eventScribe ARS

Installing and Using Polling in your PowerPoint Slides

These steps are designed to provide a speaker with instructions for adding Polling Questions to a PowerPoint Presentation through the Polling PowerPoint Plug-in.

** The Polling PowerPoint Plug-In is NOT Mac compatible. **

Enabling Polling for a Presentation & Downloading the Polling Plug-in

The instructions below will help you navigate to select to use polling for your presentation with in the ARS task.
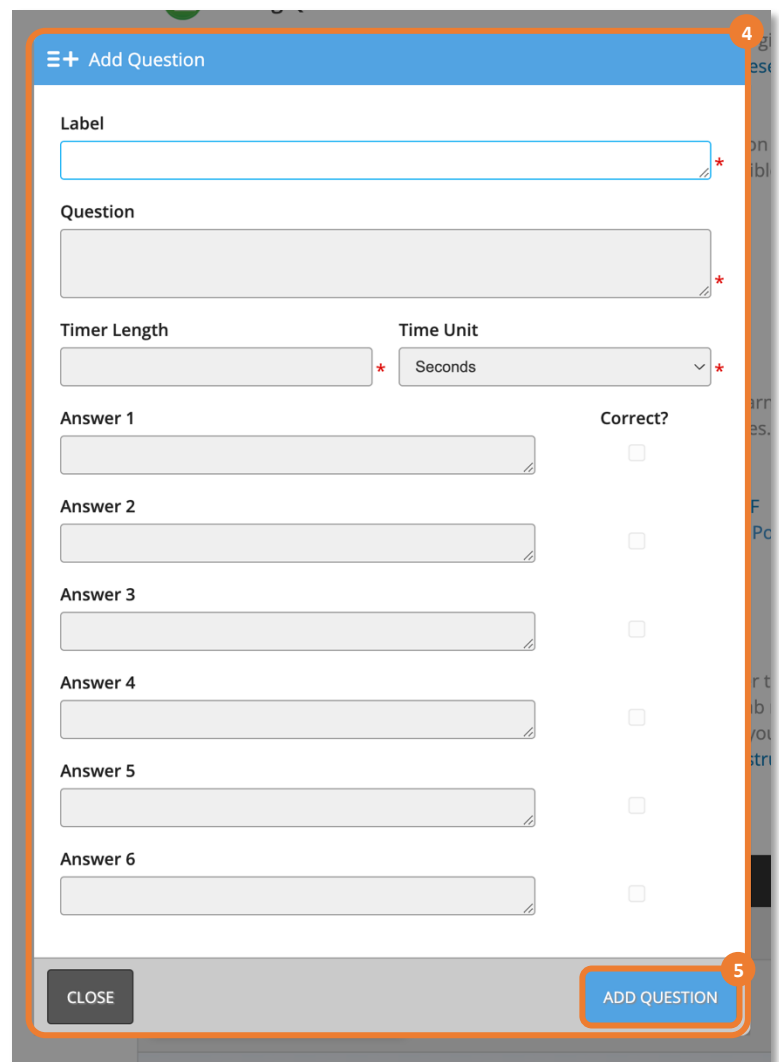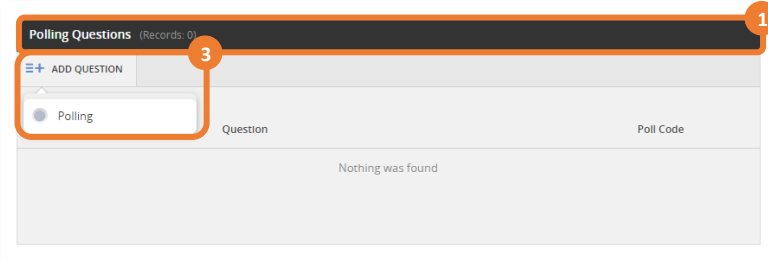
1. Begin by logging in to the speaker page, then choose the task 'Audience Response System' (ARS). This task can be labeled with other titles such as 'Polling' or 'Polling Questions' dependent on the choice of your event coordinator.
2. After selecting the task, select the presentation you'd like to configure ARS for.
3. To enable polling for your presentation, select "Yes" from the dropdown box.
   - Additional text will appear including the Polling PowerPoint Plug-In which you will need to download to your computer.
4. Click on the blue text that reads 'Polling PowerPoint Plug-In' to download the PowerPoint Plug-In to your computer.
   - If you have used our polling plug-in in the past, please uninstall any previous version.
   - Configuring polling in your PowerPoint presentation slides requires a Windows computer and Microsoft PowerPoint. The Polling PowerPoint Plug-in is NOT Mac-compatible.
5. After downloading the Polling PowerPoint Plug-in, install the PowerPoint Plug-In by selecting the downloaded file 'CadmiumPollingPlugin.msi'.
   - Follow the prompts to install the PowerPoint Plug-In.
   - A successful installation will display a new tab on the top menu of PowerPoint called 'Cadmium ARS'.
   - This tab, gives you the ability to configure polling on your PowerPoint slides. You can View/Edit your Questions, as well as, insert your polling questions into your PowerPoint slides from the Polling Task in the Speaker Portal.
6. When you select Yes in the 'Polling Question' drop down a 'Polling Question' box will appear where you can add your Polling Questions associated with that presentation.

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How to Add Polling Questions

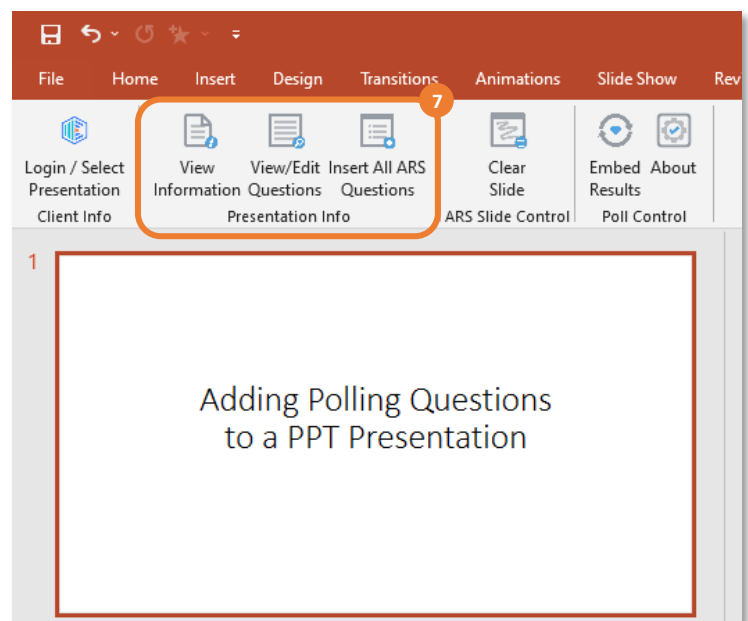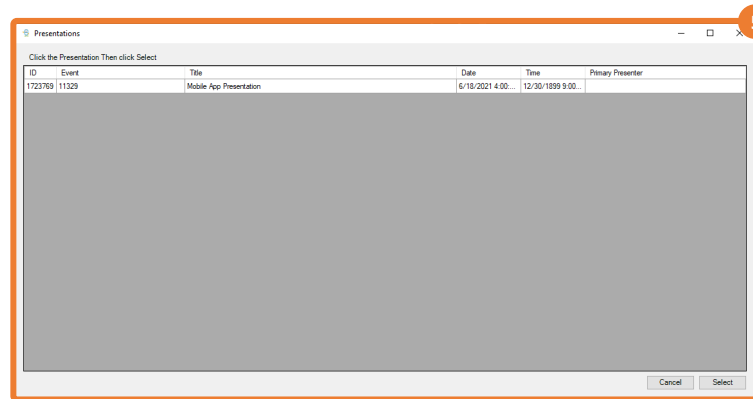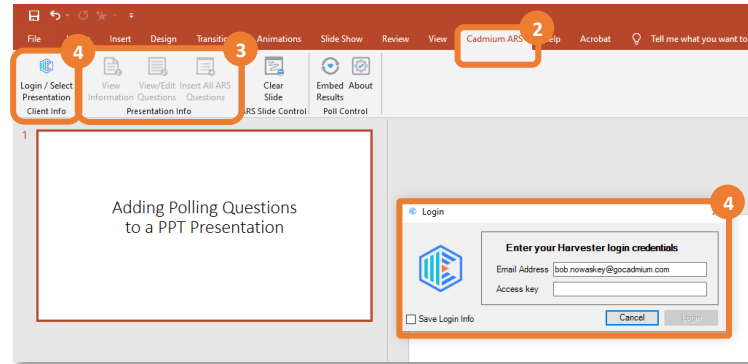The instructions below will show you how to add polling questions.

1. Begin from the 'Polling Question' section of the task 'Audience Response System' (ARS).
   - This task can be labeled with other titles such as 'Polling' or 'Polling Questions' dependent on the choice of your event coordinator.
2. By selecting 'Yes' to use polling in your presentation, box will appear where you can add your Polling Questions associated with that presentation.
3. To add a Polling Question, click on the '+ ADD QUESTION' button, then click on 'Polling'.
4. This will open the 'Add Question' popup. The asterisked fields are required. View the descriptions to learn how to write your polling question.
   - **Label**- Allows you to add a label which will be associated with the question. The label is not displayed on the question; however, it does display on the Polling Question slide used in the presentation so you can keep track of Polling Questions in your slide deck.
   - **Question**- This is the field where you will type your question. There is a 150-character count for the question.
   - **Timer Length**- Enter the time in seconds you want your audience to have to answer the question.
   - **Answer**- You have the ability to display six possible answers. Each answer has a 150-character count. Type the possible answers in the answer field. You may select one answer to be the correct answer by checking the 'Correct' checkbox. If you do not designate one as correct it will be an open-ended question.
5. Click 'ADD QUESTION' to save.
   - Repeat this process for each Polling Question you want to include.

Linking the PowerPoint Polling Plug-in to your Speaker Account.

The instructions below will show how to link your PowerPoint Plug-in to your Speaker Account to insert polling questions.
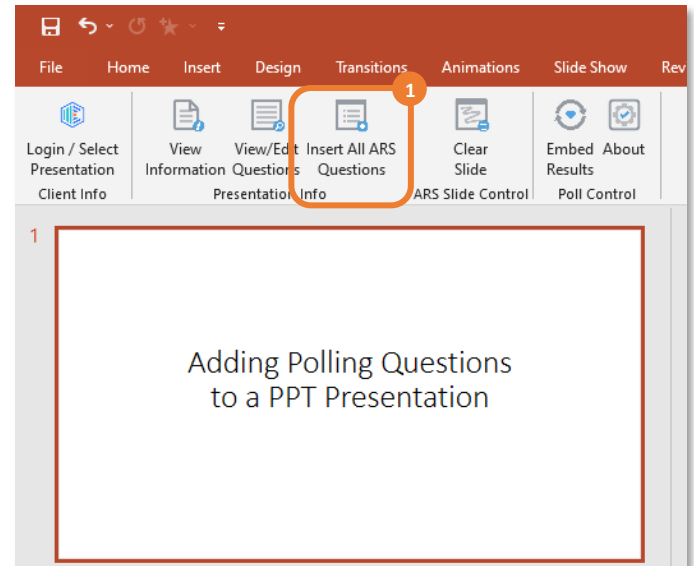
1. After installing the Polling PowerPoint Plug-In, open PowerPoint on your computer to the presentation slides you are going to use for your presentation
2. On the top tool bar, you will now see a tab called 'Cadmium ARS'. Click on this tab to get started.
   - If you do not see this tab, follow the instructions on Page 2 to redownload the plug-in.
3. Your Cadmium ARS panel is now open. You will see that three actions are greyed out. You must login in order to make these active.
4. Click on the 'Login/Select Presentation' button all the way to the left. This will open a login popup in which you will add your Speaker Portal login credentials.
   - The same email address and access key you used to login to the Speaker Portal/Education Harvester is used here to login with this popup.
   - A successful log in will tie your PowerPoint Program to your Speaker Portal.
5. After logging in, a pop up will display any presentations you are associated with that is using Polling Questions.
   - You may only see one presentation or you may see several depending on how many times you are presenting.
6. From the pop up, click on the Presentation you are linking with this PowerPoint Presentation and then click on 'Select'.
7. You have now linked your Presentation with your PowerPoint Presentation. There are three available actions to select from the toolbar.
   - View Information: See the presentation that is connected to this slide deck.
   - View/Edit Questions: View and edit questions you added in the polling task
   - Insert All ARS Questions: Insert your polling questions into your PowerPoint slides.

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Inserting Your Polling Questions

The instructions below will show how to add your Polling Questions from your speaker portal to the PowerPoint through the plug-in.
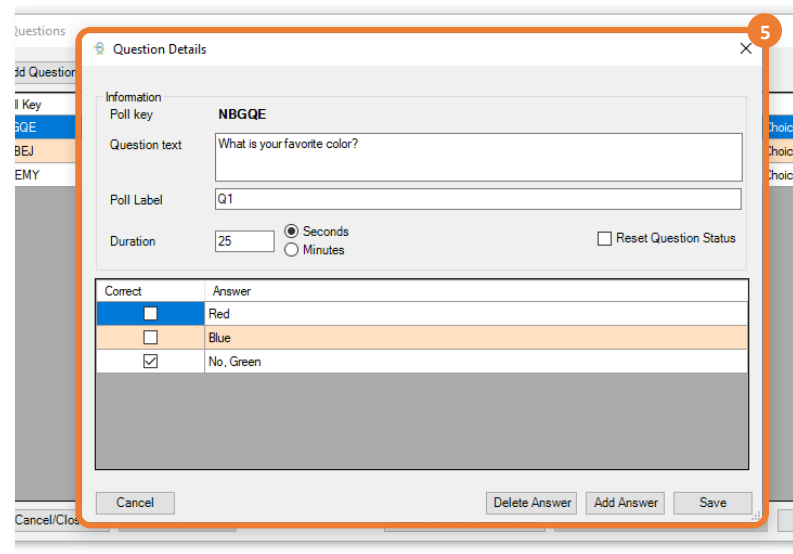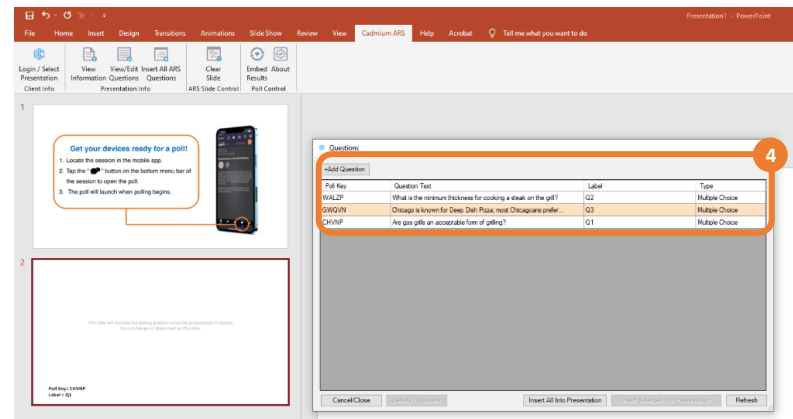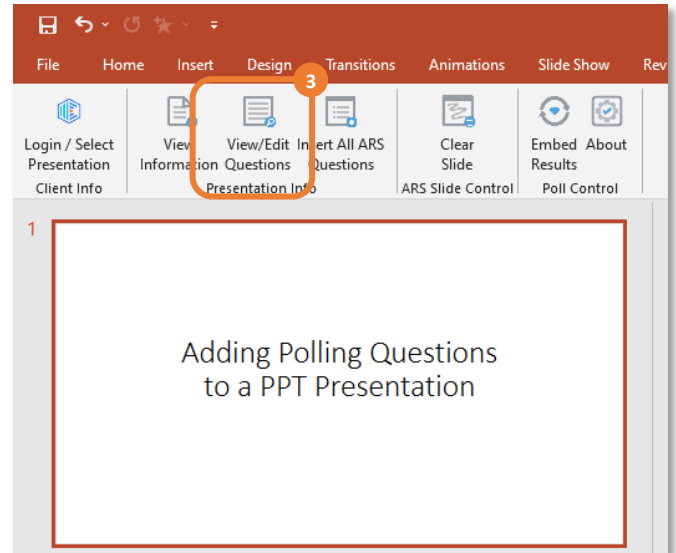
1. Insert your polling questions into your PowerPoint slides by clicking on the 'Insert All ARS Questions' button in the tool bar.
   - Clicking on that button will insert all the polling questions, one after the other, into your slide deck.
2. A direction slide will be added before every Polling Question slide that is added.
   - The direction slide will instruct your audience how to interact and prepare for the poll.
3. Each Polling Question slide will be identified by the label you added when you were adding your polling questions in the Education Harvester.
   - The label is displayed under the 'Poll Key' which is a unique key assigned to that question when you created it in the Harvester.
   - This label allows you to identify each polling question and ensure that is placed in the proper spot in your slide deck.
4. Now you can click on the direction slide and the polling question slide and drag it to its proper spot in your slide deck.

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Editing Your Polling Questions

The instructions below will explain how to edit the Polling Questions from the Speaker Portal as well through the PowerPoint Plug-in.

1. You have the ability to return to the polling questions at any time though the ARS Task in the Speaker Portal.
2. You also have the ability to edit your polling questions while working in PowerPoint.
3. Click on the 'View/Edit Questions' button in the tool bar to see the Polling Questions that you added in the Speaker Portal.
4. Double-click on any row to open the 'Question Details' pop-up where you can edit the poll details.
5. You can edit the 'Question text', 'Poll Label', 'Duration', 'Answers' and edit the Correct answer. You also have the ability to delete an answer and add answers.
   - This popup also allows you to reset the polling question.
6. After adding the poll question slides, you will want to test them.

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Testing, Resetting and Embedding your Poll Question

The instructions below will explain test your poll question slides and reset your poll question as well as how to embed the results.
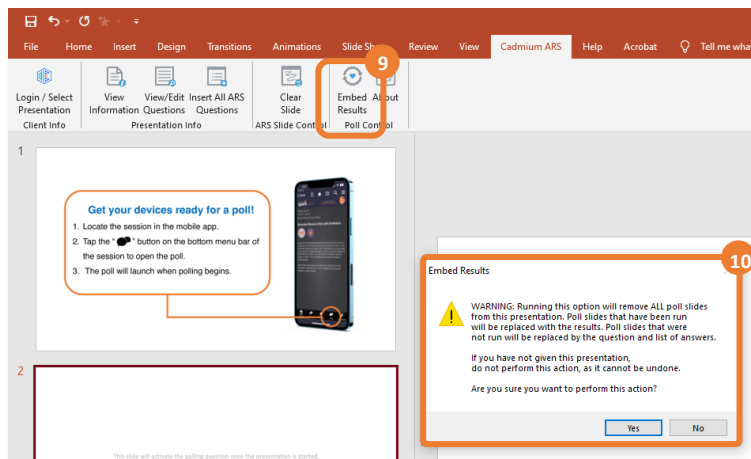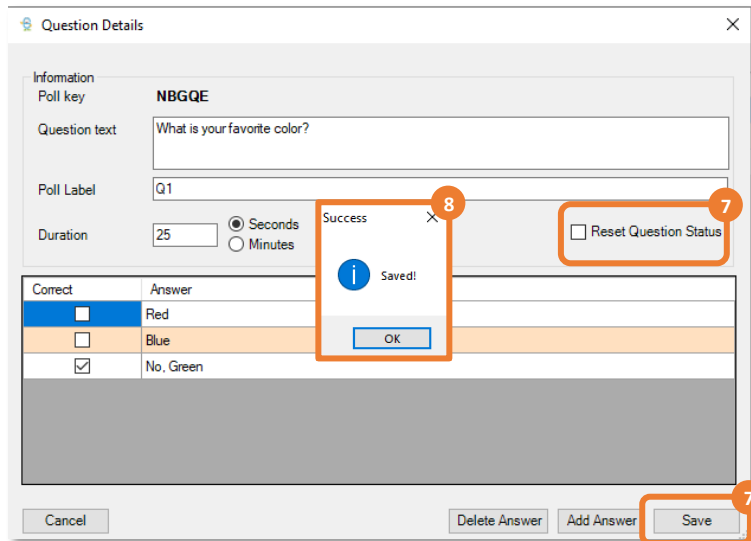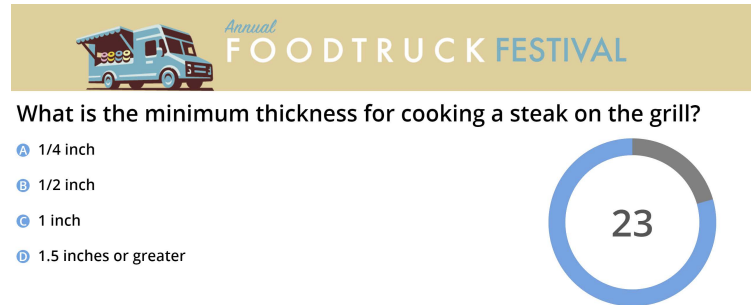
Testing the Poll:

1. Go ahead and run your slide show.
2. You can start your slide show from the beginning or select the slide prior to the polling slide.
3. When you advance to the Polling slide the ARS preset slide with the poll key and label will fade in, then fade out and will then be replaced with the Polling Question.
4. The timer circle will also appear and begin counting down.
5. Time will run out and the slide will be replaced with the responses which will appear as the choices, number of responses, and percent associated with the number of responses.

Resetting the Poll:

6. Once you have tested the polling question be sure to reset the slide.
   - If you do not reset the slide, only the results from the test run will display when you advance to that slide in the slide deck.
7. Open the 'Question Details' popup and click on the check box that reads 'Reset Question Status' then click the 'Save' button.
8. You will see a small popup appear with the word 'Success' in the upper left letting you know you have reset the Polling Question. Click 'OK' to close the popup.

Embedding the Poll Results:

9. After your presentation is finished, click on the "Embed Results" button all the way to the right in the Cadmium ARS tab.
10. A warning box will appear, telling you that the results for the polling question will replace the poll slide. By selecting yes, the polling results will replace the question.

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Final Tips

8 Tips for Success

1. The Polling PowerPoint Plug-In is NOT Mac compatible, Keynote & PowerPoint for Mac do NOT support the Polling PowerPoint Plug-In.

2. The plug-in must be installed on the laptop the poll is being ran from.

3. Be sure to announce to your audience that you will be using the Polling feature in their app. They will need to be in your presentation in the app and on the Polling/ARS page in order to see and interact with your Polling Questions.

4. Allow enough time for attendees to read the Polling Question and Answer choices. It is recommended 5 secs per question and 5 secs for each answer choice. A question with 4 possible responses should be in the 25 second range.

5. If you would like to read the Question-and-Answer choices out loud to the attendees please allow for enough time to do so.

6. You can insert a preview slide of the question you are asking directly before that Polling Question slide if you choose. This allows attendees to be ready and gives them a chance to see the questions and begin thinking of their answer before they have to answer on their device.

7. Once the Polling Question is started, it is running. If you back up in the slide deck or advance to the next slide it will disrupt the question and you may not get accurate results.

8. Test your polling questions and be sure to reset the question after you test it.

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