
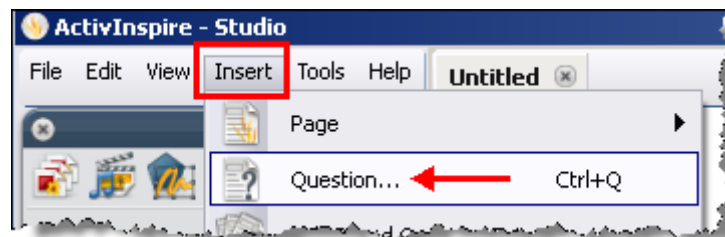


## Preprepared ActiVote Questions (ActivInspire v. 1.5)

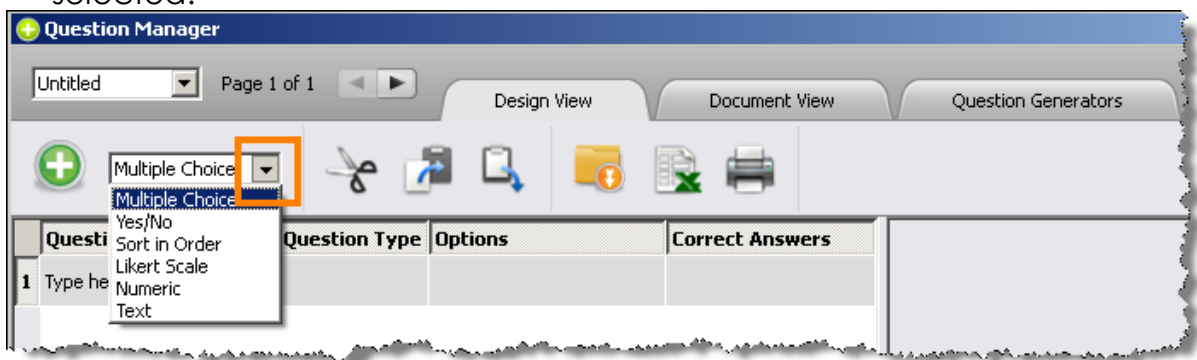
You can insert assessment questions into each flipchart page using the Question Manager (ActivInspire version 1.5). Once you have prepared questions this way, the Start Vote button  in the Main Toolbox will be highlighted green. You do not use Express Poll if you have prepared questions using the Question Manager.

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

1. Click the **Insert** Menu and select **Question....**

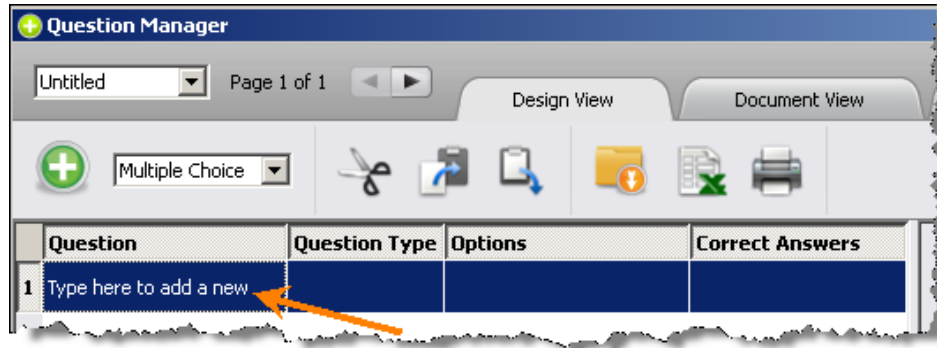


2. The *Question Manager* window appears. Choose a **question type** from the drop down menu. In this example, the multiple choice question type is selected.

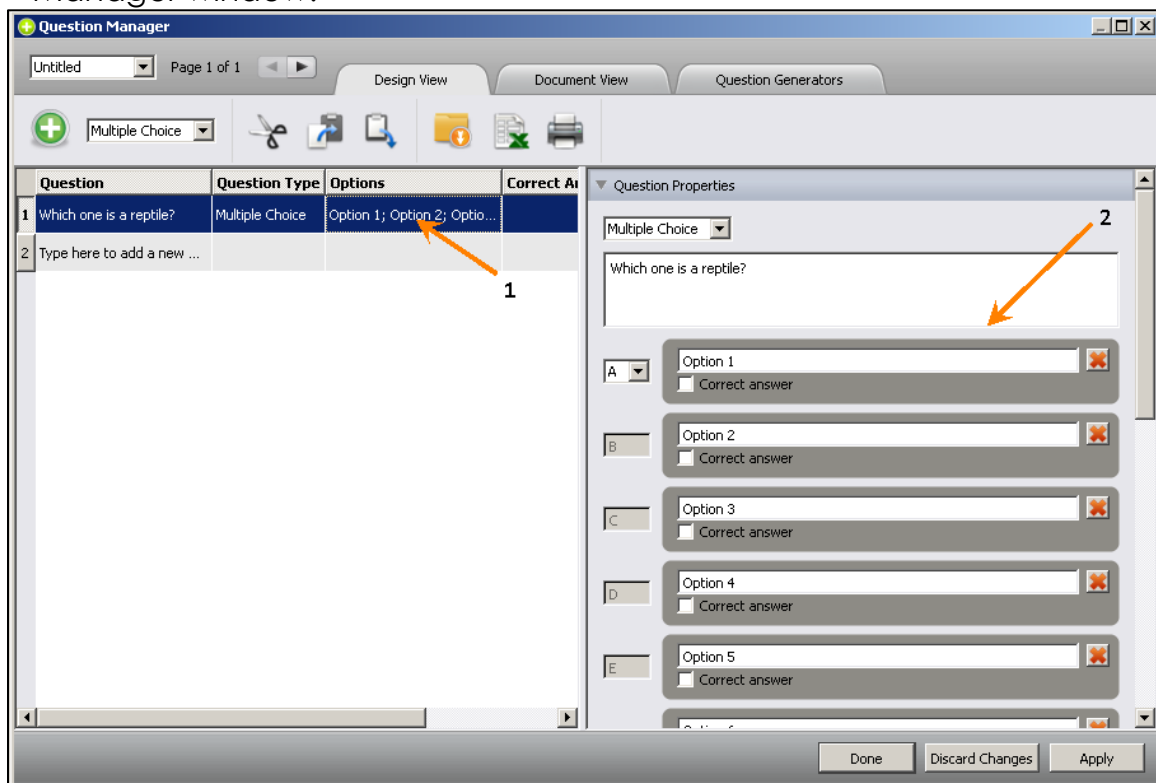


 **Note:** Although question types are available for both ActiVotes and ActivExpressions devices, ActiVotes users should choose multiple choice or Yes/No questions.

3. Under the **Question** column, click in the first row and begin typing a question.

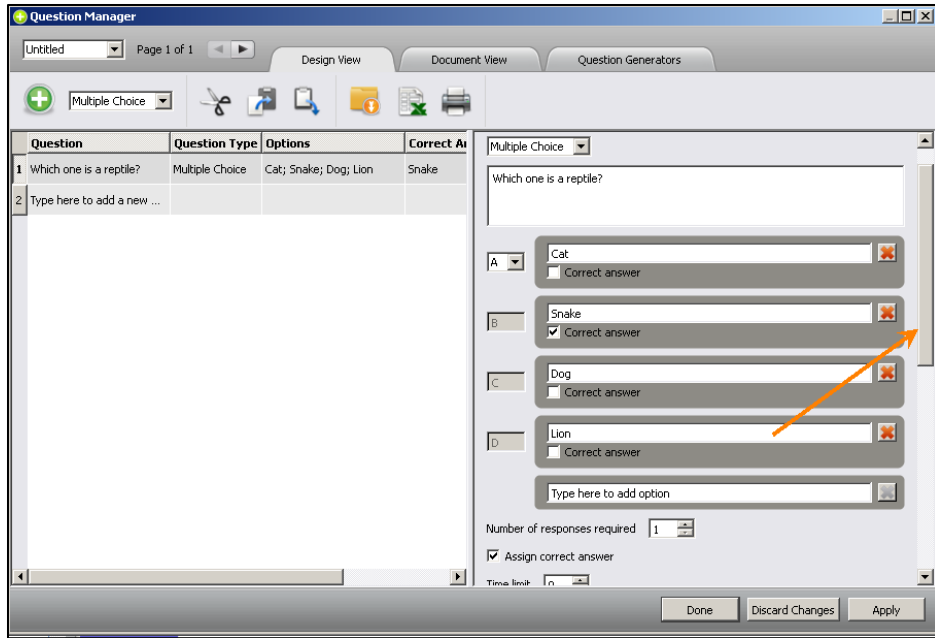


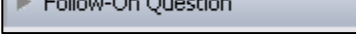
- Then, click in the box under the **Options** column. The question you have just typed and Options 1 – 6 will appear on the right side of the Question Manager window.



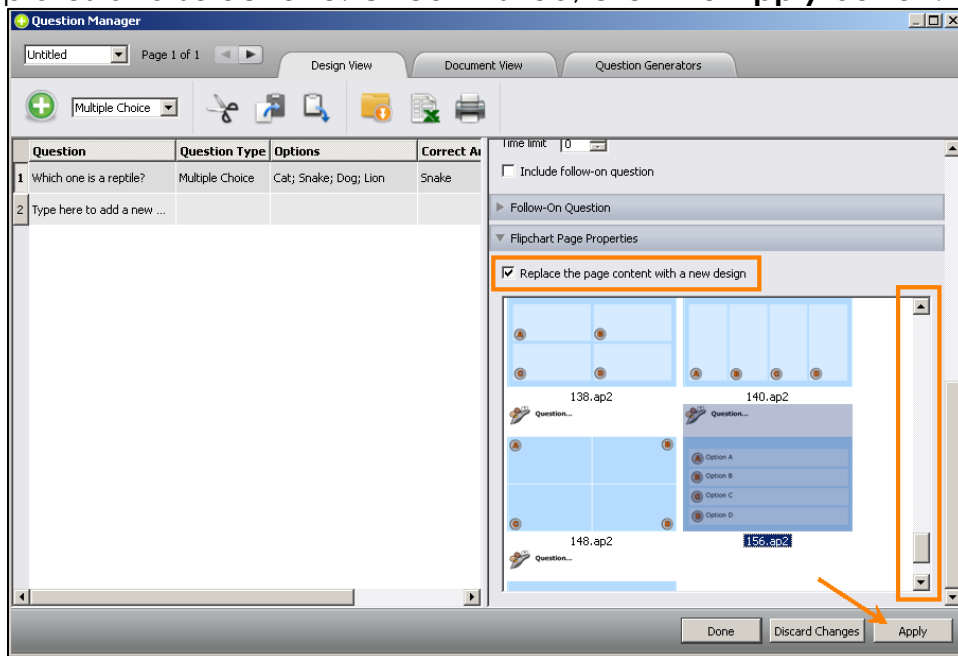
- Type in your answer choices in the Options 1 – 6 boxes. Remove any extra Option boxes by clicking on the  icon. Then, if you want the question to know the correct answer, click the box next to the correct answer.

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



6. Scroll down to the **Follow-On Question**.  Follow-on questions are designed only for ActivExpressions to get feedback about the question itself; ActiVote users can ignore this choice.

7. Scroll down to the **Flipchart Page Properties**. Check off the box in front of "Replace the page content with a new design" if you wish to use one of the existing templates. Then, use the inside scroll bar to view the existing templates and select one. Once finished, click the **Apply** button.



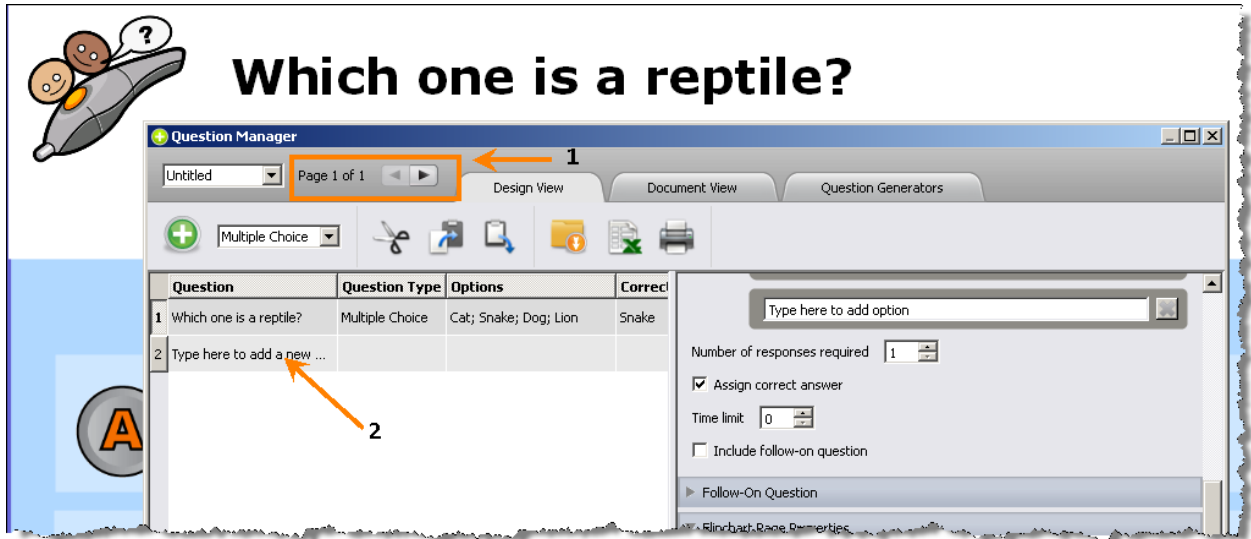


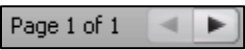
**Note:** If you chose a multiple choice or Yes/No question type, you will need to choose a template that has question and answer text boxes in addition to answer buttons. Templates without text boxes are for adding pictures as answer choices.




**Note:** If you wish to use one of the templates from the Resource Browser, drag a template to a flipchart page and then insert a question using the Question Manager. When choosing a template, do NOT check off "Replace the page content with a new design."

8. The question will appear on the flipchart page.



9. To add more questions, it is important that you click the page turn arrow  at the top of the Question Manager window to create a blank flipchart page. Then, type a second question in the second row by repeating the steps 3 – 8.

10. 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.

