

Instant Engagement™

Class Structures

User's Manual



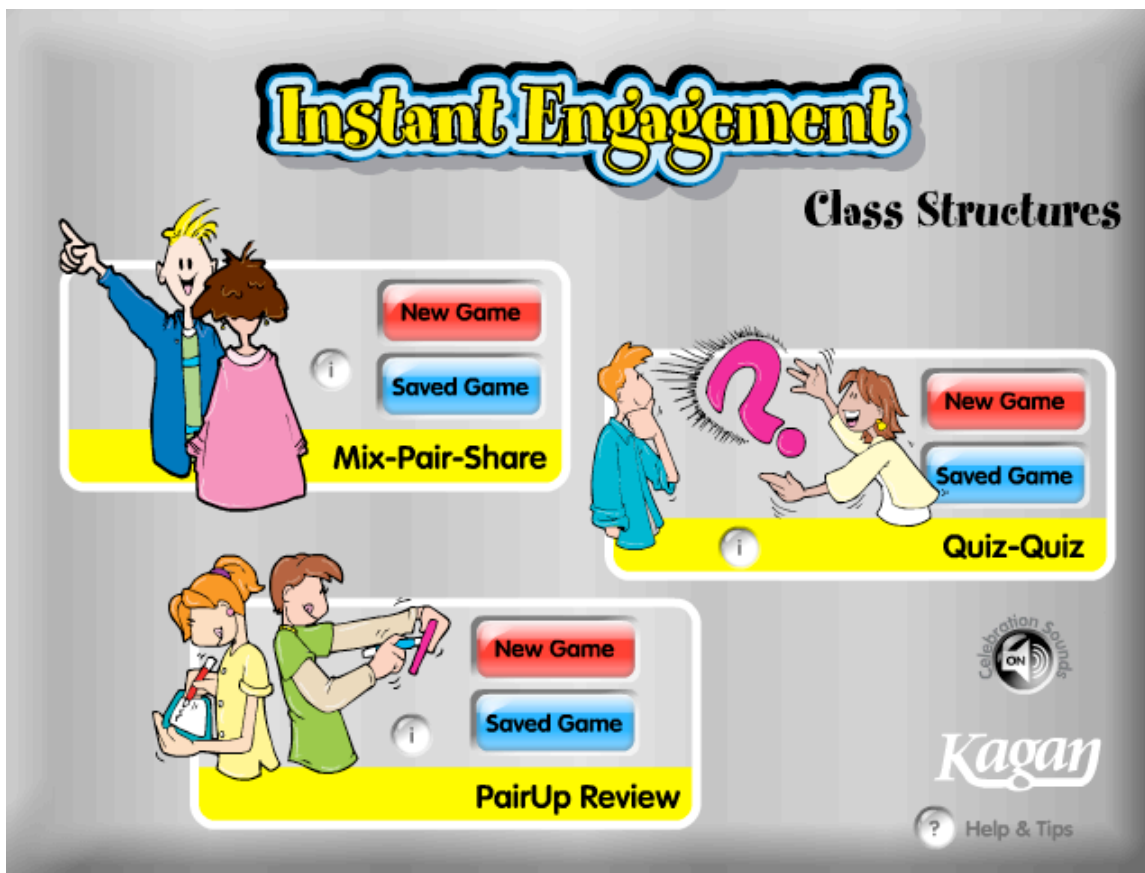
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Instant Engagement™

Class Structures

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GAME OVERVIEW

Instant Engagement: Class 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 types of classroom interactions: 1) *Mix-Pair-Share*, 2) *Quiz-Quiz*, and 3) *PairUp Review*. 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.

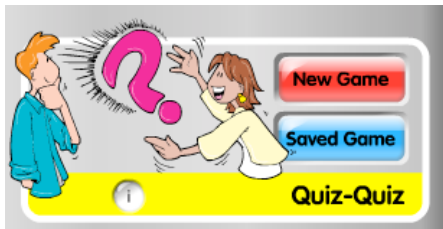


Mix-Pair-Share

Use with: Open-ended thinking and discussion questions.

For example: What did you like most about the poem and why?

Students mix in the class and pair up when prompted. A question is posted and both partners think about their response. One teammate is randomly selected to share his/her ideas. Then, the other teammate shares his/her ideas.

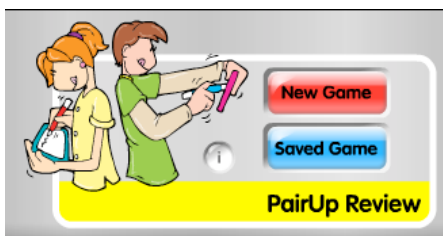


Quiz-Quiz

Use with: Flashcard-type quizzing questions with quick right or wrong answers.

For example: Identify the part of speech of a word.

Students pair up. Using the posted question, Partner A quizzes Partner B. They check the answer against the posted answer. Partner B then quizzes Partner A and they check the answer against the posted answer. Students celebrate, then find a new partner to quiz with the next posted questions.



PairUp Review

Use with: Right or wrong questions, review questions, or practice questions.

For example: When was the Declaration of Independence adopted?

Students pair up. A question is posted and both partners independently answer the question. One partner is randomly selected to share the answer with his/her partner. Students check answers against the posted answer and celebrate.

GENERAL NOTES

Navigation

- **Main Menu Screen:** On the Main Menu, you will find three structures: Mix-Pair-Share, Quiz-Quiz, and PairUp Review. 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 Mix-Pair-Share, one of three structures in this software. Follow these simple steps to overview the basic features of Mix-Pair-Share. 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 Mix-Pair-Share.
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 Mix-Pair-Share, 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 “Mix” step. You can select music to play as students mix.
14. Click the green Next button to reach the “Pair Up” step.
15. Click the green Next button to reach the “Think Time” step.
16. Click the green Next button to reach the “Who Starts” step. Click the Go button to select Partner A or B.
17. Click the green Next button to reach the “Share Time 1” 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.
18. Click the green Next button to reach the “Share Time 2” step.
19. 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 Mix-Pair-Share, 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 Mix-Pair-Share, click New Game.
3. Click the Import/Export button in the upper right corner.
4. Open the "MixPairShare_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

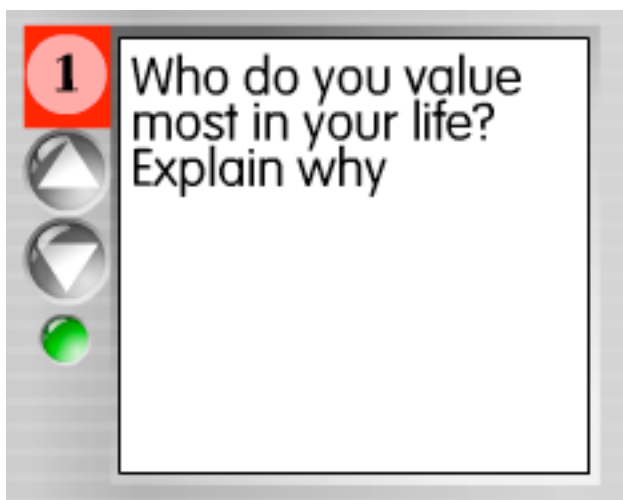
- **Create New Game:** From the Main Menu, click on the New Game button within the desired structure.



- **Enter Questions:** You may play with up to 20 questions per game. You have the option of entering as few as 1 question. For Quiz-Quiz and PairUp Review, 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.

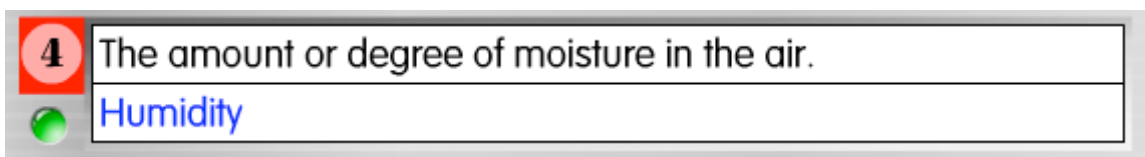
To Type In Questions

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 Quiz-Quiz and PairUp Review, type in the questions in the first box, and the answer underneath it.

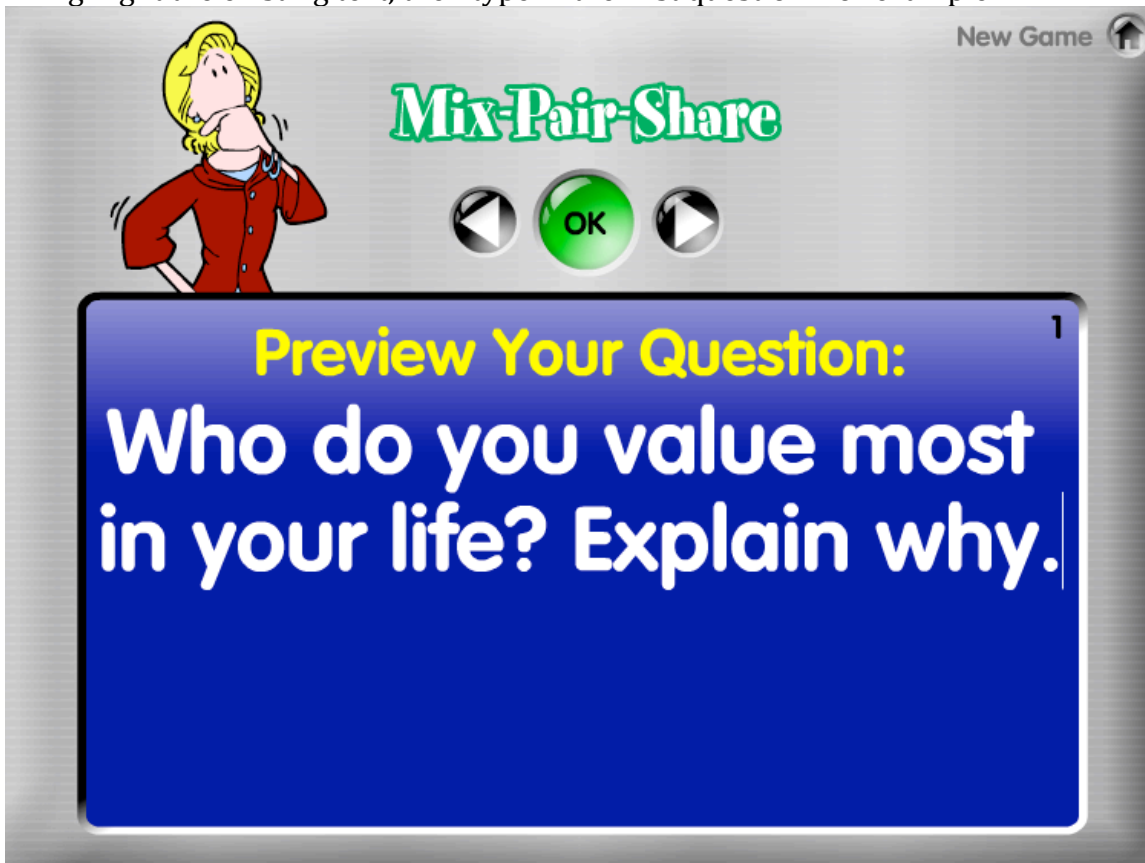


To Enter Questions in Preview

1. Click the Preview button.



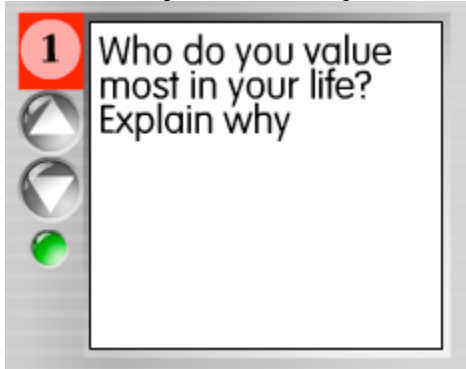
2. Highlight the existing text, then type in the first question. For example:



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.



Mix-Pair-Share Format: There must be two carriage returns after each question to properly import your questions. Example questions for Mix-Pair-Share:

OK	Not OK
What is your favorite hobby? What did you do last weekend?	What is your favorite hobby? What did you do last weekend?

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 last weekend?	What did you do last weekend?

Quiz-Quiz and PairUp Review 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 Quiz-Quiz:

OK	Not OK
What is bigger: Saturn or Jupiter? Jupiter	What is bigger: Saturn or Jupiter? Jupiter

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:

- MixPairShare_template
- QuizQuiz_template
- PairUpReview_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.

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.

Mix-Pair-Share

SAVE AS

1. Save the name of this game

2. Select where to save this game.

1 All About Me	18	35
2	19	36
3	20	37
4	21	38
5	22	39
6	23	40
7	24	41
8	25	42
9	26	43
10	27	44
11	28	45
12	29	46
13	30	47
14	31	48
15	32	49
16	33	50
17	34	51

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.

For Quiz-Quiz and PairUp Review only:

- You enter a question without an answer.
- You enter an answer without a question.

The screenshot shows the Quiz-Quiz interface with an 'Oops!' error message. The interface includes a 'Questions' counter at 20, a 'New Game' button, and buttons for 'Preview', 'Import Export', 'Save', and 'Play'. A list of 20 questions is visible, with the first 10 questions answered. The error message states: 'Oops! Your questions are missing or you have a blank question within your question set. Each question requires an answer. Three Ways Enter Questions & Answers: 1. Type them in the boxes below. 2. Import them using Import feature. 3. Type them in using Preview.'

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.

Questions 20 **Quiz-Quiz** **New Game** **Preview** **Import Export** **Save** **Play**

1 A violently whirling column of air in a slender funnel shape. Any Tornado	11 A visible mass of condensed watery vapor floating at various h Clouds
2 The self-luminous, gaseous central star of the solar system. It Sun	12 Frozen raindrops or ice falling as pellets or masses in a Hail
3 The conversion of gas or vapor into a liquid or (rarely) solid. Condensation	13 An instrument for measuring temperature, consisting of a Thermometer
4 The amount or degree of moisture in the air. Humidity	14 Water falling from the atmosphere in the form of drops. Rain
5 A violent tropical windstorm or cyclone often accompanied by Hurricane	15 The gaseous envelope or air surrounding the earth. It is 21% Atmosphere
6 An instrument for measuring the weight or pressure of the Barometer	16 Frozen particles of water vapor that fall to the earth in soft, Snow
7 A low-lying, perceptible layer of polluted air. Smog	17 The noise accompanying a flash of lightning, varying from a Thunder
8 The depositing of dew, rain, sleet, snow, etc. Precipitation	18 The visible discharge of electricity between groups of clouds, Lightning
9 Thick mist or watery vapor suspended in the atmosphere at or Fog	19 Snow that has been partially thawed by falling through an Sleet
10 A noticeable natural movement of air. Wind	20 The conversion of a liquid or a solid into a vapor. Evaporation

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

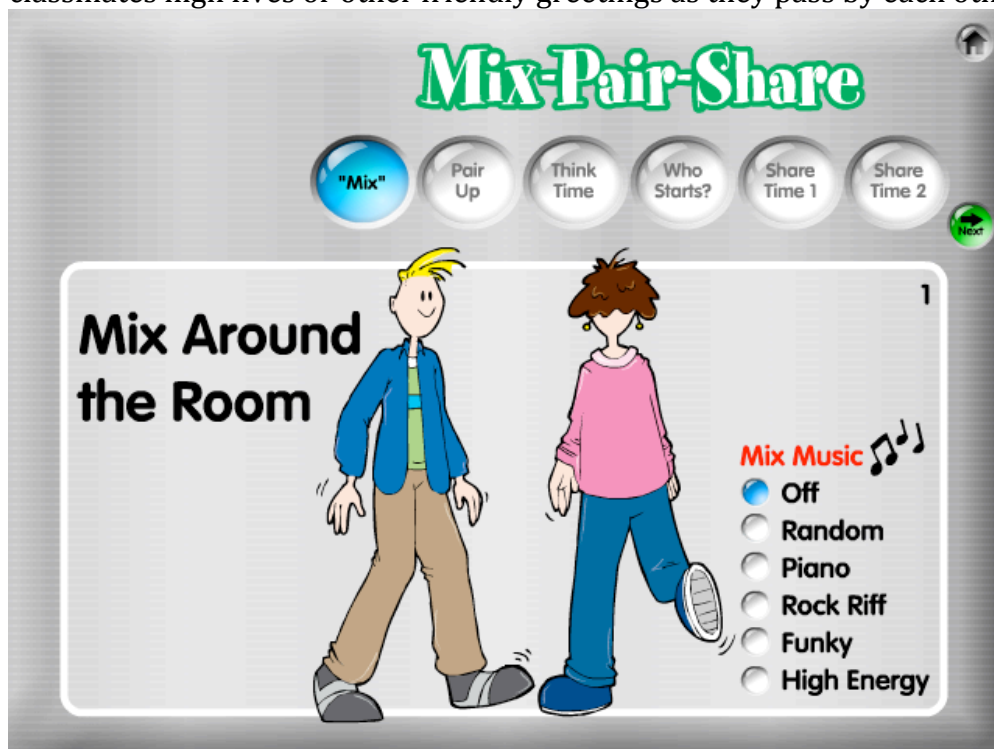
After you click Play, you will be taken to the structure. Each structure has a different sequence of steps and is designed for different interaction sequences for different types of questions.

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

Mix-Pair-Share

1. **“Mix.”** The first screen instructs students to “Mix Around the Room.” Display the “Mix” screen for 10-15 seconds as students mix in the class. You may select music to play as students mix by clicking one of the music options in the lower right portion of the screen. The Random option randomly selects one of the other music options each time students mix. The Off button turns the mixing music off.

Management Tips: Tell students to randomly mix around the classroom and not to mix with friends or teammates. The goal is to “mix it up.” Students can give classmates high fives or other friendly greetings as they pass by each other.

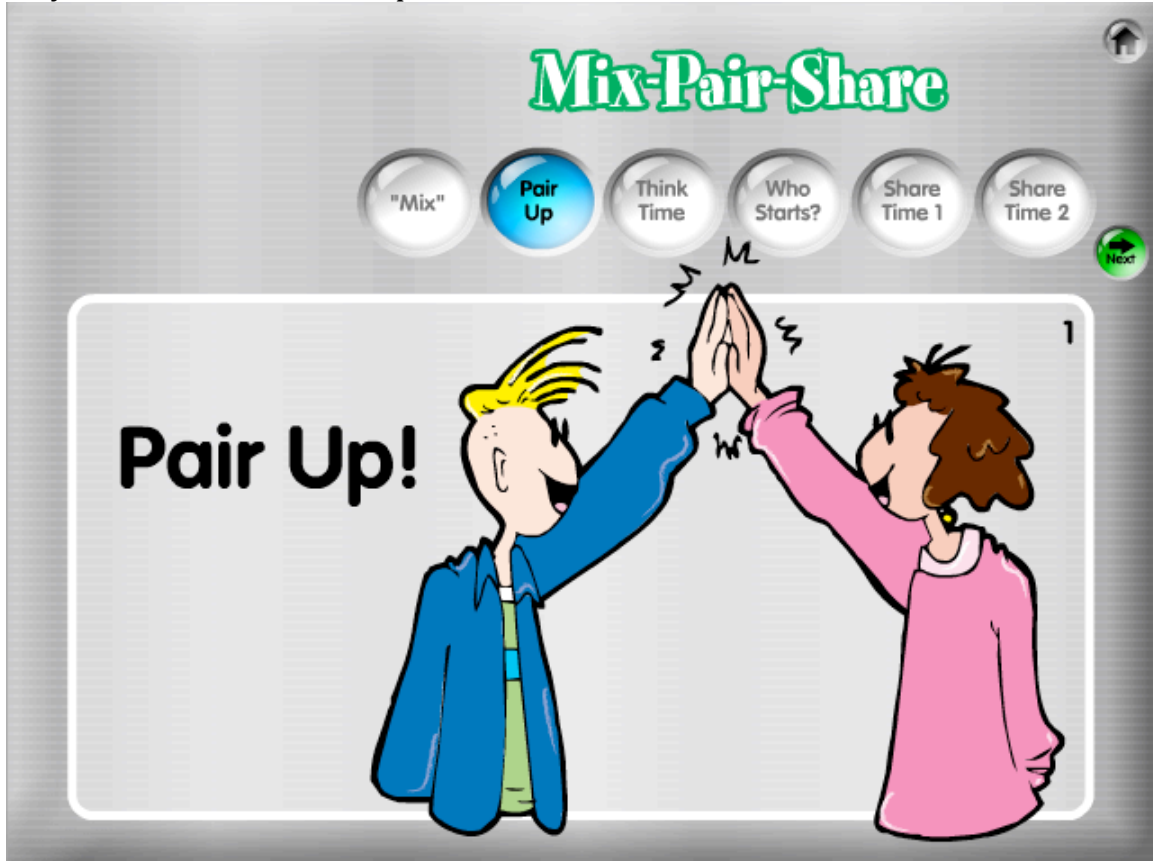


Click the green Next button to go to the next step.



2. Pair Up! This screen instructs students to “Pair Up!” Have students pair up with the nearest classmate.

Management Tip: Have students raise their hands until they are in pairs, give their partner a high-five, and lower their hands when they are paired up. This makes it easy to see who still needs a partner.



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



3. Think Time. The question is displayed. Have students independently think for 5–10 seconds about how they will respond.



Mix-Pair-Share

"Mix" Pair Up **Think Time** Who Starts? Share Time 1 Share Time 2

Think About Your Answer:
Who do you value most in your life?
Explain why.

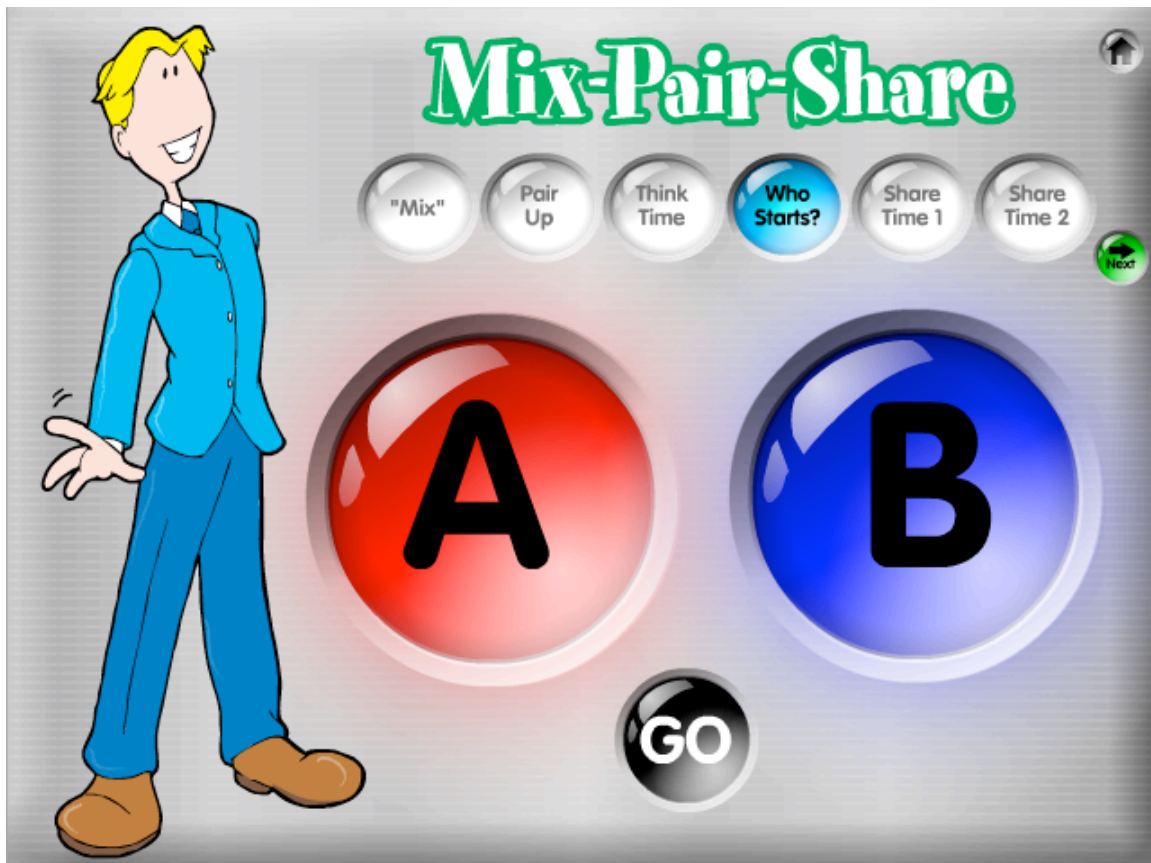
Next

Question?

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



4. Who Starts? Click the black Go button to randomly select Partner A or Partner B to share first.



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



5. Share Time 1. The yellow text states which partner will share and which partner will listen, then 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.



When time is up, a Time's Up screen is displayed. Have students respond to their partners. Depending on the questions, you may have students praise their partner's response, paraphrase the response, complete a response statement, or simply copy the teacher's response (e.g., "You have brilliant ideas. Thanks for sharing.").



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

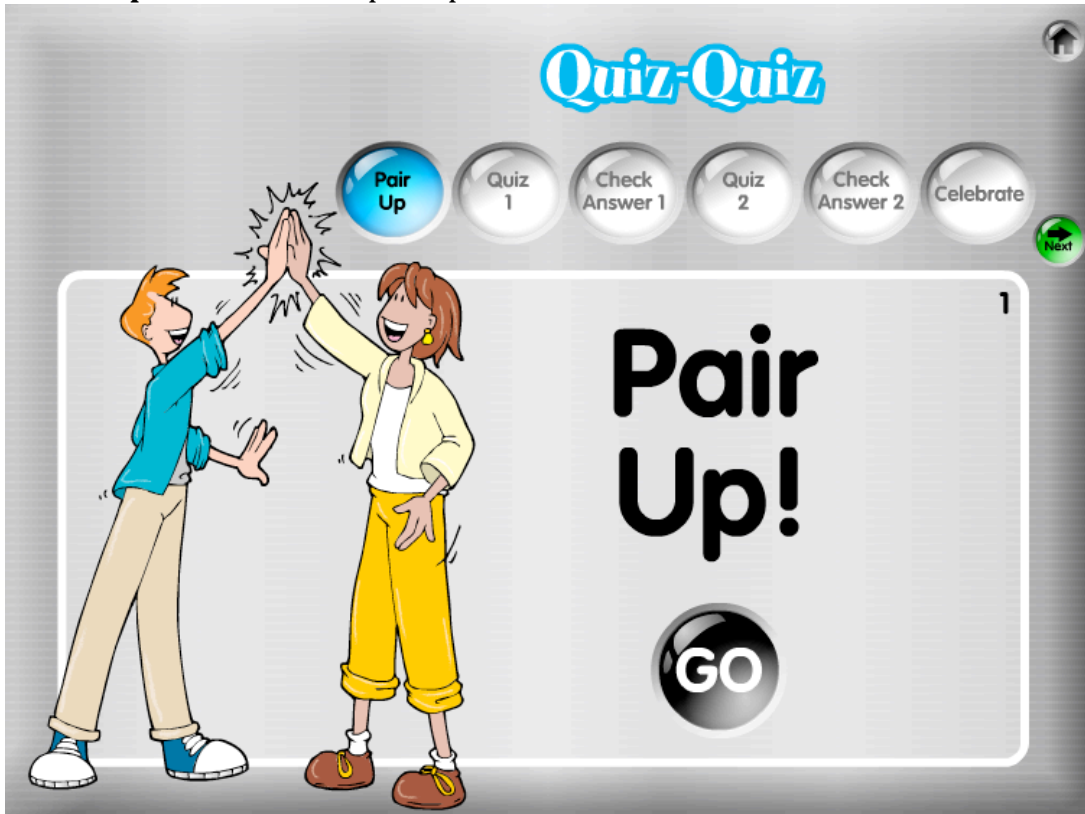
6. Share Time 2. Partners switch roles. Now the student who was listening shares for the allotted time. (The yellow text reminds the class which partner's turn it is to share and which partner's turn it is to listen, then respond.)

When time is up, a Time's Up screen is displayed. Again, have students respond to their partners.

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

Quiz-Quiz

1. **Pair Up!** Have students pair up.



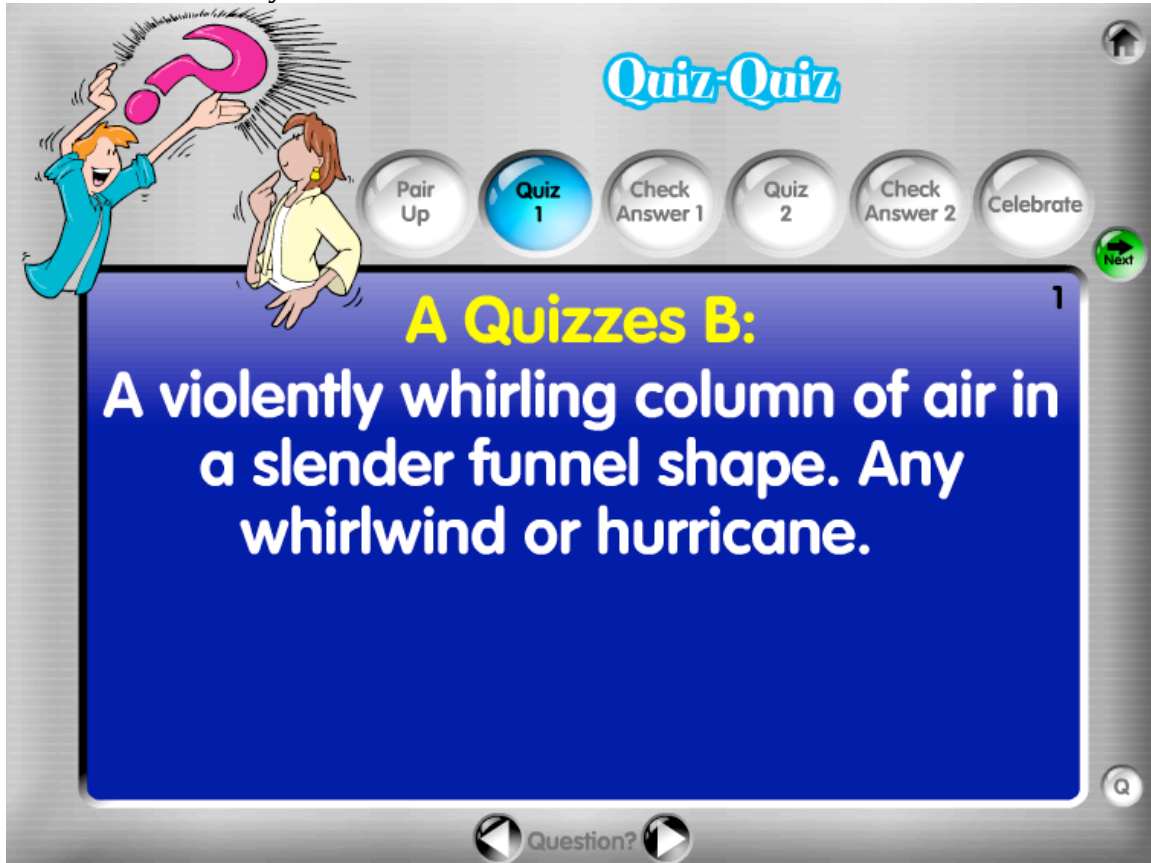
Click the black Go button to get a countdown. The countdown counts down from 5 to 0. Have students get in pairs before the countdown reaches 0.



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



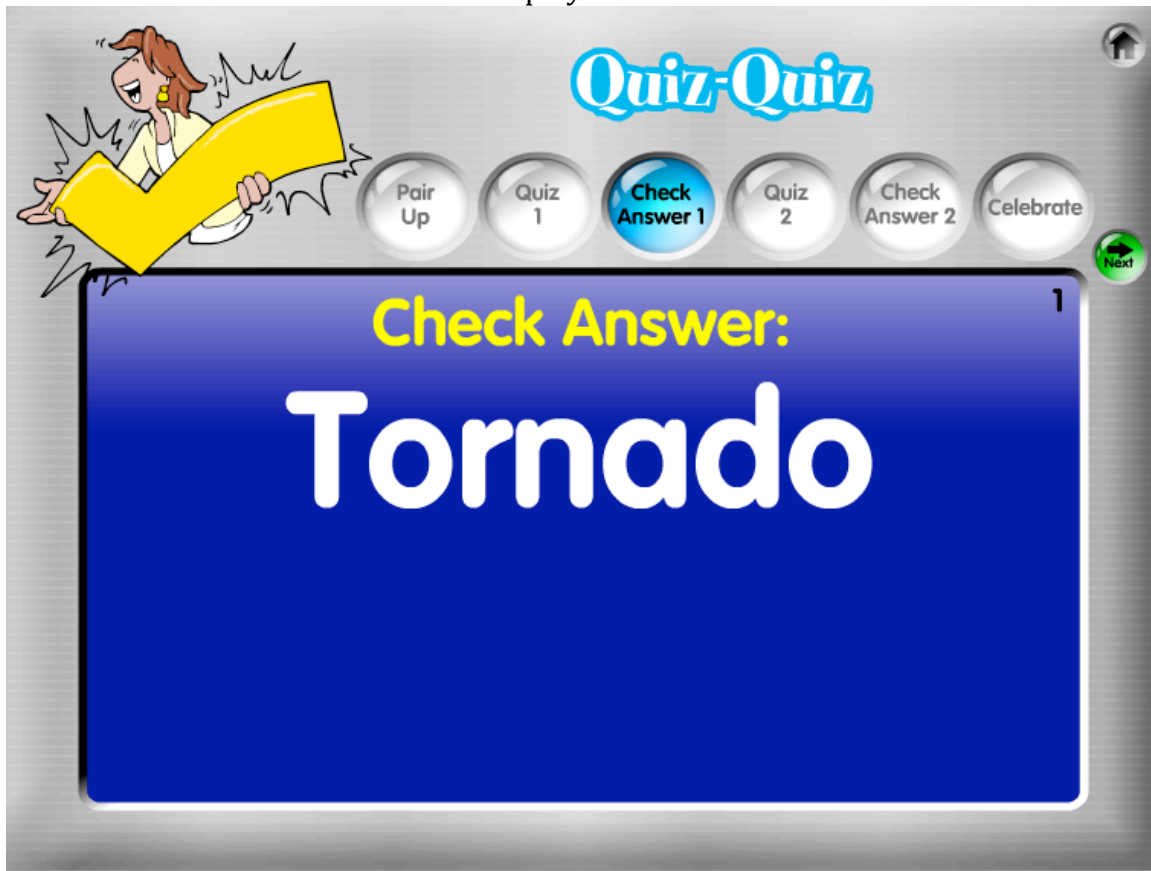
2. **Quiz 1.** Partner A Quizzes Partner B. In the example below, Partner A asks Partner B to identify the weather term defined.



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



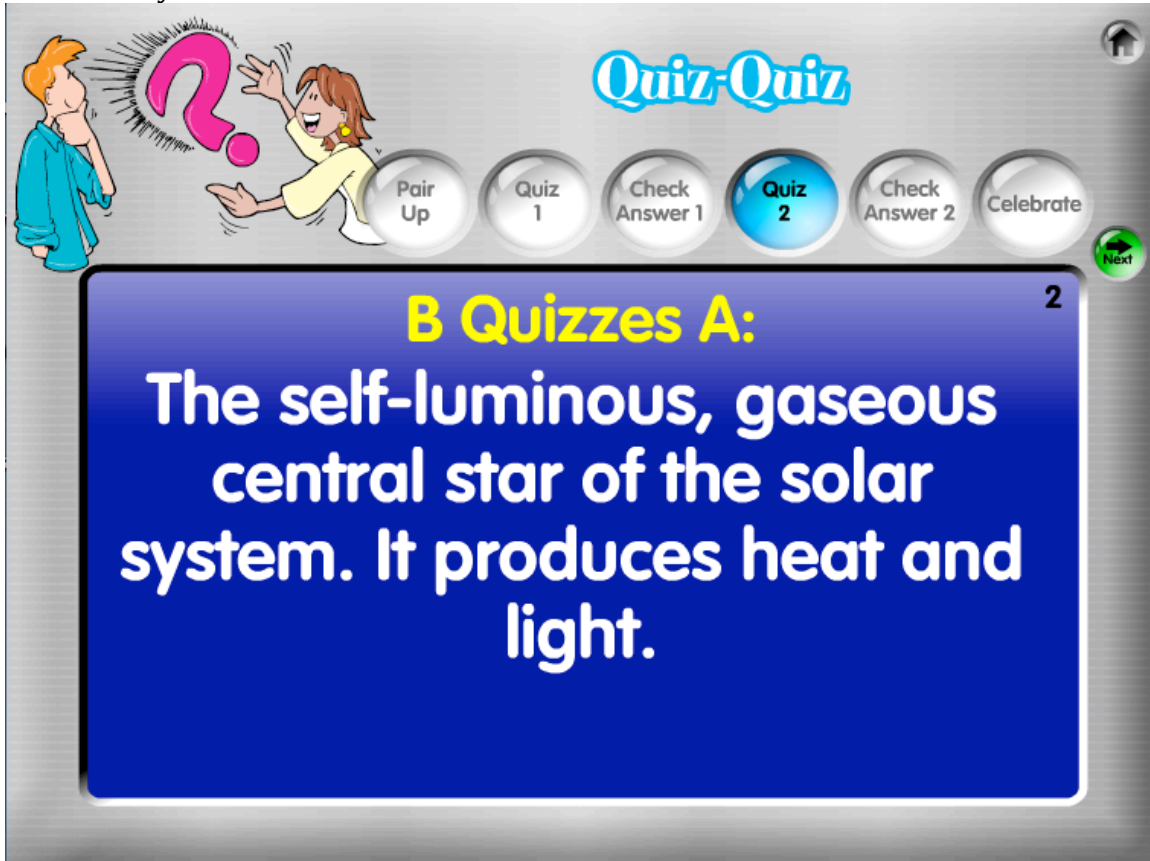
3. **Check Answer 1.** The answer is displayed for the class.



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



4. **Quiz 2.** Partner B now quizzes Partner A. In this example, Partner B asks Partner A to identify the term defined.



Quiz-Quiz

Pair Up Quiz 1 Check Answer 1 **Quiz 2** Check Answer 2 Celebrate

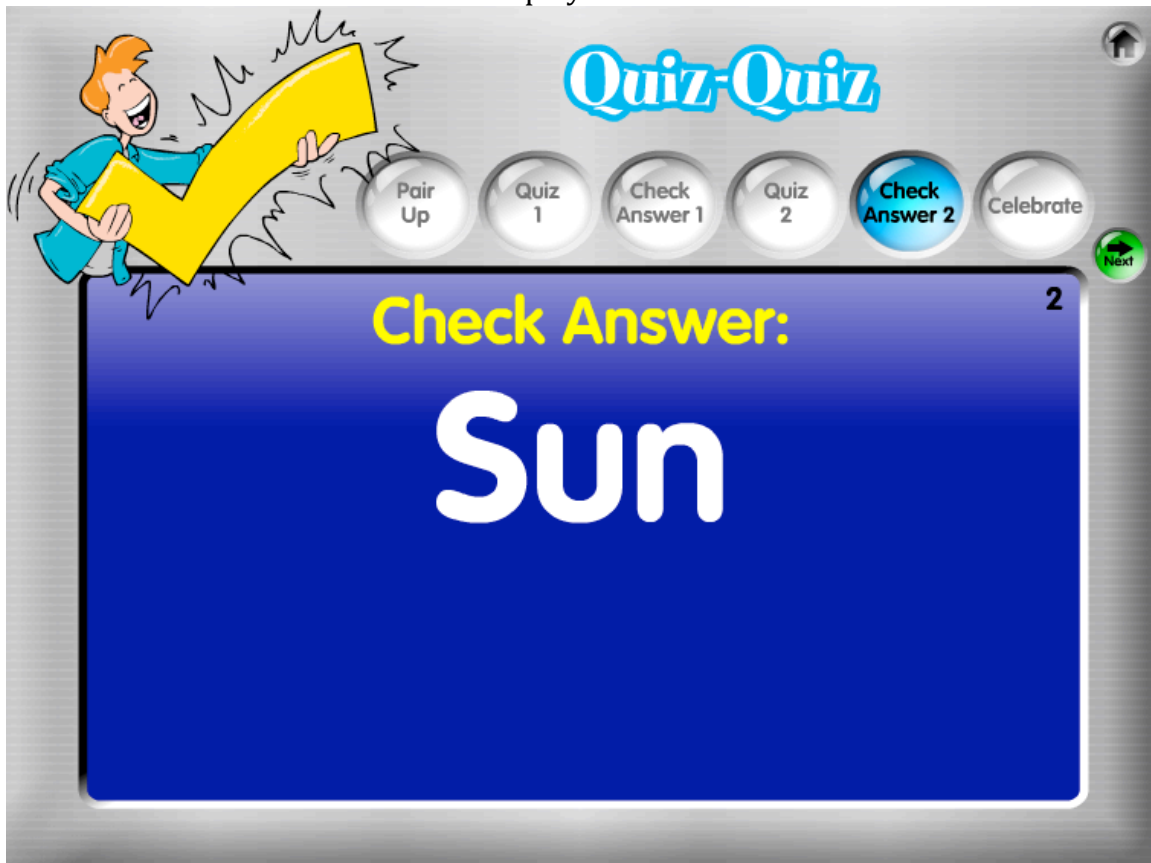
B Quizzes A: 2

The self-luminous, gaseous central star of the solar system. It produces heat and light.

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



5. **Check Answer 2.** The answer is displayed for the class.



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



5. Celebrate. The game displays a randomly-selected celebration prompt. For example, partners tell each other: “You rock!”



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.



PairUp Review

1. Pair Up. The first screen asks students to pair up. Students bring a response board and marker (or something else to write on) with them.

Management Tip: Have students raise their hands until they are in pairs, give their partner a high-five and lower their hands when they are paired up. This makes it easy to see who still needs a partner.



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



2. Think & Write. Display the question for the class. Partners stand back-to-back and independently write their answers.

Management Tip: When students have finished writing their answers, they can turn around and face their partners. This makes it easy to see who needs more time to respond and who is ready.

PairUp Review

Pair Up Think & Write Who Shares? Share Answer Check Answer Celebrate

Next

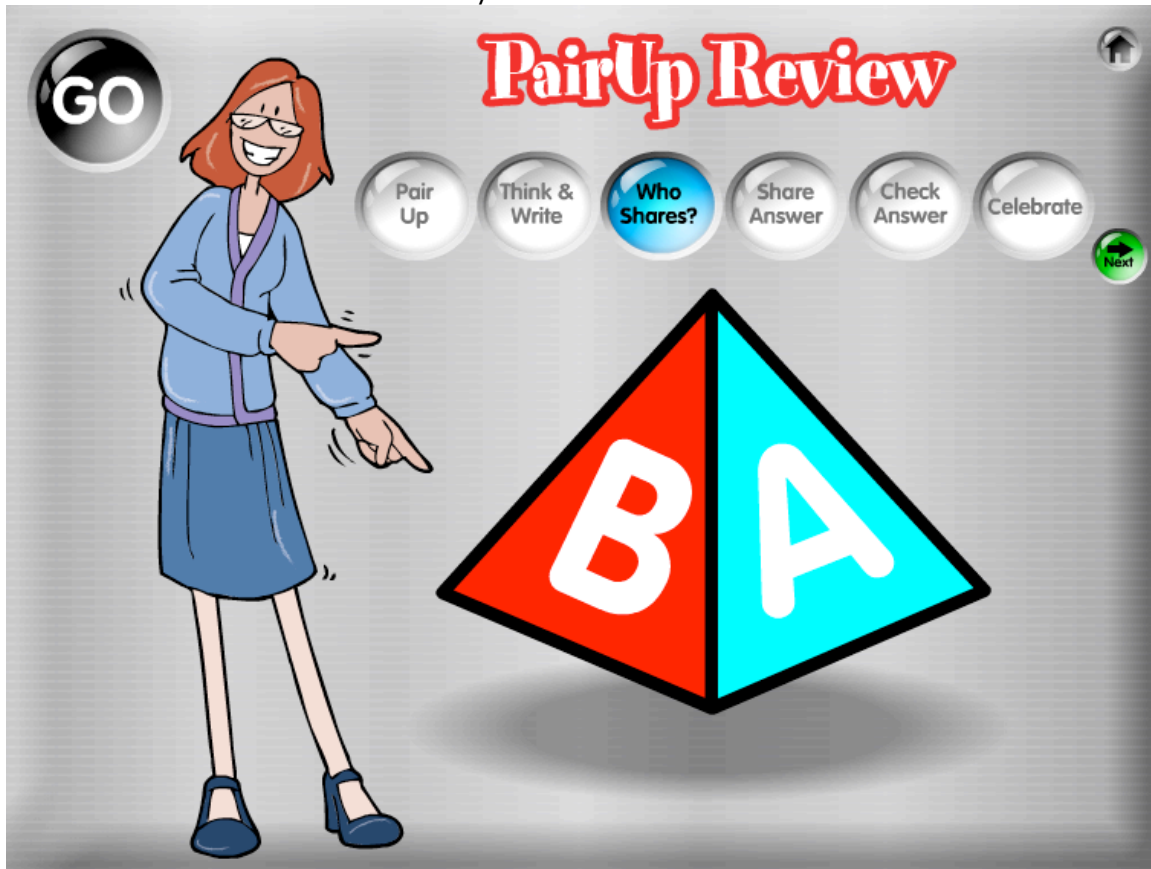
Think and Write Answer:
What is the highest place in the world?

Question?

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



3. Who Shares? Click the black Go button to spin the triangle and randomly select Partner A or Partner B to share his/her answer.



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



4. Share Answer. The selected partner shares his/her answer with his/her partner. (The yellow text provides a reminder who was selected.)



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



5. **Check Answer.** The answer is displayed for the class.



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



6. Celebrate. Students celebrate the partner who answered. If the partner didn't have an answer or responded incorrectly, the other partner may provide a clue for remembering or may repeat the question with the answer.



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.

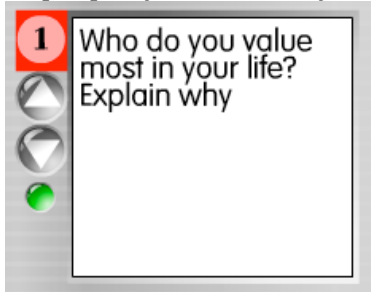


2. Click the red Delete button on the right side of the game name to permanently delete the game.

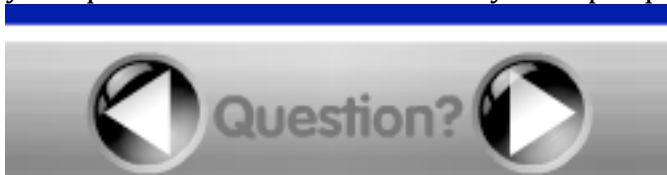


Additional Features

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. For all three structures, when each question first appears, 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. When the question first appears, 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.

