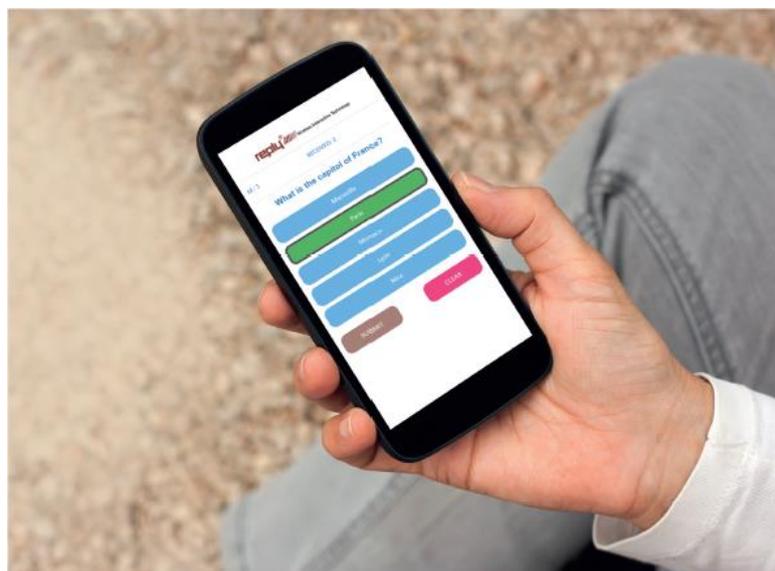


BYOPad setup guide

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2. Overview

Mobius Institute training tests are used during classes to test student knowledge and help determine that the class is grasping the topics properly. The training test is a PowerPoint file that is run as a slideshow, separate to the lessons.

BYOPad (Bring Your Own Pad) uses a web portal where students log in and enter their test answers. The answers are communicated to the instructor's PC.

The instructor uses EdiVote to administer the training test. EdiVote is an add-on to PowerPoint.

3. EdiVote install

Begin by downloading the 32 bit or 64 bit version of EdiVote, depending on your MS Office version.

To determine which version to download, open the 'About' information in any of your MS Office programs. You will see '32-bit' or '64-bit' on the top line.



32 bit <https://www.replysystems.com/downloads/EdiVote3.1-32bit.zip>

64 bit <https://www.replysystems.com/downloads/EdiVote3.1-64bit.zip>

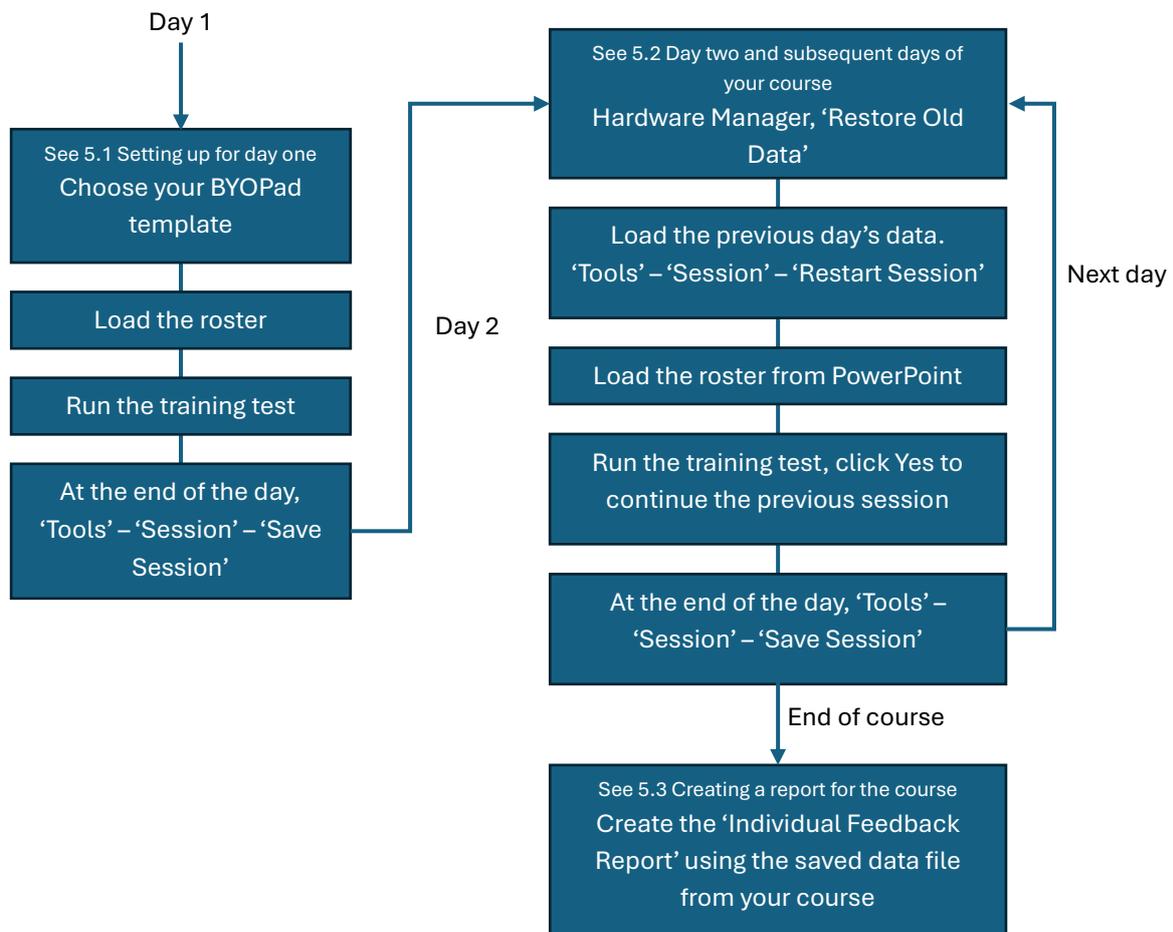
Download the file you need and unzip it. To install EdiVote, double-click on setup.exe. You can change the install location or leave the defaults.

Once installed, run PowerPoint. You will see the EdiVote 3.0 tab on the ribbon. On this tab, click 'Start'.

To register EdiVote click on 'Hardware Menu' – 'Licensing'. Enter the user id and password that you have been sent in the 'Email/User id' and 'Password' fields. Select the 'Register Hardware' button and then the 'BYOPad V3 Register' button to complete the registration. Then click 'Close'.

You can install EdiVote on up to 5 PCs. You can also transfer a license to another PC by clicking Hardware Menu – Licensing, enter your user id and password, then click 'BYOPad V3 Unregister' and 'Unregister Hardware'. That license is now free to register on another PC

4. Running the training test - overview



5. Running the training test - detail

To run the training test you need EdiVote installed and licensed on your PC. The training test files are available from ShareFile with the lesson files.

Your BYOPad license will already have one or more session templates defined. You can use these for any class you are teaching. You can also create new session templates or modify what you already have.

Running the test is as simple as running the PowerPoint slideshow and having your students log in to the BYOPad site with the session name and password you will give them.

5.1. Setting up for day one

- Open the training test in PowerPoint.
- Click the EdiVote tab and then click the 'Start' button to start EdiVote.



- Click the 'Hardware Menu' icon (or select Hardware Menu – Hardware Manager)
 - If you have run a training test already you can just click 'Restore Old Data' and your previous session and settings will be applied.
 - If you want to select a different template or modify the settings, click 'Add BYOPad™ V3'. Choose a template from the 'My session Templates' list. You can change settings at this point such as the number of participants or the keypad display mode. Click 'OK'.
- To identify your students in the training test reports, load your student roster. Click 'Tools' – 'Roster' then click 'Load existing Roster' to load the Excel roster file for your class. Tick 'Save in the PowerPoint' to save the roster for subsequent days of your course, then click 'Apply'.
- You are now ready to run the PowerPoint slideshow and administer the training test.
 - Your students need to log in to the BYOPad site on their PC or phone to enter their answers.
<https://www.byopad.online/>
 - You will give them the event code and their password. The passwords identify each student so be sure they use the same password each day of the course.
- At the end of the day you need to save the student answers and data so that you can add to that on day two. Exit the slideshow and return to the EdiVote tab in PowerPoint. Click on 'Tools' – 'Session' – 'Save Session'. Give the file a meaningful name including the course id and name, eg 40456_Ultrasound_Berlin. Save the PowerPoint file and exit. You will be prompted to create a report for that day. You can do this to see how your students are progressing, or just click 'No'.

5.2. Day two and subsequent days of your course

- Open the training test in PowerPoint. Start EdiVote. Click the 'Hardware Menu' icon (or select Hardware Menu – Hardware Manager) and click 'Restore Old Data' to apply your previous session and settings. Click 'Apply'.

- Click on 'Tools' – 'Session' – 'Restart Session' to load your previous day's data, which you will add to each day. Choose the file you created on day one.
- Click 'Tools' – 'Roster' then click 'Load from the PowerPoint' to load the saved roster.
- Your students will log in the same way each day. Ensure they are using the same password as previous so that they keep their results from each day.
- Navigate to the slide you want to begin on this day and start the slideshow. You will be prompted. 'Do you want to continue the previous session'. Click 'Yes'.
 - Run the test as normal throughout the day.
- At the end of the day you again need to save the student answers and data. Exit the slideshow and return to the EdiVote tab in PowerPoint. Click on 'Tools' – 'Session' – 'Save Session'. Select the file you created for this course.
- Save the PowerPoint file and exit. You can create a report at this stage or just click 'No'.

5.3. Creating a report for the course

- After the course has completed you can create a report to show how each student performed. Go to 'Tools' – 'Create report'. You will be prompted, "Do you want to create a report from an old session?". Click 'Yes' then select the data file you were saving to each day of the course. Now choose a location to save the report to.
- Select the 'Individual Feedback Report', enter a name for the report and click 'Create Report(s)'. The report will be created and opened in Excel.
- The report shows each student's answers with those that are correct highlighted. Their final tally of correct answers and % score is shown

6. Creating a new template/session

Templates are used to save particular settings for training test sessions. Templates are available to all users of your license. Changes you make to an existing template will also be seen by other users.

- To create a new template click the 'Hardware Menu' icon (or select Hardware Menu – Hardware Manager) and click 'Add BYOPad™ V3'.
- Enter a session name. The session name will become the template name when you save.
- Enter an event code. Students will need to enter the event code so it is best that these are kept simple.
- The 'Participants' field shows the number of licenses you have. You can lower this number, but it is considered better practice to leave this at the maximum number as this template will be available to other users in other situations.
- The 'Session Type' field should be set to 'Identified Login (Individual Passwords)' since you are wanting to identify your students separately in the reports.
- Upload passwords for this session. Click the 'Upload Passwords' button, browse for your password csv file and click 'Open'. Your passwords have now been added to that template and for that session.
- You can choose 'Virtual Keypad Mode' or 'Live Display Mode' depending on your preference.
- Click 'Okay' and the template will be saved.

7. Modifying a template

You can modify an existing template by selecting it from the 'My session Templates' list. Any changes you make will be saved when you click 'Okay'. Remember that other users of your license will now see the changes to this template.

8. Uploading passwords

If you are using an existing template there will already be passwords associated with that. There is no need to change these.

If you are creating a new template then you will need to upload a password list also. You can upload only enough passwords for the number of students you have or you can upload passwords for the entire capacity of your license. Since the template will be saved and available to other users of your license, it is better practice to upload passwords for your entire license.

- The password file to upload is very simple. In Excel, create 2 columns for 'ID' and 'PWD'. The ID column is sequentially numbered. The PWD column is the password for each ID.

ID	PWD
1	pword1
2	pword2
3	pword3
4	pword4
5	pword5

- Save this as a csv (comma delimited) file.

The password used by a student associates them with that ID. Students should use the same password each day so that their results are accumulated under the same ID. It is easiest to include the ID number with the password so that students can easily remember each day, "I am number 4" etc. In the example above, each password is set to 'pword' + the ID number. Passwords do not need to be difficult or very secure. Students can only log in while you are running the session in PowerPoint.

9. Creating the roster

The roster associates an id with a student and this allows for reporting of results per student. The roster is a simple Excel file. You can modify an existing roster file or create a new one.

- To create a new roster file go to 'Tools' – 'Roster' and click on 'Create new Roster'. Excel will open with a sample roster. Modify this for your students so that there is one row each.
 - Keypad id – numbered sequentially; 1, 2, 3 etc.
 - Name – student name
 - Weight – this should be 1
 - Team – this can be left blank
 - Basechannel – this must be 100

KeypadID	Name	Weight	Team	Basechannel
1	Dale	1		100
2	Mark	1		100
3	Peggy	1		100

- Save the file. The roster is now ready to be loaded into EdiVote.

10. Running the training test

Running the training test is simply done by running the PowerPoint slideshow. Navigate to the first question (or the question you are up to on the next day of the course) and click once to 'open' the question. You will see the small, green indicator in the lower right of the slide which indicates the question is open. As students enter their answers you will see a count of the number of responses received in the lower left of the screen. You can use this count to know when all students have entered an answer.

Click on the slide once more to 'close' the question. The coloured indicator will turn blue and the graph of results will be displayed. When you are ready to move to the next question, click for the next slide and click once more to open the question for the students.

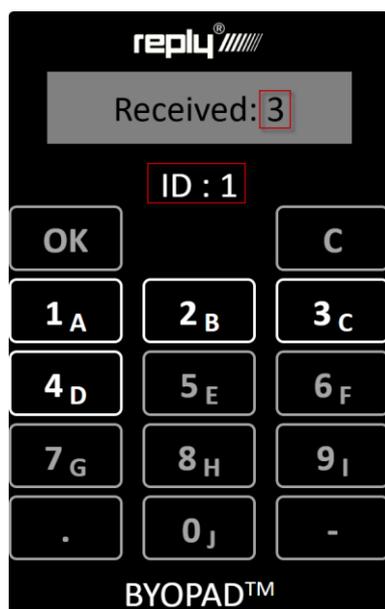
Press the 'esc' key to exit the slideshow.

11. Using BYOPad

Your students are logging in to the BYOPad site to enter their responses. Once logged in, they will see the 'live display' or 'virtual keypad' mode. Live display shows the question and the answer options in their browser. Virtual keypad displays a 10-button keypad with the number of available answer options highlighted.

The 'ID' showing is the student's unique id, related to the password they used.

Students select their answer and click 'Send' or 'OK'. The virtual keypad will show the number of the 'received' answer. The live display will also show the received answer number and it will highlight the selected answer in green.

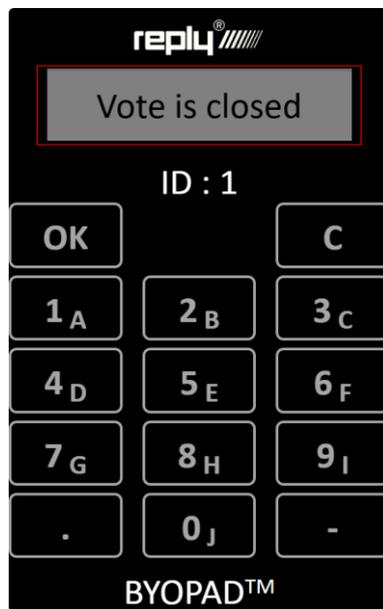


Virtual keypad

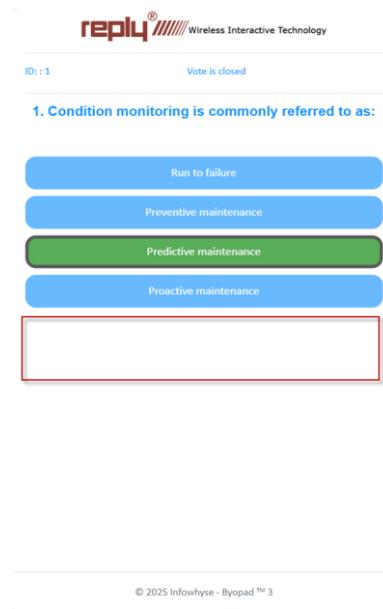


Live display

If students wish to change their answer they can do this until the question is 'closed'. Once the instructor has closed the question to responses, the student will see 'Vote is closed' on the virtual keypad or the 'SEND' button will disappear on the live display.



Virtual keypad



Live display

Students can log out of the session by clicking on the 'reply' logo at the top of the window. Once the instructor quits PowerPoint they will be automatically logged out.

12. Running concurrent sessions with the same license

More than one session can run at the same time on the same license. Each instructor should select a different template so that their students are logging in using a different event code.

The total number of licenses applies across all sessions. If the total number of students reaches your license limit then further students will not be able to log in.

13. Using a QR code for student login

You can create a QR code for your students that includes the event code. Students can then scan this to be taken directly to your event to enter their password.

There are many free QR code generators online that you can use. Enter the URL as <https://www.byopad.online/home/event?code=<event code>>.

For example: https://www.byopad.online/home/event?code=va_training

You can include the QR code in the training test presentation so that students can scan it each day.