Conducting a Voting Session

Using either ActiVotes or ActivExpressions devices, you can ask your students questions using Express Poll and prepared questions.

Pick a Device Type

Questions for quizzes and tests can be set up differently depending on whether the classroom has ActiVotes or ActivExpressions device. It is recommended that you check which device is selected before you start a vote. If you are receiving an error that your votes need registration, please follow the steps below to pick a device type.

1. Click the Express Poll button [icon] in the Main Toolbox.

2. To set questions for ActiVotes, hover over the **center of the Express Poll circle,** hover over the **Actions** icon, and then select the **ActiVote** icon. To set questions for ActivExpressions, select the **ActivExpression** icon
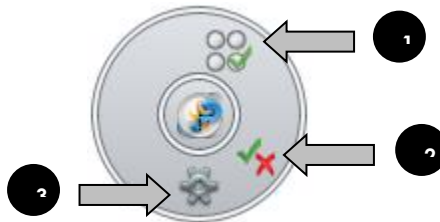

Or

1. Go to the **Voting Browser** and select either the **AcitVote** or **ActivExpression** icon.
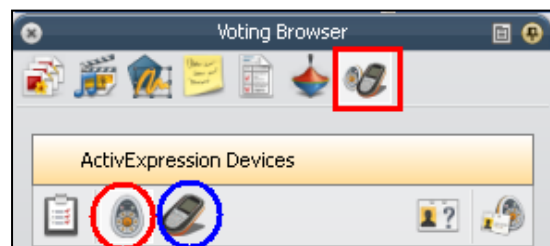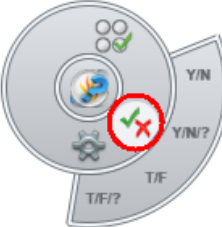
Conducting a Voting Session Using Express Poll

Learners answer a quick or ad hoc question. You can hold an Express Poll at any time, even when there is no flipchart open.

1. Click the **Express Poll** button ![Express Poll button] in the Main Toolbox. The Express Poll button appears on the current flipchart page.

2. When you hover over the **center of the Express Poll circle**, the voting Wonderwheel appears.
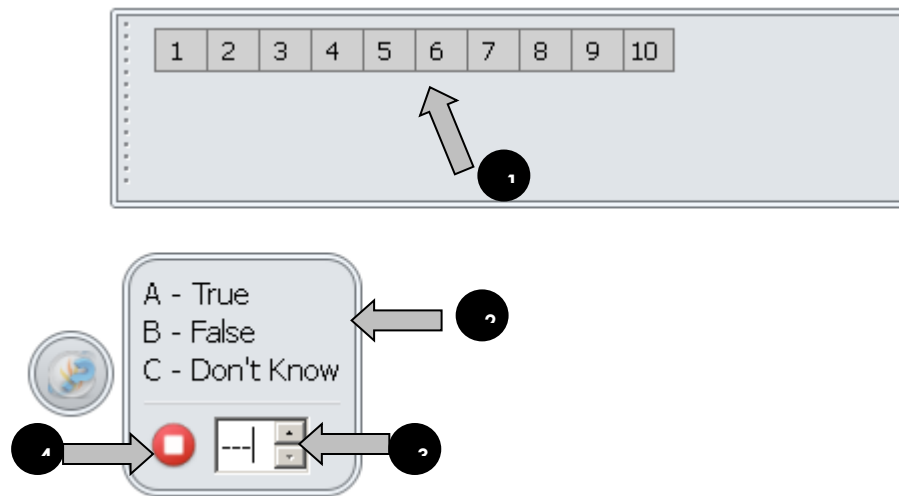

Number	Button	Description
1	Multiple Choice	Five multiple choice options are available: A-B, A-C, A-D, A-E, and A-F.
2	Yes/No – True/False	Four Yes/No and True/False options are available: Yes/No, Yes/No/Don't Know, True/False, and True/False/Don't Know.
2	Actions	Action buttons include Devise Registration, Assign Students to Devices, Stop Voting, Target ActivExpression Devices, and Target Activote Devices. These action buttons can be found in the *Voting Browser* as well.

3. Select a **question style**, either Multiple Choice or Yes/No-True/False.

4. Move the pen or mouse outward to show the options for the style you just highlighted.
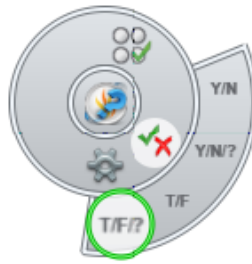
5. A window with the device names and voting summary box will be displayed on your screen as the vote takes place. This window can be resized and moved as needed.

Number	Button/Region	Description
1	Answers received	The numbers here change to yellow when a vote is received.
2	Voting Summary box	Possible answer choices are displayed here.
2	Set a timeout	You can set a timeout by entering a number or using the arrows. When you use a timeout, you also have a **Pause Vote** button for extra control.
4	Start / Stop Vote	Stop the vote using the red Stop Vote button. Once the vote is stopped, the green Start Vote button appears for next vote. The

Note: *If your profile already has a timeout set for Express Poll, the countdown starts as soon as the summary box is displayed.*

6. Click the **Stop Vote** button [⬛] to end the voting session.

## Conducting a Voting Session using a Prepared Question

You can insert one question into each flipchart page using the Question Wizard (ActivInspire version 1.4). Once you have prepared questions this way, the Start Vote button [▶] in the Main Toolbox will be highlighted green. You do not use Express Poll if you have prepared questions using the Question Wizard.

To set up a question using the Question Wizard, follow the steps below:

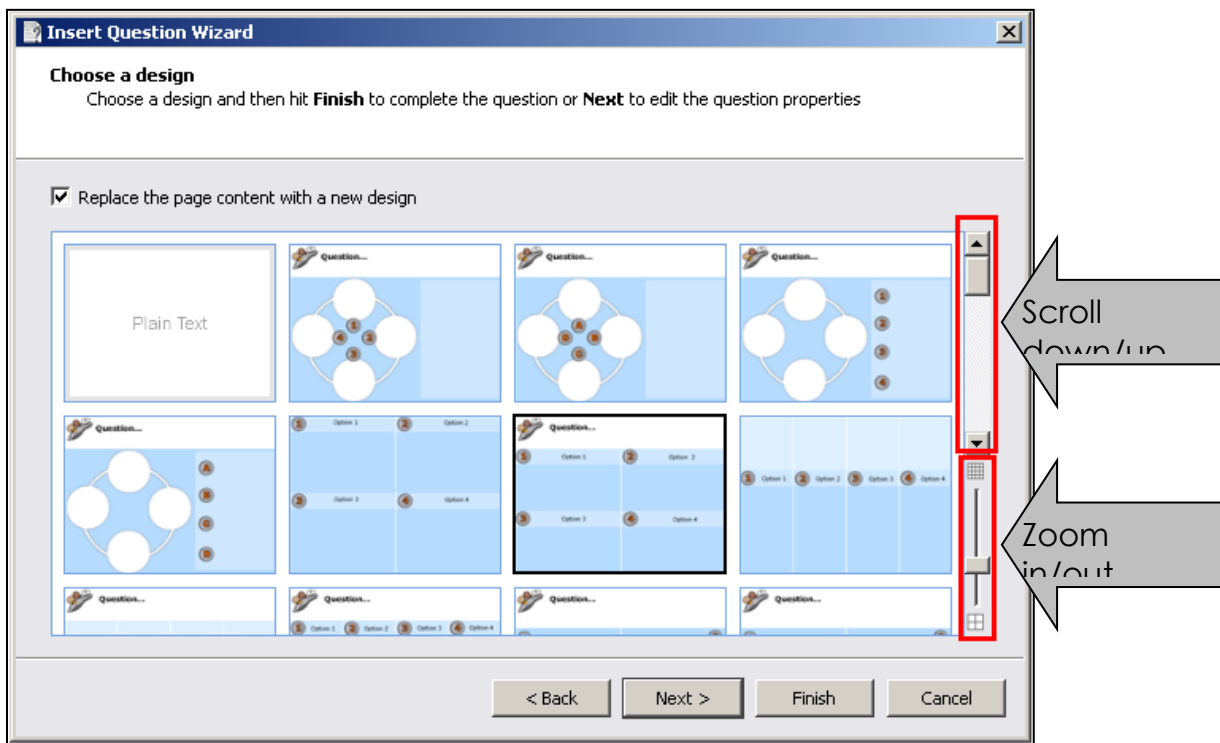1. Click the **Insert** Menu and select **Question**....
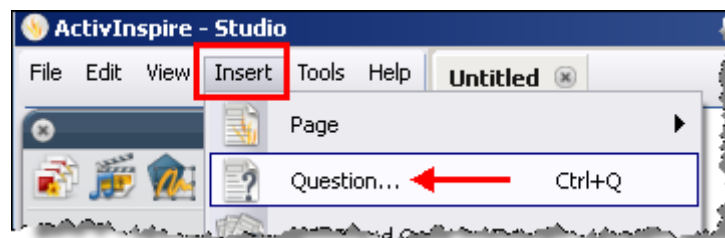
2. The *Insert Question Wizard* window appears. Choose a **question type**, the **number of answer options,** and **where** you desire the question inserted. Then, click the **Next** button.
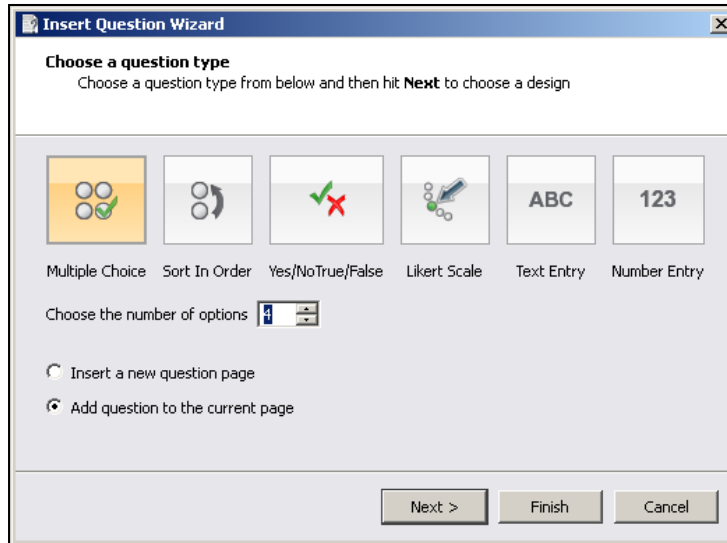
3. Choose a **template** and check off "Replace the page content with a new design." Then, click the **Next** button.

Scroll down/up

Zoom in/out

Note: If you chose a multiple choice or Yes/No True/False question type, you will need to choose a template that has text boxes in addition to answer buttons. Templates without text boxes are for adding pictures as answer choices. You can use the zoom in/out slider to see the templates in a larger or smaller view. You can also enlarge the Insert Question Wizard window by dragging the bottom right hand corner.

Note: If you want to use one of the templates from the Resource Library, drag a template to a flipchart page and then insert a question using the Question Wizard. In Step 3 (Choose a design), do NOT check off "Replace the page content with a new design."

4. Enter the question text and choose how the answers will be labeled (Alphabet A-F, a-f, or numeric 1-6). You can also set a timer for the question.

5. **Scroll down** and enter answer choices in the boxes. Then, click the **Next** button.

6. If you want the question to know the correct answer, check "Assign correct answers" and click the box next to the right answer. Then, click the **Next** or **Finish** button.
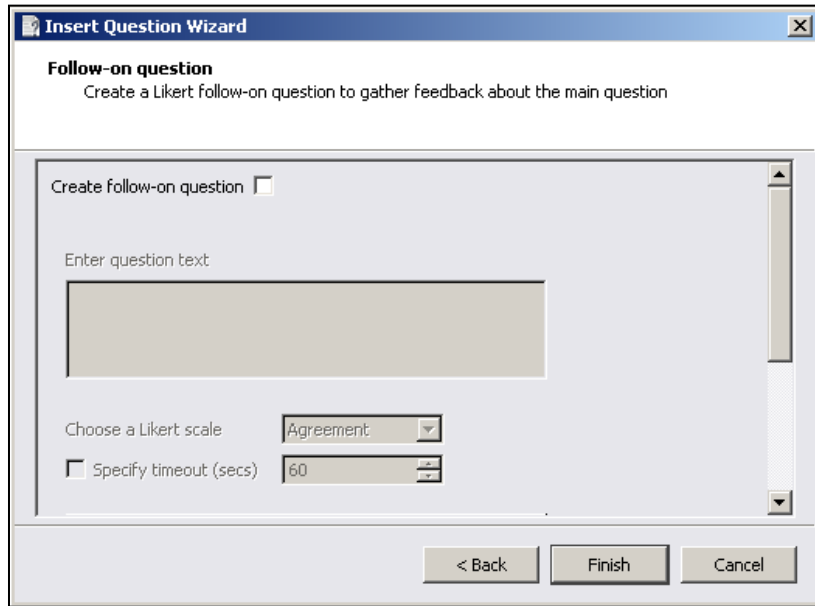

Note: You can also assign correct answers later when Vote Results are displayed.

7. Follow-on questions are designed only for ActivExpressions to get feedback about the question itself; ActiVote users can ignore this choice and click the **Finish** button to insert the question into the flipchart page.
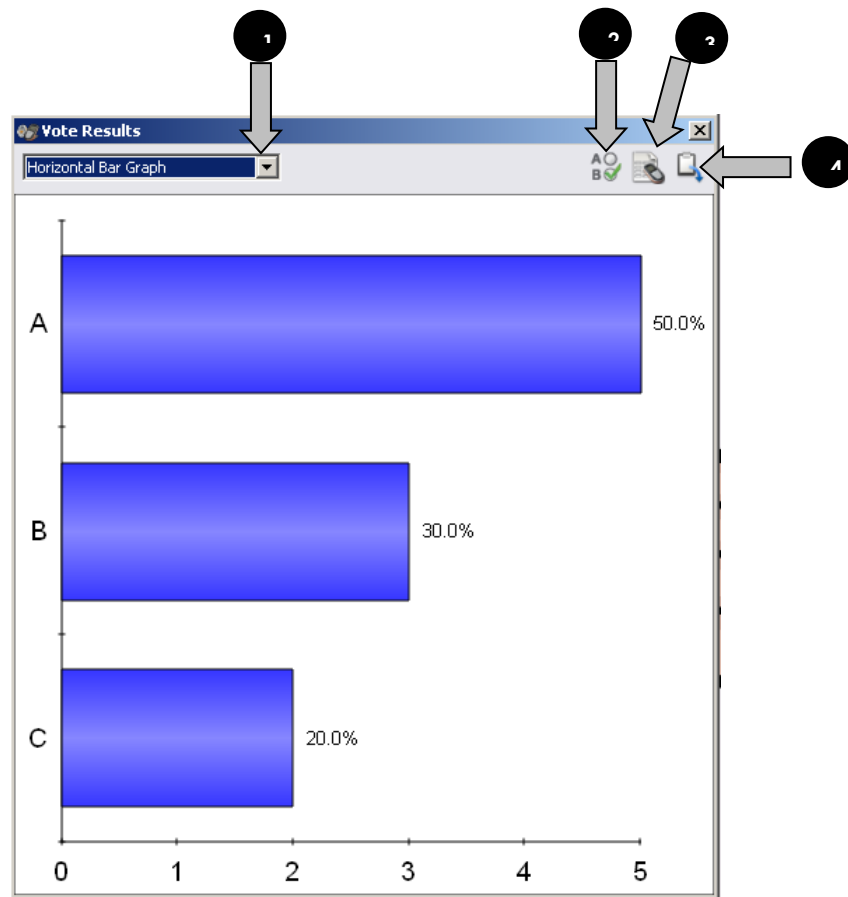

8. The question will appear on the flipchart page. To add more questions, repeat the steps 1 – 7. Whenever you navigate to a page with a prepared question on it, the green **Start Vote** button is highlighted green. Click the Start Vote button to conduct a voting session.


Viewing the Results

1. Once you stop the voting or time runs out, the **Vote Results** window will appear.

| Number	Button/Region	Description
1	Type of Reporting	Different types of reporting include: • Horizontal Bar Graph • Who Answered What Graph • Who Answered What List • Overall Instructor-Paced Scores • Summary • Vertical Bar Graph • Pie Chart • Text Report
2	Identify Correct Answers	If a prepared question didn't already have it, you can select the correct answer here.
3	WordSeed: Copy Text into Flipchart	This feature is available only for ActivExpressions users. Student responses from ActivExpressions devices can be added to the flipchart as separate objects.
4	Paste Vote Results into Flipchart	A snapshot of the current vote results will be pasted into the current flipchart.

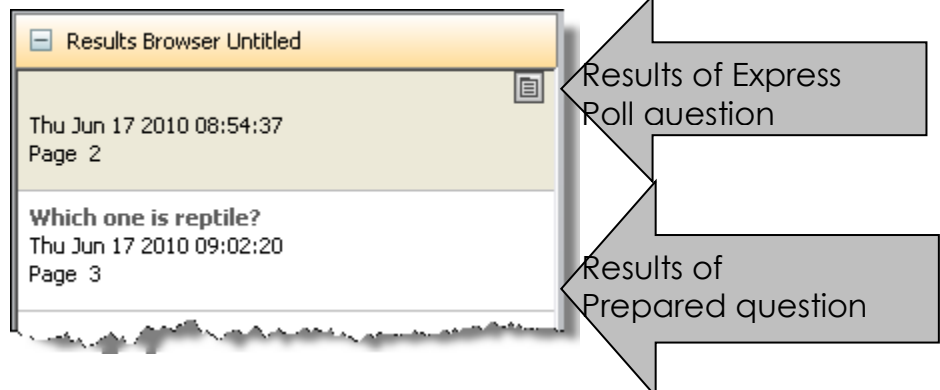2. To close the Vote Results window, click the ☒ icon.

3. To view the Vote Results after you have closed the window or if "Show results after vote" is unchecked in the settings, go to the **Voting Browser**.
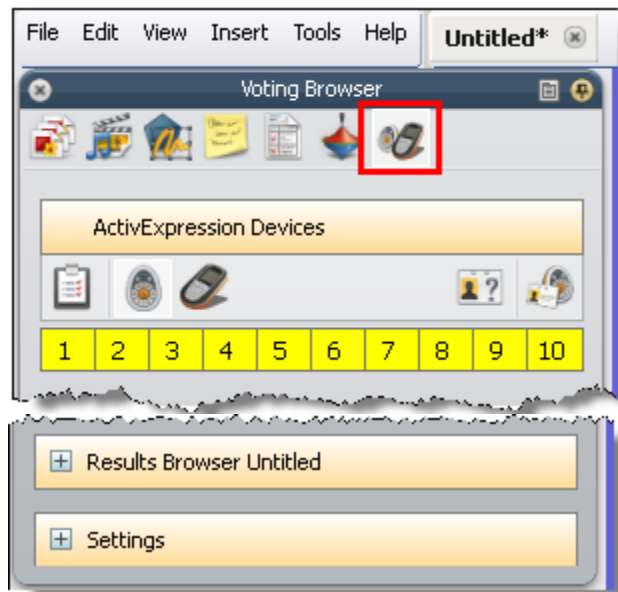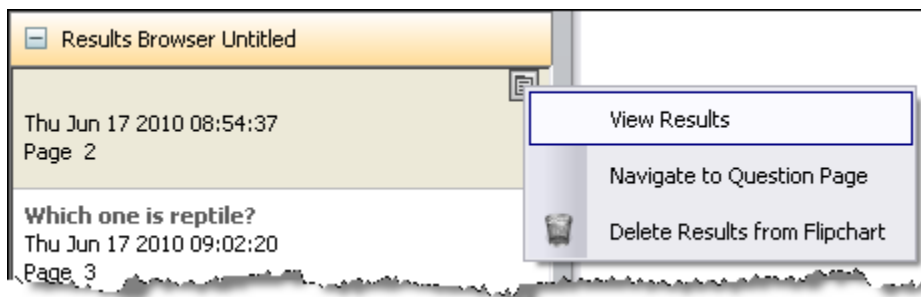

4. Click the **plus (+)** sign next to **Results Browser**.
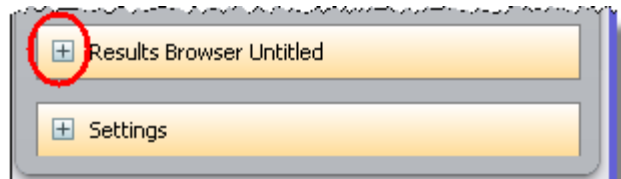
5. Select the question you want to display the results for.

Results of Express Roll question

Results of Prepared question

6. Click the **Options** drop-down menu ⊟ and select **View Results**.

7. To return to the question page, select **Navigate to Question Page**.
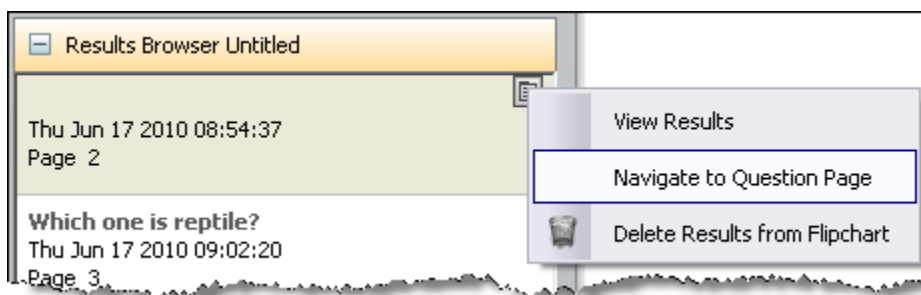
> *Note:* The results of an Express Poll question appear in a new flipchart page while the results of a prepared question appear on the question page.

Exporting Results

1. Go to the **Voting Browser**.
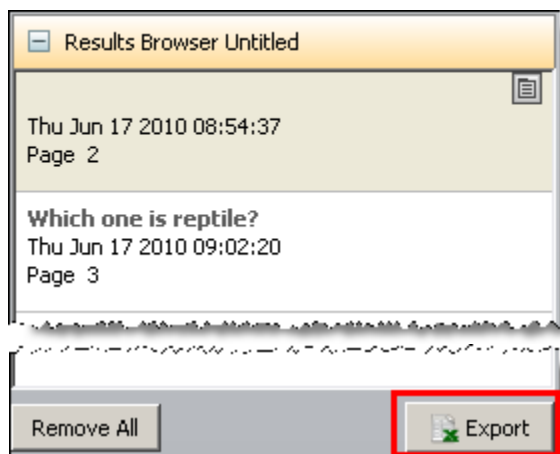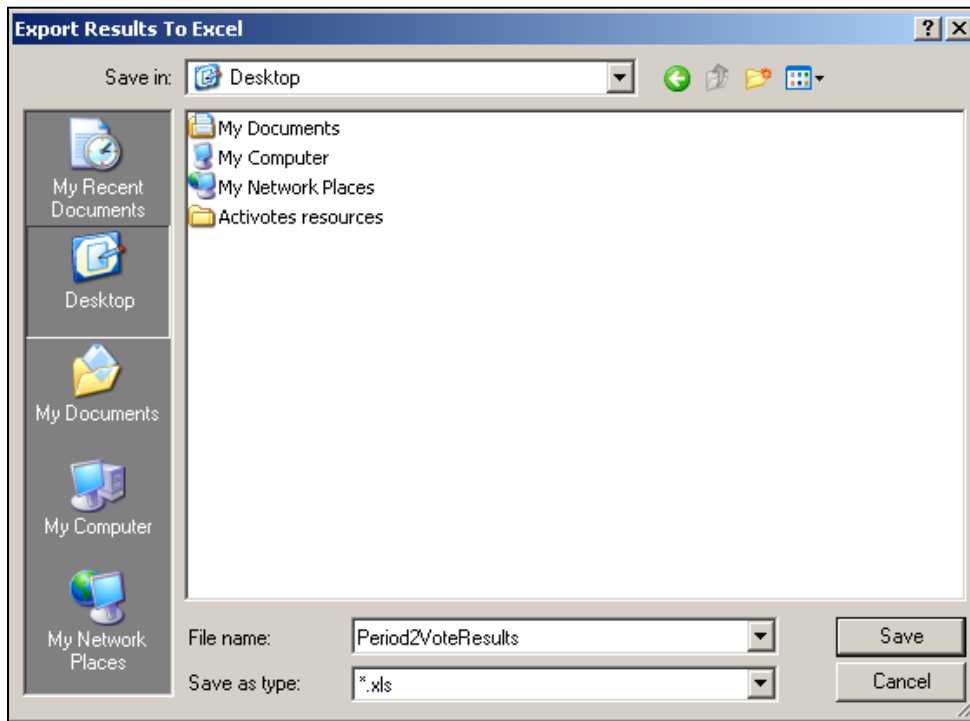2. Click the **plus (+)** sign next to **Results Browser**.
3. Click the **Export** button.

4. You will be asked to save the vote results file. Designate the location and name the file. Then, click the **Save** button.

5. Microsoft Excel will be launched and the saved results file will open.

	A	B	C	D	E	F
1	ActivExpression results from flipchart:	Untitled.flipchart				
2	File location:	<No Path Set>				
3	Creation Date:	Thu Jun 17 08:48:22 2010				
4						
5	User	Total	%	Total Response Time	Q1	Q2
6	1	1	50%	13	B	B
7	9	1	50%	27	A	B
8	8	1	50%	19	B	B
9	7	1	50%	19	C	B
10	6	1	50%	17	A	B
11	5	0	0%	21	B	C
12	4	0	0%	18	A	A
13	3	1	50%	7	A	B
14	10	1	50%	25	C	B
15	2	1	50%	16	C	B

Note: *In the sample results page above, Q1 was an Express Poll question without the correct answer assigned while Q2 had the correct answer assigned. The % column takes Q1 into calculation. If you don't' want questions without correct answers assigned to be part of the total % calculation, you need to delete the results pages of the questions without correct answers before exporting the results.*