

ASKING QUESTIONS FROM THE FLOW QUESTION EDITOR AND POWERPOINT®

Download and Hardware

Flow is available for most PC, Mac and Linux platforms. Go to <http://www.einstruction.eu/flowsoftware> to download the appropriate software.

Connecting the Receiver

If using multiple receivers, each receiver must be set to a different channel. Clickers should be set to the same channel number as the corresponding receiver.

IMPORTANT

It is best practice to plug in the receiver BEFORE opening the software.

- 1 Plug in the appropriate **receiver**.
- 2 Open Flow.
- 3 Verify that the **receiver** is displayed in the Flow Main Window.
- 4 If the receiver is not displayed, exit Flow.
 - a Verify the receiver is plugged into a working USB port.
 - b Re-open Flow.

Manage Participants

Registering Participants Anonymously

Anonymous registration allows participants to quickly log in without entering their user information.


NOTE

The default setting is *Allow anonymous participants* if a participant list is not loaded prior to the start of a session.

- 1 Open Flow.
- 2 Participants may register by pressing any **voting button** on their device.


NOTE

Participants using Pulse or Spark clickers must press the Power button on the clicker and then enter the receiver channel number.

- 3 To save the participant list, click **Manage participants** and select the **Export**  icon above the *Registered participants* window.

The participant list is saved as a spreadsheet file (XLSX) and can be imported for future use.

TIP

For additional registration options, please refer to the complete *Flow for PC, Mac and Linux User Guide* available from **Options**  **> Help and support.**

Creating and Polling Questions from the Flow Question Editor

Flow Question Editor

Questions prepared with the Flow question editor can be dragged, dropped and polled in a variety of applications.

Using the Flow Question Editor

In the Flow question editor, you can edit current questions, create new questions and set question parameters.

- 1 Click the **Options**  icon and select **Flow question editor**.

The *Flow question editor* opens.

- 2 Select a **question type** from the *Type* drop-down menu.
- 3 Enter a **question title**.

Optionally, enter an **ID**, a **Max. Time**, **Point Value**, **Penalty Value**, **Answer Option(s)** and **Correct Answer(s)**.

Optionally, click **Content Screenshot** to set up question content.

The *Edit question content* window opens.

Select the type of content to add:

- **Screenshot** - Flow takes a screenshot of the desktop. The screenshot is displayed when the question is polled or when results are viewed.
- **Custom text** - enter the text in box provided.
- **Internet content** - select the content *Content source* drop-down menu and enter the URL.

Click **Save**.

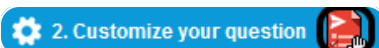
Optionally, customize the question by changing the **placeholder** from the *Show question as* drop-down menu, including text with the question, including the correct answer in the tooltip, or displaying a custom tooltip.

- 4 Click **Generate question** to create a Flow question.
- 5 **Paste** the question into an application, such as Word.

An icon is placed next to the Flow question.

The question is copied to the clipboard and can be pasted into a number of formats.

The question can also be placed into the desired format by selecting the icon next to *Customize your question*, dragging the icon and dropping it into the document.



TIP

For OpenOffice Users:

If using Open Impress, select **Include Text**.

To insert a question in OpenOffice Writer, click **Generate Question** and select Edition > Special Paste > HTML.

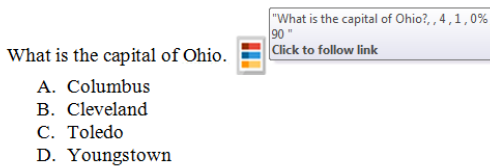
Asking Questions from the Flow Question Editor in an External Application

WARNING

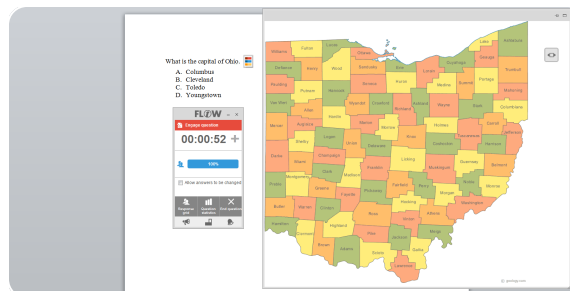
(PC only) Microsoft Office security warnings must be disabled when using Word or Excel. To disable the security warnings, click the Flow **Options** icon, select **Settings** and check *Disable Microsoft Office security warnings for Flow questions*.

In OpenOffice Writer, disable the CTRL + Click function by following this path: Tools > Options > Security > Security options and warnings > Options > Security options > disable the click by holding down the Ctrl key required to follow hyperlinks function.

- 1 Open Flow.
- 2 Register participants. For more information, refer to the **Participants** chapter in the *Flow for PC, Mac and Linux User Guide* (accessible from the Options icon).
- 3 Open the **document** containing your Flow questions.
- 4 To start polling, click the **Flow icon** in the document next to the first question you want to ask.



The *Engage question* window opens and participants can now respond to the question.



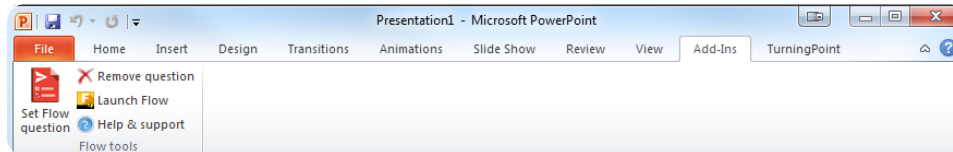
- 5 Once all participants have answered, click **End question**.


Creating and Asking Questions from PowerPoint®

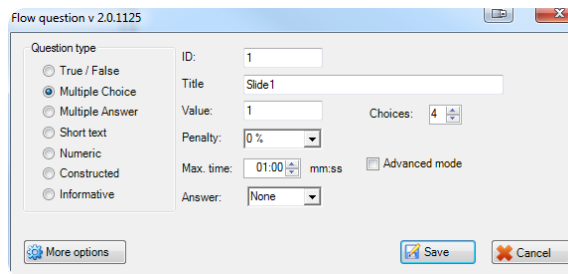
PowerPoint (PC Only)

During installation, the Flow PowerPoint add-in is installed as a PowerPoint COM add-in. The add-in allows you to insert polling questions into a presentation and allow PowerPoint to automate the presentation.

- 1 Open PowerPoint and the desired **presentation**.
- 2 Select a **slide** from within the presentation.
- 3 Click the **Add-Ins** tab from the PowerPoint toolbar .



- 4 Click the **Set Flow question**  icon.
The *Flow Question* window is displayed.
- 5 Select a **question type** and enter the **question parameters**.



- 6 Click **Save**.
A Flow icon is placed on the slide, indicating that a Flow question is associated with the slide.

Asking Questions in a PowerPoint Presentation

The Flow PowerPoint add-in provides a simple way to administer a question and answer session directly from PowerPoint.

Prerequisites

A PowerPoint presentation with Flow questions.

- 1 Open Flow.
- 2 Register participants. For more information, refer to the **Participants** chapter in the *Flow User Guide* (accessible from the Options icon).
- 3 Open PowerPoint.
- 4 **Start** the Slide Show.

- 5 Click the **start question icon**  when it appears on the slide.

NOTE

The polling question will automatically begin if *Automatically start question* is selected within the Flow PowerPoint add-in.

- 6 The percentage of submitted answers appears in the Flow Main Window.
7 Click **End Question** after all participants have answered.

NOTE

The polling question will automatically end if *Finish current question when time is up* is selected within the Flow PowerPoint add-in.


The *Question statistics* chart is displayed if *Show results when polling closes* is selected in Options > Settings > Flow settings. The Question statistics chart will not appear if *Advance slide when question ends* is selected within the Flow PowerPoint add-in.

- 8 Advance to the **next question** in the Slide Show.
9 Repeat **steps 5 - 8** as necessary.

Session Results (Optional)

Saving Session Results

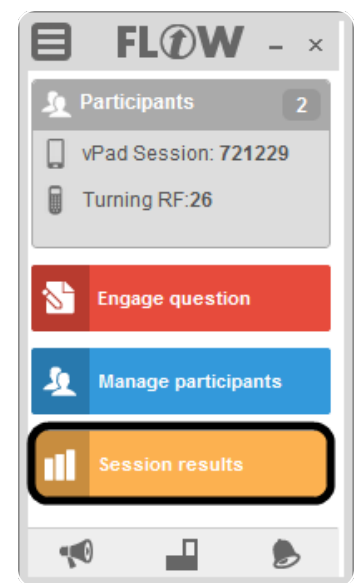
Results can be saved to any location: network drive, flash drive, desktop folder, etc.

- 1 After the session, click **Session results** from the Main Window.
The *Session results* window is displayed.
- 2 Click the **Save results**  icon.
- 3 Choose to **save** the session data to an LMS or Flow session file.
 - **LMS** - a full report will be saved to your LMS gradebook

IMPORTANT


Implementation of the EPS module is required for this action.

- **Flow session file** - saves as an editable XML containing the Flow session, results and participants






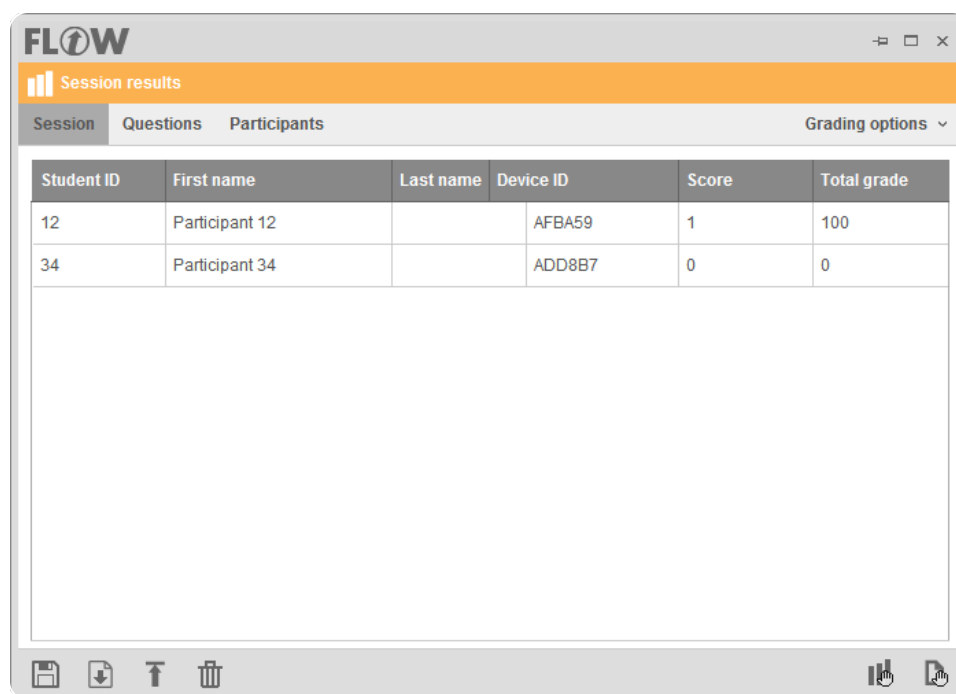
Viewing Results

Session results can be viewed by session, question or participant.

- 1 Open Flow.
- 2 Click the **Options**  icon.
- 3 Select **Load session**.
- 4 Browse to the saved session and click **Open**.
The session opens in the *Session results* window.
- 5 Review the session by selecting the **Session**, **Questions** and **Participants** tabs.

Optionally:

- click the **Save results**  icon to send the session to a Learning Management System (LMS).
- click the **Export results**  icon to export the results to HTML, XLSX or a Flow lesson.
- click the **Send to vPads**  icon to send the results to vPad users.



Student ID	First name	Last name	Device ID	Score	Total grade
12	Participant 12		AFBA59	1	100
34	Participant 34		ADD8B7	0	0