



How To

Use PowerPoint with Response

Overview

You may have heard that Response provides PowerPoint integration, but you may not be sure what that means. It means that you can transform your existing PowerPoint lecture slides into Response Questions with the click of a button. It means that you can use the powerful assessment, feedback, polling, and testing functionality of Response without changing the way you teach with PowerPoint. It means that you simply install Response on your Windows or Mac system and the *Response PowerPoint Add-In Utility* automatically adds the Response Toolbar to your PowerPoint application on your Windows system, or you install it on your Mac. It means you just select a slide you want to make into a Response Question slide, click on the New Question tool on the Response Toolbar in PowerPoint, and select the properties you want to assign to the Question. Response recognizes

that this is a Question slide when you run the slide show. It will display the Session Toolbar and automatically switch into PowerPoint Mode. You just start the Timer. Your students use their clickers to send their answers to the Question. When the Timer has expired, or you stop the Question, a Response Chart displays where you can view the distribution of the answers. You can immediately assess your students' understanding of the material being presented and, based on this instant feedback, you can continue with the lecture slide show, go back to previous slides, or add a new slide that approaches the topic from a different perspective. The on-the-spot assessment that Response provides is a powerful tool that gives you the flexibility to react immediately to your students and their educational needs.

Installation

The Response software is distributed on a CD or can be downloaded from our Web site at www.interwritelearning.com. While Response is supported on Windows, Mac and Linux, the PowerPoint Add-In is available only on Windows and Mac, so only those installations are described here.

Windows Installation

The Response software is compatible with Windows 2000, XP and Vista.

Install from CD

The Response software must be installed on the Windows system by someone with *Administrator* privileges.

- 1 Log in as *Administrator*.
- 2 Insert the Interwrite Response CD into the computer's CD-ROM drive. The CD will autorun.
If the CD does not autorun, click on the **Start** button on the Windows Task Bar and select *Run* from the menu. Click on the **Browse** button. Navigate to the CD-ROM drive and double-click on *autorun.exe*.
- 3 Click on the *Install Interwrite Response Software* menu option.
- 4 Follow the onscreen instructions for the software installation.

Install from Download

If you are installing downloaded Response software:

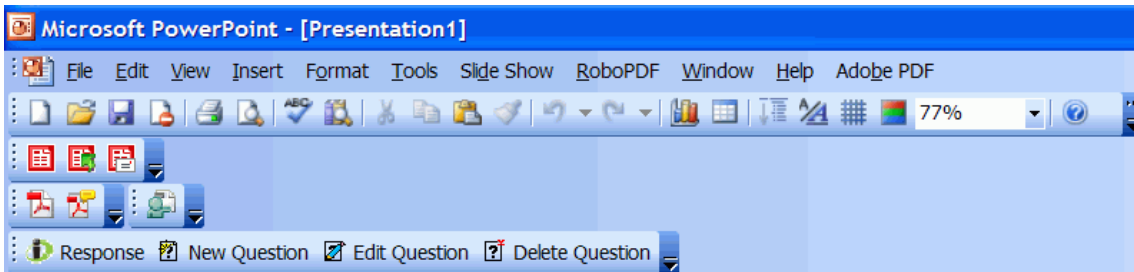
- 1 Navigate to the location on your computer where you downloaded the software.
- 2 Double-click on the downloaded file to start up the install program.
- 3 Follow the onscreen instructions for the software installation.



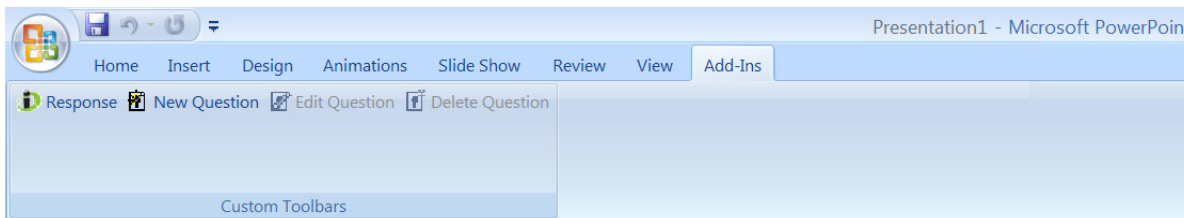


The PowerPoint Response Add-In Utility

When Response is installed, the Response Toolbar is automatically added to Microsoft PowerPoint (version 2000 or newer) by the *PowerPoint Response Add-In Utility*. This is done by *registering* the Add-In on the system on which Response is installed. The registration of the Response Add-In must be done by a user with *Administrator* privileges. However, since the installation of the Response software must be performed by a user logged in as *Administrator*, the registration of the Response Add-In is automatic and occurs as part of the software installation. If the Response Toolbar does not show up in PowerPoint, you can register the PowerPoint Response Add-In Utility—close PowerPoint and select **Start/Programs/Interwrite Learning/Interwrite Response/Install support for PowerPoint**. When the Add-In has been installed, the Response Toolbar will display in PowerPoint making it possible to easily craft Question slides in PowerPoint lectures.



The Response Toolbar in PowerPoint 2003 on Windows 2000 and XP



The Response Toolbar in PowerPoint 2007 on Windows Vista

If at any time you wish to uninstall the Response Toolbar from PowerPoint, simply login as *Administrator* (or login using your user login) and select **Start/Programs/Interwrite Learning/Interwrite Response/Uninstall support for PowerPoint**.



If the Response Toolbar does not install automatically when Response is installed, and it does not display when the Install support for PowerPoint option has been run, follow the instructions below to manually install the PowerPoint Response Add-In Utility either on PowerPoint 2003, or on PowerPoint 2007.

Install the PowerPoint Response Add-In Utility Manually in PowerPoint 2003

The following steps describe how to manually install the PowerPoint Response Add-In Utility in PowerPoint 2003 on Windows 2000 and XP:

- 1 Open PowerPoint and select the **Tools Menu**.
- 2 Select the *Customize...* menu option.
- 3 Click on the **Commands** tab. In the left pane, click on *Tools*. In the right pane, scroll to *COM Add-Ins*.
- 4 Drag the COM Add-Ins selection to your PowerPoint Toolbar and drop it next to the blue and white Help button.
- 5 Click on the **Close** button to close the window.
- 6 Click on the **COM Add-Ins** tool you just added to the PowerPoint Toolbar to display the **COM Add-Ins** dialog.
- 7 Click on the **Add...** button. Navigate to the folder in which Response is installed and select *PRSAAddIn.dll*. By default, Response is installed in **Program Files\Interwrite Learning\Interwrite Response**.
- 8 Click on the **OK** button. The *PRS Com Add-In* should display in the *Add-Ins available* list with a check.
- 9 Click on the **OK** button. The Response Toolbar should now appear in PowerPoint as shown above.

If the Response Toolbar fails to appear in PowerPoint, please contact Response Technical Support at 480.443.2214.

Install the PowerPoint Response Add-In Utility Manually in PowerPoint 2007

The following steps describe how to manually install the PowerPoint Response Add-In Utility in PowerPoint 2007 on Windows 2000 and XP:

- 1 Open PowerPoint and click on the **Office Button**.
- 2 At the bottom of the Office drop-down menu, click on the **PowerPoint Options** button.
- 3 In the left pane of the **PowerPoint Options** window, click on the **Add-Ins** button.
- 4 At the bottom of the **Add-Ins** pane, locate the **Manage** field and click on the arrow to display the drop-down list. Select the *COM Add-Ins* option.
- 5 Click on the **Go** button next to the field.
- 6 In the **COM Add-Ins** dialog that displays, click on the **Add...** button.
- 7 Navigate to the folder in which Response is installed and select *PRSAAddIn.dll*. By default, Response is installed in **Program Files\Interwrite Learning\Interwrite Response**.
- 8 Click on the **OK** button. The *PRS Com Add-In* should display in the *Add-Ins available* list with a check.
- 9 Click on the **OK** button. The Response Toolbar should now appear in PowerPoint as shown above.



Note: *If you are running PowerPoint 2007 on Windows Vista, you will not be able to add the PowerPoint Response Add-In utility manually. In any case, if the Response Toolbar fails to appear in PowerPoint, please contact Response Technical Support at 480.443.2214.*





Mac Installation

The Response software is compatible with Mac OS X 10.4 (Tiger) or higher and Java 1.5 or higher.

Install from CD

The Response software must be installed on the Mac by an *Admin*.

- 1 Log in as *Admin*.
- 2 Insert the Interwrite Response CD into the computer's CD-ROM drive. When it appears on your Desktop, double-click on the CD icon.
- 3 Double-click on the **Install Interwrite Response** icon.
- 4 Follow the onscreen instructions for the software installation.

Install from Download

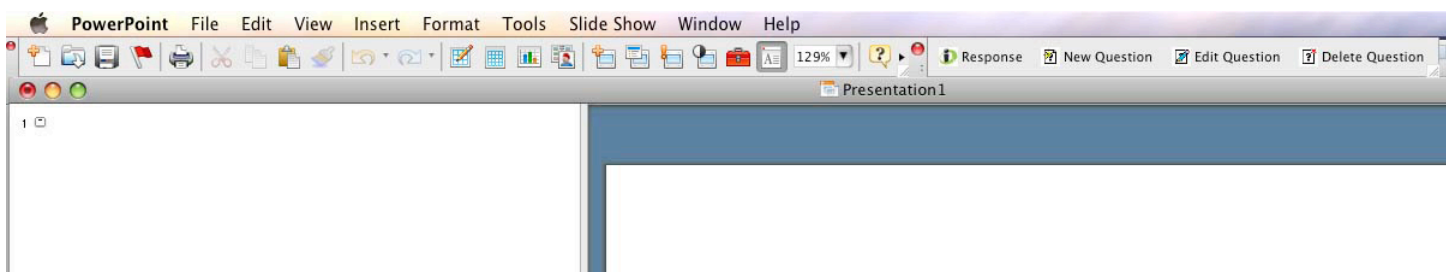
If you are installing downloaded Response software:

- 1 Navigate to the location on your computer where you downloaded the software.
- 2 Double-click on the downloaded file to start up the install program.
- 3 Follow the onscreen instructions for the software installation.

Install the PowerPoint Response Add-In Utility

The following steps describe how to install the Response PowerPoint Add-In Utility on the Mac:

- 1 Open PowerPoint and select the **PowerPoint Menu**.
- 2 Select the *Preferences...* menu option.
- 3 Click on the **View** tab and uncheck the *Project Gallery at startup* option.
- 4 Click on the **OK** button.
- 5 Select the **Tools Menu**.
- 6 Select the *Add-ins...* menu option.
- 7 Click on the **Add...** button. Navigate to the folder in which Response is installed. By default, Response is installed in the **Interwrite Learning\Interwrite Response** folder in **Applications**.
- 8 Select the *PRS AddIn.ppa* file and click on the **Open** button.
- 9 The Response Add-in file will be listed in the Add-in List. Click on the **OK** button.
- 10 Restart PowerPoint.



By default, the Response Toolbar displays down the left side of the PowerPoint window. You can move it by grabbing the spot next to the **Close** button and dragging it to the top of the window where the other Toolbars are located. Click and drag the **Resize** button to change the Response Toolbar's orientation.



Installing Response on a USB Drive

Response can be run from a removable drive, such as a USB thumb drive, or from a network drive, making it convenient for instructors who want to run Response from different computers in different classrooms without having to install Response on each one. In addition, the Response Database is stored on the USB or network drive along with the application, making Response a completely portable system.

 **Recommended USB Drive Requirements:**

- USB 2.0
- 1GB or more storage capacity
- The ability to password-protect the contents of the drive


Installing Response on a USB Drive on Windows

Proceed with the Response installation either from the Response CD, or from the file downloaded from our Web site, as documented on page 1. Follow the onscreen instructions for the software installation. When you are asked to specify the install location of Response, change the drive designation to point to your USB thumb drive. The installation directory is **Interwrite Response**. Click on the **Next** button to start the installation of Response on the USB drive.

Installing Response on a USB Drive on a Mac

Make sure the thumb drive you are using is compatible with your Mac, then connect it to an available USB port.

Proceed with the Response installation on your Mac either from the Response CD, or from the file downloaded from our Web site, as documented on page 1. Follow the onscreen instructions for the software installation. When the directory name screen comes up, click on the **Browse** button. Select **<computername>/Volumes/<AttachedDriver>** and click on the **OK** button. Continue the Response installation on your USB drive, following the onscreen instructions.

 **Known Mac Issues:**

- The driver does not always mount the first time it is tried on the Intel Mac.
- Not all USB drives are compatible with the Mac. Make sure you select a USB thumb drive that is going to work with your Mac model.

Starting Response from the USB Drive or from a Network Drive


We recommend that you store your Response data directories and your Preferences settings file on the USB drive along with the Response software.

- If Response has already been installed on the computer, and you would prefer to have the data directories and Preferences file on your USB drive so you can take them with you, move the directories to the USB drive and delete the *Pref.prs* file from the **My Documents** directory.
- If you are going to move your Response data directories from the **My Documents** directory on the computer to your USB drive, do it *before* you start up Response from the USB drive.

Starting Response

- 1 To start up Response from the USB thumb drive or from a network drive, go to the Response installation directory.
- 2 Double-click on the *PRS.exe* application file.

If this is the first time Response has been started from the new location, Response will prompt you to select where you want to store your Response data and preferences files.

 We recommend the USB drive be password-protected to prevent others from viewing the data stored on this device.



Using PowerPoint with Response on a USB Drive

If you want to use the Response PowerPoint Add-in to craft Question slides when you are running Response from a USB or Network drive, you must register the PowerPoint Add-in.

Double-click on *RegisterPRSAAddIn.exe* in the Response installation directory on your USB thumb drive. This is a onetime operation. You never have to register the Add-in again – unless it is unregistered.



*Always start Response before starting PowerPoint. Double-click on the **PRS.exe** file in the Response installation directory on the USB drive, then start PowerPoint.*

The Response PowerPoint Add-in could get unregistered if you fail to start Response before you start PowerPoint. You will know the PowerPoint Add-in has been unregistered if the Response Toolbar no longer appears in PowerPoint.





The PowerPoint Response Toolbar

Any PowerPoint slide in any PowerPoint presentation file has the potential to become a Response Question slide. It is simply a matter of applying Response Question Properties to the PowerPoint slide. That is done quickly and easily by clicking on the New Question tool on the PowerPoint Response Toolbar. The properties or attributes you assign to the Question are saved with the slide in the PowerPoint presentation file, but they in no way affect the content of the slide. The only visible difference on the slide is the appearance of the Response logo, which indicates that this is a Response Question slide. The tools installed by the Response PowerPoint Add-In Utility can only add, edit, or remove the question properties from a Question slide, it has no control over the content of the PowerPoint slide.

The PowerPoint Response Toolbar tools are described in this section. The Question Properties assigned by the New Question tool to a PowerPoint slide are discussed in the next section.

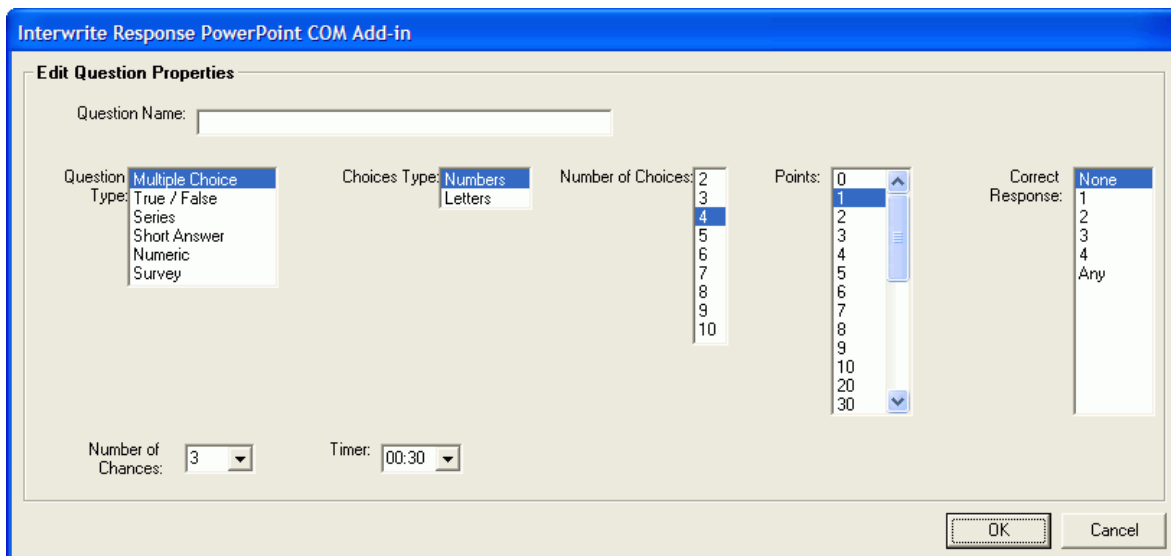
Tool	Description
New Question	Click on the New Question tool to make the current slide a Response Question slide. The Question Properties dialog is displayed. You select the properties you want to assign to the Question. The Question Properties are saved with the slide. A Response logo is placed on the slide to indicate it is a Response Question slide. During a Response PowerPoint Session, the appearance of this logo will trigger a number of automated settings, making the whole process integrate seamlessly into your lecture.
Edit Question	Click on the Edit Question tool to display the Edit Question Properties dialog so you can edit the PowerPoint slide's question properties. This tool is available only when you are on an existing Response Question slide in the PowerPoint presentation file.
Delete Question	Click on the Delete Question tool when you no longer want the current PowerPoint slide to function as a Response Question slide. This tool removes the Response logo from the slide and deletes the Question Properties that were saved with the slide. It does not affect the content of the PowerPoint slide itself. The Delete Question tool is available when you are on an existing PowerPoint slide with a Response Question.
About Response	The About Response tool displays the About dialog with information about the Interwrite Response PowerPoint COM Add-In Utility, which installed the Response PowerPoint Toolbar.





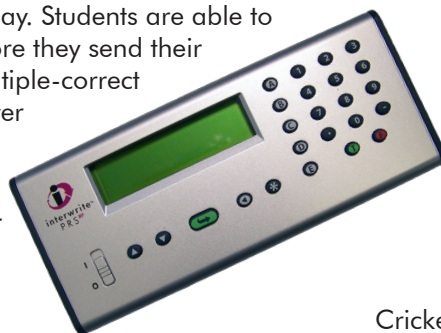
Response PowerPoint Question Properties

As you will see in the Question Properties dialog below and the table on the following page, Response supports a variety of Question Types. However, you will be limited to the types of questions you can choose by the types of clickers your students are using in your classes.



The PRS RF Clicker has an LCD display. Students are able to enter multi-character responses before they send their answers, so they can respond to multiple-correct Multiple Choice, Short Answer, Answer Series, and Numeric Question Types.

PRS RF Clicker



Cricket and IR Clickers are limited to single-answer Multiple Choice and True/False Question Types.



Cricket

IR Clicker

You will need to know which types of clickers are going to be used in your Class and the Question Types they support before you begin adding Questions to your PowerPoint slides. If you are going to be using a mix of clickers in your Class, you must target your questions to the lowest common denominator.

The table of Question Properties on the next page describes each of the properties settings you can assign to your Response PowerPoint Question slides.





Question Property	Description														
Question Name	Enter the name of the Question. This is the name that will identify the Question in the Status Bar below the Session Toolbar and in the Questions pane on the Responses tab in the Session Data dialog.														
Question Type	<p>Choose a Question Type.</p> <table border="1"> <tr> <td>Multiple Choice, Single Correct</td> <td>Where students choose one correct answer from the answer choices.</td> </tr> <tr> <td>Multiple Choice, Multiple Correct</td> <td>Where students choose all of the answers that are correct from the list of choices. (PRS RF Clickers only)</td> </tr> <tr> <td>True/False</td> <td>True/False Questions have two answer choices, <i>True</i> or <i>False</i>. Clickers and RF Clickers have a T button and an F button. IR Clickers use the 1A key for <i>True</i> and the 2B key for <i>False</i>.</td> </tr> <tr> <td>Series</td> <td>Where students arrange the answers in the correct order. All of the answer choices are included in the correct answer, which is a string with the answer choices in the correct order. (PRS RF Clickers only)</td> </tr> <tr> <td>Short Answer</td> <td>Where students type the correct answer using Input Keys. The answer can be no more than 11 characters long. (PRS RF Clickers only)</td> </tr> <tr> <td>Numeric</td> <td>Where students enter the numeric answer using the numeric Input Keys. The answer can be up to 11 numeric characters plus the minus sign or the decimal point. (PRS RF Clickers only)</td> </tr> <tr> <td>Survey</td> <td>A Survey Question is asking for an opinion or to gauge the audience's knowledge of the material being presented. There is no correct answer.</td> </tr> </table>	Multiple Choice, Single Correct	Where students choose one correct answer from the answer choices.	Multiple Choice, Multiple Correct	Where students choose all of the answers that are correct from the list of choices. (PRS RF Clickers only)	True/False	True/False Questions have two answer choices, <i>True</i> or <i>False</i> . Clickers and RF Clickers have a T button and an F button. IR Clickers use the 1A key for <i>True</i> and the 2B key for <i>False</i> .	Series	Where students arrange the answers in the correct order. All of the answer choices are included in the correct answer, which is a string with the answer choices in the correct order. (PRS RF Clickers only)	Short Answer	Where students type the correct answer using Input Keys. The answer can be no more than 11 characters long. (PRS RF Clickers only)	Numeric	Where students enter the numeric answer using the numeric Input Keys. The answer can be up to 11 numeric characters plus the minus sign or the decimal point. (PRS RF Clickers only)	Survey	A Survey Question is asking for an opinion or to gauge the audience's knowledge of the material being presented. There is no correct answer.
Multiple Choice, Single Correct	Where students choose one correct answer from the answer choices.														
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True/False	True/False Questions have two answer choices, <i>True</i> or <i>False</i> . Clickers and RF Clickers have a T button and an F button. IR Clickers use the 1A key for <i>True</i> and the 2B key for <i>False</i> .														
Series	Where students arrange the answers in the correct order. All of the answer choices are included in the correct answer, which is a string with the answer choices in the correct order. (PRS RF Clickers only)														
Short Answer	Where students type the correct answer using Input Keys. The answer can be no more than 11 characters long. (PRS RF Clickers only)														
Numeric	Where students enter the numeric answer using the numeric Input Keys. The answer can be up to 11 numeric characters plus the minus sign or the decimal point. (PRS RF Clickers only)														
Survey	A Survey Question is asking for an opinion or to gauge the audience's knowledge of the material being presented. There is no correct answer.														
Choices Type	This option is available only when you are composing Multiple Choice, Answer Series and Survey Question Types. Do you want your Response Choices to be lettered or numbered? A consideration that may affect your selection - you can define up to 5 lettered answer choices, while you can define up to 10 numbered answer choices.														
Number of Choices	Select the number of answer choices, the possible answers, you want to define for this Question. Click on the Hide checkbox if those answer choices are going to be presented during the Session by a means other than Response.														
Points	Indicate the number of points students will be awarded for a correct answer.														
Correct Response	Indicate the correct answer. If you selected a Series or Short Answer Question Type, the field will be blank. An answer for a Series Question should be a character string with no spaces, e.g., <i>DBCA</i> or <i>43621725</i> . An answer for a Short Answer Question can contain up to 11 alphanumeric characters. If the Question Type was Numeric, two fields will display, Low and High. If the Numeric Question has only one numeric value as the correct answer, that answer should be entered in the Low field. If the correct Numeric answer falls within a numeric range, the low value and the high value that define the range should be entered in their respective fields.														
Number of Chances	Indicate how many times students can change their answers to the Question within the allotted time. Answers transmitted after all the chances have been taken will be ignored.														
Timer	Indicate the amount of time students will have to respond to this Question.														



The Response PowerPoint Session

You have seen how easy it is to use the Response PowerPoint Add-In Utility to turn any of your existing PowerPoint lecture slides into Response Question slides without impacting the content or integrity of the PowerPoint slides. You can edit the Response Question Properties or delete them, completely removing them from the PowerPoint slide without affecting the content of the slide. Conversely, you can edit a slide in PowerPoint, completely change its content and move it around in the PowerPoint presentation file, but as long as the Response logo remains somewhere on the slide, it will continue to be a Response Question slide, and it will behave accordingly. Which brings us to using your PowerPoint lecture during an actual Response Session. How does it work?

The students in your class use electronic clickers to transmit their answers to the questions on the slide during a specified period of time. Each student's answer is electronically scored

and recorded, and the results are displayed in a Response Chart, which provides an opportunity for instant feedback and assessment of your students' understanding of the material being presented. Based on what you have seen, you can move ahead to the next slide in the lecture, or you can go back and review previously covered material, or you can add a new Question slide that approaches the material from a different point of view providing a flexible, assessment-oriented approach to teaching.

The Class is at the center of the successful use of Response. Your students are associated with your Class by means of the Roster. Your Class must be set up before you begin the Response PowerPoint Session. The Roster doesn't have to be. To learn more about profiling a Class and creating the Roster, please refer to *How To Create and Manage your Class and Roster*.

Running a Response PowerPoint Session

Once your Class is defined, you are ready to begin using Response and PowerPoint. The basic steps are outlined below. Additional details about these steps are provided on the following pages.

- 1 Start up Response.
- 2 Click on the **Collect Responses** icon.
- 3 Configure your **New Session** as described in the following table.
- 4 When the Session Toolbar has displayed, direct your students' attention to the yellow RF Status Bar and the Join Code(s), and instruct your students to join the Class.
- 5 Start your PowerPoint lecture.





Configure a New Session

When you click on the **Collect Responses** icon on Response’s main screen, the **Collect Responses – New Session** dialog displays. The table describes how to configure your PowerPoint Session.

Field	Description
Name	The name of the Session is generated automatically. It is a combination of the name of the Class and today’s date and time. If you run more than one Session for the Class today, the Sessions will be sequentially numbered. This field is editable.
Class	Select the name of your Class from the drop-down list of Classes. The name of the Session will change if you select a different Class from the list.
Subject/ Section	If you defined Subjects or Sections for your Class, select the <i>Subject</i> or <i>Section</i> with which this Session will be associated from the drop-down list.
Type	Select <i>Participation</i> . Participation is the only type of Session you can run for a PowerPoint lecture.
Lesson Type	Select <i>Impromptu</i> . When the Impromptu Options dialog displays, click on the OK button to dismiss it and display the Session Toolbar.

Join the Class

When you click on the **OK** button to accept the New Session settings, the **Impromptu Options** dialog displays. Click on the **OK** button to dismiss the Impromptu Options dialog and display the **Session Toolbar**. Instruct your students to turn on their clickers.

The **Join Code** is displayed in the yellow **RF Status Bar** across the bottom of the Session Toolbar. It is enclosed in angle brackets to the right of the Broadcast Name or the words *Join Code*. The Join Code for RF Clickers is the single-character code – **1** through **9**, or **A** through **F**. Students press the appropriate Input Key on their RF Clicker keypads and press the green **Send** key to send the Join Code to the

RF Receiver. You will see the **Joined Counter** at the far right end of the Status Bar increment as students join the Class.


The Join Code for Crickets is the two-digit value in the angle brackets. Students press the keys of the Join Code sequentially, in the order they appear in the angle brackets. As each student joins the Class, the **Joined Counter** on the right end of the yellow Status Bar will increment.

If your students are using a mix of Crickets and RF Clickers, be sure to point out that the single-character Join Code is for the RF Clickers and the double-digit Join Code is for the Crickets.





Run Your PowerPoint Session

When the Joined Counter indicates that all the students have joined the Class, start up your PowerPoint lecture. A message will display about activating the Response Session. Ignore the message and click on **Yes**. You have already started the Response Session so you are ready to go. Note that on the **Session Status Bar** below the tools, the Session Type has switched to *PowerPoint* and it is showing the name of the first Question. When you are ready, start the **Timer** by clicking on the **Start Question** tool .





Remind students using RF Clickers to press a key to wake up their clickers before they enter their answers.


Watch the **Response Counter** to determine when all the students have answered the Question. You can stop the Timer or wait until the Timer expires. When you have finished with the Session, click on the **Exit** tool at the right end of the Session Toolbar. In the next dialog that displays, click on the **End the Class** icon. You can learn more about the Response Session in *How To Setup A Session and Collect Responses*.

Switching Modes vs Adding a Question Slide

We have pointed out that one of the benefits of using the Response system with your PowerPoint lectures is that you are able to quickly assess how well your students understand the material being presented. When you see that you are moving too quickly, you can go back to previous slides, or when things are clicking, you can jump ahead. There are also those times when you want to go off in a different direction and you have nothing prepared in this lecture. That's when you have to decide whether you want to switch modes and pose an impromptu question, or create a new PowerPoint slide.

It's easy enough to do either one. To create a new PowerPoint slide, click on the Insert Question tool  on the Session Toolbar. The **Interwrite Response PowerPoint COM Add-in** dialog displays. Set the Question Properties for the new slide, select **None** as the **Correct Response**, and click on the *Insert New Slide* radio button. When you click on the OK button, a blank Question slide displays. Craft the question and answer choices, if appropriate, and click on the OK button. The new Question slide will display and you can start

the Timer. When the Timer expires or you stop it and the Response Chart displays, you will click on the **Edit Question Properties** tool  and indicate the real correct answer. The Response Chart will reconfigure. The new slide will be saved in the lecture at this point in the PowerPoint file.

To create an Impromptu Question, click on the Switch to Impromptu Mode tool . You will be prompted to disconnect the PowerPoint slide show. Set the Impromptu Question Properties in the dialog and present the impromptu Question to the students. With either option, you achieve the desired results. You just have to decide whether you want to save a new Question slide in your lecture file or, if you go the impromptu route, whether you want to disconnect from the PowerPoint lecture. If you want to continue with the lecture slide show after running an impromptu Question, you have to restart it and get back to where you were, which might be distracting. We recommend you add new slides if you are in the middle of the lecture slide show and switch modes when you have ended the slide show.

