ResponseCard AnyWhere Desktop User Guide

2/3/2009

System Requirements

- Intel or AMD 600 MHz class processor (1 GHz or higher recommended)
- 256 MB RAM (256 MB or more of "available" RAM recommended)
- 60 MB hard disk space (an additional 32 MB is required if you do not have Microsoft .NET Framework 2.0 installed)
- Microsoft Windows XP, or Windows Vista
- 800x600 resolution at 24-bit color (1024x768 resolution at 32-bit color or higher recommended)
- Standard USB 1.1/2.0 port

FCC Statement

This product has been tested and found to comply with Part 15 of the FCC Rules. Operation it subject to the following conditions: it may not cause harmful interference and must be accept interference received, including interference that may cause undesired operations.

Changes or modifications not expressly approved by Turning Technologies, LLC could void the user’s authority to operate the equipment.

Canada Statement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

This device should not be connected to a PC with a USB cable exceeding 3 meters in length.

Installation

Installing from a CD

1. Insert the installation CD into your CD-ROM drive

2. Select Install Application from the Menu

3. The install wizard will walk you through the installation process

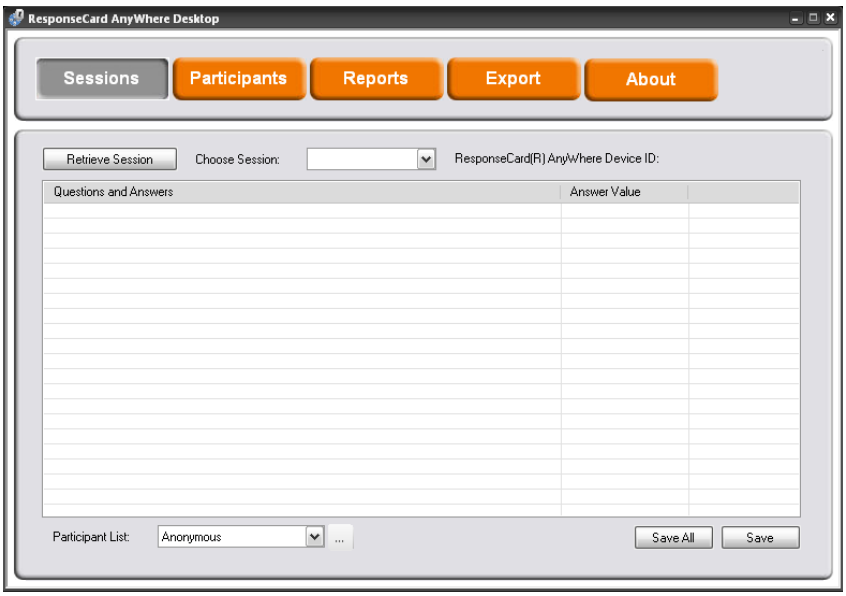
4.

Sessions

Retrieving Sessions from ResponseCard Anywhere

The following steps walk you through the process of downloading and editing sessions from ResponseCard Anywhere.

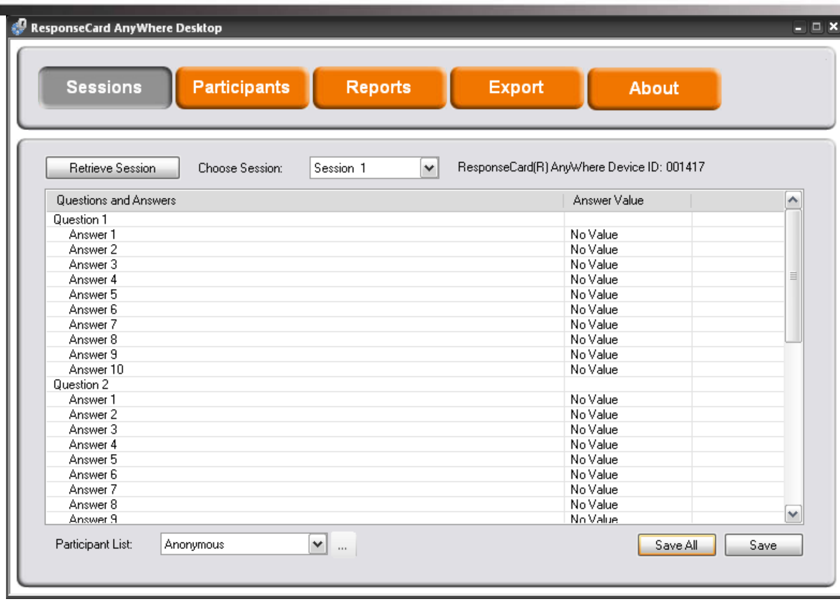
Launching the application brings up the following screen



1. Connect your ResponseCard Anywhere to your computer through the standard mini USB cable

2. Select **Retrieve Session** from the application screen

Note: Depending on the number of sessions and the number of questions and responses, this may take a few moments.



By default Session 1 questions and answers are displayed. All of the sessions stored on the ResponseCard Anywhere are downloaded to the reporting software. To view another session click on the dropdown box next to "Choose Session" and select the desired session.

Changing the Question and Answer Text

1. Left click on **Question 1** (Or, **Right Click** and choose **Edit Question Text** from the menu)

2. Type your new question text

3. Press **Enter** or click outside of the text box to accept your question text

4. Repeat the same process above for the remaining questions and answers

Specifying an Answer Value

You can apply either a correct value, incorrect value, or a numeric point value to an answer option.

1. Highlight row of the answer option you would like to apply a value to (Or, **Right Click** and choose **Change Answer Value** from the menu)

2. At the bottom of the application window, in the “Set Answer Value” dropdown menu do one of the following:

   • Highlight “No Value” and enter a numeric point value
   • Click Correct (Correct is worth 100pts.)

• Click Incorrect

Note: You can also right click on the appropriate answer value to edit.

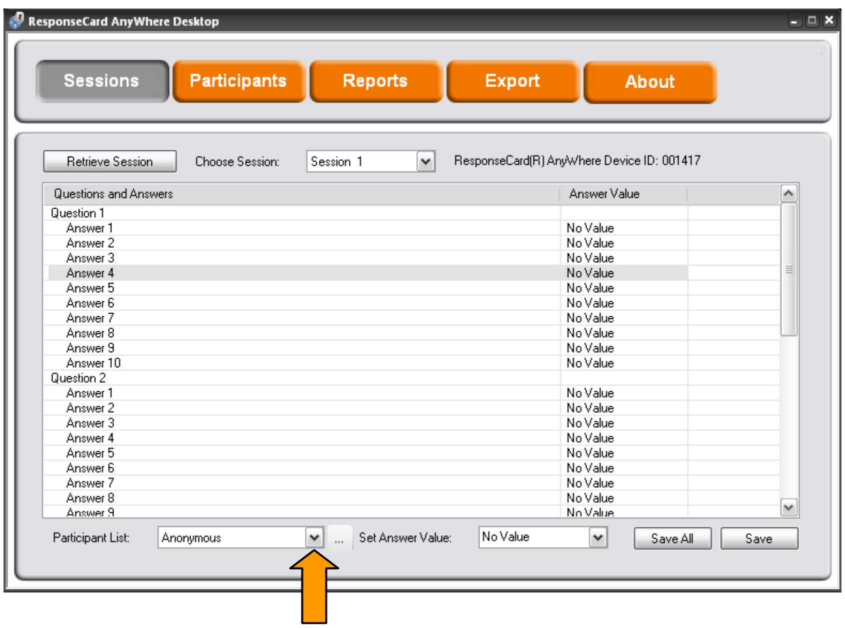
Associating a Participant List with the selected Session

You can select an existing participant list to associate individuals to their responses. The default folder for participant lists is: C:\Documents and Settings\<USERNAME>\My Documents\ResponseCard AnyWhere Desktop\Participants

Note: To select a Participant List that's saved in a location other than the default location, click the Import Participant List button. Browse to the appropriate location and select your Participant List. The list will now appear in the Participant List dropdown box.

1. Click on the dropdown box next to **Participant List**

2. Select the appropriate list for the session

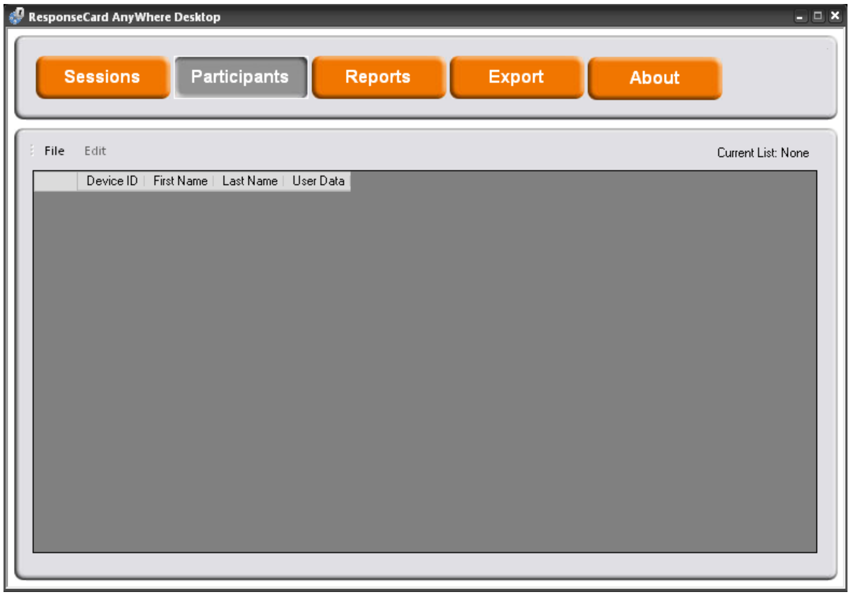


3. The selected participant list is now associated with the selected session

Participants

Under the Participants section you can create or edit existing participant lists. A participant list allows you to associate a response device with an individual.

You have the following screen when you select Participants



The participant list consists of four columns. You can not remove or add columns.

Device ID: The six-digit serial number on the back of the ResponseCard
First Name: The first name of the participant
Last Name: The last name of the participant
User Data: Use this field for Student ID, WebCT ID, etc.

Creating a New Participant List

1. Click **File** on the participant window, then select **New List**
2. Give your participant list a meaningful name, then click **OK**
3. Click **YES** to add content to the participant list you've just created
4. Enter the participant information in the fields provided, then press **Enter**
5. Another row is added for more participants
6. Repeat step 4 for each individual participant

7. Click **File**, and select **Save** or **Save As**

Note: **Save** will save your participant list with the name you gave it previously. **Save As** will allows you to give the list a different name, and specify the save location.

8. You will receive confirmation that the participant list has been saved

Editing an Existing Participant List

1. Click **File** on the participant window, then select **Open**

2. Select the participant list

3. The following options are available for editing the participant list:
   - To edit text double-click in the cell
   - To remove a participant row from the participant list, select the row number on the left hand side and click **Edit**, and then select **Remove Participant**
   - To add a participant, select the row number on the left hand side and click **Edit**, and select **Add Participant**
   - A blank row is added below the row you highlighted

Reports

Reports are generated in HTML. A data preview is provided on the right hand side for the first two questions of your selected session. Reports are displayed in your default internet browser.

Generating a Report

1. Select **Reports,** and then select your **Session**

   Note: If your session is saved in a location other than the default location, click the "Import Session" button. Browse to the appropriate location and select your Session. The session will now appear in the "Session" dropdown box.

2. Select the **Report** you want to generate. Three options are available:

Results by Question:	Displays a summary of the results for each question
Individual Results:	Displays a detailed listing of responses for each question from each individual participant
Individual Score:	Displays a summary of the results for each question from each individual participant including their total points

3. Click **Generate**

4. The report displays in your default internet browser. You can then save your report as an HTML file for future reference.

Export

Sessions can be exported to a TXT or CSV file for reporting purposes. All of the data is exported in a comma delimited format.

Note: The response data that has been downloaded and saved can be used in applications or documents that an end user wishes to merges the scores with. The CSV and TXT formats are common formats used by many standard applications to achieve this.

Exporting Session Results

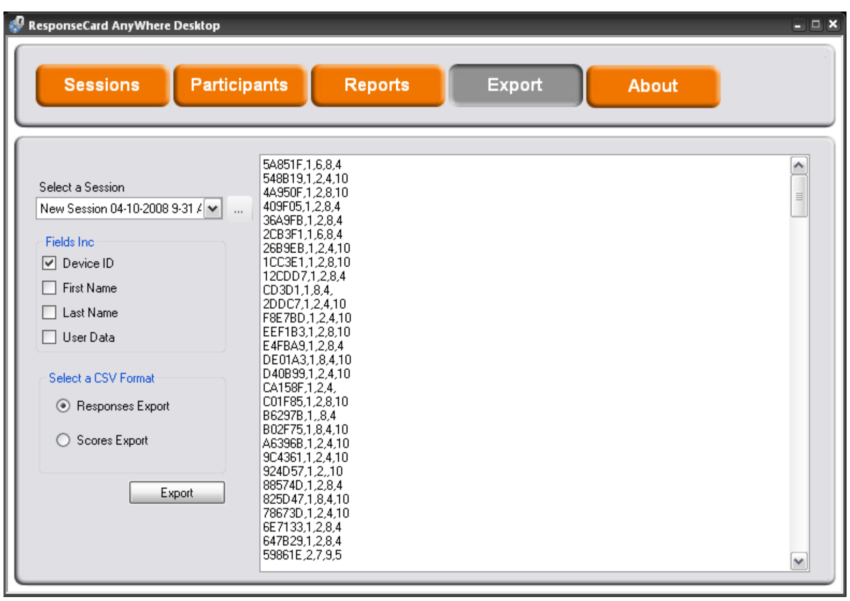
1. Select **Export,** and then select your **Session**

   Note: If your session is saved in a location other than the default location, click the Import Session button. Browse to the appropriate location and select your Session. The session will now appear in the Session dropdown box.

2. Select the fields you would like included in your exported data (You can choose from Device ID, First Name, Last Name and User Data)

3. Select a **CSV format.** Two report options are available:

   Response Export: Exports the device ID and answer selections for each participant
   Scores Export: Exports the device ID and the total score for each participant



4. Click **Export**

5. Name the exported file and specify the save location

About

The About button provides information about ResponseCard AnyWhere Desktop. This screen identifies program version, language version, and provides an optional form to send feedback to Turning Technologies, LLC.

Sending Feedback

1. Click **Feedback,** you may be required to enter your SMTP server information. This information can be obtained from your network administrator.

2. The Feedback form contains three fields:

   From: Enter the user E-mail address
   Subject: A brief description/title of their feedback
   Body: Details of the suggestion or feedback

3. Click **Send** after the information for all three fields has been filled out