



Utrecht University



PresentersWall

Teacher Manual
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1. Why PresentersWall?

Voting tools can be used for many different purposes. For example to test the knowledge of your students, either formatively or summatively, or to evaluate your lecture. Moreover, students can use voting tools to test their own knowledge.

Using PresentersWall is easy, because the voting tool is web-based; it can be used over the internet with a web browser. You do not have to download anything in order to be able to use it. First you decide on the link to your presentation (for example www.psy.pwall.nl), then students follow this link using their own devices to go to the voting page. Here students can react to your questions. You can also show the results real-time using a projector. At the end of your course, you can use PresentersWall to evaluate your course among participants.

This manual will give you an introduction to PresentersWall and aims to answer all questions you may encounter during the course. First we will provide you with a QuickGuide to using PresentersWall. The next chapter will provide further information on the tool, such as settings, different types of questions, and other slides that might prove useful to your presentation. Furthermore, we will show you how you can create your own presentations, how you can manage your presentations, how to share presentations with you colleagues, and how you can use a presentation multiple times. Finally, you will be presented answers to frequently asks questions together with our details. Do you have any questions, requests or comments? Please do not hesitate to contact us. We will be delighted to help you.

2. Quickguide

Would you like to get hands-on with PresentersWall. These 14 quick steps help to get you started with PresentersWall.

1. Open your browser and go to <http://edu.presenterswall.com>
2. Search for Universiteit Utrecht
3. Sign up with your Solis and give SURFconext permission to share your personal details.
4. Click on 'settings' and fill out the subdomain. Use one word, and do not use any special characters.
5. Click on 'save'.
6. Now you can start creating your first presentation. Go to 'manage presentations' (top of the screen).
7. Click on '+ add a presentation'.
8. Name your presentation, select the presentation by clicking on the red circle (this will turn green), and click on 'save'.
9. Click on the tab 'slides'
10. Click on 'introduction screen' (you will find this button under '+ add item')
11. Click on '+ question'
12. Here you enter your question and you select the question type and result settings. Additional options are optional.
13. Repeat step 11 and 12 until you have entered all your questions
14. Click on 'start presentation' to view your interactive presentation.

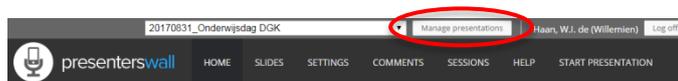
Tip:

Before you are going to use your presentation publicly, we recommend to test your presentation once to see if all slides and questions function as you want them to function. Do not forget to delete these results after this test (for more information on this go to section 4.3 of this manual).

3. Manage Presentations

In PresentersWall you can create multiple presentations.

In the top of the screen you will find the presentation that you are in right now, and in the menu you can select what presentation you want to work on. If you were to start a presentation, the presentation that appears in the menu at the top will be started. When you click on 'manage presentations', you will find an overview of all your presentations. By clicking on '+ add a presentation', you create a new presentation. The first presentation will always be called 'default'. Unfortunately, the name of this presentation cannot be changed. Although you are using PresentersWall for the first time, we would suggest to add a second presentation that you can name yourself.

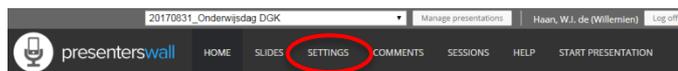


With the red/green circles behind the title of the presentations, you can select the presentation that is active, so this is a green circle means that you can present or adjust the presentation. You can also change the name of the presentation here (apart from the name of the default presentation). You can also share a presentation in this menu by filling in the email address of the person with whom you want to share your presentation (only the slides will be shared, not the personal settings or the results). Warning: the person with whom you want to share your presentation must have logged on to PresentersWall at least once. Go to chapter 4.5 for additional information.

4. Settings: (default) settings

In settings you find general information on settings in which

you can decide how students answer questions, and which options, such as a schedule or evaluation, will be visible to them. In this paragraph we will discuss the four tabs that you can find in settings.



4.1 General

In the tab 'General' you can change the default settings for your gathering. Here you give your event a title, you choose a domain, and you choose a subdomain. The subdomain and the domain will form the URL that participants will have to use to go to your presentation. For example: you choose to use the domain: 'presenterswall.nl' together with the subdomain 'mts'. This will result in the URL 'mts.presenterswall.nl'. The URL will remain the same for your presentations (unless you decide to change it).

Tip:

choose a general and short subdomain, so your participants can enter the URL easily into their browsers.

It is also possible to start off your presentation with an 'introduction screen'. The introduction screen will show the logo of PresentersWall together with the URL and a short introduction.

4.2 Mobile Page

If you click on 'Mobile page', you can select the language of your event, and add an introduction screen or add an overview of the schedule for the event. You can also select here if you want to take reactions during your event and if you want to end in an evaluation. Select 'add a comment tab' if you want your participants to be able to react during your presentation. Do you only want to show messages that you approved of? Then you select 'moderate all messages' additionally to 'add a comment tab'. You can moderate your answers in the tab 'Comments'. If you want to add an evaluation to your presentation, select 'add evaluation tab'. When you click on slides, you can now add questions to your evaluation.

Participants can only see these questions when you have activated the 'add an evaluation tab'-option. If this is done, participants can react to your evaluation on their own pace.

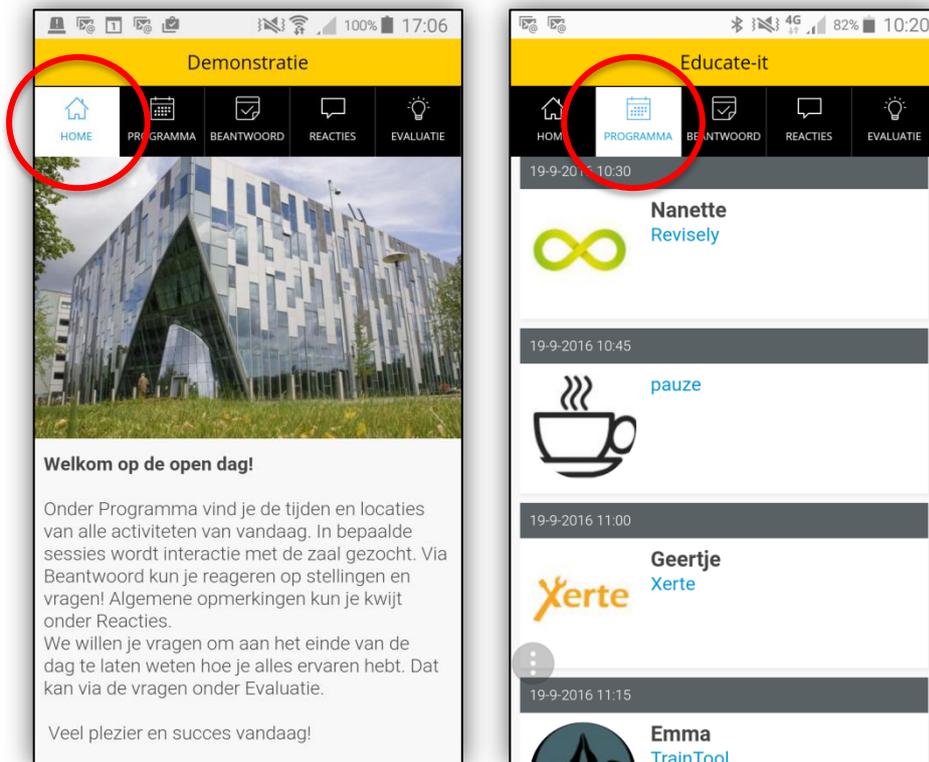
4.3 Register

If you click on the tab 'register', you can select if you want your participants to remain anonymous or select the information you wish to obtain about them.

Participants can answer an open question or have to select an option from a multiple choice question.

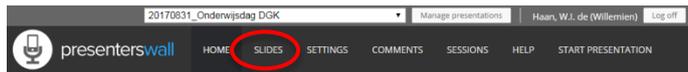
4.4 Program & speakers

In the tab 'program & speaker environment', you can add an event. The inserted images provide an example of this. You will only use this option when you decide to use PresentersWall for example during a colloquium. You can enter the programme a day prior to the actual event, so participants can view the program on their phones. Do not forget to select the 'add a program tab'-option.



Examples of the home (to the left) and program (to the right) tabs on the screens of participants.

5. Slides



When you click on Slides, you find an overview of your presentation. You can add a question by clicking on '+ question', you will be redirected to a new screen in which you are allowed to enter your question. PresentersWall offers a plethora of question types.

5.1 Question types

Yes/No Question

Good when students have to react to a thesis.

Multiple choice

Does not have a right answer.

Quiz question

Does have one right alternative.

1 to 10

Participant can rate something. For example: "How would you rate this workshop?"

Free text field

Open question

Likert (totally disagree / totally agree)

Indicate to what extent you agree with a certain question or statement

Order question

Put the answers in the correct order. PresentersWall does not check this answer, so this option can be used to ask for opinions or preferences of the participant.

Multiple choice with multiple answers

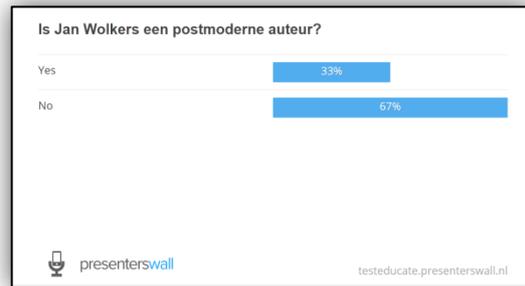
In this question, multiple answer can be given. However, PresentersWall does not check the answer.

5.2 Overview Result slides

For every question you can manage how the results are presented. In 'show results' you can choose if you want to display the results real-time, show the results on the next slide, or if you do not want to display the results (PresentersWall will save the answers, so you could export them later). We will display the different option down below. For every picture it is stated what question you can use with the figures.



PIE CHART: ALL MULTIPLE CHOICE AND ORDER QUESTIONS



BAR CHART: ALL QUESTIONS, EXCEPT AN OVERVIEW OF COMMENTS.

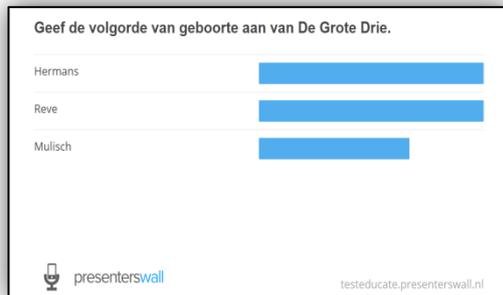
COMMENT OVERVIEW: FREE TEXT FIELD.



AVERAGE VALUE: 1 TO 10 AND LIKERT.



TAG CLOUD: FREE TEXT FIELD.



ORDER QUESTION: ORDER QUESTION.

5.3 Extra options

Finally, you can choose to display any comments on the screen. In order to do so, you should activate the 'comment tab' (see paragraph 3.2). You can choose to only display comments that you have approved of in the comment screen (green = approved, red = not approved / do not display on screen). You can also add a picture to this screen, but be aware that PresentersWall can either show the picture or the comment screen. If you decide to activate both, only the comments will appear on the screen. If you would like you can put a timer on the presentation. The next slide will appear automatically when the time has passed. Even if this option is active, you can still proceed to the next slide even if the timer has not finished. Yet, students cannot answer the previous question(s) if they had not finished answering these.

5.4 Items

Items

Besides questions, PresentersWall offers the option to add slides to your presentation. To do so, use the 'add item' button.

PresentersWall offers a plethora of slide types:

Question

Here you can add a question. You will be forwarded to the same menu as when you click "+ question".

Result screen

Here you can add a results screen

Empty screen

An blank slide will appear. Can be used during breaks for example.

Introduction screen

Displays the website that participants need to go to for your presentation. We would recommend you to add this screen as the first slide of your presentation.

Comment screen

Displays comments that participants have sent in during the presentation. If you want to use this option, go to settings > mobile page and activate 'add a comment tab'.

Quiz results

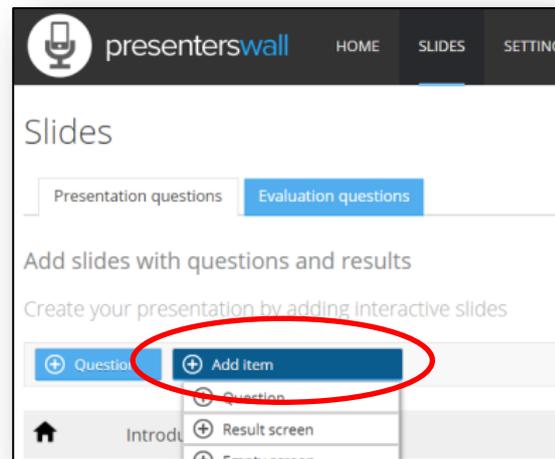
In this screen, the results of the quiz will be displayed. This screen will show a top ten of score of participants. Pay attention that participants can fill out their names through activating the register option.

Image

Here you can insert a .jpg or .bmp file picture. You cannot use any '.bmp' files here. The picture will be displayed in full screen. Make sure that the picture has a high resolution and that the picture is presented as you intended.

Video

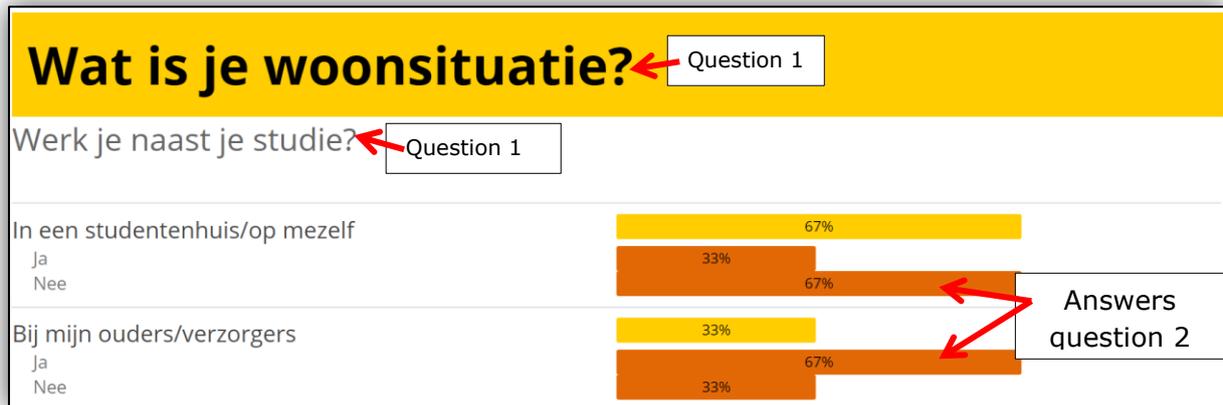
Here you can upload a video to your presentation.



Crosstabs

In the crosstabs, you can compare the answers to two different question. Through this option, you can see if participants have a certain answer for question A, also have a certain answer for question B.

See picture. *Students who report to live with their parents / caretakers, more often have a job than student who live on their own.*



Example of a crosstab slide

5.5 Icons after slides

In the screen in which you have an overview of your presentation, you will also find options on the slide when you move the cursor over the slide.



The icons will be explained separately:



Move the order of the slides



(de) Activate the question: green means question is activated and will appear in the presentation, red means question is deactivated and will not appear in the presentation.



Edit question



Paste a direct link to the presentation in a PowerPoint presentation



Delete slide



Export answers to Microsoft Excel



Delete answers to the question



Go directly to this question during the presentation

6. Management

6.1 Presentation

Make sure to test the presentation once before you use it for real. When you want to start the presentation, click on 'start presentation' in the top right of the screen. Tell participants to go to the right link, and you can start! Use the arrows on the key board to navigate through your presentation or use the arrows on the screen.

6.2 Download results

After the presentation has finished, you can export all results. Go to the overview of your presentation and click on 'export all results' in the top right to download a Microsoft Excel file with all answers to your questions. When participants have registered their names or other demographic information, this will also appear in this file.

6.3 Delete results

By clicking 'delete answers' you can delete all previously given answers to a presentation. Be aware that participants have accepted cookies when using PresentersWall. These cookies will not allow a user to answer the same question twice. Do you want to allow this? Then start a new session.

6.4 Sessions

When you want to use a presentation multiple times, you can use 'sessions'. We would advise you to use a session for the test as well. Before you are presenting, you just activate a new session. The results will be saved to a certain session. This allows you to compare the answers of two sessions (for example seminar groups).

Re-use your PresentersWall

Add sessions to use your questions in multiple presentations without losing data.

Title	Active	Actions
Cursus 1		
Cursus 2		
Standaard sessie		

The green circle indicates the activated session.

6.5 Share a presentation

You can share a presentation with your colleagues. Click on 'manage presentations'. Here all your presentation will appear. Click on  to share the presentation. Fill out your colleague's UU e-mail address. Your colleague should have logged in to PresentersWall at least once for PresentersWall to recognize the e-mail address. When you or your colleague change the presentation, these changes will only be saved to the account in which changes have been made. Furthermore, it is important to note that you will only share presentation, any results or settings (such as the URL) will not be copied.

7. FAQs

Here you find frequently asked questions and their answers. Is your question not in here, please go to PresentersWall and click 'help' or contact the Educate-it desk.

How many students can participate in a session?

No limit.

Do I have to install something on my computer to use presenterswall?

No, PresentersWall is web based.

Can I show the right answer in a quiz?

Yes, click on the 'down' arrow to show the right answer.

How can I test one question multiple times?

You should use different sessions. In every new session, you can use the same device(s) again to answer a question.

Will the evaluation remain visible to the participants after the presentation?

No, you can deactivate the evaluation through the evaluation tab. You can choose to (de)activate the evaluation at any time, but you may choose to activate it after the presentation. Participants can fill out the questions afterwards.

How do I display comments?

Check if you have activated "add a comment tab". You can find this in Settings / Mobile Page. Do you want to display comments with a question? Then you should add a "Show comments screen" to your presentation. Are the comments not displayed? Check in the comments screen if they have been accepted (green circle).

8. Support

Do you need help or support with using PresentersWall? Or do you have comments or question about this manual. Please, do not hesitate to contact us.

Pedagogical support

Willemien de Haan – w.i.dehaan@uu.nl

For practical or technical support

Educate-it Desk.

Address: Utrecht University Science Park Library, second floor, red desk.

Opening hours: Monday- Friday 8.30 a.m. – 5 p.m.

Phone number: 0031 30 253 2197

E-mail: educate-itbalie@uu.nl

Website: <https://educate-it-uu.sites.uu.nl>