



Quick set up guide

Using the **Genee Pad**
learning response system
with **ClassComm** software



Leaders in learning technology

ClassComm



Genee Pad

Quick set up guide for **Genee Pad** learning response systems using **ClassComm** software

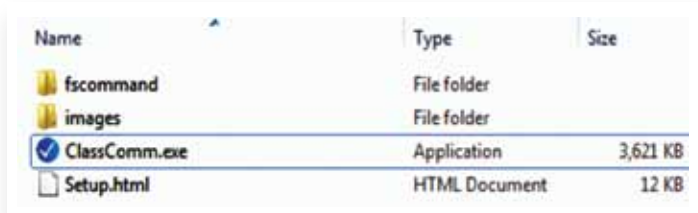
Minimum system requirements:

- Processor: Pentium III 450 MHz processor (1 gigahertz (GHz) Pentium processor recommended)
- Memory: 256 MB (512 MB or above recommended)
- Display: 800 x 600, 256 colours (Recommended: 1024 x 768 high colour, 32-bit)
- CDROM Drive: 4x or faster
- HDD: 300MB free hard drive space for basic installation – 500 MB hard drive space required for curriculum sample content
- Microsoft.Net Framework 2.0 (included in installer)
- Microsoft® PowerPoint 2003 or above
- Adobe Flash player version 9 (included in installer)
- Operating System: Windows XP, Windows Vista and Windows 7 Compatible

ClassComm software installation

Please ensure that the receiver is disconnected before you insert the ClassComm Installation CD.

- If the CD does not auto-run, you will need to manually run “ClassComm.exe” by exploring the CD contents (Fig 1)



Name	Type	Size
fsccommand	File folder	
images	File folder	
ClassComm.exe	Application	3,621 KB
Setup.html	HTML Document	12 KB

Fig. 1 – ClassComm CD Contents

The ClassComm Installation Menu Screen will open as shown below.



ClassComm
Installation
Menu Screen

- Select **ClassComm Installation** from the options.
- Follow the onscreen wizard instructions to install the software.
- During installation the following screen will appear (over the page).

ClassComm software installation (continued)



ClassComm can be installed in EDUCATIONAL mode or CORPORATE mode. The core difference between the two modes of installation is the terminology used throughout the application. Educational mode uses STUDENT, TEACHER, CLASS and TEST. Corporate mode uses PARTICIPANT, PRESENTER, GROUP and EVENT. The mode selected from this screen can be changed later from within the ClassComm software.

Also, ClassComm has an Interface Editor that can be used to further customise the ClassComm software with your organisations preferred terminology – See ClassComm **Help > Advanced Functionalities > Interface Editor** for details. For the purpose of this Quick Setup Guide, educational mode terminology will be used.

The main ClassComm software installation is now complete.



Note – Do not launch the software at this stage. Follow through this guide to completion.

Sample content installation (optional)

- There is some optional sample content that can be installed for use with the ClassComm system. This step will add complete, mapped educational content for use with the ClassComm system.
- From the ClassComm Installation Menu Screen, select the **Sample Content** button.
- Follow the on-screen wizard instructions to install the required sample content.
- When the main ClassComm software is launched, the sample content will be installed into the Resources area.

Install the Powerpoint plug-in (slide mapper)



Note – You will need Microsoft® Powerpoint® 2003 or above installed on your PC before you install the plug-in

- The PowerPoint Plug-in or Slide Mapper is a utility that is added directly into your Microsoft® PowerPoint® application. It allows for the mapping of your presentations within PowerPoint. The mapping process assigns question data to your slides (Example: True/False, Multiple Choice, Numeric and so on)
- From ClassComm Installation Menu Screen, select the **PowerPoint Plug-in** button.
- Follow the on screen instructions to install the Power Point Plug-in (Slide Mapper) module.
- The Slide Mapper will appear as shown below within Microsoft PowerPoint®

Slide Mapper

Slide Information

Slide Type: Information

No. of Choices: []

Response Type: []

Answer: []

Answer Color (For Text Answer Only): Green

Question: [?]

Text Answers

[Add] [View] [Reset]

Answer Slide

[Show] [Hide] [Reset]

[View Answer Slide]

Chart Object

[Add]

Display Language

English

Slide Mapper
within PowerPoint

Connect the receiver and test handset communication within ClassComm

Connect the ClassComm receiver to an available USB port on the PC. A red LED will light up in the receiver.



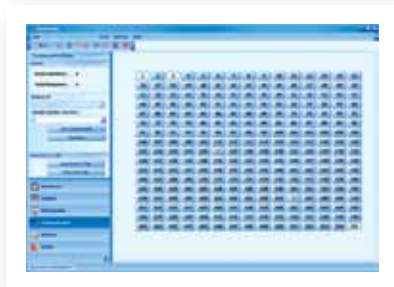
- At this stage, the PC will automatically detect the receiver and configure the drivers accordingly. NOTE – The receiver drivers are installed during the ClassComm software installation described in STEP 3 – CLASSCOMM SOFTWARE INSTALLATION of this guide. It is important to install ClassComm software before attaching the receiver.
- Launch the ClassComm software by clicking the icon from the desktop or from **Start > All Programs > ClassComm**.



- A message in the bottom-left area of the ClassComm Software will appear stating that the receiver has connected successfully.



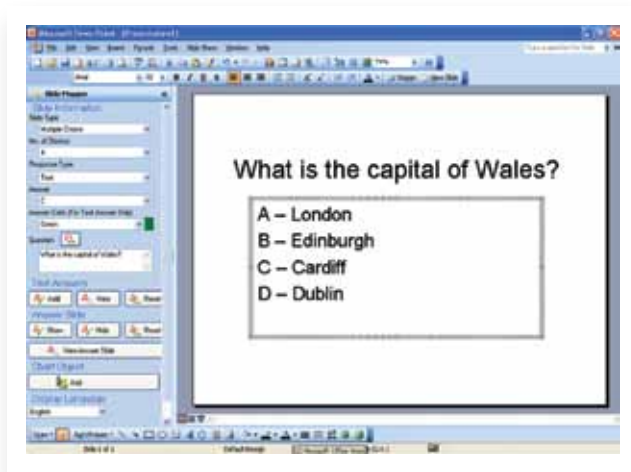
- Click on the **Communication** tab within ClassComm. This will display the communication grid as shown below. Turn on the handsets (assuming that they have been charged as described in STEP 2 – Charging the handsets) and press any keys followed by the send key. The corresponding handset ID will light up in the grid.



The software is now installed and the hardware is configured correctly and has been tested in the communication area of ClassComm.

Creating a presentation

- Open a blank PowerPoint Presentation and add a question with 4 choices as shown in the example below



- Select the following options from the Slide Mapper to match the information on the slide
- Slide Type: Multiple Choice
- Response Type: Text
- Answer : Select the correct answer choice
- Answer Colour: Green
- Question: Cut and paste the question text from the slide here
- Text Answers: From the slide, highlight the correct answer and click the Add button.
Say "Yes" to the confirmation message that appears.

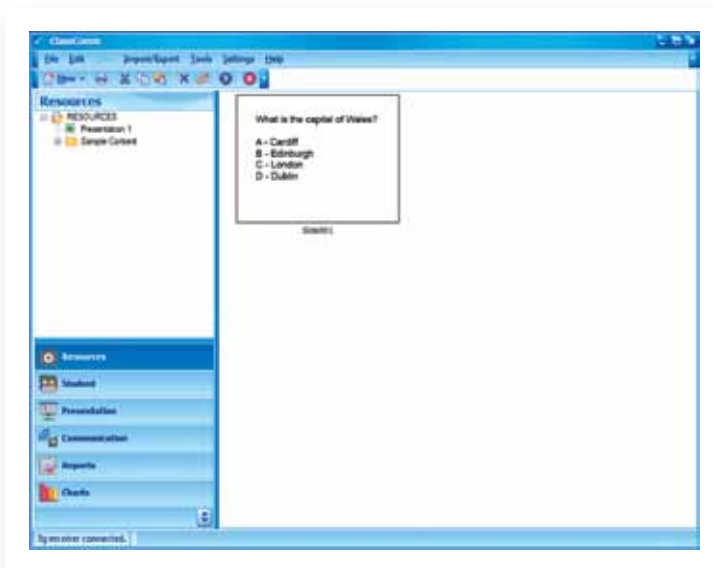
That's it! The basic slide functionality has been set as multiple choice with 4 text label choices (A-D) and the correct answer to be highlighted in green when the teacher reveals the answer during a presentation. Repeat the above steps as necessary and save the presentation.



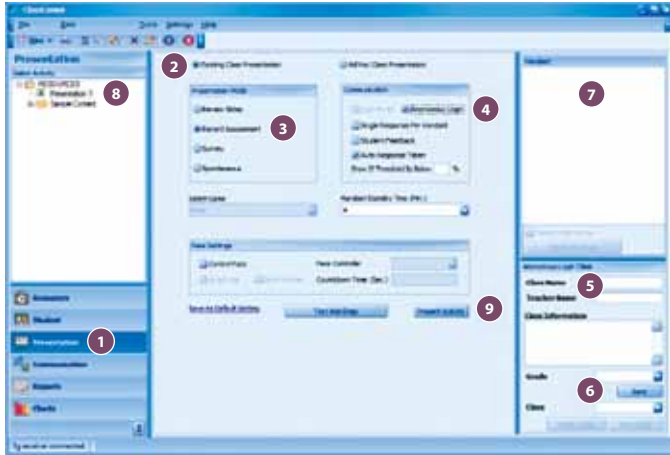
For more information on the different question types and Slide Mapper, consult the **ClassComm User Guide** (See section on Adding and mapping a PowerPoint Presentation)

Add the presentation into ClassComm resources

- From within the ClassComm RESOURCES area, go to **File > New > New Activity > New PowerPoint Activity**.
- From the New Activity window, click the **Browse** button to navigate to the presentation created in STEP 7 and click **OK**.
- The presentation will now appear in the RESOURCES tree structure with thumbnail views of all the question slides



Run the presentation

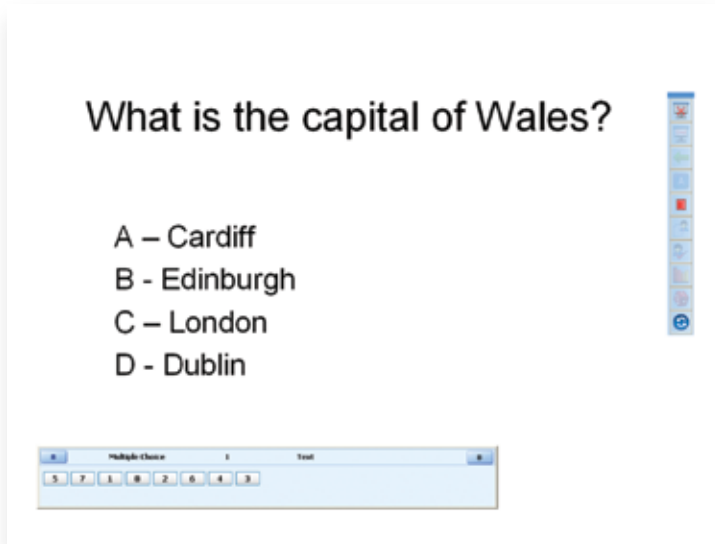


The screenshot shows the ClassComm software interface. On the left is a 'PowerPoint list' with a tree view of resources. The main area is split into two panes: 'Existing Class Presentation' and 'All New Class Presentation'. The 'Existing Class Presentation' pane has several options checked: 'Record Assessment', 'Anonymous login', and 'Single Response Per Handset'. Below these are 'New Settings' for 'Class Name' and 'New Controller'. On the right is a 'Handset' area with fields for 'Class Name', 'Teacher Name', and 'Class Information', and a 'Save' button. At the bottom are buttons for 'Save and Exit Activity', 'Test and Stop', and 'Present Activity'. Numbered callouts (1-9) point to: 1. The 'PowerPoint list' sidebar; 2. The 'Existing Class Presentation' header; 3. The 'Record Assessment' checkbox; 4. The 'Anonymous login' checkbox; 5. The 'Class Name' input field; 6. The 'Save' button; 7. The 'Handset' area; 8. A resource in the 'PowerPoint list'; 9. The 'Present Activity' button.

1. Enter the PRESENTATION area of ClassComm
2. Check the **Existing Class Presentation** option
3. Check the **Record Assessment** option
4. Check the **Anonymous login** option
5. Enter a **Class Name** (other details are optional)
6. Press the **Save** button
7. Ask students to switch ON the handsets. The Handset area will show a count of Active Handsets.
8. Click once on the resource to present with
9. Click on **Present Activity**.

At this point, ClassComm will minimise and the PowerPoint activity will open ready for responses. Use the Teacher handset or Presentation Toolbar to control the presentation. The Response bar shows the Question type, number and number of responses. Navigate through the presentation and when completed, the slide show will automatically end and the results saved.

Run the presentation (continued)



Start recording of handset responses (take student responses)



Stop recording of handset responses



End Presentation



Show/Hide Answer



Show Results charts



Decrease opacity/full opacity/increase opacity of the Response Bar



Show/hide the Presentation Toolbar



Toggle Response Bar Format between standard cell view and percentage bar view.



Replay the question



Navigate Question Slides



Play Game (If selected in presentation area)



Navigate the Chart views



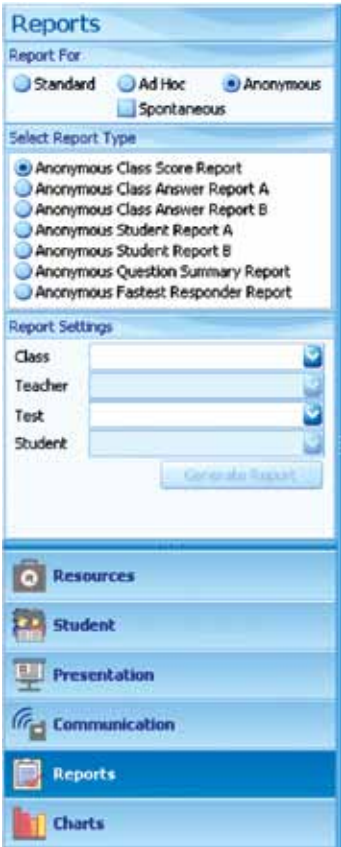
'Pick student' function



For more information on running a presentation, consult the **ClassComm User Guide** (See section on Running a Presentation)

Reports

Once a presentation has been fully completed and stopped, the ClassComm system allows you to view reports and charts for assessment purposes.

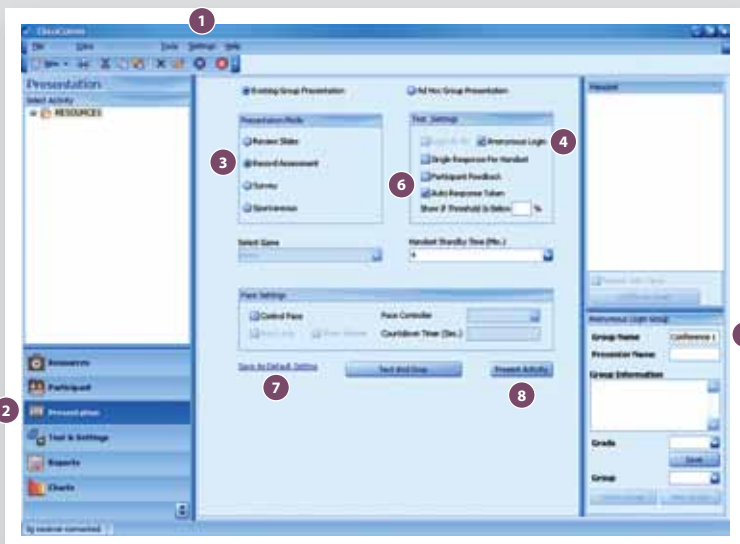


The screenshot shows the 'Reports' interface in the ClassComm system. It features a sidebar on the left with navigation buttons for Resources, Student, Presentation, Communication, Reports (highlighted), and Charts. The main area is titled 'Reports' and contains three sections: 'Report For' with radio buttons for Standard, Ad Hoc, and Anonymous (selected), and a checkbox for Spontaneous; 'Select Report Type' with radio buttons for various report types, with 'Anonymous Class Score Report' selected; and 'Report Settings' with drop-down menus for Class, Teacher, Test, and Student, and a 'Generate Report' button. Numbered callouts 1 through 5 are placed around the interface to guide the user through the steps.

1. Click on the **REPORTS** button
2. Select the type of presentation that you wish to view reports for (In this case it is "Anonymous")
3. Select the **Report Type** from the available options
4. Enter the **Report Settings** from the drop-down options that match the class and presentation that you presented and saved.
5. Click the **Generate Report** button (enables when report settings have been correctly entered) to display the selected report in the right-pane.

Response system set-up example 1: Conference settings

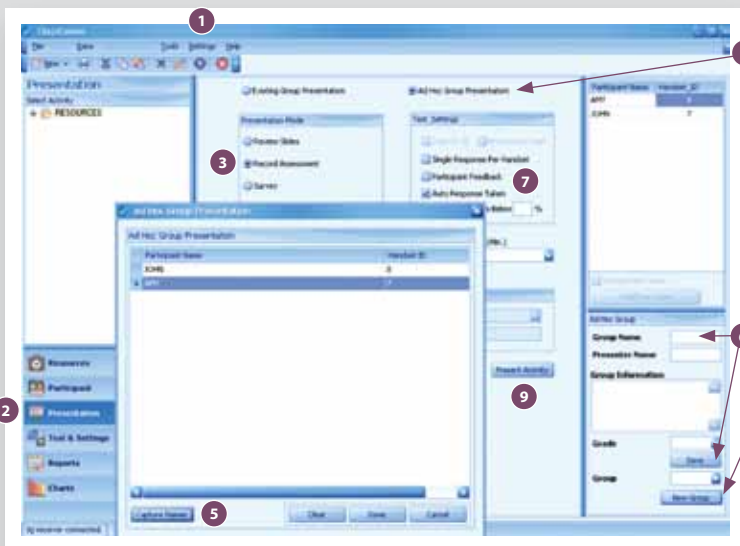
'We have three professional conferences coming up with 40 delegates at each. I have a set of Genee Pads and a short series of pre-prepared, mainly multiple-choice, questions from which I want to gather data to analyse feedback. What is the best way to set up?'



1. Check that ClassComm is in 'Corporate' mode by going to **Settings > Application mode** (you will have to restart ClassComm to activate this setting).
2. After you have chosen your resource slides, go to the **Presentation** window.
3. Select **Record Assessment** to keep results and publish data.
4. Select **Anonymous Login** to gather overall responses without identifying individual handsets.
5. Enter a **Group Name** and click on **Save**.
6. Select any other options of your choosing from the **Test Settings** window such as **Participant Feedback** or **Single Response**.
7. Save these as your **Default Setting** ready for the repeat conferences.
8. Click on **Present Activity** to start the presentation.

Response system set-up example 2: Company group training programme

'We are carrying out Health & Safety training with groups of our employees. It is important that we have records of individual attainment so that we know who will be competent in particular work situations. What is the best way to set up?'



1. Check that ClassComm is in the correct mode for you (education or corporate) by going to **Settings > Application mode** (you will have to restart ClassComm to activate this setting).
2. After you have chosen your resource slides, go to the **Presentation** window.
3. Select **Record Assessment** to keep results and publish data.
4. Select **Ad Hoc Presentation** and **New Group** to build the group participant list.
5. Click on **Capture Names** and ask participants to text in their names using the hand-sets. When all have done so, click on **Stop Capture** and **Done**.
6. Enter a **Group Name** and click on **Save**. (if this group stays the same, you can recall it for further assessments to be added to the participants' data).
7. Select any other options of your choosing from the **Test Settings** window such as **Participant Feedback** or **Single Response**.
8. Save these as your **Default Setting** ready for repeat sessions.
9. Click on **Present Activity** to start the presentation.

1 How do I change the Handset IDs?

To change the handset id, use the following steps in sequence:

Keep the '/' key pressed for a few seconds until a '?' appears on the display screen.

If the '/' also appears on the display screen, then erase it using the 'del' key.

Type 1234 on the keypad and press the "Delta" or "Chart" key if using the Teacher handset.

'ID=' will be displayed on the screen.

Enter the handset id you want to be allocated to the handset in three digit format. For example, to set the handset id to 1, enter 001 on the keypad.

Note: Handset id must be between "000" and "255" excluding "126" and "206".

Press the "Delta" key again. Handset id will be set to the number entered. This can be confirmed by checking the number being displayed in the upper-right corner of the handset screen.

2 How do I reset the handsets?

Use a sharp, pointed object to press the small button located on the back of the handset. Use this when handset will not map correctly, freezes or with charging problems.

3 What is "Mapping" handsets? When do I need to do this?

Each receiver has a unique ID as shown on the receiver ID label. All handsets are locked into communicating with a receiver. If you want to lock a handset to work with a different/new receiver you must press and hold down the "?" key until the handset has mapped. This can take several seconds. When you see the up/down arrows flashing on the handset LCD, the handset is locked to the new receiver. Please note that when locking handsets the distance between handset and receiver should be a approx 50-75mm.

4 How long do I have to re-charge the Genee Pad handsets for?

7 to 10 hours charge is normally needed to fully charge a totally flat handset. If a handset has a small amount charge a 2 hour booster charge is needed. The length of time between charging will depend upon the usage.

5 What technology does the response system use and what is the range?

The system uses RF with operating frequency bands 2405 MHz to 2485 MHz (2.4 GHz). The maximum transmission range is 50m.

FAQ

6 How many handsets can be used per receiver?

Currently it is 253.

7 How do I transfer a mapped presentation between computers without re-mapping?

When you map a PowerPoint Presentation and save it, an associated XML file will also be created and saved to the same location as the original PowerPoint file. The XML file contains all the mapping data. When transferring mapped presentations, both the PowerPoint file and the XML must be transferred together to retain mapping data.

A quick way to transfer mapped, PowerPoint activities is to use ClassComm's built in Import/Export Feature. When in resources area of ClassComm, select the presentation/s or yellow folder you wish to export and go to Import/Export from the top menu bar. Select the presentation to export from the new window that opens and choose the location to save the exported file to. The file will export in a zipped file format. This zipped file can then be imported into ClassComm on other computers.

8 Can I install and run ClassComm from a Server across a network?

Currently, ClassComm is a desktop application designed to be installed and run from a Teacher/presenter PC. It cannot be run centrally from a server. An MSI version of ClassComm is available for easy deployment across a network.

Please contact technical@geneeworld.com for further details.

9 The handsets are not talking to the receiver. What do I do?

- Ensure that the receiver is connected via USB cable to an available USB port and has a red LED showing.
- Open the ClassComm software and ensure that it states "3g receiver connected" in the bottom-left of the application
- Ensure that the handsets are switched on and charged.
- Check the ID# symbol – If it is blinking then the handset is not mapped to the receiver – Hold down the ? key within 50-75mm of connected receiver to map it.
- Reset the handset from the reset switch on the back and re-map to the receiver.

Please contact technical@geneeworld.com if the problem persists.

Support

Free technical helpline

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Website: www.geneeworld.com

3 years warranty



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