommerce site.**

Instructions:

1. Go to www.h-itt.com and click on the Online Store link at the top right.

2. Click on: **CREATE YOUR ACCOUNT NOW**

- For the Account information:
  Username: A username of your choice (i.e., FirstnameLastname or your email address)
  E-mail address: Use your University Email address (i.e., student@school.edu)

- For the Address fields, complete the required fields and use:
  Company: Name of University
  Vertical: Select 'Student'

3. Click the "Create New Account" button at the bottom and you will receive a confirmation email.
    *If you did not use your University address or your University is not participating in the auto-registration program, you will receive an email with the confirmation of an account created with 'pending approval' status. A H-ITT team member will approve your account within one business day.

4. The email confirmation showing your account approval will contain a *one-time* link to log in the H-ITT store. This link will log you in the store using a one-time password, and redirect you to Your Account page where you can change your password.

5. Once you have changed your password you can enter the store. Click the "Students Store!" link at the top left, and add a single ***SoftClick Individual User SEMESTER License*** to your cart and continue to Checkout.

6. Your address used to register should be saved; please confirm it is correct and complete the credit card information.
*NOTE: Make sure that the billing address is the correct billing address for the credit card you are using.

7. After you have submitted your payment you will receive two emails:
    a. Your purchase confirmation and receipt.
    b. An email with a password and SoftClick login link (www.h-ittsoftclick.com). Follow the link; enter your school email address and the temporary password in the SoftClick log on screen. Once logged in, we recommend that you change your password by clicking the "My Profile" link.
        **If you have renewed your SoftClick subscription, you will receive a confirmation email that your SoftClick account has been extended. Your existing account is uninterrupted – you can log in with the same username and password and continue using SoftClick.

NOTE: The above emails should be sent within minutes. If you do not get these, check your SPAM filtered emails or you can contact H-ITT Support at support@h-itt.com or call 888-322-0089.

Links to instructions for using SoftClick and responding to question in class are provided in the Emails sent from the eCommerce site upon purchase. Also located at http://www.h-itt.com/support/SoftClick.htm.