Numbered Heads Together, v2.0
The Quiz Show Review Game

User's Manual

Numbered Heads Together™
The Quiz Show Review Game

Table of Contents

GAME OVERVIEW

This Numbered Heads Together software turns any set of questions into a fun, interactive learning game for the entire class.

Game Setup: Enter a set of questions. Connect your computer to a projector, television monitor(s), or an interactive whiteboard so all students can see the game.

Classroom Setup: Seat students in small teams from two to five students per team, preferably four students per team. Have each student on each team number off (1–4 for teams of 4; 1–3 for teams of 3 …). Students each need something to write on and something to write with. Individual response boards or slates work best, but paper and pen or pencil will do fine.

Numbered Heads Together Steps

The game leads your class through a series of steps designed to promote learning through cooperation, active participation, and individual accountability. Here are the steps for each question:

1. **Think Time.** Everyone thinks how to answer the question. No talking.
2. **Write Answer.** Everyone privately writes his/her own answer on his/her own sheet of paper or response board.
3. **Heads Together.** Teammates put their heads together and share their answers. They reach consensus on a team answer and discuss and teach if necessary so every knows the answer or knows how to solve the problem.
4. **Who Answers?** Using the game's Student Selector spinner, one student on each team is selected. All selected students stand, ready to answer independently. They may no longer consult with teammates.
5. **Answer Question.** The teacher decides how to have students answer the question. Here are some options:
   - Standing students all show their response boards.
   - Teacher calls on one standing student to share answer aloud.
   - Teacher uses Team Selector to pick a student on a team to share.
   - Teacher calls on multiple standing students to share.
   - Students use response cards or fingers for True/False or Multiple Choice questions.
   - Teacher has the selected team representative solve a similar problem.

GENERAL NOTES

Navigation
• **Main Menu Screen:** On the Main Menu, you may create a New Game, open a Saved Game, and turn the theme music on and off.
• **Return to Main Menu:** Click the Home button in upper right hand corner to return to the Main Menu from any screen.

Computer Time, Date, & Sounds
• **Time & Date:** The time and date on the Main Menu is based on your computer's time and date. To adjust the time and date, adjust the time and date on your computer.
• **Volume:** To disable or adjust volume, use your computer's sound settings.
• **Theme Music:** To toggle the theme music on and off, click the speaker icon in the lower right corner of the Main Menu. This button turns the theme music on or off for the entire game.

Scale Numbered Heads Together
• **Scale:** To scale the Numbered Heads Together window, click and drag the bottom right scale handle.
• **Full Screen:** To view Numbered Heads Together 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.

Stored Question Data: Technical Note
The question sets you enter and save are stored on two small preferences files on your computer (one for Questions Only and one for Questions and Answers). 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 Numbered Heads Together overview and tutorial. Follow these simple steps to overview all the features of the game. This sample shows how to create a game with Questions Only. To create a game with Questions and Answers, you must click the Questions and Answers option at step 2 below and enter questions and answers for steps 3–6 (instead of questions only).

Create a New Game
1. Click New Game.
2. Click the Questions Only button.
3. Highlight "Enter Question 1 Here" and type in a new question.
4. Highlight "Enter Question 2 Here" and type in a new question.
5. Highlight "Enter Question 3 Here" and type in a new question.
6. Click the Up arrow next to the word "Questions" in the very top 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
7. Click the Save button in the upper right corner.
8. Highlight "untitled" and name your new game "Tutorial."
9. Click on the first slot (1) to save "Tutorial" to slot 1.
You have now saved the Tutorial game.

Open Your Saved Game
10. Click the Main Menu button in the upper right corner to return to the Main Menu.
11. Click Saved Game.
12. Click the Questions Only button.
13. Click "Tutorial" in slot 1. (Do not click the red Delete button or you will permanently delete the game.)
14. Click Play in the upper right corner.
15. Click the Random or Sequential button.
The Tutorial game is now ready to play.

Play Your Saved Game

16. Click the green Next button. The game selects a question (randomly or sequentially depending on the option selected).

17. Click the green Next button to cycle through the steps of the game.

   1) Think Time, 2) Write Answer, 3) Heads Together …

18. When the game reaches "Who Answers?" press the Spin button to spin the Student Selector. This is how you pick a student on each team to share. To access the Team Selector, press the Team Selector button in the upper left corner. The Team Selector is an optional spinner to select the standing student on that team to respond.

19. Click the green Next button to reach the last step, "Answer Question." When using Questions and Answers, you may press the Answer (A) button next to the Answer Question button to reveal the correct answer for the class.

20. Click the green Next button to return to the Game screen.

21. Click the green Next button to select the next question.

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. Click Saved Game.
3. Click the Questions Only button.
4. Click "Tutorial" in slot 1.
5. 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 make corrections in the Preview mode.
6. 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. Click in the box, then type in your new question.
7. Click the OK button when you are done previewing your questions.
8. Click the Save button to save your changes.

When playing with Questions and Answers, you can also preview and type over your Answers in the Preview Mode.

Import Questions
This tutorial describes how to import questions for the Questions Only format. For Questions and Answers, click the Questions & Answers button in step 2 and use the question&answer_template file in step 5.

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. Click the Questions Only button.
3. Click New Game.
4. Click the Import/Export button in the upper right corner.
5. Open the "question_template" file (installed in the same folder as the application) 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.)
6. Highlight to select all the questions from the question template and copy them.
7. Return to the game and select all the existing text in the import/export box. Paste the new questions over the existing text.
8. Click OK.

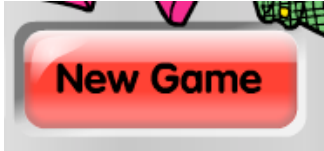*You are now ready to save or play your imported game.*

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.

• **Select Question Format:** Click the Questions Only button to create a set of questions without answers. Use this format for thinking questions, discussion questions, or when you don't need to reveal an answer. Or, click the Questions & Answers button to create a set of questions with answers. Use this format for questions to which you want to reveal the answer.
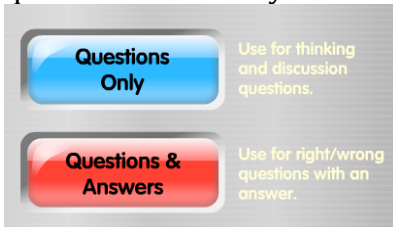
• **Enter Questions:** You may play with up to 20 questions per game. You have the option of entering as few as 1 question. There are three ways to enter your questions:
1) Type in Questions, 2) Enter Questions in Preview, or 3) Import Questions. Each method is described below.

To Type In Questions

Type in each question in it's own question box. For example:
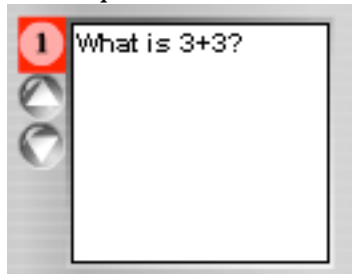
If you have a long question, you may use the up and down arrows under the question number to scroll through the question. You may also scroll through the question text by highlighting the question and moving your mouse down (to scroll down) or up (to scroll up) while the question is selected.

For Questions and Answers, type in the question in the first box and its answer in the box directly beneath the question.
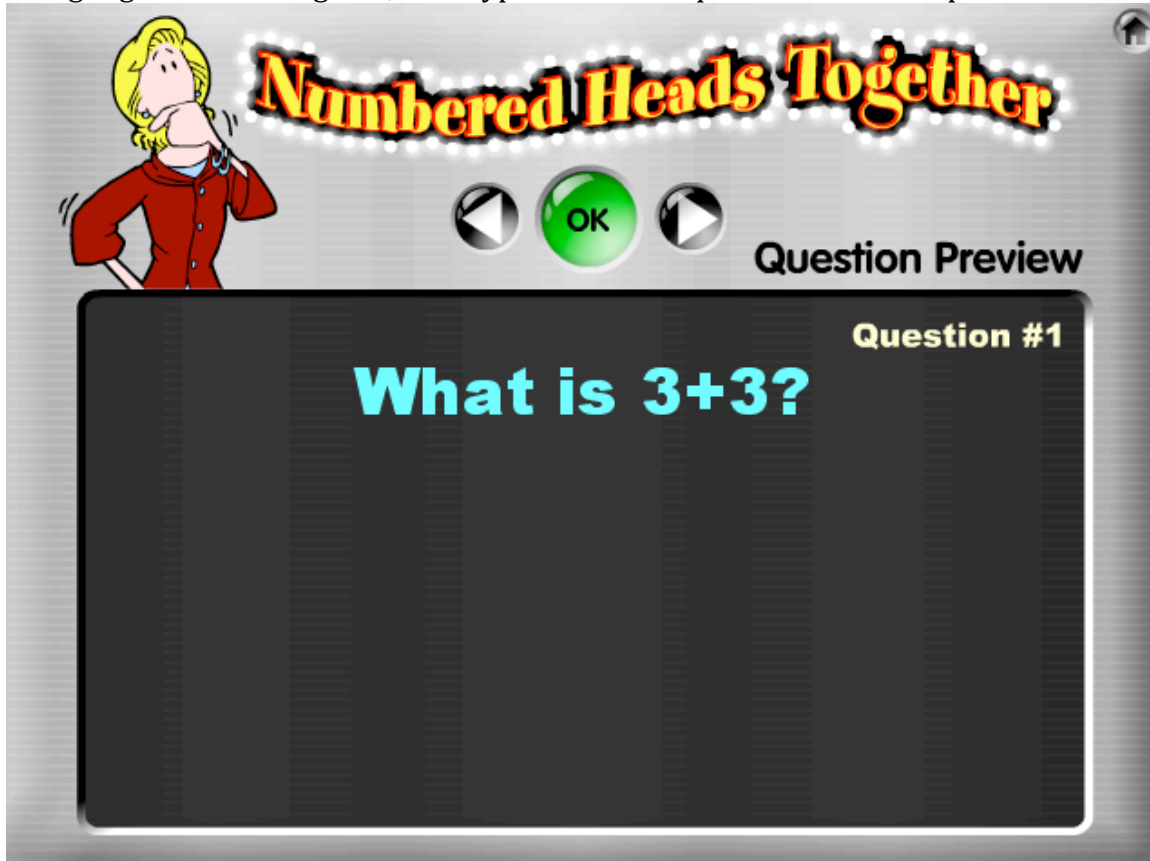

To Enter Questions in Preview
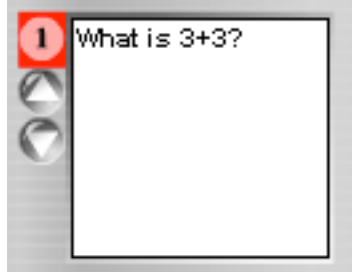1. Click the Preview button.

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.

Questions Only Format: There must be two carriage returns after each question to properly import your questions. For example:

OK	Not OK
What is 3+3? What is the longest bone in the human body?	What is 3+3? What is the longest bone in the human body?

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 is 3+3?	What is 3+3?

Questions and Answers Format: Enter the first question, then enter two carriage returns, then enter the first answer, then two carriage returns, then the second question, then two carriage returns, then the second answer, and so on. For example:

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

Question Templates: Two sample question template text files are provided, one for each question format:
• "question_template" is the proper text format for questions only.
• "question&answer_template" is the proper text format for questions and answers.

A Note About Questions: The font size of your questions/answers is determined by length of each question/answer. If your questions/answers are too lengthy or have too many returns, your questions/answers may be cut off. It is recommended you preview your questions/answers before playing.

<u>To Select How Many Questions to Play</u>
There is no need to adjust the number of questions if you are playing with your entire set. If you would like to play with fewer questions than are in your question set, use the Up and Down Arrow buttons to select how many questions you would like to play. 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.

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, you must do so prior to playing. Again, it is recommended you also save your question sets in separate text files on your computer as a backup so you may easily import your questions in the future if necessary.**

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. Questions Only and Questions & Answers are saved in separate banks, so you may save up to 102 total 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: If you try to save or play a game before you enter any questions or have a blank question within your question set, you will receive a message asking you to fix your questions before you save your game. If you have selected to use Questions and Answers, you will also receive this message if you have missing questions or answers.
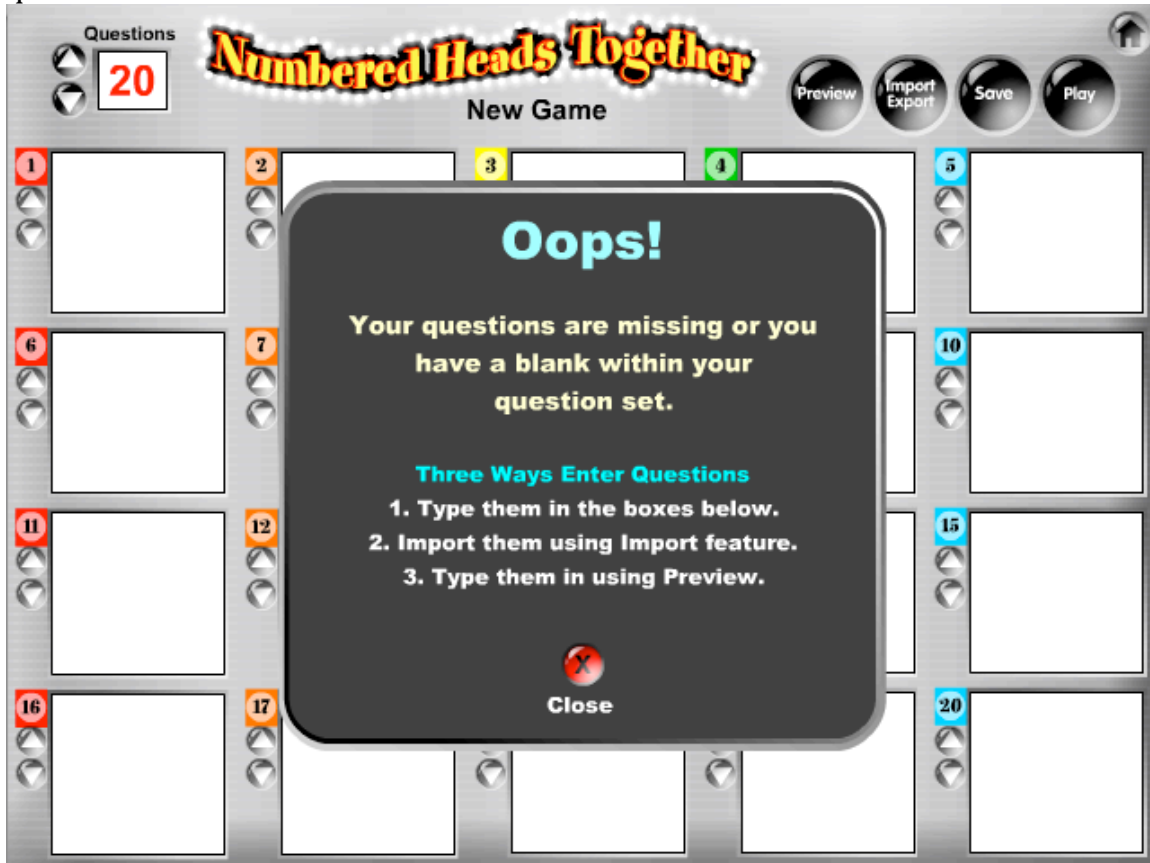
To Open a Saved Game to Edit or Play
1. From the Main Menu, click on the Saved Game button.
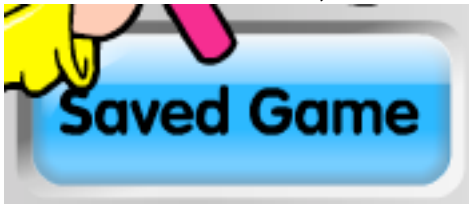
2. Select if your saved game has Questions Only or Questions & Answers.

3. 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.

To Play a Saved Game

After you click Play, click the Random Order button if you want your questions to be selected in Random Order (e.g., 3, 19, 5…) or click the Sequential Order button if you want your questions to be selected sequentially (e.g., 1, 2, 3). Next, you will be taken to the Game screen. All available questions will be lit up. If there are 20 questions, all 20 lights will be lit up. If there are 10 questions, only 10 question lights will be on.
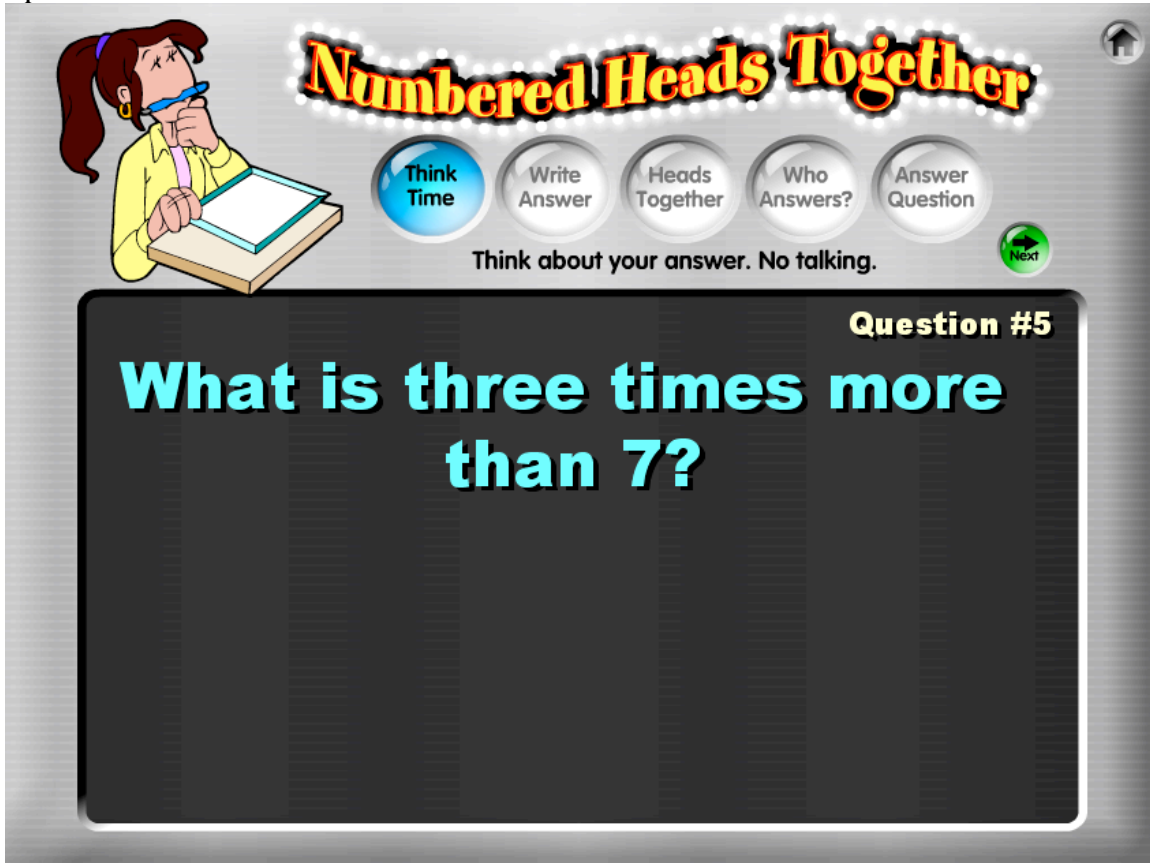
Note: If you click the Main Menu button in the upper right corner at any time during play, you will abandon the current game and return to the Main Menu.
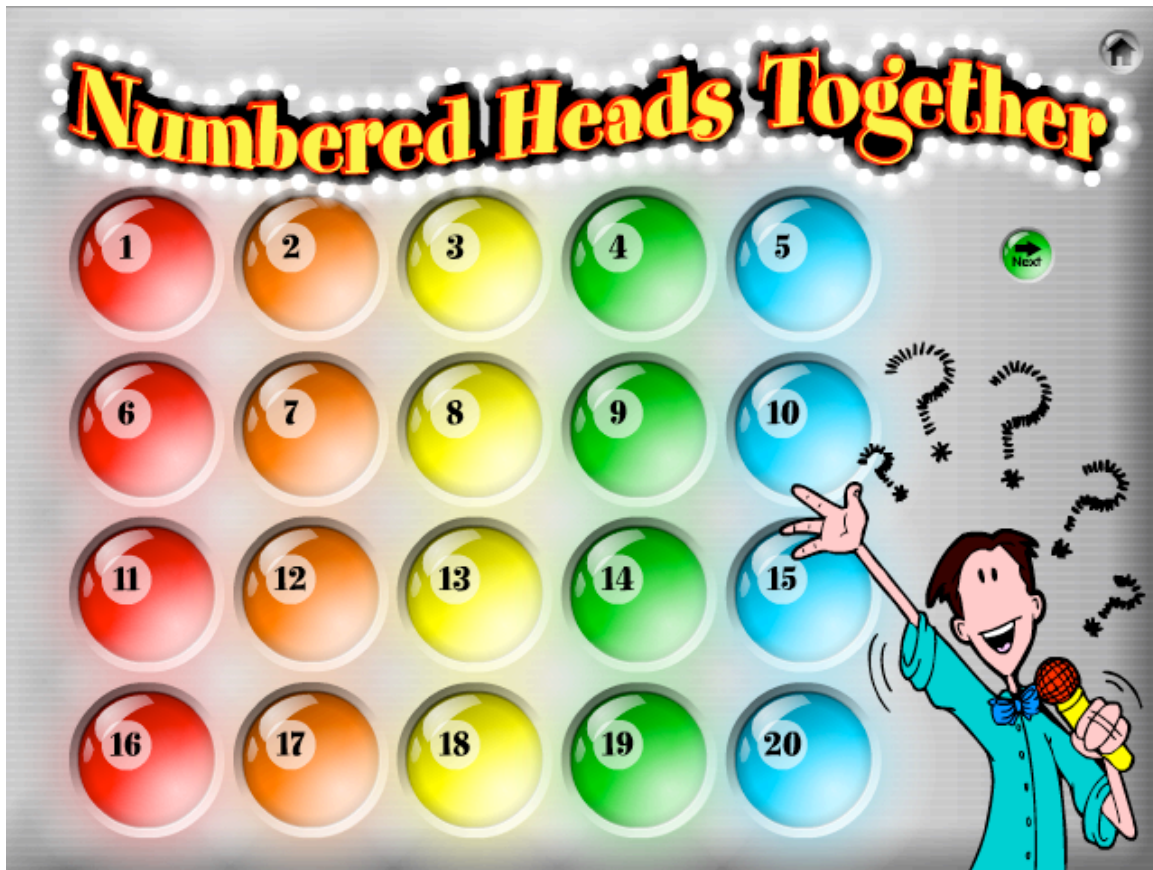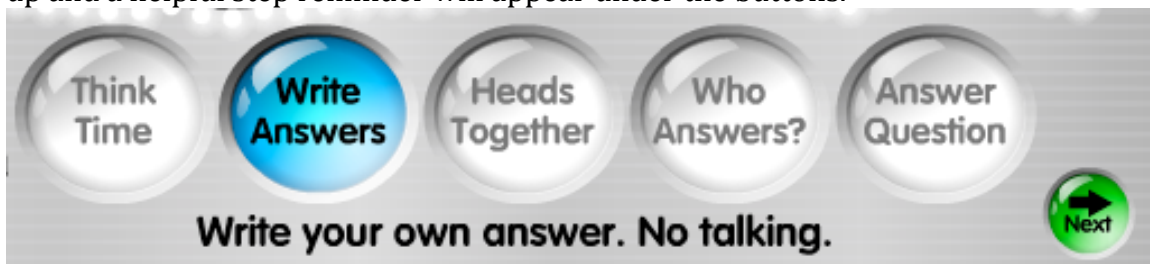

1. Click the green Next button to select the first question.

The selected question will pop up and the first step button "Think Time" will light up.

2. Click the Next button to advance to the next step. The next step button will light up and a helpful step reminder will appear under the buttons.

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

3. On the "Who Answers?" step, a Student Selector spinner appears. Click the Spin button to spin the selector and select a student on each team to stand. There are four rings on the spinner, each corresponding to a different team size, so the spinner will select one student on teams of two to five students, even if students are on different size teams.

If you press the Team Selector button in the upper left corner, a Team Selector appears, allowing you to select a student within the selected team. Each ring on the spinner corresponds to a different number of teams. For example, if you have 9 teams in the class, you look at the outer ring of the spinner to determine which team is selected. Press the Student Selector button in the upper left corner to return to the Student Selector. You may toggle back and forth between the two spinners using the button in the upper left corner.

4. If you are playing a game using Questions and Answers (not Questions Only), you may click the Answer button (the A button above the Answer Question button) to display the correct answer for the class.
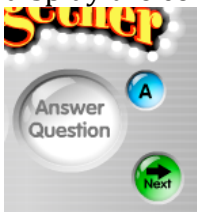
Game Over Options

After completing the final step of the last question, you will be taken to a Game Over screen. You have 4 options:

1) Click Play Again to play again using the same questions.
2) Click New Game to create a new game.
3) Click Saved Game to open a saved game.
4) Click the Main Menu button to return to the Main Menu.

To Delete a Saved Game

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

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