Beyond Question Student Response System

User's Manual

Shawnee Mission Schools

Staff Development Department

Beyond Question
Student Response System

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Beyond Question Student Response System Step by Step Guide

Beyond Question is an interactive student response system that actively engages every student in the classroom. Students can participate in class discussions, surveys, daily quizzes, and test reviews in multiple choice, true-false, yes-no, and other formats. Automatic grading reduces the teacher's workload and results can be displayed in graph form providing immediate feedback to both the teacher and the class.

Installing the Hardware

The Beyond Question set consists of 32 student remotes, 1 teacher remote and a receiver.

Connecting the Receiver: The receiver is an infrared device that accepts signals from the remote control clickers.
- Connect the receiver to an available USB port on the computer.
- Position the receiver near the projector screen for ease of use. Place the receiver high enough so students will be able to point to it with their remotes. Suggestions: Place on top of filing cabinet, clip to the screen, clip or Velcro to white board behind screen.
- Use extension cables:
  - Two extension cables for each BQ set are available for length in the event that the teacher computer is not close to the screen.
  - The extension cables can be daisy chained together for extra length.

NOTE: Be sure you plug your receiver into your computer prior to starting the software.

Test the remotes and receiver:
Each remote has two AA batteries. When any button is pressed, a red LED light will blink. When the receiver recognizes a remote the red LED just inside the case at the front blinks.
- ✓ Open the Beyond Question Software and click on the **Remotes Tab**. (it's not necessary to have a lesson typed in the area for testing purposes). You will see the remote boxes on the bottom of screen.
- ✓ Press a key on the student remote and point toward the receiver.
  When the receiver has recognized the student remote, the number will turn green on the screen. The remote is pressed a second time, it will turn yellow, thus allowing the student to change or check the answer.

If the boxes are "grayed out" they will not accept an answer. Make sure Accepting Answer is turned on (see page 14). Also make sure you plugged the receiver into the computer before starting the software.

Preferences

1. Click the **Edit** menu and then select **Preferences**. There are 3 tabs—General, Remotes, and Downloads.
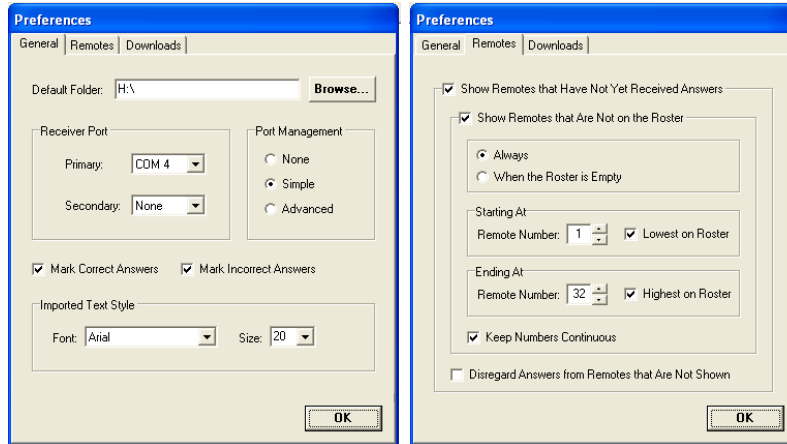
2. In the **General** tab, it shouldn't be necessary to set the default folder (which should already be set to your H: drive, (My Documents)*), receiver ports, and port management. In order for correct answers to be displayed in the Graph view, make sure **Mark Correct Answers** is checked. If you would rather the correct answer does not show in the graph mode, remove the check mark. In order for incorrect answers to be displayed in the Answers view, make sure **Mark InCorrect Answers** is checked. Set default text style as desired.
3. In the **Remotes** tab, check options as desired but make sure the starting and ending remote numbers correspond with the number of remotes in your classroom.
4. The **Downloads** tab can be disregarded at this time.

Create Folders on Your H: Drive

It is recommended that you create special folders on your H: drive (Home directory) as you create and/or save the following:

- **Class Roster**(s) - .bqc files
- **Lessons** - .bql. files
- **Answer Files** (Student's Responses to Lessons)- .bqa files

Create 1 main folder with 3 other folders inside the main folder as follows:
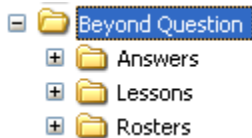
You may wish to create more folders within these folders for the various types of curriculum and lessons you teach.

Creating folders:

Step 1:

- Double click the **My Documents** folder on the computer's desktop (alternatively, select Window's Explorer or My Computer and drill to H: drive)
- Click on **Make a New Folder** (alternatively, click on File – New –Folder)
- An unnamed folder will appear in the list on the right
    - o Type **Beyond Question** for the new name and hit Enter

- Double click the Beyond Question folder to open it.
    - o Repeat the above steps to create 3 folders called: **Rosters, Lessons and Answer** within the Beyond Question folder.
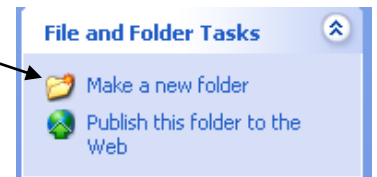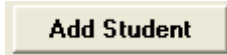
Creating and Using Class Rosters

Instructors can either type student information directly into the system or import a .csv file that has been exported from the student records system and saved to the P: drive that will be also be updated weekly.
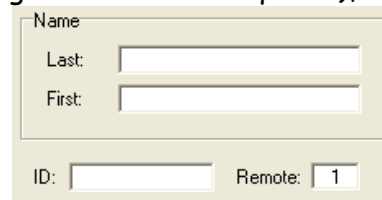
Typing student data manually

1. Click the **File** menu and then select **New Class**.
2. Click the **Add Student** button. [Add Student]
3. Enter last name and first name (required), student ID number (optional unless you plan to export/import grades into Integrade Pro then required), and remote number (required).

[Name panel: Last: ____ First: ____ ID: ____ Remote: 1]

4. Repeat until finished.
5. Save the roster file (.bqc)to your **H: drive, Class Files folder**.

Importing a class file

1. Go to http://intra.smsd.org/beyond-question/import-roster.aspx (or go to the Staff pages from www.smsd.org and choose Training Manuals/Beyond Question for this link).
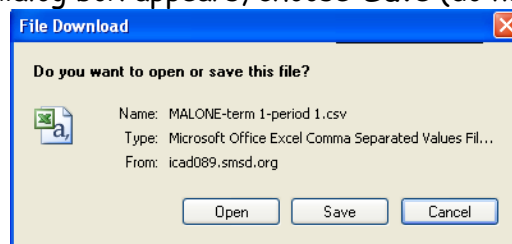2. Click the radio button next to the class (term and period) you want to download.

- ○ Term 1 - Period 1 PHOTO 2
- ○ Term 1 - Period 2 PHOTO 1
- ○ Term 1 - Period 3 PHOTO 1
- ○ Term 1 - Period 5 STUDY HALL
- ○ Term 1 - Period 6 PHOTO 1
- ○ Term 1 - Period 7 LAB ASST
- ○ Term 1 - Period 8 ART INDP
- ○ Term 2 - Period 1 PHOTO 2
- ○ Term 2 - Period 2 PHOTO 1
- ○ Term 2 - Period 3 PHOTO 1
- ○ Term 2 - Period 5 STUDY HALL
- ○ Term 2 - Period 6 PHOTO 1
- ○ Term 2 - Period 7 LAB ASST
- ○ Term 2 - Period 8 ART INDP

3. Click the **download** button. [Down load selected roster for Beyond Question]
4. When the **File Download** dialog box appears, choose **Save** (do not choose Open).

[File Download dialog box: Do you want to open or save this file? Name: MALONE-term 1-period 1.csv Type: Microsoft Office Excel Comma Separated Values Fil... From: icad089.smsd.org Open / Save / Cancel]

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5. When the **Save As** dialog box appears, change the Save in location to the Class Files folder found in the Beyond Question folder on your H: drive. Change the file name if necessary.
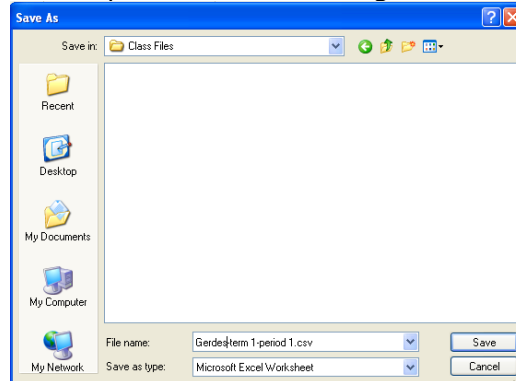
6. In Beyond Question, click the **File** menu and then select **Open.**
7. Locate the appropriate .csv file in your Class Files folder on your H: drive.
   NOTE: Beyond Question will automatically alphabetize students by last name and assign remote numbers by student number. To change remote numbers assigned to students, either manually retype or assign remote numbers using the remotes (see below).
8. Save the roster file (.bqc) to your **H: drive, Class Files folder**.

Opening another teacher's roster:

> **NOTE**: Librarians. Specialists, and some others may need to ask the primary teacher to email the .csv file to them or, alternatively, they can add the following to the end of the URL above: **?tid=username (Ex. ?tid=icgerdes)**

Opening a previously saved roster

1. Click the **Class** button and locate the .bqc file.

<p align="center"><u>OR</u></p>

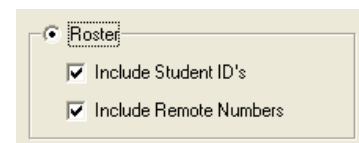2. Click the drop down arrow to locate recently used files.

Removing students from a roster

1. Select the student name.

2. Click the **Remove Student** button.
3. Choose **Yes** to remove.

Printing a roster

1. Click the **File** menu and then select **Print**.
2. Select the **Roster** radio button and choose to include **Student ID's** and/or **Remote Numbers**.

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Assigning remote numbers using the remotes

1. Click the **Class** menu and then select **Assign Numbers.**
2. Students click any button on their remote.
3. Screen advances to next student.
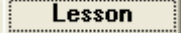4. Repeat until finished.
5. Press the **ESC** key to exit.

Creating and Using Lessons

Instructors can create lessons several ways:

1. *Type lessons directly into Beyond Question*
2. *Import from Microsoft Word.*
3. *Import a PowerPoint file*
4. *Use the system to ask spur-of-the-moment verbal questions.*
5. *Provide students with prepared handouts. Lessons can be instructor led or student self-paced.*

Typing directly into Beyond Question

1. Click the **Lesson** tab.
2. Click the **File** menu and then select **New Lesson.**
3. Click in the text box area and then type the question and the answers while formatting as necessary. To add an image, copy and paste.

> Robert Redford directed Brad Pitt in what 1992 film?
> a. Thelma and Louise
> b. A River Runs Through It
> c. Johnny Suede
> d. California

4. Select question type, correct answer, and point value.

> Type: A - J   Answer: A   Points: 0

5. Add notes if desired. 🗋 Notes...

6. Click the **Add Question** button.
7. Repeat until finished.
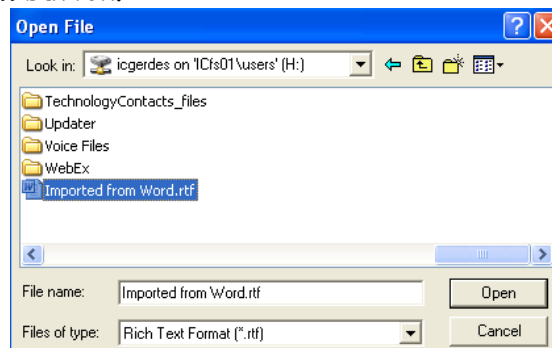8. Save the lesson file (.bql) to your **H: drive, Lessons folder**.

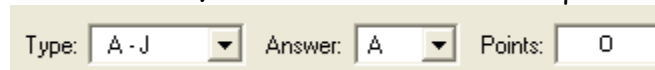## *Creating a lesson by importing from Microsoft Word*

1. Type questions and answers in Word, formatting as necessary.
   a. Use letters for multiple choice answers.
   b. Change font size to 20-24.
   c. Numbering questions isn't necessary.
2. **Leave at least two blank lines between questions**.
3. **Save** the file as an **.rtf** <u>to your H: drive (My Documents)</u>
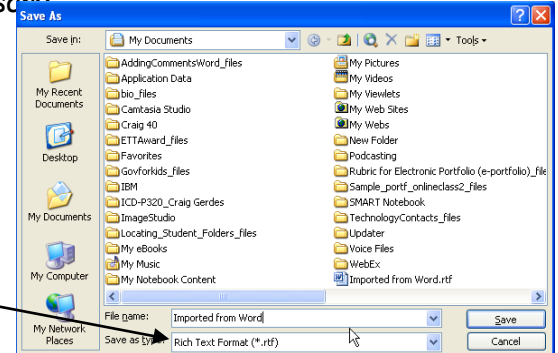
4. *Close* Word.

5. In Beyond Question, click the **File** menu and then select **Open.**
6. Locate the file by changing the **Look in** box to your H: drive if necessary and changing the **Files of type** box and selecting .rtf.
7. Select and click the **Open** button.

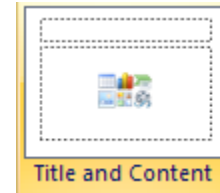8. Set question **Type**, correct **Answer,** and **Point** value for each question.

9. Save the lesson file (.bql) to your **H: drive, Lessons folder**.

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Creating a lesson by using Microsoft PowerPoint

You will be creating a PowerPoint and then importing it into Beyond Question. In order for Beyond Question to recognize the PowerPoint *it is important to save both the PowerPoint and the Beyond Question file in the same folder.*

1. Create a PowerPoint show with some slides representing a question with appropriate answer choices (some slides might just contain information or directions).
2. Use the **Title and Content layout** with the title used for the question and the text area for the answers.
3. Format as necessary (using letters for multiple choice answers, font size, etc.; numbering questions isn't necessary).
4. Save the file to your **Beyond Question/Lesson** folder on your H: drive
5. *Close* PowerPoint.
6. In Beyond Question, click the **File** menu and then select **Open.**
7. Locate the file by changing the **Look in** box to your H: drive if necessary and changing the **Files of type** box to All Readable Files.
8. Select and click the **Open** button.
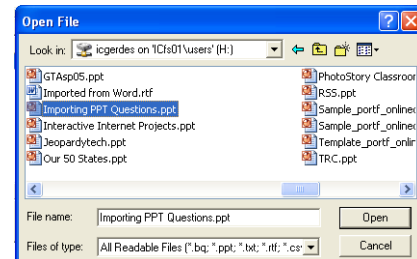
9. Click on the **Lesson** tab
10. Select question type, correct answer, and point value for each question. (FYI-All imported slides are designated with a question type of **Directions** meaning they are informational in nature and do not require an answer).
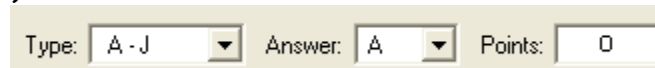
11. Save the lesson file (.bql) to your **H: drive, Beyond Question/Lessons folder**.

Using the Lesson

1. Open the Beyond Question file you just created. (NOT the PowerPoint). You will notice that the PowerPoint opened with it. DO NOT click on the PowerPoint.
2. Click on the **Remote** Tab. The PowerPoint show will come to the "front".
3. Slides that are questions will contain the response grid at the bottom. Click to advance through the presentation on your computer or by using your Instructor remote. Press ESC to end PowerPoint and return to Beyond Question.

IMPORTANT: Any additions, deletions, or changes to questions or slides should be done in the original PowerPoint file, saved, and then re-opened in Beyond Question. DO NOT add, delete, or change questions in the Lesson tab.
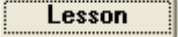
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Creating a lesson by asking verbal questions

It is easy to get feedback from the students by simply asking a question verbally. You do not have to type a question in the software.

- ➢ **Asking a question spur of the moment:**
    - ○ When students are clicking their remotes to respond, at the same time, the teacher gives the system the correct answer by using the teacher remote.
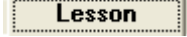
1. Click the **Lesson** tab. [Lesson]
2. Click the **File** menu and then select **New Lesson.**
3. Click the **Remotes** tab. [Remotes] (See section on Using Student Remotes below).
4. Ask question verbally.
5. Use the **Teacher Remote** and click the appropriate letter answer, true/false or yes/no at the same time that students are responding with their remotes.
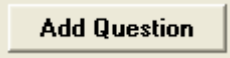
Using the Multi-question mode

Students may read the questions from a handout and give their answers using Beyond Question. In this mode students are able to take the quiz at their own pace without waiting for the teacher to progress to the next question.

Setting up the lesson:

1. Click the **Lesson** tab. ![Lesson]
2. Click the **File** menu and then select **New Lesson**.
3. Click the **Add Question** button continuously to add the desired number of blank questions.
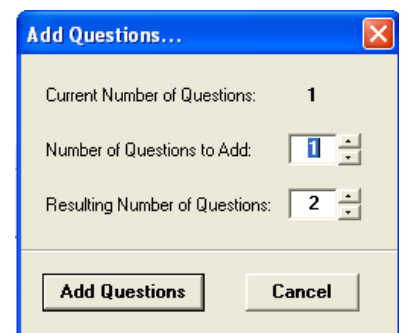
![Add Question]

<p style="text-align:center">**OR**</p>

4. Click the **Question** menu and then select **Add Multiple Questions**.

Specify either the number of questions that you want to add or the number of questions that you would like to end up with.

5. Do not type questions and answers.
6. Select question type, correct answer, and point value for each question. You can also use the Instructor remote to set the correct answer.

![Add Questions dialog: Current Number of Questions: 1; Number of Questions to Add: 1; Resulting Number of Questions: 2; Add Questions / Cancel]

![Type: A-J   Answer: A   Points: 0]

7. Save the lesson file (.bql) to your **H: drive, Lessons folder**.

Using the Self Paced Mode

(Using prepared handouts):

1. Provide students with a hard copy of the questions and answer choices.
2. Click the **Multi Question View** button ![icon] in the **Remotes** view or click the **View** menu and select **Multi Question View.**
3. As students respond, the progress indicators advance.

![3 □□□ (4) ████████████████]

4. If students need to return to a previously answered question, they can use the arrow keys or

![remote keypad image]
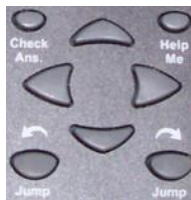
jump keys ![Jump   Jump] on the remote and then reenter an answer. The question number will briefly blink yellow indicating that it was accepted.

5. Press the **ESC** key to return to normal view or press the **Multi Question View** button ![icon] to toggle back.

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## *Assigning multiple versions of tests*

1. Click the **View** menu and then select **Group Manager**.
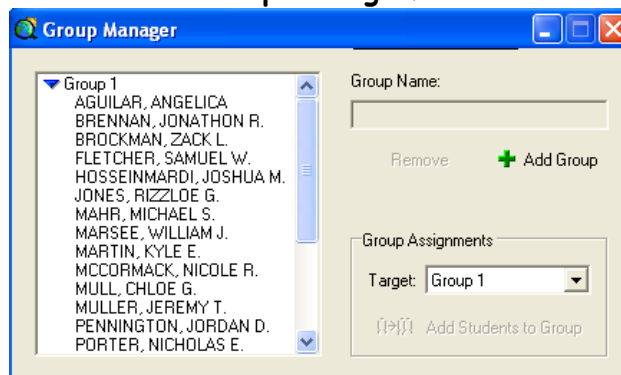
2. Click the **Add Group** button.
3. Type a **Group Name**.
4. Initially all students are listed in the first group. To assign students to other groups, first click the drop down arrow for **Target** under **Group Assignments** and select a different group.
5. Next, select individual or multiple students (using the CTRL or SHIFT keys) and then click the **Add Students to Group** button.
6. Close the **Group Manager** window.
7. Next, click the **View** menu and then select **Answer Keys**.
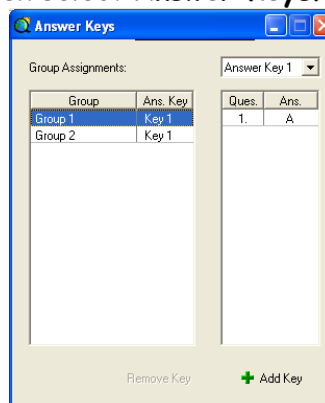
8. Answer Key 1 will be the default key assigned to Group 1 based on the answers provided in the original lesson file. To create an alternative answer key for another group, highlight the group name and then click the **Add Key** button.
9. Select the question and type the answer for the new key.
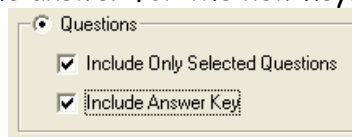
10. Close the **Answer Keys** window.

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Opening a previously saved lesson

1. Click the **Lesson** button and locate the .bql file.

<u>OR</u>

2. Click the drop down arrow to locate recently used files.

| Lesson: | PracticeLesson | ▼ |

Printing a lesson

1. Click the **File** menu and then select **Print**.
2. Select the **Questions** radio button and choose to include **Only Selected Questions** and/or **Answer Key**.

Setting the clock

1. Click the **View** menu and select **Clock** OR click the Clock button ⊕.

2. Set time by using arrow keys, type in time, or click drop down next to **Reset** for preset values. Clicking the **Reset** button will reenter the default time.
3. Click the green arrow to set time expire options including Chime, Stop Accepting Answers, or Go to Next Question.
4. Press **Start** to begin countdown. The clock window can be closed at this point if desired.
5. The time will be displayed in the Remotes view and will behave according to the options set for when time expires. The clock window can be reopened at anytime by double-clicking. Pressing **Stop** will end the session immediately.

Time: 00:00:06
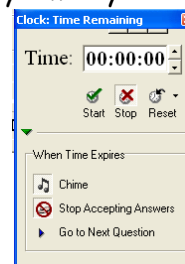
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Downloading a Lesson from the Software

Lessons based on the Kansas state standards and organized by curriculum and grade level are available through the Beyond Question software.

1. Click the **Help** menu and then select **Download Content.**
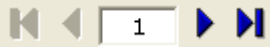2. Check a curriculum area and grade level and then click the **Search** button.
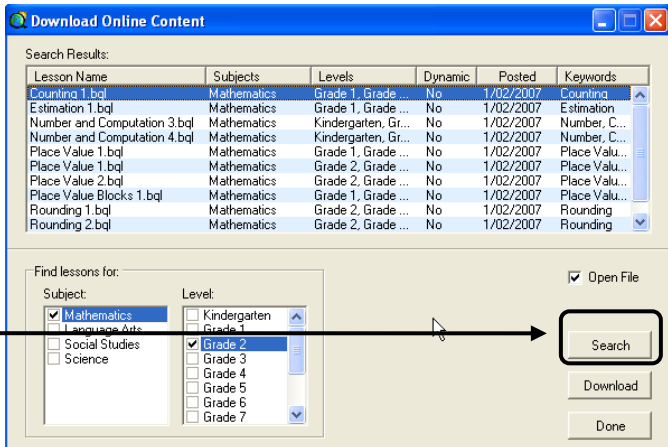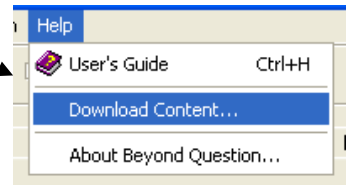
3. Select a lesson and then click the **Download** button.
4. The Lesson will automatically open. You may delete any questions you don't want to keep or add your own.
5. Save the lesson file (.bql) to your **H: drive**

   a) Select the H: drive from the list and (if you have it), the Beyond Question Folder/Lesson folder.
   b) Click **OK**
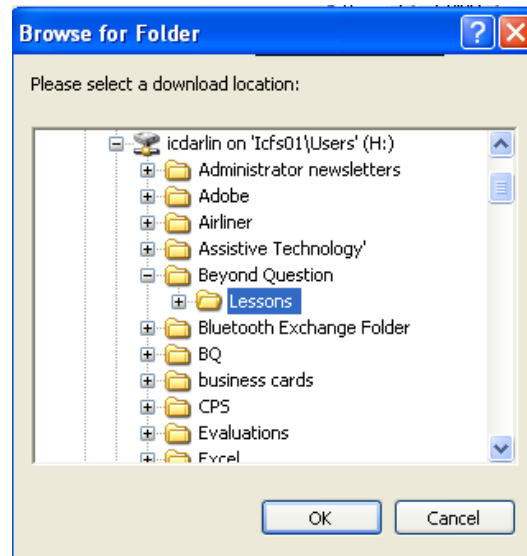
<u>Using Student Remotes</u>

1. Click the **Remotes** tab. **Remotes**
2. Click the **Accept Answers** button. 🔧 to make the receiver active if necessary (clicking on it when it is active will make it become inactive and answers will be disregarded) . This can also be accomplished by clicking the **Class** menu and selecting **Accepting Answers** or by pressing the **Accept Answers** button on the Instructor remote. (HINT: If on, the response grid will turn light gray and Accepting Answers will be displayed in the lower right hand corner of the screen).
3. Students use the remote to enter an answer.
4. The remote number will turn green when accepted. If students need to reenter an answer, the display will briefly turn yellow.
5. Set clock if desired (See the section on Setting the Clock below).

6. To move to the next question, click the Next Question button, **Next Question ▶** navigation keys, **◀◀ ◀ | 1 | ▶ ▶▶** or arrow keys on the instructor remote.


Using Graphs

Displaying class results to the class:

1. | Graphs | Click the **Graphs** tab or click the **Change Screen** button on the **Teacher Remote**.

2. Navigate to appropriate question using the arrow keys. Question   ⏮ ◀ [1] ▶ ⏭

3. A bar chart will indicate the number and percentage of students answering a specific choice.

| Roster | Desks | Lesson | Answers | Remotes | Graphs |

Response Distribution
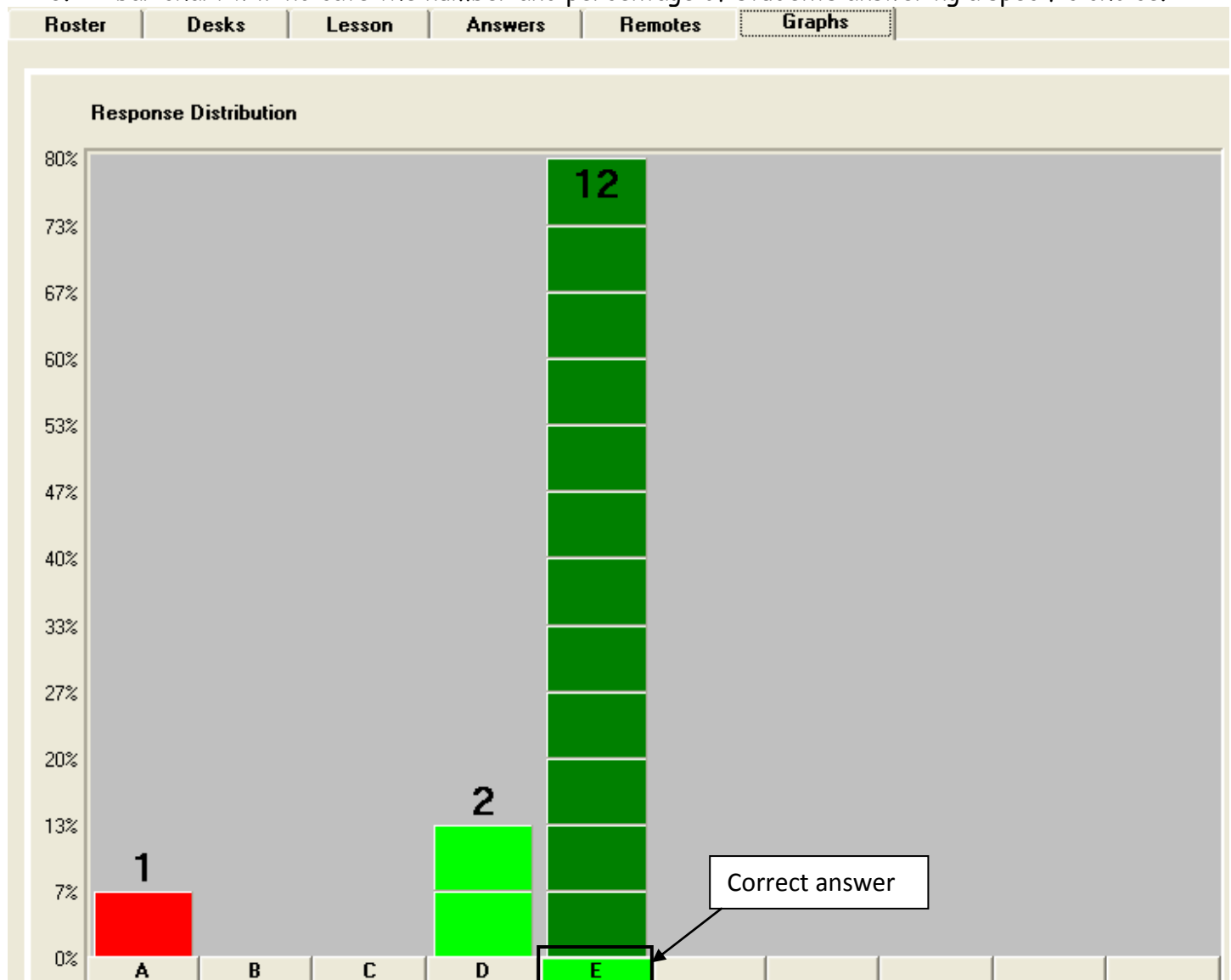
Correct answer

4.
5. If **Mark Correct Answer** was chosen in **Preferences** (the system default) then the correct answer will be shown in green at the bottom of the appropriate column.

Answer Files

Match a roster with a lesson and after the students respond, the teacher can display and save the student's answers .
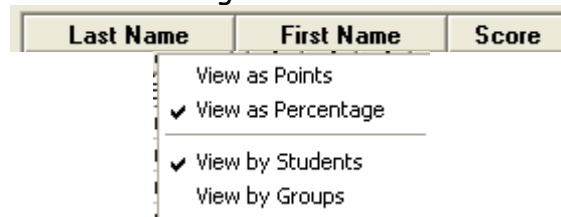
Click the **Answers** tab.
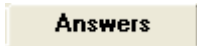
1. Correct Answer will be displayed at the top of each question number.
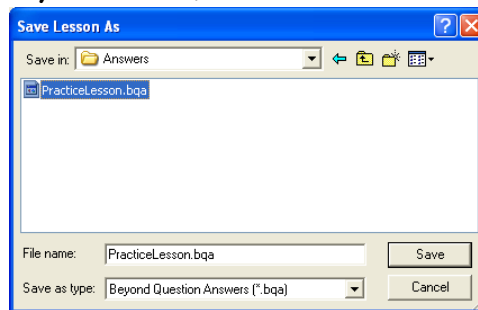
2. If **Mark Incorrect Answer** was chosen in Preferences then the incorrect answer will be shown in red.

3. To change view from percentage to score or from individual student to group name, right click the Last Name, First Name, or Score headings.

4. Save the file to your **H: drive, Answers folder**.

Printing student results

1. Click the **File** menu and then select **Print**.
2. Select the **Student Results** radio button and choose to include **Scores** and/or **Answers**.

<u>Using the Instructor Remote</u>

Control the software from anywhere in the room

- Progress to another question in the software.
  - o Click on the right arrow to move to the next question, or left arrow to go to a previous question.
- Change between the remotes screen and the graphs screen.
  - o Press the **Change Screen** button.
- Move between questions (and PowerPoint slides)
  - o Use the arrow keys.
- Control when students can answer
  - o Press the **Accept Answers** button.
- Ask Verbal Questions
 - o Set the correct answer at the same time the students are giving their responses.

Note: Other buttons on the remote are for future software upgrades and are currently non-functional.

Importing Scores to InteGrade Pro

The scores from each Beyond Question lesson can be exported to a file that can be imported into InteGrade Pro. Student ID numbers will be used during this process so they must be listed in the Beyond Question roster in order for the transfer of scores to occur in InteGrade Pro.

1. Select the appropriate lesson, open the **File** menu and select **Save Lesson As…**
2. Save the file to your **H: drive, Answers folder**. Enter a name in the **File name** field, then select **InteGrade Pro (*.gbk)** from the **Save as type**: drop-down list.

3. Click **Save**.
4. Open your InteGrade Pro gradebook file
5. Select the appropriate class and spreadsheet.
6. Open the **File** menu and select **Import into Gradebook…**, and click **Next**
7. Locate the appropriate **.gbk** file that was created from the export from Beyond Question and click **Open**.
8. Open the **Tasks** menu, select **Edit Tasks**, and change point values (on the **Points tab**), if necessary
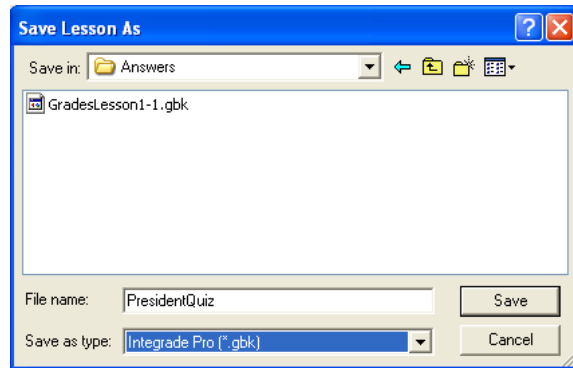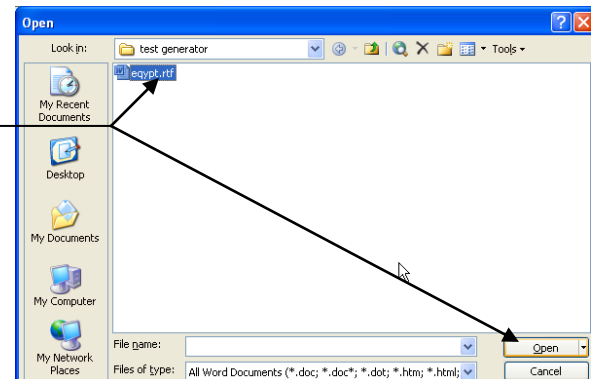
Exporting from Test Generator Software into Beyond Question

1. Create the test in **Test Generator**
2. Select **File- Export –Export Test to Text**
3. Give the test a name. Change the location to your H: drive by clicking on the down arrow and browsing to the folder where your Beyond Question files are stored. Click **Save.**
4. Say **NO** to the next screen:
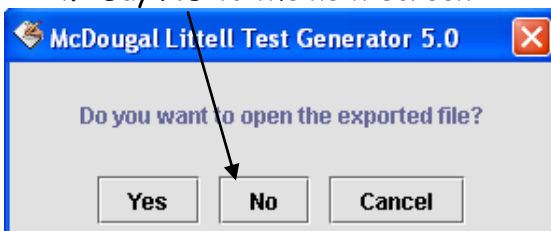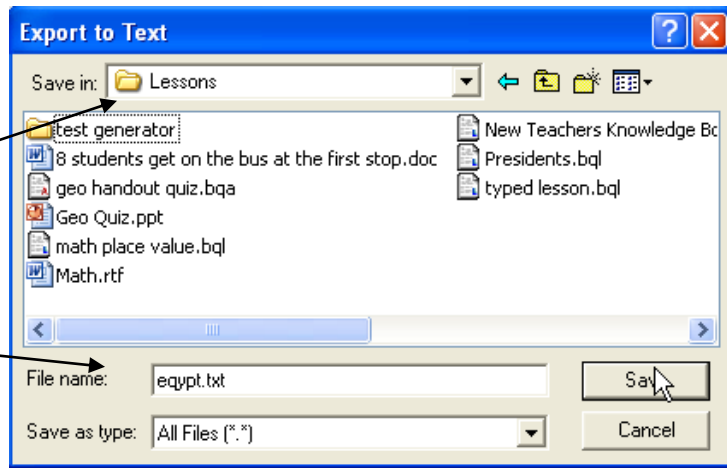
5. **Close Test Generator**
6. **Open Microsoft Word**. From **File- Open**, browse to the location where the test generator export is stored, select the file and click **Open**.
7. The test will open in Word.
    a. **Print a copy for yourself** because the test will have an answer key which you will be deleting before importing into B.Q.
    b. Follow the same procedure as Importing from Word in Beyond Question. (see below)
        i.   Press enter twice between each question.
        ii. Change the font size to 20; change font if you wish.
        iii. Remove anything that you do not want to appear in Beyond Question, such as the Answer key and headings.
        iv. Chose **File Save As and change the file extension to Rich Text Format (*.rtf) under "save as type". Save to your Beyond Question folder.**
   v.   Close Word
8. **Open Beyond Question**
    a. Click on the **Lesson tab**. Chose **File Open**. Browse to the location where the saved Word document is stored. Click **Open**. The questions appear. Give the correct answer type and answer.
    b. Save the lesson in your Beyond Question folder
    Note: after you create the Lesson in Beyond Question, you may delete both the original test from Test Generator and the Saved RTF (Word) file, if you wish.
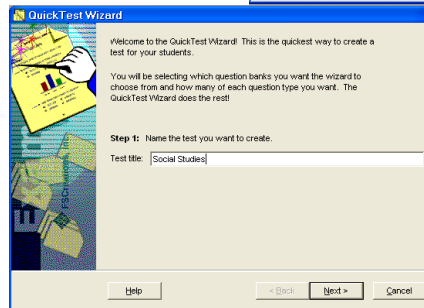9. Save the lesson.

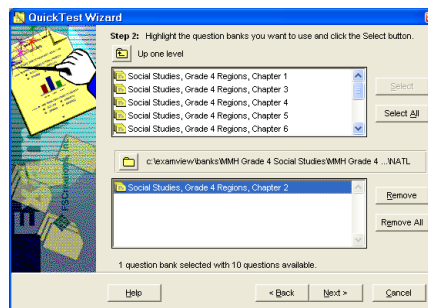## **Exporting from Exam View into Beyond Question**

1. **Open Exam View Pro**.
2. Choose **Create a new test using the Quick Test Wizard**.
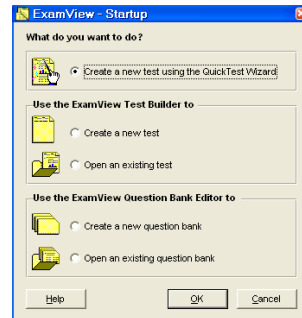
3. Give the test a name and click **Next**.

4. Select the desired test from the top choices and it will appear in the bottom screen. Click on the selected test and choose **Next**.

5. Click **Select All** and then click **Next**.

6. Click **Finish**
7. After the test appears, choose **File- Export**
8. Save the file as **ExamViewXML (.xml)** to your **H: drive, Lessons folder**.
9. **Exit Exam View**. A prompt to save the test will appear. If you wish to save it as a test, do so. If you just wish to use it in Beyond Question, click **No**.
10. **Open Beyond Question**. Click on the **Lessons tab**.
11. Click **File – Open**. Choose **All Readable Files** for **Files of Type**.
12. Locate the file and click **Open.**
13. Save the lesson file (.bql) to your **H: drive, Lessons folder**.