TRIUMPH BOARD®

TRIUMPH BOARD

User Guide

TB Vote v5

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1) Introduction to TRIUMPH BOARD TB Vote V5

TRIUMPH BOARDTB VoteV5™ is an audience response system that allows audiences and students to participate in presentations or classes by responding to questions using the TRIUMPH BOARD Handset. PowerPoint® presentations become a great way of collecting real-time data through 'question and answer' slides. The results of which can all be saved in our reporting software for deeper analysis at a later date. Adapting existing PowerPoint presentations is a quick and easy process.

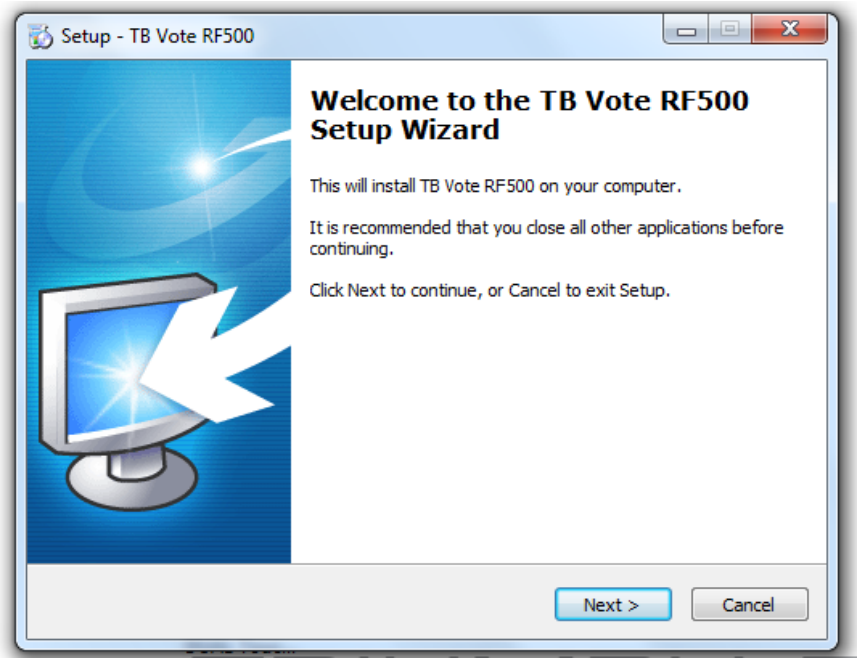
Don't own Microsoft Office? This is not a problem with our stand alone editor. Our editor allows you to create your activities directly in the software with no need for 3rd party applications.

2) Installation procedure

Firstly, insert the CD that came with your TB Vote V5 set. The CD should autorun. If it does not, please navigate to your CD/DVD drive and click on the TB_Vote_V5.exe. This launches the installation process.

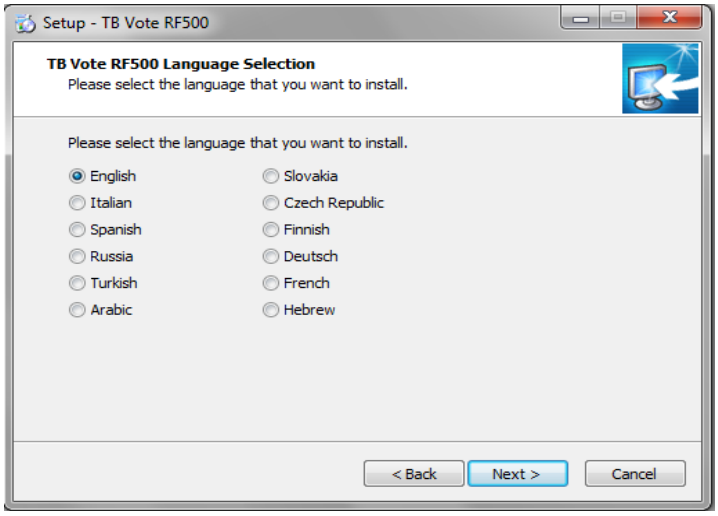
Follow the instructions on the screen and always continue to the next screen by clicking "Next".

The first screen informs you about the installation run.

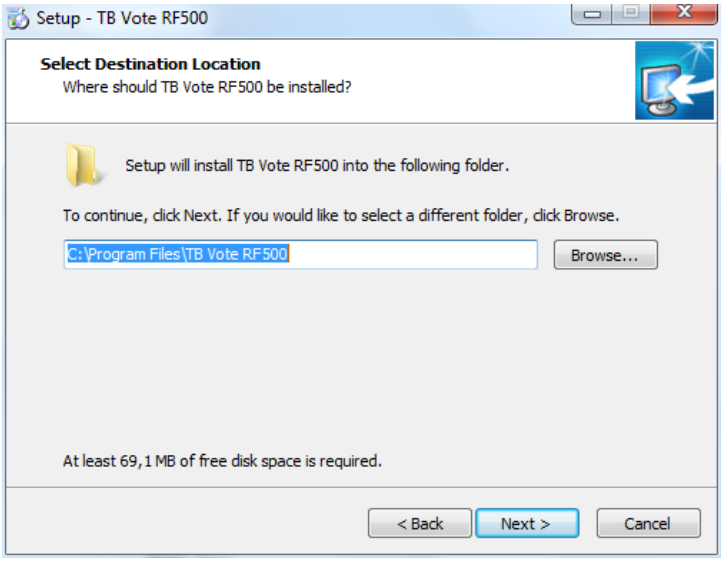


During the installation process, select the following:

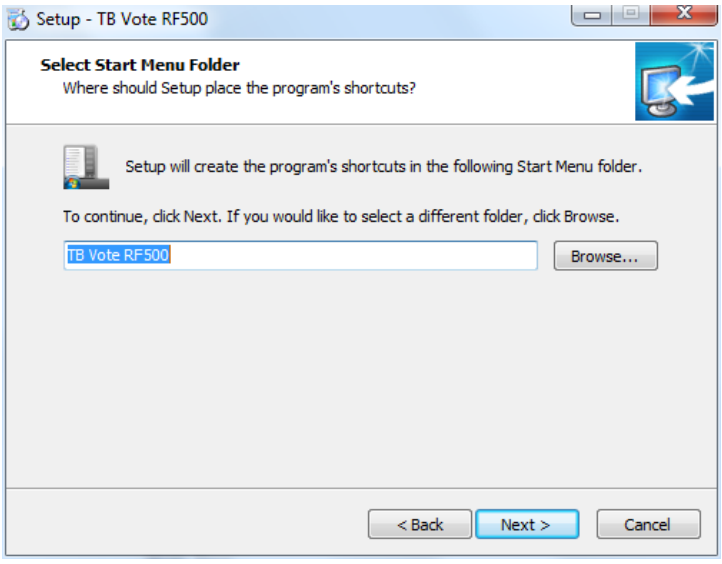
- choose the installation language (we recommend Czech - select "Czech Republic")



- choose the desired directory and path to the drive to which the software should be installed (we recommend leaving the default directory)

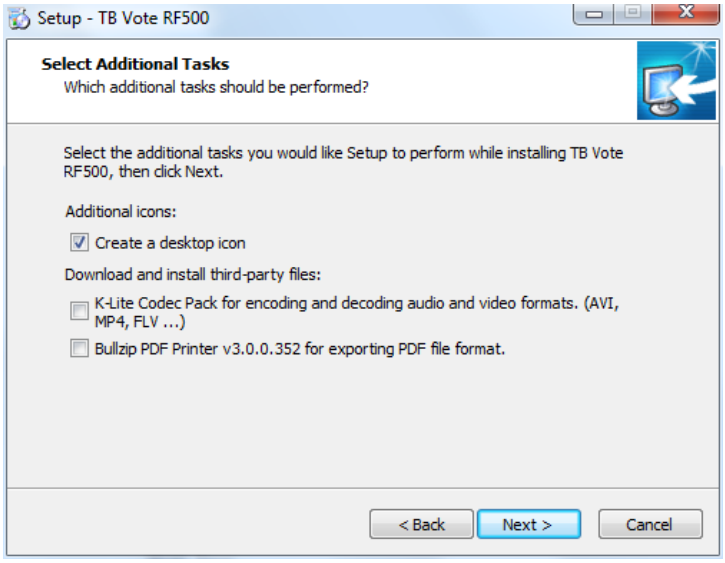


- name of directory that will be created in the *"Start"* - *"Programs"* menu (we recommend leaving the default name)

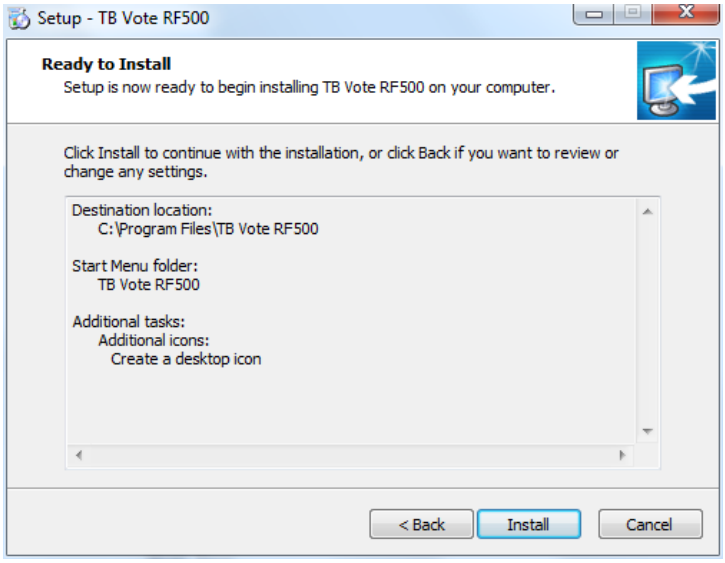


- choose whether you want to create desktop shortcuts or install 3rd party software (optional)

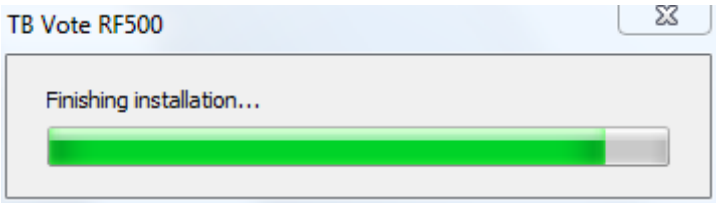
.



- this screen shows an overview of the previous options



- the "thermometer" informs you about the installation progress



This screen will appear after a successful installation. To complete the installation process, press "Finish".

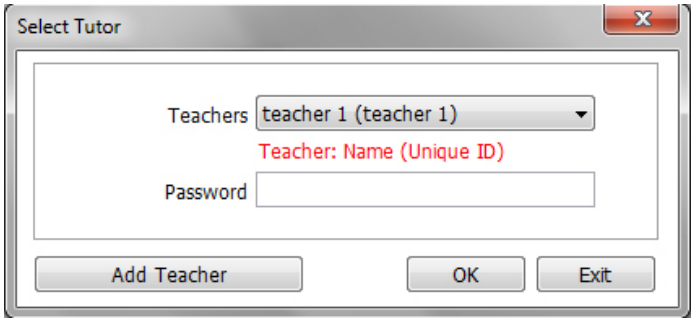
After you are finished installing the software, the *Desktop* will contain the shortcuts for TB Vote V5, TB Vote V5 Editor and the "*Start menu" – "Programs"* contains the new TB Vote V5 directory with the same options and option for uninstalling the application.

3) Set up clickers

Important:Before using clickers, they need to be set up – joined with Students.

Double click on the Desktop Icon TB Vote V5.

The "Select tutorial" screen is displayed in which you select the desired teacher.



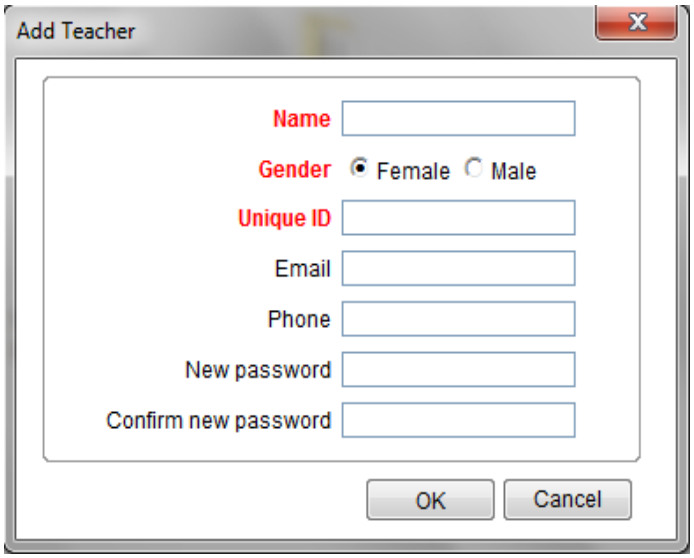
If no teacher is created, you can leave the default selection or create a new teacher by pressing "Add teacher".

V On the "Add teacher" screen, enters the teacher's name and ID which are mandatory entries.

Other fields can remain empty.

If you want to use a password for logging into the application as a teacher, you can enter a password in the Password field and confirm the password in the field below.

Continue by pressing "OK".

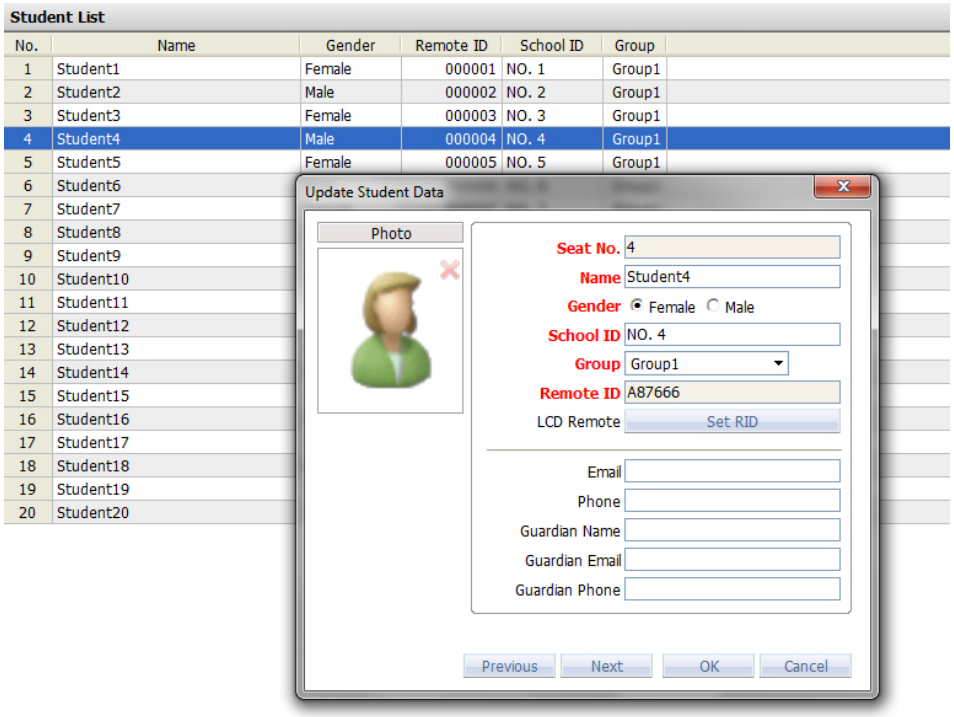


The TB Vote V5 console - voting control center - will the come up.

Continue by pressing "Class manager".

a) Assigning Clickers to Students

To configure clickers under "Class manager", first select the class, e.g. 1A.



Continue by double clicking on the name of the selected student, for example Anton Vincent in the list of students in the given class. The "Update student information" screen appears. Each student has his own seat number which does not change and is specified by the "Seat No." field on this screen. For student Anton Vincent, the seat number is No. 1.

For a student No.1 choose clicker with back glued No.1

b) Student handset - Description and Voting

To send the selected answer press the appropriate button on the clicker.

If the answer is sent from the handset properly, the green LED indicator on the top left side of clicker will light up.

Icon	Function	Icon	Function	Icon	Function
	Not assigned		Send answer		Clearing of entry
	Entry of “1” or “A”		Entry of “2” or “B”		Entry of “3” or “C”
	Entry of “4” or “D”		Entry of “5” or “E”		Entry of “6” or “F”
	Entry of “7” or “G”		Entry of “8” or “H”		Entry of “9” or “I”
	Entry of “.” Previous Question		Entry of “0” or “J”		Entry of “-” Next Question

c) Teacher Clickers - Description and Controlling Presentations

Presentations with questions or voting can be controlled remotely using a teacher's handset. An overview of function buttons is shown in the following table.

Icon	Function	Icon	Function	Icon	Function
	Not assigned		Screen		Statistic Charts
	Scoreboard Show/Hide		Previous Question Move Up		Not Assigned
	Move Left		Entry Key		Move right
	Switch to Playback Media Full Screen		Next Question Move Down		Question List Show / Hide
	Exit		Show Response Result		Pause

4) Voting in PowerPoint – Quick Start

a) Configuring TB Vote V5 for MS PowerPoint

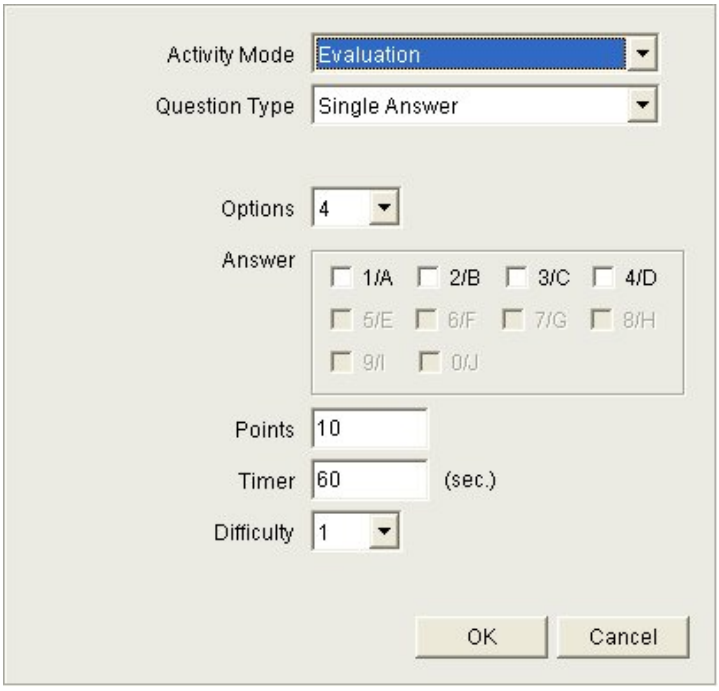
Before running PowerPoint for the first time with TB VOTE V5 integrated, you must first run TB Vote V5 to configure TB Vote V5 menus for MS PowerPoint. This configuration must be carried out for each Windows user account, under which PowerPoint with the integrated TB vote application will be executed.

Double click the TB Vote V5 "Desktop" icon, the TB Vote V5 application starts. Click the PowerPoint icon in this application to integrate and run PowerPoint with the integrated TB Vote V5 application directly from the menu.

Now you can start MS PowerPoint with the integrated TB Vote V5 application directly from the menu by double clicking the PowerPoint icon on the "Desktop" or from the "Start" – "PowerPoint" menu, or run PowerPoint or the selected presentation any other way.

b) Creating Voting Slides

Run MS PowerPoint with the integrated TB Vote V5 from the main menu. We will use the available options to create and set everything necessary for voting in PowerPoint.



Questions can be created as standard slides in PowerPoint. You can also add texts, graphics and also transitions just like you see in PowerPoint presentations. Voting slides can be included into any, previously created presentations.

In order to create a voting slide in the presentation, you must select "Set" from the TB Vote V5 menu and select the parameters of the question. These parameters can be edited or changed at any time.

In the "Answer" field, you can select the correct answer.

Confirm the settings by clicking "OK".

Done.

Your first question was created.

This way you can also edit other voting slides.

Before running the vote, the entire presentation must be saved.

c) Running the vote

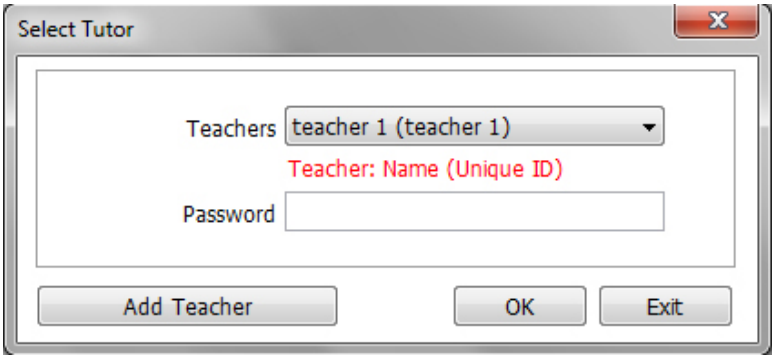
Any activity / vote can be run only if the presentation is saved to the hard drive.

The voting process itself is run by clicking "*Activities*“

from the MS PowerPoint

TB Vote V5 bookmark.

After that, you must select a teacher (if not logged into the application).

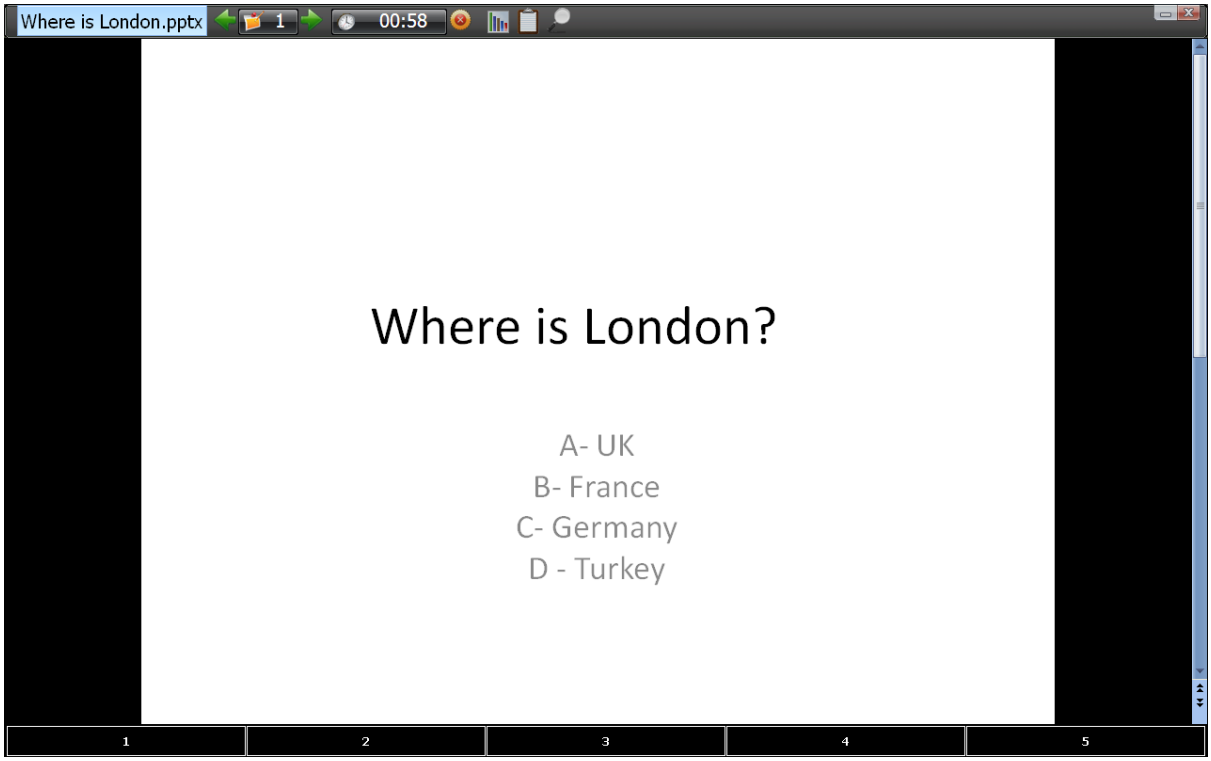


The system then checks whether a USB receiver is connected. If the receiver is not connected, a "Receiver not found" message is displayed. In this case, connect the receiver into the USB port and repeat the previous steps.

Select a class from next window menu.

After selecting a class, the Console will offer to start the current presentation for voting in PowerPoint.

Click OK. This loads the activity, starts the presentation and listeners can respond to your questions.



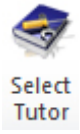
d) PowerPoint integration

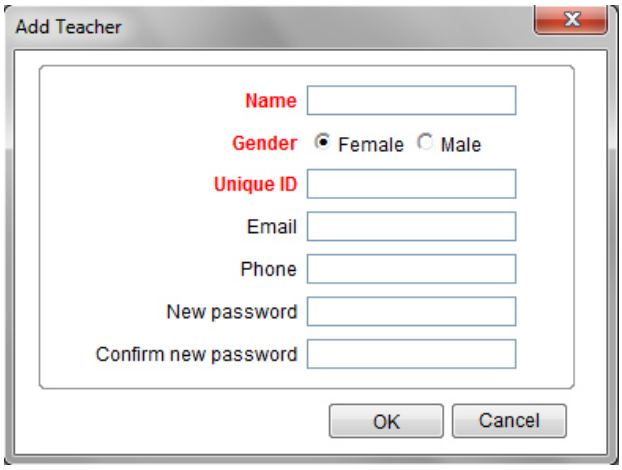
The TB Vote V5 system is specifically designated for integration into Microsoft PowerPoint, meaning standard PowerPoint presentations can quickly and easily become an interactive activity controlled by the reactions of listeners.

All features TB Vote V5 has to offer are accessible from the integrated toolbar in PowerPoint. This way, when loading the "Class manager", evaluating voting results, switching between teachers or checking the hardware configuration, you do not need to exit PowerPoint.

The TB Vote V5 toolbar in PowerPoint contains the following buttons:

Teacher selection (Select tutorial)

	Here, you can select the teacher that will be used for the respective session. Teachers can also be added by clicking "Add teacher". A screen will come up where you can enter information about the teacher and set a password.

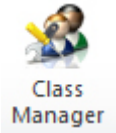
Teacher information (Personal information)

Personal Information	The current information will be displayed for the selected teacher.

Hardware configuration (Receiver)

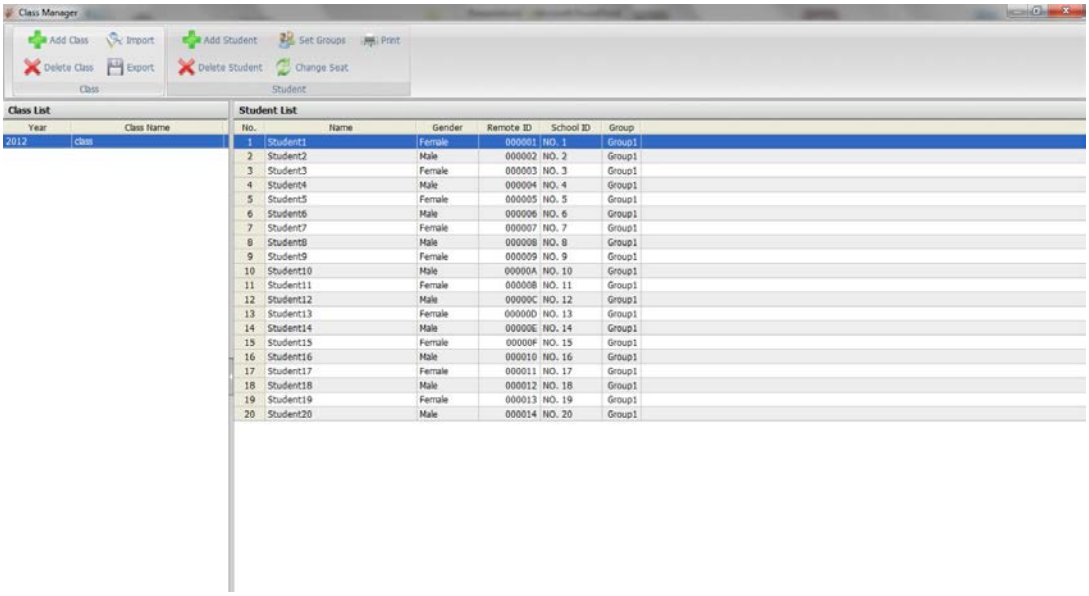
Receiver	The hardware setup of the receiver can be seen here.

Class manager



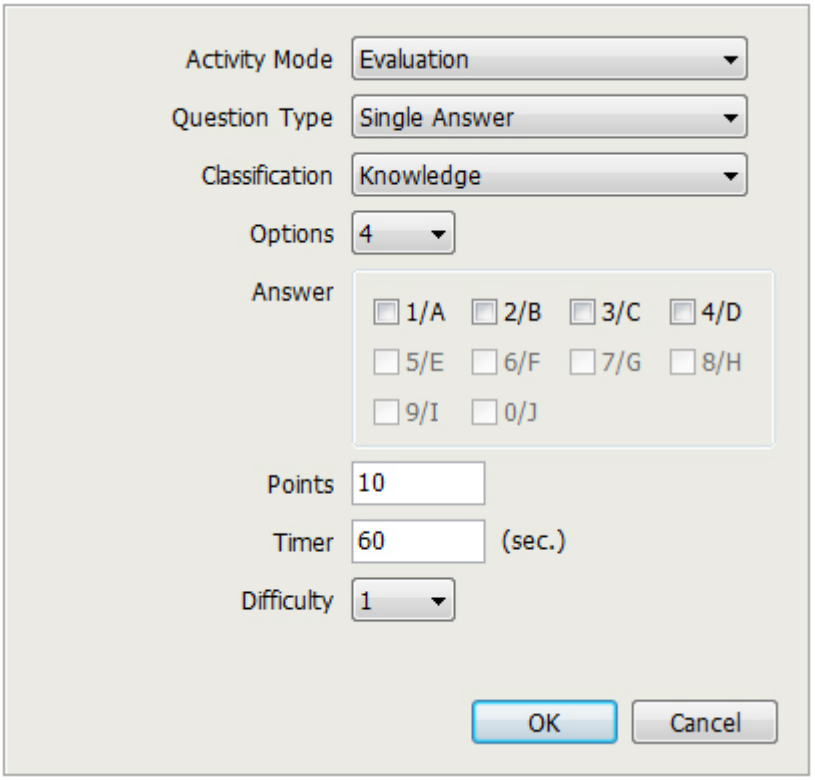
Clicking this button opens the "Class manager" application where you manage information about classes, students and their handsets.

More information can be found in this guide under "*Class manager*".



Voting options (Settings)

Setup	Clicking on "Settings" will enable setting all options for voting slides in PowerPoint presentations, provided on this slide:



Running a vote in PowerPoint (Activity)

Activity	This button runs the activity / voting in PowerPoint. Note: the presentation containing voting slides must be saved first. More information in this guide is available under "*Running activities / voting*"

Voting results (List)

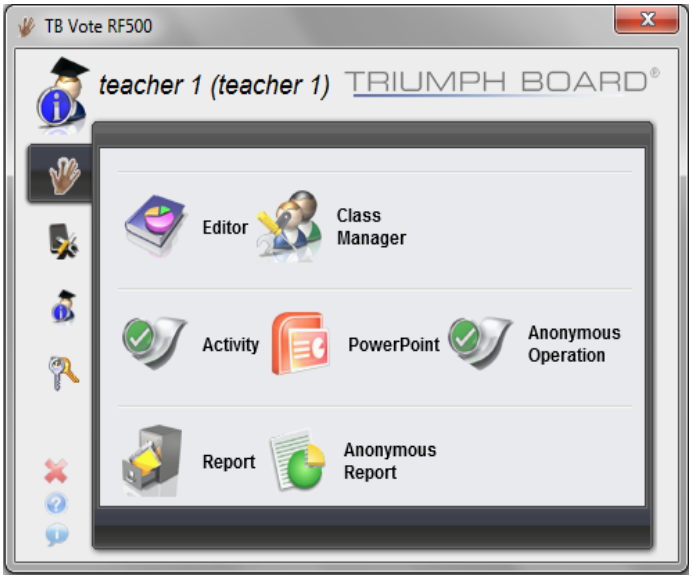
Report	Selecting List will open the segment of the application devoted to voting reports. More information can be found in this guide under "*List*".

5) TRIUMPH BOARD TB Vote V5 Console

For users who prefer access to the TB Vote V5 features from the Start Menu and outside of PowerPoint (or do not have license for MS Office), we provide the TRIUMPH BOARD Console. This gives you access to all of the standalone features of TB Vote V5 and is the control center for the entire voting process.

The main console window is called by running TB Vote FR500 from the desktop or "Start" – "Programs" – "TB Vote V5" menu.

Here you will see all features of TRIUMPH BOARD TB Vote V5.



Clicking "*Editor"* launches the standalone editing application which allows you to create activities without the need for PowerPoint – see "*Editor"* in this guide for more information.

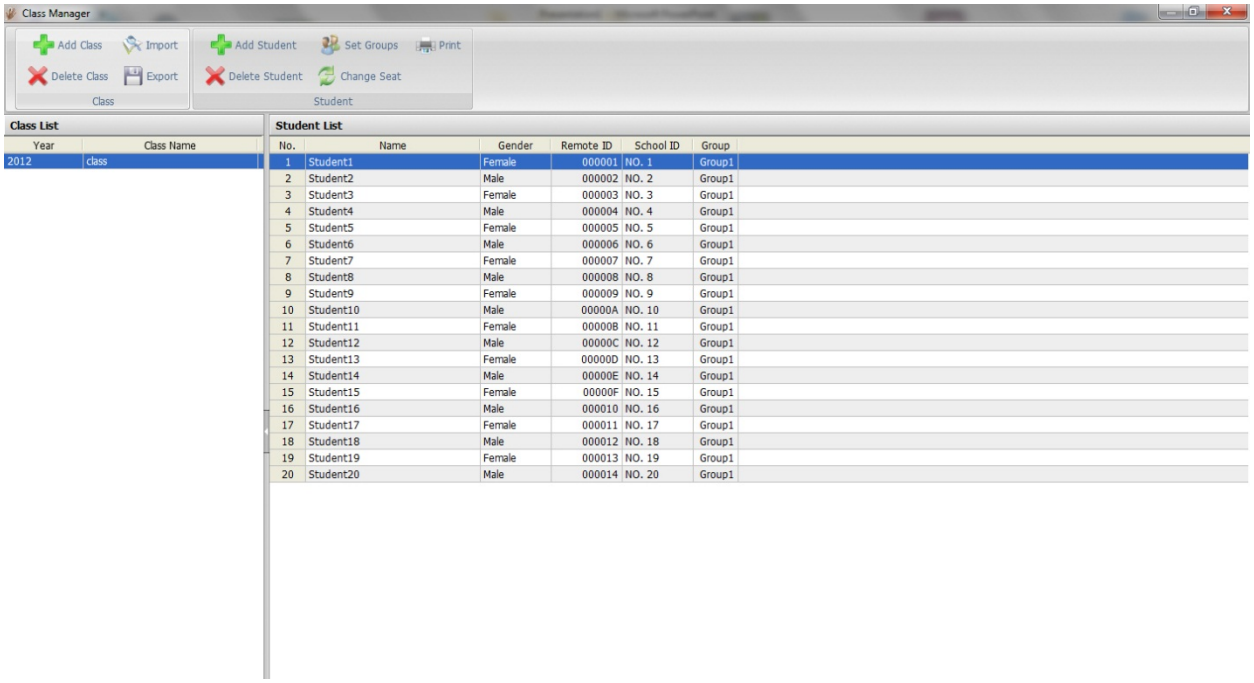
Clicking "*Class manager*" launches the application where you manage information about classes, students and their handsets. More information can be found in this guide under "*Class manager*".

Clicking on "*Activity"* launches a specific activity. See "*Running activities / voting*" in this guide for more information. Voting that can be run at any time, without preparing voting slides, can be found under "Anonymous operation" (this refers to an instant voting session).

Clicking "*List"* will allow you to access detailed results from voting and various comparisons with respect to the class or time period of the TRIUMPH BOARD TB Vote

V5 application. Clicking "Anonymous report" will offer the results from "Anonymous operation".

a) Class Manager



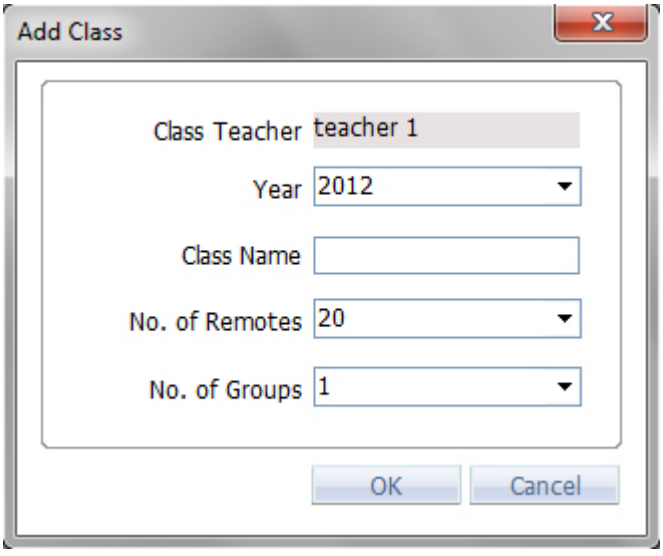
The *"Class manager"* is the area of the software where you can manage your classes and your students. Students can be put into groups, assigned handsets, have a profile and contact information can also be added to their individual profile.

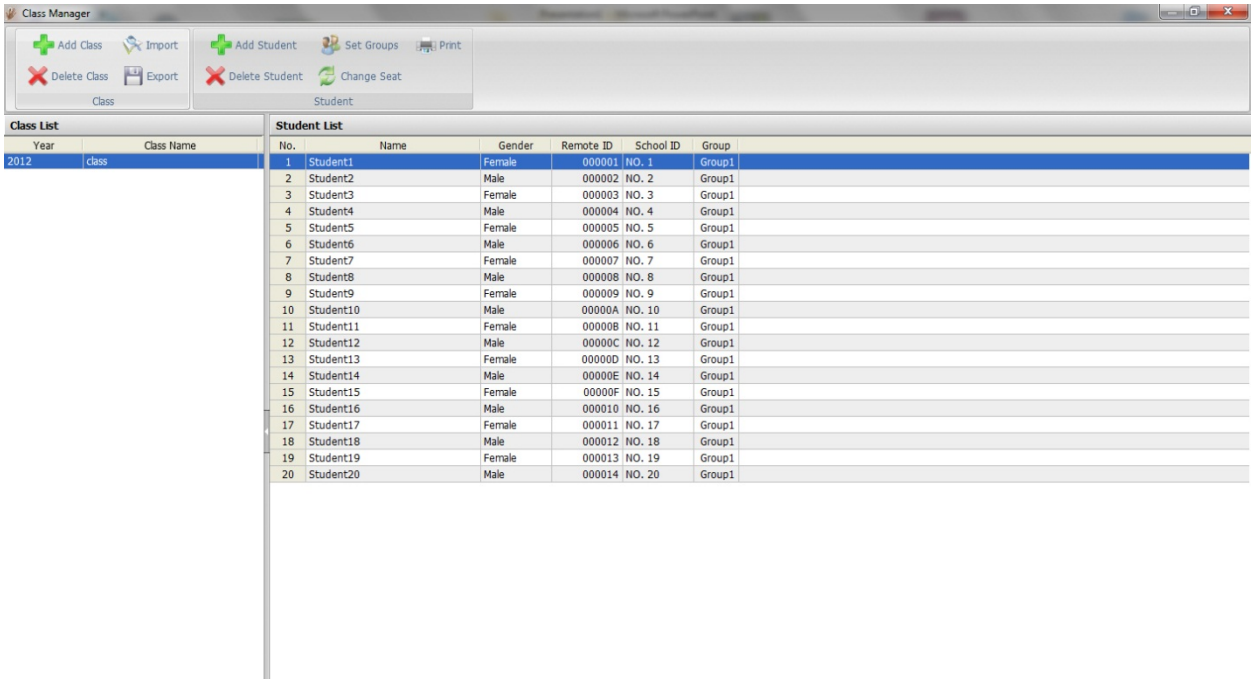
Classes can also be imported or exported via MS Excel files (.xls).

b) Adding and Deleting Classes

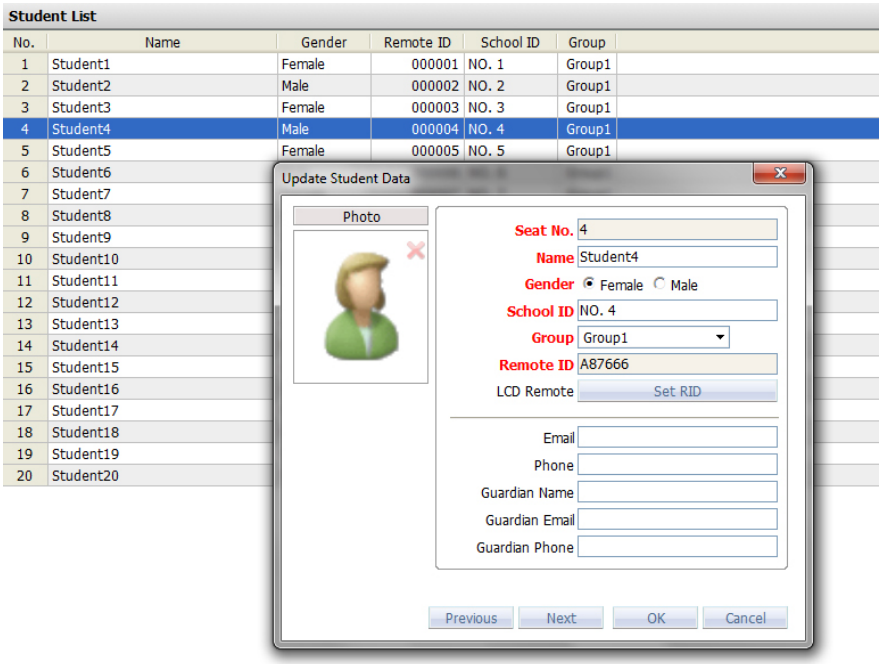
Clicking on "Add class" in the main toolbar will display a screen on which you can set the basic parameters of the class and confirm all by clicking "OK".

The class is then automatically created and can be edited further (see following figure).

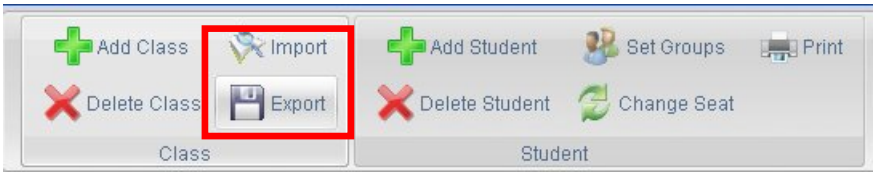




Student information can be updated by double clicking on the student's name. In our case, student No. 1. The information is filled in for all students in the same manner, whereas the updating of any information can be carried out at any time.



c) Importing and Exporting Classes

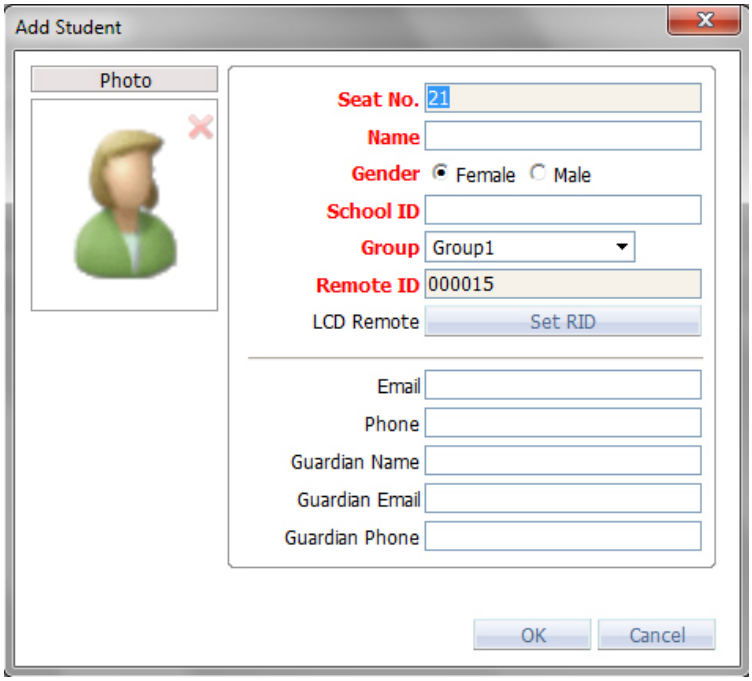


Classes can be imported and exported to Microsoft Excel files from within the "Class manager". To do so, use the buttons in the main toolbar in the "Class" section.

d) Adding / Deleting groups

You can add a student to the group with the click of a button from the main toolbar in the "Student" section. All necessary information is entered on the screen shown in the figure (see figure).

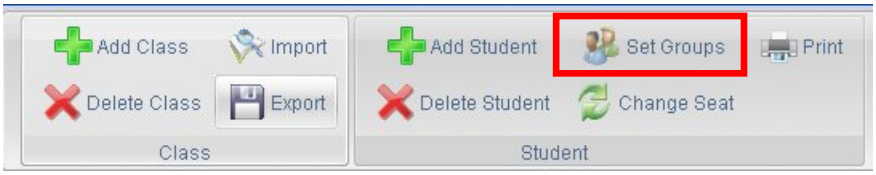
You can also remove / delete a student from the class with the click of a button from the main toolbar.

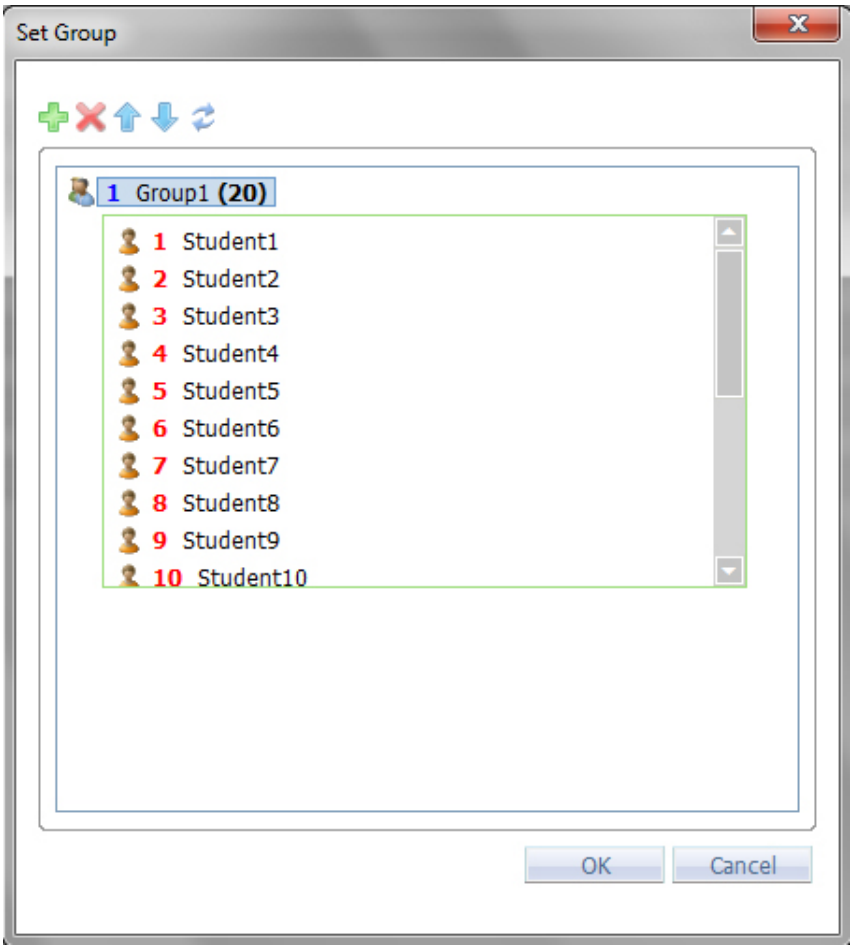


e) Student Group Setup

You can configure student groups as needed, for example, with respect to their preferences when it comes to foreign languages etc.

Classes can be created, added, deleted and otherwise edited on the screen that appears after clicking "Group Setup" from the main toolbar in the "Student" section.



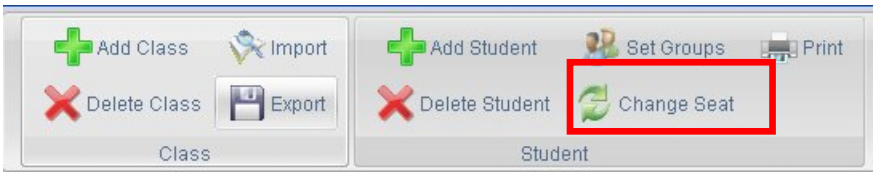


This is particularly useful for organizing students.

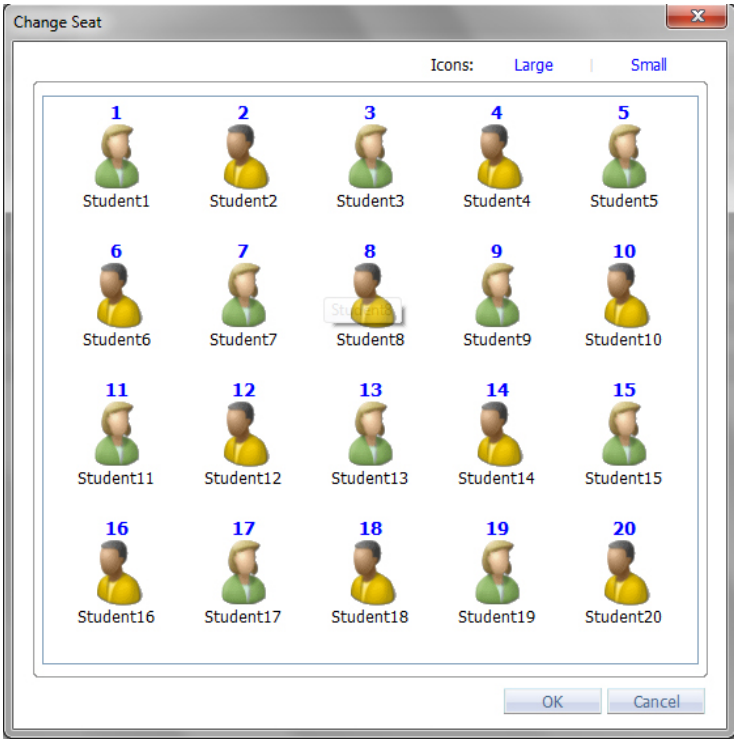
Changing Student Clickers

In order for ongoing reports to be accurate, you should ensure that each pupil uses the same clicker each time (with the same ID).

Clicking "Change seat" from the main toolbar will open the screen having the same name.



A clicker assigned to students in the "Class manager" can be changed as needed by easily dragging the student icon to another place in the class on this screen. This will change the clicker number for students.

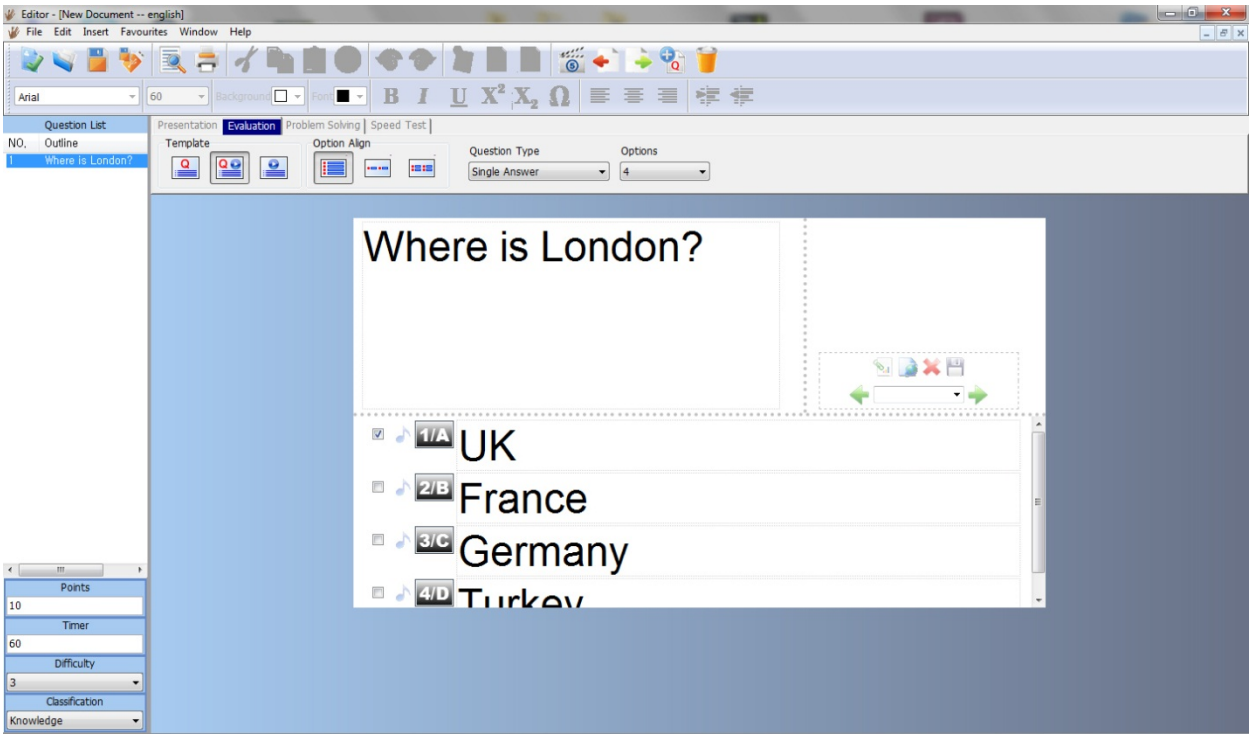


6) Standalone editor

The standalone editor means that you do not have to have Microsoft PowerPoint installed on your machine in order to use TB Vote V5. Activities can be created quickly and easily in the TRIUMPH BOARD Editor.

The editor is called by running TB Vote FR500 Editor from the desktop or "Start" – "Programs" – "TB Vote V5" menu. It can also be run from the TRIUMPH BOARD TB Vote V5 Console.

The look and feel of the Editor is simple and familiar so creating activities / votes is quick and simple. Its logic full corresponds to creating votes within MS PowerPoint. It is easy to select the type of activity, slide layout, number of correct responses and time.

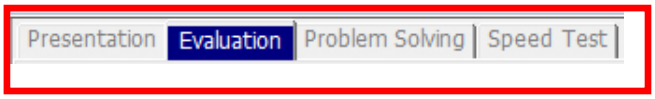


a) Creating Votes From the Editor

Clicking "Open" from the "Editor" will load an existing voting or pressing new will create an empty file for creating voting slides.

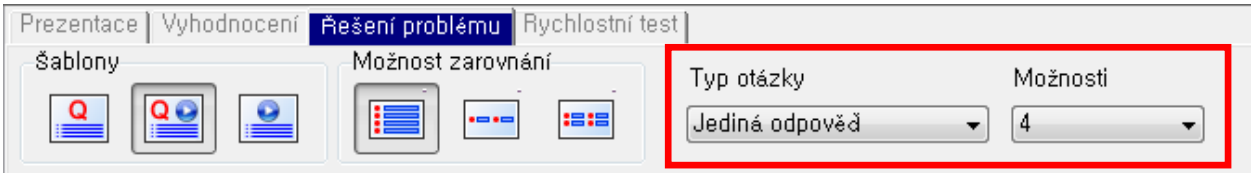
For each voting slide, select the following options in the side toolbar:

- type of activity



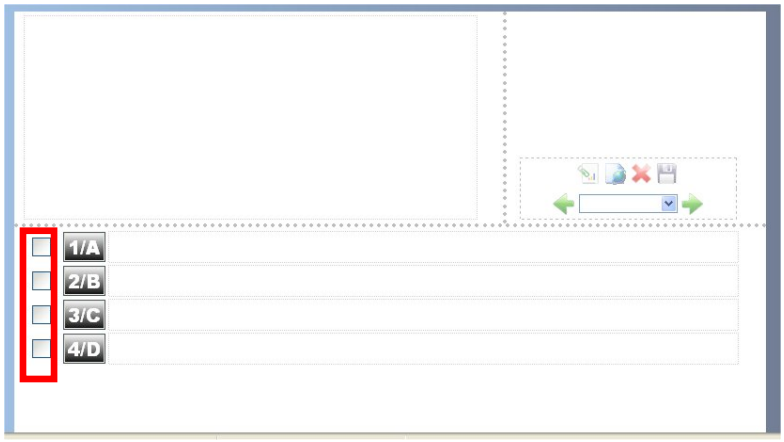
- slide layout and alignment

- number of responses and question type (the number of correct responses can be greater than 1)



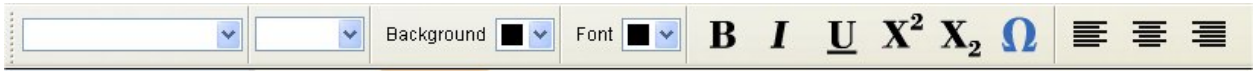
Mark the correct response to the test question directly by selecting the response.

An overview of test questions can be found in the left panel.



You can enter the number of points in the bottom part of the panel as well as the maximum time for responding and difficulty.

The "Formatting" panel is located under the main toolbar.



7) Running Activity / Voting

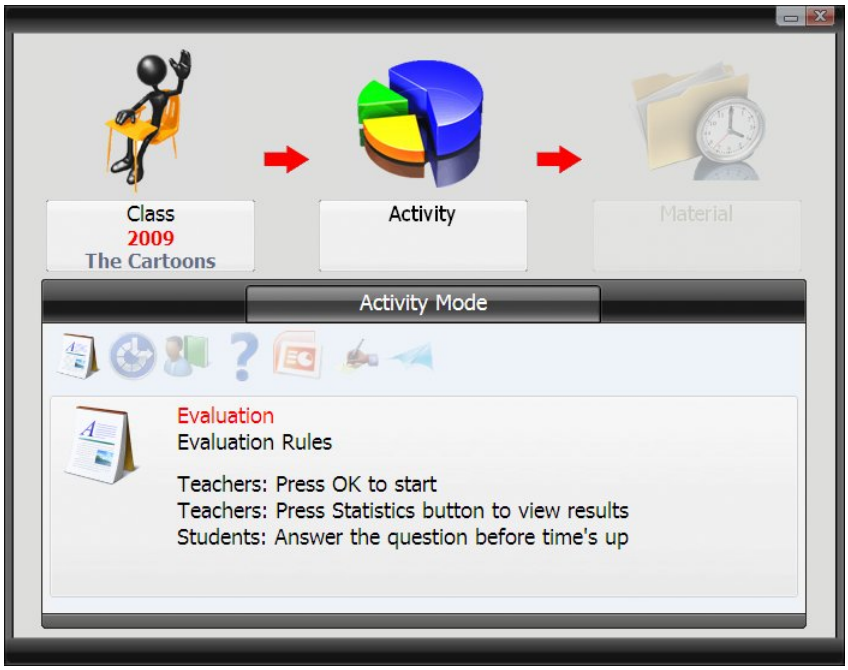
The test can be run by clicking on "Activity"

either through the console,

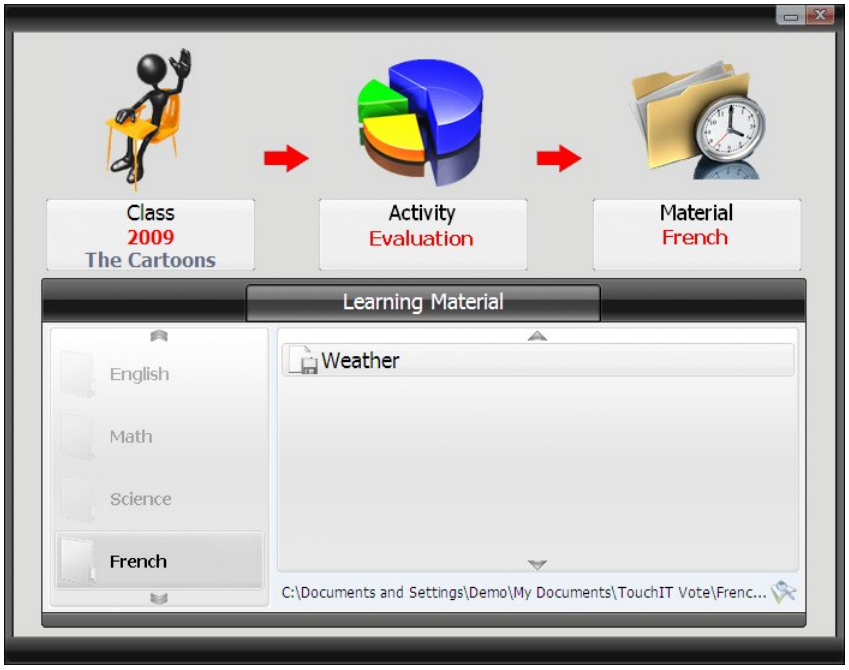
or from the PowerPoint bookmark

This process is carried out in three steps:

- First, select the class for which the test should be run.



- decide on the type of activity you wish to run



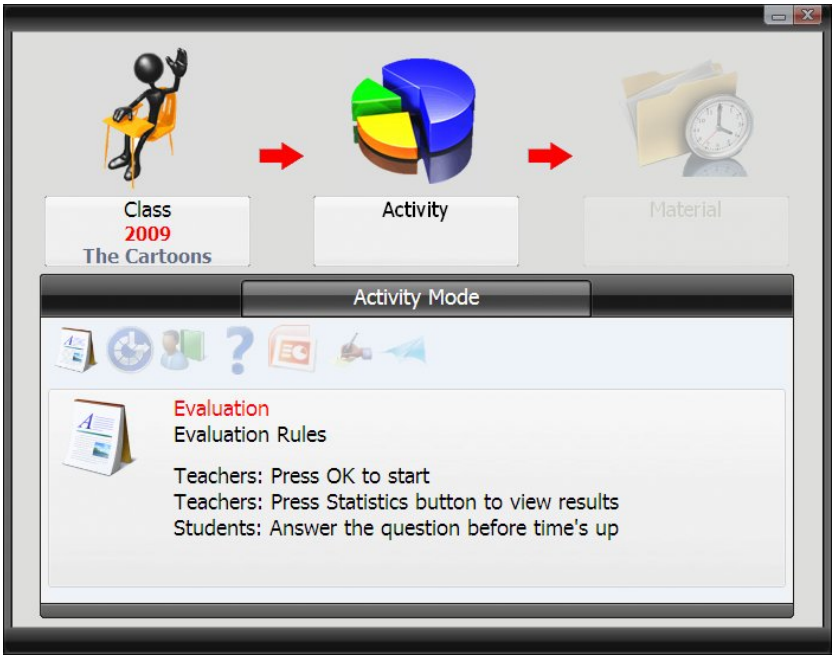
- the final step is selecting the prepared and saved test.

You are now ready to run the given activity.

The following 9 different activities are available:

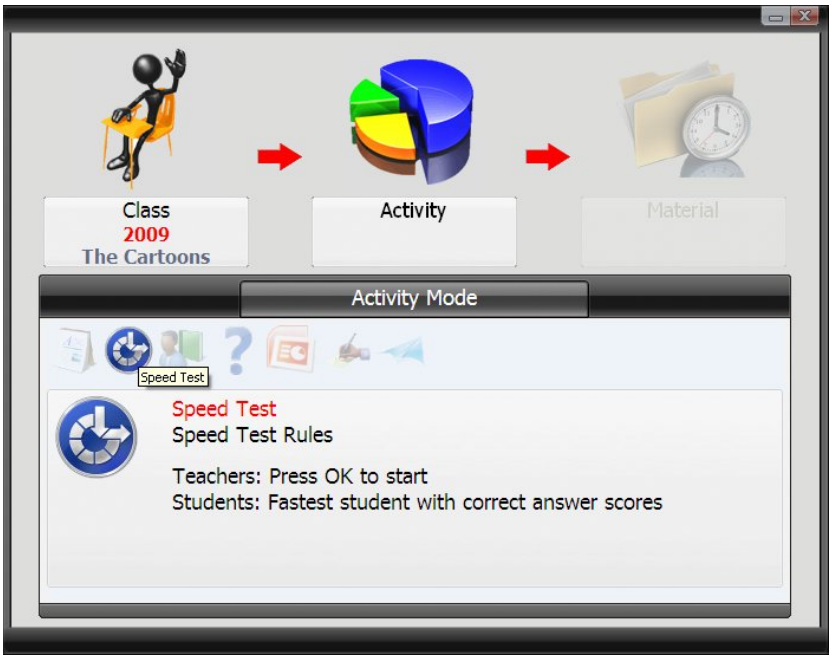
a) Evaluation

The evaluation mode involves a simple response from your class or audience to slides displayed on the screen. Everybody can participate, and you can see in real-time the responses.



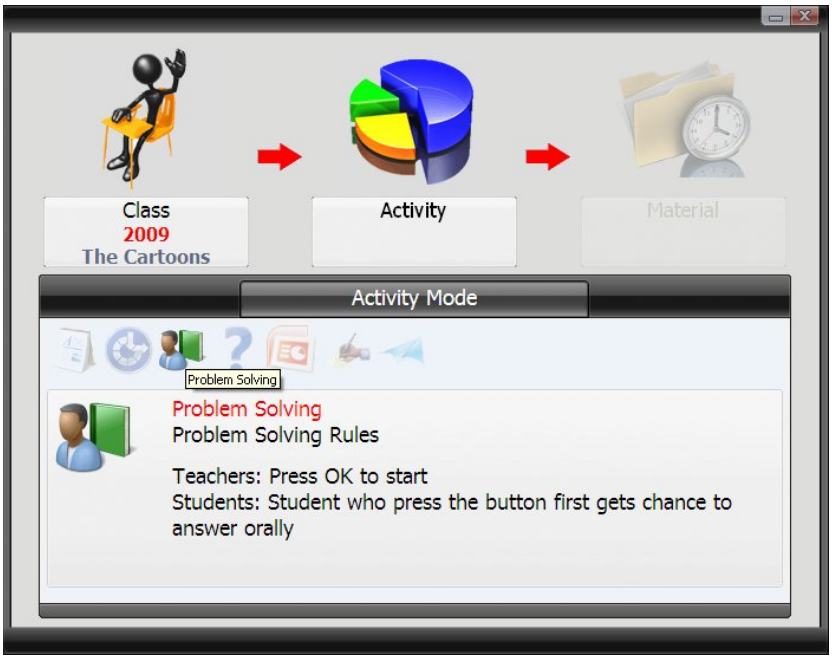
b) Speed Test

The speed test involves a response from the audience via the handset but only the person who responds the fastest with the correct answer can score.



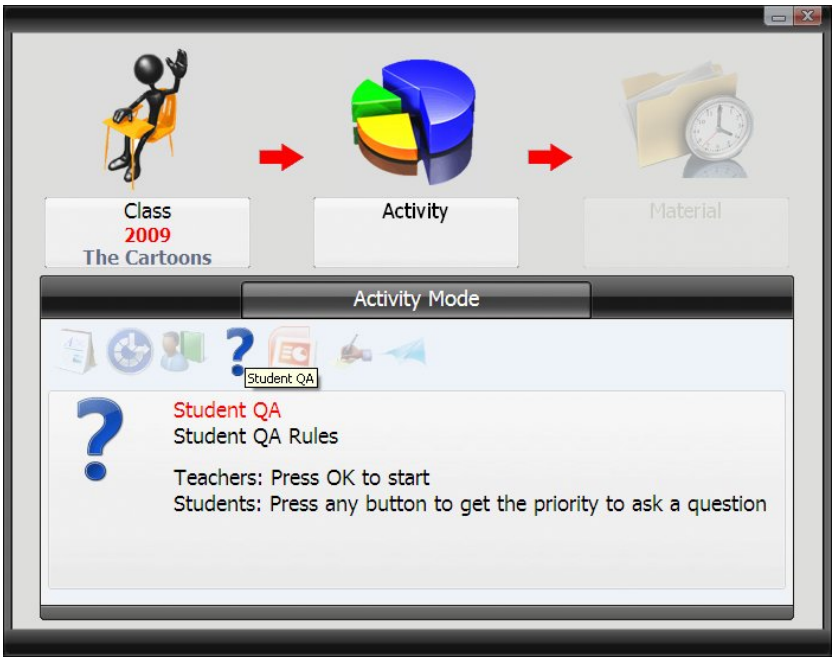
c) Troubleshooting

Troubleshooting mode is more of a means of selecting who will be responding to the question. The question will require more explanation that just a simple multi-choice answer, so this mode allows the student or participant who responds the quickest to be invited to expand on their answer orally.



d) Student's Q&A

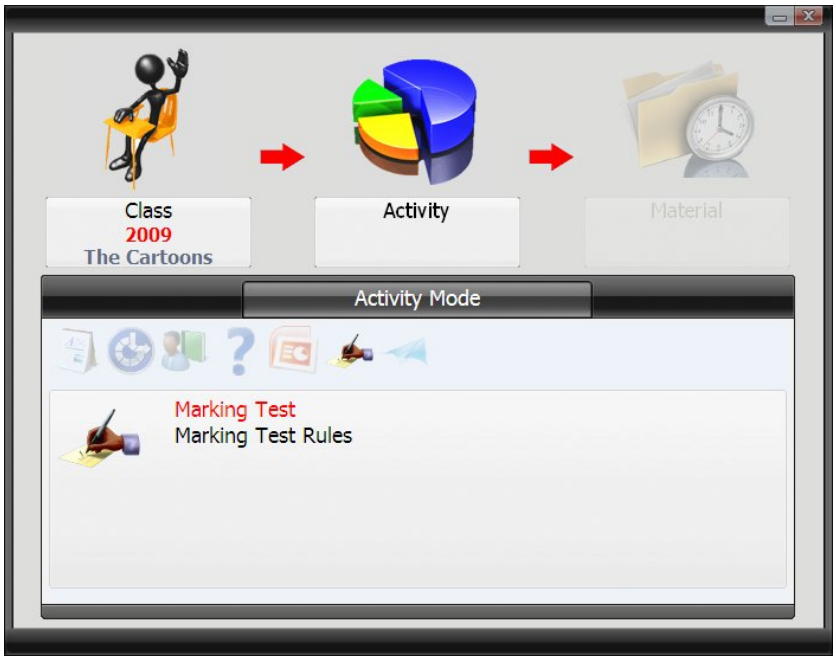
Instead of the traditional “raising of hands" to answer a question posed by a presenter or teacher, the students can now use the vote system to register their desire to respond to a question. The teacher can they choose the person to answer the question orally.



e) PowerPoint Presentation

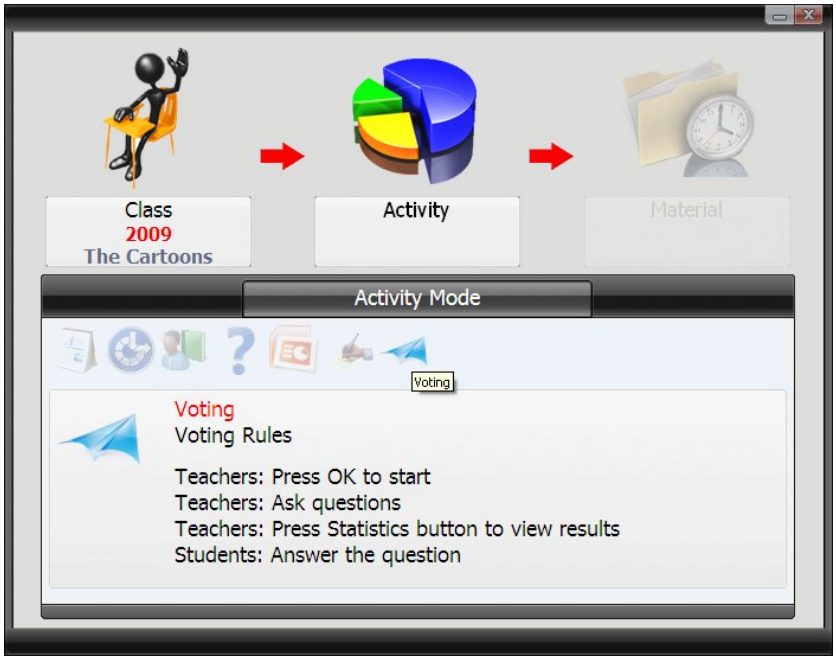
PowerPoint mode allows the use of a PowerPoint presentation with embedded questions to form the activity. The audience or class can then respond to the slides. Results and scoreboards can be displayed in real-time.

f) Marking Test



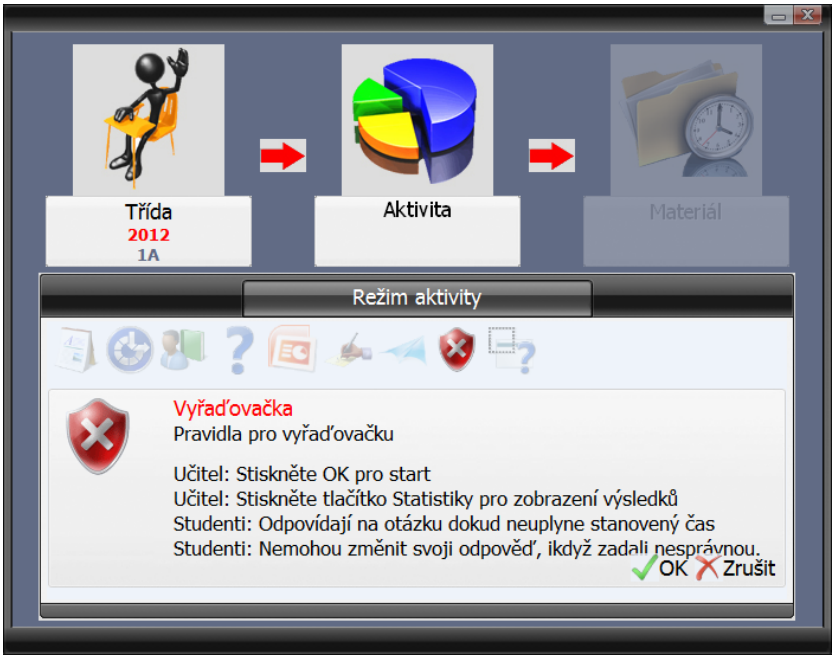
Using the stand-alone editor, marking tests can be created. This involves the questions being written by the teacher and then a set of questions being printed for the students. The students can then work through the questions on the paper, responding via the handsets. On the screen, the teacher can see which question each pupil is answering. The time for the activity can also be set.

g) Voting



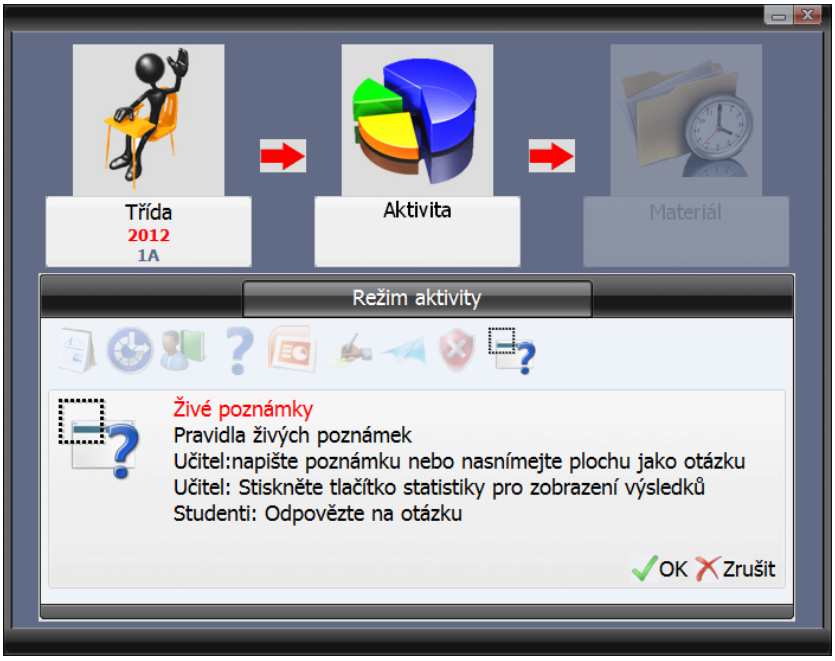
Voting is specified for expressing the opinions of students on the question or topic discussed. The response selected by the majority is immediately displayed.

h) Elimination



The teacher selects questions for pupils. The purpose of this activity is for students to answer the question correctly. If not, they will not be able to continue to the next round. Only students who answer correctly will qualify for the next round and can respond to other questions - students who answered incorrectly are eliminated. The winner is the student who reaches the end of the entire activity.

i) Live Notes



This activity allows the teacher to use annotation tools to create or add questions during the course of an activity. Students can then answer questions created by annotations. During the course of writing annotations, the teacher also has the option of saving a screenshot of the annotation, which can be used in the future for creating questions.

8) Warranty Service and Service Organizations

See you local vendor for warranty and post-warranty information, terms of warranty and service organizations, or visit **www.triumphboard.com** . If you have any questions regarding this topic, contact us at **info@triumphboard.com**

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