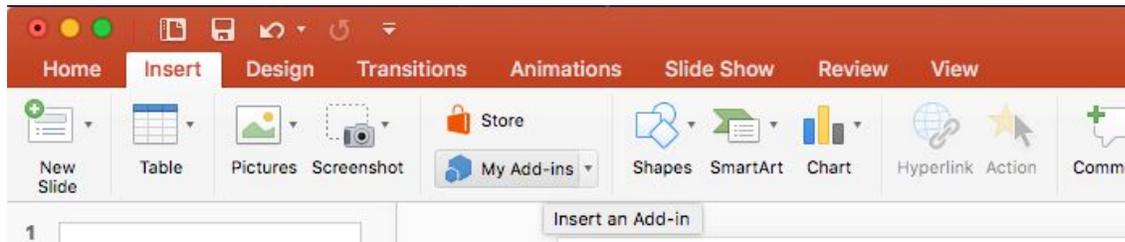


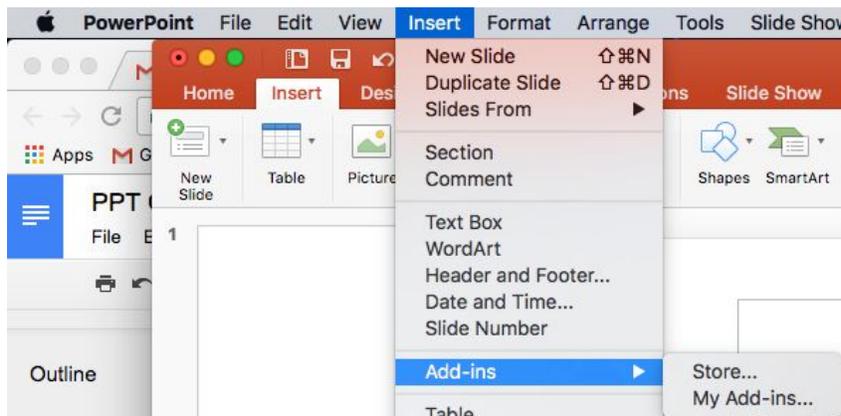
# Tasks

## Download the Moblab Add-in from the PPT Store

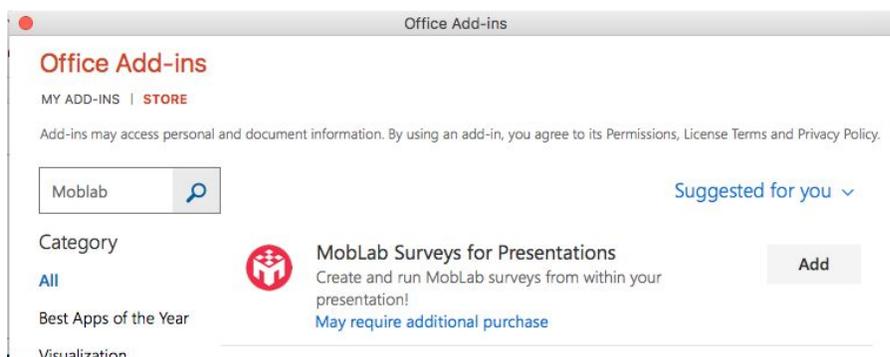
**Method 1 - The orange 'Store' button and the blue 'My Add-ins' button in the 'Insert' tab**



**Method 2 (MAC ONLY) - The 'Insert' submenu of the Mac bar**

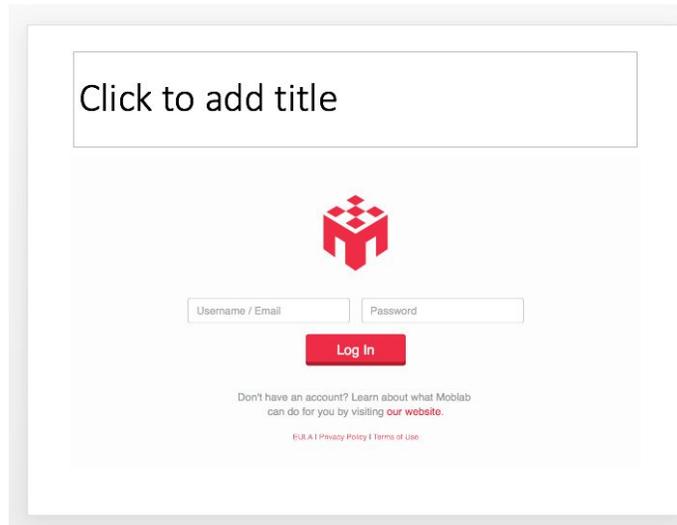


**Search the store for 'Moblab' to locate our Add-in, and add it to a blank 'Title and Content' slide**

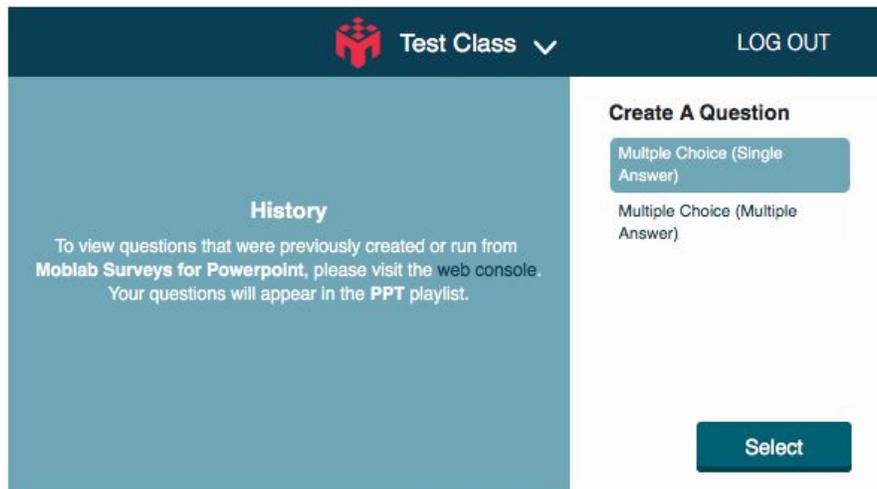




3. Your slide should look like the image below. If it does, go ahead and log in. If not, make sure that you had a blank 'Title and Content' slide open when you inserted the app.

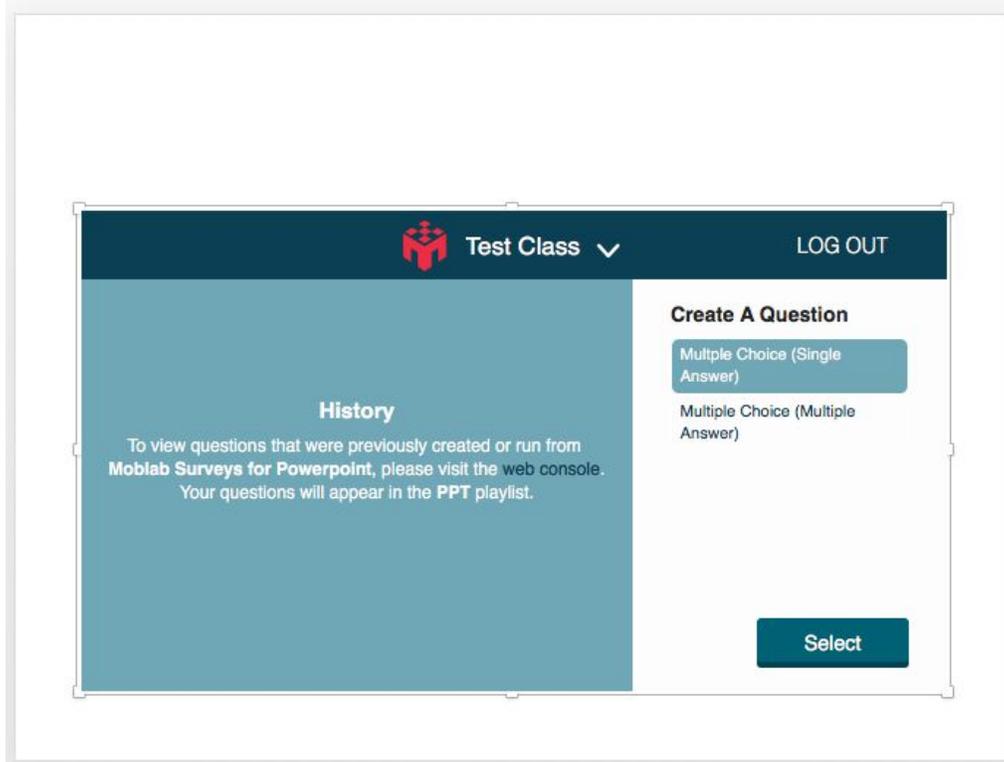


4. After you've logged in, you should be in one of your classes and see the option to 'Create a Question'. You can change classes by clicking on the class listed at the top and selecting the correct class. Then, choose the desired question type and click 'select'.



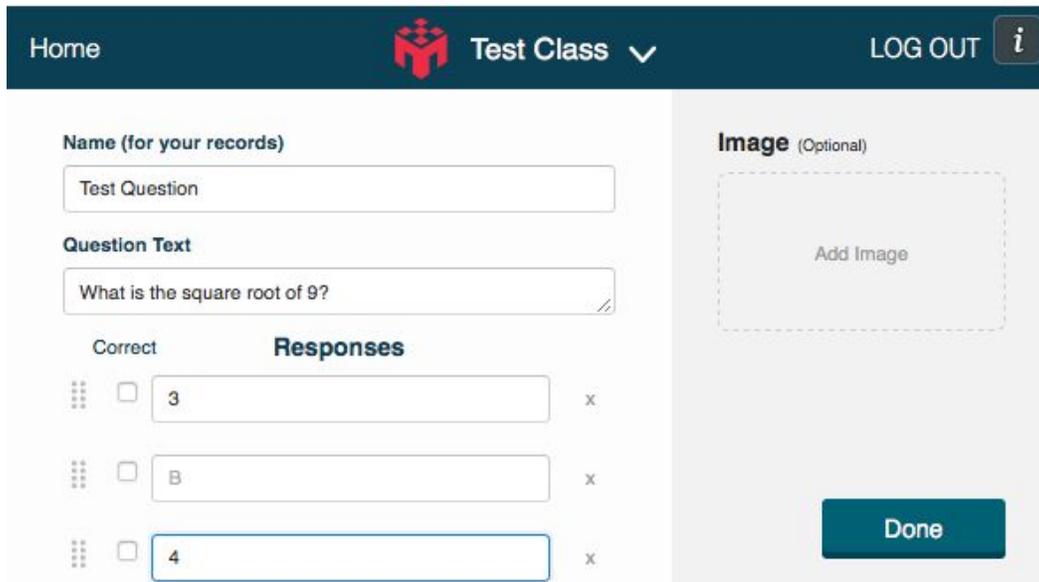
## Resize a Question

1. Click on the edge of the app to bring up the resizing handles. Resize as desired.



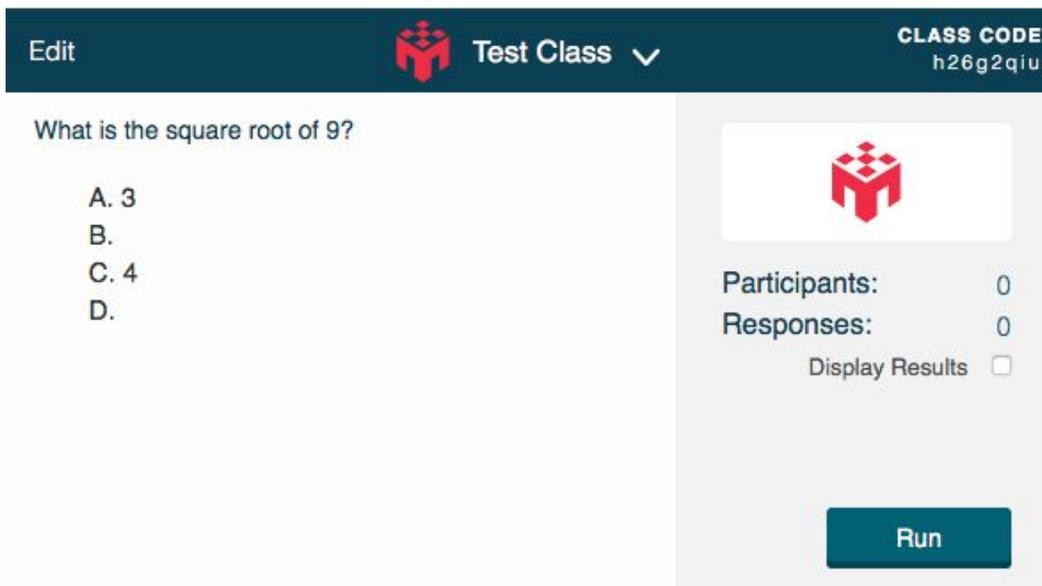
## Run a Question

1. Create a question and fill out the form. Make sure to provide a name and question text (they are required). Response options are automatically labeled by letter, and will show only the letter if you do not provide a text option. Check the checkbox(es) next to the correct answer(s).



The screenshot shows the 'Create Question' form. At the top, there is a dark blue header with 'Home' on the left, a red logo, 'Test Class' with a dropdown arrow in the center, and 'LOG OUT' with an information icon on the right. The form is divided into two main sections. The left section contains: 'Name (for your records)' with a text input field containing 'Test Question'; 'Question Text' with a text area containing 'What is the square root of 9?'; and 'Responses' with a table. The table has two columns: 'Correct' and 'Responses'. There are three rows of response options, each with a checkbox, a text input field, and a delete 'x' button. The first row has '3' in the input field. The second row has 'B' in the input field. The third row has '4' in the input field. The right section is titled 'Image (Optional)' and contains a dashed box with the text 'Add Image' and a 'Done' button at the bottom.

2. Click 'Done' and review the question. If everything looks good, hit 'Run', otherwise, you can edit the question by clicking the 'Edit' button in the top left corner.



The screenshot shows the 'Review Question' screen. At the top, there is a dark blue header with 'Edit' on the left, a red logo, 'Test Class' with a dropdown arrow in the center, and 'CLASS CODE h26g2qiu' on the right. The main content area shows the question text 'What is the square root of 9?' followed by four multiple-choice options: 'A. 3', 'B.', 'C. 4', and 'D.'. On the right side, there is a red logo, 'Participants: 0', 'Responses: 0', and a 'Display Results' checkbox which is currently unchecked. A 'Run' button is located at the bottom right of the screen.

- Have your students join your class if they haven't already, using the class code in the top right. While they are responding, you can show a live results graph by clicking 'Display Results'. If you have an image, you can click on it to expand it and make it full screen. After all responses are in, hit 'Finish'.

The screenshot shows the 'Test Class' interface. At the top, there is a dark blue header with a red logo and the text 'Test Class'. On the right side of the header, it says 'CLASS CODE h26g2qiu'. The main content area is split into two columns. The left column contains the question 'What is the square root of 9?' and four multiple-choice options: A. 3, B., C. 4, and D. The right column contains a control panel with a red logo, 'Participants: 0', 'Responses: 0', a 'Display Results' checkbox (unchecked), a timer showing '00:17', and a red 'Finish' button.

- When you are ready, click 'Reveal Answers' to show the correct answers. On the graph, the correct answer(s) will appear as bright green or a hollow green bar if no one answered the correct answer.

The screenshot shows the 'Test Class' interface after revealing answers. The header and class code are the same. The question 'What is the square root of 9?' is now followed by a bar chart. The y-axis is labeled with 0, 3, and 4. A bright green bar is shown at the level of 3, indicating that option A is the correct answer. The right column control panel now shows 'Display Results' checked and 'Reveal Answers' checked. The timer shows '00:01' and there is a dark blue 'Run Again' button.

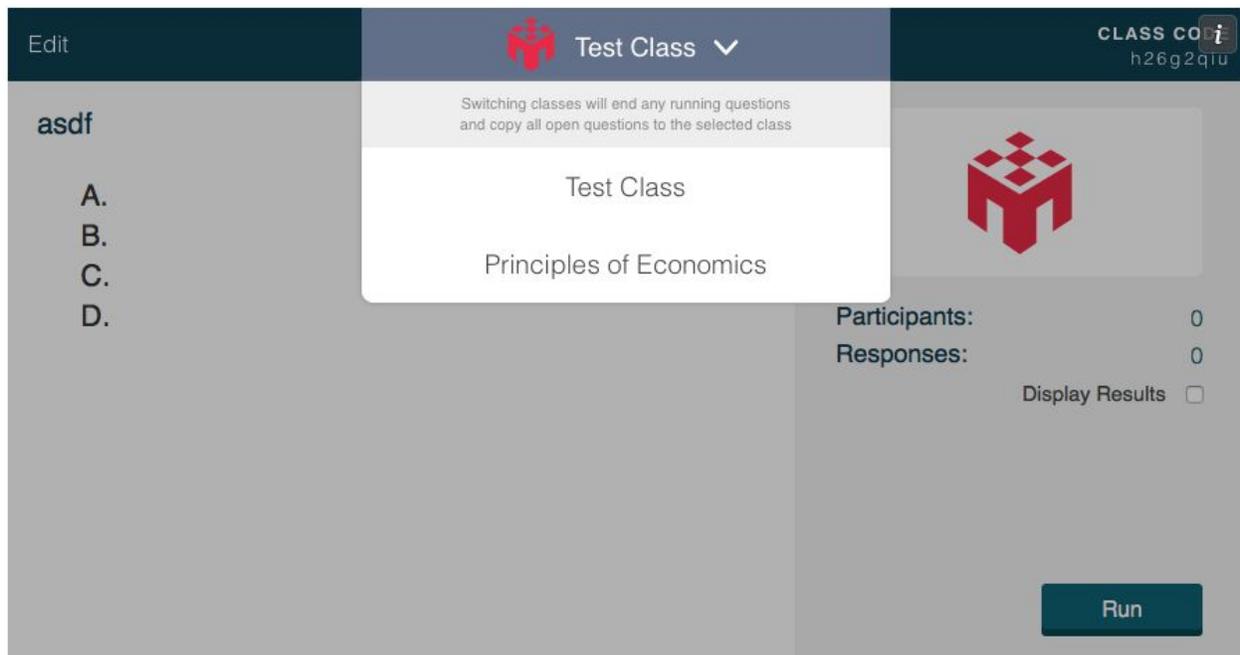
For running multi-question surveys, just duplicate the process in the 'Create a Question' section for the new slide.

## Reuse Slides in the same Class

1. If you would like to save the slides from the previous section, export the entire presentation as a pdf using (File → Export...) or create a duplicate presentation and save all of the slides as images. **Please caution against creating duplicates of slides that have not been run.**
2. Uncheck 'Display Results' and 'Reveal Answers' and hit 'Run Again' on all the questions you would like to run again.

## Reuse Slides in a Different Class

3. Make sure the new class already exists in your instructor console.
4. Open your slides that were created (and possibly run) in a previous class. If you would like to keep a presentation with the results from your old class, make sure to create a duplicate of the presentation.
5. Log in.
6. Select the any question slide. If it has already been run, hit 'Run Again'.
7. Click on the class dropdown in the top bar and change it to your new class. All of your questions should now be copied to the new class.



The screenshot shows the instructor console interface. At the top, there is a dark blue header with 'Edit' on the left, a red logo and 'Test Class' with a dropdown arrow in the center, and 'CLASS CO i h26g2qiu' on the right. Below the header, a white dropdown menu is open, displaying 'Test Class' and 'Principles of Economics'. A warning message above the dropdown reads: 'Switching classes will end any running questions and copy all open questions to the selected class'. The main content area is dimmed and shows a slide with the text 'asdf' and multiple-choice options 'A.', 'B.', 'C.', and 'D.'. On the right side, there is a red logo, a 'Participants: 0' and 'Responses: 0' section, a 'Display Results' checkbox, and a 'Run' button at the bottom.

## Duplicate a Slide

\*\* We do not support duplicating questions, as this will cause problems on our server and bugs for you. For more, please see the FAQ question [‘Can I copy/duplicate slides?’](#)

1. Copy and paste a question slide
2. Delete the question on the duplicate slide
3. Insert *Moblab Surveys for Presentations* again

## Share Slides with Students

Please see the FAQ question ['How do I share slides with my students?'](#)

## Edit a Question in the Console

Please see the FAQ question ['Can I edit PPT questions in my instructor console?'](#)

# FAQ

## What happens if I insert the Add-in and it doesn't load?

If you don't even get to a login page, this is probably an issue with Powerpoint, and you should check your internet connection and restart Powerpoint. If that does not resolve the issue, please contact our support team.

## How do I run questions again in another class?

Click 'Run Again' on any completed question, then switch the class using the class selector at the top. All completed questions will be reset and copied into the new class.

## What happens to questions I've run?

Completed questions are stored in a 'PPT' playlist in the class you ran the question in, and can be accessed from your Web Instructor console even if you overwrite the question in PPT by running the question again in a different class.

## Can I edit PPT questions in my instructor console?

We do not recommend doing this, because PPT does not actively sync to the instructor console. If you must make a change on the instructor console, make sure to restart Powerpoint, as startup is the only time that Powerpoint syncs to the instructor console.

## Will checking 'Display Answers' show the answer if I hit 'Run Again', but before I've run the question?

No, answers can only be displayed once a question has been run, even if 'Display Answers' has been checked.

## Can I copy/duplicate slides?

We do not recommend copy and pasting slides with active questions on it, as they can cause the questions to become linked unpredictably. If you want to add multiple questions or slides, just create a new slide, and follow the procedures in the 'Create a Question' section again to create multiple survey questions in one PowerPoint presentation.

You can also copy a question slide, delete the question in the copied slide, and insert the question again if you would like the questions to take the same size and position.

## Can students respond via Powerpoint?

No, they still have to use the web console or their Moblab mobile App.

## How do I share slides with my students?

For students that have Moblab accounts or a valid Moblab student login, they can log into their accounts after you share your slides with them. They will be able to view the response options for questions that haven't been run, and the results for questions that have been run. If you enabled 'Reveal Answers', they will also be able to see the answers for finished questions.

## How do I share slides with students without valid logins?

On each question, there is an 'i' button in the top right corner, next to the 'Logout' button. After you click on the 'i' button, you will have the option to save the question as an image, which will freeze the slide as it looks when you convert it into an image, so that students can view content without a login.

*WARNING - images cannot be converted back to questions, so make sure you duplicate your presentation before converting questions into images.*

## Can my TA/Helper create my slides for me without my login?

Yes, as long as they have an instructor level account. Make sure that you've shared your class (you have to do this on the Web Console) with your TA/Helper, and when they log into your slides, they will be able to edit questions you have already created as well as create new ones. When they sent the presentation back to you, you just need to log in with your account and you will be able to run the slides in any of your classes.

## Can my TA/Helper access results after I've run the slides?

As long as the TA/Helper has an instructor level account and is shared to your class, opening slides from that class will grant them the ability to view results and also toggle 'Reveal Answers' on and off if they wish to re-share the presentation with or without answers to their students.

## Can I copy questions from a class I am not shared with?

Yes. If another instructor has shared their slides with you, but not their class, logging into their slides will copy all questions into your first available class. From there, you can switch to the correct class. You will not have access to the results from questions the other instructor has run, however.