



Information Technology Services Centre

Quick Response System (QRS) User Guide

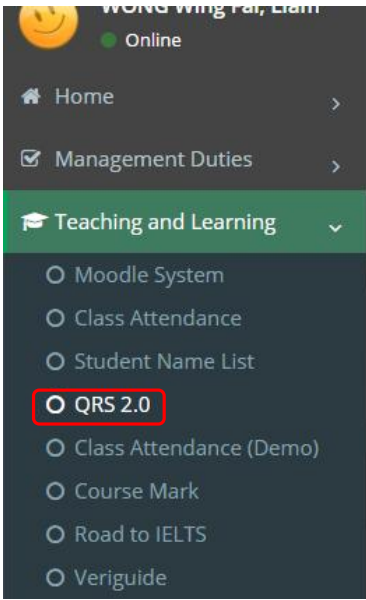
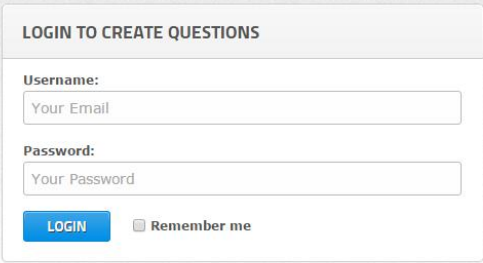
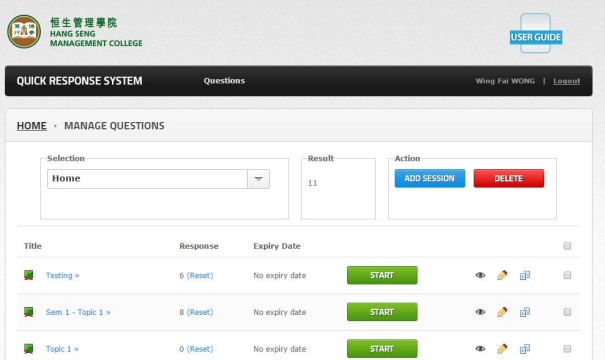
Description:	This guide describes how a teacher may use an Online Survey System, to collect quick feedback from students in a class or an activity.
Version:	2.0
Link:	Admin - http://qrs.hsmc.edu.hk/admin Application – http://qrs.hsmc.edu.hk
Effective Date:	2016.08

Summary

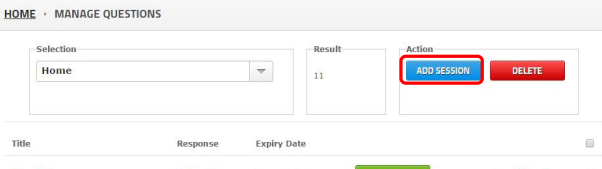
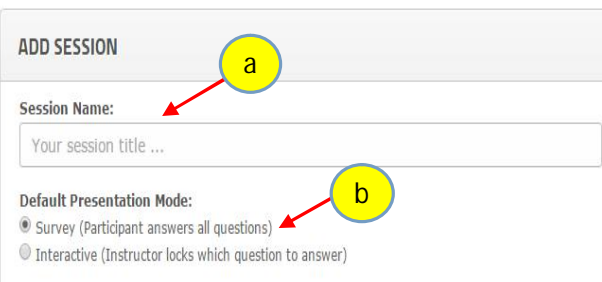
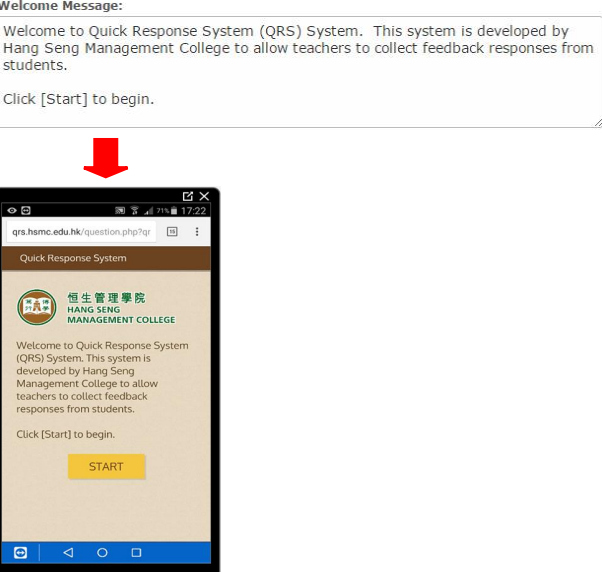
ITSC is pleased to launch the Quick Response System (QRS) for teachers to collect student feedback in a class or an activity. The system provides the following functions:

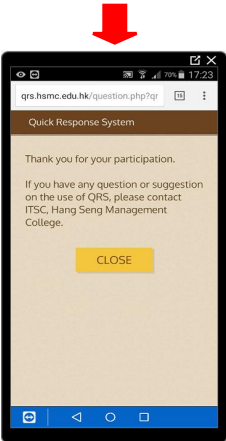
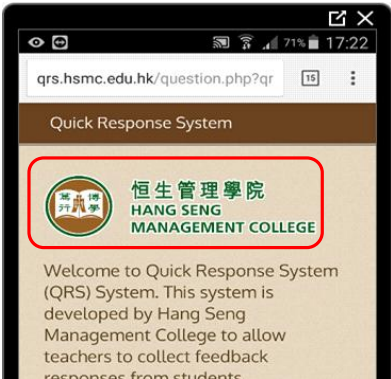
1. Teacher may create a simple survey or lucky draw.
2. Teacher may start a session. Student may use mobile phones to submit feedback.
3. Teacher may stop a session and release the results.
4. Teacher may manage the surveys, and export the results in an excel file.

Procedures

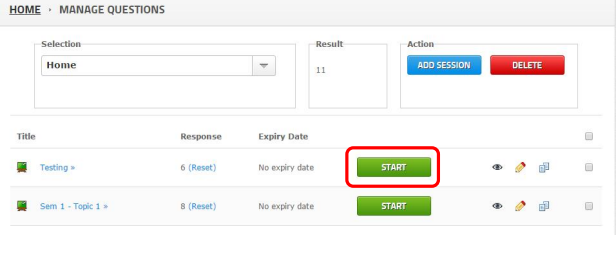
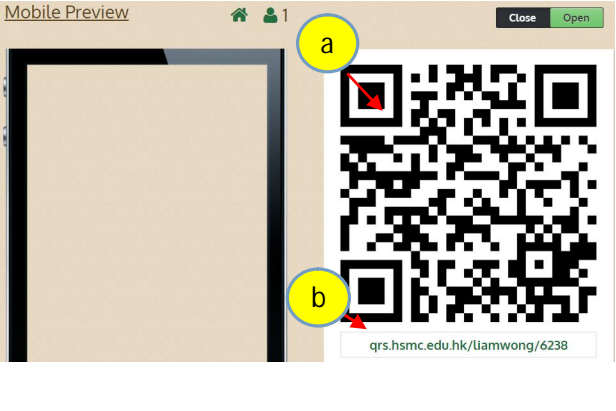
Steps	Details																
<p>1. Start</p> <p>Teacher may start QRS from eCampus, under “Teaching and Learning”.</p> <p>Or teacher may open a browser, and use the following address to enter the Admin Page: http://qrs.hsmc.edu.hk/admin</p>	 <p>WONG Wing Fai, Liam Online</p> <ul style="list-style-type: none"> Home Management Duties Teaching and Learning <ul style="list-style-type: none"> Moodle System Class Attendance Student Name List QRS 2.0 Class Attendance (Demo) Course Mark Road to IELTS Veriguide 																
<p>2. Login to Admin Page</p> <p>Teacher may enter their Windows username/password, to login to QRS admin page.</p>	 <p>LOGIN TO CREATE QUESTIONS</p> <p>Username: Your Email</p> <p>Password: Your Password</p> <p>LOGIN <input type="checkbox"/> Remember me</p>																
<p>3. The Page shows the list of survey questions the teacher has created, with associated functions:</p> <ol style="list-style-type: none"> To view/edit a survey To add a new session To reset the response. 	 <p>HANG SENG MANAGEMENT COLLEGE</p> <p>QUICK RESPONSE SYSTEM Questions Wing Fai WONG Logout</p> <p>HOME · MANAGE QUESTIONS</p> <p>- Selection: Home Result: 11 Action: ADD SESSION DELETE</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Response</th> <th>Expiry Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Testing ></td> <td>6 (Reset)</td> <td>No expiry date</td> <td>START</td> </tr> <tr> <td>Sem 1 - Topic 1 ></td> <td>8 (Reset)</td> <td>No expiry date</td> <td>START</td> </tr> <tr> <td>Topic 1 ></td> <td>0 (Reset)</td> <td>No expiry date</td> <td>START</td> </tr> </tbody> </table>	Title	Response	Expiry Date		Testing >	6 (Reset)	No expiry date	START	Sem 1 - Topic 1 >	8 (Reset)	No expiry date	START	Topic 1 >	0 (Reset)	No expiry date	START
Title	Response	Expiry Date															
Testing >	6 (Reset)	No expiry date	START														
Sem 1 - Topic 1 >	8 (Reset)	No expiry date	START														
Topic 1 >	0 (Reset)	No expiry date	START														

Create a Survey




4.	Teacher may create a new Survey Question, by clicking <Add Session>.	
5.	Teacher may then enter: a. Session Name (i.e. Lesson 1) b. Default Presentation Mode: <ul style="list-style-type: none"> • Survey • Interactive 	
6.	Teacher may edit the welcome message of QRS shown in mobile screen.	

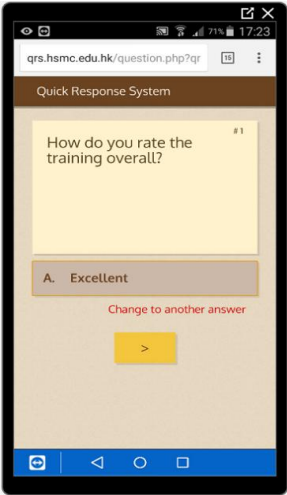

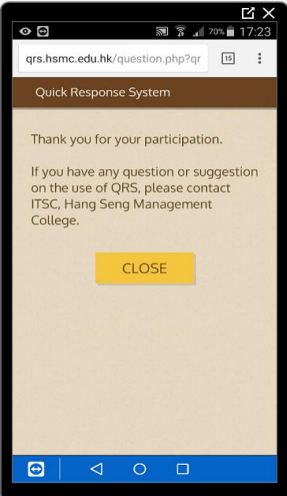
7.	Teacher may edit the thank you message of QRS shown in mobile screen.	<p>Thank You Message:</p> <p>Thank you for your participation.</p> <p>If you have any question or suggestion on the use of QRS, please contact ITSC, Hang Seng Management College.</p> 
8.	Teacher may provide the logo image to ITSC which is shown in welcome page of QRS in mobile.	<p>Logo URL:</p> <p>/images/logo.png</p> 
9.	Teacher may set the effective date of question. To make the question always effective, teacher may leave the field empty.	<p>Effective Date:</p> <p>2016-09-22 To (Leave empty to be always effective)</p>
10.	Teacher may provide lucky draw of prize to student who reply correct answer.	<p><input type="checkbox"/> Enable a lucky draw</p>
11.	Teacher may click 'Submit' to confirm the setting.	<p>SUBMIT CLOSE</p>

Start a Survey

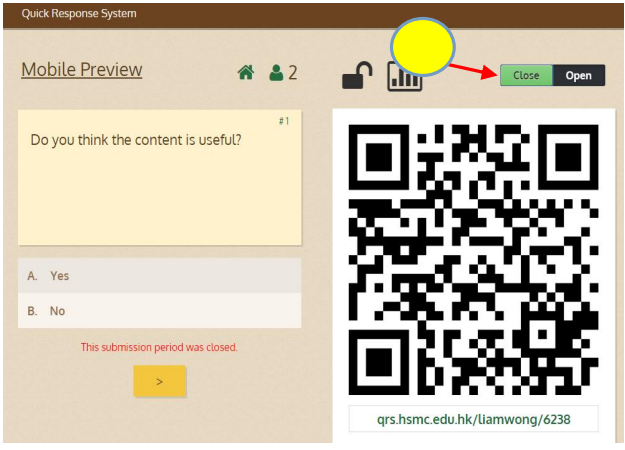
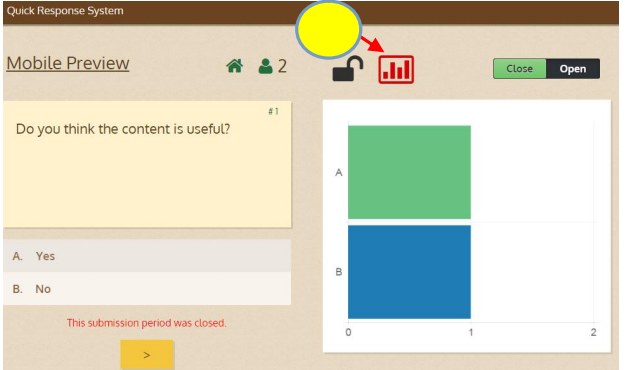
<p>12.</p>	<p>To start a Survey Session, teacher may select a Survey and click "Start".</p>	
<p>13.</p>	<p>Teacher will see:</p> <ol style="list-style-type: none"> On the right, a QR code for this survey session. Student may now use the Mobile Phone QR code APP to scan this code to get the link. <p>Student may also type the following link directly:</p> <p>✧ http://qrs.hsmc.edu.hk</p>	

Student Submissions

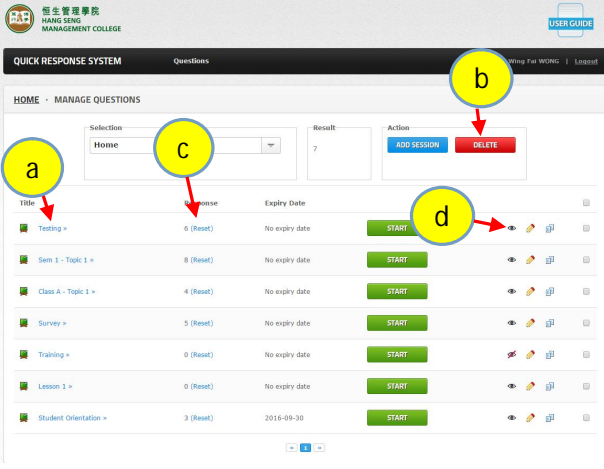
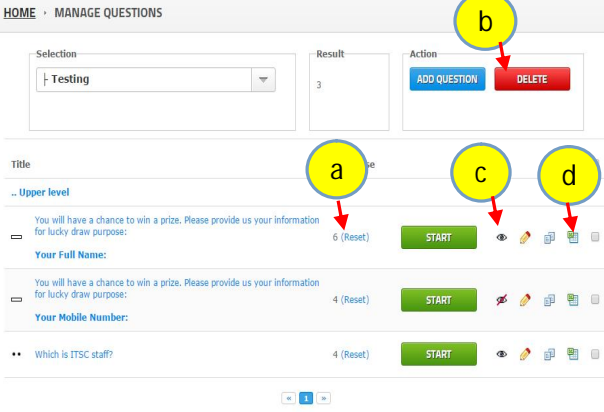
<p>14.</p>	<p>When a student uses a QR code scanner APP to view the code, it will open the following link:</p> <p>a. http://qrs.hsmc.edu.hk/4-digit</p>	
<p>15.</p>	<p>Student may tap 'Start' on welcome page.</p>	
<p>16.</p>	<p>Student will see the question directly, and select a choice.</p>	

<p>17.</p>	<p>Student will see his/her selection. He/she may change if necessary before the end of session.</p> <p>Student will also see the number of submissions in progress.</p>	
<p>18.</p>	<p>Student may tap 'Finished' when completed.</p>	
<p>19.</p>	<p>Student may tap 'Close'.</p>	

End of Survey

20.	Teacher may see the total number the submissions. He/she may stop the session at any time by clicking <Close/Open>.	 <p>Quick Response System</p> <p>Mobile Preview</p> <p>Do you think the content is useful? #1</p> <p>A. Yes</p> <p>B. No</p> <p>This submission period was closed.</p> <p>qrs.hsmc.edu.hk/liamwong/6238</p>						
21.	Teacher may click the chat icon to see the result in the form of a bar chart.	 <p>Quick Response System</p> <p>Mobile Preview</p> <p>Do you think the content is useful? #1</p> <p>A. Yes</p> <p>B. No</p> <p>This submission period was closed.</p> <table border="1"><thead><tr><th>Response</th><th>Count</th></tr></thead><tbody><tr><td>A</td><td>1</td></tr><tr><td>B</td><td>1</td></tr></tbody></table>	Response	Count	A	1	B	1
Response	Count							
A	1							
B	1							

Survey Administration

<p>22.</p>	<p>Manage the session:</p> <p>Teacher may manage sessions with the following functions:</p> <ol style="list-style-type: none"> To put questions into session DELETE – To delete unused session. RESET – Clear the result Invisible – To make the question(s) invisible to student REORDER – to drag-and-drop the session into certain order. 	 <p>The screenshot shows the 'MANAGE QUESTIONS' page with a table of sessions. The table has columns for Title, Response, Expiry Date, and Action. The Action column contains buttons for 'ADD SESSION', 'DELETE', and 'START'. Yellow circles 'a' through 'e' are placed over the 'ADD SESSION', 'DELETE', 'RESET', 'Invisible', and 'REORDER' buttons respectively.</p>
<p>23.</p>	<p>Manage the question:</p> <p>Teacher may click inside the session to manage the questions with the following functions:</p> <ol style="list-style-type: none"> RESET – Clear the result DELETE – To delete unused question. Invisible – To make the question invisible to student EXPORT – To export the question results. REORDER – to drag-and-drop the question into certain order. 	 <p>The screenshot shows a detailed view of a question within a session. The question text is visible, and there are buttons for 'RESET', 'DELETE', 'Invisible', and 'EXPORT'. Yellow circles 'a' through 'e' are placed over these buttons respectively.</p>