

Logging in iQlickers (for Staff)

Step 1 :

Go to iQlickers' homepage (<http://www.iqlickers.com>).

Step 2 :

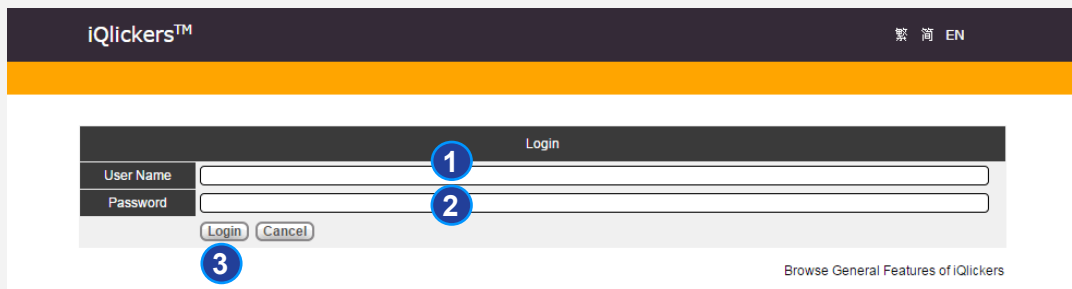
Click **1** *Instructor login* button to enter into login page.



Step 3 :

Input your **1** *User Name* and **2** *Password* and then press **3** *Login* button to log in iQlickers.

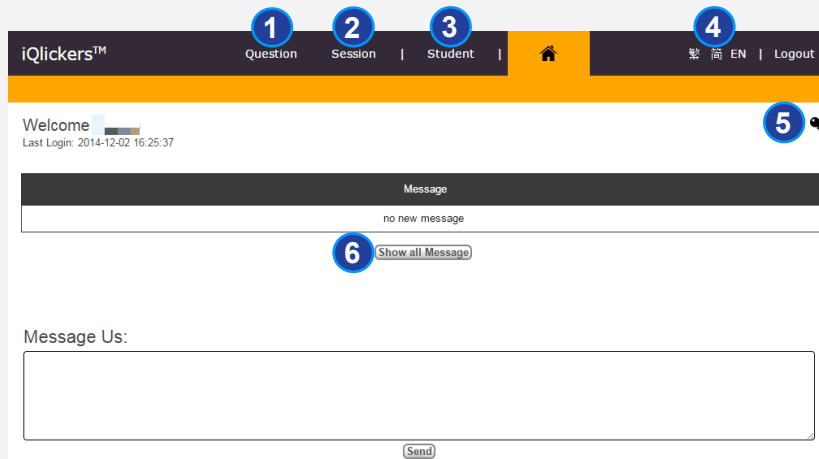
! *Note: Your SSOid is not applicable to iQlickers, you must apply for an account first.*



Step 4 :

This is your homepage.
Here, you can:

- 1** Manage questions
- 2** Manage sessions
- 3** Manage students
- 4** Change language setting
- 5** Change password
- 6** View the latest system message



Creating different kinds of Questions

Step 1 :

In your homepage, click **1 Question** button to enter the question management interface.



Step 2 :

To create a new question, click **Add Question** button on the left side of the question bank table.

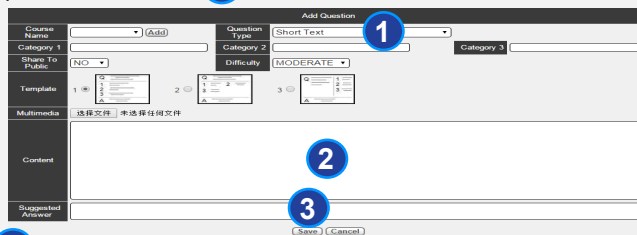
Step 3 :

iQlickers supports 3 kinds of questions:

- Multiple Choice (Single Selection, Multiple Selection and True&False)
- Short Text
- Likert Scale


For Single Selection or Short Text:

1. Choose **1 question type** as **Multiple Choice - Single Selection** or **Short Text**.
2. Input question content in **2 Content** field.



Suggested Answer means a recommended answer of this question. It is not applicable to single selection question.

3. Click **3 Save** button to save the question and (For single selection question) begin to add choices for it.
4. (For single selection question) you can continue to add choices for this question one by one (At most 10 choices can be added to one question).



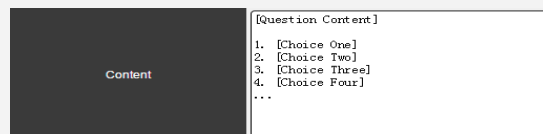
! *Correctness means whether this choice is a correct answer or not.*

5. (For single selection question) Click **4 Save** button when finish adding choice.

For Other kinds of questions:

1. Choose question type in **1 Question Type** field.
2. Input question content in **2 Content** field. The format is as following:

- a. Input question content
- b. Leave one blank line
- c. Enter the choices one by one



3. Click **3 Save** button to add this question into question bank.

Step 4 :

Click **Question** button at the top of the web page to view all your questions created in iQlickers.

Creating a Session and Adding Questions into it

Step 1 :

In your homepage, click **1** **Session** button to enter the session management interface.



Step 2 :

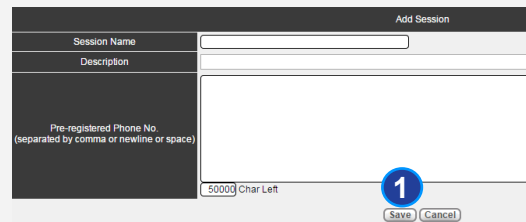
To create a new session, click **+** **Add Session** button on the left side of the session bank table.

Step 3 :

On the Add Session page:

- Input the session name.
- Input the description of this session(optional).
- Click **1** **Save** button to save it and go to next web page.

You can also able to reedit them in next web page.



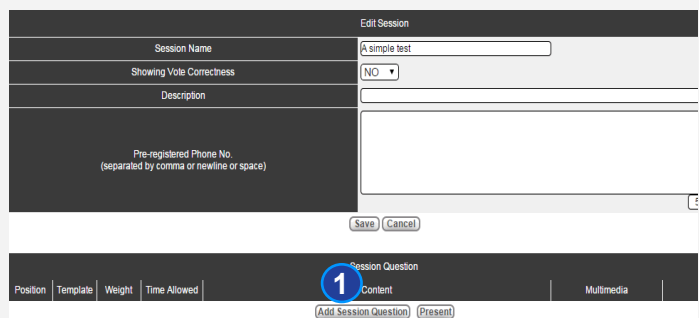
Step 4 :

Click **1** **Add Session Question** button to add a question into this session.

1. Show Vote Correctness: The correctness of students' replies will be displayed when the session is presented.

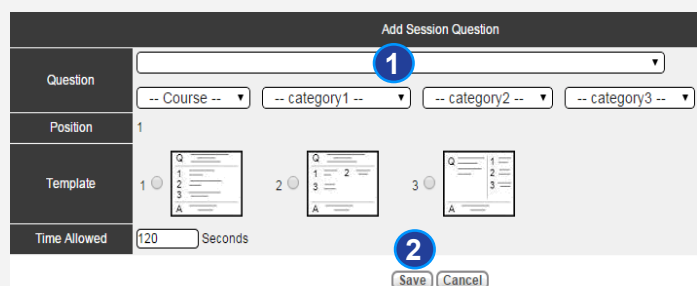
! *If the question has correctness setting, this function will take effect. For more information, please refer to [Step 3 in "Creating different kinds of Questions" online guide.](#)*

- Save: Save the information of this session.
- Present: Present this session.



Step 5 :

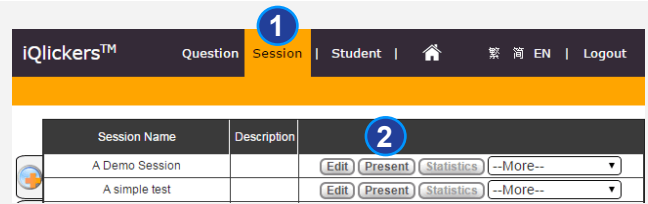
Click **1** **drop-down menu** to select a question and then press **2** **Save** button to add it into a session.



Presenting a Session

Step 1 :

Click **1** **Session** button to enter the session management interface and click **2** **Present** button to present a session.



Step 2 :

Let Students visit iQlickers by scanning QR code or inputting URL of iQlickers (which is displayed on the screen) by using “Play as Guest” function.

Web Access

<http://iqlickers.com/web/login>



! For more information, please refer to [“Logging in and Logging out iQlickers \(for Students\)” online guide.](#)

Step 3 :

Choose a question by clicking **8** question number and click **4** **Start** button to start a question (**Start** button will become **Stop** button, which can be used to stop collecting the responses of this question).

1. Remaining time: How much time left to answer this question.
2. Add Time: Add time for a question.
3. Subtract Time: Subtract time for a question.
5. Show Statistics: Show answer and results of this question.
6. Show Answer: Show answer of this question.
8. Add Question: Add a new question.
9. New Attempt: Let students make a new attempt to a question.
- !** *The old attempt of this question will be deleted.*
10. Total registration: How many students have registered this session.
11. Valid vote: The number of students' valid replies.
12. Invalid vote: The number of students' invalid replies.
13. Green character: A correct reply.
14. Purple character: A wrong reply.
15. Red character: An invalid reply.

! For No.13 and No.14: **Show vote correctness** should be enabled, otherwise students' replies will only be displayed in blue color. For more information, please refer to [step 4](#) in [“Creating an Session and Adding Questions into it”](#).



Step 4 :

Give students some time to send messages to a presented question in a session. The format of message is as following:

- a. For Multiple Selection - Single Choice: [Session code]+*+[The serial number of the choice] e.g. : rgh* 1
- b. For Others kind of question: [Session code]+*+[Your Answer] e.g. : rgh* some actions should be

! **Session code**: is the characters in the square brackets.

Step 5 :

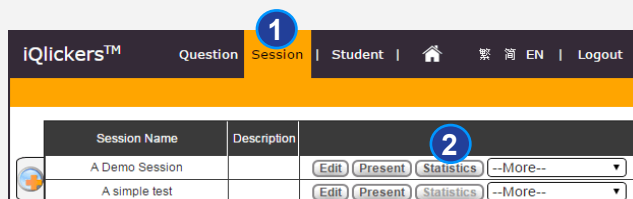
After all students have finished making replies to a question, click **4** **Stop** button to stop collecting the responses.

Click **5** **Show Statistics** or **6** **Show Answer** to display this question's data.

View the Statistics of Students' Replies

Step 1 :

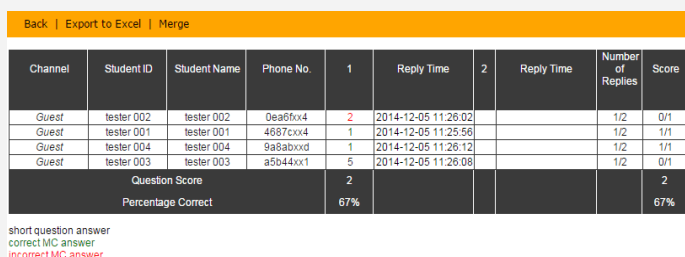
Click **1** **Session** Button to go to session management interface and click **2** **Statistics** button to view the statistics of a session.



! If there is no reply in a session, this button text is in gray color.

Step 2 :

Here, you can view all the replies of questions in a session.



Channel	Student ID	Student Name	Phone No.	1	Reply Time	2	Reply Time	Number of Replies	Score
Guest	testler 002	testler 002	0ea9f1x4	2	2014-12-05 11:26:02			1/2	0/1
Guest	testler 001	testler 001	4687zxx4	1	2014-12-05 11:25:56			1/2	1/1
Guest	testler 004	testler 004	9a8abxxd	1	2014-12-05 11:26:12			1/2	1/1
Guest	testler 003	testler 003	a5b44xx1	5	2014-12-05 11:26:08			1/2	0/1
Question Score				2					2
Percentage Correct				67%					67%

short question answer
 correct MC answer
 incorrect MC answer

Step 3 :

Click **1** **Export to Excel** button to download the statistics of the session into your local computer.

