

BQQuoter Reference Guide

To Add a New Quizzer

Click the Add Quizzer button or choose Quizzers – New Quizzer from the menu. Provide the quizzer name (typically just their first name) and their quiz division. Be sure to correctly select their quiz division since the verse material depends on this selection. Click OK to save or Cancel to cancel.

To Change to a Different Quizzer

Choose Quizzers – QuizzerName from the menu. QuizzerName should be the name of the quizzer to which you want to change. This action will display the main screen for the selected quizzer.

To Delete a Quizzer

Choose Quizzers – Delete Quizzer from the menu. Check the quizzer or quizzers to permanently delete. Be careful! This will permanently delete this quizzer and all of their quote sessions. Click Delete to delete or Cancel to cancel.

To Set Up a New Quote Session

Click the New Quote Session button for the current quizzer, located in the upper left corner of the quizzer's main screen. Provide an optional title, the range of verses to quote, whether you want to quote all of the verses or just a specified number of them, and whether to quote the verses in order or random. Also, select how many seconds to give the quizzer to start quoting, and whether you want a warning beep to sound for the last specified number of seconds. You can choose to save the quote session to quote later, to quote the session now, or to cancel.

To Quote a Quote Session

Click the Quote Now button from the New Quote Session screen, or click the Begin Quote Session button or the Resume Session button for the session you would like to quote. The Quote screen has the number of seconds for the quizzer to begin quoting counter at the top left of the screen. On the top right is the 30 second counter. At the top middle is the verse reference. The verse is displayed in the middle of the screen. On the left are the checkboxes for whether the verse is correct, or how the quizzer missed the verse. Note that the verse can be missed in many ways, such as quoted the wrong verse, did not know the verse beginning, and ran out of time. You can also provide additional information about how the quizzer missed the verse in the Notes field. On the right side you are given summary information, such as how many verses have been quoted and how many remain, and how long you have been quoting in this sitting. The Previous Verse button will allow you to go back to the previous verse. The Reset Timer button allows you to reset the timer for that verse, such as if you are interrupted by a phone call. The Save and Exit Quote Session button will save the session at the current verse, so that you can come back at a later time and finish quoting later. The screen will go back to the main screen for that quizzer.

For each verse, call out the verse reference then click the Start Timer button. This will start the timer. If the quizzer does not start quoting before the upper left countdown timer expires, the software will automatically assume that the quizzer did not know the verse beginning and select that checkbox. At that point read the highlighted unique verse beginning to the quizzer. When the quizzer begins quoting, click the Started Quoting button. When the quizzer finishes quoting, click the Finished Quoting button. If time expires before the quizzer is done quoting the verse, the software will automatically select that the quizzer ran out of time. Select the correctness of the verse (many checkboxes can be selected), then click the Next Verse button to go on to the next verse.

When all verses have been quoted, click the End Session button that appears. You will automatically be shown the summary for that entire quote session.

To See Results of a Single Quote Session

For the desired quote session, click the Results button. If that session has not been completed, you can click the View Progress button. The quote session results screen will appear. The table in the top half of the screen provides a summary for each verse quoted. You can sort by clicking on any of the column headings. A printable summary is provided in the bottom half of the screen. To print, click the Print Summary button.

To See a Summary Report over Many Quote Sessions (a period of 1 or more days)

From the main screen for a quizzer, click the Summary Report button located in the upper right corner. This will display a summary for the last day of quoting. To display a summary report for many days, change the date range then click the Update button. The table in the top half of the screen provides a summary for each verse quoted. You can sort by clicking on any of the column headings. A printable summary is provided in the bottom half of the screen. To print, click the Print Summary button. For each verse missed, the number of times that verse has been quoted and all of the reasons it was missed are located in parentheses after the verse reference.

To Practice Missed or Individually Selected Verses

View results from a single quote session or a summary report. In the displayed table there is a column of checkboxes. You can check and uncheck these boxes as desired. To quickly select all missed verses of a particular type such as missed verse beginnings, select the appropriate checkbox located above the table. When all desired verses have been selected, click the Practice Selected Verses button. This will create a new quote session of just the selected verses.

To Quickly Quote the Same Material Again

For the desired quote session, click the Start Again button. The setup for that new quote session will appear with the material pre-selected, and you have the opportunity to make any changes. See directions to set up a new quote session for more details.

To Export a Single Quote Session

For the desired quote session, click the Export button. A file browser will appear. Choose a location to save the file, and rename it if desired. Be sure if you rename it to keep the .bqqf extension. Click the Export button. The file will be saved using the name and location you specified.

To Export All Sessions over a Time Period

Choose File – Export Sessions from the menu. Provide the range of dates for the sessions to export and click OK. A file browser will appear. Choose a location to save the file, and rename it if desired. Be sure if you rename it to keep the .bqq extension. Click the Export button. The file will be saved using the name and location you specified.

To Import

Choose File – Import from the menu. Find the file to import using the file browser that appears and click Import. A window with the description of the import file will appear. Choose the desired import action, then click OK.

To Delete a Quote Session

For the desired quote session, click the Delete button. You will be asked if you really want to permanently delete the session. Be careful, since this will really permanently delete the session.

How a Coach can Create Weekly Assignments

I envision this tool being used as a way for coaches to clearly monitor how well quizzers are quoting their material throughout each week. On the coach's computer, add a quizzer called Coach. Next,

create as many new quote sessions as desired for the weekly assignments. Give each a meaningful title such as Monday, or Wednesday Random. When all assignments for the week have been created, choose File – Export Sessions. Click OK to export the sessions created on the current day, then choose a location for the file. Remember where you save it. An easy way to do this is to save it to your desktop by clicking the picture of a house in the file browser (4th icon from right). You can then email this file to parents or transfer it to them using a flash drive.

How a Parent Can Use Weekly Assignments Created by the Coach

Choose File – Import from the menu. Find and select the file provided to you by the coach (something like Coach.bqq) and click the Import button. Select the import option to “Quote YourQuizzerName using these sessions” and click OK. The assigned sessions will now be available to quote as listed in the quizzer’s main screen. After all sessions have been quoted, you can export them back to the coach by selecting File – Export Sessions and be sure to choose a date range that includes the date that these sessions were imported. Either email the exported file to the coach or bring it on a flash drive.

Questions? Suggestions?

Email support@upcquiz.com