

ClassPulse

Studio user guide

Instructor app (questions, live tallies, RAT, attendance check, peer review, export) — version 1.1.5

ClassPulse collects answers in real time in classes and events. This guide explains the main screens of ClassPulse Studio, the instructor app, with a screenshot of each: the screen is on the left and the explanation on the right. It starts with a quick start for first-time users, then covers setup, sessions, questions, the RAT (iRAT and gRAT), the attendance check, peer review, results and export, combined classes, and the view-only monitor. Chapter 11 collects practical advice for not losing data during class. Rosters and group sets stay on your device; they are not sent to the server.

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Screenshots: iOS Simulator (52 screens)

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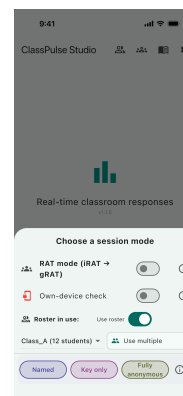
Start here: a regular session in five steps

ClassPulse Studio, the instructor app. About 3 minutes. You can start without preparing a roster.

The basic use is to ask a question and show the tally on the spot. Students join from ClassPulse Join or a web browser with the six-digit join code or the QR code.

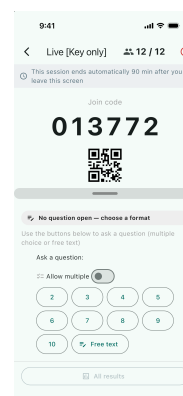
1 Create a session

Tap **Create session** on the Home screen, then choose a session mode: **Named, Key only, or Fully anonymous**. As a guide, choose Fully anonymous for a survey where names should not be recorded, and Named when you want to link answers to attendance or grades (this needs a roster).



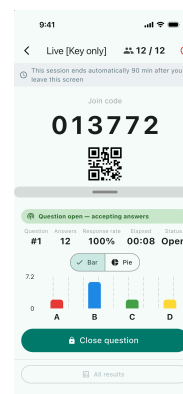
2 Show the join code

The live screen shows the **six-digit join code and a QR code**. Project them or read the code aloud, and students can join. Tap the participant count at the right of the header to see who has joined.



3 Ask a question

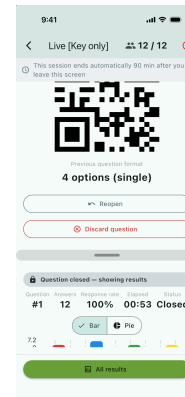
Tap one of the buttons at the bottom: **2 to 10 options**, or **Free text**. You do not type the question into the app. Show it on a slide or say it aloud; students answer with a letter (A, B, C...) or a short text. Turn on Allow multiple to let students give more than one answer.



4

Close the question and show the results

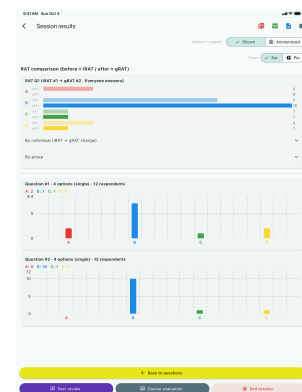
The number of answers, the response rate, and the elapsed time update in real time. When you are ready, tap **Close question** to fix the tally, and switch between the bar chart and the pie chart to present it. Tap a bar to list the students who chose that option.



5

Export the results and end the session

At the end of class, open the results with **All results** or **View results**, export them as **PDF, Excel, or CSV**, and then tap **End session**. If you ran an attendance check, its record is included in the exports.



- ▶ Question text and options are not sent to the students' devices. Only the answers (option labels or text) and times are recorded.
- ▶ Asked the wrong question? Discard question removes it. The next question takes one tap.
- ▶ Import a roster (CSV) beforehand, and in Named mode you can see by name who has not answered yet.
- ▶ To run one session for several classes, turn on Use multiple rosters. Roster names use letters, numbers, and underscores (up to 32 characters), and the roster column in the exports tells the classes apart.

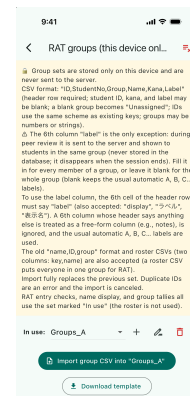
Using RAT mode

The Readiness Assurance Test of team-based learning (TBL), run in two phases: individual, then group.

In RAT mode, students answer the same questions **first on their own (iRAT)** and **then after discussing in their group (gRAT, also known as tRAT)**. Individuals and groups must be identified, so Fully anonymous cannot be selected.

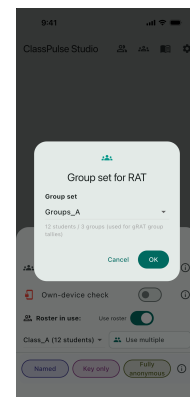
1 Import the groups beforehand

From **RAT groups** at the top right of the Home screen, import the group assignments as a CSV. Import fully replaces the previous set, and a duplicate ID is an error. Do this before class.



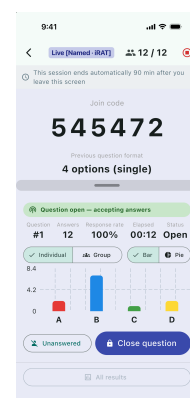
2 Create a session with RAT on

In the session mode sheet, turn on the **RAT switch**. Choose the group set; a summary shows the number of students and groups. Check here that the numbers are right.



3 Run the iRAT (individual)

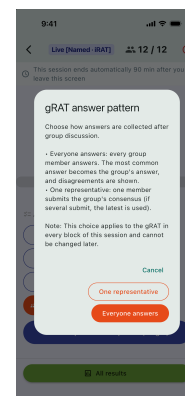
Ask questions exactly as in a regular session. Each student answers alone on their own device. The live screen shows how the individual answers are coming in.



4

Switch to the gRAT (group)

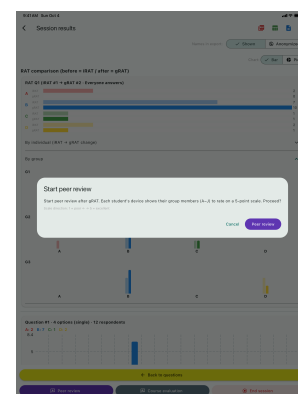
When the iRAT is done, choose the **gRAT answer pattern**: Everyone answers, or One representative (one member submits the group's consensus). The group view shows how far each group has come.



5

Optional: run peer review

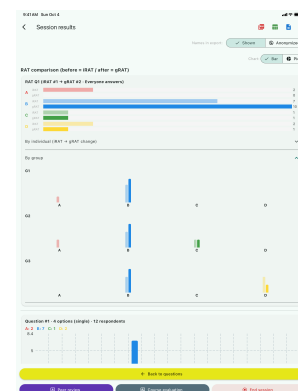
After the gRAT you can start **peer review**. Students rate the contribution of the members of their own group on a 5-point scale. Nobody else can see a student's ratings. You can follow the progress and end peer review without waiting for everyone.



6

Export the results

The results screen shows the **iRAT and gRAT side by side**. The exports contain the individual answers, the group answers, and the peer review results together.



- ▶ A gRAT question can be asked more than once (retry). Every attempt is recorded.
- ▶ You can insert a regular question during a RAT, e.g., to check understanding.
- ▶ With One representative, any one member can submit for the group; if several submit, the latest answer is used.

If something goes wrong

Common problems and what you can do on the spot.

1

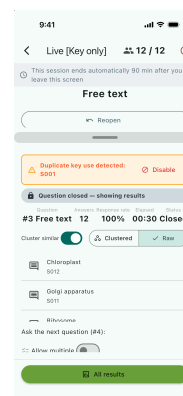
Students cannot join

Check that the session is still open (a join code stops working when its session ends) and that the server URL in Connection settings is still the default. If Join shows "Server is busy — retrying shortly", it retries by itself after a moment.

2

A student is told the ID key is a duplicate

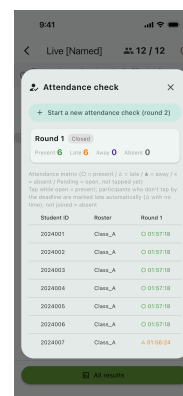
Each student has one ID key. A key that is already in use on another device cannot be used to join. When a student moves to a different device, the earlier device can no longer answer.



3

I want to record attendance

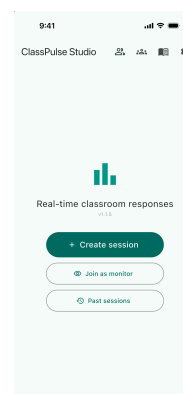
Tap the participant count at the right of the header on the live screen to open the attendance check. The attendance matrix is matched against the roster and also records late arrivals and students who leave early. It is exported together with the results.



4

I closed the app

The Home screen shows **Resume previous session (123456)**. Tap it to continue the same session; the answers are not lost. During long waits such as peer review, keep Studio in the foreground. If a red warning starting with **RAT data has not been restored** appears after resuming, **do not save as is** (see Chapter 11: Protecting your data).

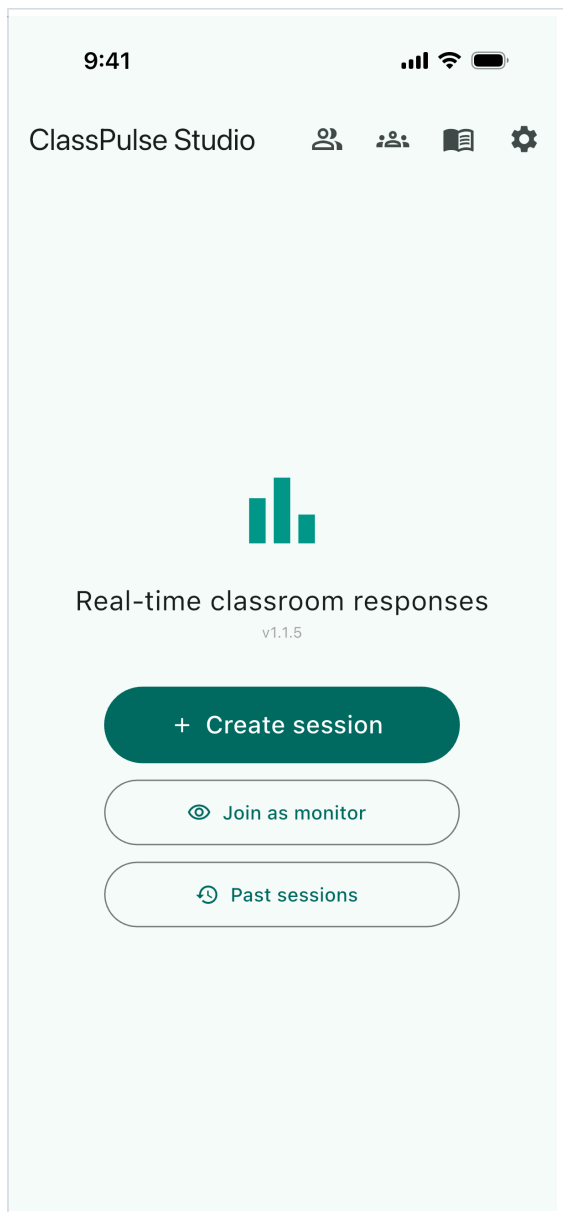


- ▶ If the app closes or the connection drops, you can return to the same session within **90 min**. After 90 min the session is removed from the server and cannot be resumed.
- ▶ Each screen is explained in detail in the chapters that follow.
- ▶ For questions, contact AMR Team TOKAI.

■ Chapter 1: Setup

S-01

Home screen



This is the Home screen you see when Studio starts. Tap **Create session** to start a new session. If a session is still open, **Resume previous session (123456)** appears with the time left (e.g., 90 min left), so you can return to the same session even after closing the app. **Join as monitor** lets a second device (e.g., another iPad) show a live session in view-only mode (Chapter 10). **Past sessions** opens the records of ended sessions saved on this device (Chapter 7, S-58). The icons at the top right open Roster, RAT groups, Synonym dictionary, and Connection settings. The app version (e.g., v1.1.5) is shown in small type under the title.

Connection settings

9:41

< Connection settings

Server URL (e.g., ws://192.168.0.10:8090 / wss://example.com/cp)

WS URL

ws://127.0.0.1:8092

Default: ws://127.0.0.1:8092

Save

Reset to default

Language

☒ Use device language

☐ 日本語

☐ English

Session end reminder

Notifies this device before the session ends automatically, even when the app is closed.

☐ Off

☒ 5 min before

☐ 10 min before

☐ 15 min before

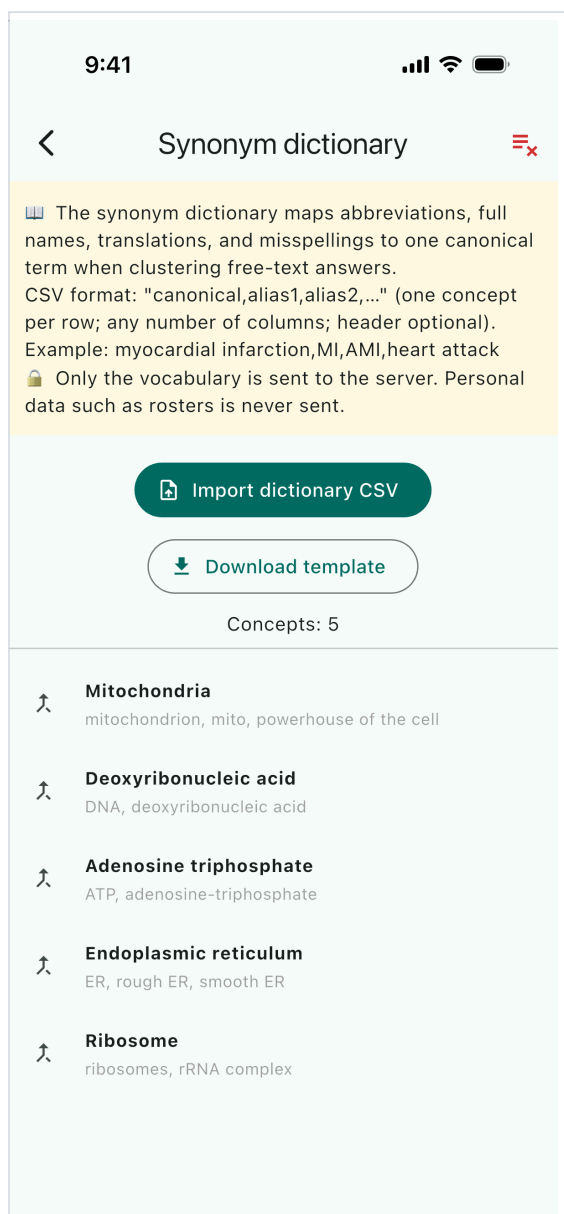
The **Connection settings** screen holds the server URL (WS URL), the display language (Language: Use device language / 日本語 / English), Open the Studio user guide, and Get the app (QR code). A language change takes effect immediately. You normally leave the server URL at its default.

Session end reminder (Off, or 5, 10, 15, or 30 min before) asks this device to post a notification shortly before a session you have left would end automatically. Whether the notification is delivered depends on the device, its notification permission, and the platform; it has not been confirmed on every device (Android in particular), and the web version does not send it. Treat it as a convenience, not a safeguard. There is no way to extend a session; reopen it to keep it (Chapter 11).

Text size: if the device is set to a larger text size, Studio enlarges its text only up to **1.2×** (dialogs, bottom sheets, and on-screen notices included), because larger sizes break the live and results layouts. Smaller sizes are applied as is.

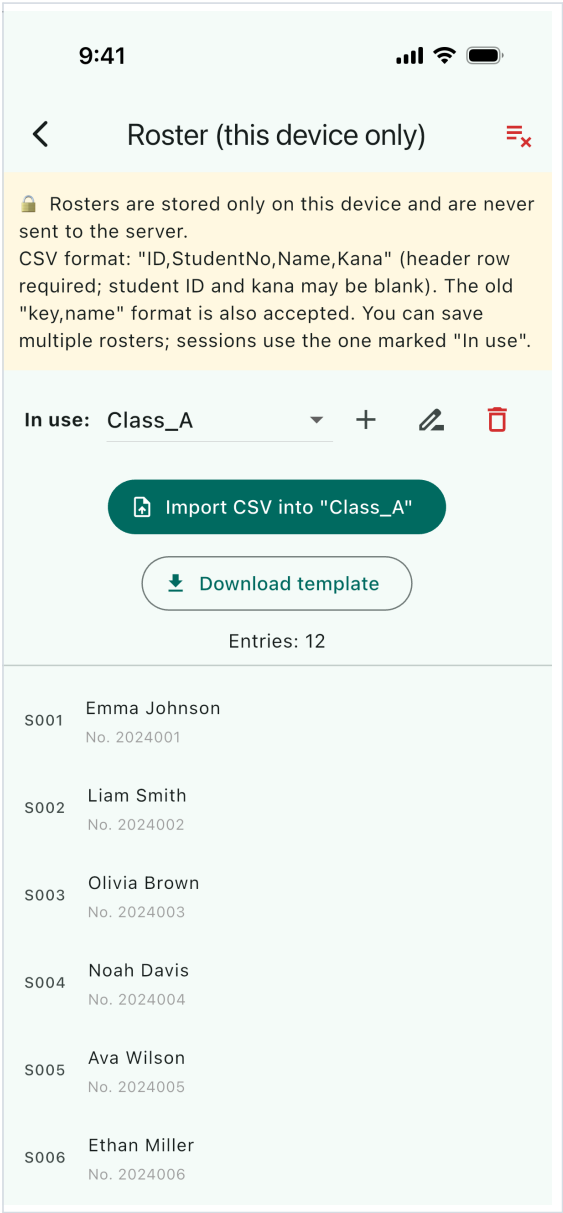
The language chosen here is the language of the screens. For the language of exported files, see Chapter 7, S-27.

Synonym dictionary



The **Synonym dictionary** maps abbreviations, full names, translations, and misspellings to one canonical term when Studio clusters free-text answers. Tap **Import dictionary CSV** to load a CSV with one concept per row (any number of columns; a header row is optional). Example row: myocardial infarction,MI,AMI,heart attack. **Download template** saves a sample file; when Studio is in English, the template uses English example terms. Only this vocabulary is sent to the server. Personal data such as rosters is never sent.

Roster



Roster (this device only) is where you manage rosters. Tap **Import CSV into "Class_A"** to load a CSV, or **Download template** to get a sample file. The columns are ID (the ID key students enter), student ID, name, and Kana; student ID and Kana may be blank (Kana is a phonetic reading used for Japanese names). When Studio is in English, the template uses English headings (ID,StudentNo,Name,Kana); import accepts English or Japanese headings. You can keep several rosters and choose which one a session uses. Clear all entries in this roster asks for confirmation first. Rosters are stored only on this device and are never sent to the server. They are used in Named and Key only sessions.

RAT groups

9:41

RAT groups (this device onl...

Group sets are stored only on this device and are never sent to the server.
 CSV format: "ID,StudentNo,Group,Name,Kana,Label"
 (header row required; student ID, kana, and label may be blank; a blank group becomes "Unassigned"; IDs use the same scheme as existing keys; groups may be numbers or strings).
 △ The 6th column "label" is the only exception: during peer review it is sent to the server and shown to students in the same group (never stored in the database; it disappears when the session ends). Fill it in for every member of a group, or leave it blank for the whole group (blank keeps the usual automatic A, B, C... labels).
 To use the label column, the 6th cell of the header row must say "label" (also accepted: "display", "ラベル", "表示名"). A 6th column whose header says anything else is treated as a free-form column (e.g., notes), is ignored, and the usual automatic A, B, C... labels are used.
 The old "name,ID,group" format and roster CSVs (two columns: key,name) are also accepted (a roster CSV puts everyone in one group for RAT).
 Import fully replaces the previous set. Duplicate IDs are an error and the import is canceled.
 RAT entry checks, name display, and group tallies all use the set marked "In use" (the roster is not used).

In use: Groups_A

Import group CSV into "Groups_A"

Download template

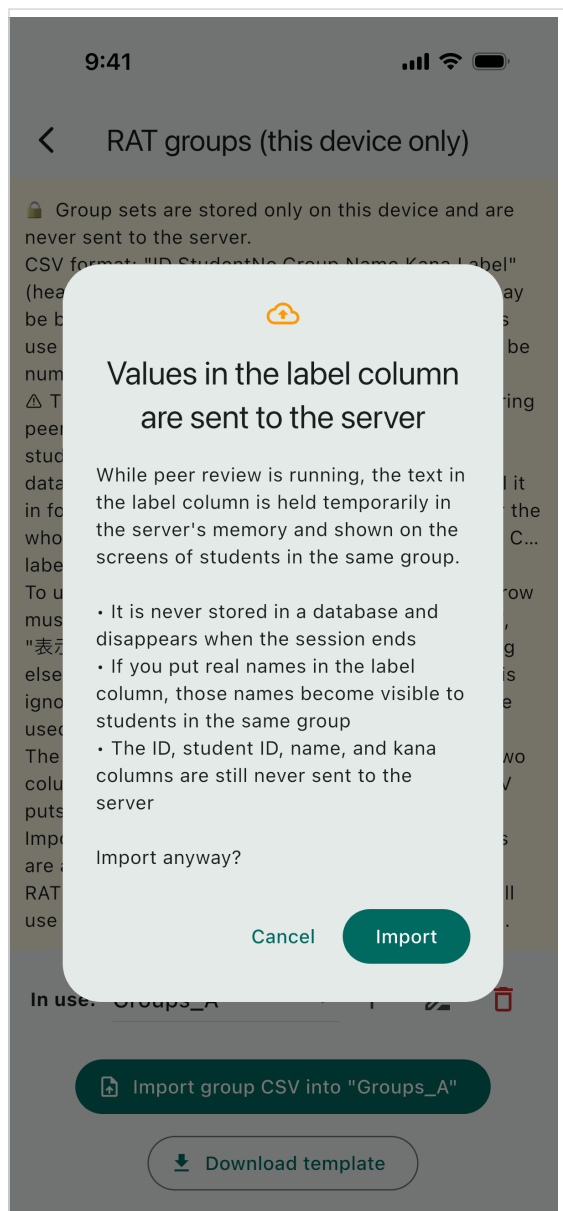
RAT groups (this device only) is where you set up the groups for a RAT (Readiness Assurance Test). Review the current group set and import a CSV with **Import group CSV into "Groups_A"**. Import fully replaces the previous set, and a duplicate ID stops the import with an error. Clear all entries in this set asks for confirmation first.

When Studio is in English, the template (Download template) has six columns: ID,StudentNo,Group,Name,Kana,Label. Import accepts English or Japanese headings. Student ID, Kana, and Label may be blank.

The sixth column, Label, is optional. Use it to choose the name each student is shown under during peer review. If you leave it blank, members are labeled A, B, C... automatically. Importing a CSV with labels opens a confirmation dialog first (next page, S-51).

Note: Fill the label in for every member of a group, or leave it blank for the whole group (labels must be unique within a group, up to 20 characters). Otherwise "Label column error" appears, the import is canceled, and the current set is not changed.

Confirming that labels are sent



This dialog always appears when you import a CSV that has values in the label column. Its title is "Values in the label column are sent to the server". ClassPulse is designed so that rosters never leave your device; the label column is the one exception. While peer review is running, the label text is held temporarily in the server's memory and shown on the screens of students in the same group. It is never stored in a database, and it disappears when the session ends. If you put real names in the label column, those names are visible to students in the same group. The ID, student ID, name, and Kana columns are still never sent to the server.

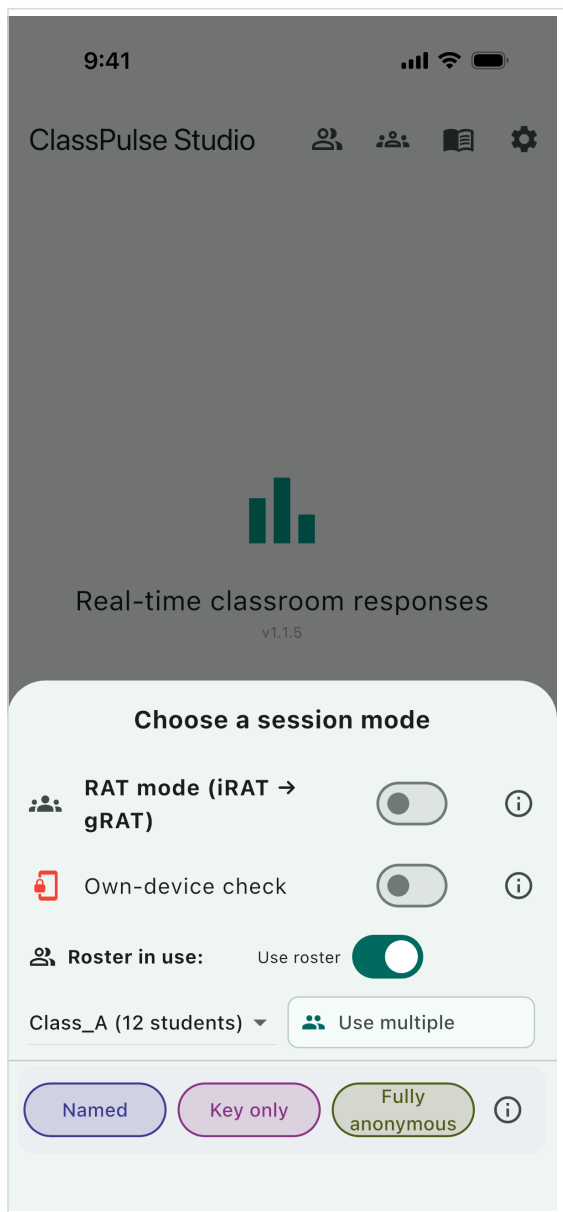
Tap **Import** to finish the import. If you tap **Cancel**, the whole import is discarded and the current set stays as it is.

Note: The sixth column is treated as the label column only when its header cell says label (display, ラベル, and 表示名 are also accepted). A sixth column with any other header is treated as a free-form column such as notes and is ignored.

■ Chapter 2: Creating a session

S-02

Choosing a session mode



Create session opens the Choose a session mode sheet. Here the RAT switch is off. Choose one of three modes and the roster to use.

Named: students enter only their ID key, and your screen matches it against the roster on this device and shows the name.

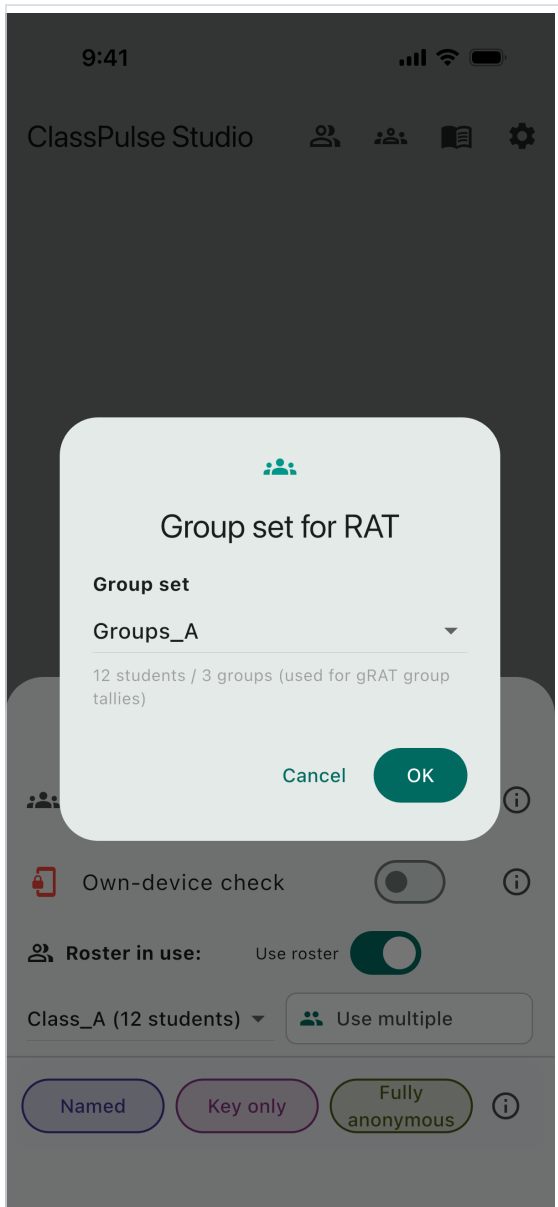
Key only: your screen shows only the ID key, never a name.

Fully anonymous: the ID key is never sent to the server. You see only counts and percentages, never who answered.

Turn on **Own-device check** to have Join ask each student to confirm that they are answering on their own device.

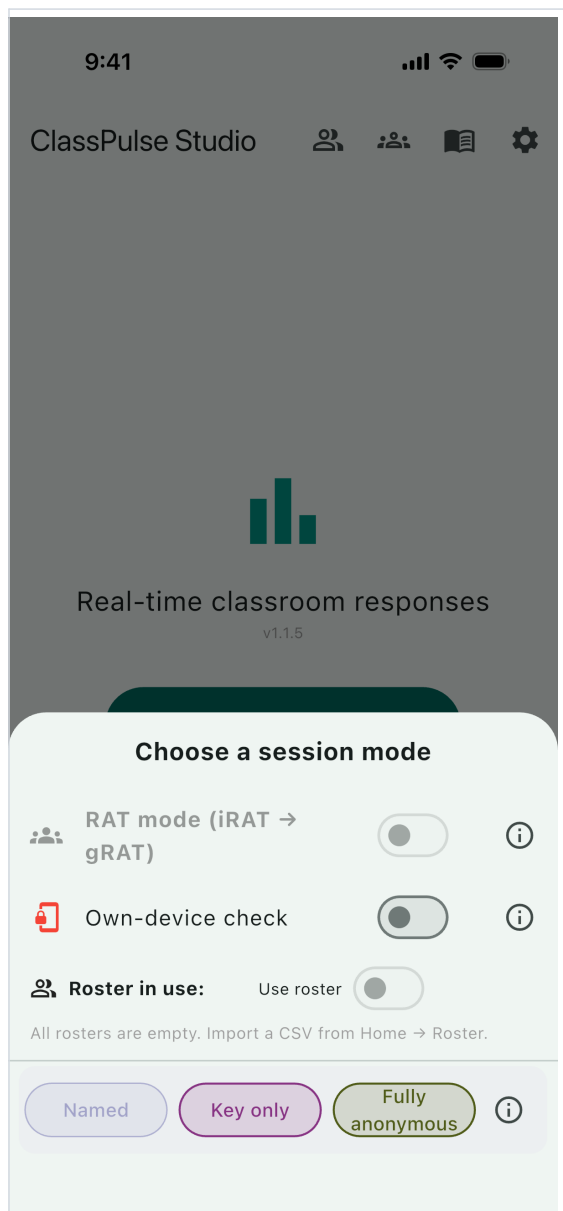
S-03

Session mode with RAT on



Turning on **RAT mode (iRAT → gRAT)** replaces the roster choice with a group set choice and shows a summary of the set (number of students and number of groups). Check that the numbers match your class. A RAT needs to identify individuals and groups, so Fully anonymous cannot be selected.

When every roster is empty



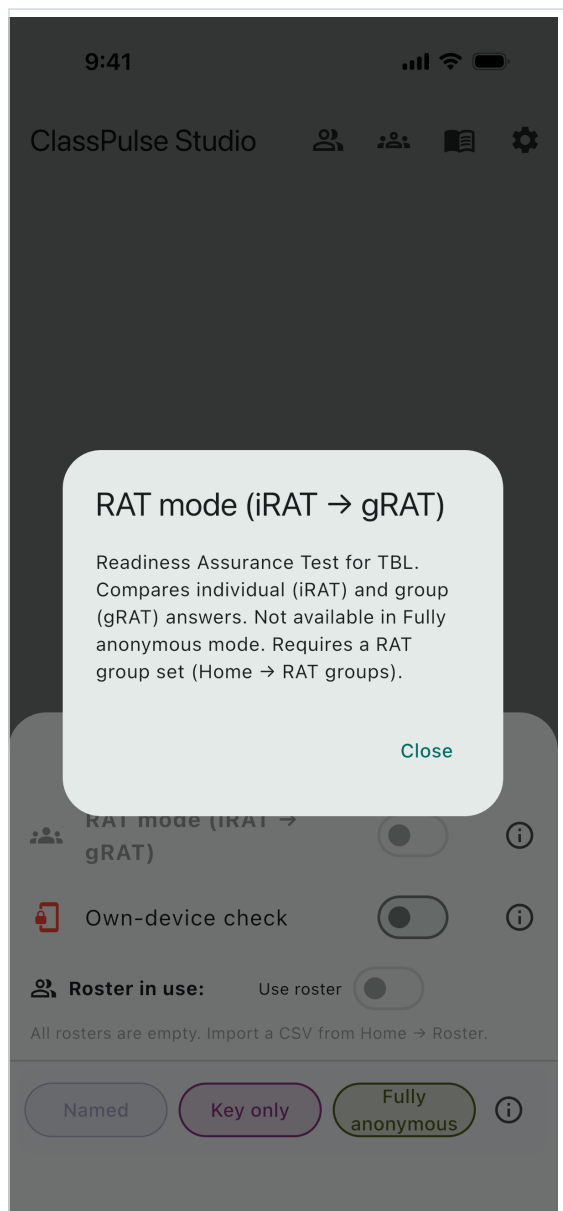
This is the mode sheet when no roster has anyone in it. The **Use roster** switch stays off and is grayed out. It is disabled, not just dimmed.

The condition is not that no roster exists. ClassPulse always keeps one default roster (Roster 1), so there is always a roster. What is checked is whether **the total number of entries across all rosters is zero**. You see this state until you import a CSV for the first time.

The note shown for the switch reads "All rosters are empty. Import a CSV from Home → Roster." Import a CSV from the Roster icon on the Home screen (Chapter 1, S-24), and you can select a roster here and use Named and Key only with it.

Note: If you have imported a roster and deliberately turn the switch off, a different note appears: "No roster is used for this session (Named mode is unavailable)". The roster block is shown only while RAT is off. With RAT on, the sheet shows the group set choice instead (S-03).

When RAT cannot be selected



This is the mode sheet when no RAT group set has any members. **The RAT switch cannot be turned on.** As with rosters, it is disabled, not just dimmed, and the check is symmetrical: whether **the total number of members across all group sets is zero**. A default set (Group set 1) always exists, so the check is not about whether a set exists.

The RAT row has no note of its own. The explanation is behind the info button to the right of the switch, which keeps the sheet short on narrow phones. **The info button works even while the switch is disabled.**

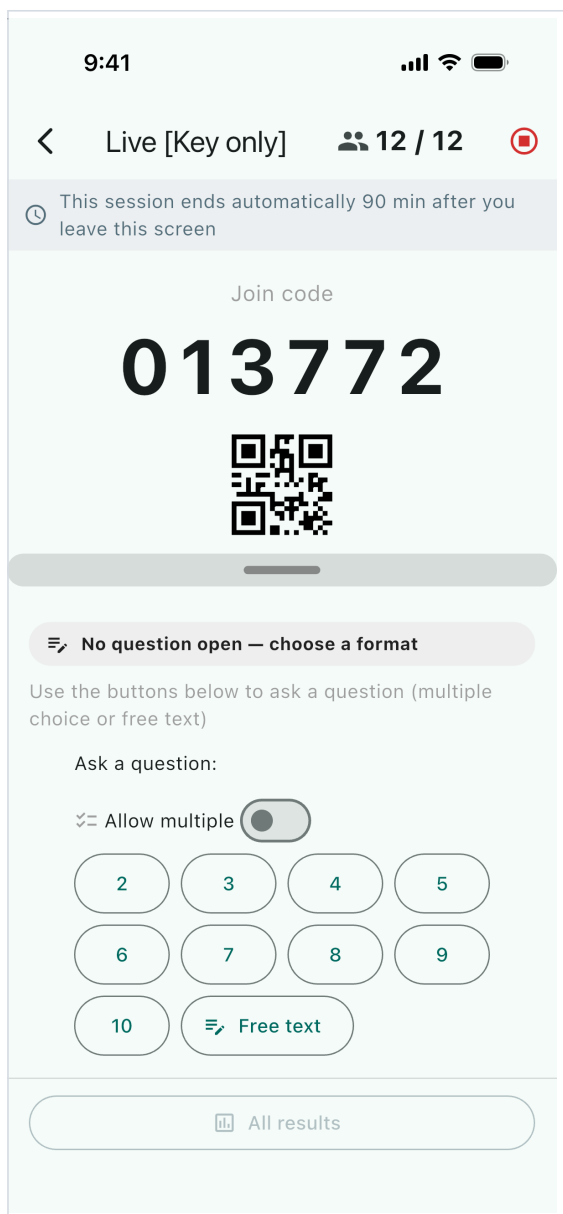
The info dialog is titled **RAT mode (iRAT → gRAT)** and reads: "Readiness Assurance Test for TBL. Compares individual (iRAT) and group (gRAT) answers. Not available in Fully anonymous mode. Requires a RAT group set (Home → RAT groups)."

Import a group CSV from RAT groups on the Home screen (Chapter 1, S-25). The switch then becomes available, and turning it on takes you to the group set choice (S-03).

■ Chapter 3: Running questions

S-04

Live screen before a question



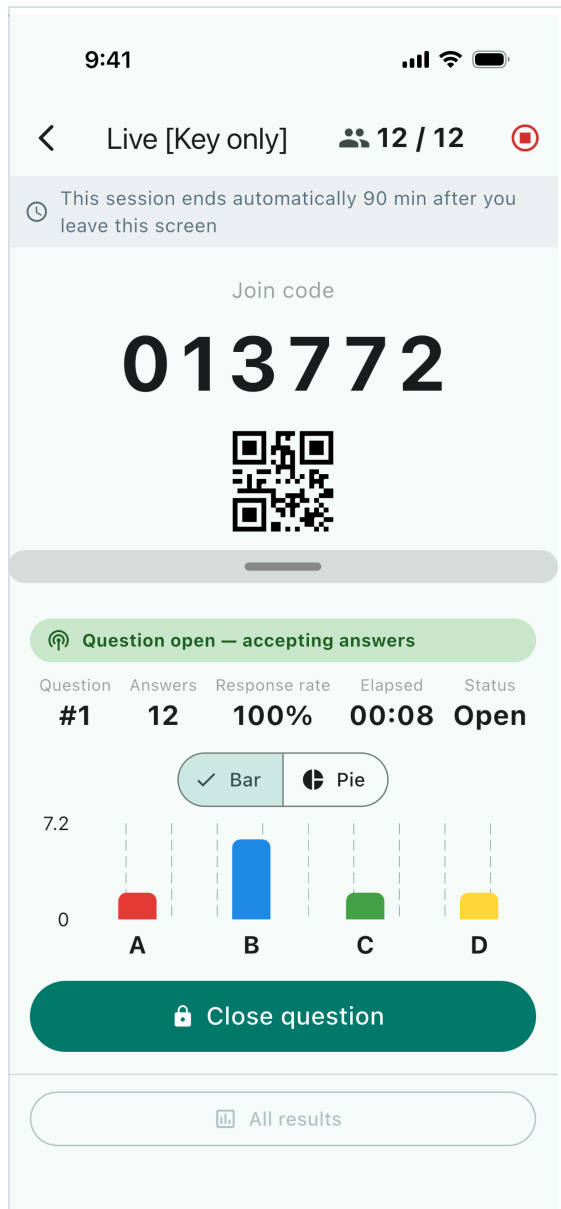
This is the live screen right after a session starts. The status chip reads "No question open — choose a format". Students join with the six-digit join code or the QR code on the Join code card. Tap the participant count at the right of the header to open the attendance check. Ask a question with the buttons at the bottom (2 to 10 options, or Free text); turn on **Allow multiple** first to let students give more than one answer.

View results on the join code card opens the results screen without ending the session; go back to return to the live screen. Use it to check the tallies during class or to export before you end the session (Chapter 7, S-26).

Note: On a phone, the join code card can be taller than the screen. Scroll to see the join code, the QR code, and View results. For the iPad layout, see S-08.

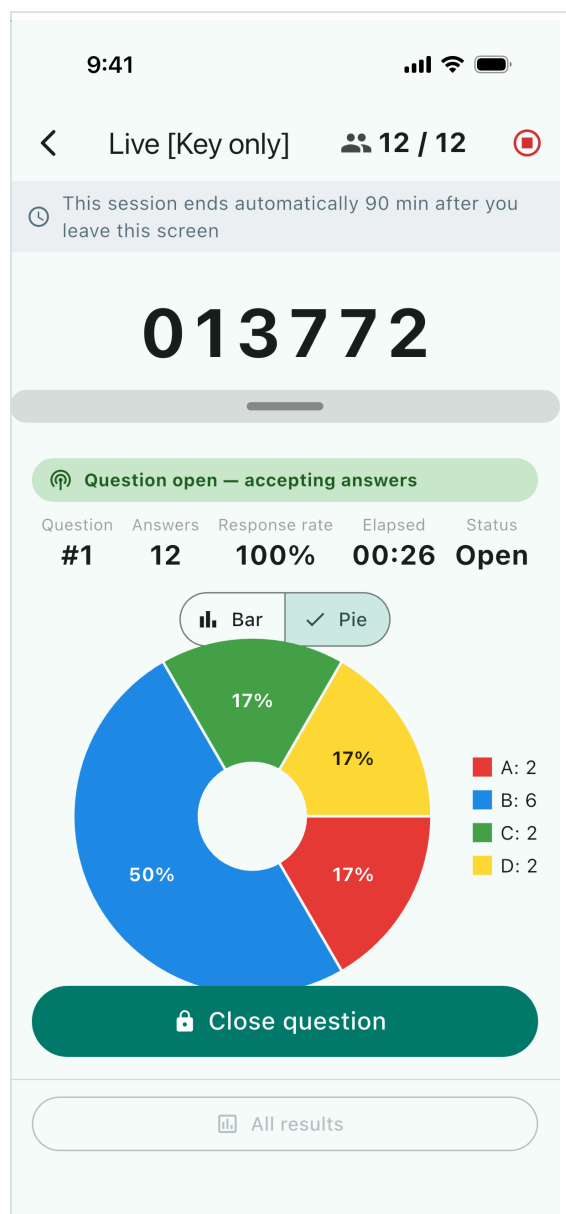
S-05

Multiple choice: collecting answers



A multiple-choice question is open. The status chip reads "Question open — accepting answers". Question, Answers, Response rate, and Elapsed update in real time, and you can switch the chart between Bar and Pie. Tap **Close question** to stop accepting answers.

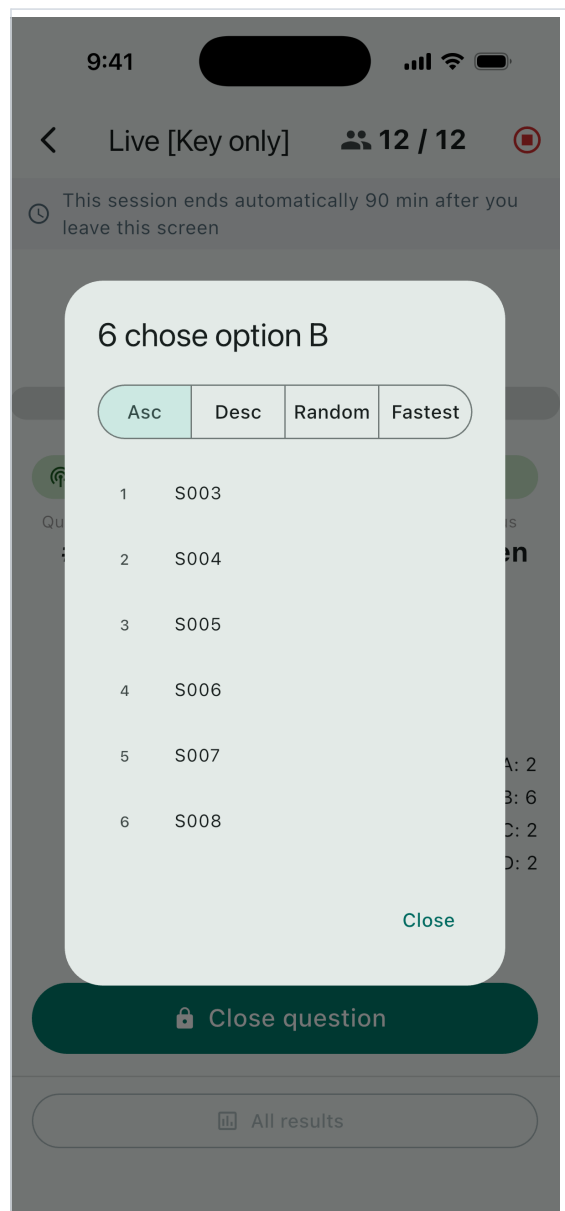
Pie chart



The chart switched to **Pie**. The legend shows the share and the count for each option. It is a quick way to see the spread of a single-answer question.

S-07

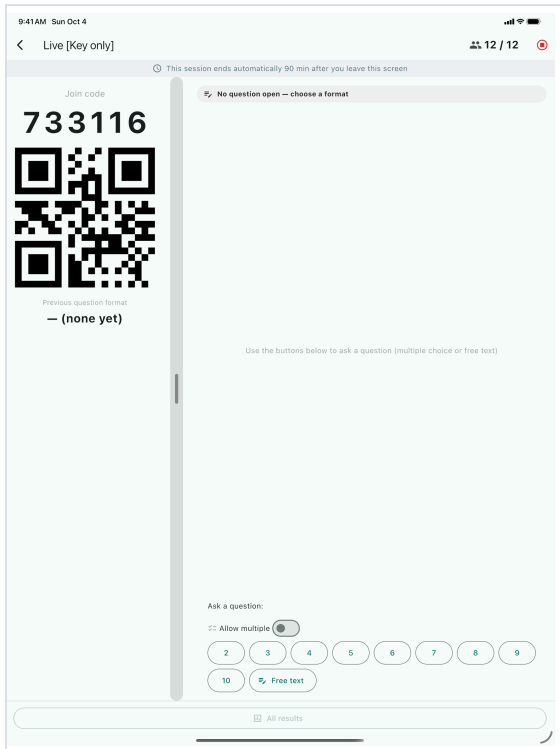
Who chose an option



Tap a bar or a pie slice to list the students who chose it. The title reads, for example, "6 chose option B". Sort by Asc, Desc, Random, or Fastest (fastest answer first). In Key only mode the list shows ID keys.

S-08

Tablet two-pane layout before a question



On an iPad or another wide screen, the live screen uses two panes: the join code and QR code on the left, and the questions and tallies on the right. Drag the divider between them to change the widths.

S-09

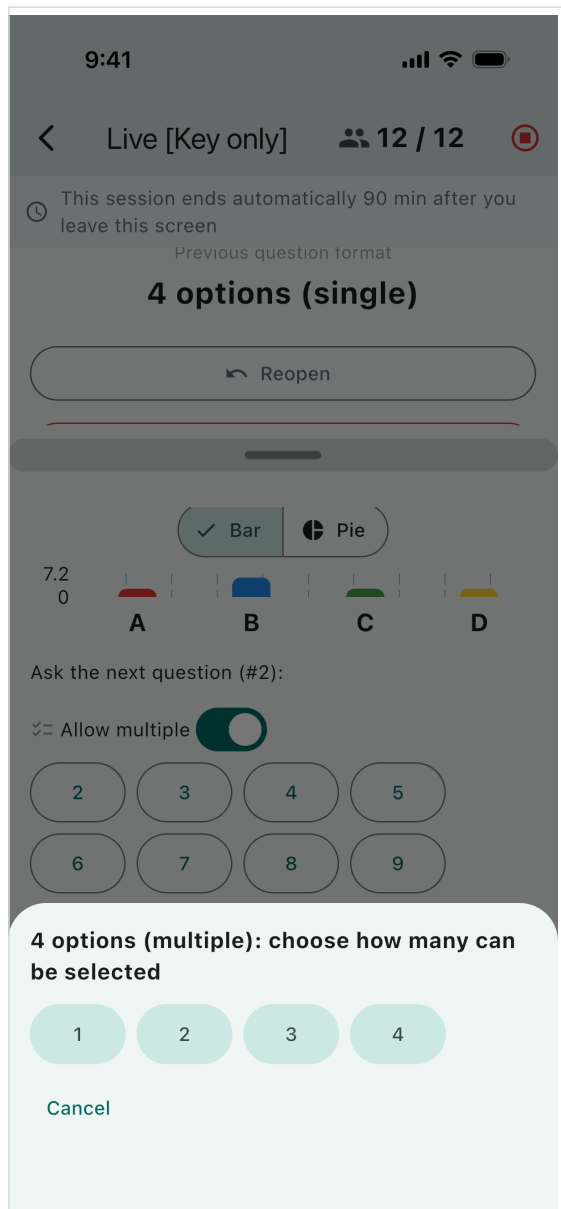
Tablet two-pane layout while collecting



The two-pane layout while a multiple-choice question is open. The chart fills the right pane, which works well on a classroom projector.

S-10

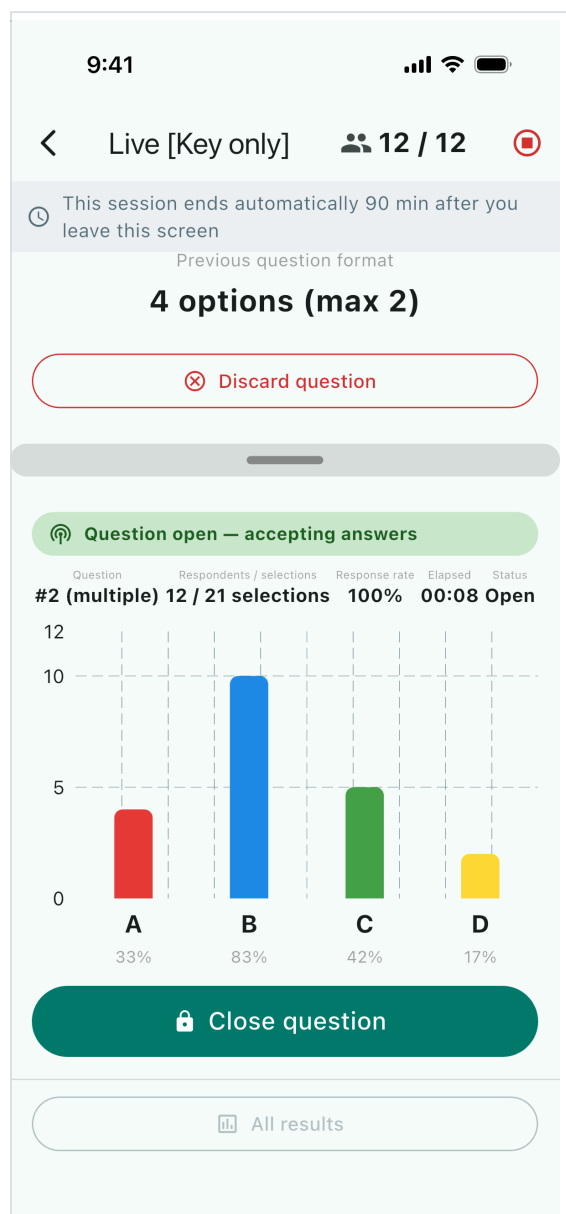
Multiple answers: how many can be selected



With **Allow multiple** on, asking a multiple-choice question opens this sheet ("4 options (multiple): choose how many can be selected"). Tap 1, 2, 3... to set the maximum number of selections.

S-11

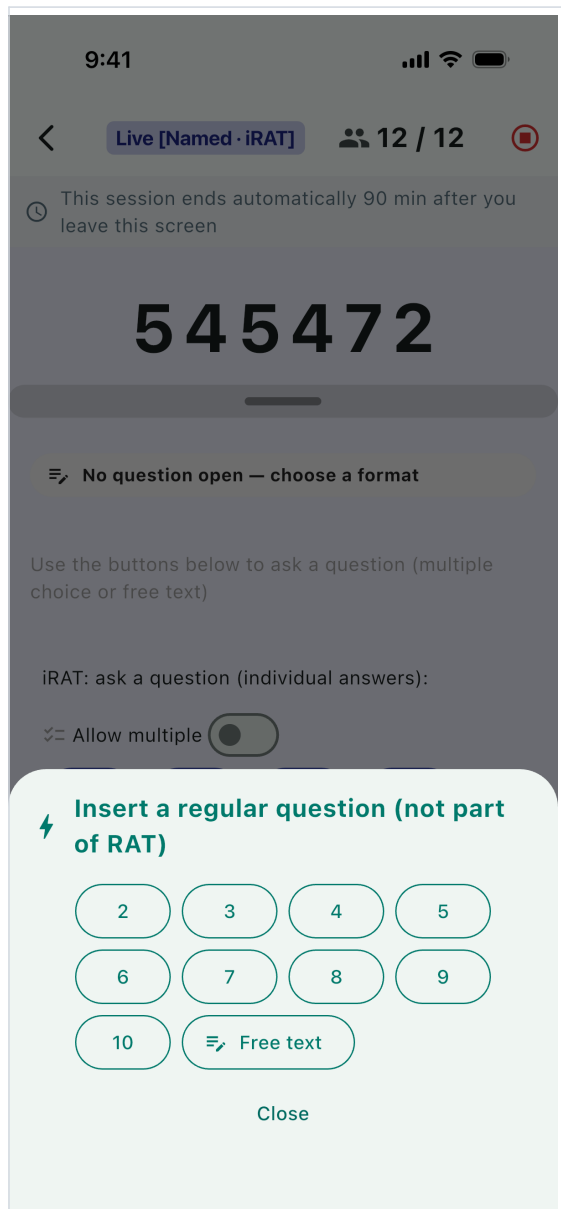
Multiple answers: bar chart



The tally for a multiple-answer question. It shows both the number of respondents and the total number of selections (Respondents / selections; e.g., 16 / 24 selections) and the share of each option.

S-16

Inserting a regular question



During a RAT you can insert a regular question with **Insert a regular question (not part of RAT)**. This bottom sheet offers 2 to 10 options. The question is a one-off and is not part of the RAT.

S-17

One-tap next question

9:41

< Live [Key only] 12 / 12

This session ends automatically 90 min after you leave this screen

Previous question format

4 options (single)

Reopen

7.2
0

A B C D

Ask the next question (#2):

Allow multiple

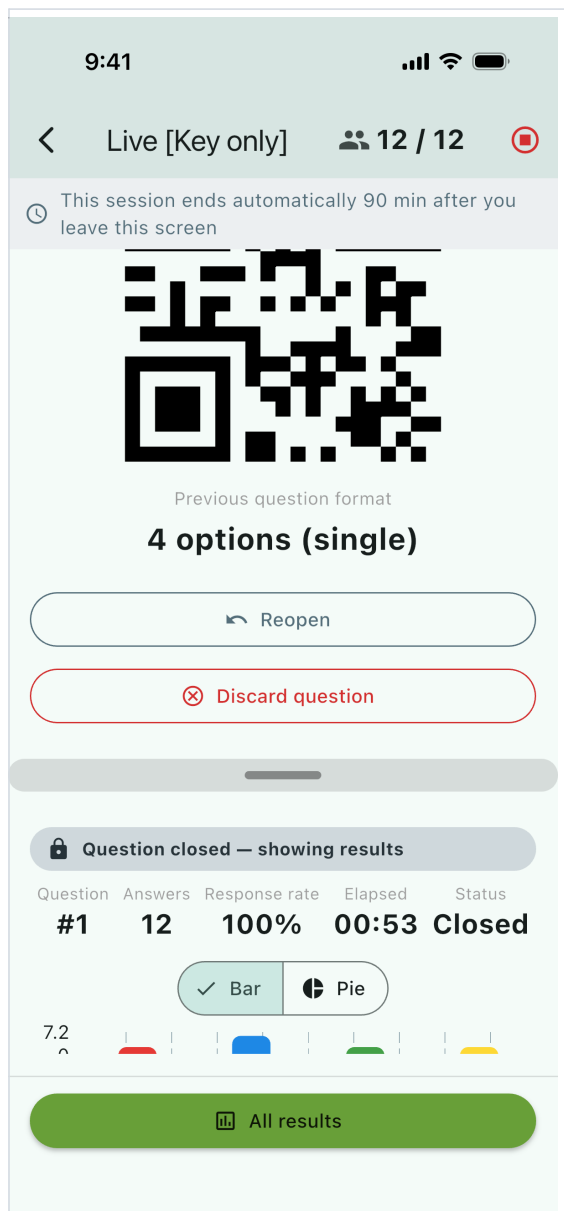
2 3 4 5
6 7 8 9
10 Free text

Next question: 4 options (single)

All results

To ask another question in the same format as the last one, tap the "Next question: 4 options (single)" button. One tap asks the next question with the same format.

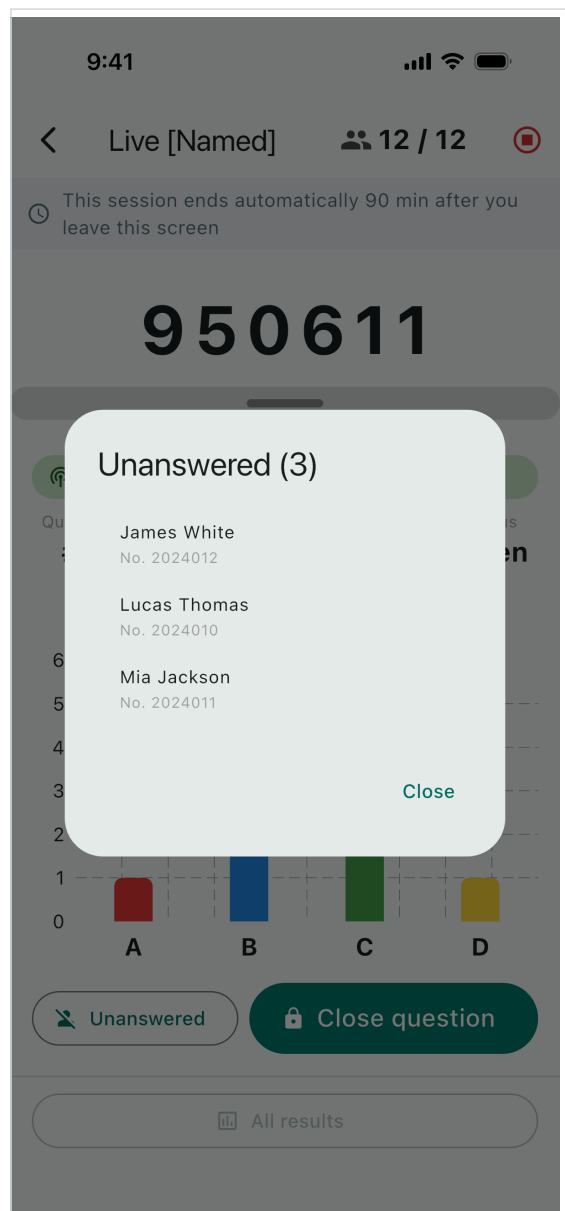
After closing a question



The question has been closed. The status chip reads "Question closed — showing results". **Reopen** puts the question you just closed back to accepting answers (only the most recent question, and only until you ask the next one). **Discard question** removes the question so that it does not appear in the results. The buttons for the next question are shown at the bottom.

S-20

Unanswered list



In Named mode, tap **Unanswered** while a question is open to list the participants who have not answered yet. Use it to prompt students by name.

Free text results

9:41

< Live [Key only] 12 / 12

This session ends automatically 90 min after you leave this screen

Free text

Discard question

Question open — accepting answers

Question	Answers	Response rate	Elapsed	Status
#3 Free text	12	100%	00:29	Open

Cluster similar ☒ Clustered ☒ Raw

- Chloroplast S012
- Golgi apparatus S011
- Ribosome S010
- Ribosome

Close question

All results

The tally for a free-text question. It has the **Cluster similar** switch and the Clustered / Raw toggle. Raw lists the answers exactly as written, with a count for each.

Cluster similar is on by default. It sends only the answer text to an external embedding API to cluster answers with similar meaning. When it is off, answers are shown as is and nothing is sent externally.

Note: Clustering is tuned for Japanese; English answers may be grouped less accurately. For example, short words that differ by one letter (Liver and Lever) can end up in the same cluster. Check Raw when the wording matters.

Free text: clustered view

9:41

< Live [Key only] 12 / 12

This session ends automatically 90 min after you leave this screen

Free text

Discard question

Question open — accepting answers

Question	Answers	Response rate	Elapsed	Status
#3 Free text	12	100%	00:13	Open

Cluster similar ☒ Clustered Raw

Dictionary 5 Organize with AI

Mitochondria 6

Nucleus 2

Ribosome 2

Tap two clusters to merge; long-press to split. After closing, use Organize with AI to merge by meaning.

Close question

All results

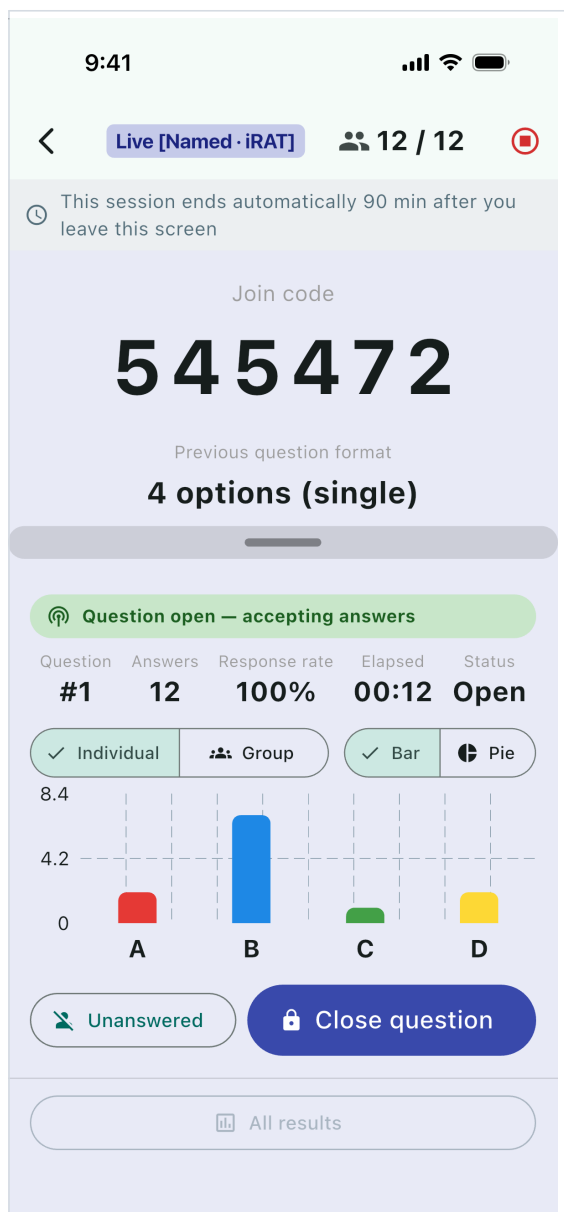
The **Clustered** view groups similar answers under a representative term with a count. After you close the question, **Organize with AI** merges synonyms, abbreviations, translations, and typos by meaning and adds a heading. Tap two clusters to merge them; long-press a cluster to split it when answers were merged by mistake. Importing a synonym dictionary (Chapter 1, S-30) also merges spelling variants.

Note: Clustering is tuned for Japanese; English answers may be grouped less accurately. Merge or split clusters by hand where needed. Organize with AI sends each cluster's representative term and samples to an AI service; if AI is disabled on the server, nothing changes.

■ Chapter 4: RAT (iRAT → gRAT)

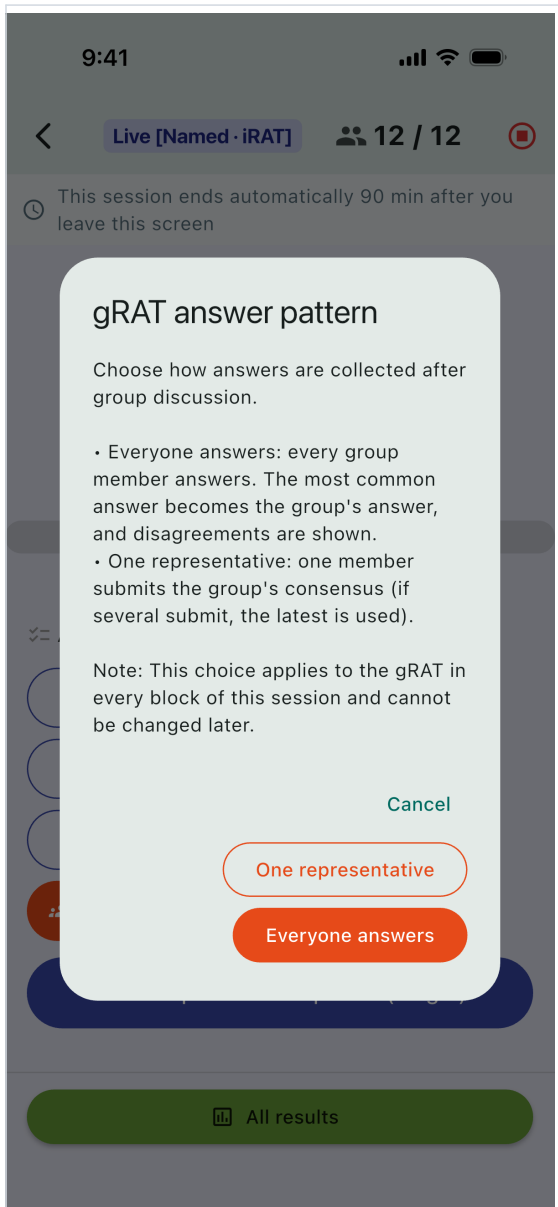
S-12

RAT: iRAT in progress



The live screen right after a Named RAT session starts, in the iRAT (individual) phase. The header is an indigo band titled "Live [Named · iRAT]". When everyone has answered the iRAT questions, tap **Proceed to gRAT (3 questions)** to move on to the group phase.

gRAT answer pattern



Proceeding to gRAT (also known as tRAT) opens the **gRAT answer pattern** dialog.

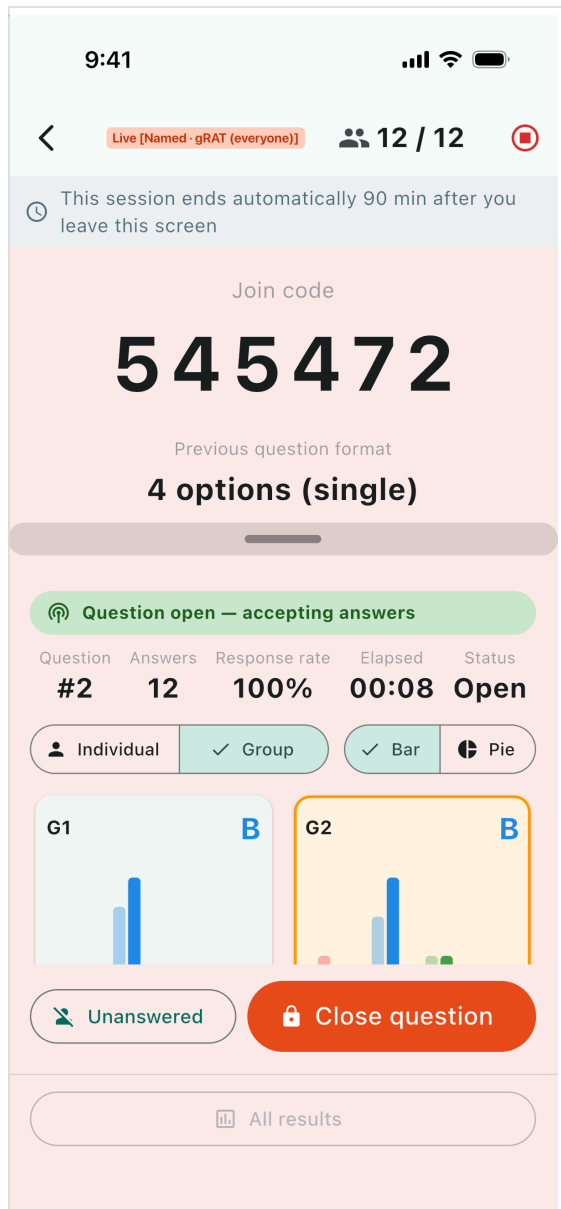
Everyone answers: every group member answers. The most common answer becomes the group's answer, and disagreements are shown.

One representative: one member submits the group's consensus (if several submit, the latest is used).

Note: This choice applies to the gRAT in every block of the session and cannot be changed later.

S-14

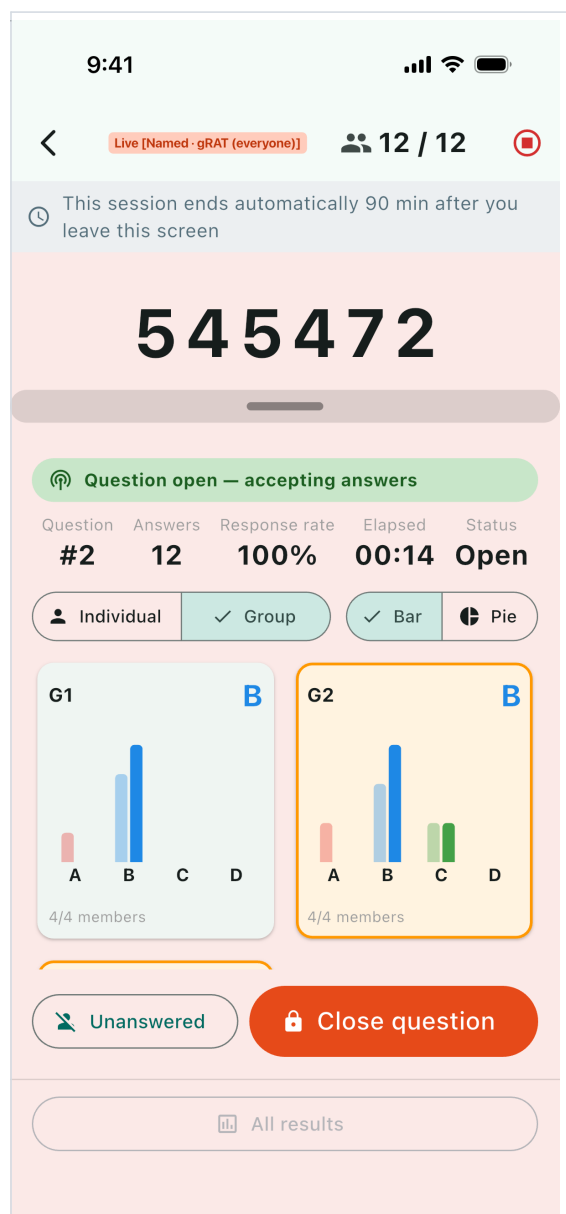
RAT: gRAT in progress



The live screen in the gRAT (group) phase. The header is a deep orange band. gRAT re-asks the iRAT questions with the same options and order. **Retry Q1 (attempt 2)** asks the same question again, and you can still insert a regular question. The answers are listed on a card for each group.

S-15

RAT group view



The tally by group (Group). Each group card shows the group's answer (A, B...) in large type. Groups whose members disagree are highlighted with an orange border.

S-34

gRAT complete

The screenshot shows the 'gRAT complete' screen in ClassPulse Studio. At the top, the time is 9:41 and the session is 'Live [Named - gRAT (everyone)]' with 12 / 12 participants. A warning message states: 'This session ends automatically 90 min after you leave this screen'. The large number '545472' is displayed in the center. Below this, a status bar indicates 'Question closed — showing results'. A table shows the results for question #2, with 12 answers, a 100% response rate, and a status of 'Closed'. The table has columns for Question, Answers, Response rate, Elapsed, and Status. Below the table, there are four buttons: 'Individual', 'Group' (selected), 'Bar', and 'Pie'. Two graphs, G1 and G2, are shown, both with a blue bar. A message says: 'Open All results to review the results, then finish any remaining steps and save your data.' At the bottom, there are four buttons: 'Retry (pick from list)', 'Insert a regular question (not part of RAT)', 'Next block (iRAT)', and 'All results'.

9:41

< Live [Named - gRAT (everyone)] 12 / 12

This session ends automatically 90 min after you leave this screen

545472

Question closed — showing results

Question	Answers	Response rate	Elapsed	Status
#2	12	100%	00:14	Closed

Individual Group Bar Pie

G1 B G2 B

Open All results to review the results, then finish any remaining steps and save your data.

Retry (pick from list)

Insert a regular question (not part of RAT)

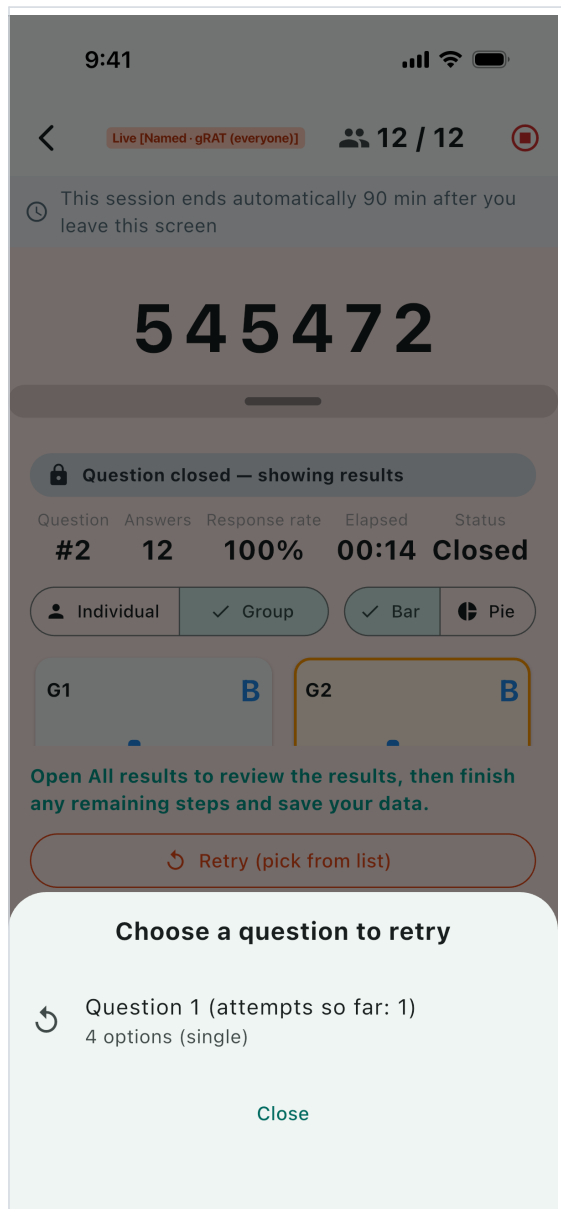
Next block (iRAT)

All results

All gRAT questions have been asked. **Retry (pick from list)** asks any question again, **All results** opens the results, and **Insert a regular question (not part of RAT)** adds a one-off question. **Next block (iRAT)** starts another iRAT → gRAT block in the same session; the answer pattern stays the same.

S-35

Choosing a question to retry

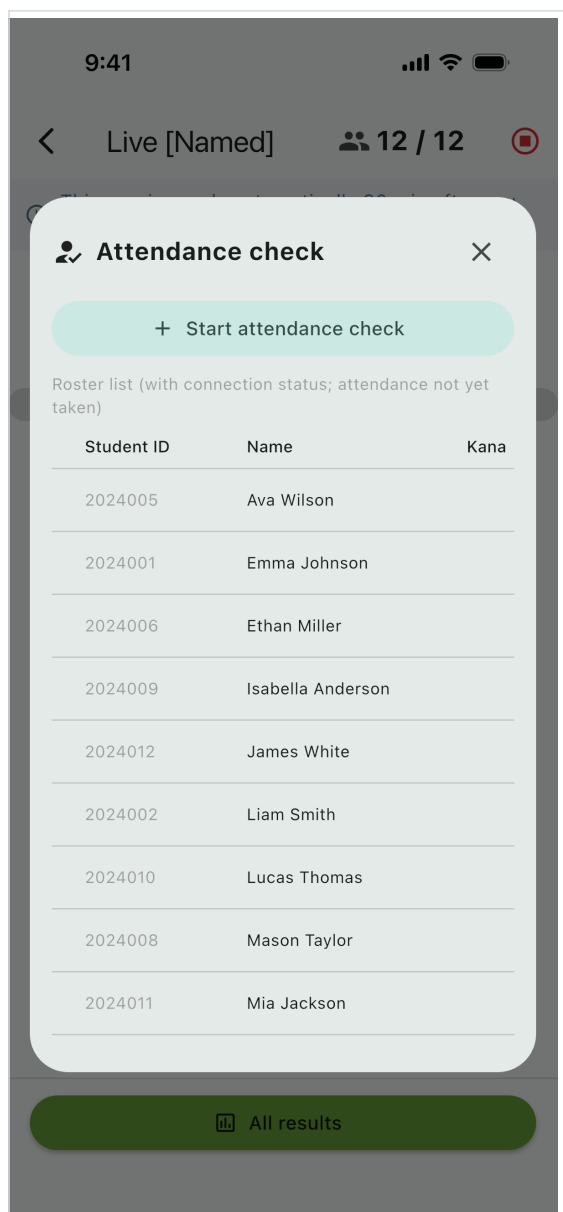


Retry opens this picker ("Choose a question to retry"). Each row reads, for example, "Question 2 (attempts so far: 1)". Every attempt is included in the results.

■ Chapter 5: Attendance check

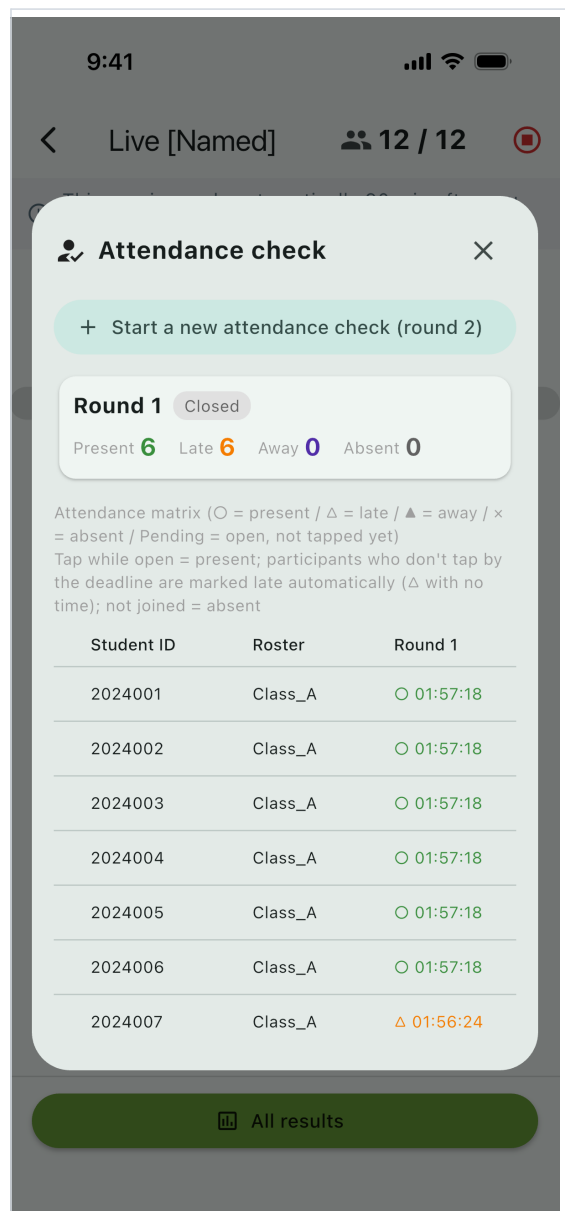
S-31

Attendance check: not started



No attendance check has been run yet. Open this dialog by tapping the participant count in the header. It lists everyone on the roster with their connection status (names in Named mode, ID keys in Key only mode). In a RAT it shows the group set. In Fully anonymous mode no individual list is shown. Tap **Start attendance check** to begin.

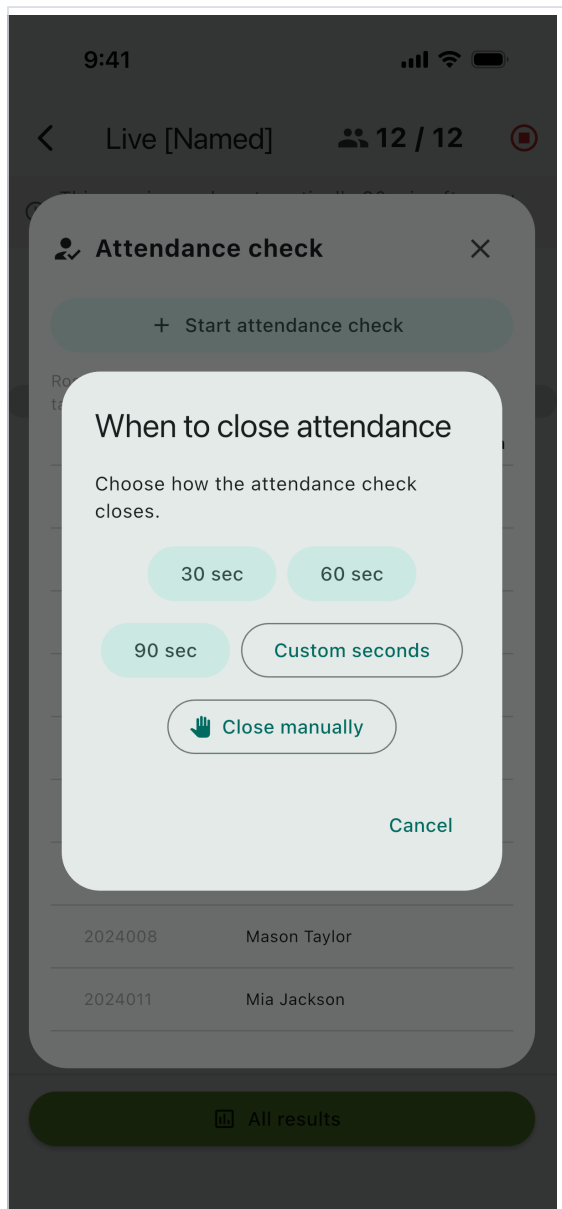
Attendance matrix



The attendance matrix: ○ = present, △ = late, ▲ = away, × = absent, and Pending = the round is open and the student has not tapped yet. A tap while the round is open counts as present. Participants who do not tap by the deadline are marked late automatically (△ with no time). Students who leave partway through are listed separately. Attendance is included in the PDF, Excel, and CSV exports.

S-33

Attendance: when to close

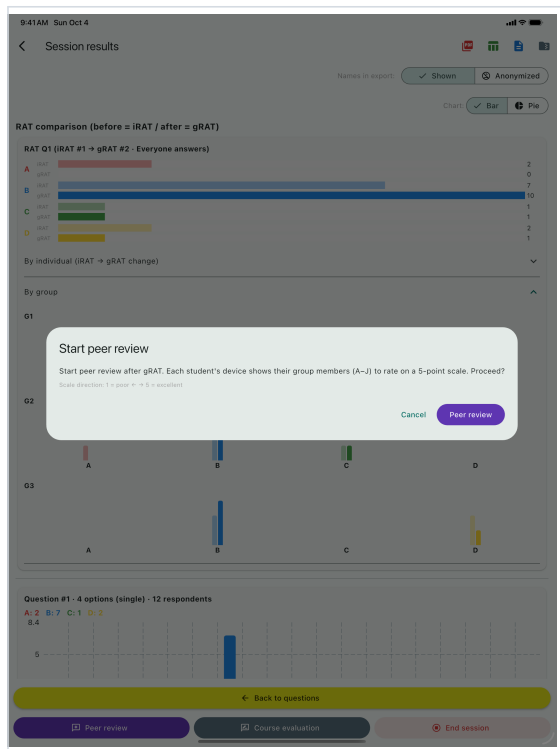


The **When to close attendance** sheet. Choose an automatic close after 30, 60, or 90 sec or after Custom seconds, or choose **Close manually**.

Chapter 6: Peer review

S-36

Starting peer review

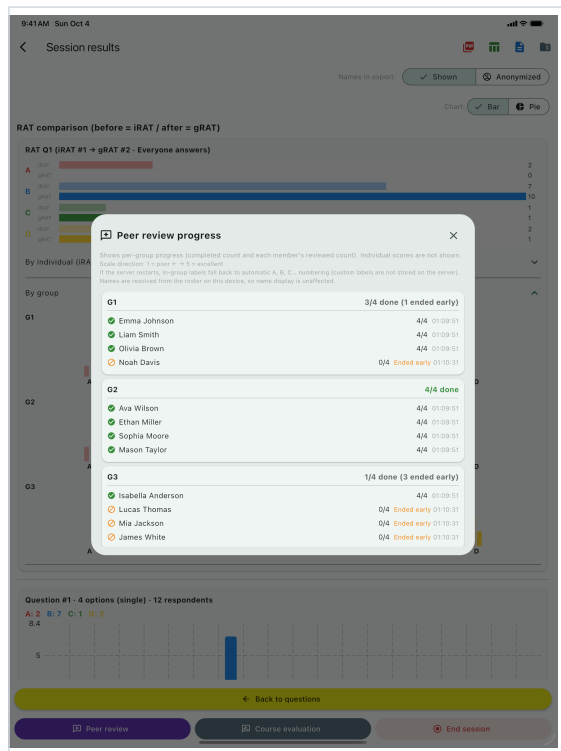


Peer review on the results screen opens the Start peer review dialog. Peer review runs after gRAT: each student's device shows the members of their own group (A-J), and the student rates each one on a 5-point scale. If the group CSV has a label column (Chapter 1, S-25 and S-51), students see those labels (e.g., names) in place of A-J.

Running peer review changes what the exports contain. Files you saved earlier are treated as not saved again, and Studio shows "Peer review results were added. Please save the data again." The new files get a different time in their names, so the files you saved earlier are not overwritten.

S-37

Peer review progress



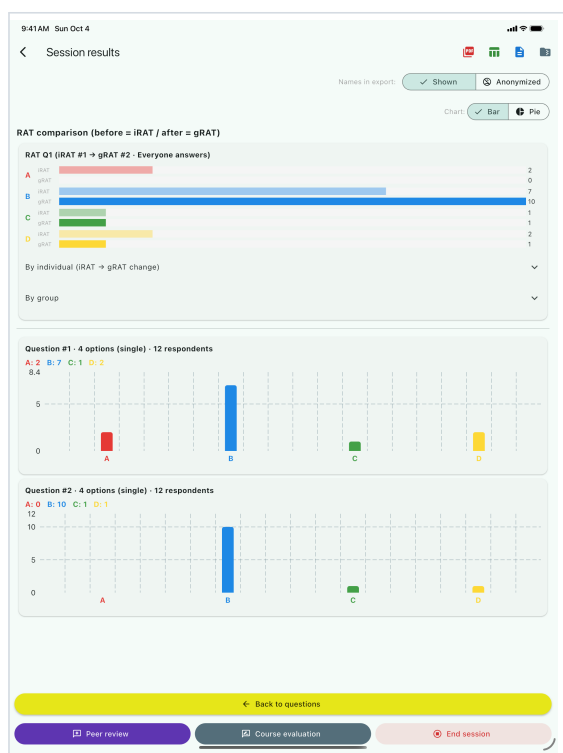
The **Peer review progress** dialog shows, for each group, how many members are done ("3/5 done"). Only students who submitted their own ratings are counted. Students cut off when you end peer review are not counted as done; the group heading then reads, for example, "3/5 done (2 ended early)". A group heading turns green only when every member has submitted.

Each member row has one of three icons: a green check = submitted, an orange blocked sign = ended by the instructor (the row also carries an orange "Ended early" label), and a gray hourglass = not submitted yet. Individual scores are not shown. **End peer review** finalizes the data at that moment, even if some students have not submitted.

Chapter 7: Results and export

S-26

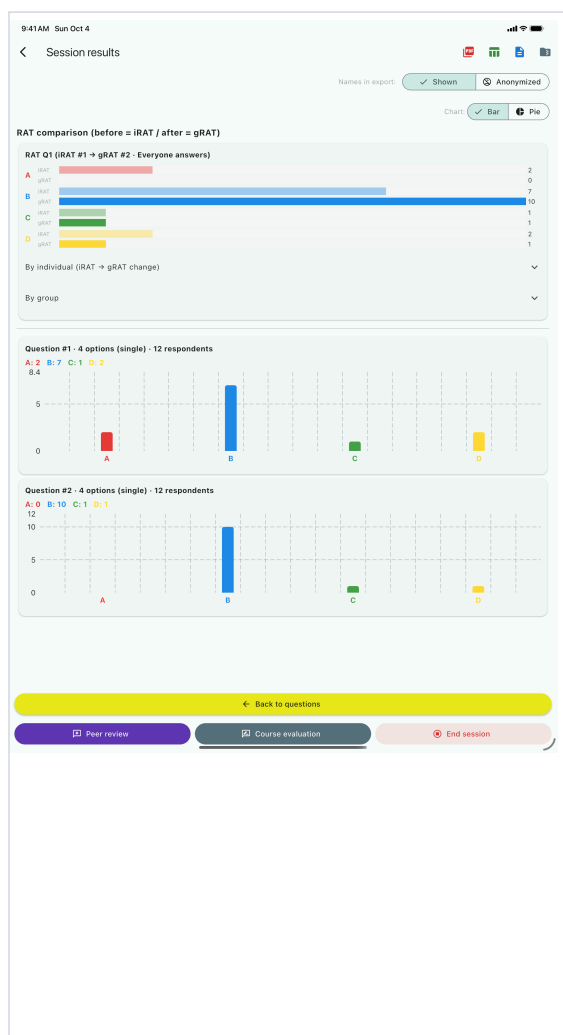
Results screen



The **Session results** screen shows the tally for every question and the list of free-text answers, and you can switch all charts between bar and pie at once. At the bottom are **Peer review** (RAT sessions with group data), **Course evaluation** when available, and **End session**.

You can open this screen during class from **View results** on the join code card (Chapter 3, S-04) or **All results** at the bottom of the live screen, without ending the session. Going back returns you to the live screen, so you can check the tallies or export partway through the class.

Export buttons



Export the results from the icons at the top right: PDF (red), Excel (green), CSV (blue), and ZIP (gray). After you save, a green check marks the formats you have already saved. The exports include the time to answer, the answer order, and the student ID column.

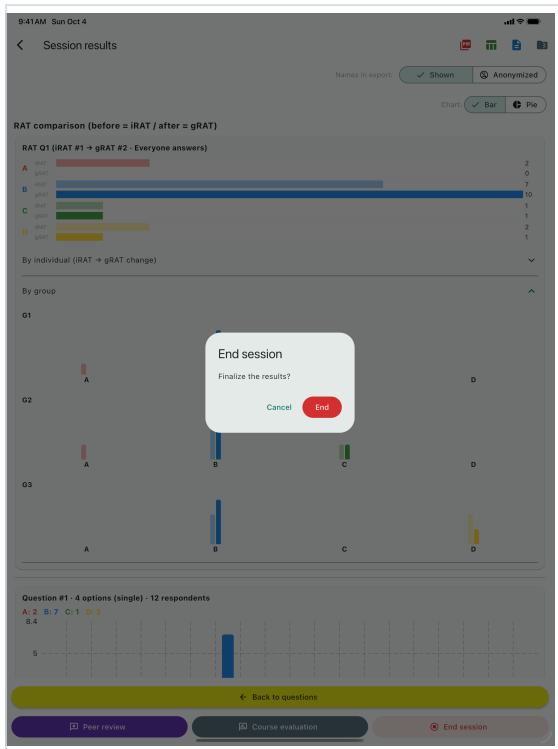
Saved files always carry the time (_HHMMSS) in their names, e.g., ClassPulse_123456_143052.xlsx, so saving the same session again never overwrites an earlier file. Use the file with the latest time. Files inside a ZIP have plain names without the time.

Language of exported files. PDF and Excel follow the display language chosen in Connection settings (Chapter 1, S-29).

The results CSV always uses Japanese headings and column names, even when Studio is in English. The same holds inside a ZIP: PDF and Excel follow the display language, and the CSV is in Japanese. The template CSVs for rosters, RAT groups, and the synonym dictionary are different: in English they use English headings.

Note: The CSV headings are fixed on purpose. The results CSV is a machine-readable handoff format for ClassPulse Assessment, which reads the Japanese headings; changing even one heading would make an import silently read nothing. For a report to read yourself, use the PDF or Excel export. Non-ASCII text in a CSV may also appear garbled when opened directly in Excel.

Ending a session



The confirmation shown when you tap **End session**. The text depends on the situation: "Finalize the peer review and results?" while peer review is running, and "Finalize the results?" otherwise.

Note: For **30 min** after a session ends, the server remembers its join code as ended. Students cannot rejoin once the session has ended; during this period a student who tries sees "The session has ended. Please scan a new code." After 30 min the join code becomes invalid, and the message changes to "Session not found. Check the code, or scan a new code from your instructor."

RAT comparison



The results of a RAT session include **RAT comparison (before = iRAT / after = gRAT)**, which shows for each option how the count changed from iRAT to gRAT. Questions that were retried in gRAT carry a note such as "gRAT attempts: 2 (question IDs: 5, 9)" and list every attempt. Expand By individual (iRAT → gRAT change) or By group for the details.

Past sessions (records saved on this device)

The results of an ended session are saved on this device automatically. Tap **Past sessions** on the Home screen to open the list. Only the **5 most recent** sessions are kept; saving a sixth removes the oldest one, contents and all. So that nothing disappears without warning, the oldest record is marked "Will be removed on the next save". With nothing saved yet the list reads "No saved sessions yet". The bottom of the screen always shows the storage used and the note "Only the 5 most recent sessions are kept on this device".

Records are stored on this device only. They are never sent to the server. They contain roster information (name, Kana, student ID, roster name) and individual peer review ratings, so they are handled like rosters and group sets. In return, **deleting the app deletes the saved records**, and they cannot be viewed from another device. Export anything you want to keep as PDF, Excel, CSV, or ZIP.

What is saved: the results and live answers for every question, the roster, the RAT group set and the iRAT / gRAT state, attendance (including students who left early), individual peer review ratings, and the course evaluation. While a session is running, changes are saved as they happen, and the record is finalized when the session ends. A session in which nothing happened (no questions, no participants) is not saved. A view-only monitor does not save a record either, because the session belongs to another instructor.

Opening a record. The list does not contact the server; the record is read from the device when you tap its row. A blue-gray band at the top reads "Viewing an ended session", so it is clear that you are looking at an ended session. **You can still export PDF, Excel, CSV, or ZIP.** You cannot ask new questions, start peer review, or end the session. Tap **Back to list** to return to the list.

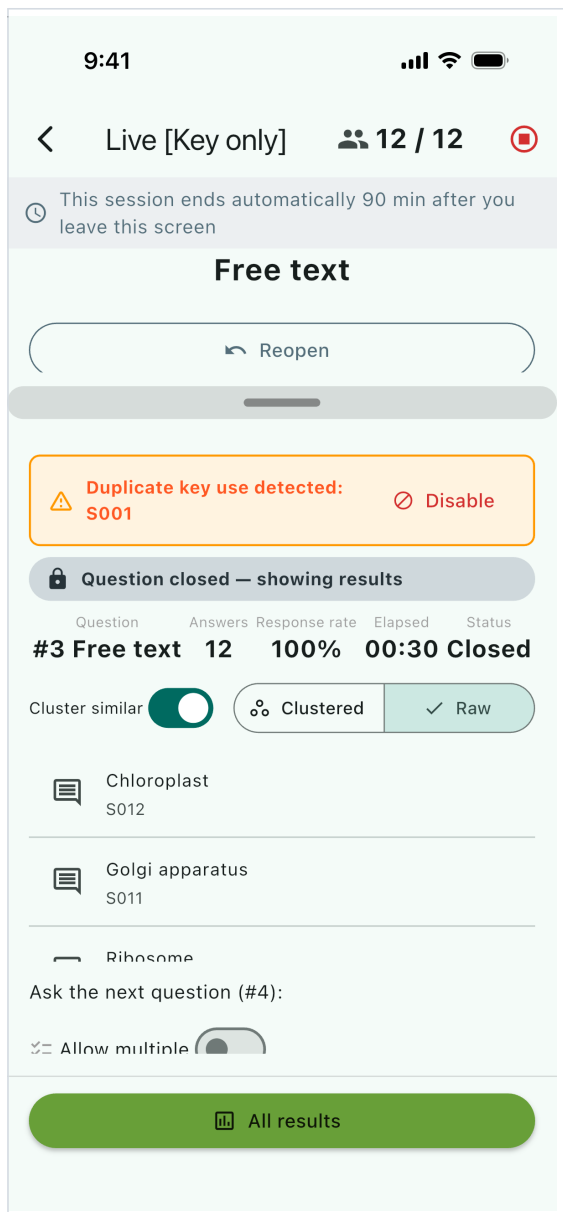
Deleting, and records that cannot be opened. Delete a record with the trash icon on its row or by swiping the row to the left. A confirmation always appears first ("Delete saved session?" / "The saved data for session 123456 (date and time) will be deleted. This cannot be undone."). Deleted records cannot be restored. A record written in a format that this version of the app can no longer read stays in the list, marked "Cannot be opened in this version"; tapping it does nothing.

Note: A failed save is never silent. A dialog titled "Could not save the session" appears with the text "This session could not be saved on the device. Export the results before ending the session." and the end of the session is put on hold. Export as PDF, Excel, CSV, or ZIP first, then end the session.

■ Chapter 8: Troubleshooting

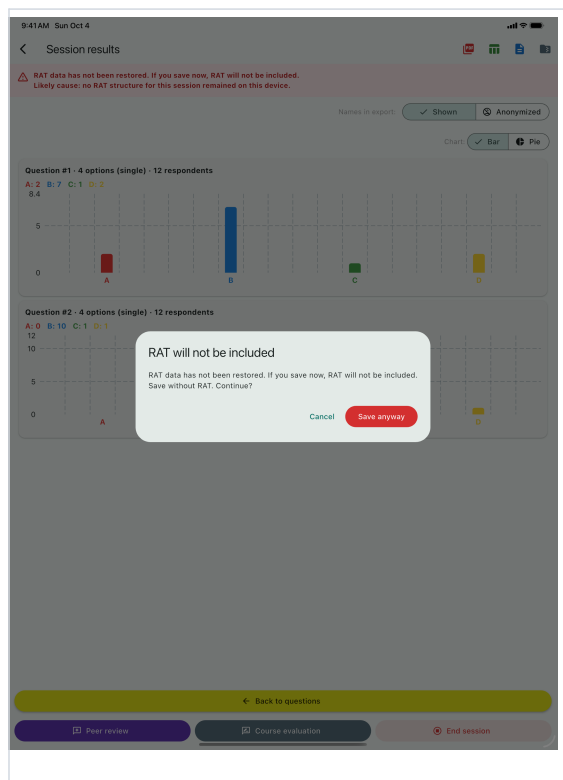
S-23

Duplicate key banner



When the same ID key is used on more than one device, an orange warning banner appears at the top, starting with "Duplicate key use detected:" and listing the keys. Tap **Disable** to disable the devices connected with that key; disabled devices can no longer answer. You can also disable a key from the list of students who chose an option.

Warning: RAT not restored



If Studio closed during class and you came back to a RAT session, the RAT tallies may not have been restored. In that case a red warning band that cannot be dismissed appears at the top of the results screen. It reads "RAT data has not been restored. If you save now, RAT will not be included." followed by a likely cause. When only the group tallies are at risk, the text is instead "Results were imported before the RAT structure was restored. RAT is included in the export, but group (single-representative) tallies may be overstated."

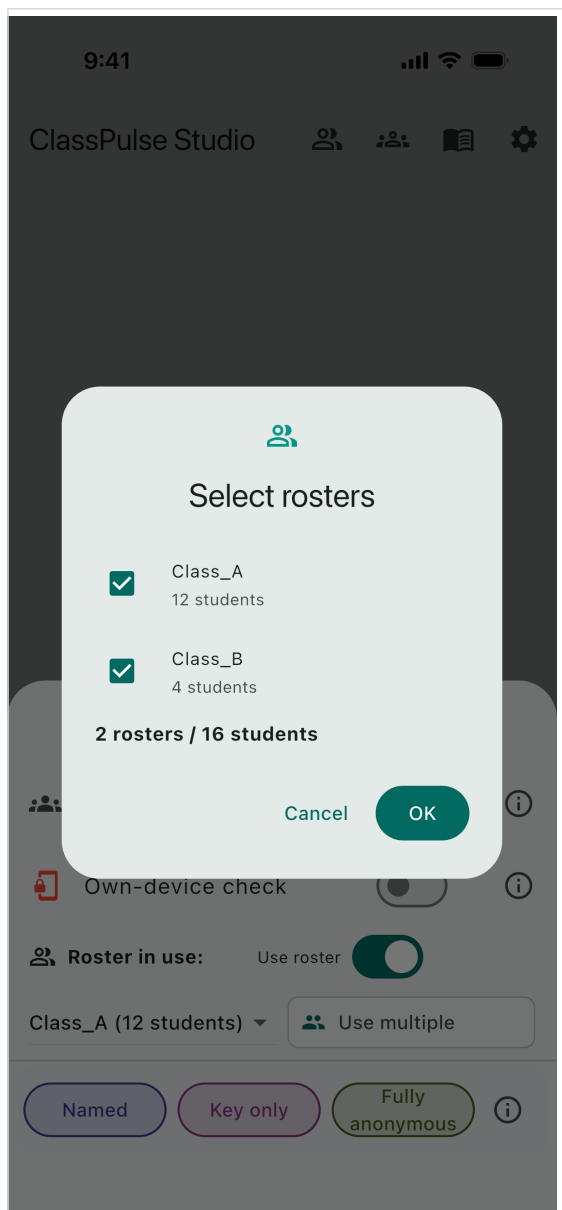
While the band is shown, every export (PDF, Excel, CSV, or ZIP) asks for confirmation first in a dialog titled "RAT will not be included". The buttons are **Cancel** on the left and a red **Save anyway** on the right. The red button means saving an incomplete result, so normally choose Cancel, return to Home, and try resuming the previous session again (Chapter 11).

Note: Saved file names carry the time, so saving the correct results later does not overwrite a file you saved earlier.

■ Chapter 9: Combined classes and roster names

S-40

Combined class (several rosters in one session)



To run one session for several classes, turn on **Use multiple rosters** in the mode sheet. The Select rosters dialog opens, and you check the rosters to combine. The rosters are merged on this device only; no roster is sent to the server. If the same ID key appears in more than one roster, the keys are made distinct automatically (next page, S-41). The exports include a roster column that records which roster (class) each respondent belongs to. The column is present for a single-roster session as well and holds the name of the roster that was used.

Duplicate keys adjusted

9:41

<

Duplicate keys adjusted

The same ID key appeared in more than one roster, so some keys were changed to keep them distinct.

Ask the affected students to enter their new key when joining (e.g., 01 → 01b). The combined class is merged on this device only; no roster is sent to the server.

Old key	New key	Roster	Name
S001	S001a	Class_A	Emma Johnson
S002	S002a	Class_A	Liam Smith
S001	S001b	Class_B	Grace Hall
S002	S002b	Class_B	Henry Allen

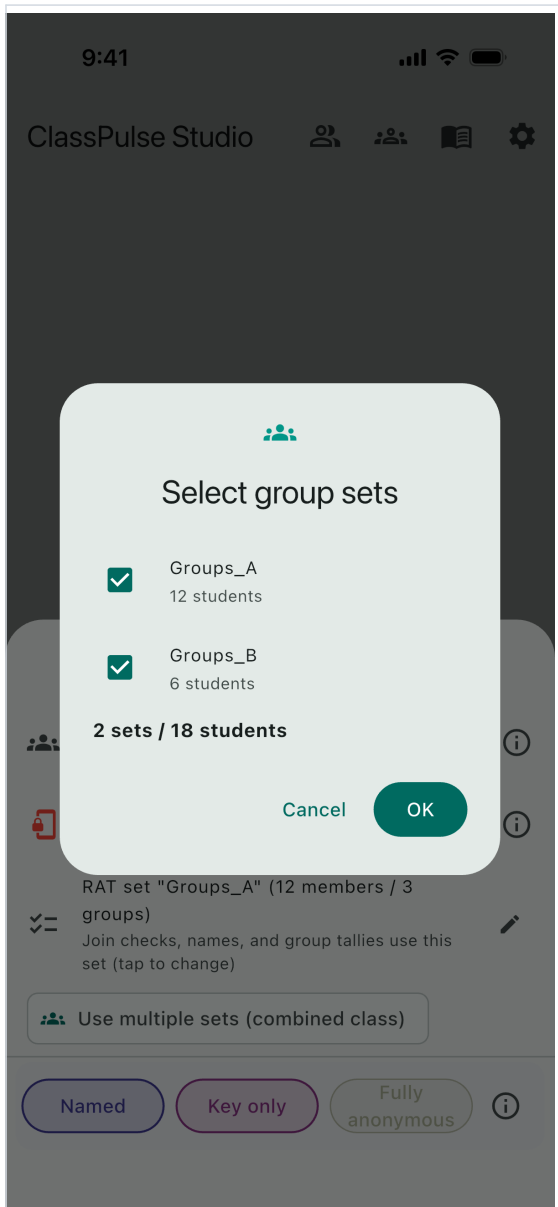
Back (reselect)

Start with these keys

When the same ID key appears in more than one of the combined rosters, the **Duplicate keys adjusted** screen is shown. Each colliding key gets a letter added per roster (e.g., S001 becomes S001a and S001b). The table lists Old key, New key, Roster, and Name, so you can see which key went to which class. Tap **Start with these keys** to continue, or **Back (reselect)** to change the selection.

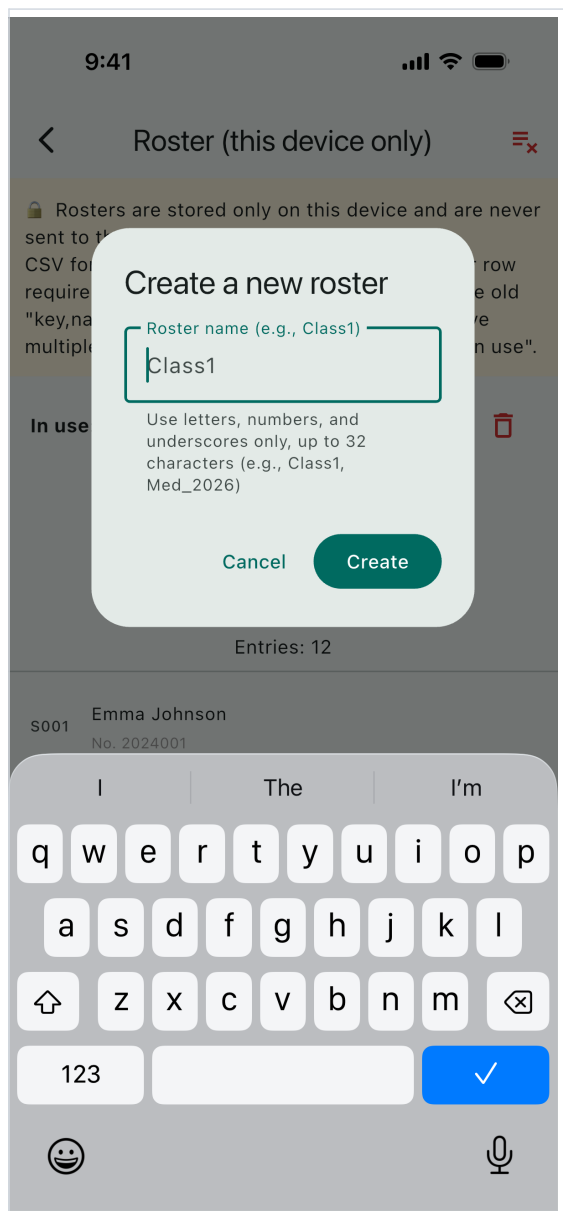
Note: Ask the affected students to enter their new key when joining. After merging, each answer is still identified by its roster name, so tallies and exports do not mix up the classes.

Combined RAT (several group sets)



A RAT session can also combine several group sets. With RAT on, turn on **Use multiple sets (combined class)** and check the sets in the Select group sets dialog. The group names are prefixed with the set name, e.g., Groups_A-G1 and Groups_B-G1, so it is clear which class each group belongs to.

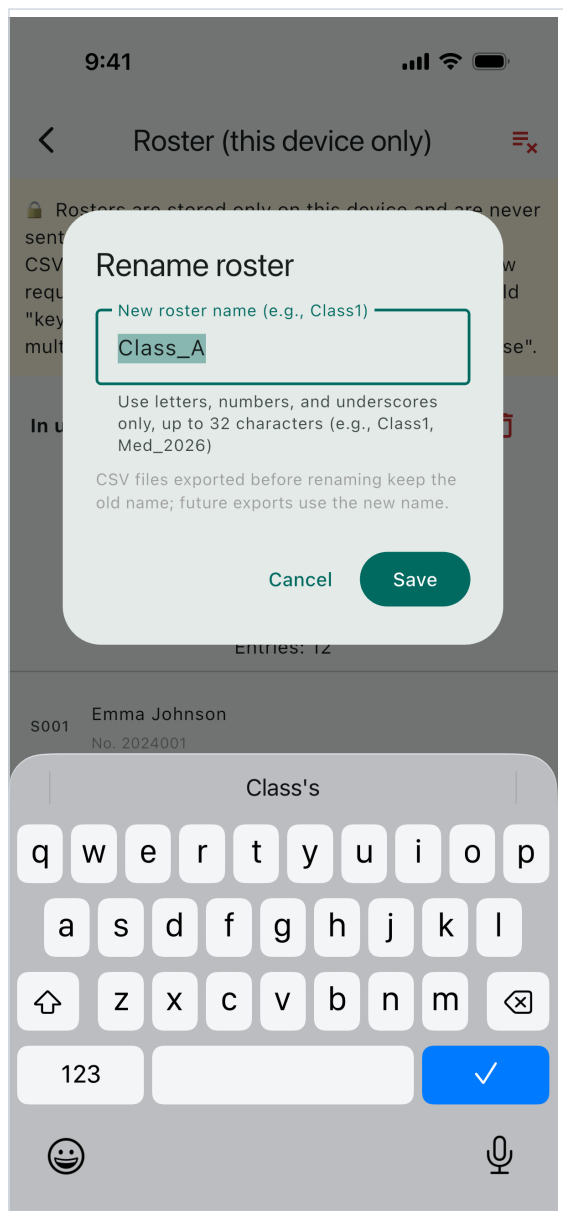
Naming rosters and group sets



The rule for naming or renaming a roster or a RAT group set: "Use letters, numbers, and underscores only, up to 32 characters (e.g., Class1, Med_2026)". Only ASCII letters, digits, and underscores are allowed. Names are not case sensitive: Class1 and class1 count as the same name and cannot both exist. Names created before this rule existed keep working; the rule applies only when you create or rename.

Using ClassPulse Assessment. If you give a roster in Studio the same name as the class in ClassPulse Assessment, results from a combined class are assigned to the right class automatically. Keep the names identical in both apps when you use them together.

Renaming a roster or a group set



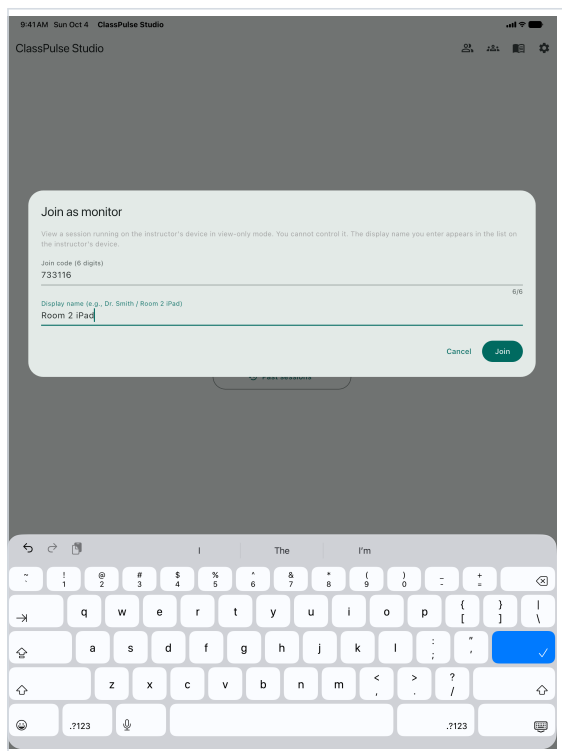
Rename a roster or a group set with the pencil icon next to its dropdown. The dialog starts with a suggestion built from the letters, digits, and underscores in the old name. The rule is the same as for a new name (ASCII letters, digits, and underscores; up to 32 characters; not case sensitive).

Important. CSV files exported before renaming keep the old name; future exports use the new name. When you compare files exported before and after renaming, watch for the old and new names.

■ Chapter 10: View-only monitor

S-45

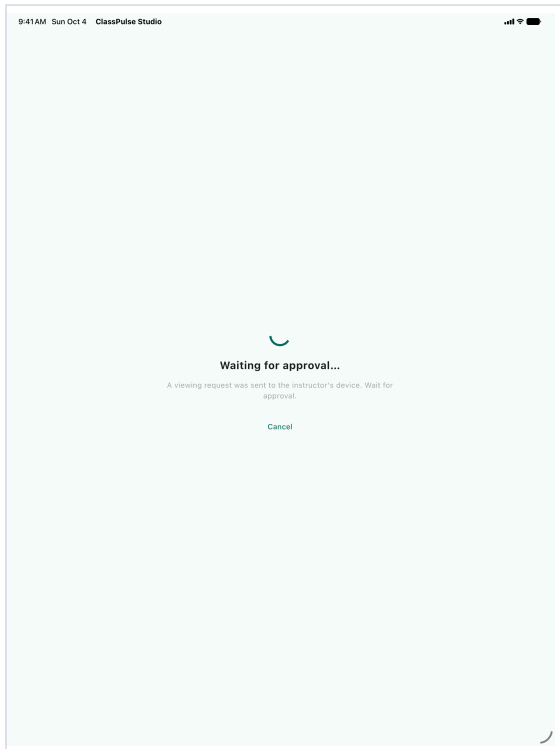
Joining as a monitor



A monitor is a second device (e.g., another iPad) that shows a live session in view-only mode. Tap **Join as monitor** on the Home screen (Chapter 1, S-01) to open this dialog. Enter the six-digit join code shown on the instructor's device and a display name ("Display name (e.g., Dr. Smith / Room 2 iPad)"). The display name appears in the approval dialog and in the list of connected monitors on the instructor's device, so the instructor can tell who is asking; this is why it is required. **Join** stays disabled until both the six digits and the display name are entered. The display name you entered last time is filled in automatically.

Note: The display name is whatever you type. It is not read from the device.

Waiting for approval

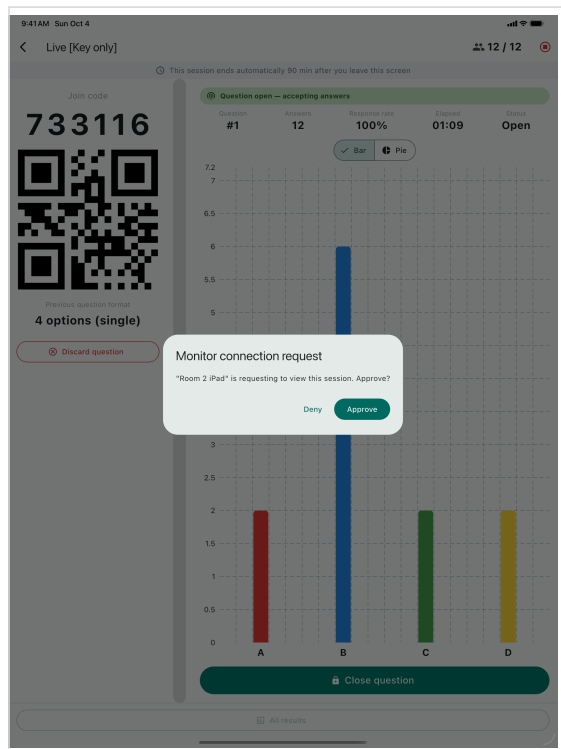


After you tap Join, this screen waits until the instructor's device approves ("Waiting for approval..." / "A viewing request was sent to the instructor's device. Wait for approval."). Tap **Cancel** to stop waiting. If the request is not approved or the connection fails, the reason is shown full screen. There are four:

- The instructor's device denied the request
- The maximum number of monitors is already connected (up to 3 monitors can be connected at once)
- This join code cannot be used for a monitor connection
- The instructor's device is not connected

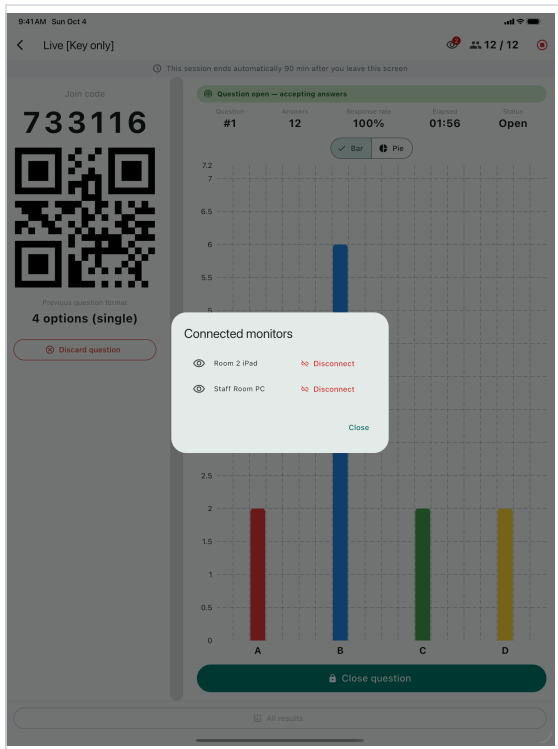
Check the join code and make sure the instructor's device still has the session open, then try again.

Monitor connection request (instructor side)



When a monitor asks to join, the **Monitor connection request** dialog appears on the instructor's device. The text reads: "Room 2 iPad" is requesting to view this session. Approve? The name in quotes is the display name the other person entered. Nothing is shown to the monitor until you tap **Approve**, so nobody can watch your session without your knowledge. Check the display name before approving, and tap **Deny** if you do not recognize it. Up to 3 monitors can be connected at once.

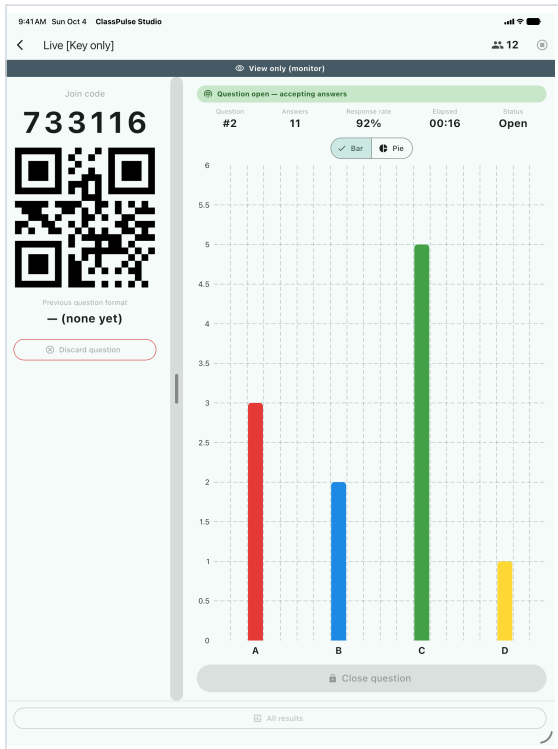
Connected monitors



Once you approve a monitor, an eye icon with the number of connected monitors appears in the header of the instructor's device. Tap it to open **Connected monitors**. Each row shows a display name; **Disconnect** stops that device from viewing. The disconnected device shows "The instructor's device disconnected this monitor". With no monitors connected, the eye icon is hidden, and the list reads "No monitors are connected".

S-48

The monitor screen (view only)

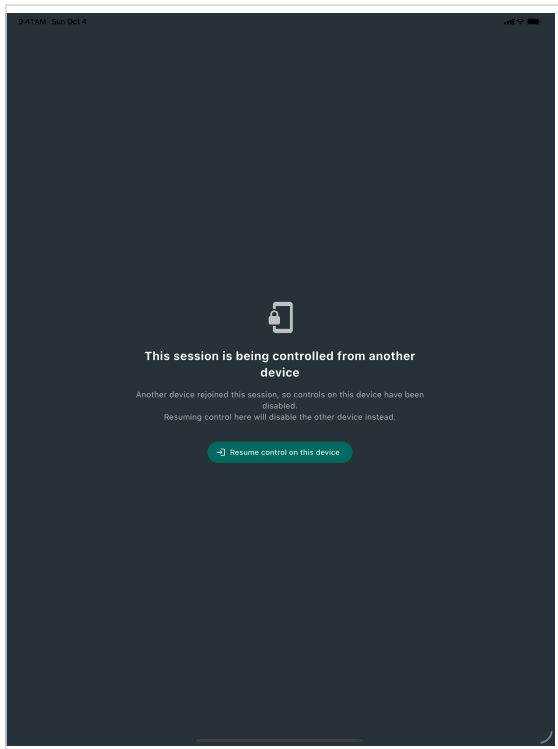


An approved monitor shows the same live screen as the instructor's device; questions, tallies, and charts stay in sync. A "View only (monitor)" band is always shown at the top. The controls (asking and closing questions, the cluster toggle, Allow multiple, ending the session) are grayed out, and touching one shows "View only: controls are disabled". Exporting the results (PDF, Excel, CSV, or ZIP) stays available, so a monitor also works as a backup if the instructor's device has a problem. Typical uses are a second device at the back of the lecture hall or a teaching assistant watching the tallies from another seat.

Note: A monitor is not counted as a participant. It is entirely separate from joining as a student.

S-52

Controlled from another device



Only one device controls a session at a time. If a second device rejoins the same session as the instructor, the first device switches to this full-screen notice and loses control: "This session is being controlled from another device" / "Another device rejoined this session, so controls on this device have been disabled. Resuming control here will disable the other device instead." If the second device joined by mistake, tap **Resume control on this device** on the original device to take control back. To only watch the session on another device, use Join as monitor instead (S-45).

Keep Studio in the foreground

During long waits, keep Studio on screen. Peer review can take several minutes until every group member has submitted, and the same goes for an open attendance round or a free-text question. If you switch to another app or leave the screen off for a long time during the wait, the operating system may close ClassPulse Studio to free memory. This is normal behavior for phones and tablets, not a fault in the app. Keeping the instructor's device plugged in and setting auto-lock to never (or a long interval) makes it more reliable.

If the app does close, your results come back. Start Studio again and tap **Resume previous session (123456)** on the Home screen to return to the same session as the instructor. A session is kept for **90 min after the instructor's last connection**. A break between classes is fine, but after 90 min the session ends automatically and can no longer be resumed. The live screen also says so ("This session ends automatically 90 min after you leave this screen"). There is no extend button: reopening the session is what keeps it for another 90 min. If you will be away longer, export from View results first. The server keeps the RAT tallies (iRAT / gRAT) and the peer review results too, so they return to the screen when you resume. The same is true for students: if Join closes, they rejoin with the same join code and their submitted answers are still there.

If you must use another app during class, export the results (PDF, Excel, CSV, or ZIP) before you switch. You can export during a session from View results on the join code card (Chapter 3, S-04) without ending it.

Note: Resume previous session (123456) appears only while a session is still saved on the device. If it is missing, check whether the session was already ended on that device. More than 90 min after the last connection the server has already ended the session, so tapping the button shows "Session not found" and returns you to Home.

Do not save while the RAT warning is shown

After resuming, a red warning band may appear at the top of the results screen. It reads "RAT data has not been restored. If you save now, RAT will not be included." (Chapter 8, S-50 shows the screen.) It means the RAT tallies could not be fetched again from the server.

While this warning is shown, do not save as is. Saving still works, but the file will be incomplete: the RAT tallies are missing, or the group tallies are overstated. Every export (PDF, Excel, CSV, or ZIP) asks for confirmation first. The buttons are Cancel on the left and a red Save anyway on the right. **The red Save anyway means saving a result you know to be incomplete**, so normally choose Cancel.

What to do

- (1) Return to the Home screen and resume the previous session again. In most cases this restores the data and the band disappears.
- (2) If the warning remains, **leave the session open without ending it** and contact AMR Team TOKAI. While the session exists, the results are still on the server and may be recoverable. Ending the session removes that option.

Note: The warning band cannot be dismissed. It disappears only when the data has been restored.

File names, and exporting before you end

Export file names carry the time. Every saved file has the time (_HHMMSS) in its name, e.g., ClassPulse_123456_143052.xlsx. Exporting twice in the same class never overwrites the earlier file, and saving the correct results later leaves the earlier file in place.

Repeated exports therefore add files. When you open one later, use **the file with the latest time at the end of its name**. Only the files inside a ZIP have plain names without the time.

Export the results before you end the session. If you end the session and leave the results screen without exporting, a warning titled "Results not saved yet" appears. Save from its buttons first: returning to Home discards the data shown on that screen (a copy may remain in Past sessions on the same device; Chapter 7, S-58). During class, View results on the join code card (Chapter 3, S-04) opens the results screen without ending the session. In a long class, exporting once partway through is a good habit.

Running peer review changes the exports, so files saved before it are treated as not saved, and Studio shows "Peer review results were added. Please save the data again." (Chapter 6, S-36). The new files get a different time in their names, so the earlier files remain.

When the connection drops or the session is lost

Two different bands can appear at the top of the live screen, never both at once. Both report the state of the connection, and you tell them apart by color. (The orange band is unrelated to the connection: it is the duplicate key warning in Chapter 8, S-23.) So that a brief drop is not mistaken for a lost session, the more serious one, session lost, takes priority.

1. Connection lost (dark blue-gray band)

It reads "Connection to the server was lost. Reconnecting..." It appears only when the connection has been down for **10 sec** without recovering, so a momentary drop or the first seconds after launch do not trigger it. **Reconnection continues** while the band is shown. When the connection returns, the band disappears and the session carries on. It is not shown while the app is in the background, after control has moved to another device, or after you end the session.

While the connection lost band is shown: student answers may not be reaching the instructor's device. Wait until the band disappears and the tallies start moving again **before you close the question or ask the next one**. If you close now, answers that have not arrived are left out of the final result.

2. Session lost (red band)

It reads "The session was lost. Please start a new session." It appears when the server answers that the session does not exist or has already ended. In this case **reconnection stops**, because asking for a session that does not exist cannot succeed; waiting will not fix it. It is not shown when you ended the session yourself with End session.

The band is followed by a dialog titled "Session not found" ("This session no longer exists on the server. The saved session info has been discarded."). Tap OK to return to the Home screen.

After a session is lost: to continue the class, create a new session and show the new join code. To keep the results so far, check Past sessions on the Home screen (Chapter 7, S-58) for a record saved on the device. If it is there, you can export PDF, Excel, CSV, or ZIP from it.