

Shakespeak instruction guide

This short manual will explain how you install Shakespeak and use it in your powerpoint presentations. It will also show how to create voting slides and how start and stop a session.

Step One – Getting started

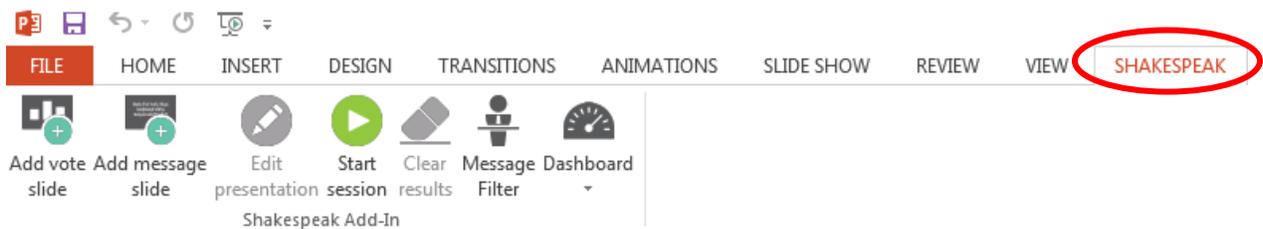
Installing the Shakespeak plugin for powerpoint

Before using Shakespeak as a polling application in powerpoint you have to install it and create a user account.

1. Visit www.shakespeak.com and click on the green 'Try it now' button.
2. Download and install the plug-in on your computer.



Powerpoint will now have its own **Shakespeak** tab on the top to the right of Review:



In order to use most options **Shakespeak** provides, your will be prompted to create an account.

3. Fill in your **first** and last **name**, together with your **email address** and a **password** in order to start using all options of **Shakespeak**.

You are now ready to start creating polls with Shakespeak

shakespeak™

Create your free Account

First Name

Last Name

Email

Password

Confirm Password

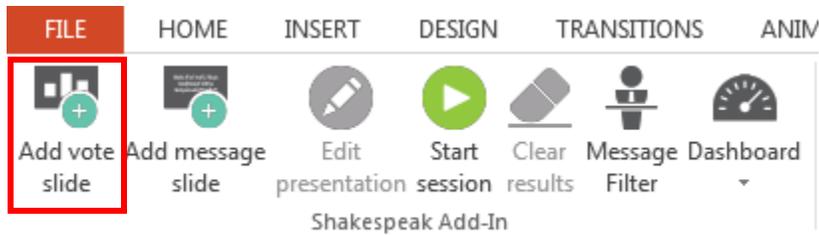
I accept the user agreement

Already Registered? Login

Step Two – Creating polls with Shakespeak

In order to create a poll, you are required to take the following steps:

1. Open Powerpoint and click on the 'Shakespeak' tab. REVIEW VIEW SHAKESPEAK
2. Click on the 'Add vote slide' button highlighted with the red margin around it.



This prompts a new window where you are asked to formulate your **question** or **statement** together with the possible answer options.

3. Fill in the **question** or **statement** you want to ask.
4. Fill in the **answer** options.
5. Optional: Add other answers by pressing the add button.
6. Optional: If one or more answers are correct, select these by checking the boxes.

Create a vote for your audience

For additional tips and tricks on how to effectively formulate your questions, click [here](#).

Question or statement

Answer options

A:

B:

Press the button to add another answer.

Optional: Select correct answer(s) to be shown in your slide

A B

Create vote slides (close ended questions)

Clicking 'Ok' after the question and answers have been constructed will construct **three different slides** on your powerpoint presentation.

1. The first slide has **instructions for the students** and will only be generated once per Shakespeak presentation (Instruction slide). This slide will change into an instruction slide as soon as the session is started (More information about this later).



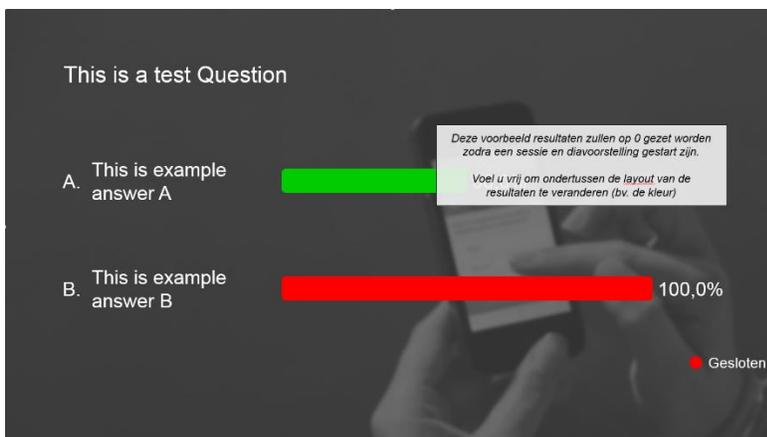
Example of the **instruction slide**

2. The second slide presents the question/statement and the answering option slide (voting slide).



Example of a **voting slide**.

3. The third slide presents the results (result slide).



Example of a **result slide**

The voting and result slide are constructed everytime a new question/statement is made with **Shakespeak**.

Advanced settings vote slides

Optional: Clicking the **'Options'** button at the bottom left provides you with a variety of extra options to personalize the polling experience.

1. Whether or not to display a votes counter on the voting slide.
2. How to display the vote results (percentage or actual vote numbers?).
3. To display the status of the vote or not and apply a time limit for the vote.
4. Specify how long the audience is allowed to vote.
5. Control the amount of times someone can vote.
6. Play a background music.
7. Change the slide design to something more personal.

Vote options

Options | Slide design

Display

Display a votes counter on the voting slide.

Display the vote results:

As percentages of the total number of votes.
 As actual numbers of votes.

Display the status of the vote.

Apply a time limit to the vote of seconds.

Audience

Allow my audience to vote:

While the voting slide is up and after I move on to the results slide.
 Only while the voting slide is up on the screen.

Control the amount of times someone can vote

time(s)

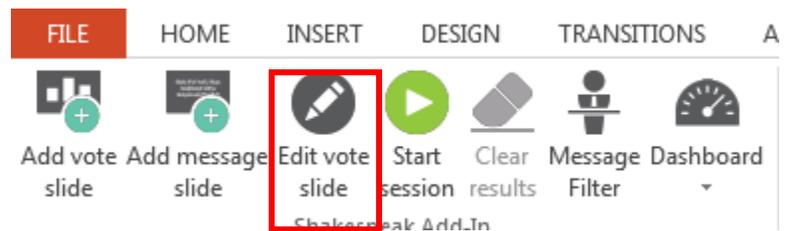
For each vote/question
 For each answer option

Background music

Play some background music while the vote is open.

Note: Even after creating a vote slide, you can still edit the slide options by:

1. Selecting the slide you wish to edit
2. Choosing the **'Edit vote slide'** option. This opens the same advanced settings as shown above.



Add message slides (open ended questions) to your presentation

1. Click on the 'Add message slide' in the Shakespeare tab menu



2. Formulate the question/statement in the next prompt that appears (below)
3. **Optional:** Enter the correct answer(s) if there are any.

Create a message slide for your audience

For additional tips and tricks on how to effectively formulate your questions, click [here](#). 

Question or statement

Optional: Add correct answer(s)

Separate multiple correct answers with a ; (example: 42; forty-two)

Optional: Click 'Options' to open the advanced settings window where it lets you customize your layout and choose when the audience is able to respond and how many messages each participant is allowed to send.

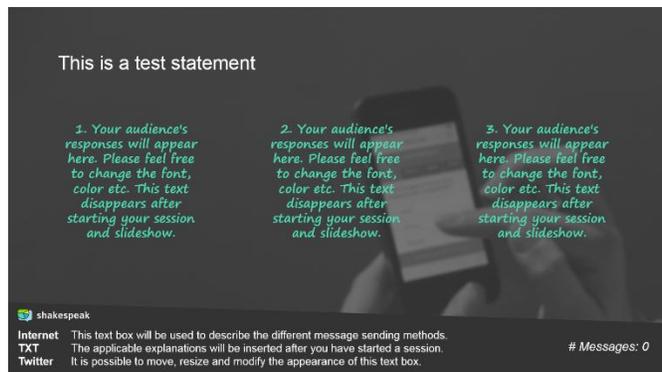
After clicking the 'OK' button two slides are added to your presentation.

1. The first slide is generated once at your first message slide and is an **instruction** slide. It explains to the audience how to vote.



2. The second slide generated is the **message** slide itself.

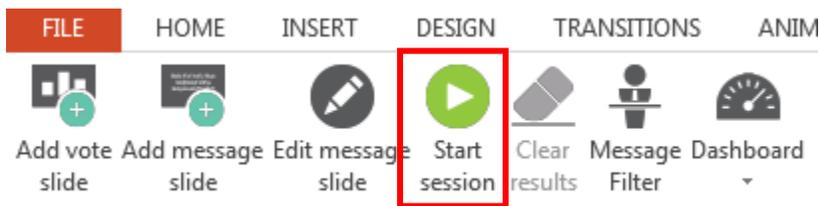
This is the slide where the messages will be shown.



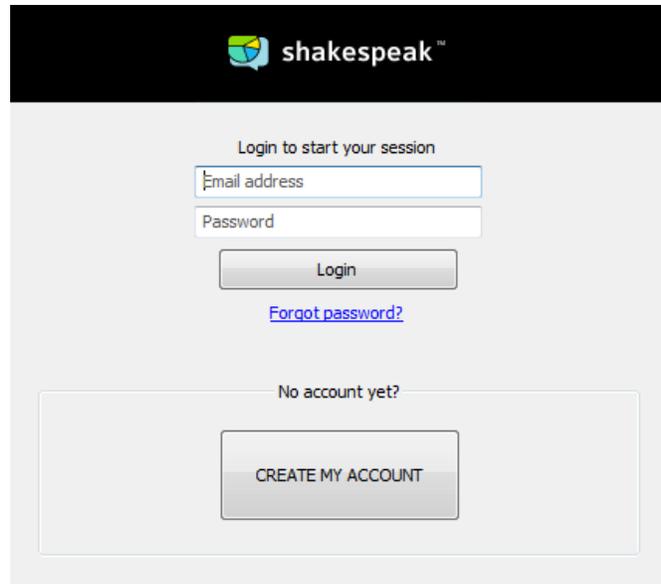
Step Three – Starting the session

After the vote or message slides have been added to the Powerpoint session, one has to start the session before the poll is activated.

1. Click on the '**Start Session**' button



2. Log in with your account by filling in the mail address and password. No account yet? Follow the getting started steps to see how to create an account.

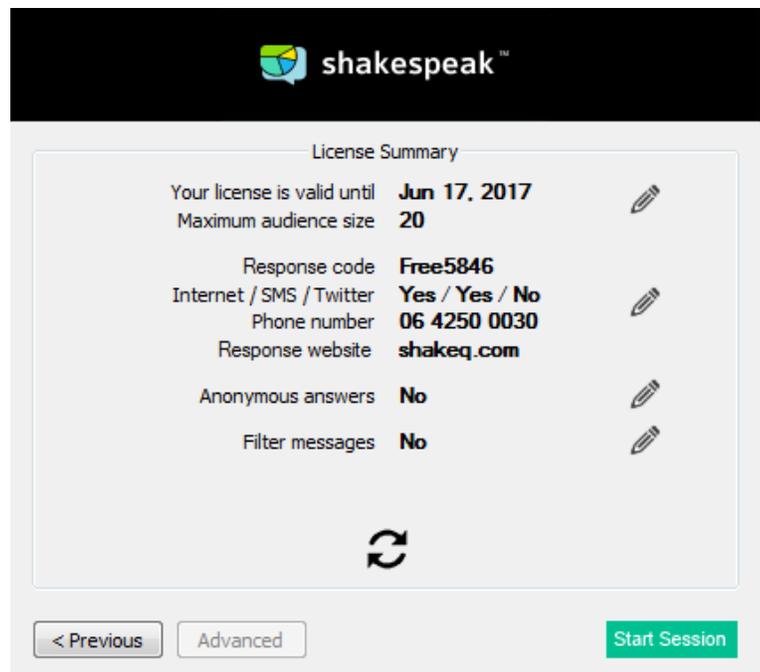


The image shows the Shakespeak login page. At the top, there is a black header with the Shakespeak logo and name. Below the header, the text "Login to start your session" is centered. There are two input fields: "Email address" and "Password". Below these fields is a "Login" button. Underneath the "Login" button is a blue link that says "Forgot password?". At the bottom of the page, there is a box with the text "No account yet?" and a button that says "CREATE MY ACCOUNT".

3. Press the 'Start Session' button in order to finalize your presentation and make it ready for voting.

The  symbol allows you to edit the information regarding the response code, license validity, anonymity of answers, filtering of messages and the response website.

Note: If you have opened your session too long before using it, sometimes will not start after the activation procedure. Re-open your Powerpoint and enter your e-mail and password again.



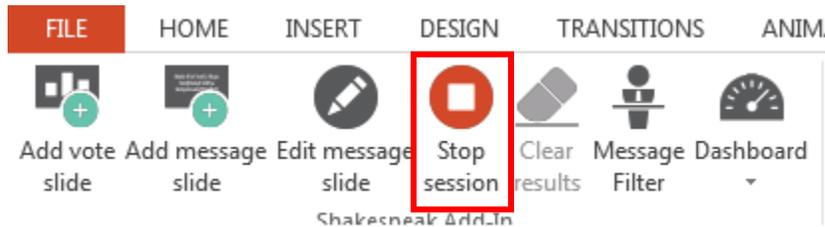
The image shows the Shakespeak License Summary page. At the top, there is a black header with the Shakespeak logo and name. Below the header, the text "License Summary" is centered. The page displays a table of license information with edit icons (pencil symbols) next to each row. At the bottom of the page, there are three buttons: "< Previous", "Advanced", and "Start Session".

License Summary		
Your license is valid until	Jun 17, 2017	
Maximum audience size	20	
Response code	Free5846	
Internet / SMS / Twitter	Yes / Yes / No	
Phone number	06 4250 0030	
Response website	shakeq.com	
Anonymous answers	No	
Filter messages	No	

Step Four – Stopping a session (saving results)

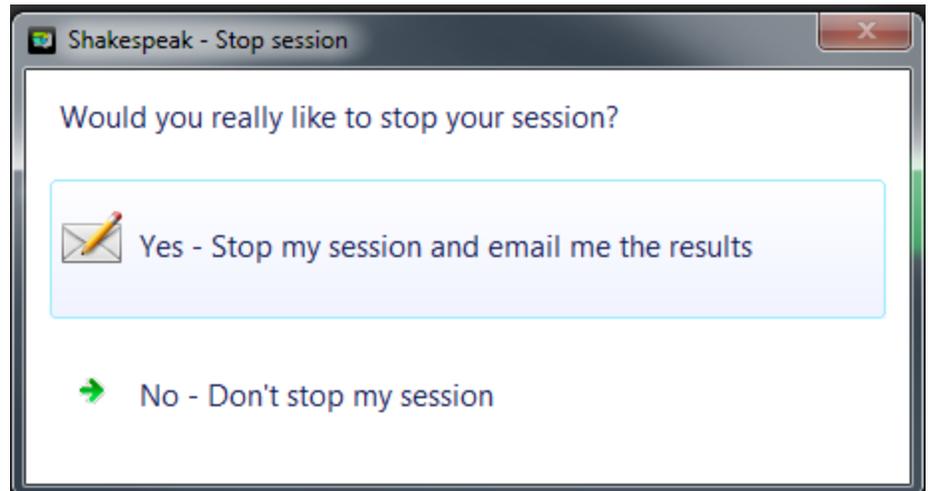
After the session is over you:

1. Click the 'Stop Session' button in order to stop the session and potentially save the results.

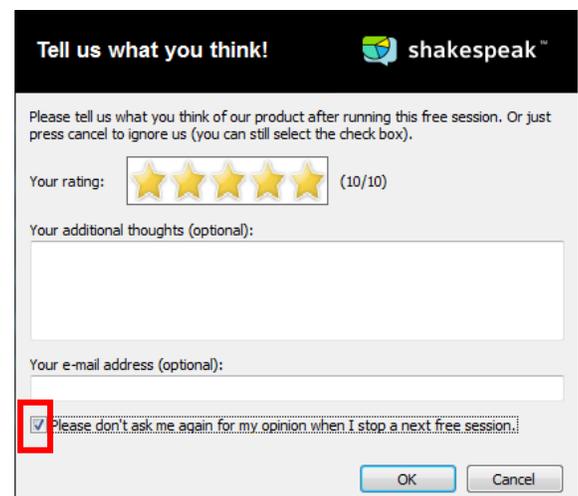


2. Click 'email me the results' In order to receive the results in your mailbox.

Note: The licensed version of Shakespeak allows you to download a copy of the results in a PDF folder.



3. A feedback window will pop up asking you to rate Shakespeak. If you do not wish to receive this window in the future, **check** the box at the bottom left of the window.

A screenshot of a feedback window titled 'Tell us what you think!' with the Shakespeak logo. The text says 'Please tell us what you think of our product after running this free session. Or just press cancel to ignore us (you can still select the check box)'. There is a 'Your rating:' section with five yellow stars and '(10/10)'. Below that is a text box for 'Your additional thoughts (optional):'. Then there is a text box for 'Your e-mail address (optional):'. At the bottom left, there is a checkbox that is checked, with the text 'Please don't ask me again for my opinion when I stop a next free session.' next to it. At the bottom right, there are 'OK' and 'Cancel' buttons.

After stopping the session you have successfully used Shakespeak in your Powerpoint presentation. Feel free to ask question at e-learning@rsm.nl (Faculty only).