



Response Quick Step Guide

Starting a PowerPoint Session

If you are using PowerPoint to present your questions, it is very important that you follow this procedure in preparation for your session. We recommend you launch Response first and start a new session and have your student's join the RF class prior to starting you PowerPoint show.

1. Click on the **Collect Responses** from the Response main menu.

2. Select the **Class**.

3. Select the **Subject** or **Section**, if appropriate.

4. Select *Participation* as the **Type** of Session you are going to run.

5. Select *Impromptu* as the **Lesson Type**.
PowerPoint is not a selection on the Lesson Type menu and that's why you are to leave it at the default *Impromptu* selection.

Collect Responses - New Session

Name: Macroeconomics-Session 2

Class: Macroeconomics

Subject/Section: Section 201

Type: Participation

Lesson Type: Impromptu

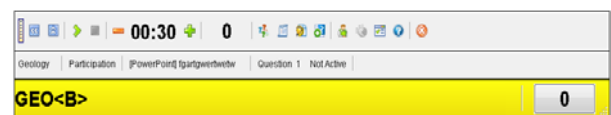
Help OK Cancel

6. Click on the **OK** button to accept the settings.

7. Click on the **OK** button to dismiss the **Impromptu Options** dialog and display the Session Toolbar.

8. Have the students **join the class** using the Join Code displayed in angle brackets on the yellow RF Status Bar.

9. **Start your PowerPoint presentation.**
When you start your PowerPoint lecture slide show, Response detects the presence of question slides in the slide show and automatically switches the session into PowerPoint Mode.



10. To advance questions, you simply advance the PowerPoint slide as you normally would. Each slide that has a Response question will maximize the Session Toolbar. If there are no Response Questions on a slide, the Session Toolbar will be minimized.

11. When you are finished with your PowerPoint lesson, you can either exit out of slide show mode or click on the End Session button from the session toolbar.

12. To view your session data click on the Manage My Data button from the Response main screen.

