Instant Teambuilding™, v3.0

User's Manual
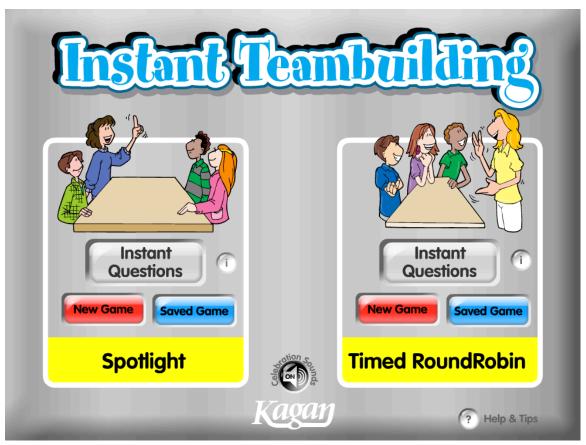
Instant Teambuilding™
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GAME OVERVIEW

Instant Teambuilding makes teambuilding fun, easy, and engaging! The software comes loaded with 20 sets of ready-to-use, fun-to-discuss questions. Teammates build bonds as they get better acquainted, have fun, and celebrate each other. You can modify the questions provided, as well as save your own question sets. The software includes two step-by-step teambuilding structures: 1) Spotlight, and 2) Timed RoundRobin. The two structures are described briefly here and in full detail in the How to Play section.

Game Setup: Connect your computer to a projector, television monitor(s), or an interactive whiteboard so all students can see the game. Select a set of Instant Questions or save your own set. Now you're ready to play.

Team Size: Both Spotlight and Timed RoundRobin are designed to play in teams of four. Students may also play in teams of three and five. Divide your class into teams of four. If there is one extra student, make one team of five. If there are two extra students, make two teams of three. If there are three extra students, make one team of three.

Spotlight Who will be selected to be under the spotlight? In Spotlight, one teammate is randomly selected to stand and answer the question in front of the team. When done answering, teammates celebrate the spotlighted student.	**Timed RoundRobin** Teammates each receive an equal timed turn to share oral responses to the posted question or problem. One teammate is randomly selected to share first. When time's up, the next teammate takes a turn. Turns continue in sequence until everyone has shared.

GENERAL NOTES

Navigation
• **Main Menu Screen:** On the Main Menu, you will find two structures: Spotlight and Timed RoundRobin. For each structure, you may open the Instant Questions, create a New Game, or open a Saved Game.
• **Return to Main Menu:** Click the Home button in upper right hand corner to return to the Main Menu from any screen.

Scale Instant Teambuilding
• **Scale:** To scale the Instant Teambuilding window, click and drag the bottom right scale handle.
• **Full Screen:** To view Instant Teambuilding as a full screen, select View > Full Screen (Shortcut keys for PC: Control + F; for Mac: Command + F)
• **Exit Full Screen:** To exit Full Screen, press the ESC key or repeat the Full Screen shortcut keys.

Celebration Sounds

• Both structures have celebrations sounds (for example, "Great Job!"). Sounds are on by default. You may click the Celebration Sounds button to turn the sounds off (and back on). You may also turn celebration sounds on or off in the celebration screen.

Stored Question Data: Technical Note

The questions you enter and save are all stored on a small preference file on your computer. This file is linked to the game application by the name and location of the application on your computer. If you rename the application, move it on your computer, or move it to another computer, you will break the link and it will appear like your games are lost. **To avoid breaking the link, do not rename or move the application after you save questions.** If you break the link to your questions, you may restore your questions by restoring the application to its original location and/or name.

It is highly recommended that you also save your question sets in a text file to easily import your questions in the event that your questions get lost or damaged.

QUICKSTART TUTORIAL

Below is a quick overview and tutorial for Spotlight, one of two structures in this software. Follow these simple steps to overview the basic features of Spotlight. Timed RoundRobin work very similarly. A detailed description of both structures is provided in the How to Play section of this manual.

Open Instant Questions
1. From the Main Menu, click Instant Questions in the Spotlight structure box.
2. Click on About Me, the first question set to open it. You can view the questions in this set and make changes to the questions if desired.
3. Click the black Play button in the upper right corner.
You opened a set of questions and you're ready to play.

Play Using an Instant Question Set
1. The game starts at the "Think Time" step and displays Question 1. At this step, students think about how they'd answer the question.
2. Click the green Next button to reach the "Who Answers?" step. Click the orange Pick button to select who on the team will share.
3. Click the green Next button to reach the "Answer" step. The selected student answers the question. There's an optional timer you may use. Set the timer for 15 seconds by clicking the :15 button in the upper left corner, then click the Start button. The timer counts down for 15 seconds then displays a "Time's Up!" screen.
4. Click the green Next button to reach the "Celebrate" step. A random celebration is chosen. The team celebrates the student who shared.
Congratulations! You're now ready to create and play your own games. Keep following this tutorial to preview the Advanced Features. Or refer to the Instructions section for more details.

Advanced Features Tutorial

Create a New Game
1. From the Main Menu, click the New Game button in the Spotlight box.
2. Highlight "Enter Question 1 Here" and type in a new question.
3. Highlight "Enter Question 2 Here" and type in a new question.
4. Highlight "Enter Question 3 Here" and type in a new question.
5. Click the Up arrow next to the word "Questions" in the upper left corner three times so the Questions box shows "3." The first three questions are now on and the rest are turned off.
You have now made a new game with three questions.

Save Your New Game
1. Click the Save button in the upper right corner.
2. Highlight "untitled" and name your new game "Tutorial."
3. Click on the first slot (1) to save "Tutorial" to slot 1.
You have now saved the Tutorial game.

Open Your Saved Game
1. Click the Main Menu button in the upper right corner to return to the Main Menu.
2. In the Spotlight box, click Saved Game.
3. Click on the word "Tutorial" in slot 1.
4. Click Play in the upper right corner.
The Tutorial game is now ready to play.

Preview Questions
1. Click the Main Menu button to return to the Main Menu.
2. In the Spotlight box, click Saved Game.
3. Click "Tutorial" in slot 1.
4. Click the Preview button in the upper right corner. You can preview how each question will look when you play the game. You can type over the question and make corrections in the Preview mode.
5. Click the forward arrow to preview the next question. You can even enter a new question in Preview mode by clicking the forward arrow until you reach a blank question (Question 4). Click in the box, then type in your new question.
6. Click the OK button when you are done previewing your questions.
7. Click the Save button to save your changes.

<u>**Import Questions**</u>

To import questions, you must have a set of questions in a text file that you may copy and paste into the game.

1. Click the Main Menu button to return to the Main Menu.
2. In the Spotlight box, click New Game.
3. Click the Import/Export button in the upper right corner.
4. Open the "question template" file (provided on the CD-ROM) in a text editing program. (If you are in Full Screen mode, you need to exit Full Screen so you can find the question template file on your computer. Do not try to open the file from within the game.)
5. Highlight to select all the questions from the question template and copy them.
6. Return to the game and select all the existing text in the import/export box. Paste the new questions over the existing text.
7. Click OK. The sample questions will now appear in the question boxes.

You are now ready to save or play your imported game.

<u>**Export Questions**</u>

If you would like to access the questions of a saved game in text format, you may do so by clicking the Import/Export button, copying the text, and pasting it into a text file.

INSTRUCTIONS

To Open a Set of Instant Questions

• **Instant Questions:** From the Main Menu, click on the Instant Questions button within the desired structure.

• **Select Question Set:** Select one of the 20 provided question sets. Each set has 20 ready-to-use questions. The question set will open in the question editing screen.

• **Edit Screen Options:** In the editing screen, you can: 1) Play using the questions as-is, 2) Preview the questions in the set, 3) Edit the questions, and 4) Save an edited version of the questions. Saving the questions saves them to the saved question bank and does not overwrite the original Instant Questions. You will be asked to name your saved set of questions and select which slot you'd like to save them to.

To Create a New Game

• **Create New Game:** From the Main Menu, click on the New Game button within the desired structure.

• **Enter Questions:** You may play with up to 20 questions per game. You have the option of entering as few as 1 question. There are three ways to enter your questions: 1) Type in Questions, 2) Enter Questions in Preview, or 3) Import Questions. Each method is described below.

To Type In Questions
Type in each question in it's own question box. For example:

If you have a long question, you may use the up and down arrows under the question number to scroll through the question. You may also scroll through the question text by highlighting the question and moving your mouse down (to scroll down) or up (to scroll up) while the question is selected.

To Enter Questions in Preview
1. Click the Preview button.

2. Highlight the existing text, then type in the first question. For example:

Video Games

Instant Teambuilding

Preview Your Question:
What is a video game addict?
Would you consider yourself a
video game addict? Why or why
not?

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3. Use the right Arrow button to enter the next question.

4. Press OK after entering all questions.

Preview Tip: To preview a specific question, click the question number on the left side of the question box ("1" in the red box for the sample below).

1 What is your favorite video game and why?

To Import Questions
1. Click the Import/Export button.

2. Highlight the text and paste in questions from a text file.

Question Format: There must be two carriage returns after each question to properly import your questions.

OK	Not OK
What did you do this weekend? Where is your favorite vacation location?	What did you do this weekend? Where is your favorite vacation location?

A single return within a question is fine (and may help the appearance of the question in the question box), but do not include two carriage returns within a single question or it will be recognized as two separate questions:

OK	Not OK
What did you do this weekend?	What did you do this weekend?

Import Template: A sample question template text file is provided. This template file has questions in the proper format. You may use this template file to test the Import feature as well as for reference for how to format your questions.

A Technical Note About Text Files: You will need to open the text templates in a text editing program. It is also recommended that you save a backup copy of your question sets as text files if your question sets get lost or damaged. Different text editing programs handle text differently. The recommended text editing programs are WordPad for the PC and TextEdit for the Mac. If Instant Teambuilding does not format the questions properly, try a different text editing program or copy and paste your question set into the recommended text editing programs, then copy and paste the questions into the import field in Instant Teambuilding.

To Select How Many Questions to Play
Use the Up and Down arrow buttons to select how many questions you would like to play. For example, if you enter 10 questions, set Questions to 10. Also, you have the option of playing with fewer questions than you entered for the game. For example, if you entered 20 questions, but only want to play using the first 10 questions, use the Arrow buttons to select 10 questions. The first 10 questions will be used for the game and the last 10 will be turned off.

If you Import questions or use Preview to enter questions, the game will automatically detect how many questions you have. You can always add more (up to 20 questions) or use fewer questions by using the Up or Down arrow buttons.

When you save your game, all the questions entered will be saved regardless of the number of questions you select, so entered questions are not lost.

To Play Without Saving
After entering questions, you may play the game immediately without saving by clicking the Play button in the upper right corner. **If you want to save your questions, it is recommended you do so prior to playing.**

To Save a New Game
1. Click the Save button in the upper right corner.

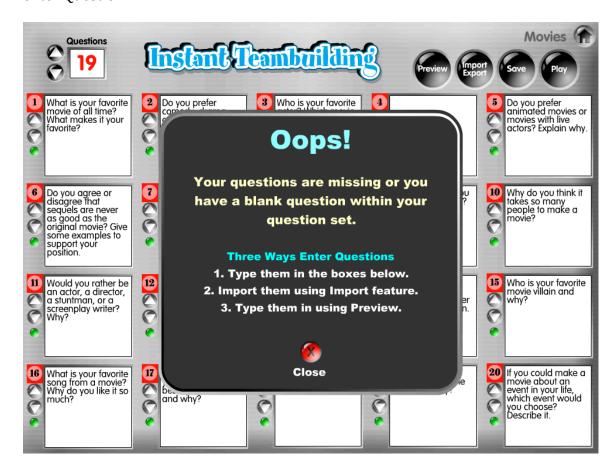2. Highlight "untitled" and type in the name of your new game.

3. Click on the slot where you want to save the game. There are 51 slots available and you may save up to 51 games.

A Note About the Game Slots: If you click on a slot that already has a saved game, your new game will overwrite the previously-saved game.

A Note About Saving: If you open a Saved Game and click the Save button you will hear a beep indicating that any changes you made to the question set overwrote the prior questions. If you create a New Game or open an Instant Question set, you will be asked to save the question set with a new name. You may not overwrite the provided Instant Questions.

Oops Message: You will receive an Oops message if your questions are improperly formatted and you click Play, Save, or the green button to feature a question. Below are possible reasons for receiving an Oops message:

• You try to Play or Save a game before you enter any questions.

• You skip a question. For example, you enter Question 1 and Question 3, but do not enter Question 2.
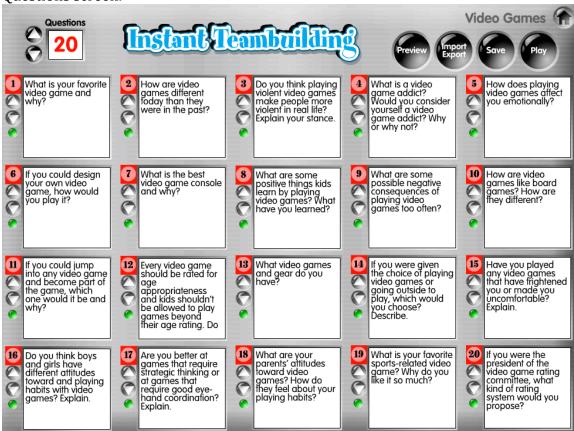
To Open a Saved Game to Edit or Play

1. From the Main Menu, click on the Saved Game button within the desired structure.

2. Click a previously-saved game. This will open your game and bring you to the Questions screen.

To Play the Game

Click the Play button to begin play.

To Edit the Game

There are three ways to make changes to your questions: 1) Change text in boxes, 2) Make changes in Preview mode, or 3) Make changes in Import mode. Click the Save button in the upper right corner to save your changes. The button will make a beep sound to confirm the changes have been saved.

How to Play

After you click Play, you will be taken to the structure. Each structure has a different sequence of steps and is designed for different interaction sequences.

Hint: You may skip forward or backwards to any step by clicking on the desired step button.
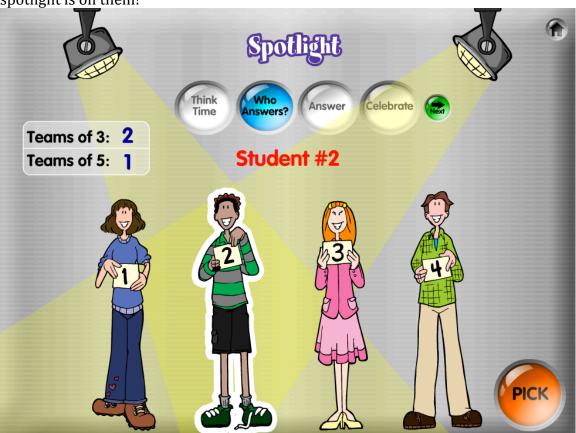
Spotlight

1. Think Time. The first screen displays the question. Read the question aloud and give students 5–10 seconds to silently think about their answers.

Click the green Next button to go to the next step.

2. Who Answers? Click the orange Pick button to select a student to share. The spotlights pick a student from 1–4. Students in teams of three and teams of five refer to the number selected in the box. The selected students on each team stand—the spotlight is on them!
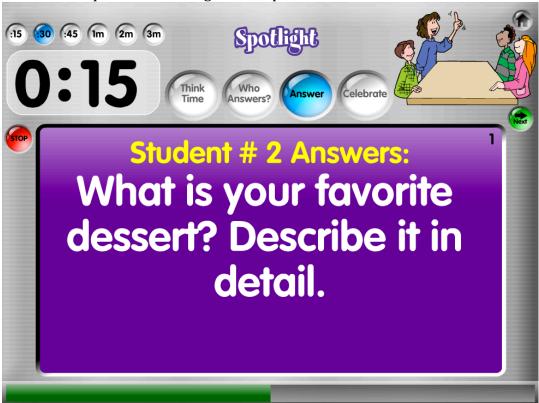

Note: All the selectors work to equalize participation. No student is selected again until everyone has had a turn. (You may not want to share this with student so each student thinks about his/her answer to each question.)

Click the green Next button to go to the next step.

3. Answer. The question is displayed for the selected student to answer. There is an optional countdown timer to provide a time limit for student answers. Timer options are: 15 seconds, 30 seconds, 45 seconds, 1 minute, 2 minutes, and 3 minutes. Select a time, then click Start under the timer to start the timer. The time bar at the bottom will turn from green, to yellow, to red and shrink as time elapses.

Tip: Tell the class that if a student ends before time is up, the team's job is to ask that student questions relating to the topic.

When time is up, a Time's Up screen is displayed.

Click the green Next button to go to the next step.

4. Celebrate. Teammates celebrate the student who shared using a randomly-selected celebration prompt. For example: "You're a rock star!"

Tips: You may get a different randomly-selected celebration prompt by clicking the Celebrate button again. You can turn celebration sounds on or off using the black Sound toggle button.
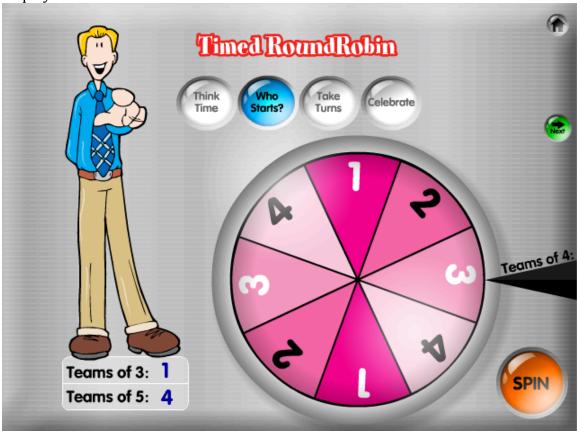
Timed RoundRobin

1. Think Time. The question is displayed and students independently think for 5–10 seconds about how they will answer.

Tip: Since each student will be given the same amount of time to share, announce in advance how long they will have to share so they can plan their responses accordingly.
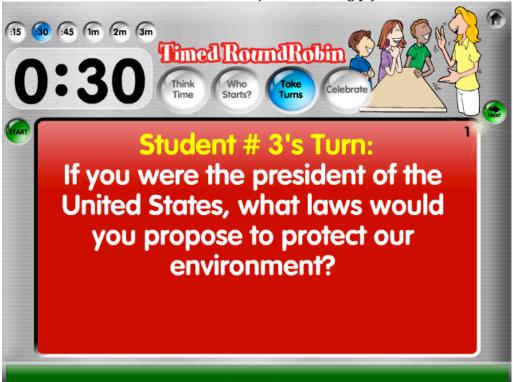

Click the green Next button to go to the next step.

2. Who Starts? Click the orange Spin button to randomly select a student to start. Since teams of 4 are recommended, the main spinner is used for selecting which student will respond in teams of 4. For teams of 3 and teams of 5, use the numbers displayed in the box in the lower left corner of the screen.
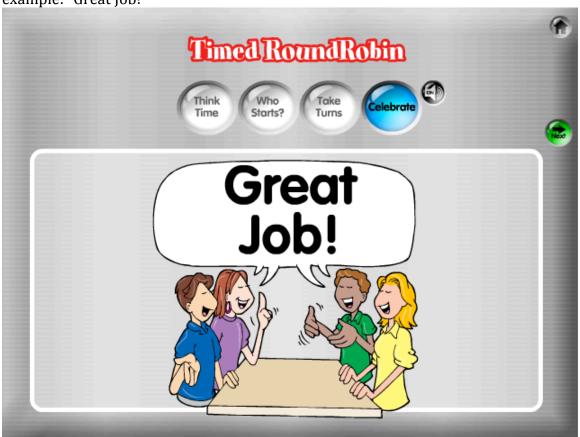

Click the green Next button to go to the next step.

3. Take Turns. The prompt is displayed. Select how long each student will have for their turn by clicking a time above the countdown timer (15 seconds, 30 seconds, 45 seconds, 1 minute, 2 minutes, or 3 minutes), then click Start under the timer to start the timer. The time bar at the bottom will turn from green, to yellow, to red and shrink as time elapses. (The yellow text and the timer are based on teams of 4 and 4 turns. Teams of different size must adjust accordingly.)

When time is up for each student, a harp sound plays indicating it's the next teammate's turn. The timer is automatically reset and begins to count down. After 4 turns, the Time's Up screen is displayed.

Click the green Next button to go to the next step.

4. Celebrate. The game displays a randomly-selected celebration prompt. For example: "Great Job!"
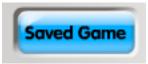

Tips: You may get a different randomly-selected celebration prompt by clicking the Celebrate button again. You can turn celebration sounds on or off using the black Sound toggle button.

Click the green Next button to go to the first step of the next question.

To Delete a Saved Game

1. From the Main Menu, click on the Saved Game button in the desired structure.

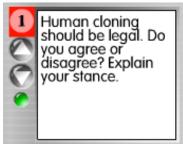2. Click the red Delete button on the right side of the game name to delete the game.

3. A warning message asks if you are certain that you would like to permanently delete this saved game. Click OK to delete the game. If you wish to keep the game, click Cancel.
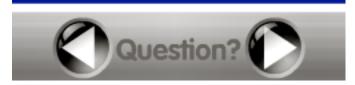
Additional Features

Feature a Question. You may select any question from your question set to play with. This is helpful if you have a saved set of questions, but only want to play with one question. To play with the desired question, click the green button under the arrows.

Note: If the questions before the question you select are blank or improperly formatted, you will get an Oops! message.

Select a Question. In the first step of both structures, you may use the arrows at the bottom of the question screen to select any question from your question set. This makes it easy to skip a question or find the desired question.

Return to Question Entry Screen. In the first step of both structures, you may click the Question (Q) button in the bottom right side to return to your questions. For example, if you wish to modify a question or wish to save your questions after you click Play, you will need to return to the question entry screen.