

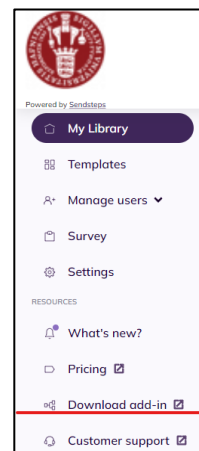
Sendsteps guide 2024 (English version on page 4)

Installation af Sendsteps

Sendsteps fungerer med Windows 10/11 og Microsoft Office 2016 og nyere.

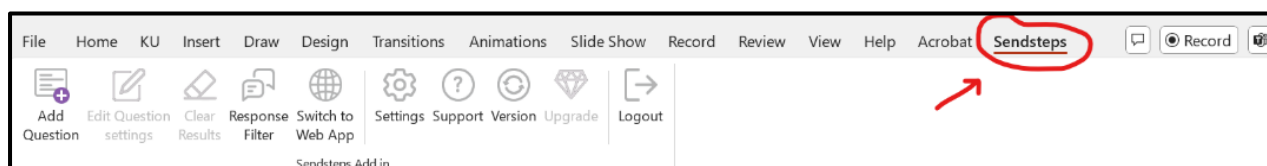
For Mac brugere: Hvis du er Mac-bruger, skal du anvende Sendsteps browser version, da man ikke kan installere plugin i PowerPoint på Apple produkter.

Sendsteps integreres med PowerPoint ved at klikke på **“Download add-in”**
Gå til www.sendsteps.com, og hent programmet i venstre menu:

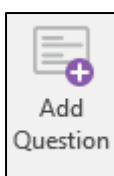


Oprettelse af Spørgsmål i PowerPoint

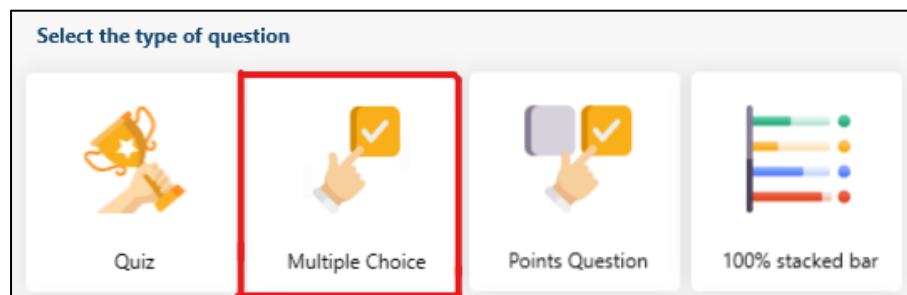
Åbn PowerPoint og klik på fanen "Sendsteps" for at tilføje et spørgsmål til din præsentation.




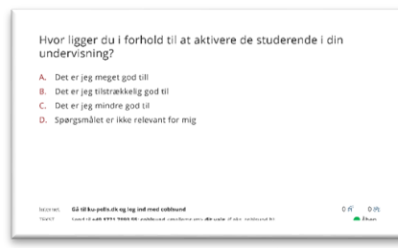
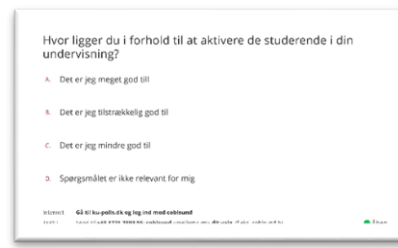
Klik på "Add Question".



Vælg typen af spørgsmål (f.eks. multiple-choice, åbent spørgsmål). Oftest anvendes multiple choice. Hvis du gerne vil have en kahoot-lignende quiz, skal du vælge den der hedder "quiz".




Sendsteps genererer nu 3 slides:

Instruktionslide som forklarer deltagerne, hvordan de kan stemme	Afstemningsslide med spørgsmålet og svarmulighederne	Resultatslide der viser fordelingen af svarene.
		

Indstillinger og redigering af spørgsmål

Hvis du efterfølgende vil redigere dit spørgsmål, kan du gøre det direkte på slidet eller under **edit question settings**. Der kan du også indstille elementer såsom, hvor mange gange folk må stemme, om du ønsker data i procent eller i tal osv.



Edit Question settings

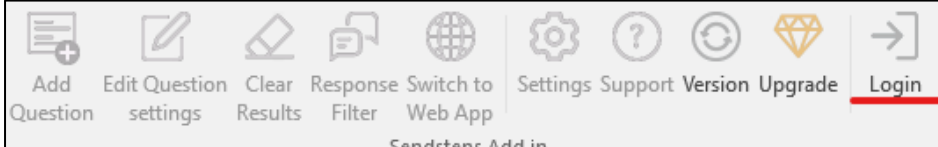
How do you want to display your votes?

- Percentage
- Number

- Display a vote counter on the voting slide
- Display a participant counter on the voting slide
- Show when voting is closed
- Apply a time limited to the vote of seconds

Under undervisningen:

Husk at sikre, du er logget ind under Sendsteps fanen.

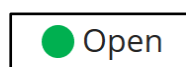


Sendsteps Add in

Start derefter din PowerPoint-præsentation i præsentations-mode

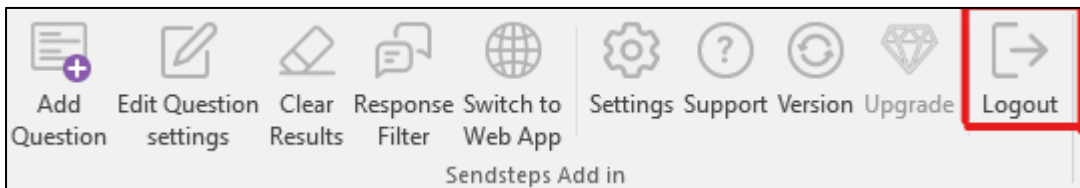


Hvis du går til dit spørgsmålslide, vil du kunne se nederst, at spørgsmål er åbent for svar:



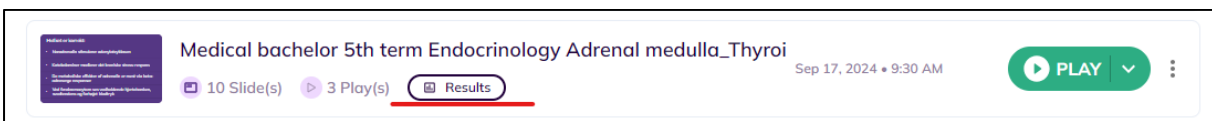
Efter undervisningen

Husk at logge ud af Sendsteps, når du er færdig, hvis du har anvendt det på en fællescomputer i et auditorie eller undervisningscomputer.



Gennemse resultaterne

Når sessionen er afsluttet gemmes afstemningsdata automatisk og sendes til din mail. Du kan desuden downloade resultater fra www.sendsteps.com



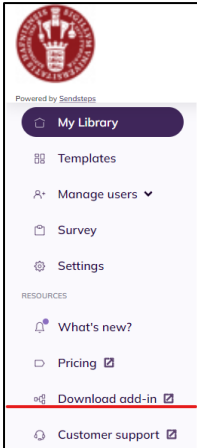
Tips og tricks:

- **Optimer interaktionen:** Brug afstemninger til at engagere dine studerende og opfordre til diskussion baseret på resultaterne.
- **Mobilvenlig:** Husk at nævne, at deltagerne kan bruge deres mobiltelefoner til at stemme eller deltage i real-time spørgsmål.

Sendsteps guide 2024 (english version)

Installation of Sendsteps

Sendsteps works with Windows 10/11 and Microsoft Office 2016 and later.

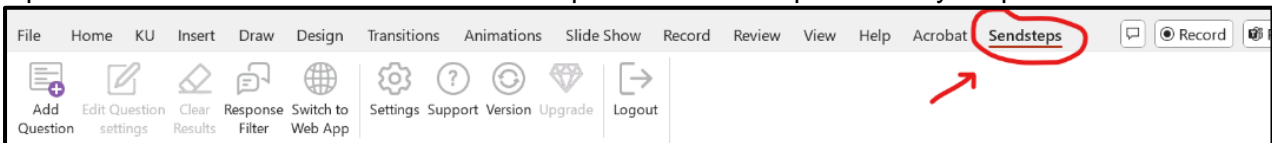


For Mac users: If you are a Mac user, you must use Sendsteps browser version, as the plugin cannot be installed in PowerPoint on Apple products.

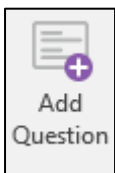
Sendsteps integrates with PowerPoint by clicking on “**Download add-in.**” Go to www.sendsteps.com and download the program from the left menu.

Creating Questions in PowerPoint

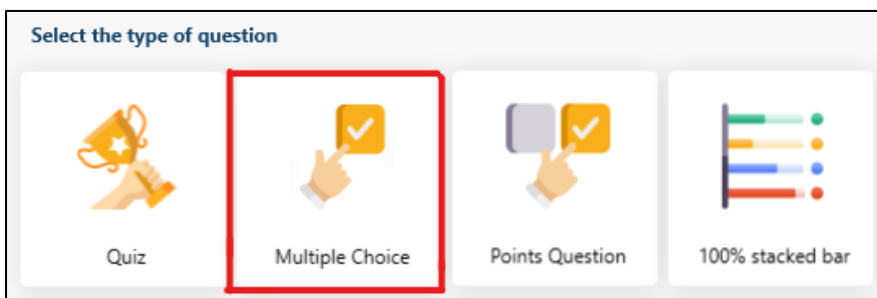
Open PowerPoint and click on the "Sendsteps" tab to add a question to your presentation.




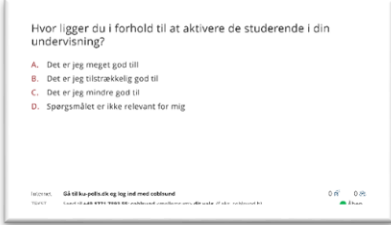
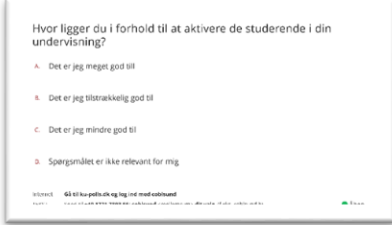
Click "Add Question".



Select the type of question (e.g., multiple-choice, open-ended question). Most commonly, multiple-choice is used. If you want a Kahoot-like quiz, select the one called “quiz.”




Sendsteps now generates 3 slides:

Instruction Slide Explains to participants how they can vote.	Voting Slide Contains the question and answer options.	Results slide Shows the distribution of the answers.
		

Settings and Editing Questions

If you want to edit your question afterward, you can do it directly on the slide or under **"Edit Question Settings."** There, you can also set elements such as how many times people can vote, whether you want the data in percentages or numbers, etc.



Edit Question settings

How do you want to display your votes?

Percentage

Number

Display a vote counter on the voting slide

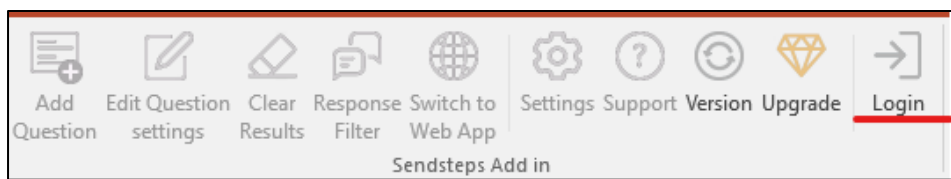
Display a participant counter on the voting slide

Show when voting is closed

Apply a time limited to the vote of seconds

During the Lesson:

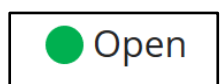
Make sure you are logged in under the Sendsteps tab.



Then start your PowerPoint presentation in presentation mode.

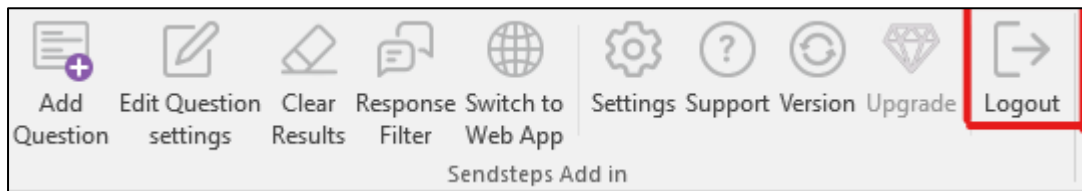


If you go to your question slide, you will see at the bottom that the question is open for answers:



After the Lesson

Remember to log out of Sendsteps when you are finished if you have used it on a shared computer in an auditorium or teaching computer.



Review the Results

When the session is completed, the voting data is automatically saved and sent to your email. You can also download the results from www.sendsteps.com.



Tips and tricks:

Optimize Interaction: Use polls to engage your students and encourage discussion based on the results.

Mobile Friendly: Remember to mention that participants can use their mobile phones to vote or participate in real-time questions.