

Using Voting Pods with PowerPoint

What is it?

The Qwizdom voting system allows you to provide students with small quizzes and tests in lecture or seminar situations. It allows you to get feedback from students without them having to give answers verbally in front of their peers. Answers are given through handsets which allow the student to keep their responses private.

Why should I be interested?

It allows you to gauge your students' understanding of concepts and ideas and test how well they have understood the material you are teaching. This is not easy in large lecture scenarios where students may be embarrassed about speaking in front of other members of the class. It also allows you to survey all the students rather than relying on just those who are willing to talk. In large lecture classes handsets can be shared between small groups, which facilitate discussion in an environment where this is not normally possible.

Some ideas for use

- Providing quick quizzes throughout the lecture / seminar to test the students' understanding of the concepts discussed.
- Posing questions to be discussed in small groups which then report back through the handsets
- Collecting feedback on a lecture / module.
- Providing a test at the end of a unit of work to gauge understanding before moving onto new material.

Things to consider

Consider practising with the system before using it with students, to ensure that you are familiar with all the functions. It is likely that you will require extra time to both create the questions and also run the quizzes. You may wish to allow extra time in your lecture to give the students enough time to consider their answers and discuss anything arising from the quiz (for example, you may need to spend time explaining the correct answer if a large number of students have answered incorrectly).

ActionPoint

ActionPoint is the software which integrates the voting system into PowerPoint. It is automatically loaded each time PowerPoint is loaded and its own toolbar displayed. If the toolbar is not displayed then

View>Toolbar>Qwizdom ActionPoint Toolbar to display. Any slides where the voting pods are to be used should be created from this toolbar. Other slides are created using the standard toolbars.

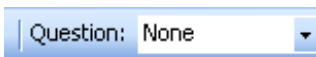
ActionPoint Toolbar



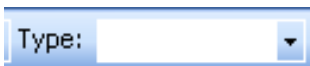
Click this button to access presentation setup options and to run the



Add slides to the presentation indicating type of slide



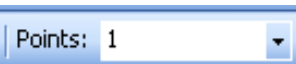
Set the type of question using this tab.



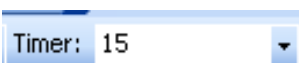
Set question limit



Input answer



Allocate points to each question



Set time if required

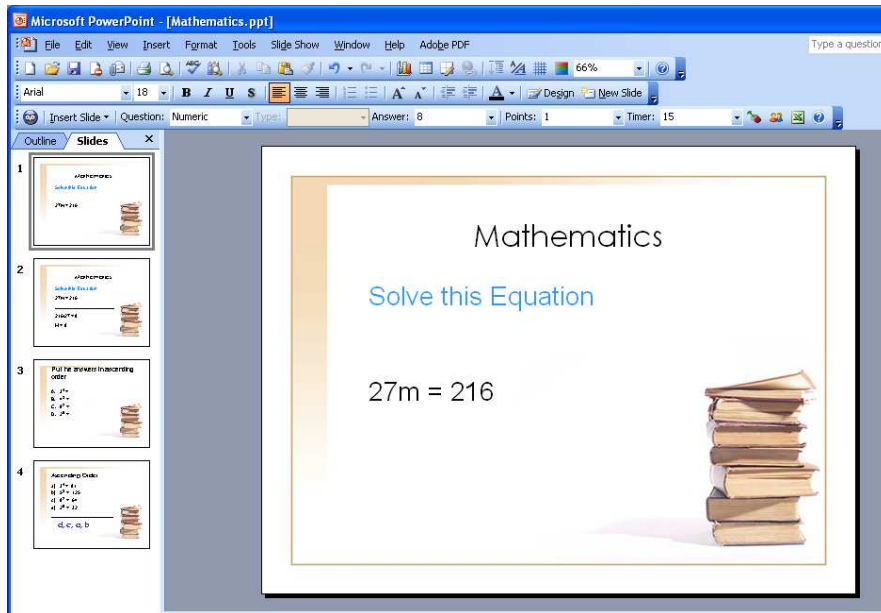


a b c d

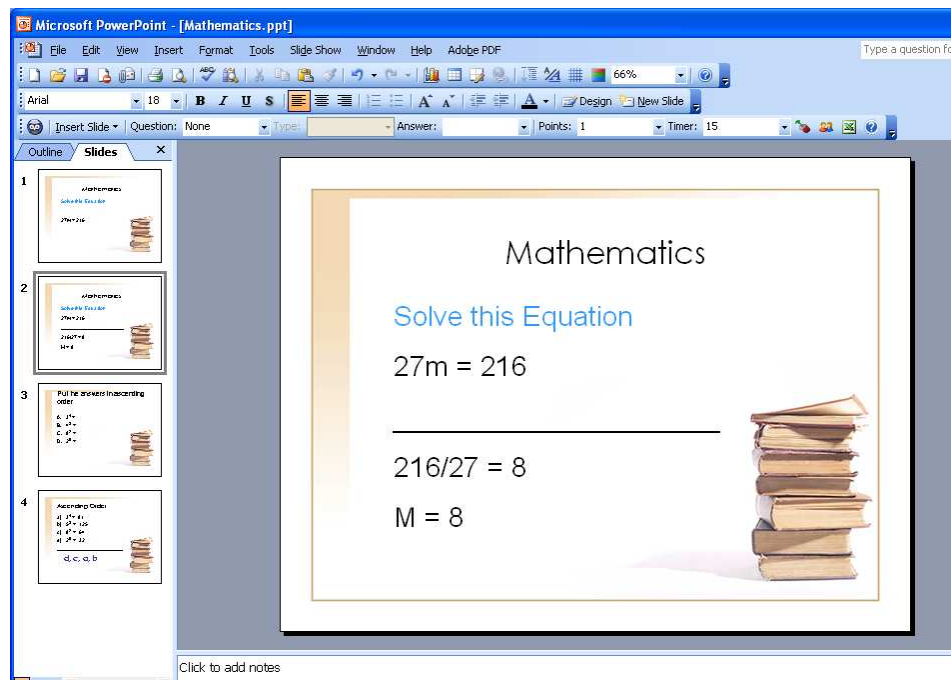
- a** Configuration setting: set up remotes
- b** Participant Management: set up groups or classes
- c** Generate report in Excel
- d** Help/About Button

Creating a Presentation

- Click on *Insert Slide*. A dropdown menu will appear giving all the different question choices.
- In this case select *Numeric* from drop down menu
- Type the correct answer in *Answer* and click the *enter* key

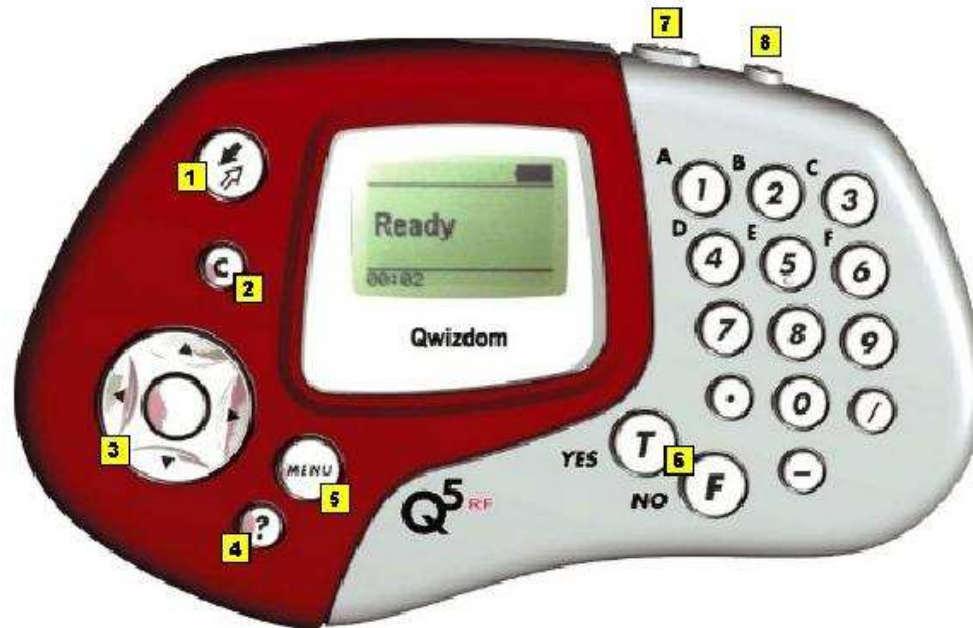


The next slide should show the correct answer and explanation if required as confirmation to the participants.



Continue to create slides using any of the question types.
When the slides are complete the slide show is ready to present.

User Remotes



1. Send key to submit answers
2. Clear [C] to delete response or change an answer in a presentation.
3. Thumb pad-press to navigate between letters when keying in answer, press the circle button in the middle to select a letter or to select menu options
4. *Question* [?] key-signals help to instructor during presentation
5. *Menu* key-displays menu options *Search Again*, *Enter Session ID*, and *Exit*. Use the thumb pad to scroll through the menu options and the *Send* key or circle button to select an option.
6. *True/Yes* and *False/No* keys-use to answer True/False and Yes/No questions
7. Power switch-turns remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use.
8. Light switch-turns backlight on/off

Instructor Remote

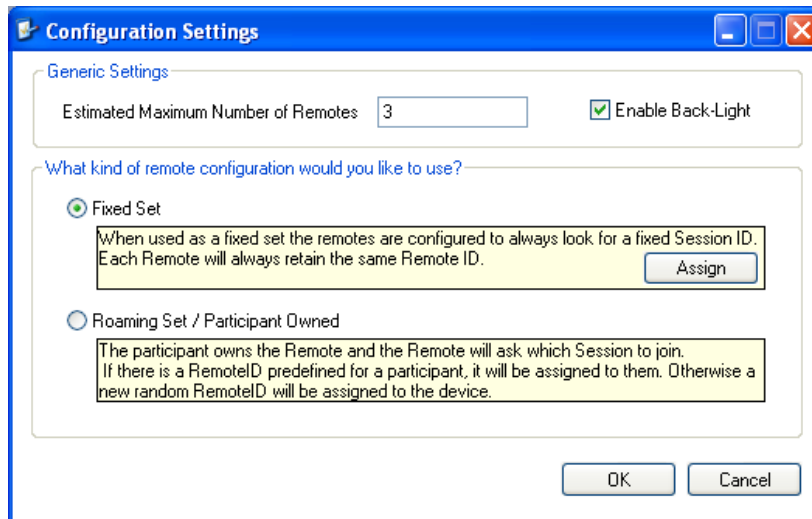


1. Send key-press to submit command
2. C [Clear] key-press to clear names from the *Help Request* list.
3. Thumb pad-press right/left to navigate between slide sets and up/down for menu options Press the circle button (in the middle) to select an option, play *Microsoft PowerPoint* animations, advance slides, exit the presentation, and show/hide correct responses on the response graph.
4. Help List [?] key-displays list of participants who requested help on the LCD screen
5. Menu key-view menu options such as entering session ID and search again for host
6. *True/Right* and *False/Wrong* keys-not applicable using *Qwizdom PowerPoint Plug-In*
7. *New Q* [-] key-[*TBA*] press to pose a spontaneous question.
8. *Pick* [,] key-press to display/hide a random participant's name on the computer screen
9. LCD Graph [0] key-displays the results of the class responses as a graph on the LCD screen of the instructor's remote
10. Screen Graph [/] key-displays the results of the class responses as a graph on the computer (projector, television screen, etc.) screen for everyone to view. Use the right/left controls on the thumb pad to scroll through the different graphs. Use the circle button (in middle of thumbpad) to show/hide correct responses.
11. *Show* [7] key-not applicable using *Qwizdom PowerPoint Plug-In*
12. *Play* [8] key-pauses or continues a video/sound clip
13. *Fn* (Function) key [*TBA*]-executes a unique function (this customized option must be special ordered to access)
14. Power switch-turns remote on/off
15. Light switch-turns backlight on/off. The '*Enable Backlight*' box in the *Remote Options* window needs to be checked to turn on the backlight feature.

Set up and Assign Remotes

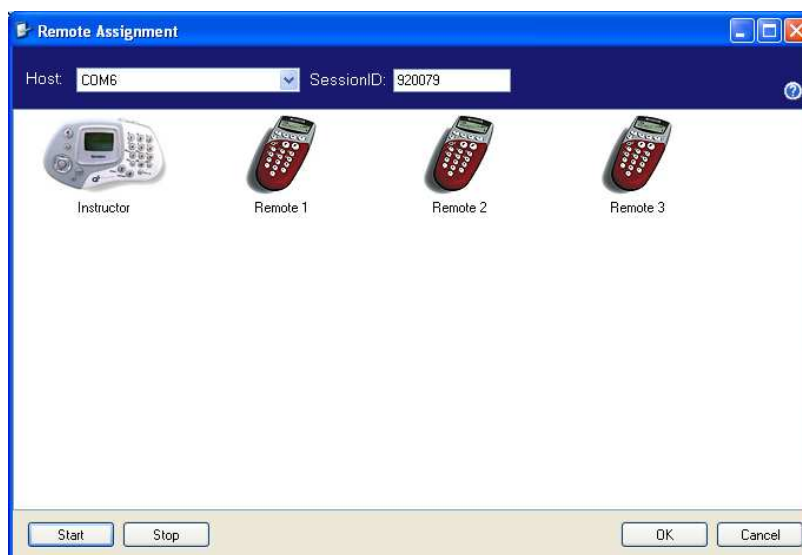
It is advisable to always check the configuration settings before the start of a session.


- Click on the *Configuration Settings* button on the ActionPoint toolbar and the following window is displayed
- Type in the maximum number of remotes used in this session
- Select *Fixed Set*
- Click Assign



Remote Assignment

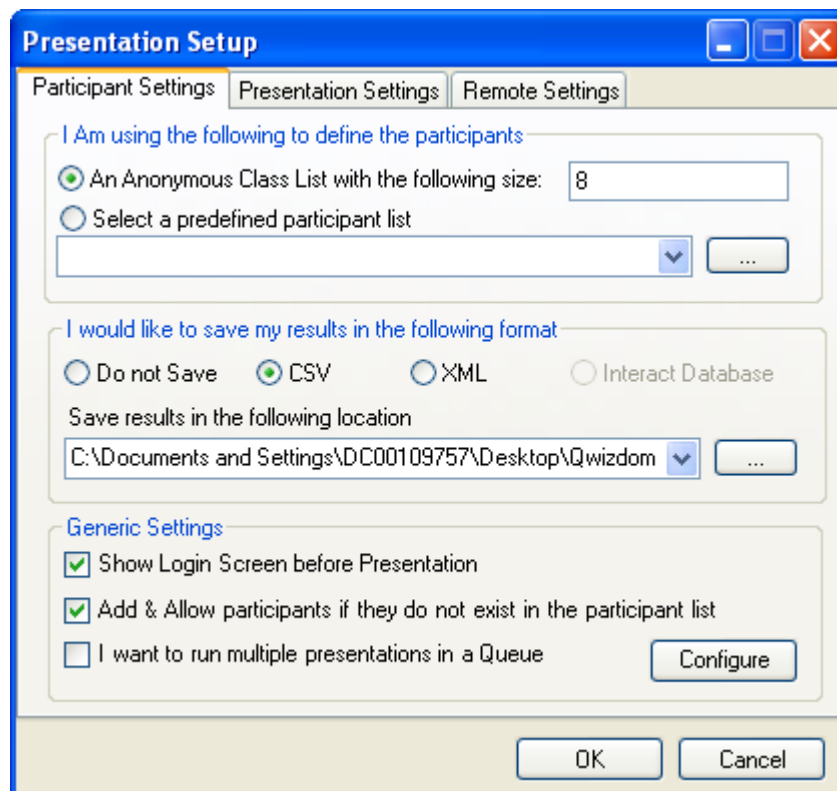
- The session ID will be displayed in the Session ID box
- Click Start
- Turn on each remote and if needed, enter the Session ID and press the remote's *Send* key
- The remotes should appear in the window as they are assigned
- When all of the remotes have been assigned click *Stop* and then *OK*.



- To begin the presentation click on the *Presentation Button* 
- The Presentation Setup window is displayed

Participants Settings tab

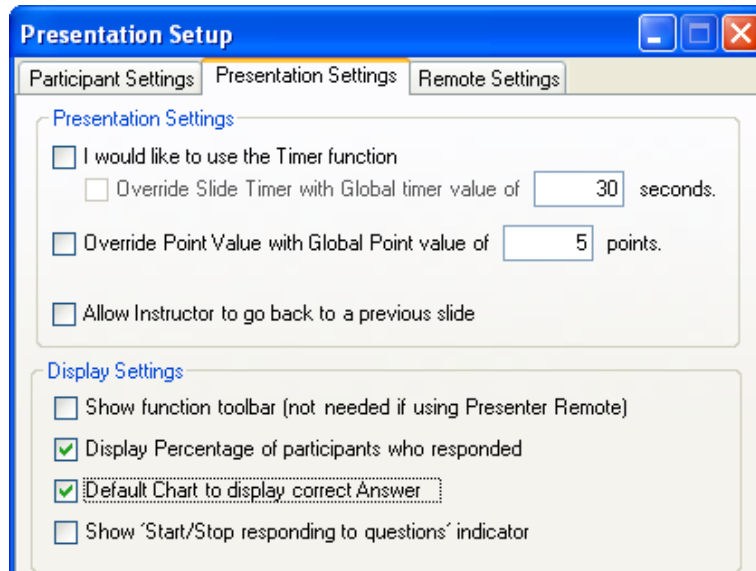
- Unless a class list has already been defined the click on *Anonymous Class List*
- Input the number of participants (number of remotes being used).
- If the results are to be saved for future reference then input the destination and file name to be used. Saving as CSV file allows the results to be exported into an Excel file at a later date



Presentation Settings tab

Use the Display settings to set up defaults.

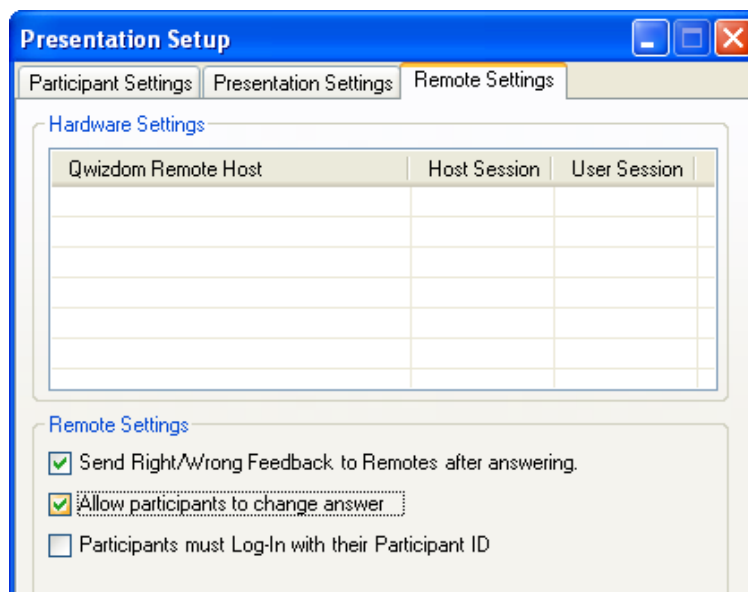
- Select Display Percentage to display on the presentation screen how many participants have responded
- If it would be better to immediately display the correct answer on the chart then select Default Chart to display correct Answer



Remote Settings tab

Use the Remote settings to set up defaults.

- Select Send feedback to remotes after answering
- Select Allow participants to change answer



-

- Click OK to run the presentation.

N.B. If you present the slides using the PowerPoint Slide Show Options, Qwizdom remotes will not activate. The presentation must be viewed by clicking on the Presentation button to use Qwizdom remotes




When the system is ready to run:


- The instructor remote will show Ready or *Last Key* on the LED
- The remotes will display *Qwizdom* and their remote number on their LED. If the message is *Not Active* then press the *Send* key to activate

A percentage sign will appear on the screen and as each participant responds the percentage block will increase. 100% indicates that all participants have responded.

Displaying the Results

Using the Instructor Remote

- Press the key to display the response graph. 
- Change the graph from bar chart to pie chart by pressing the left or right arrow on the thumb pad.
- Press the circle key on the pad to display/hide the correct response indication (displays green bar or section)
- Press again to hide the graph.

It is possible to display the graph only on the instructor remote by pressing the key. Press again to hide. 

- Press the circle in the thumb pad to move to the next slide. When presentation reaches last slide, press again to exit back to PowerPoint.