

Sendsteps Quickguide

Before the lecture

1. Download and install Sendsteps from www.sendsteps.com.

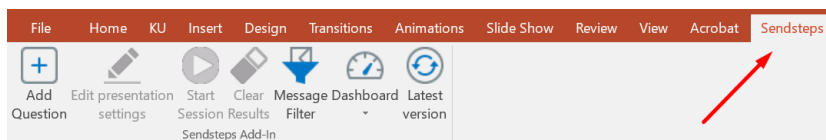
Click the “Accept and Download” here: <https://www.sendsteps.com/en/download-sendsteps-addin/>.

Accept and Download

As of now Sendsteps works with the following platforms

Windows XP, Vista, 7 and 8. Microsoft Office 2000, XP, 2003, 2007, 2010 and 2013
(You can only use it with PowerPoint)

2. Open your PowerPoint presentation. Create a new presentation or use an existing one.
3. Click on the Sendsteps tab to add a poll



4. Click **Add Question** and select type of question (the most common is multiple-choice question). Sendsteps now generates three slides:

- **Explanation slide** with information to the student on how to vote via mobile phones or the web
- **Vote slide** with questions and answer options
- **Results slide** with the distribution of answers (only “multiple choice question”)

At the lecture

1. Click **Start session** in the Sendsteps tab in your PowerPoint presentation and login with your e-mail and password (sent via mail).
2. You're now ready to present your PowerPoint
3. The session only works, when you're in presentation mode (press the icon in the bottom right corner of the screen)



After the lecture

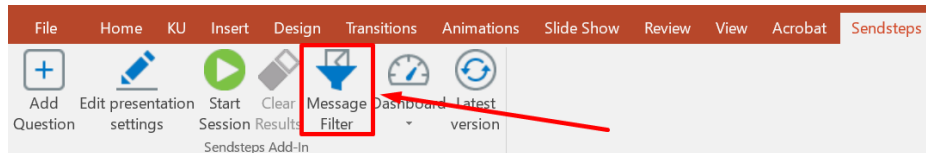
Save the data from your polls after ending the session.

Sendsteps will automatically ask how the data should be saved when PowerPoint is closed.

Alternatively, the results can be downloaded under **Dashboard** in the Sendsteps tab.

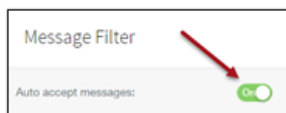
Ways to use Open message slide

Method 1 - answers appear automatically on slide (best for <25 students)



In the beginning of your lecture

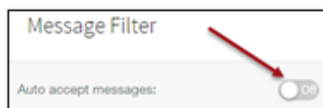
1. Open **Message Filter**
2. Auto accept messages must be switched **On**



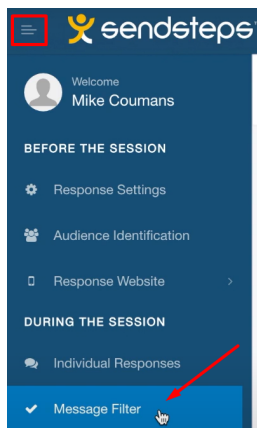
Method 2 - Only selected answers appear on slide (best for >25 students)

In the beginning of your lecture

1. Open **Message Filter**
2. Auto accept message must be switched **off**



3. Login to Sendsteps on your smartphone or iPad. Within the menu, choose **Message Filter**.



4. On your smartphone, you can control the responses you want to display in your presentation you simply tick of the answers you want to display, and send them to Screen.

