Apple

Quick Start Guide

Qwizdom

OKTOPUS
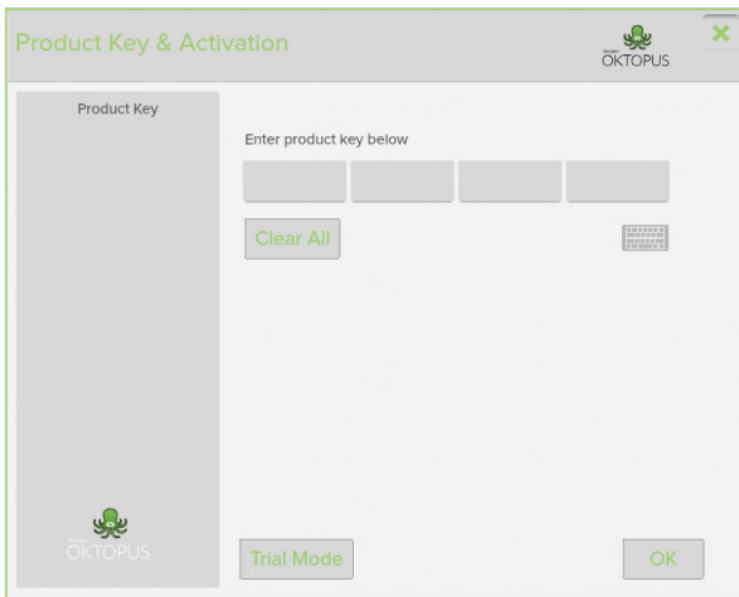
www.qwizdomoktopus.com

Activate Oktopus Software

1. Go to www.qwizdomoktopus.com/downloads and download the Mac Oktopus Standalone.

2. After installing the software and opening it, an activation window will appear.

3. Type the 16 character product key into the box and click OK.

4. If there is an active internet connection, the software will automatically activate.

> If the computer does not have an internet connection or is behind a proxy server, automatic activation may fail. We recommend that you activate your software by website.

Register Online for Free Lessons and Blend

Please note: Premium Features and Lessons may not be available depending on your geographical location or your OKTOPUS software provider.

1. Open Oktopus, go to the ⚙ Settings and Login To My Account.

2. Click 'Not Registered.'

3. Complete the form, including choice of state, district and school.

4. If you have a product key, click Yes and enter your key, if not, click No.

5. Agree to terms and click 'Submit.'

6. Click 'activate account' link in verification email.

7. Re-open Oktopus, go to ⚙ Settings and Login To My Account.

8. Enter username (email) and password setup in registration.

Whiteboard Tools

Overview of the Oktopus Navigation.
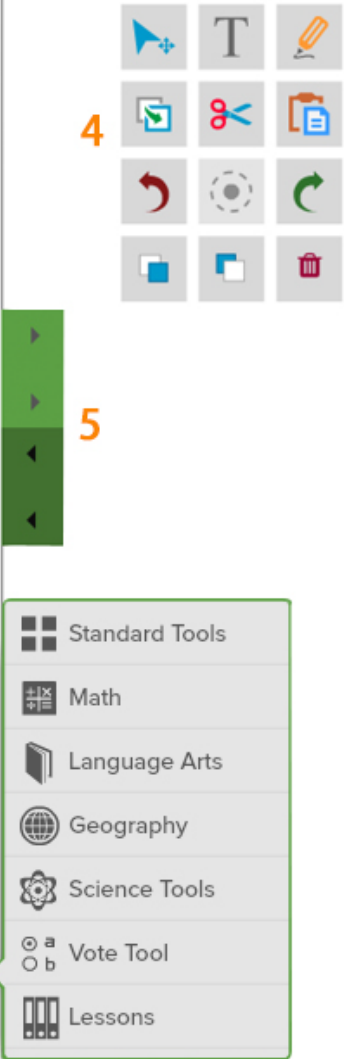
1 Choose to create a new lesson, open existing lesson including IWB or SMART Notebook Files, save or print.

2 Add, copy or paste slides.

3 Start polling/collaboration session, login to your account, set preferences and access help guide.

4 Quick Tool Pallet provides quick access to useful tools and acts as a right-click context menu for editing commands such as cut, copy, paste, and delete.

5 Minimize tools to work in full screen mode or expand to view all tools.

6 Click to change between tool sets, including Drawing, Math, Language Arts, Science, Polling/Voting Tools and Lessons.

**7** Click to view tool sets and/or ready-to-teach lessons.

8 Click to navigate or view slides.

9 Click to change background or switch to Glass Mode (work over the top of any digital content).

10 Navigate through slides or add new slide to end of presentation.

# Glass Mode: Using PDFs, Websites or other Digital Content

Glass Mode enables annotation and the use of other tools over the current display, whether it's an application, a web browser, or simply the Desktop. The Glass Mode layer also supports click-through, so there is no need to minimize Oktopus to work with other programs.
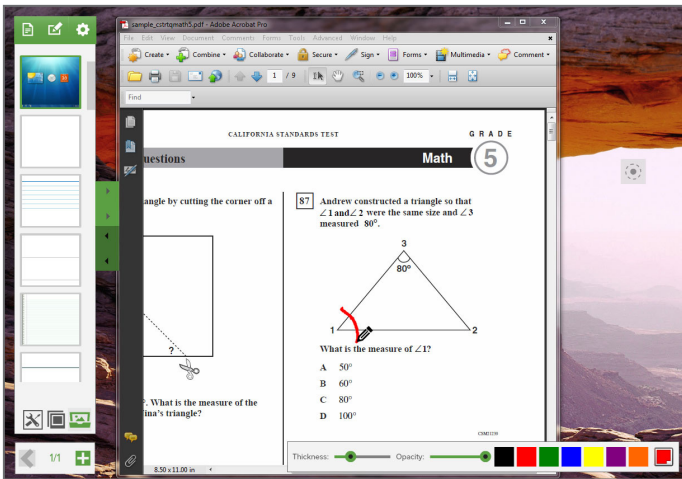
1. Click on the ▦ Background icon.

2. Click on the ▦ Glass Mode icon.

3. Open any webpage or document.

4. Use any of the teaching widgets to anotate over the top of the the content.

5. Click the ➕ Add botton to capture and save annotations as a slide.

# Open SMART Notebook or IWB Files

Qwizdom OKTOPUS can import native .notebook files from Smart Notebook and .iwb files from Promethean ActiveInspire and Smart Notebook. IWB files from other applications may also work but are not currently supported.
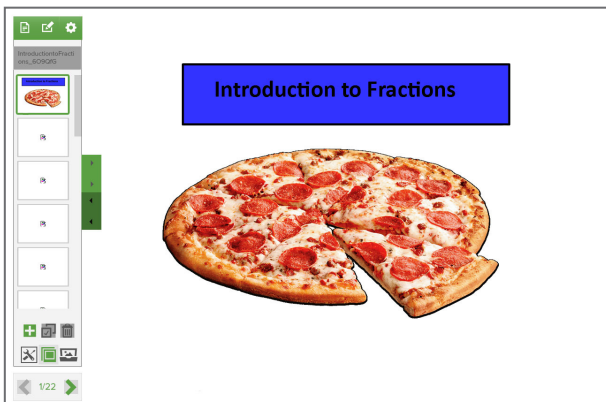
1. Click on the 📄 File icon and choose Open.

2. Browse to the desired lesson and click Open.

3. The file quickly imports and opens.

> **Tip:** The following objects are supported: Annotations, Text, Shapes, Lines and Images.
>
> Please contact us at our support center if you are having problems when importing and attach the file for testing.
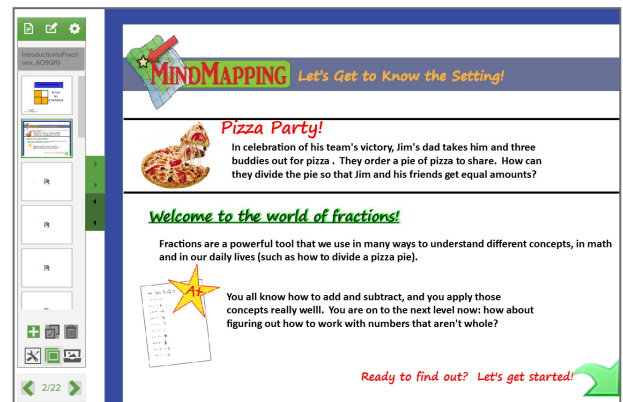
4. Click on the ▣ Slides icon. Notice that the thumbnail previews do not appear. This is to speed up the import.

5. Navigate to the next slide and the preview will load.

6. Make desired adjustments.

7. Go to 📄 File and select Save. The lesson will now be saved as an Oktopus file.
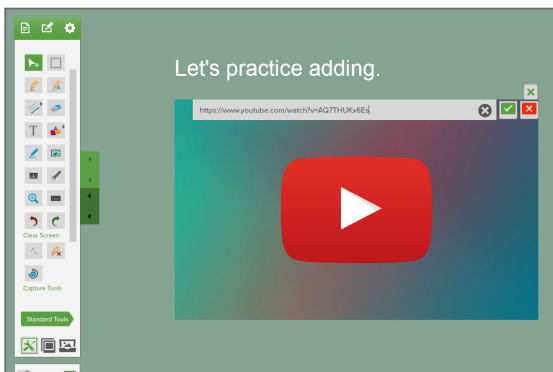
Build a Lesson
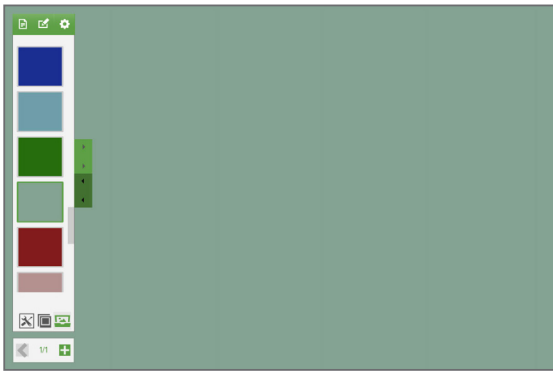
1. Click on the ▤ File icon and select New.

2. Click on the 🖼 Backgrounds icon to set a background image or color.
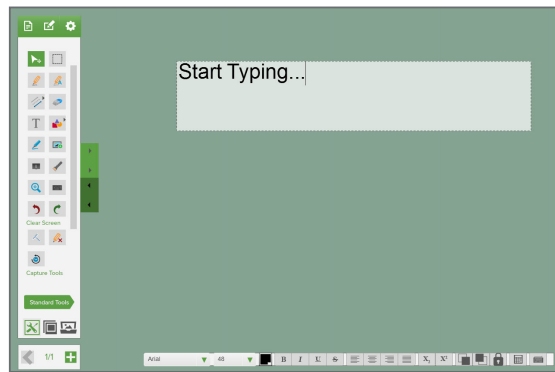
3. Click on the ✂ Tools icon to add content.

4. Click the **Standard Tools** Tool Sets Menu to switch between tool sets.

5. You can add a link to YouTube video or website.

   - Highlight text and click the 🔗 Link icon located on the text toolbar at the bottom of the screen. Enter the web address and press Return.

   - Add an image, click on the 🔗 Link icon. Enter the Web address and click the ✔ Check icon.
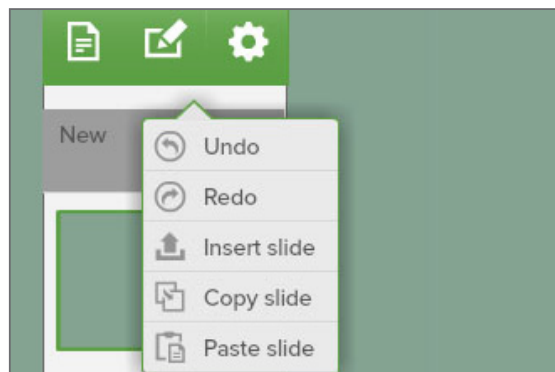
6. Click the ➕ Add button to add an new slide.

7. Use the ✎ Slide menu to insert, copy and paste new slides.

8. Click on the ▣ Slides icon to preview all slides.

9. When finished, go to ▤ File icon and select Save.

Create a Class Roster (Optional)

If you would like to save results and track student performance on lessons you should first set up a class.

1. In applications, open the Qwizdom Connect folder.

2. Double-click on 👥 Participant Services.

3. This will open the Participant Wizard. From here you can create a new, edit or import a class roster. If you import a class list from another program, save it as a .CSV (comma delimited) file. Imported CSV files should include First Name, Last Name and ParticipantID.

4. When complete, click Finish.

5. Select Browse to Save Location, name the file and click Save.

Tip: Adding remote numbers is helpful when using classroom collaboration.

Tip: (Create New)
When creating a new list, select the Educational template.

Search and Download Content

1. Go to the Lessons menu and select ⊡🔍 Search.

2. Type a keyword into the search field. If you would like to refine your search, click on Advanced Search, select Grade, Subject and then click Go.

3. There are 2 types of content: Free Content (available to anyone with an Oktopus license in the US) and Premium Content (which requires a Blend subscription).

   Free Content Sample:

   Premium Lesson Sample

4. Click Preview to quickly view all instruction and question slides. Answer slides are not available for preview.

5. Click Download and the activity will be downloaded to your computer.

6. Go to the File menu, select Open, browse to the newly downloaded activity (.qap) and then click Open. Adjust content as you like.

Start a Polling / Collaborative Lesson

As part of the standard license, 5 devices can connect to a live session. A Blend key can be purchased to increase your limit to 40.

1. With a blank or selected activity open, click the ⚙ Settings menu and select Start Presentation.

2. After a few moments, the Presentation Setup window will appear. From within this window, set up the presentation options as desired.

3. **Participant List** – Select a participant list to use or run an anonymous presentation.

4. **Save Results** – Choose a location to save results.

5. **Present As** – Select Normal Presentation.

6. **Allow Participants to Change Answer** – Allows participants to change their answer for the current question slide.

7. **Send Right/Wrong Feedback to Remotes After Answering** – Devices will receive a check mark if answer is correct and an X if answer is incorrect. Devices will receive both a check mark and X if feedback is turned off, to indicate that the response has been received.
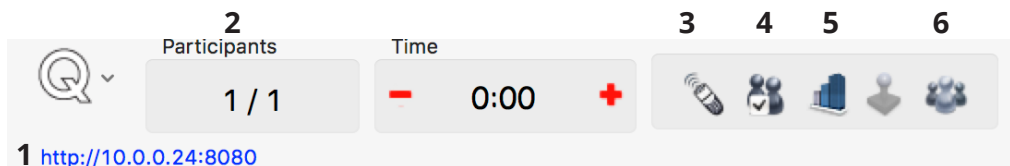
8. Click the Device Settings tab at the top, and select Enable Local Network Communication'

9. Click Present to begin.

10. The feedback indicator will appear once the presentation has begun. Drag it to a preferred location.

(1) Web Address – Click the link to make the web IP address large. This will make it easier for students joining through the web app. See below for details.

(2) Response Feedback – The percentage of participants who have responded. Click to change to a numeric value.

(3) Repose Question – Click this to repose the question to the participants.

(4) Pick a Participant – A random participant number appears on-screen. Names will appear if a participant list is active.

(5) Show Graph – A graph of the results will appear on-screen.

(6) Enable Collaboration – Choose which participants are able to collaborate and send annotations to the presenter and other participants.
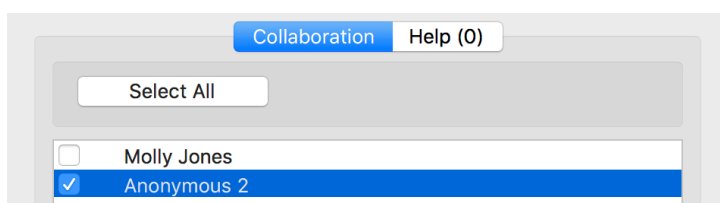
Students - Joining a Session

Student can connect to a session through a web browser or the Qwizdom Notes+
App, available in the Google Play Store, Apple App Store, and Windows Store.

Join Via Web Browser:

1. Open a web browser (Chrome, Edge, Explorer, etc.).

2. Enter the web IP address supplied by the presenter. For example:
    http://10.0.0.24:8080

3. Press the return/enter key or click Go beside the URL bar. If using a class list,
    students will be prompted to enter a User ID number.

4. The browser will connect to the presenter's live session. If the presentation
    was live before the app connects and the presenter has already annotated
    or navigated through slides, all previous actions are sent to the app to
    ensure that the participant receives the entire presentation thus far.

5. If collaboration is turned on, the student clicks to share his/her work
    with the class.

Tip 1:
The presenter can click on
the web address link on the
Feedback Indicator to make
the link display large on the
screen.

Note: The web browser
does not contain the same
feature set as the installed
Notes+ app, such as saving
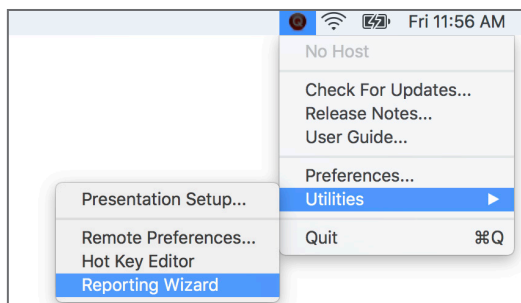and note taking.

Join Using Notes+ App:
Open the Notes+ app on
the device. Press File and
then Find Session.

A list of available sessions
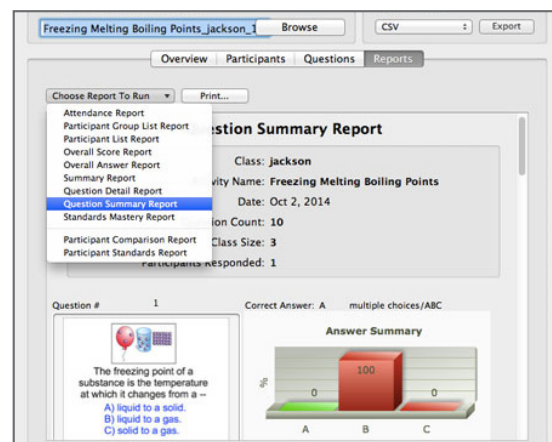will appear. Tap the session
you wish to join.

Generate Reports

If you selected Save Results in the presentation setup window, you can generate reports.

1. Click on the Qwizdom Tools located
    in the top right hand corner of the
    screen.

2. Select Utilities and then Reporting Wizard.

Tip: Any report can be exported to an Excel®
file, or printed.

3. Click Browse to locate the Qwizdom (.qrx)
    results file.

4. View data in the Overview, Participants,
    Questions and Reports tabs.

5. In the Reports tab, choose the type of
    report from the drop-down menu.

Additional Support Resources

Online User Guide: qwizdomoktopus.com/user-guide

Create Support Ticket: qwizdom.com/supportcenter

Email: support@qwizdomoktopus.com

FAQs: qwizdomoktopus.com/support