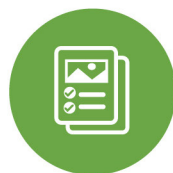
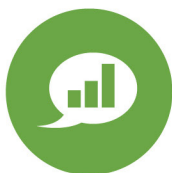
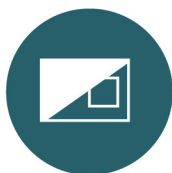
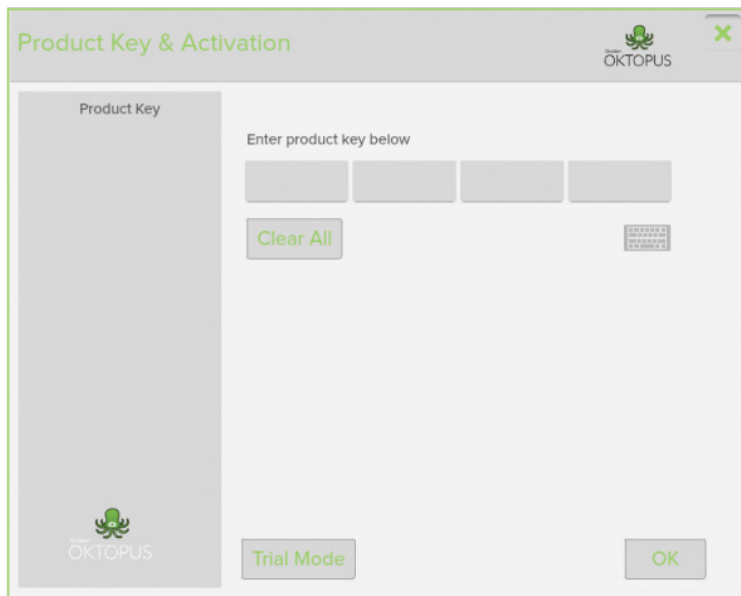


# Quick Start Guide



[www.qwizdomoktopus.com](http://www.qwizdomoktopus.com)

# Activate OKTOPUS Software



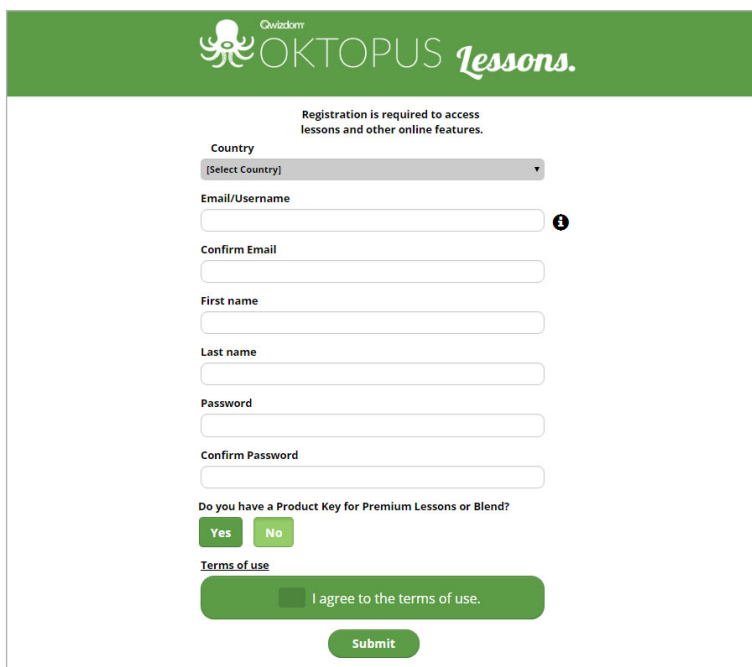
The screenshot shows a window titled "Product Key & Activation" with the OKTOPUS logo in the top right corner. The main area is labeled "Product Key" and contains the instruction "Enter product key below". Below this instruction are four empty input boxes for the product key, a "Clear All" button, and a keyboard icon. At the bottom of the window, there is a "Trial Mode" button on the left and an "OK" button on the right.

1. After installing the software and opening it, an activation window will appear.
2. Type the 16 character product key into the box and click OK.
3. 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 & Premium Lessons

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

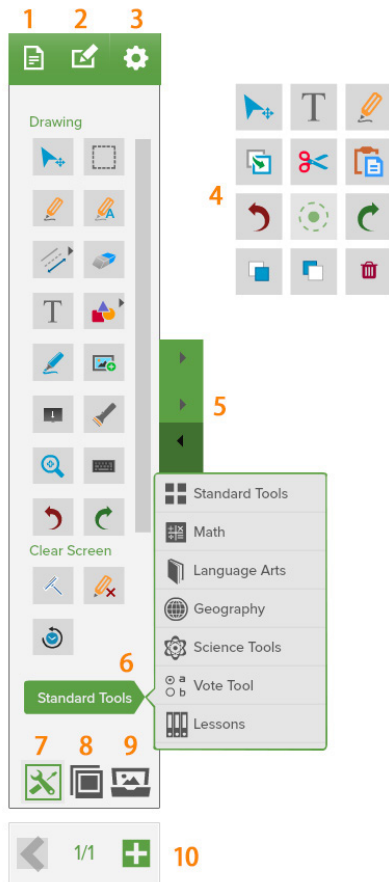


The screenshot shows the "OKTOPUS Lessons" registration form. At the top, it says "Registration is required to access lessons and other online features." The form includes a "Country" dropdown menu, "Email/Username" and "Confirm Email" text boxes, "First name" and "Last name" text boxes, "Password" and "Confirm Password" text boxes, and "Yes" and "No" radio buttons for the question "Do you have a Product Key for Premium Lessons or Blend?". Below this is a "Terms of use" section with a checkbox and the text "I agree to the terms of use." and a "Submit" button.

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

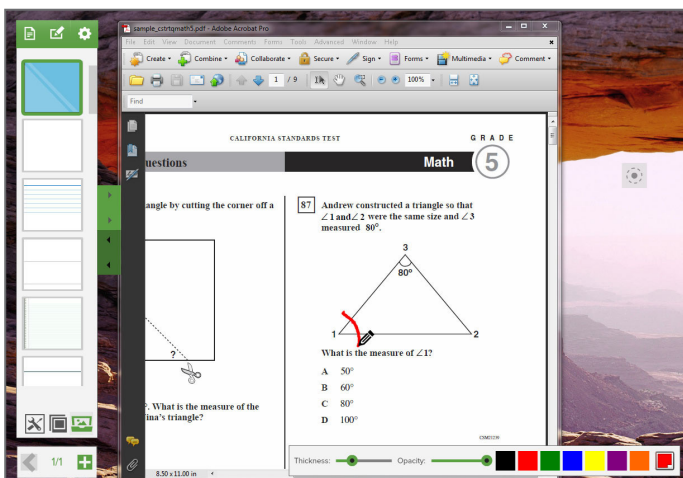
Overview of the OKTOPUS Navigation.






1. Choose to create a new lesson, open an 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 tools.
8. Click to navigate or view slides.
9. Click to Change Background or Switch to Glass Mode.
10. Add new slide to end of presentation.

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

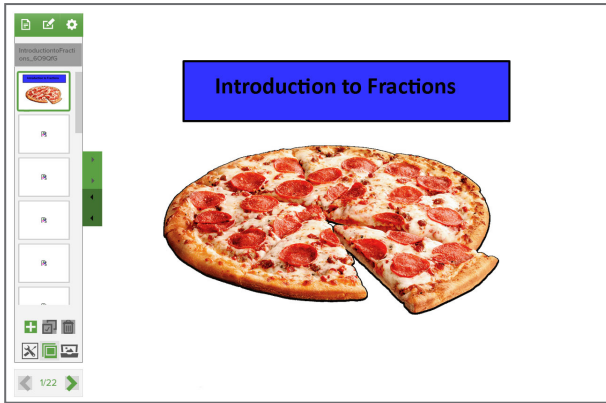
Glass Mode enables annotation and the use of other tools over the current display, whether it's an application, a web browser, or simply the desktop. The Glass Mode layer also supports click-through, so there is no need to minimize OKTOPUS to work with other programs.




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 annotate over the top of the content.
5. Click the  Add button 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 ActivInspire 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, Images and Backgrounds.

Please contact us at our support center if you are having problems when importing and attach the file for testing.

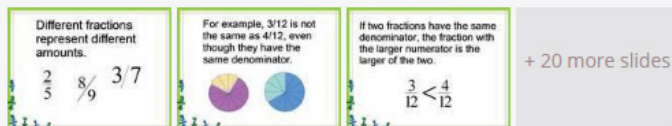
4. Click on the  Slides icon. Notice that the thumbnail previews do not appear. This is to speed up the import.
5. Navigate to the next slide and the preview will load.
6. Make desired adjustments.
7. Go to  File and select Save. The lesson will now be saved as an OKTOPUS file.

# Search and Download Content

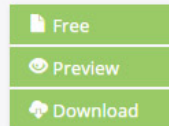
1. Go to the Lessons menu and select  Search.
2. Type a keyword into the search field. If you would like to refine your search, click on Advanced Search, select Grade, Subject and then click Go.
3. There are two types of content: Free Content (available to anyone with an OKTOPUS license in the US) and Premium Content (which requires a Blend subscription).

## Content Sample:

### Comparing Fractions (Lesson)



Level / Grade: [Grade 5](#), [Grade 3](#), [Grade 2](#), [Grade 4](#), [Kindergarten](#), [Grade 1](#)



### DESCRIPTION:

Instruction in how to compare fractions with like and different denominators - 23 slides



### KEYWORDS:

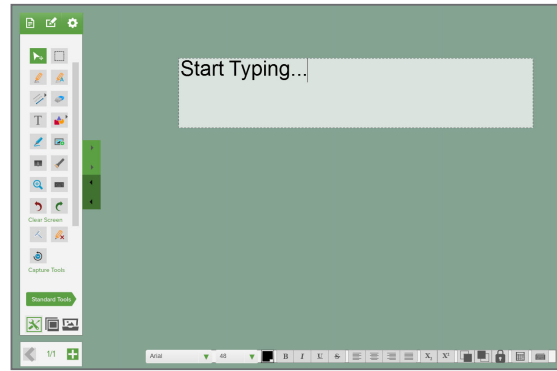
fractions, denominator, numerator, compare fractions,



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

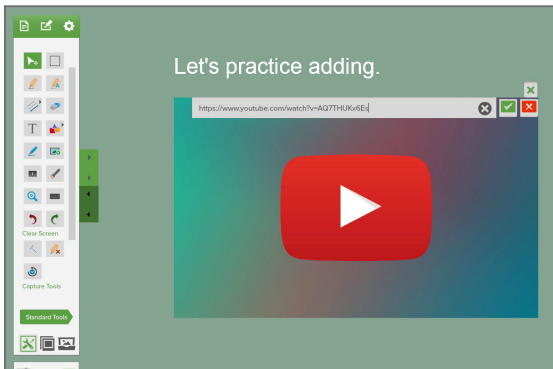
# Build a Lesson / Assessment






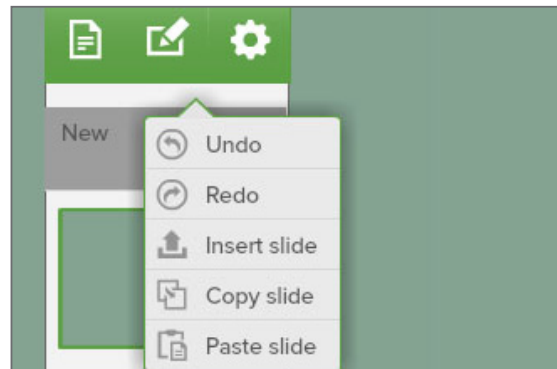
1. Click on the  File icon and select New.
2. Click on the  Backgrounds icon to set a background image or color.







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.

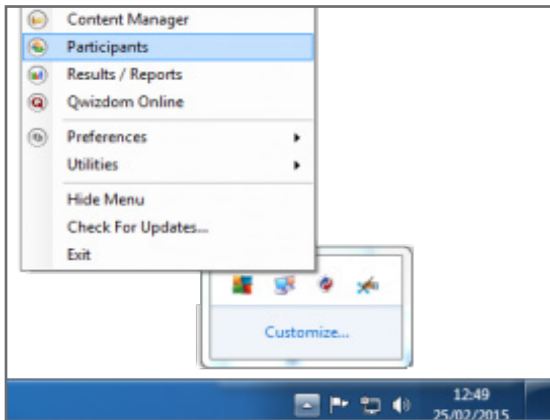


6. Click the  Add button to add a new slide.
7. Use the  Slide menu to insert, copy and paste new slides.
8. Click on the  Slides icon to preview all slides.
9. When finished, go to  File icon and select Save.

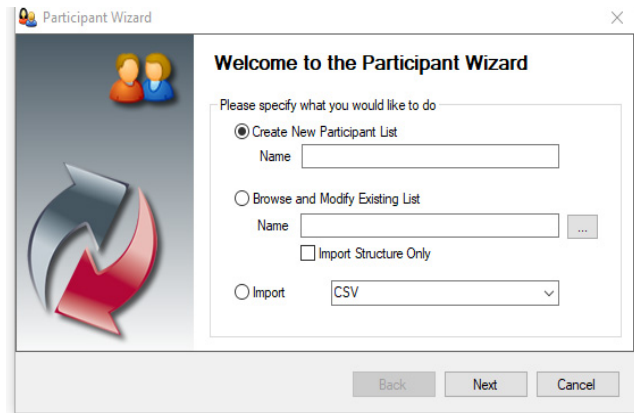
**Tip:** For more details on using tools and creating content please visit our online user guide. [Click here](#) to learn more.

# Create a Class Roster (Optional)

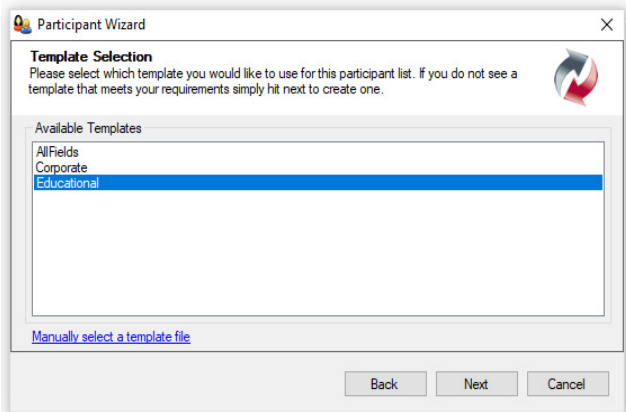
Set up a class to save results and track student performance on lessons. Recommended for OKTOPUS Blend Users that are using classroom collaboration and polling, where every student has a device.



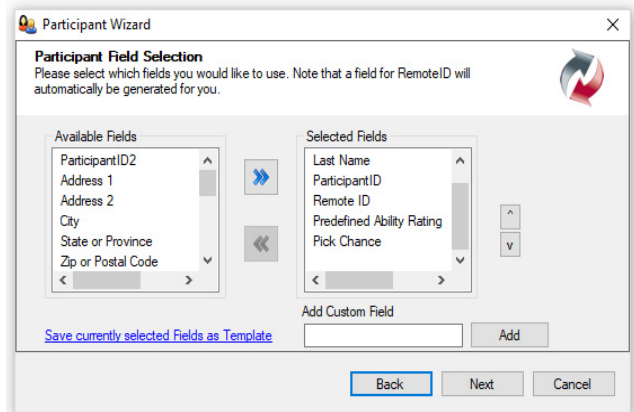
1. Click the Qwizdom Tools icon at the bottom right of the system tray, and select "Participants".



2. The Participant Wizard window will appear. Choose Create New Participant List, enter a class / file name, then click Next.



3. When the Template Selection appears, click Educational, then Next.



4. Three items are required in the Selected Fields box (First Name, Last Name, and Participant ID). Click Next to begin entering student information.

5. Enter First Name, Last Name and Participant ID number. The Participant ID number can be used for student login (up to 15 digits). Please note that the Participant ID number needs to be numeric. It cannot include symbols or alphanumeric sequences. The Remote number will auto generate, but can be overridden. It is recommended that the Participant ID and the remote number match, to avoid any potential confusion.
6. Click Finish. A QPL (Qwizdom Participant List) file is generated and can be selected in the Presentation Setup dialog window.

### Import Existing List:


You can import a .csv (comma delimited) roster. It is recommended that your existing .csv class roster have the following columns: First Name, Last Name and Participant ID.

[Click here to download a template.](#)

Once your file is set up properly, choose Import in the Participant Wizard and follow the prompts.

# Start a Polling / Collaboration Session

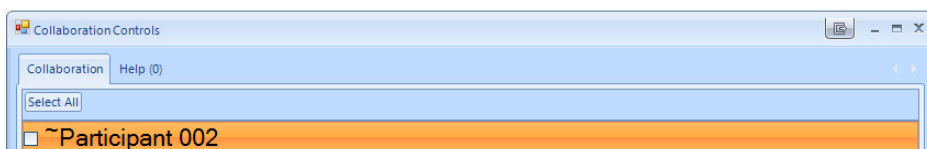
As part of the standard license, 5 devices can connect to a live session. A Blend upgrade key can be purchased to increase your limit to 40. If you do not have devices, see the Front of Class Games section.

1. Before starting a collaboration and polling session, make sure all devices are connected to the same local area network. This means that the presenter's computer or interactive display needs to be connected to the same network as the student devices.
2. With a blank or selected activity open, click the  Settings menu and select Start Presentation.
3. After a few moments, the presentation setup dialog will appear. From within this window, select the presentation options as desired.
  - **Respond With** – Select how you would like students to answer questions: at the board, devices or with Qwizdom remotes.
  - **Participant List** – Select a participant list to use (.QPL file) or run an anonymous presentation.
  - **Save Results** - (Optional) Choose location to save results. Results are saved as a .QRX file.
  - **Game Type** - Select a game or choose None to only see response graph.
  - **Allow Participants to Change Answer** - Allows participants to change their answer for the current question slide.
  - **Send Right/Wrong Feedback 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.
4. Click Start to begin.

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




1. 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. Game Animations - When presenting an activity as a game, click to display game animations.
7. Enable Collaboration – Choose which participants are able to collaborate and send annotations to the presenter and other participants.



# Students - Joining a Session with Device

Student can connect to a session through a web browser or the Qwizdom Notes+ App, available in the Google Play Store and Apple App Store. A standard license allows 5 students to join and a Blend up-grade allows 40 students to join.

## 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:

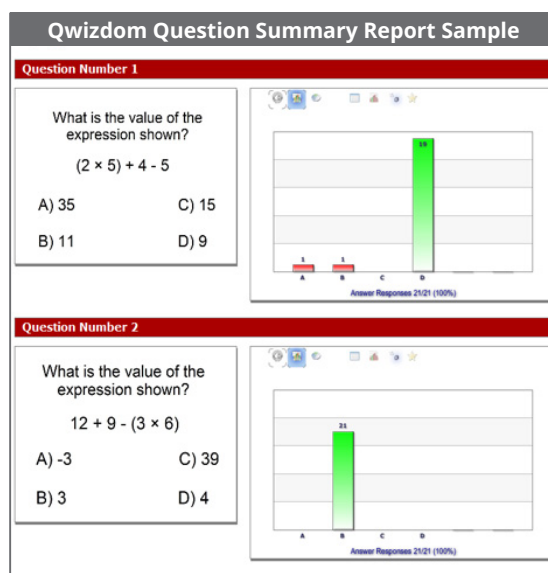
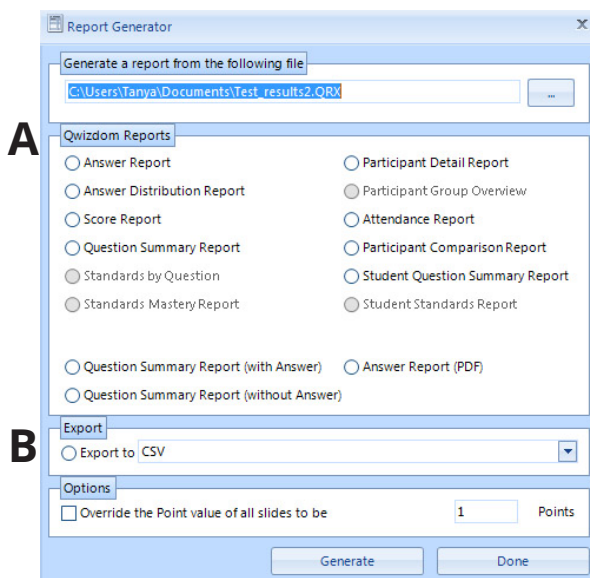
Open the Notes+ app on the device. Press File and then Find Session.

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

# Generate Reports

You can generate reports after a session by selecting Save Results in the presentation set up dialog. See Start Polling / Collaboration for details.

1. Browse and double click a .QRX file .



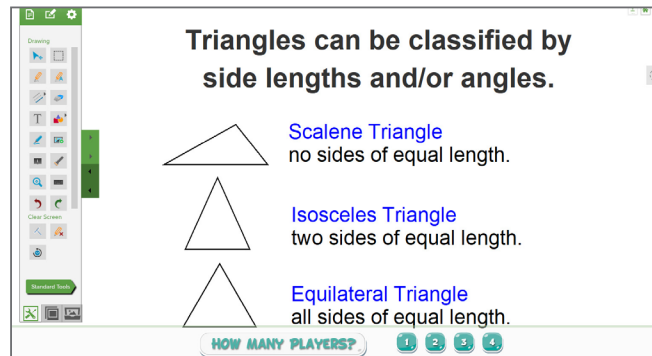
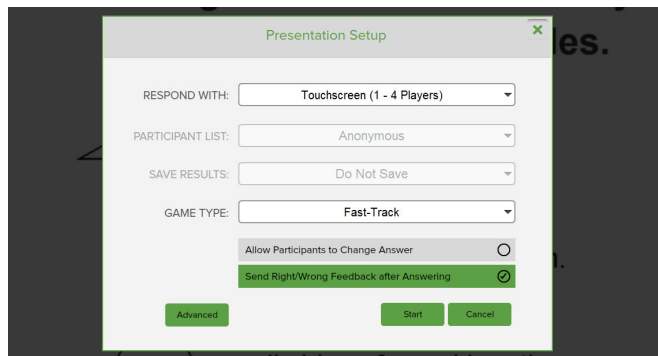
2. This will bring up the Report Generator window. From here **A**) select a Qwizdom report or **B**) export results as .csv or for use in another platform.



# Front of Class Games

Turn any activity into a game (no devices are needed). You can have up to 4 players (or teams) respond to questions at the board.



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

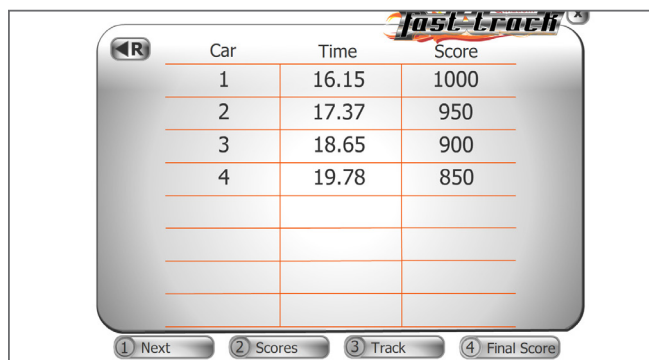
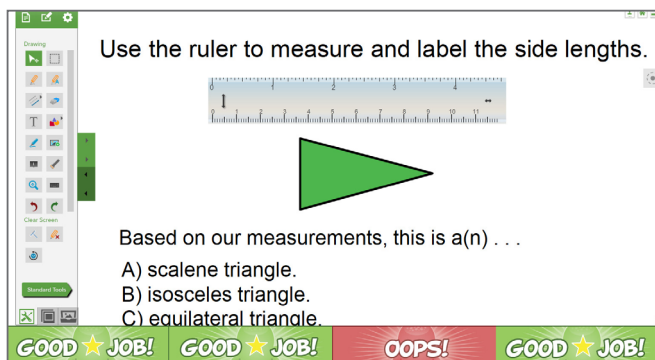


2. Select Respond with: Touchscreen (1-4 Players).
3. Choose a game.
4. Select Send Right/Wrong Feedback After Answering and choose if you would like players to be able to change their answers.
5. Click Start and then Present Current Activity to begin. A game animation will play.

6. Select how many players.
7. Navigate to a Question Slide.

**Tip 1: To save time, it is recommended you use our premade lessons.** Most premade lessons already have question slides set up. See Search and Download Content for details.

**Tip 2: You can use your own content, just be sure to set up your question slides before starting a game.** First, click on the  Slides icon. Hover over a slide (double tap if using a touch device) and the  Create a Question icon will appear. Click on the icon, select question type and answer.



8. Once each student answers, the winner is displayed and then a leader board appears. Winners are determined by speed and accuracy.

9. Click Track to view game animation.
10. Click Next to move to the next question.
11. When done, click on Final Score to end the game.

## Additional Support Resources

**Online User Guide:** [qwizdomoktopus.com/user-guide](http://qwizdomoktopus.com/user-guide)

**Create Support Ticket:** [qwizdom.com/supportcenter](http://qwizdom.com/supportcenter)

**Email:** [support@qwizdomoktopus.com](mailto:support@qwizdomoktopus.com)

**FAQs:** [qwizdomoktopus.com/support](http://qwizdomoktopus.com/support)