The "SWAP" Guide

Why and How to "SWAP" Between Your PowerPoint® and your Quiz Software

For Windows 98, ME, 2000 & XP

The QuizWORKS Company

Computer Tools For Whole Class Participation

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Mailing address:
P.O. Box 203
Ringwood, IL 60072-0203

Shipping address:
1395 Horizon Drive
Johnsburg, IL 60050-8420

Toll Free: 888-526-1200

Phone: 847-497-9650

Fax: 847-497-9680

www.quiozworks.com

The QuizWorks Company is a division of **Current Works**

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Introduction:

The **PowerPoint** (Hyperstudio, MPower, MPExpress)presentation software has become the standard choice of teachers for introducing information to their students, or for student presentations. These powerful tools and all of the available enhancement products enable the teacher/student to quickly customize a professional looking presentation with color, graphics, sounds and movies.

SideKeys works in combination with various **Quiz** software to facilitate the creation and playing of custom quiz show activities. The **Quiz** software supports the quick and easy creation of custom quizzes and presents these quizzes in a fun, interactive game show format. The **SideKeys®** hardware provides wireless remote control keypads to allow up to 30 teams to buzz-in and answer the game show questions. The Leader's SideKeys keypad allows for remote control of the **PowerPoint** or other presentation software programs. Various quiz software provide immediate feedback to the students and the leader on how correctly each team is answering the questions.
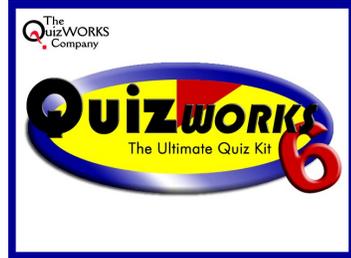
"SWAP" is our term for switching between two active applications on the computer. This "Swap" function allows the leader to have the **PowerPoint slide show** application actively presenting the information to the participants. At the same time the **Quiz** program is also active on the same computer, but hidden in the background. The teacher/leader uses the **SideKeys** wireless remote control keypad to click through the slide show. With touch of a different button on the same keypad "Swap" over to the **Quiz**, hiding the Slide Show in the background. Other buttons on this remote keypad allows the trainer to remotely control the quiz program.

PowerPoint keyboard shortcuts:

| To do this	Keystroke equivalents
Black/unblack screen	b, .(period)
White/unwhite screen	w, ,(coma)
show/hide pointer	a, =
erase screen annotations	e
advance on mouse click	m
advance to hidden slide	h
advance to next slide	n
return to previous slide	p

Conclusion:

Use this Guide as another tool to support your technology success in the classroom. We believe that active participation increases learning and that both students and the teachers benefit from effective whole class teaching tools. Please let us know how these tools work for you and contact us about any concerns, questions or ideas you have for us.

Bob Schroyer, President
The QuizWorks Company
1-888-526-1200
www.quizworks.com

"SWAP" setup (cont.)

8) The Leader's SideKeys remote controller can run the Power Point Slide Show forward and backwards with the arrow buttons, as well as Pausing the Quiz show as needed. With the USB SideKeys receiver the Leader has a lock-out function as well. While presenting the slide show, the leader may choose to lock out participants keypads to avoid any chances of inadvertent key events.
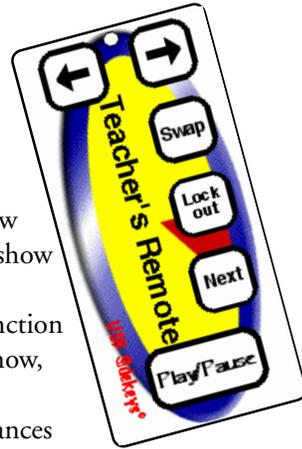
SideKeys Insert for the Teacher's USB Remote

Important SIDEKEYS information:

SideKeys keypads send keystrokes to the computer. **PowerPoint** and other presentation programs use keystrokes to perform a variety of functions. Be aware that students may press the SideKeys keypads and send keystrokes during your presentation.

What to do......
- Give the students guidelines before your presentation, (please do not handle the keypads during the PowerPoint presentation)
- Know your presentation software key equivalents and the actions that take place, so you can undo it quickly.
- Upgrade to USB SideKeys Receiver to enable the Lock-Out function.

How "SWAP" works:

PowerPoint® + **Quiz software**

When these two products, **PowerPoint** and the **Quiz software**, are combined via the **"Swap"** function, they yield a dynamic interactive process of presentation and corresponding fun quiz show activity. The typical process involves the presentation of a few slides and then "Swap" over to a short set of quiz questions directly related to these slides. Quickly get students actively working in teams, answering questions, and see how well the students understand the important points just presented. Then, "Swap" back to the slide show where you can go back and review any slides that require more discussion, or go on with the presentation, with the confidence that the students comprehends your message.

This process changes the attentiveness of the students during the presentation of the slides. It also engages the students in active discussions and helps to integrate the information through the fun interactive game show process. These dynamics reassure the teacher of comprehension, reinforce the learning and increase retention.

This Guide is intended to help you structure your presentation, the quiz, and to take full advantage of the **"Swap"** between **PowerPoint** and the **Quiz**.

How to create a "Swap" presentation

- First create your digital slide show presentation .

- Identify the significant learning points presented on each slide.

- Create a Quiz question set that corresponds to each of these learning points. Keep the questions in sequence with the slide slow.

- Print out a copy of the quiz with the questions in the created sequence. Note which questions are related to which slide.

- Create a chart to coordinate which questions to play after which slides are presented.

- Decide how many slides to cover, before swapping to the quiz. Note how many of the questions correspond to those slides presented.

- Plan your presentation and when you will "Swap" back and forth between the Slide Show and the Quiz. You can even add slides to indicate when to "Swap" and what questions to answer for example; "Swap to answer questions 4-8."

Helpful Hints:

PowerPoint's outline format is a wonderful tool for laying out the sequence of your questions.

You can copy text directly off of your PowerPoint presentation slides and paste it into the question field of the Quiz construction program. You can swap between the applications for this work.

For a short Slide Show presentation, you can wait to play the Quiz until the end of the presentation.

You can also play the entire Quiz again at the end of the presentation, or at the start up of the next session as a refresher of what was already covered.

SetUp Procedure for "Swap"

In order to use the remote controlled "Swap" function on your Personal Computer (this function does not work on Macintosh systems) you must setup the PowerPoint and Quiz applications in a specific order. The following procedure will assure your success.

1) Close all other applications and launch the Participation software you plan to use.
2) Move through the setup of this application and Pause the activity just before the first question appears.
3) Minimize this participation software program.
4) Launch the PowerPoint or alternative application with which you plan to SWAP.
5) Get the PowerPoint into the Slideshow mode, or the alternative application to the point where you are ready to begin presenting.
6) Press & hold the 'alt' key on the keyboard. Do not release this key during this step, until told to do so. Press once and quickly release the 'tab' key on the keyboard. (keep that 'alt' key down)
7) A pop-up window showing all active folders and applications on your desktop will appear in a horizontal list of small icons. (keep that 'alt' key down)The second icon in this list will be highlighted with a description of that application shown in a text box below the icons.
8) Press and release the 'tab' key, again. With each press the of the 'tab' key the highlighter will step through the list of icons. When the Participation software application you want to SWAP with is highlighted, then release the 'alt' key. This will move that application to the left of all other applications in this list.
9) This procedure should put the two applications you wish to SWAP between as first & second in this horizontal list of "alt – tab" icons. The SWAP function only alternates between these two applications.

Note: Determine what version of the digital slide show program you are using. Check the manual to determine which key strokes are needed for advancing your presentations. Follow the same procedure above substituting your program for PowerPoint.

Both of these programs, **Power Point Slide Show** and the **Quiz show** must be opened in this exact sequence for the applications to "Swap" properly.