Instant Engagement™
Team Structures

User's Manual
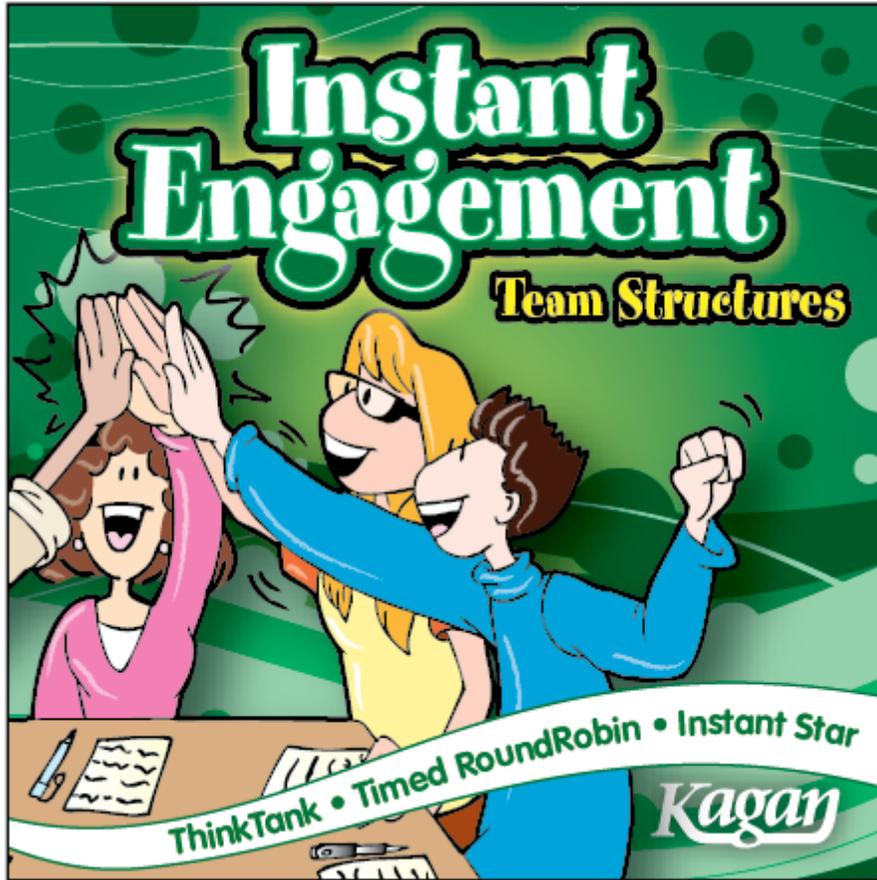
Instant Engagement™
Team Structures

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GAME OVERVIEW

Instant Engagement: Team Structures is software to actively engage your class in learning. You supply the questions, and Instant Engagement offers step-by-step proven methods that skyrocket student interaction and learning. There are three different structures for three different types of questions and team interactions: 1) ThinkTank, 2) Timed RoundRobin, and 3) Instant Star. The three structures are described briefly here and in more detail below.

Game Setup: Enter a set of questions, problems, or prompts. Connect your computer to a projector, television monitor(s), or an interactive whiteboard so all students can see the game. Now you're ready to play.

ThinkTank

Use with: Open-ended thinking and discussion questions.
For example: People should not be allowed to patent their ideas. This allows a person to have a monopoly. Do you agree or disagree? Why?
The team becomes a think tank. One teammate is randomly selected to share his/her ideas. Another teammate is randomly selected to respond to the idea using the response cue displayed. The team conducts a discussion to explore the question or prompt in depth.

Timed RoundRobin

Use with: Open-ended topics that encourage elaboration or questions with multiple possible solutions.
For example: Who would you name the person of the decade and why?
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.

Instant Star

Use with: Right or wrong questions, review questions, or practice questions.
For example: What is the equation for the volume of a sphere?
Students independently write their own answers and signal when ready. A teammate is randomly selected to be the Instant Star. The Instant Star shares his/her answer with the team. The teacher reveals the correct answer for students to check. If correct they celebrate. If not, they coach.

GENERAL NOTES

Navigation
• **Main Menu Screen:** On the Main Menu, you will find three structures: ThinkTank, Timed RoundRobin, and Instant Star. For each structure, you may 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 Engagement
• **Scale:** To scale the Instant Engagement window, click and drag the bottom right scale handle.
• **Full Screen:** To view Instant Engagement 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
• Selected 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 for structures with celebrations.

Stored Question Data: Technical Note
The questions you enter and save are all stored on three small preferences files on your computer (one for each of the three structures). These files are 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 ThinkTank, one of three structures in this software. Follow these simple steps to overview the basic features of ThinkTank. The other two structures work very similarly. A detailed description of all three structures is provided in the How to Play section of this manual.

Create a New Game
1. From the Main Menu, click New Game in Think Tank.
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
6. Click the Save button in the upper right corner.
7. Highlight "untitled" and name your new game "Tutorial."
8. Click on the first slot (1) to save "Tutorial" to slot 1.
You have now saved the Tutorial game.

Open Your Saved Game
9. Click the Main Menu button in the upper right corner to return to the Main Menu.
10. In ThinkTank, click Saved Game.
11. Click on the word "Tutorial" in slot 1.
(Do not click the red Delete button or you will permanently delete the game.)
12. Click Play in the upper right corner.
The Tutorial game is now ready to play.

Play Your Saved Game

13. The game starts at the "Think Time" step and displays Question 1.

14. Click the green Next button to reach the "Who Shares?" step. Click the orange Spin button to select who on the team will share first.

15. Click the green Next button to reach the "Share Ideas" step. 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.

16. Click the green Next button to reach the "Who Responds" step. Click the orange Spin button to select a student to respond.

17. Click the green Next button to reach the "Respond" step.

18. Click the green Next button to reach the "Discuss" step. Set the timer for 15 seconds, then click the Start button. The counter counts down for fifteen seconds then displays a "Time's Up!" screen. Click the green Next button. The game displays Question 2.

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

Preview Questions
1. Click the Main Menu button to return to the Main Menu.
2. In ThinkTank, 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 blue 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.

Import Questions
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 ThinkTank, click New Game.
3. Click the Import/Export button in the upper right corner.
4. Open the "ThinkTank_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.

Export Questions
If you would like 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 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. For Instant Star, each question also requires an answer. 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.

For Instant Star, type in the questions in the first box, and the answer underneath it.
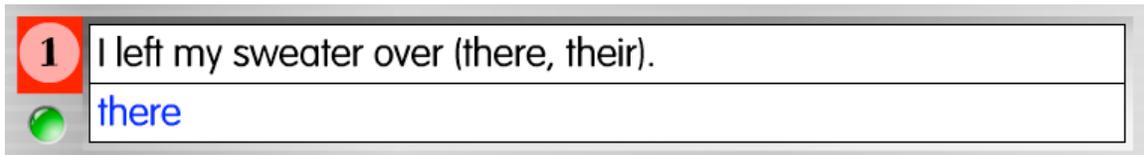
To Enter Questions in Preview
1. Click the Preview button.

2. Highlight the existing text, then type in the first question. For example:
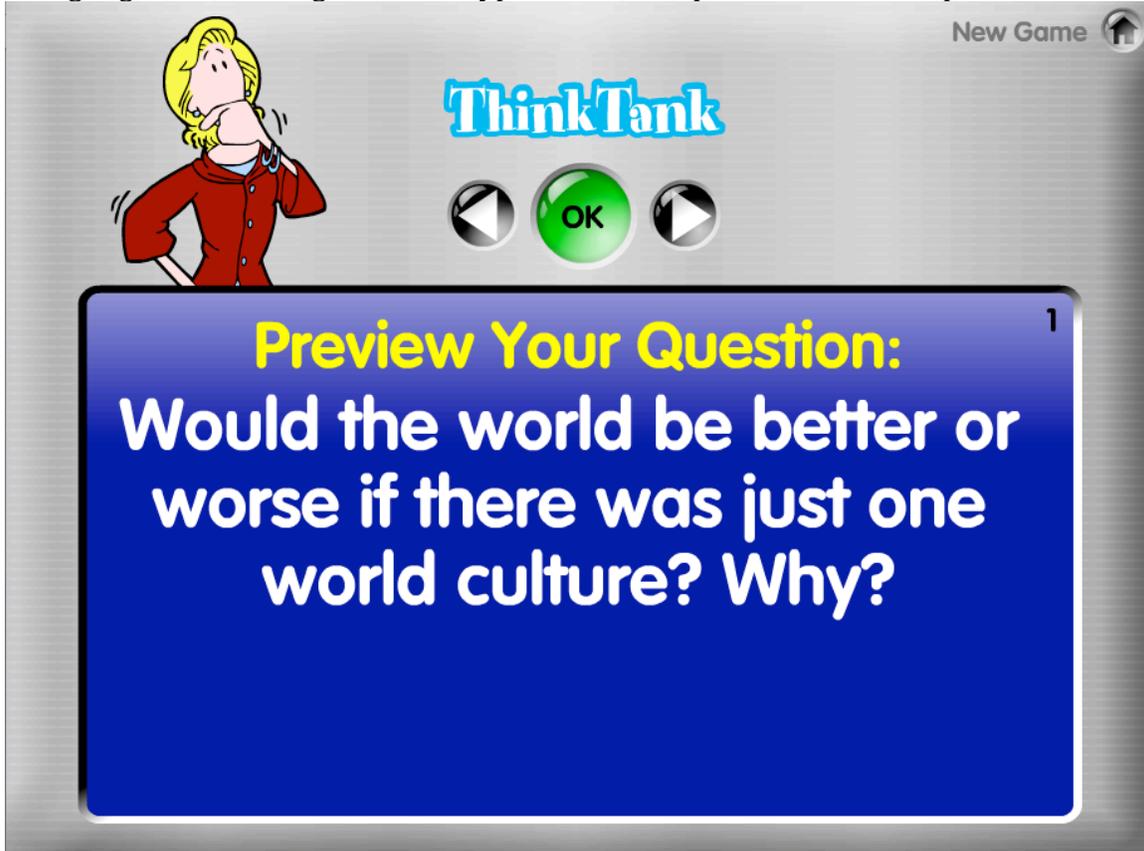
3. Use the right Arrow button to enter the next question.

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).

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

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

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

Example questions for ThinkTank:

OK	Not OK
What could you do to protect whales? Should we try to preserve all endangered species?	What could you do to protect whales? Should we try to preserve all endangered species?

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 could you do to protect whales?	What could you do to protect whales?

Instant Star Format: Each question must be followed by two carriage returns, then the answer, then two carriage returns, then the next question, and so on. Example question and answer for Instant Star:

OK	Not OK
What is pi? 3.14…	What is pi? 3.14…

Import Templates: Three sample template text files are provided on the CD-ROM. These template files have properly formatted text. You may use these template files to test the Import feature as well as for reference for how to format your questions (and answers). The files are named:
• ThinkTank_template
• RoundRobin_template
• InstantStar_template

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 Engagement 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 Engagement.

<u>**To Select How Many Questions to Play**</u>
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.

<u>**To Play Without Saving**</u>
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.

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

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.
• You enter a question without an answer. (For Instant Star only.)
• You enter an answer without a question. (For Instant Star only.)

To Open a Saved Game to Edit or Play

1. From the Main Menu, click on the Saved Game button within the desired structure.
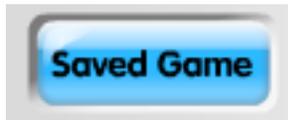
2. Click a previously-saved game. This will open your game and bring you to the Questions screen.

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 for different types of questions.

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

ThinkTank

1. Think Time. The first screen displays the question. Read the question aloud and students independently think of their responses for at least 5–10 seconds.
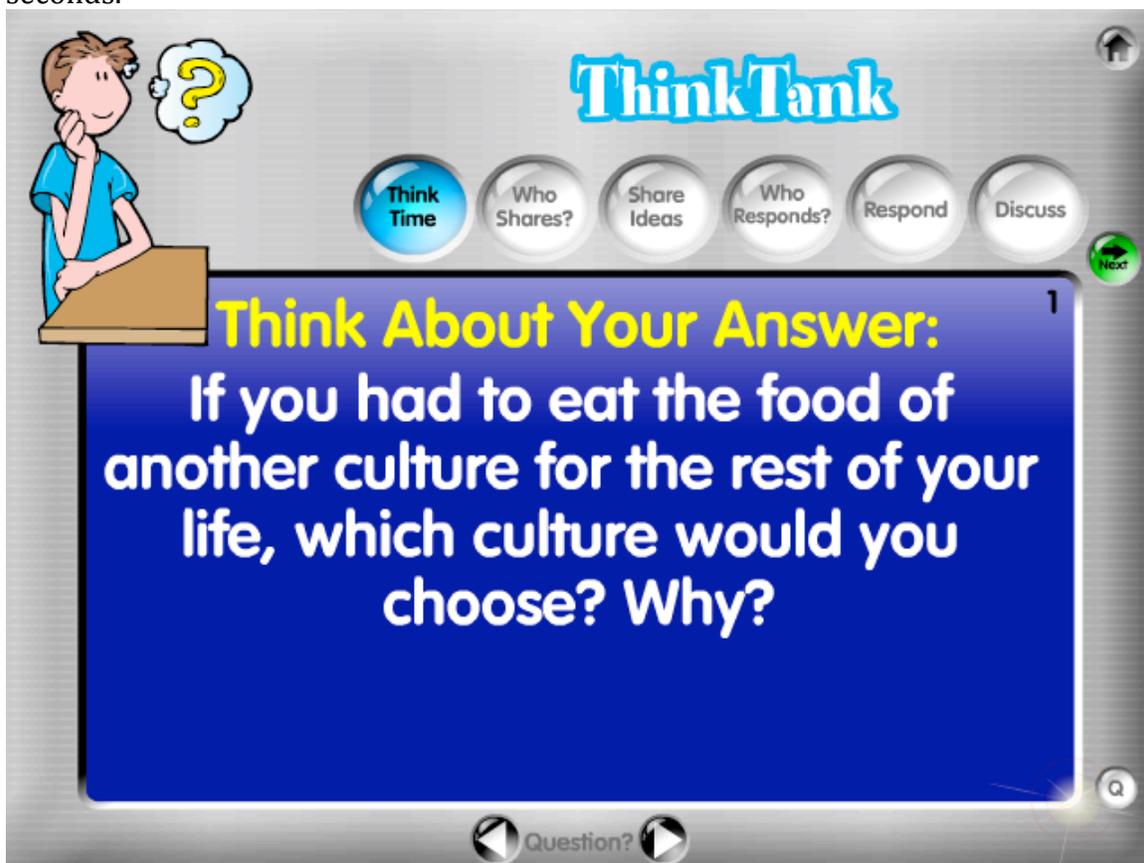
Click the green Next button to go to the next step.

2. Who Shares? Click the orange Spin button to select a student to share. Three numbers are randomly selected. The first number picks a student in a team of 3. The second number picks a student in a team of 4. The last number picks a student in a team of 5. Teams of 4 are recommended, thus the Teams of 4 number is highlighted yellow.

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

3. Share Ideas. The question is displayed for the selected student to respond. Select how long to have students share by clicking a time above the countdown timer. Timer options are: 15 seconds, 30 seconds, 45 seconds, 1 minute, 2 minutes, and 3 minutes. 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 students to listen carefully to their teammate because one of them will be randomly selected to respond.
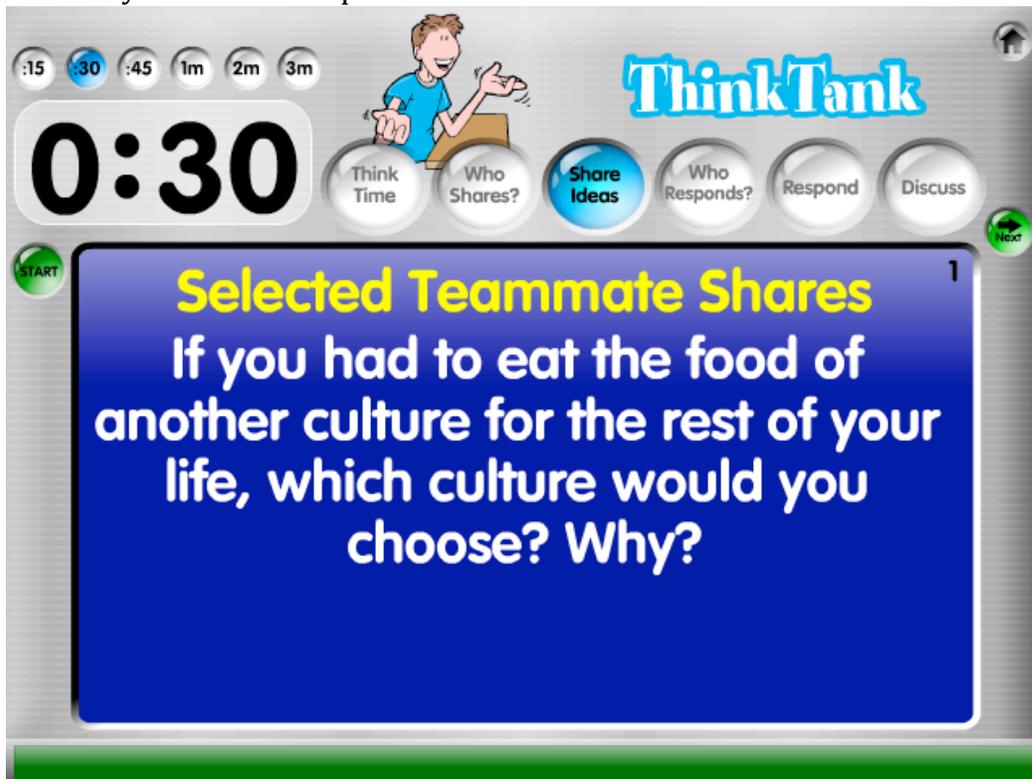
When time is up, a Time's Up screen is displayed.
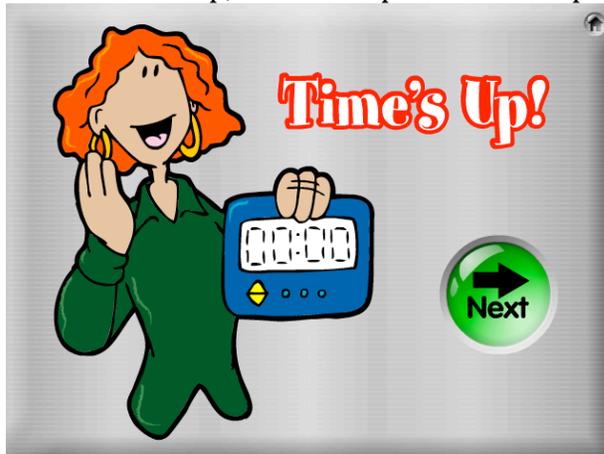
Click the green Next button to go to the next step.

4. Who Responds? Click the orange Spin button to randomly select one student on each team to respond to the idea shared.

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

5. Respond. One of six types of thinking responses will be randomly selected. The six possible types of responses are:

- Summarize
- Paraphrase
- Praise
- Extend
- Evaluate
- Question

Each type of thinking has a different sentence starter to help students get started with their response. In the example below, the selected student extends the idea(s) of the student who shared by completing the sentence: "To build on your idea…"

Tip: You may get a different randomly-selected response prompt by clicking the Respond button again.

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

6. Discuss. The final step of ThinkTank is an open-ended discussion where anyone can contribute his/her idea(s) on the question. Set the timer for how long you'd like to allow teams to discuss the question.
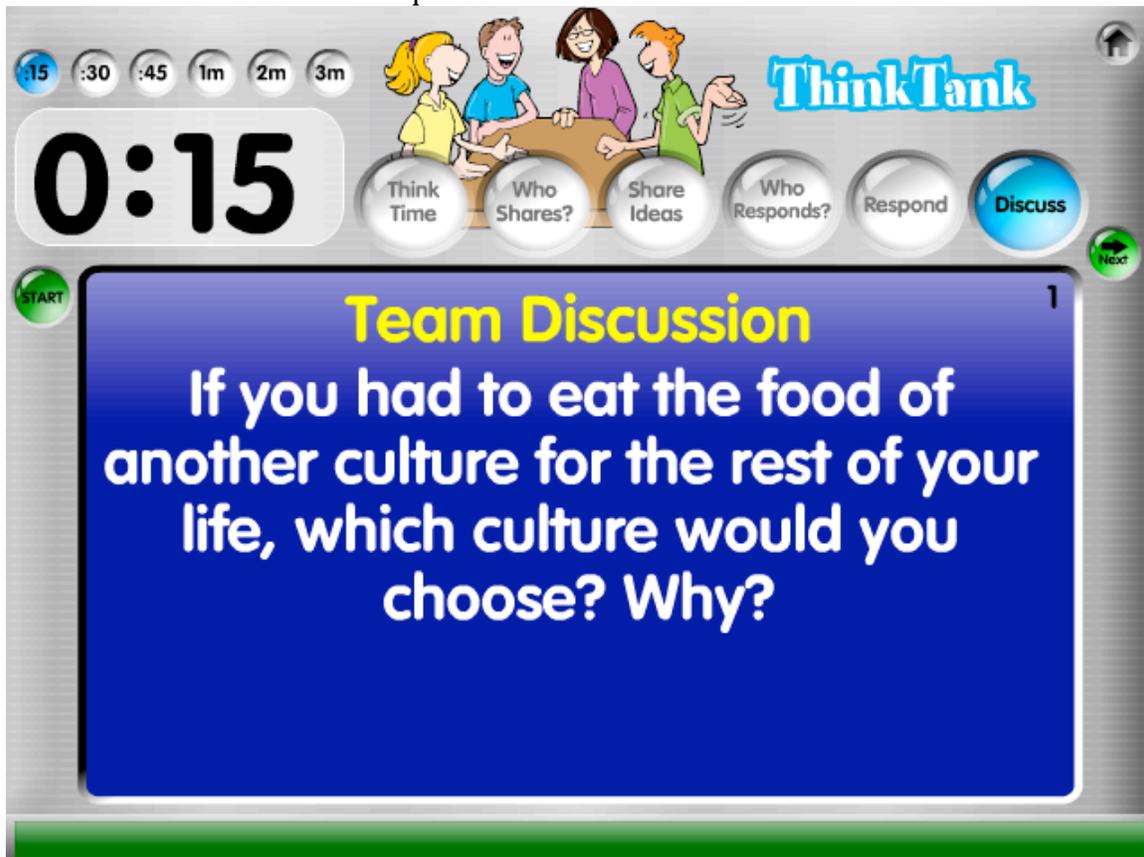
When time is up, a Time's Up screen is displayed.
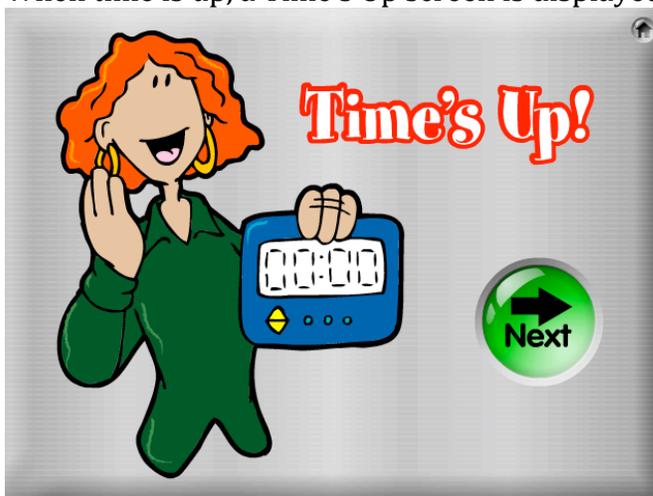
Click the green Next button to go to the first step of the next question.

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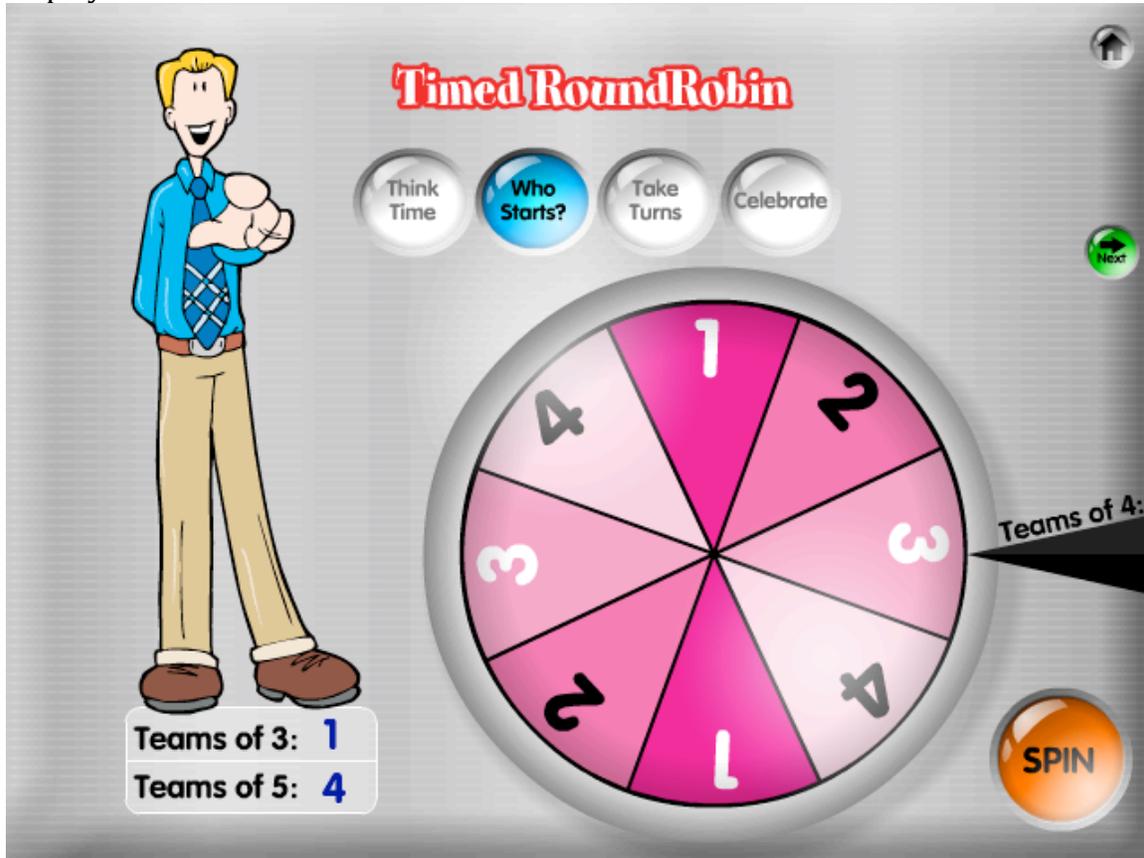
Click the green Next button to go to the next step.

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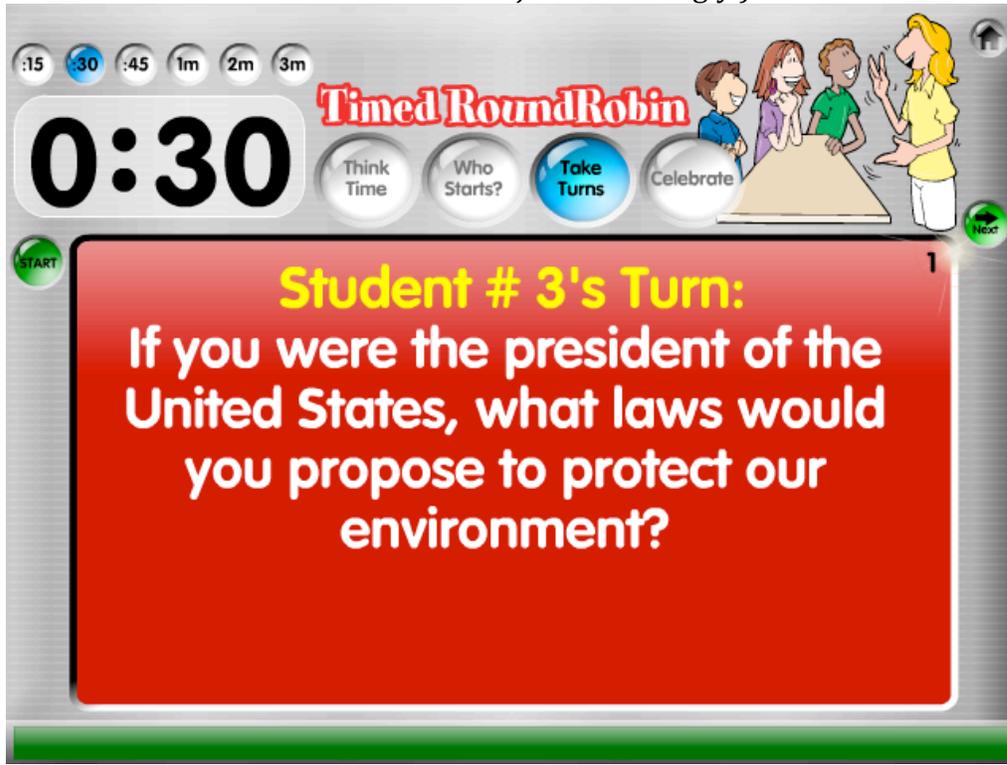
When time is up for each student, a harp sound plays indicating it's the next teammate's turn. The timer is automatically reset and begins to count down. After 4 turns, the Time's Up screen is displayed.
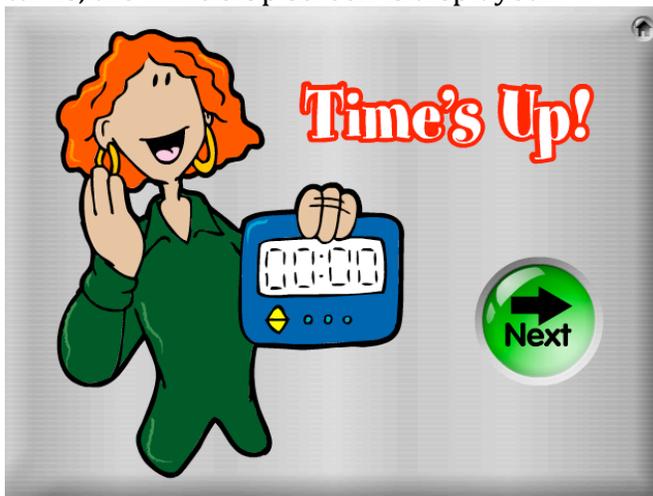
Click the green Next button to go to the next step.

4. Celebrate. The game displays a randomly-selected celebration prompt. For example: "Great Job!"
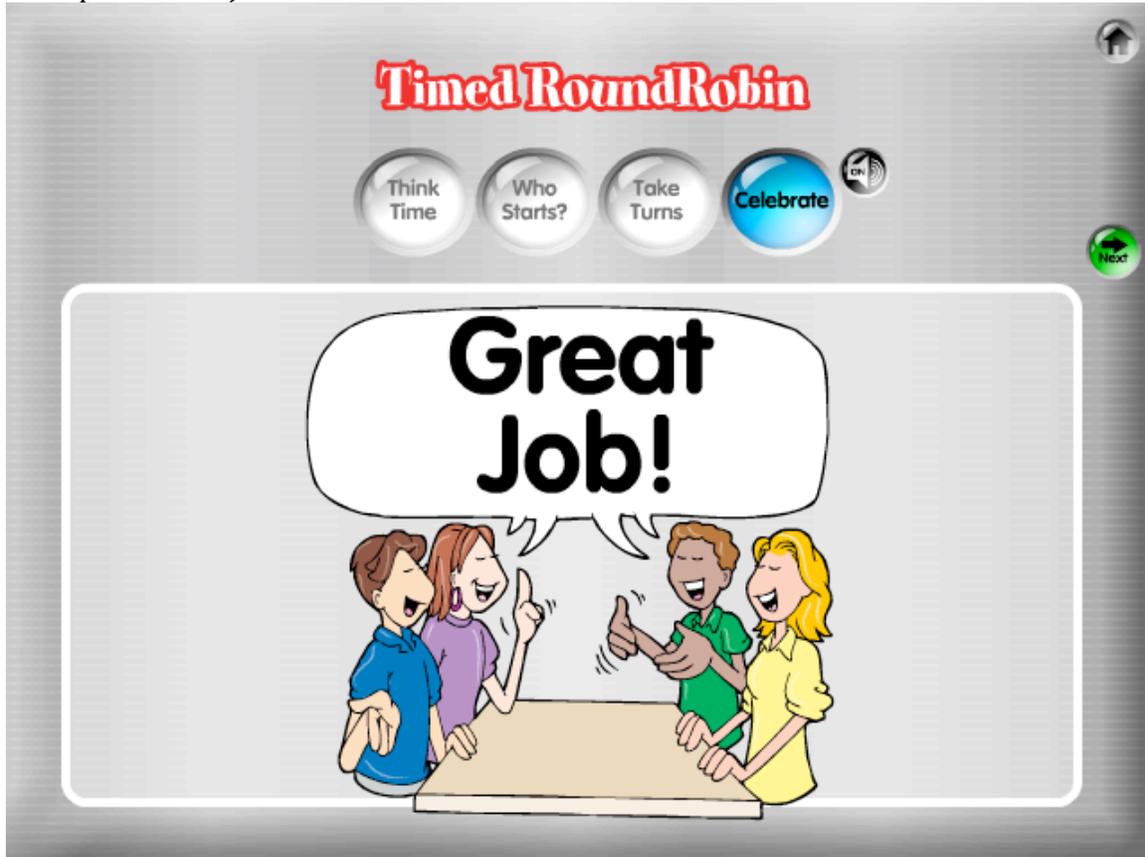
Tips: You may get a different randomly-selected celebration prompt by clicking the Celebrate button again. You can turn celebration sounds on or off using the black Sound toggle button.

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

Instant Star

1. Think Time. The question is displayed and students independently think about their answer.

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

2. Write Answers. Students write their own answers without showing teammates.

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

3. Who Shares? Click the orange Pick button to randomly select a student to share. Since teams of 4 are recommended, the main dial selects a student in teams of four. For teams of 3 and 5, have students refer to the box in the lower left corner of the screen.
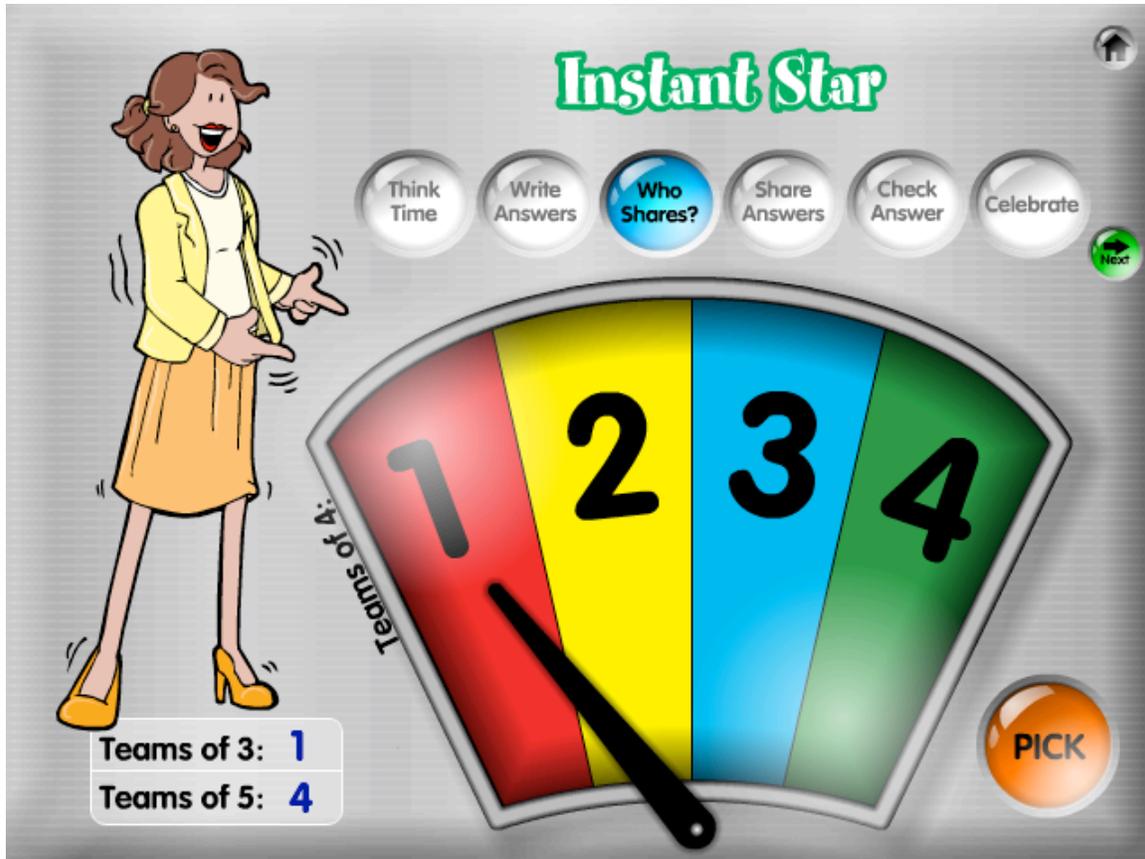
Click the green Next button to go to the next step.

4. Share Answers. The selected student is the Instant Star. The Instant Star stands and shares his/her answer with the team.

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

5. Check Answer. Display the correct answer for the team to check the Instant Star's response.

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

6. Celebrate. The game displays a randomly-selected celebration prompt. For example: "Dyn-O-mite!"

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 problem.

To Delete a Saved Game

1. From the Main Menu, click on the Saved Game button in the desired structure.
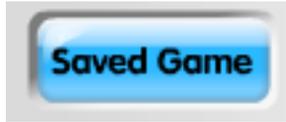
2. Click the red Delete button on the right side of the game name to permanently delete the game.

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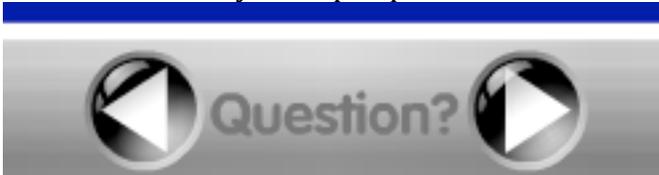
Return to Question Entry Screen. In the first step of all three structures, you may click the Question (Q) button in the bottom right side to return to your questions. For example, if you wish to modify a question or wish to save your questions after you click Play, you will need to return to the question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