

How to get started with Shakespeare

*Online voting tool for lecturers
University of Twente*



<https://www.utwente.nl/telt/solutions/shakespeare/>

voting@utwente.nl

1. Summary	
What	Shakespeak: an online voting tool to conduct polls during lectures.
For whom?	For lecturers at the University of Twente
Requirements for proper use	1) Free download of the Shakespeak plug-in at: http://shakespeak.com If you do not have rights to install software on your computer, you can find the plug-in in your ZEN works. 2) A Shakespeak account
Apply for an account	To make use of Shakespeak you will need an account. E-mail your request to CES-IM: voting@utwente.nl
Technical requirements and recommendations for lecturer	Requirements: <ul style="list-style-type: none"> • Windows PC (not available for Mac); • Microsoft PowerPoint • Internet connection Recommendation: <ul style="list-style-type: none"> • Connection with a beamer
Technical requirements and recommendations for participants	Any mobile device that is equipped with a modern web browser and internet connection
Contact	CES-IM: Laura Bergmans voting@utwente.nl
In case of problems:	<ul style="list-style-type: none"> • Problems logging in: • In case of problems at your workplace (computer): • In case of problems in classrooms: <ul style="list-style-type: none"> • Contact voting@utwente.nl • Call LISA Servicesdesk (tel. 5577) • Call FB Servicedesk of the building. They will contact the Facility Service Centre and a supporter will arrive within 10 minutes.

ADDITIONAL INFORMATION:

- In this manual you will find the main function of Shakespeak: voting during a lecture. Information for all other functions can be found in the [Shakespeak manual](#) from the Shakespeak company. For help you can always contact CES at voting@utwente.nl.
- We assume that all **classrooms provide sufficient WIFI capacity**. However, if this is **not** the case please report this to voting@utwente.nl. Your feedback will be included in an optimization round of facilities!
- In case of **any comments or request for additional information** for this manual, please let us know through the above mentioned e-mail address.
- Shakespeak is only available on Windows-based computers. See our webpage for other tools that can be used when not using a Windows-based computer: <https://www.utwente.nl/telt/themes/Voting/>

Overall advice: Be prepared; practice and test your first Shakespeak poll beforehand (preferably in the designated classroom)

2. Preparing your account (3 steps)

Step 1: Installing the Shakespeak plug in

Before using Shakespeak you need to install the Shakespeak **plug-in**.

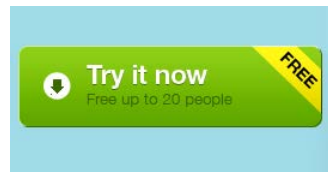
Before installing.... *what computer are you using?*

- **Option 1:** an UT computer
- **Option 2:** a **PERSONAL** computer

Option 1:

Installing Shakespeak on a computer where you have installation rights (Windows 10)

- Go to: www.shakespeak.com
- Click on button:



- Download & install the plug-in on your computer

Option 1:

Installing Shakespeak on your a computer without installation rights

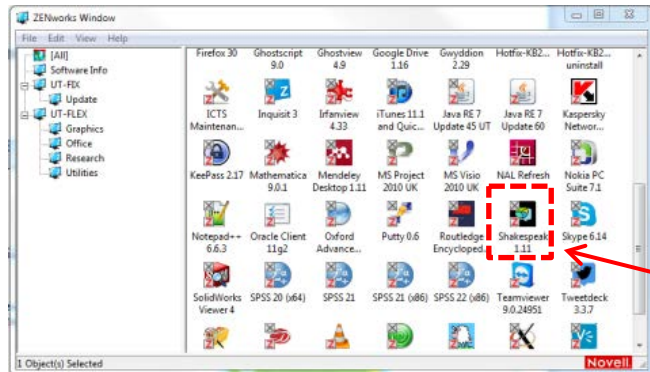
On older computers you can find the Shakespeak plug-in in ZEN works:

>> Go to: Start > Program files →



>> Zen works > double click the Shakespeak app

[[the plug-in appears as an extra tab in your Powerpoint Program]]



Step 2: Request a UT account

As a UT user you obviously want to make use of the benefits of the UT Shakespeak-account:

- “free for use up to 900 participants”

Therefore it is of importance that you request a UT Shakespeak account.

- Mail your request to: voting@utwente.nl

[[within 24 hrs you will receive a confirmation]]

Step 3: Activating your account

You will receive a Shakespeak confirmation email.

!!NOTE: it is possible that this e mail ends up in your JUNK e-mail!

Please check this folder before contacting us.

- Click on the link 'here' in this e-mail.
- Create your own password and confirm.
- Now you have a Shakespeak account and you are ready to use Shakespeak

[[activating an account takes 5 minutes]]

Dear new Shakespeak user,

Your system administrator voting@utwente.nl has added you as a new user to the Shakespeak Licence. Welcome! Please click [here](#) to go to your personal dashboard. You can login with the following details:

Email:

Password:

Is Shakespeak a new experience for you? Please visit our website www.shakespeak.com for more information.

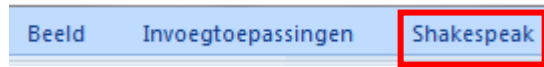
The Shakespeak Powerpoint plugin is to be found [here](#). Please contact your administrator if you have any questions concerning your account.

Best regards,
The Shakespeak team

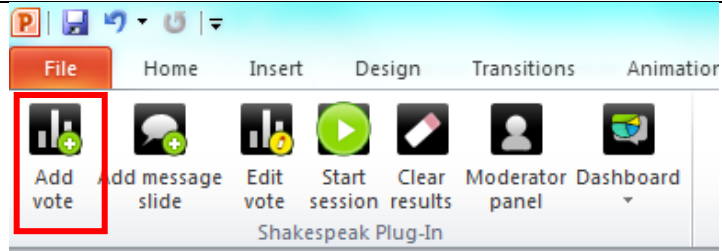
3. Create your poll - multiple choice questions

[you can create a poll in advance, a few **days** or a few **hours** before the start of the lecture]

- Open the PowerPoint program: the “Shakespeak” tab has been added.

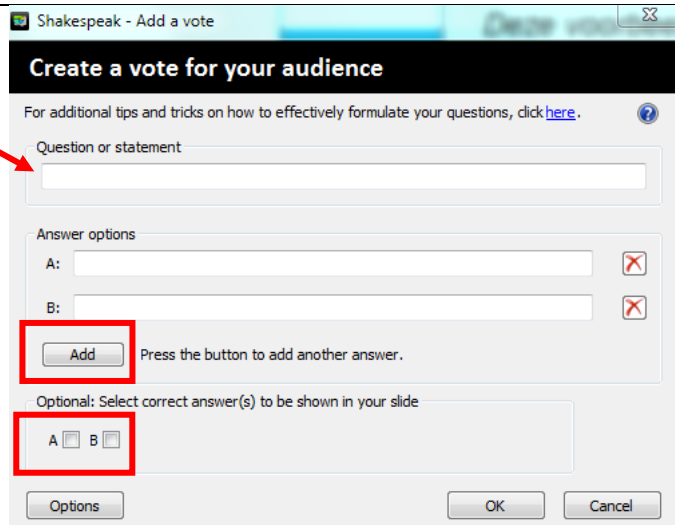


- Click on the “Shakespeak” tab and click on the icon “Add vote.”



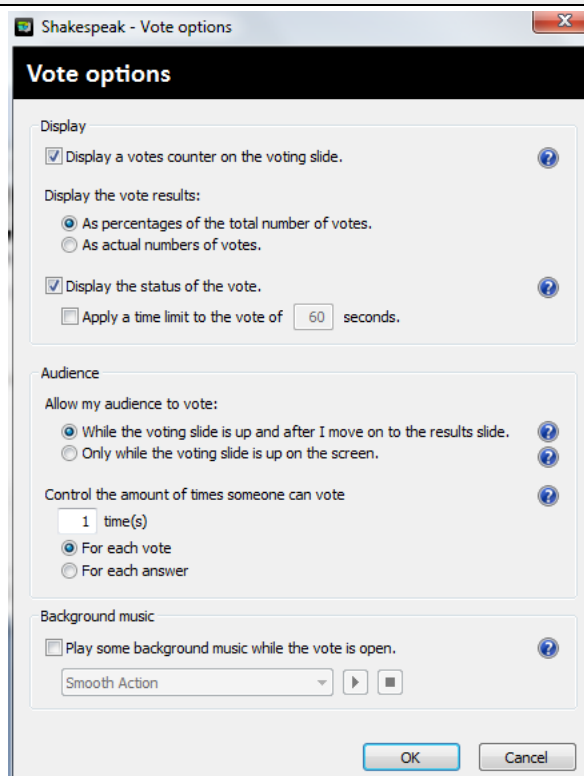
- Formulate your question or statement.

- You will find two standard answering options (A and B), but it is possible to add multiple answering options.
- Click “Add” to add more answering options.
- If there is a correct answer, you can select the right answer(s).



Using the Options button, you can make some design choices, including:

- displaying a vote counter;
- displaying the vote results
- the status of the vote and a time restriction
- the moment of voting
- the number of times participants can vote for each question
- background music during the voting.

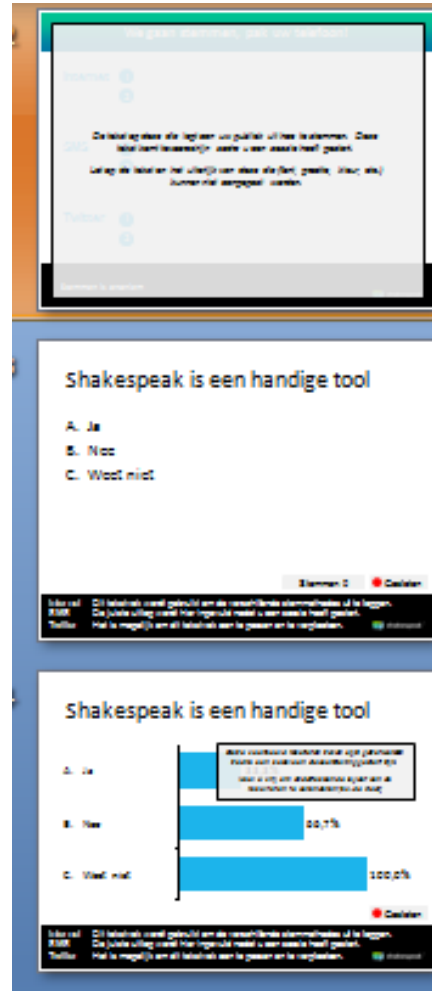


- It is also possible to adapt the language setting. After the confirmation of the question/statement and answers you get this possibility.
- Click “OK” to confirm the language setting.



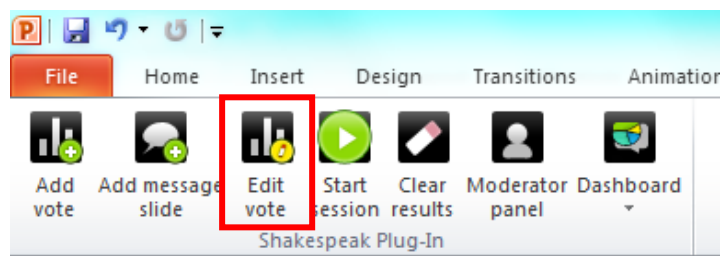
After the confirmation three slides are added in your Powerpoint presentation:

- Slide 1: this slide contains an instruction for participants and will be automatically added after starting your session.
- Slide 2: presents the question/statement and the answering options.
- Slide 3: presents the results.



You can edit the settings of the questioning slide:

- Select the slide you want to adapt.
- Click on “Edit vote” on the “Shakespeak” tab.



- Mark the required settings
- Click at “Apply” for application to one slide, or “Apply to all” for all slides.

Edit vote

Display

Display a votes counter on the voting slide. [?](#)

Display the vote results:

As percentages of the total number of votes. [?](#)
 As actual numbers of votes. [?](#)

Display the status of the vote. [?](#)

Apply a time limit to the vote of seconds.

Audience

Allow my audience to vote:

While the voting slide is up and after I move on to the results slide. [?](#)
 Only while the voting slide is up on the screen. [?](#)

Control the amount of times someone can vote

time(s) [?](#)

For each vote
 For each answer

Background music

Play some background music while the vote is open. [?](#)

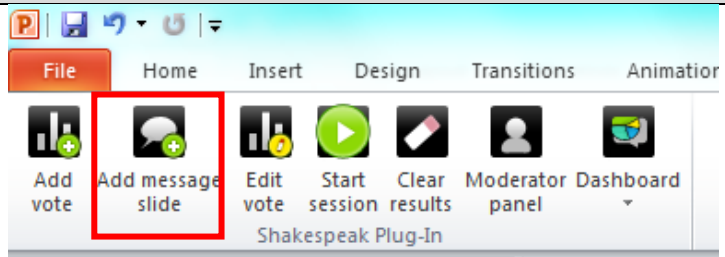
Smooth Action

Presentation language

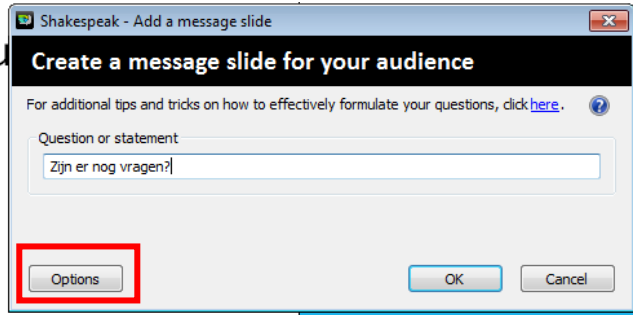
Click to go to Edit presentation. This closes Edit vote and discards any changes made.

4. Creating open questions

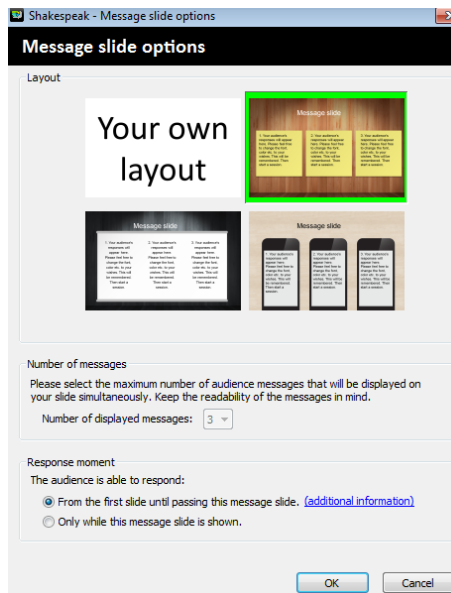
- Click "Add message slide"



- Formulate your question /statement
- Click "Options"

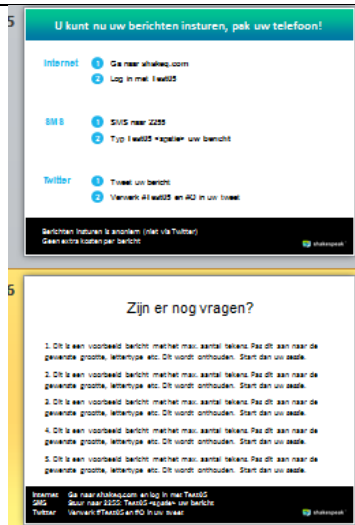


- Choose your lay-out
- Choose the amount of visible answers during the lecture at the same sheet
- Choose the timeframe in which you want students to answer your question
- Click "OK"



After the confirmation two slides are added in your presentation:

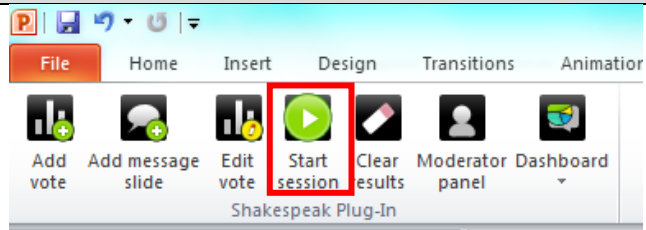
- Slide 1: this slide contains an instruction for participants and will be automatically added after starting the session.
- Slide 2: the responses of the participants are shown on this slide.



5. Starting a session

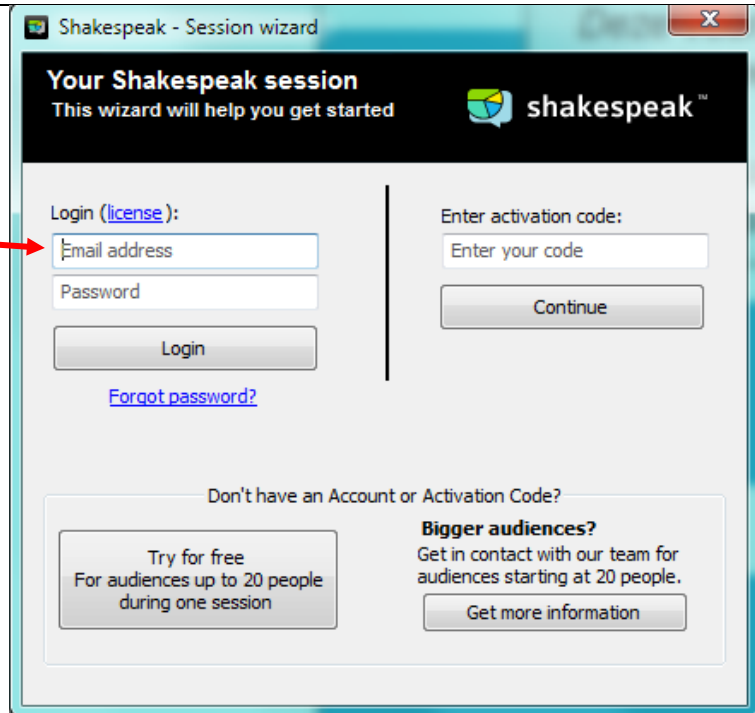
[[starting a session is necessary a few minutes before starting your lecture]]

- When your PowerPoint slides including the questioning slides are ready, click “Start Session” to activate the poll.



Fill in:

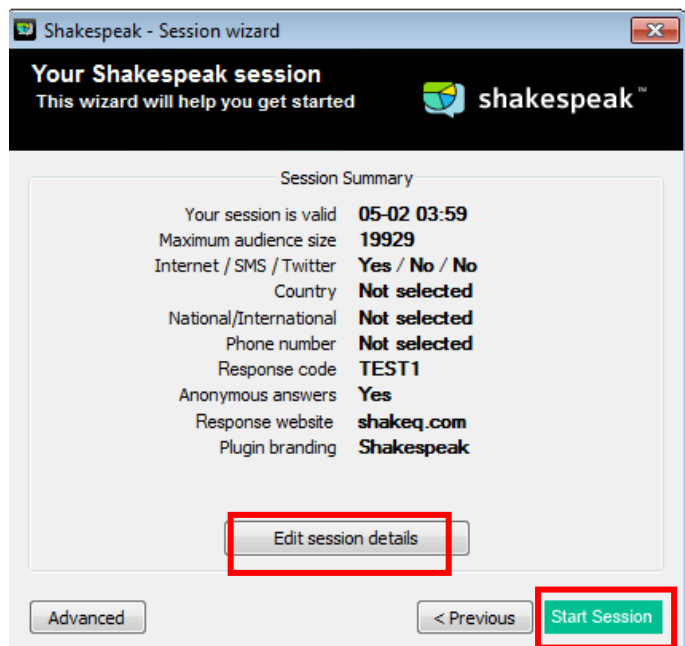
- Your Shakespeak e-mailadress
- Your Shakespeak password
- Click on “Login”



You will see the following confirmation with the specified test details.

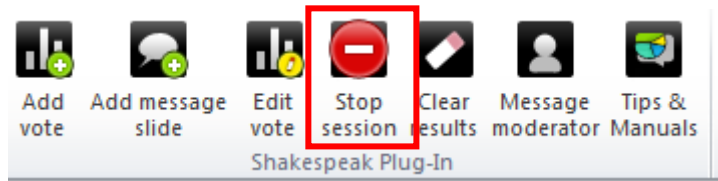
- If you want to adapt the test details click “Edit session details”
- If you are satisfied click “Start Session”
- You can start your Powerpoint presentation; the test is activated for your audience.

[[NOTE: if you have opened your session too long before using it, it sometimes will not start after the activation procedure. In that case, close and re-open your Powerpoint and enter your e-mail and password again]]



6. Ending a session and saving the results

- After the session: click “Stop session”



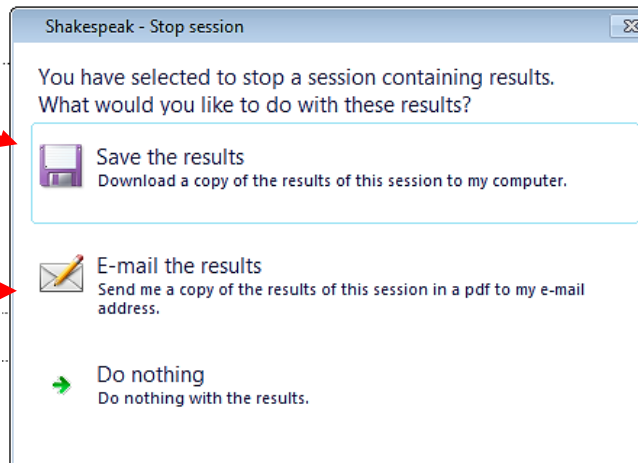
You have two options to save your results:

First option:

- Click “Save the results”
- Browse to a location on your computer
- Save the results as a PDF file on the specific folder

Second option:

- Click “E-mail the results”
- Enter your e-mailaddress
- You receive an e-mail with the results.



[[Note: all your session results will be saved in your Shakespeak account. You can reach all your session results in your own dashboard]]

