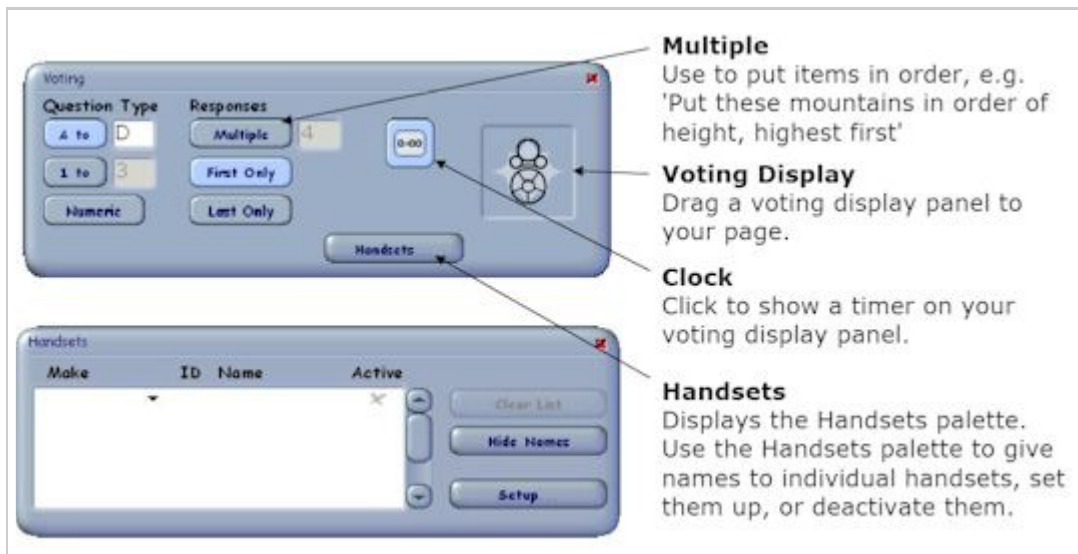


## How to configure voting handsets and questions in RM Easiteach 3.3 or 3.4

### How to Set up Voting Handsets in Easiteach 3.3/3.4

1. Open Easiteach 3.3/3.4 from Start, All Programs, RM Easiteach, RM Easiteach.
2. Click the voting button on the extended Easiteach toolbar.
3. Click the Handsets button. If you get a message "Cannot open COM port" there was probably a different type of handset used on this computer previously.
4. Click the Setup button.
5. Under Device Type click on the type of voting handsets you wish to set up.
6. Click the Detect button. If you get an error message check that the voting receiver is plugged into the computer correctly or follow the relevant troubleshooting document. The Detect button is grayed out for eInstruction devices as the COM port is detected in the CPS software.
7. Press any button on a handset while pointing it at the voting receiver. If you get no response, exit the Setup box, and click on the Handset button again, trying the handset again.
8. The Handset ID, Button and Port information should appear on the screen. If the information does not appear on screen try a different handset or follow the relevant troubleshooting document from the Other Useful Articles section.
9. Click OK.
10. Click Apply.
11. Click Exit.



### Naming and Activating Handsets

On the Handsets window you can give names to individual handsets by clicking in the Name column and typing. These names will then appear in the Voting window instead of the Handset ID when votes are received.

You can also deactivate individual handsets by clicking in the Active column to change the tick to a cross, or reactivate at handset by clicking to change the cross to a tick.

Both these options are easiest to configure after each handset has been used once and therefore appears in the Handset list under Make and ID.

### Checking the Voting Setup in Easiteach 3.3

1. From the Voting Window, click on the image of the voting tools on the right hand side of the Easiteach voting window and drag the tools onto the screen.
2. Click the green "Start Voting" button to open voting.
3. Using the same voting handset, press the "1" button while pointing the handset at the receiver.

If you see the message '1 vote received' appear in the centre of the Easiteach Voting window, beneath "Vote Now!", then it is working as expected.

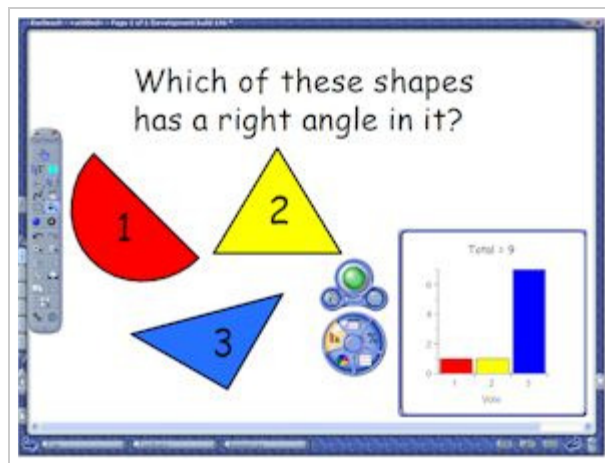
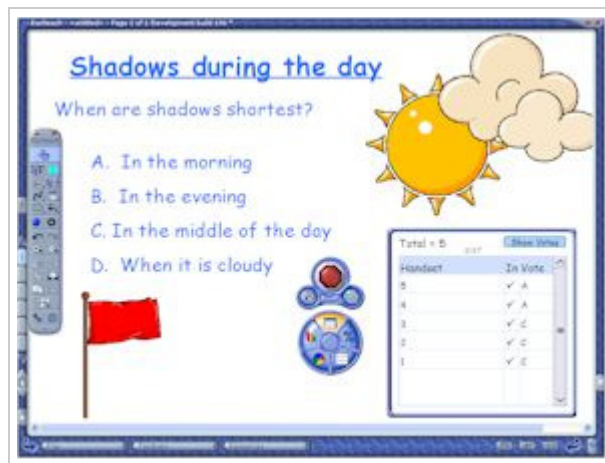
If the handset was detected in the handset setup, but no votes register, check that you have started voting. When voting has been started the green button should change to red and the Easiteach Voting window says "Vote Now!" instead of "Voting closed".

### How to prepare the vote

1. Select 'Voting' on the Easiteach toolbar. This opens the Voting palette, if it is not already on-screen.
2. Choose the 'Question Type:'
  - A to D - Multiple-choice letters (Default), up to 'j';
  - 1 to 3 - Multiple-choice numbers, up to '9';
  - Numeric - free-choice numeric answers up to 7 digits
3. Set Responses:
  - Multiple - where the answer is a sequence, such as A C B. For example to put items in order, e.g. 'Put these mountains in order of height, highest first'.
  - First only - first response
  - Last only - last response, allowing a change of mind to be collected.
4. Click the 'Display Time' clock button to toggle whether the timer on your voting display panel is shown.

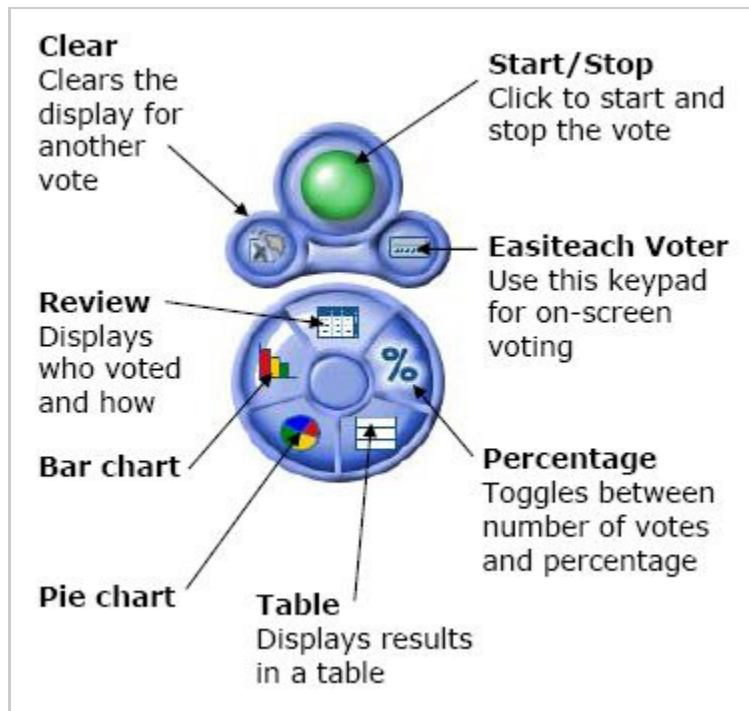
**Note** - Changes you make using the Voting palette will only apply to new voting panels. An existing voting panel on the screen cannot be changed.

5. Type your question on the Easiteach page, including any multiple-choice answers.



6. Drag a voting display panel onto the page and click the green Start/Stop button to begin voting. The button turns red.
7. If handsets are not available, click the Easiteach Voter button to display an on-screen voting keypad.
8. The voting panel displays the number of votes as they are received. If the vote has been set up with the Clock icon selected, the timer on the voting display panel counts up.
9. Click the red Start/Stop button to stop the vote.
10. When the vote is complete, you can analyze the results in a number of ways by selecting the chart and table options from the display on the right.

**Remember** - If you changes voting options, for example from 'First Only' to 'Multiple', or from 'A to D' to 'A to E', you need to drag a new voting panel off the voting window and onto the page.



Each handset can only contribute a single vote. However, if you are using the on-screen voting keypad, you can collate the votes of a number of classes. To do this, save the Easiteach file without clearing the current vote, and press Start to begin the next vote. The result will be added to the existing votes.

You can have more than one voting display panel on your page at a time. To activate one of the panels for voting, click on it.