



# Quick Guide

**An Audience Response System**

By



[www.ems-works.com](http://www.ems-works.com)

1-877-EMS-5050

## ***MyResponse Quick Guide***

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### **Table of Contents**

|  |    |
|--|----|
| About MyResponse.....                                  | 3  |
| Package Content and Installation.....                  | 5  |
| About the Remotes.....                                 | 6  |
| Receiver Set Up .....                                  | 6  |
| MyResponse Software Installation .....                 | 7  |
| Initial Set-Up.....                                    | 8  |
| Set up and Hardware Testing.....                       | 8  |
| Load Remote List.....                                  | 8  |
| Making the Name List .....                             | 9  |
| Edit Slides .....                                      | 10 |
| Using MyResponse .....                                 | 13 |
| Remote Button functions: .....                         | 14 |
| Show Chart.....  | 16 |
| On the Fly Tool.....                                   | 16 |
| Displaying Results .....                               | 18 |
| Federal Communications Commission (FCC) Statement..... | 19 |

## ***MyResponse Quick Guide***

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### **About MyResponse**

**MyResponse** is the latest product offering from Education Management Solutions' Arcadia Suite of products.

Interactive Response Systems have greatly improved the quality of teaching in schools, especially in higher education, and is being used by over 1000 educational institutions. Research has shown that the average student's concentration period is at maximum 30 minutes, while the average class time is usually 50 minutes. In this 20 minutes of "wasted time", these systems can add value by bringing back the student, by forcing them to pay attention and respond.

**MyResponse** is not only beneficial for the student, but also for the teacher. It is particularly useful for engaging and maintaining the interest of students in large classrooms, engaging students throughout a lecture. In a study done by the American Journal of Pharmaceutical Education, class results increased substantially with the use of this system.

Some benefits of using MyResponse include but are not limited to:

- Encourages critical thinking, leading to a higher level of attention and retention
- Increases class participation, Interactive 2-way conversation with students
- Individual student results can be quickly and easily tracked and recorded
- Instant report viewing to immediately identify struggling students
- Allows students to answer anonymously
- Create and maintain a portfolio for every student progress
- Reduce paperwork
- Reduce grading and administrative workload
- On the spot assessment, consensus building, audience polling
- Conduct more effective research
- Build teamwork
- Stimulates interaction and thought through voting, and participation

## *MyResponse Quick Guide*

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### **NOTE:**

**MyResponse** works closely with Microsoft™ PowerPoint® presentation software and Excel. Teachers can easily learn how to use MyResponse without having to learn any new editing tool. The user only needs to use the Add-ins of PowerPoint® Tools to edit contents and questions before using **MyResponse**.

## ***MyResponse Quick Guide***

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### **Package Content and Installation**

When you purchase the MyResponse package, the following should be included. If anything is missing, please contact EMS immediately at [support@ems-works.com](mailto:support@ems-works.com) or you can call EMS support at (610) 701-7002 X 223.

**MyResponse Package**



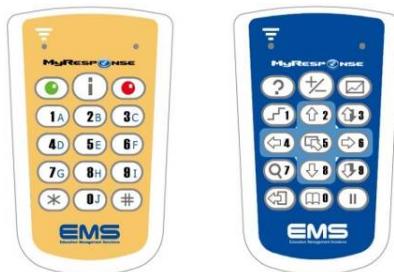
**RF Receiver and Cable**



**MyResponse System  
Software CD**



**Teacher's and Students'  
remote controls**

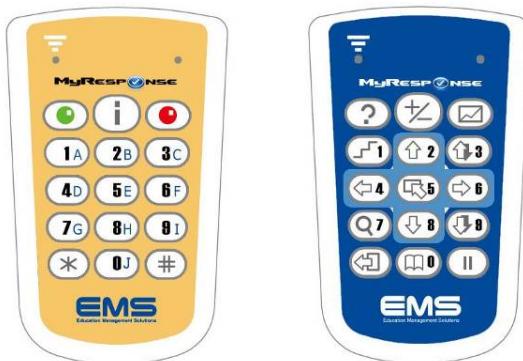


## ***MyResponse Quick Guide***

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### **About the Remotes**

The remotes use RF technology to transmit signals to the receiver - users do not need to aim at the receiver when using the remotes. Every remote has a unique ID Number - on the back side of the remote.



### **Receiver Set Up**

Connect the receiver to the computer's USB port. Place the receiver in the front of the classroom, on a desktop or using the mini tripod (included), in the front of the classroom, preferably in a high position.



## *MyResponse Quick Guide*

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### **MyResponse Software Installation**

Insert the **MyResponse** CD into your computer's CD-ROM or DVD drive. The menu will start automatically. If it does not start automatically, you can execute **autorun.exe** manually. Click the Install button, and just follow the steps to install. Microsoft .Net Framework must be installed before MyResponse is installed.

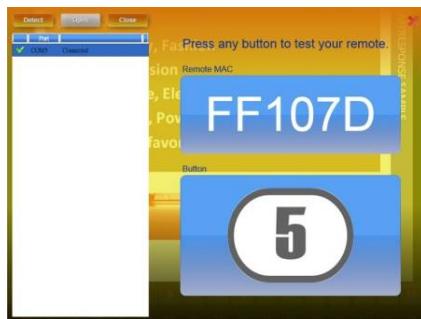
There are 4 components to be installed:

- **MyResponse** main program
- **Data Agent** program
- **SlideConfig** add-in for PowerPoint and
- **Driver** for USB receiver.

### **Initial Set-Up**

#### **Set up and Hardware Testing**

Double click the MyResponse icon on the desktop to activate **MyResponse**. Click  button on the top menu and select “Receiver Setup”. When the hardware Setup box is displayed, please select a port in the list and click “Open” to connect the receiver. Once this is done, pick a remote and press any key. You will see the ID code (Remote MAC) of each remote and the button icons on the screen.



If it is not working, please set-up manually by following the instruction in the user’s manual.

#### **Load Remote List**

When you purchase a MyReponse system, you will be provided with a file that contains the ID No. of all remotes. We call this file REMOTEMAC.TXT. Follow the directions below to upload the file into MyResponse, in order for the system to recognize the remotes.

Please click the  button on the top menu. When the remote list window shows, click the “Import” button to browse and load the remote list file. In case you are missing some ID’s you can export them and save it.

## MyResponse Quick Guide

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| No. | Remote MAC | No. | Remote MAC | No. | Remote MAC |
|-----|------------|-----|------------|-----|------------|
| 1   | FF1000     | 2   | FF1001     | 3   | FF1002     |
| 4   | FF1003     | 5   | FF1004     | 6   | FF1005     |
| 7   | FF1006     | 8   | FF1007     | 9   | FF1008     |
| 10  | FF1009     | 11  | FF100A     | 12  | FF100B     |
| 13  | FF100C     | 14  | FF100D     | 15  | FF100E     |
| 16  | FF100F     | 17  | FF1010     | 18  | FF1011     |
| 19  | FF1012     | 20  | FF1013     | 21  | FF1014     |
| 22  | FF1015     | 23  | FF1016     | 24  | FF1017     |
| 25  | FF1018     | 26  | FF1019     | 27  | FF101A     |
| 28  | FF101B     | 29  | FF101C     | 30  | FF101D     |
| 31  | FF101E     | 32  | FF101F     | 33  | FF1020     |
| 34  | FF1021     | 35  | FF1022     | 36  | FF1023     |
| 37  | FF1024     | 38  | FF1025     | 39  | FF1026     |
| 40  | FF1027     | 41  | FF1028     | 42  | FF1029     |
| 43  | FF102A     | 44  | FF102B     | 45  | FF102C     |
| 46  | FF102D     | 47  | FF102E     | 48  | FF102F     |
| 49  | FF1030     | 50  | FF1031     | 51  | FF1032     |
| 52  | FF1033     | 53  | FF1034     | 54  | FF1035     |
| 55  | FF1036     | 56  | FF1037     | 57  | FF1038     |
| 58  | FF1039     | 59  | FF103A     | 60  | FF103B     |
| 61  | FF103C     |     |            |     |            |

### Making the Name List

The name is used to match the student with a corresponding remote, thus enabling MyResponse to recognize who is using which remote. This is what the list looks like. In MyResponse, you can also choose “Anonymous” mode.



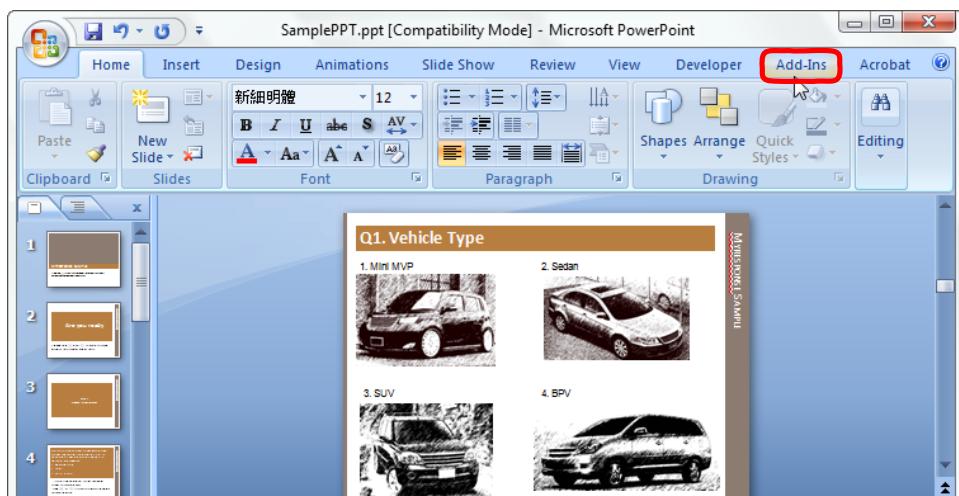
### Edit Slides

MyResponse uses Microsoft PowerPoint presentation software to create slides for teaching and training. Each slide can be a presentation or question. As a question slide, it needs to store some information such as question type, options, correct answer and points per question before using it in class. MyResponse provides SlideConfig add-in software to help teacher easily set up information in each question slide.

Follow these simple steps so use SlideConfig in PowerPoint 2007:

#### Step 1:

When Microsoft PowerPoint window is displayed, please select the target slides, and select **Add-ins** from the menu bar on the top.

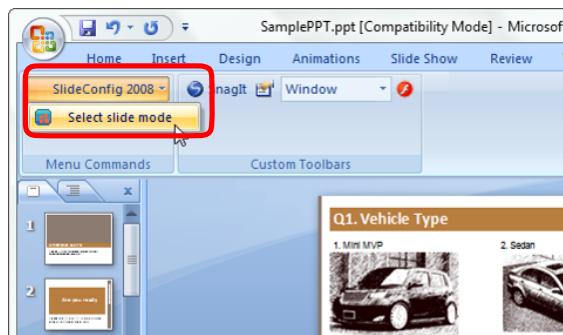


## MyResponse Quick Guide

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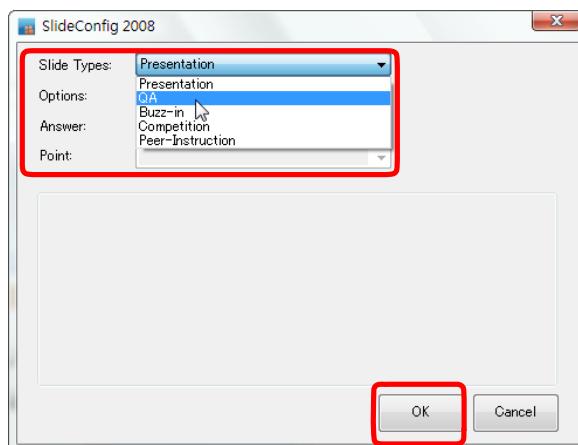
### Step 2:

Click **SlideConfig** menu bar and click **select slide mode** from the sub menu bar.



### Step 3:

When the SlideConfig window appears, please select slide type, numbers of options, correct answer and points, and click “OK”.

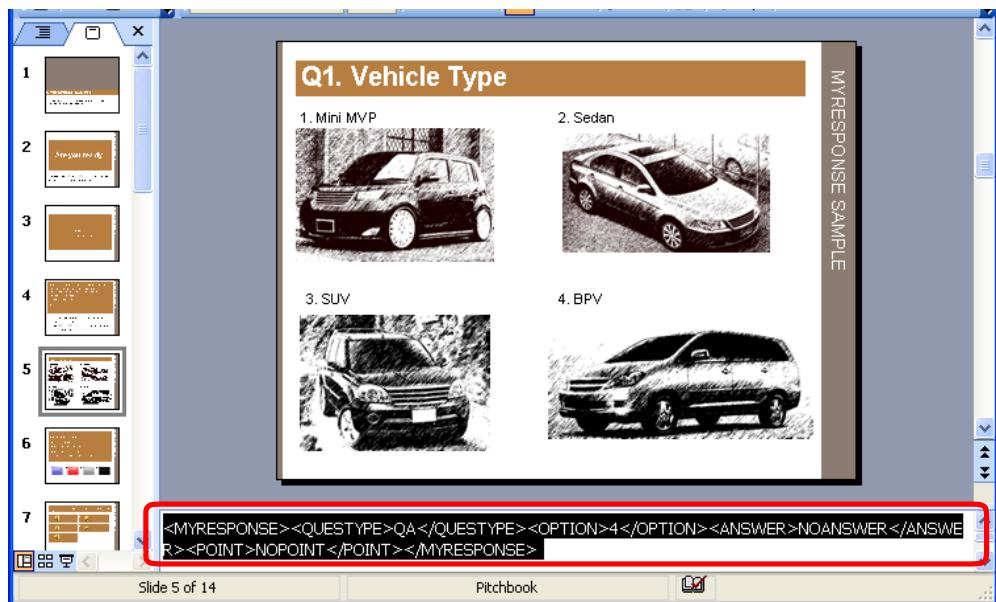


## MyResponse Quick Guide

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### Step 4:

When you return to a Microsoft PowerPoint window, the slide mode commands added by SlideConfig can be viewed in the note box on the bottom.



### Using MyResponse

A quick step-by-step information on how to use MyResponse is as follows::

#### Step 1:

Select the total number of participants or pick a name list. Click “Next”.

#### Step 2:

Browse and select your PowerPoint file. Click “Next”.

#### Step 3:

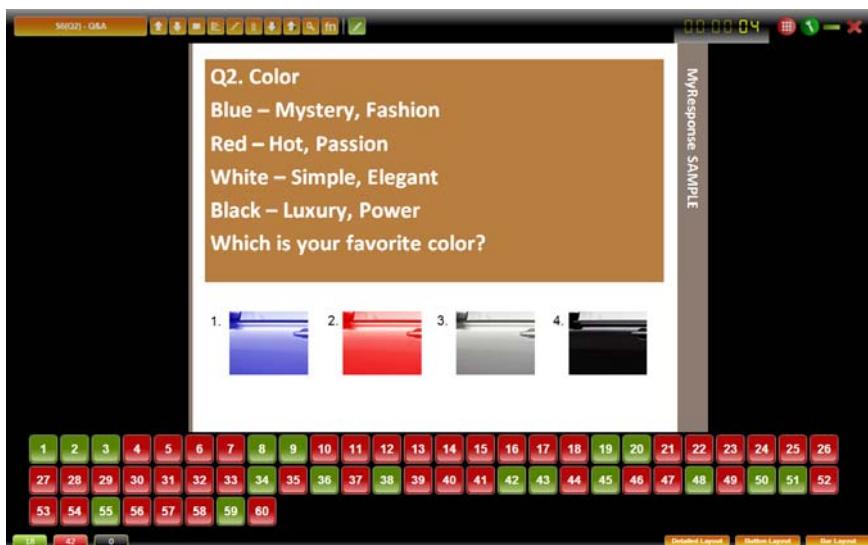
Click at “Ready >>” to start interactive lesson.

#### Step 4:

When you enter the question slide, there are many blocks at the bottom of the screen.

The number on each block corresponds to the seat number in the remote list.

Students can press their handset button to respond to a question. The color of the blocks will change to indicate responding status.



## *MyResponse Quick Guide*

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### **Step 5:**

Instructors use the arrow buttons to change slides. When the instructor reaches the last slide of the presentation, a warning dialog will be shown. Please confirm if you want to end the lesson or power point presentation.

### **Remote Button functions:**

| <b>Button</b>   | <b>Function</b>  |
|---|--|
|    | <b>Next slide</b><br>Move on to the next slide. If the slide has action settings, it will show the object flying in by animation when this button is pressed.                      |
|  | <b>Back to previous slide</b><br>Press this button to return to a previous slide.  |
|  | <b>Slide and question number button</b><br>“Sxx” represents the slide number; “Qxx” represents the question number. When pressing this button, you can jump to a particular slide. |
|  | <b>Show Answer</b><br>Shows participants answers. This can be either sorted by ID or by options.   |
|  | <b>Statistical chart</b><br>Pressing this will show statistical bar charts.  |
|  | <b>Scoreboard</b><br>Displays the scores of participants. There are two options: Sort by ID or Sort by Score.  |
|  | <b>Slide transition</b><br>If the slides are set up as presentation, this function can change the question slide mode through slides. If the slides are set up as question         |

## *MyResponse Quick Guide*

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mode, the slideshow will be full screen.

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### **On the fly tool**

-  Start Pick out and Prompt QA during presentation.

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### **Pause**

-  Temporarily stop the activity. Participants are not able to answer and timer stops.

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### **Re-answer**

-  Press this if for option to answer the same question again. If re-answering a question on the same slide, you can choose to save student answers from first time.

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### **Re-set the answer**

-  During an activity, you can reset the answer records of slides.

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### **Pen Drawing**

### **Timer**

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### **The number of students that have responded**

Color coding of MyResponse response blocks:

**GREEN:** Student has not answered yet.

**RED:** Student has responded.

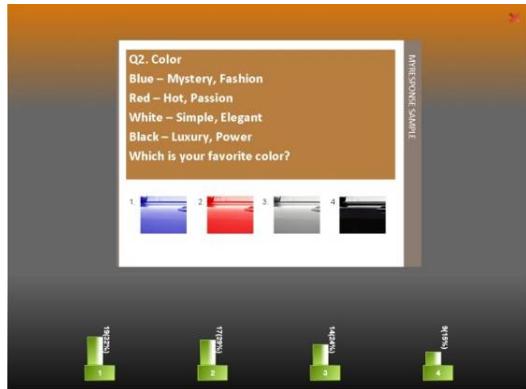
**GRAY:** Invalid answer. Answer out of range. Student must answer again.

## *MyResponse Quick Guide*

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### **Show Chart**

When pressing  this key, MyResponse will stop accepting student answers , and screen will present answers in a progressive bar .



When Show Answer  is pressed, MyResponse will show answers of each corresponding remote.



### **On the Fly Tool**

During teaching/presenting with MyResponse, two (2) on the fly tools can be used to increase interaction between the lecturer and students. By pressing the  key, On-The-Fly dialog box is displayed. Press ‘>’ or ‘<’ to select the function to be used.

## *MyResponse Quick Guide*

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**Quiz on the fly:** Allows the instructor to insert a new question slide during presentation. The teacher may ask a question verbally, type up a new slide, or use the pen function to manually make up a new question.



**Pick out:** The computer will pick out a student at random.



# Displaying Results

MyResponse can generate 3 formats of data result files:

### PowerPoint

This is the duplicate version of PowerPoint file. If you have ever marked, inserted live mode or re-answered the questions, this file preserves all on-site records. File name format: PowerPoint filename + date + random number

### Excel

Generated at the end of event, this file keeps raw data such as: questions, answers, choices, names, individual responses, scores, etc. File name format: PowerPoint filename + date + random number.

### Jpeg

When setting up event mode and activating the display of statistical graphic in full screen, the graphic is JPEG file. File name format: Serial number of question + .JPEG

To access the Report function, double click the **Data agent** icon on your desktop. When the window appears, please select year/month/date from left tree map, and select the result file in the box of record list.



**For more Details – [www.ems-works.com/myresponse](http://www.ems-works.com/myresponse)**

## **Federal Communications Commission (FCC) Statement**

15.21

You are cautioned that changes or modifications not expressly approved by the part responsible for compliance could void the user's authority to operate the equipment.

15.105(b)

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

-Consult the dealer or an experienced radio/TV technician for help.

**This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:**

- 1) this device may not cause harmful interference, and
- 2) this device must accept any interference received, including interference that may cause undesired operation of the device.