

Timeline

IMPORTANT –MUST READ

- **Confirm participation:**
 - Your Moderator/Chair has already confirmed that your session will use the ARS feature.
 - You must now confirm if YOUR PRESENTATION will use the ARS feature. Please confirm with ASTRO at annualmeeting@astro.org that you will be using the ARS feature in your presentation no later than July 12.
- Complete training course by July 12.
- Complete ARS task in Cadmium (enter questions into online system) by August 12.

After August 12, if you have not entered your questions into the ARS system and you have not completed the training course the polling feature for your session will be turned OFF. No exceptions.

Creating Questions and Building Slides

Steps to take

- Step 1 - Create your questions in the task
- Step 2 - Enter them into your presentation slides
- Step 3 – Review your slides and questions onsite in the Speaker Ready Room
- Step 4 – Give your presentation!

Access the ARS Task

- The ARS task can be found by accessing the Speaker Center.
- Visit: <https://astro.org/am19>
- Login with your ASTRO credentials.
- Select My Presentations from the left side navigation
- View the Session Information section and look for the “Add ARS Questions” button.

Add ARS Questions

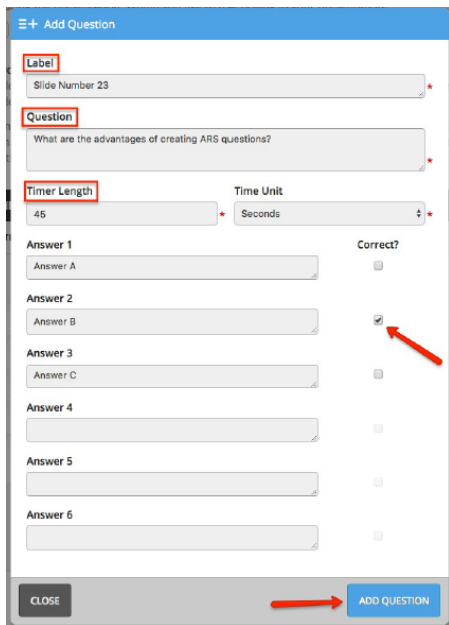
Access Session

- Once in the ARS task select your presentation.
- Note: if you are speaking in multiple ARS sessions, you will need to complete this step for each presentation. DO NOT create all your ARS questions for all sessions under one presentation task.
- Under the 'Polling Questions' drop down select 'Yes' in order to add questions to the presentation.



Create Your Questions in the Task

- 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 appears after you activate the Polling feature in the task.
- Select the 'Polling' from the drop down.
- Complete the fields on the "Add Question" screen.
- Of note, "Label" will not be seen by attendees, and we recommend labeling questions by slide number.
- Click the correct answer check box for the correct answer.



Polling Tips

- Set the answer timer NO LESS than 30 seconds. This will give the audience time to access the question within the app and select their answer.
- At least two possible answers are required for each polling question. There is a maximum of 30 characters per answer, including spaces.
- During the session make sure to announce to the audience that an ARS questions is coming before the polling slide occurs. Once you advance to the polling slide the timer will begin.

Add the Plug-in

- In order to add your questions to your PowerPoint, you will need to install a plug-in.
- **Please Note:** This plug-in ONLY works on PCs. It is NOT supported on Macs. If you will be using a Mac please skip to the instructions, '**If Using a Mac**'.
- To download the plug-in, click on the "**ARS_ .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 allows you to insert polling slides into PowerPoint.
- Double click this file to download and follow the prompts to install.
- Once installed you will have a new tab in your PowerPoint toolbar, "**CadmiumCD ARS**"

Add Polling Slides to Your Presentation

- Now you are ready to add your questions to your presentation. We will refer to your questions as your polling slides.
- When you enter 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.
- Copy the Poll Code for your first question.
- Open your PowerPoint presentation and click the CadmiumCD ARS tab in the top tool bar.
- Click on 'Login/Select Presentation' on the top right menu bar on your PowerPoint file and enter in your Speaker Center login credentials.
- Click on the Save login information box.

#	Label	Question	Poll Code
1	Opening Q	Nutella or peanut butter?	DSSAW
2	Slide 4	ARS is the abbreviation for what feature?	NPPLH



- After logging in, a window will appear, find your presentation, and click **Select**.
- Note: This step will not add the ARS question, it is ONLY selecting the presentation you will add that question to.
- In your PowerPoint presentation, select the slide that will **precede** the intended polling slide (your question) and select '**Add ARS Slide**' from the Cadmium tool bar.
- A pop-up window will appear for you to enter in your Poll code you copied. Now Paste your poll code and click **Insert**.

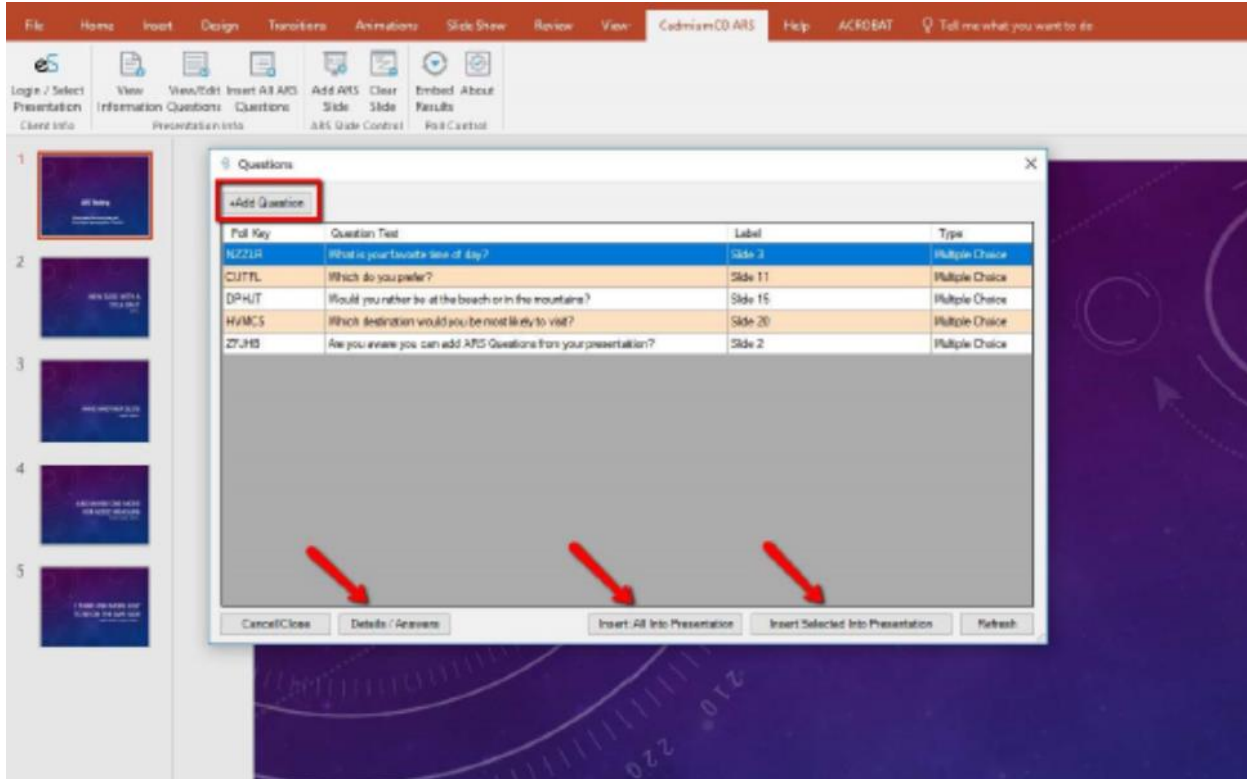


Now your ARS polling slide has been inserted into your presentation.

- **IMPORTANT!!!!!!!!!! Please note that the ARS question will show as a preset instructional slide.** These instructional slides are default and explain to the attendees how to navigate to the ARS feature and how it works. This slide will not show while the poll is running.
- **IMPORTANT!!!!!!!!!! Your polling slide will only be activated when you are in Slide Show Mode.** When you are in slide show mode and you advance to your polling question slide it will prompt the actual poll to run in place of this image.
- **IMPORTANT!!!!!!!!!!** If you test your polling question by clicking through your presentation in slide show mode, please note that you will have to RESET your polling question in the ARS task.
- It is ok to test! Just remember to reset your polling questions.
- **Save** your presentation once finished adding all polling slides.

★ SHORT CUT! Insert All ARS Questions at Once

1. Click on '**Insert All ARS Questions**' from the top menu. This will insert every question you created from your ARS task for that presentation.
2. Clicking the 'View/Edit Questions' options from the top menu will open up of all the questions listed in your task. Selecting a question will allow you to add, edit, insert, insert all, or refresh the list of questions.
 - a) '**+Add Question**' button, this button will allow you to insert a new ARS question directly from within the 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.
 - b) '**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.
 - c) '**Insert All Into Presentation**' will insert all questions into your presentation at once.
 - d) '**Insert Selected Into Presentation**' will only insert the selected question into the presentation.
 - e) '**Refresh**' will update the list with new questions added through the ARS Task.



Test Polling Slides

- As mentioned earlier you may test your polling slides with your presentation. You are also able to test them within the ARS task.
- To test your poll within the ARS Task, navigate to 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**' to simulate what your poll will look like in the slides.
- After each time you test poll, you will need to **reset** it before testing again.
- To **reset** your poll select the question again and click the '**Reset**' button.
- Again, you may also test your polls in your PowerPoint in Slide Show mode. Don't forget to reset your poll after each test run.

If Using a Mac

- If you are able to install the plug-in, you can skip this section. If not, please continue.
- If you are using a Mac and are unable to download the plug-in Cadmium and ASTRO staff will be available onsite to assist adding your polling slides to your presentation.
- You will need to build all of your questions in the ARS task (as per the previous instructions)
- Add placeholder slides within your presentation where your polling slides should be entered.
- Upload your FINAL presentation into the presentation upload found in the Speaker Center under the My Presentation tab> Session Presentation Upload before getting onsite.
- Once onsite, report to the Speaker Ready Room and see staff at the Cadmium desk to have a Cadmium team member assist you in inserting your questions into your presentation slides.
- IMPORTANT!!!! If you arrive onsite and have NOT built your question in the ARS task you WILL NOT be able to use the ARS feature. No exceptions will be made.
- Assistance with building questions in task: cadmium@support.com

Onsite Session Information

Review your Presentation and Questions

Please come to the Speaker Ready Room when you get onsite to review your presentation and ARS questions with the Cadmium staff.

It is important to review your presentation and questions to ensure your session runs smoothly.

Changes are discouraged once onsite, but staff will be available to assist with any last minute issues or concerns.

Note: It is preferred that you review your presentation in the Speaker Ready Room 24 hours in advance, but NOT LESS than 2 hours before, your session is to begin.

Polling Tips

In case you missed it before, we recommend you set the answer timer to NO LESS than 30 seconds.

Your audience will need time to access the question within the app and select their answer.

During the session make sure to announce that an ARS questions is coming before the polling slide occurs. Once you advance to the polling slide the timer will begin.

Feedback

Once the polling has ended, and the correct answer is revealed, please explain to the attendees why the answer is correct.

Thank you and Questions

Thank you for your time. If you should have any questions, please contact us at:

ARS system questions/issues - cadmium@support.com

Faculty/session related questions - annualmeeting@astro.org

REFERENCE MATERIALS

- ARS_Slide set-up in presentation
- ARS-AV Requirement Guide
- ASTRO 2019 FAQ