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")
 - TB Vote RF500 Language Selection Please select the language that you want to install. Please select the language that you want to install. English 🔘 Slovakia Czech Republic 🔘 Italian Spanish Finnish Russia O Deutsch French Turkish Arabic Hebrew < Back Next > Cancel 👸 Setup - TB Vote RF500 Select Destination Location Where should TB Vote RF500 be installed? Setup will install TB Vote RF500 into the following folder. To continue, click Next. If you would like to select a different folder, click Browse. Browse... At least 69,1 MB of free disk space is required.
- name of directory that will be created in the "Start" - "Programs" menu (we recommend leaving the default name)

choose the desired directory

and path to the drive to

which the software should be

leaving the default directory)

recommend

(we

•

installed



< Back

Next >

Cancel

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

🚯 Setup - TB Vote RF500	
Select Additional Tasks Which additional tasks should be performed?	R
Select the additional tasks you would like Setup to perform while installing RF500, then click Next.) TB Vote
Additional icons:	
Create a desktop icon	
Download and install third-party files:	
K-Lite Codec Pack for encoding and decoding audio and video format MP4, FLV)	ts. (AVI,
Bullzip PDF Printer v3.0.0.352 for exporting PDF file format.	
< Back Next >	Cancel

• this screen shows an overview of the previous options

Setup - TB Vote RF500	
Ready to Install Setup is now ready to begin installing TB Vote RF500 on your computer.	R
Click Install to continue with the installation, or click Back if you want to review change any settings.	v or
Destination location: C:\Program Files\TB Vote RF500 Start Menu folder: TB Vote RF500	*
Additional tasks: Additional icons: Create a desktop icon	
٩	*
< Back Install	Cancel

• the "thermometer" informs you about the installation progress

TB Vote RF500	23
Finishing installation	



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.

appear after

This screen will

installation process, press "Finish".





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.

Select Tutor	×
Teach	ners teacher 1 (teacher 1)
Passw	ord
Add Teache	er OK Exit

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".

Add Tead	ther	x
	Name	
	Gender	• Female C Male
	Unique ID	
	Email	
	Phone	
	New password	
	Confirm new password	
		OK Cancel
V TB Vote	RF500 teacher 1 (teacher 1)	TRIUMPH BOARD®
1	Editor 🕺	Class Manager
ð R	Activity	PowerPoint Operation
¥ 0 9	Report	Anonymous Report

a) Assigning Clickers to Students

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

No.	Name	Gender	Remote ID	School ID	Group
1	Student1	Female	000001	NO. 1	Group1
2	Student2	Male	000002	NO. 2	Group1
3	Student3	Female	000003	NO. 3	Group1
4	Student4	Male	000004	NO. 4	Group1
5	Student5	Female	000005	NO. 5	Group1
6	Student6	Undate Stude	nt Data	-	
7	Student7			-	
8	Student8	Pho	to		
9	Student9			Seat No	D. 4
10	Student10		- ×	Nam	e Student4
11	Student11			Gende	er 🖲 Female 🔿 Male
12	Student12			School I	DNO 4
13	Student13			3010011	
14	Student14			Grou	p Group1 👻
15	Student15			Remote I	D A87666
16	Student16			LCD Remot	set RID
17	Student17				
18	Student18			Ema	ail
19	Student19			Dhop	
20	Student20			FIIOI	
				Guardian Nam	ne
				Guardian Ema	ail
				Guardian Phon	ie
			Dev		
			Pre	evious Ne:	xt OK Cancel

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	lcon	Function	lcon	Function
Mode	Not assigned	ОК	Send answer	-	Clearing of entry
1/A	Entry of "1" or "A"	2/B	Entry of "2" or "B"	3/C	Entry of "3" or "C"
4/D	Entry of "4" or "D"	5/E	Entry of "5" or "E"	6/F	Entry of "6" or "F"
7/G	Entry of "7" or "G"	8/H	Entry of "8" or "H"	9/1	Entry of "9" or "I"
</td <td>Entry of "." Previous Question</td> <td>0/J</td> <td>Entry of "0" or "J"</td> <td>▶/-</td> <td>Entry of "-" Next Question</td>	Entry of "." Previous Question	0/J	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	lcon	Function	lcon	Function
*	Not assigned	Ф	Screen	ıll.	Statistic Charts
8	Scoreboard Show/Hide		Previous Question Move Up	*	Not Assigned
4	Move Left	4 5	Entry Key	▶6	Move right
	Switch to Playback Media Full Screen		Next Question	∇	Question List
		▼2	Move Down	43	Show / Hide
Esc	Exit	0	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. Options 4 Answer 1/A 2/B 3/C 4/D 5/E 6/F 7/G 8/H 9/1 0/J Points 10 Timer 60 (sec.) Difficulty 1 OK Cancel

Activity Mode Evaluation

Question Type Single Answer

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" Activity from the MS PowerPoint



TB Vote V5 bookmark.

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

Select Tutor			x
Te	achers teacher 1 (Teacher: N	(teacher 1) ame (Unique ID)	•
Pas	sword		
Add Tea	her	ОК	Exit

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)



	TRIUMPH BOARL One Idea Ahea
Add Teacher	
Name	
Gender © Female C	Male
Unique ID	
Email	
Phone	
New password	
Confirm new password	
ОК	Cancel
c	2

Teacher information (Personal information)



Hardware configuration (Receiver)



Class manager

Manager	manage inform More informati	nation about (on can be for d Student ⁸⁸ Set Groups (the Student ⁶⁰ Change Set	classe und in	s, studer this guic	nts and their handsets. de under " <i>Class manager</i> ".
	Chis	Student			
	Class List	Student List			
	Year Class Name	No. Name	Gender	Remote ID School ID	Group
		2 Student2 3 Student3 4 Student4 5 Student6 7 Student6 9 Student8 9 Student8 9 Student8 9 Student8 10 Student10 11 Student11 12 Student12 13 Student14 15 Student14 16 Student16 17 Student18 18 Student18 19 Student20	Neal Persona Parale Par	000002 H0.2 000002 H0.3 000004 H0.4 000005 H0.3 000006 H0.4 000007 H0.7 000006 H0.8 000006 H0.9 000006 H0.9 000006 H0.10 000006 H0.12 000006 H0.14 000006 H0.14 000006 H0.14 000001 H0.15 000011 H0.15 000011 H0.15 000011 H0.20	Geopt Geopt

Voting options (Settings)

٩	
Setup	Clicking on "Settings" will enable setting all options for voting slides in PowerPoint presentations, provided on this slide:
	Activity Mode Evaluation Question Type Single Answer Classification Knowledge Options 4 Answer 1/A 2/B 3/C 4/D 5/E 6/F 7/G 8/H 9/I 0/1
	Points 10 Timer 60 (sec.) Difficulty 1 OK Cancel

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 " <i>Running</i> activities / voting"

Voting results (List)



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

🧳 Class	s Manager	-					manual d	Second Versel	And in case	and the second second	
-	Add Class	🔆 Import	Add St	udent	🥵 Set Groups 🛛 🛲 Print						
×	Delete Class	Export	🗙 Delete S	Studen	t 💋 Change Seat						
	Class	;			Student						
Class L	ist			Stu	dent List						
Ye	ar	Class Nam	ne	No.	Name	Gender	Remote ID	School ID	Group		
2012	class			1	Student1	Female	000001	NO. 1	Group1		
				2	Student2	Male	000002	NO. 2	Group1		
				3	Student3	Female	000003	NO. 3	Group1		
				4	Student4	Male	000004	NO. 4	Group1		
				5	Student5	Female	000005	NO. 5	Group1		
				6	Student6	Male	000006	NO. 6	Group1		
				7	Student7	Female	000007	NO. 7	Group1		
				8	Student8	Male	000008	NO. 8	Group1		
				9	Student9	Female	000009	NO. 9	Group1		
				10	Student10	Male	00000A	NO. 10	Group1		
				11	Student11	Female	00000B	NO. 11	Group1		
				12	Student12	Male	000000	NO. 12	Group1		
				13	Student13	Female	00000D	NO. 13	Group1		
				14	Student14	Male	00000E	NO. 14	Group1		
				15	Student15	Female	00000F	NO. 15	Group1		
				16	Student16	Male	000010	NO. 16	Group1		
				17	Student17	Female	000011	NO. 17	Group1		
				18	Student18	Male	000012	NO. 18	Group1		
			1	19	Student19	Female	000013	NO. 19	Group1		
				20	Student20	Male	000014	NO. 20	Group1		

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).

Add Class	X
Class Teacher	teacher 1
Year	2012 🔻
Class Name	
No. of Remotes	20 👻
No. of Groups	1 •
	OK Cancel
	Cancer

	,				Summer of		And and
A A	id Class	Add Student	Set Groups	Print			
	V			and the second s			
🛛 🗙 Del	ete Class 💾 Export	X Delete Studer	nt 💋 Change Seat				
	Class		Student				
Class List		Stu	dent List				
Year	Class Name	No	Name	Gende	r Remote ID	School ID	Group
2012	class	1	Student1	Female	000001	NO. 1	Group1
		2	Student2	Male	000002	NO. 2	Group1
		3	Student3	Female	000003	NO. 3	Group1
		4	Student4	Male	000004	NO. 4	Group1
		5	Student5	Female	000005	NO. 5	Group1
		6	Student6	Male	000006	NO. 6	Group1
		7	Student7	Female	000007	NO. 7	Group1
		8	Student8	Male	000008	NO. 8	Group1
		9	Student9	Female	000009	NO. 9	Group1
		10	Student10	Male	00000A	NO. 10	Group1
		11	Student11	Female	00000B	NO. 11	Group1
		12	Student12	Male	000000	NO. 12	Group1
		13	Student13	Female	00000D	NO. 13	Group1
		14	Student14	Male	00000E	NO. 14	Group1
		15	Student15	Female	00000F	NO. 15	Group1
		- 16	Student16	Male	000010	NO. 16	Group1
		17	Student17	Female	000011	NO. 17	Group1
		18	Student18	Male	000012	NO. 18	Group1
		19	Student19	Female	000013	NO. 19	Group1
		20	Student20	Male	000014	NO. 20	Group1

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.

No.	Name	Gender	Remote ID	School ID	Group
1	Student1	Female	000001	NO. 1	Group1
2	Student2	Male	000002	NO. 2	Group1
3	Student3	Female	000003	NO. 3	Group1
4	Student4	Male	000004	NO. 4	Group1
5	Student5	Female	000005	NO. 5	Group1
6	Student6	Update Stude	nt Data		-
7	Student7			-	_
8	Student8	Pho	to		
9	Student9			Seat N	10. 4
10	Student10			Nar	me Student4
11	Student11			Gend	ler 🖲 Female 🔿 Male
12	Student12		2	School	ID NO. 4
13	Student13			Contract of the second se	
14	Student14			Gro	up Group1 •
15	Student15			Remote	ID A87666
16	Student16			LCD Remo	ote Set RID
17	Student17		_		
18	Student18			En	nail
19	Student19			Pho	200
20	Student20			Prio	
				Guardian Nai	me
				Guardian En	nail
				Guardian Pho	one
			Dre	avious N	ext OK Cancel
				11000	one on concer

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.

Add Student		×
Photo	Seat No.	21
— ×	Name	
	Gender	• Female C Male
<u></u>	School ID	
	Group	Group1 -
	Remote ID	000015
	LCD Remote	Set RID
	Email	
	Phone	
	Guardian Name	
	Guardian Email	
	Guardian Phone	
		OK Cancel

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.

Cha	ange Seat				×
				Icons: Large	Small
	Student1	2 Student2	Student3	Student4	Student5
	Student6	Student7	8 Student8	Student9	10 Student10
	Student11	Student12	Student13	14 Student14	Student15
	16 Student16	17 Student17	18 Student18	19 Student19	Student20
				OK	Cancel

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.

# Editor - [New Document english]	A 21 A 200 AT	
V File Edit Insert Favourites Window Help		- 8 ×
💜 💙 🎽 💖 🔍 🗃 🖌 🐂 🔳 !	● ◆ ◆ 】 ■ ■ 🛍 👸 ◆ 🎐 🔞 👅	
Question List Presentation Evaluation Problem Si NO Outline Template Optic	on Alian	
1 Where is London?	Question Type Options	
	Single Answer V 4 V	
	Where is London?	
	vvnere is London?	
	· · · · · · · · · · · · · · · · · · ·	
		E
	Tanoo	
۲	Oemany	
Points		
Timer		
60		
Difficulty		
3		
Classification		
Kitowieuge		

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

Template		Option Alig	n		Points	Timer	
			•= •=	:=:=	10	60	

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

Prezentace Vyhodnocení Řeše	e <mark>ní problému</mark> Rychlostní tes	t	
Šablony Mo	ožnost zarovnání	Typ otázky Jediná odpověď 🛛 👻	Možnosti 4 –

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.

1/A 2/B 3/G	
4/D	

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

Question Type		Options		Difficulty	
Single Answer	*	4	*	3	~

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



7) Running Activity / Voting



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 of more а 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 realtime.



f) Marking Test

Using the stand-alone editor, marking tests can be created. This involves questions being the 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 а 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 <u>www.triumphboard.com</u>. If you have any questions regarding this topic, contact us at <u>info@triumphboard.com</u>

TRIUMPH BOARD a.s.

Neklanova 122/15

128 00 Praha 2

Tel: +420 224 910 221

Fax: +420 224 910 218

E-mail: info@triumphboard.com

www.triumphboard.com

Updates and new product information are available at www.triumphboard.com under Products and Support.

Declaration

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We put every effort into making sure that all of the information in this user guide is correct, nevertheless the accuracy and completeness of information is not guaranteed. Before using the product, the user shall assess whether it is suitable for the intended application. The user assumes all risks and liabilities associated with using this product. Any declarations, regarding the product not contained in this guide, or any conflicting declarations on the order of the product are not valid or obligatory until receiving literally written consent of confirmation by our organization.

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