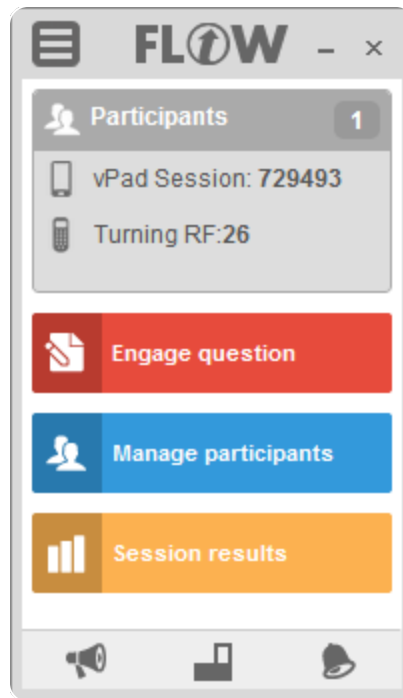


ASKING IMPROMPTU QUESTIONS IN FLOW

Impromptu polling consists of questions asked from the desktop without advance preparation.



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.

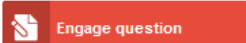
TIP

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

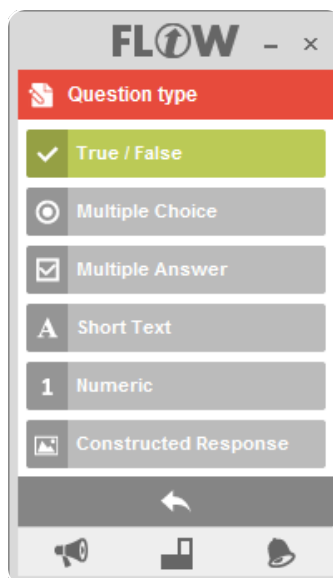
Engage Question

Asking Impromptu Questions

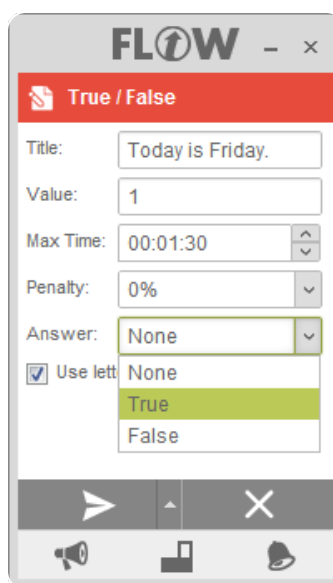
This option is ideal if questions are based off of an image, webpage, PDF, etc. Impromptu questions are administered directly from the Main Window, allowing you to poll atop any application.

- 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 Click **Engage question** .

- 4 Select the **question type** from the Main Window.



- 5 Optionally, enter the **question parameters**.




- 6 Click the **arrow**  to begin the question .

- 7 Click **End question**  after all participants have answered.

Session Results (Optional)

Saving Session Results

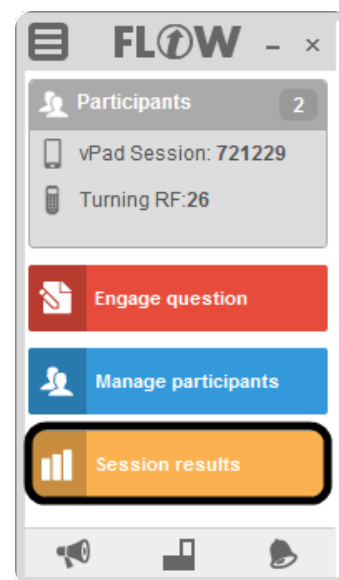
Results can be saved to any location: network drive, flash drive, desktop folder, etc.

- 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






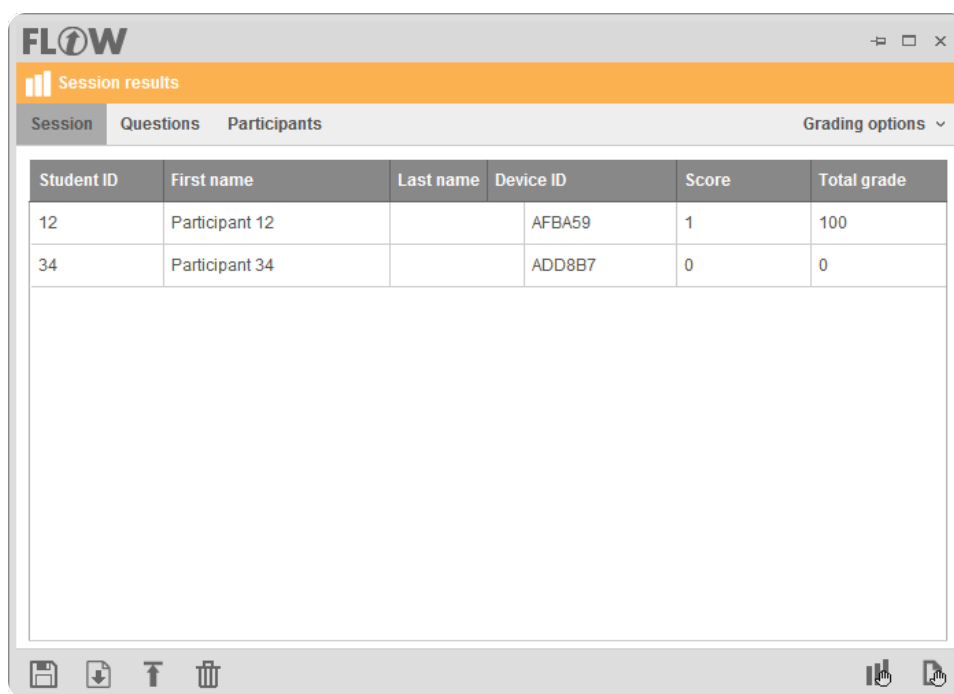
Viewing Results

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