

ActivInspire



In this document, we will go over how to insert questions and learn how to use *ActiVote* for questions.

The ActivClassroom by PROMETHEAN



Inserting Questions

To insert a question, go to the *Insert* menu on the menu bar, and then left click on “*Questions...*”

OR

Use the following keyboard commands: Ctrl + Q
(See Figure 1)

After left clicking the *Questions* option in the *Insert* toolbar, a dialogue box will pop-up on your screen. You will then be able to choose the type of question, insert the question, and insert the possible answers.

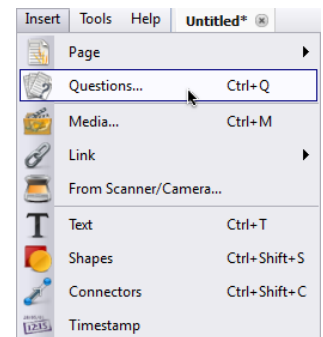


Figure 1

In the drop down menu shown to the right in Figure 2, you will be able to choose the type of question that you would like to add to the *flipchart*. The choices are: *Multiple Choice*, *Yes or No*, *Sort in Order*, *Likert Scale*, *Numeric*, or *Text*. The most common questions are *Multiple Choice* and *Yes or No*. In this document, I will give examples of how to enter each.

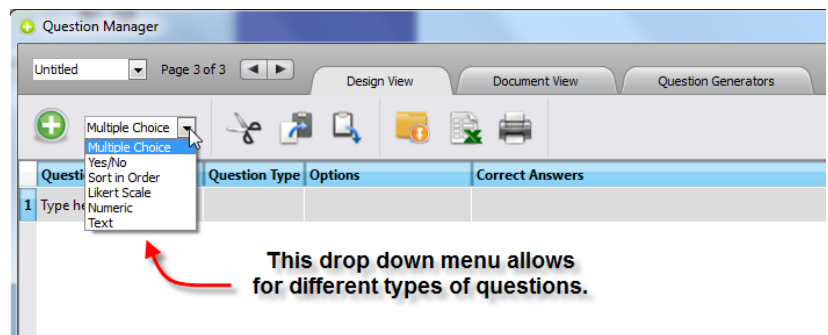


Figure 2

Inserting a question (Follow along with Figure 3 to the right of this document):

Step #1: Choose the type of question.

Step #2: Insert possible answers, and check the correct answer. For my question, the students can choose whichever color is their favorite out of the given answers. This means that the question will need to have multiple answers. You will notice that I have put a check-mark in the box next to “Correct answer” for each of the answers listed.

Step #3: In number of responses required, I have chosen 6 because there are 6 answers.

Step#4: You will be able to choose a *time limit*. This is completely optional. The time chosen will be in seconds.

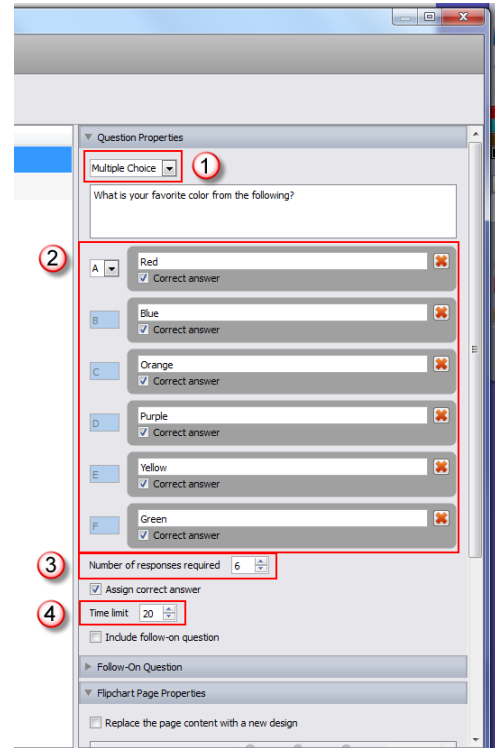


Figure 3

When inserting a question, you may want to add a design template to make it look pretty. To do this (Follow along with Figure 4):

Step #1: Make sure there is a check-mark next to the option “*Replace the page content with a new design.*”

Step#2: Scroll through until you find a template that you like. The template I have chosen is the very last one.

Step #3: Left-click *Apply* to apply the template, with the question, to the page.

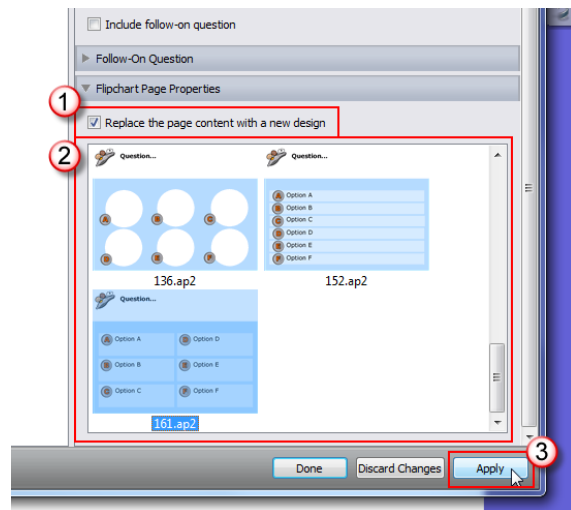


Figure 4

Figure 5, to the right, shows what the page will look like after inserting the question, answers and template that I used for this document.



What is your favorite color from the following?

<input type="radio"/> A Red	<input type="radio"/> D Purple
<input type="radio"/> B Blue	<input type="radio"/> E Yellow
<input type="radio"/> C Orange	<input type="radio"/> F Green

Figure 5

To insert a *Yes or No* question, follow these simple steps (Feel free to follow along with Figure 6):

Step #1: Make sure *Yes/No* is selected for the type of question.

Step #2: Insert your *yes or no* question.

Step #3: If desired, you may include the option “Don’t Know” as an answer.

Step #4: As you did when inserting a *Multiple Choice* question, scroll through and select a template (Optional).

Step #5: Left-click “Apply.”

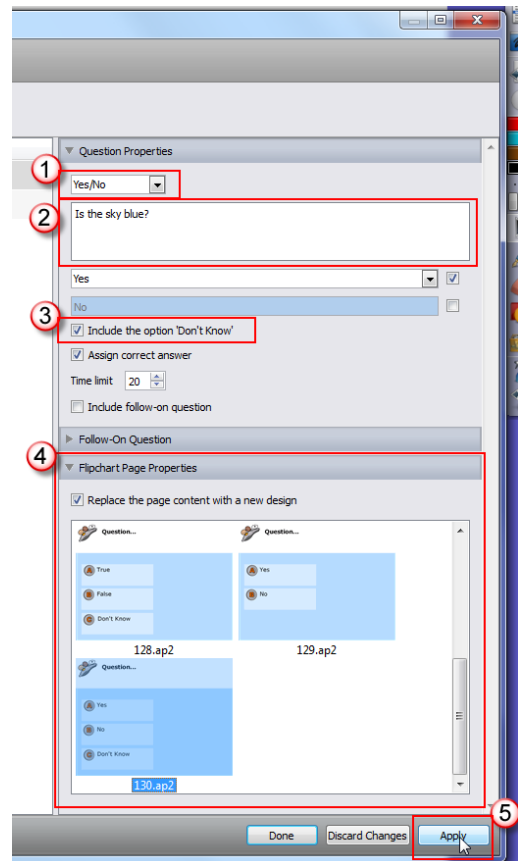


Figure 6

ActiVote and using ExpressPoll

ExpressPoll allows the author of the *flipchart* to start and stop a question. It records the answers for each *ActiVote* device.

To insert *ExpressPoll*, left click the icon on the toolbar as shown in Figure 7.

After inserting *ExpressPoll* into your *Flipchart*, you will be able to choose how many answers as well as how many correct answers there are(See Figure 8):

Step #1: Hover over the *ExpressPoll* button, this then displays the *ExpressPoll* menu.

Step #2: Hover over the *Settings* icon, which will then show the settings menu.

Step #3: Click the target icon.

Step #4: Make sure *ActiVote* is selected.

ActiVote and *ActivExpressions* are two different types of voting tools.

ActivExpressions is discussed in a separate document.

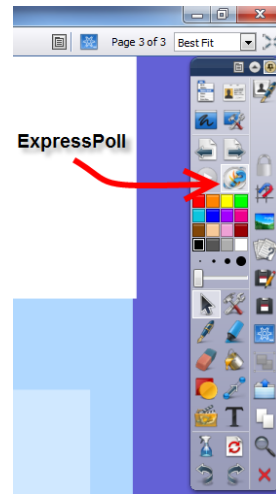


Figure 8



Figure 7

To set the number of answers allowed(Follow along with Figure 9):

Step #1: Hover over the four dots with one check-mark.

Step #2: Hover over the number of answers there are.

Step #3: Select the number of answers that can be correct.

For this exercise, I have selected A-F because there are 6 possible answers. Then, I chose that 6 answers can be correct, because there is no absolute correct answer.

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