Setting Up ARS Slides for Your Presentation

1. Complete the **Audience Response Task** in the **Conference Harvester**.
   a. Login to the Speaker Center to access your task list. Click on the **Audience Response System** task.
   b. If you have multiple presentations, you must complete this task for EACH presentation that you wish to use ARS within. Select Yes or No for the modules (Comments, Questions,
   c. Polling) that you wish to activate and use for your presentation by clicking the dropdown for each.

d. If you select "Yes" for Questions, additional settings will appear that you need to complete. "Hide Other Attendee Questions?" means that the attendee can only see the question(s) that they have submitted. "Disable Voting on Questions?" indicates whether or not you want the attendees to up-vote questions that they want to hear answered.

2. Set up **Polling** and **Polling slides** (if applicable)
   a. If you activate the Polling module by selecting "Yes" in the Attendee Polling dropdown, additional text will appear underneath.
   b. First, click on the "ARS_Setup.zip" link. Unzip the file and open the folder. You will see two files in the unzipped folder—a copy of the **ARS Speaker Guide PDF** and the **CadmiumCD ARS plugin** labeled "**CadmiumCDARS.msi**". This plug-in allows you to insert **polling slides into PowerPoint**. Double click this file to download and follow the prompts to install. This will add a tab to your Microsoft PowerPoint toolbar that says "CadmiumCD ARS".
      i. Please note that PowerPoint version 2010 and above is required for this plug-in to work. **Please also note that this plug-in only works on PCs. It is not supported on Macs.**

The next step is adding your polling questions in the ARS task. Click "Add Question" found in the top left corner of the Polling Questions window that will appear once you activate the Polling feature in the task. Select the **"Polling"** option from the drop down menu.

d. Complete the fields in the Add Question screen.
   i. The **"Label"** does not appear to attendees, and it is recommended to make the label of the question the slide number with which the question correlates.
   ii. We recommend a **"Timer Length"** of **15 seconds** per possible answer choice.
   iii. Be sure to select the **"correct"** answer if applicable.
   iv. At least **two** possible answers are required for each polling question. There is a **maximum** of **30 characters per answer, including spaces**.

3. Adding Polling Slides to Your Presentation

a. Once you have entered all of your polling questions to the ARS task, you will see a **5 character Poll Code** to the right of each question in the Polling Questions window.

b. Highlight the first **Poll Code** and copy it to your clipboard.

c. Open your PowerPoint presentation and click the **CadmiumCD ARS tab** in the top tool bar.

d. Click "Login/Select Presentation" in the top right side of the PowerPoint window and enter your Harvester login information.
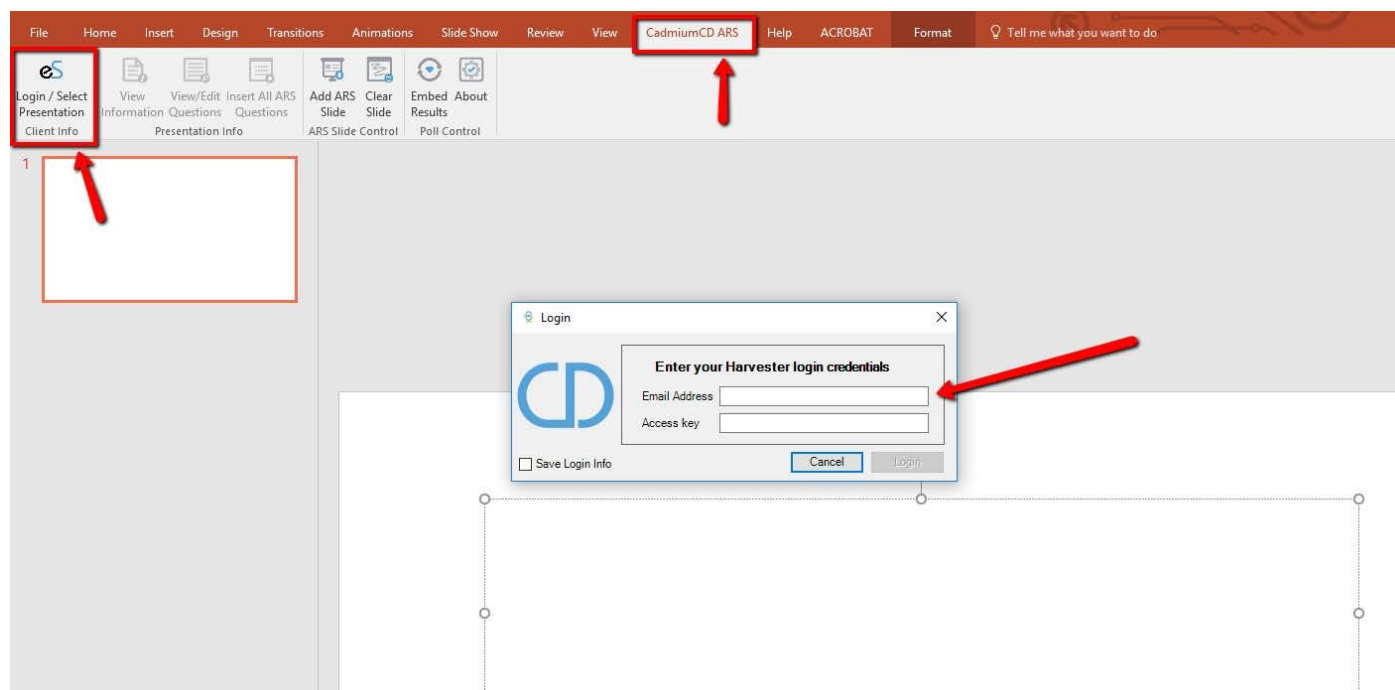
a. After logging in, a window will pop up with a list of all your presentations for your event. Click the presentation you want to add the Polling Questions to and click **Select**. This step does not enter questions, is only selects the presentation you will add questions to.

b. Select the slide that will precede the intended polling slide in your PowerPoint presentation and then click **"Add ARS Slide"** in the ARS Slide Control panel in the top menu of the PowerPoint window.

c. A pop up window will appear on your screen prompting you to add the **Poll Code** for the ARS question you want to enter. Paste the poll code you copied previously and click **Insert.**

d. This will insert the ARS question into your PowerPoint presentation. **The ARS question will show as a preset instruction slide,** these instruction slides explain to your attendees how to navigate to the ARS feature and how it works **but will not show when the poll is running.**
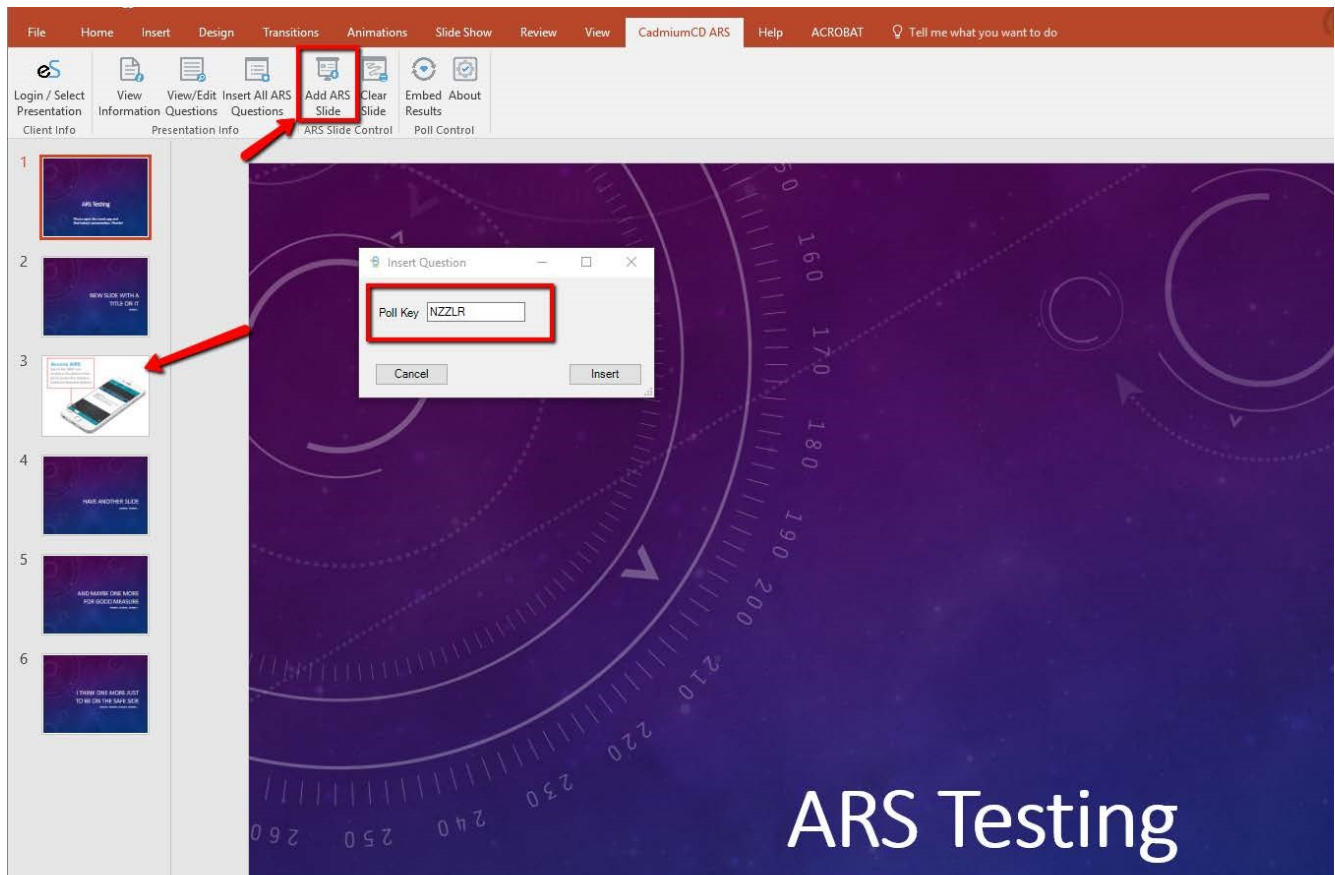

f. To insert every ARS Question at once, click **"Insert All ARS Questions"** from the top menu. This will insert every question that is currently created from your ARS Task.

g. Clicking the **"View/Edit Questions"** options from the top menu will open a pop up of all the questions listed in your Harvester. Selecting a question will allow you to add, edit, insert, insert all, or refresh the list of questions.
    i.   At the top of the pop up window, there is an **"+Add Question"** button. This will allow you to insert a new ARS question directly from within PowerPoint. Click it and select **Polling Question** from the drop down menu. It will create a new question on the list, with a slide label of **Change Me,** double click on that and it will open a new window where it will prompt you to fill in all the information for a new question. Click save when finished.
    ii. **"Details/Answers"** allows you to directly edit the question's title, label, timer duration, correct answer, and answer options. You can delete and answer and add answers as well
    iii. **"Insert All Into Presentation"** will insert all questions into your presentation at once
    iv. **"Insert Selected Into Presentation"** will only insert the selected question into the presentation
    v.   **"Refresh"** will update the list with new questions added through the ARS Task
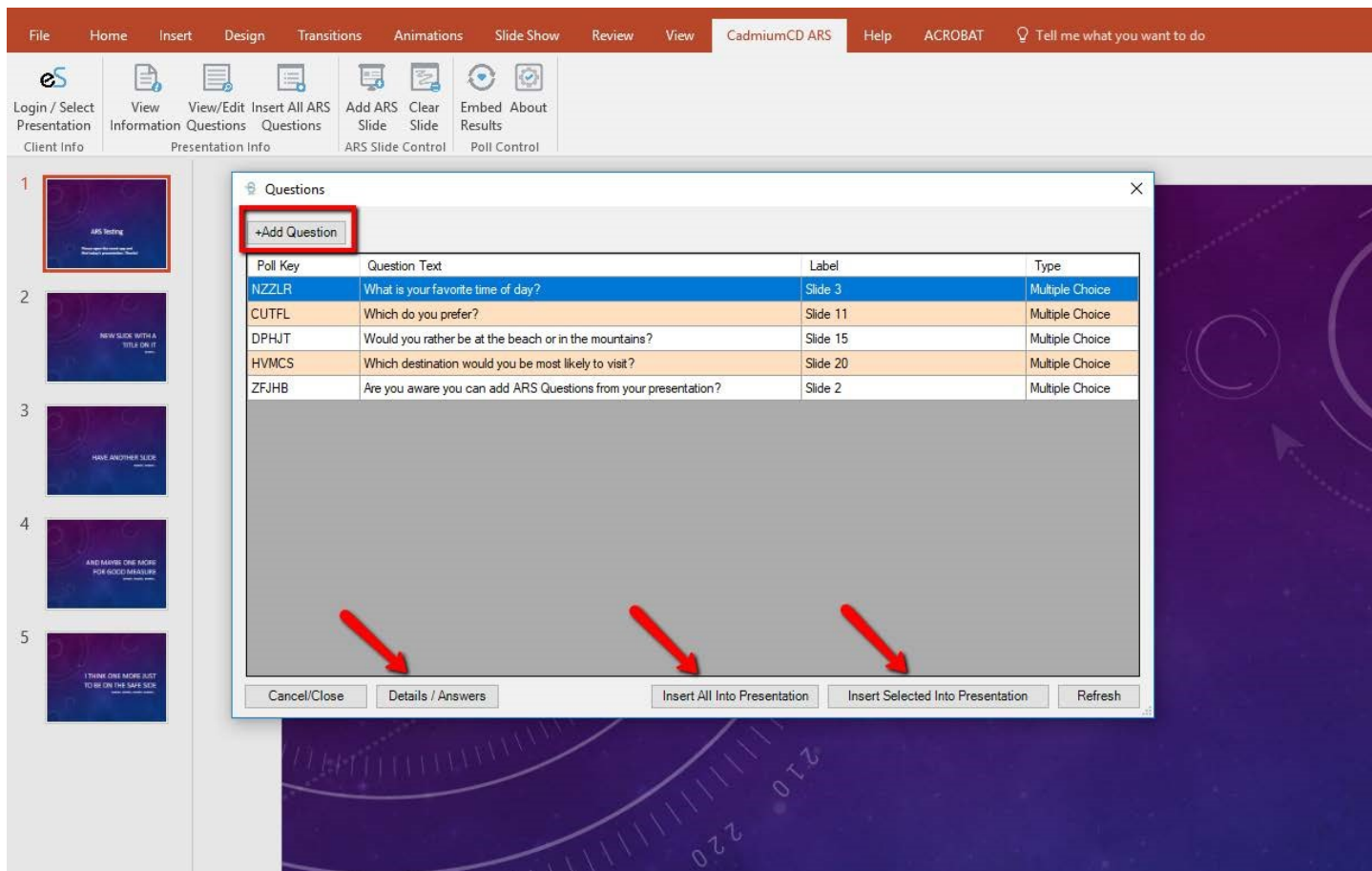
h. **Polling slides will appear like the ARS preset instructional slide. When you are in Slide Show mode, however, and you advance to this slide, it will prompt the actual poll to run in place of this image.**
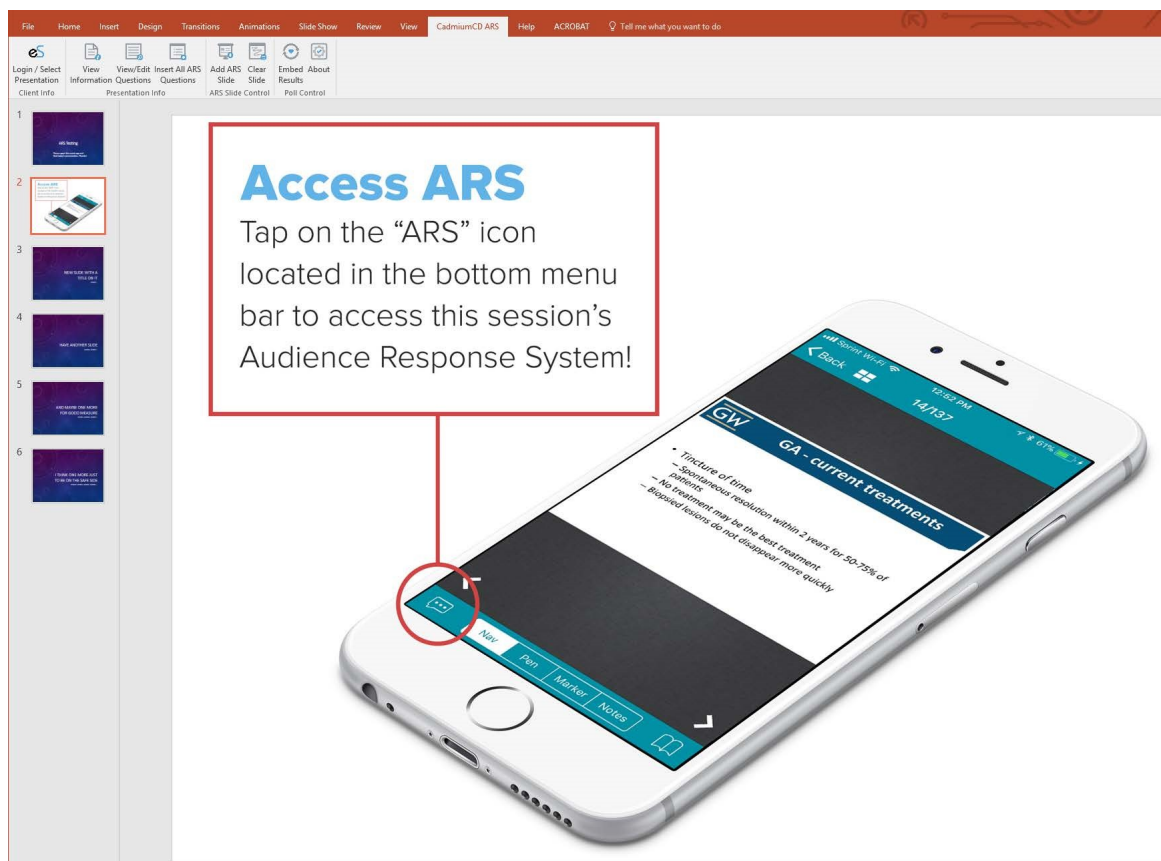
      i.   Continue adding the rest of you polling questions through which ever method listed above works best for you.

      j.   Save your presentation when finished.

4. Testing your polling slides. There are two ways that you can test your polling slides:

      a.   The first and easiest way to test your poll is within the ARS Task in the Polling Questions window. Find the question you wish to test and click on the question title. You will see a black pop up. Click **"Test Poll",** this will simulate what your poll will look like in the slides.

ARS Download

Download and run ARS_Setup.exe to install the ARS plugin. The unzipped file will include the **ARS Speaker Guide** that provides a wealth of information about how to use ARS effectively during your presentation.

The unzipped file will also include the installer file, **CadmiumCDARS.msi**, that downloads a tab to the Microsoft PowerPoint ribbon. Using this tab, you can add ARS Instructions slides to the beginning of your presentation and add slides that will show the live poll during your presentation.

      b.   After each time you test a poll, you will need to **reset it before testing again.** Click on the question again and click the **"Reset"** button.

c. The second **and most important way to test,** is from within your PowerPoint presentation. Remember, if you have tested using **Step A, you will first need to Reset the poll using Step B** (instructions listed above).

    i. To test polls within PowerPoint, you must first open your presentation and set it to Slide Show mode.
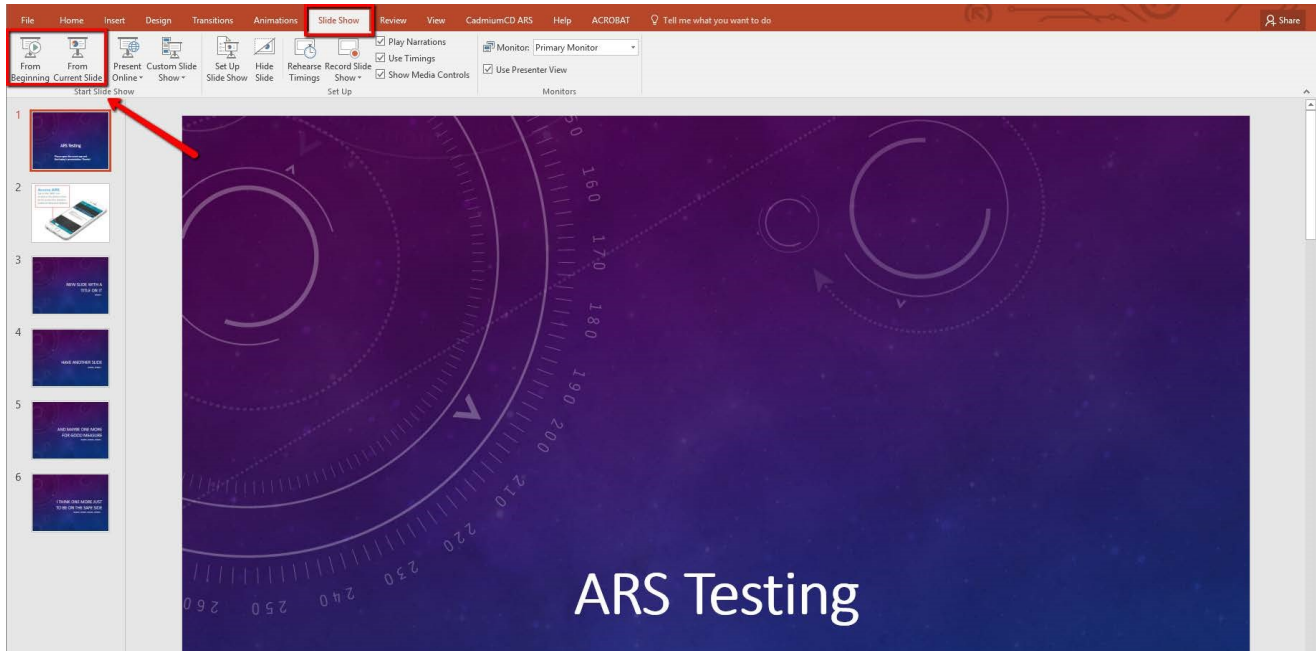
    ii. You can choose to run through the entire presentation, or you can start from the slide that **precedes** the **ARS Polling Slide**. Once you advance the slide to the ARS polling slide by clicking the right arrow key on your keyboard, you will see the timer start and the live poll pop up as it will display to your attendees. It should look like the example below. If you see poll results, you need to **reset the poll using step b (above).**

What is your favorite time of day?

1. Sunrise
2. High Noon
3. Sunset

13.18
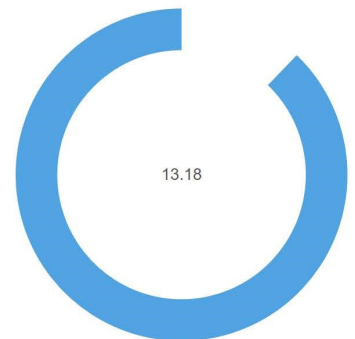
7. Before you run a live poll, the default monitor has to be set to the projector you will be using during your presentation. To do this, navigate to the **"Slide Show"** tab on top of the screen, and then underneath it on the right, there is an option to set the default monitor.

    a. Click on the drop down menu and **select which ever projector will be used for the presentation.**
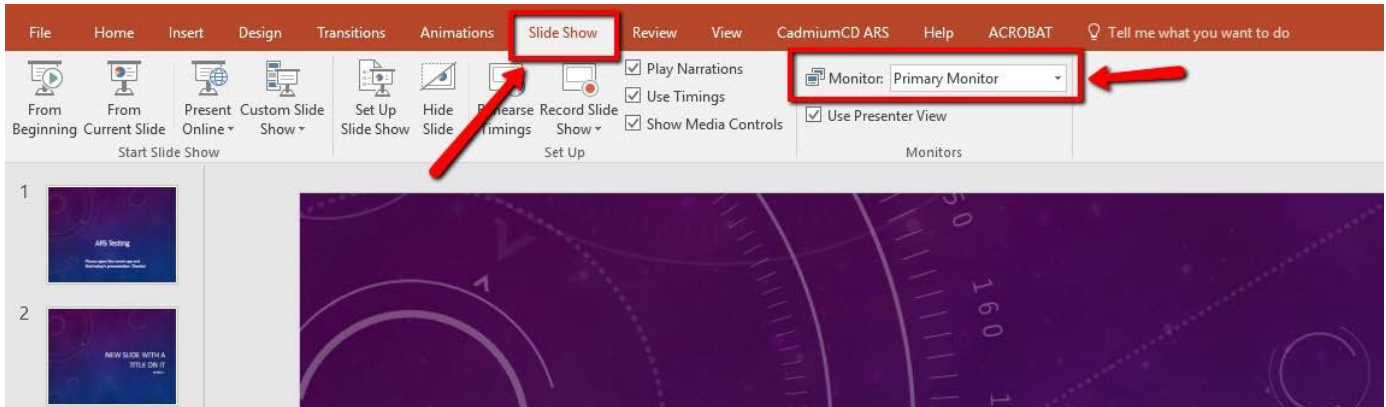
8. Once the presentation is over and all the polls have been run, speakers now have the option to ember their poll results within their PowerPoints. By clicking on the **"Embed Results"** button in the top menu, will create a new page in the presentation which creates a new slide that will display the results for each poll that was run.
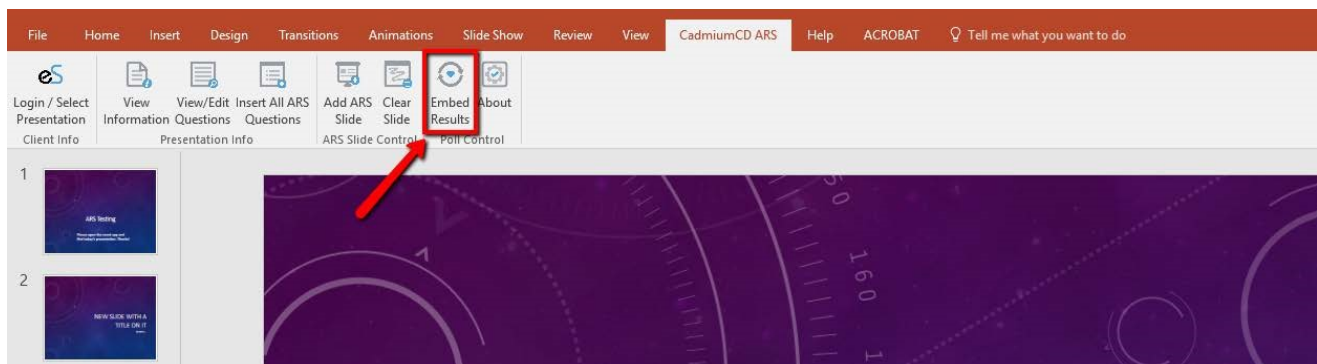
You are now ready to send your PowerPoint presentation to your event manager for the event!

If you need assistance, reach out to your event manager, or CadmiumCD technical support:

Technical support line – 410-638-9239
Technical support email address – Support@cadmiumcd.com