



eduVote

An Audience Response System (ARS)

Detailed overview for new users

What is eduVote?

eduVote is a tool that allows you to ask questions that are answered simultaneously by your audience. Your audience can choose between several answers and - if you wish - also send you free text. You can find some introductory videos at www.eduVote.de/en

1. In order to create and conduct surveys with eduVote, you need an ID and a password.

You can obtain this access data in three different ways:

- **test license**
If you are interested in purchasing a license, we will gladly set up a trial account for you for one month. Simply send an e-mail to: register@eduvote.de. Your ID and password will then be sent to you by e-mail.
- **single license**
The price for a single license per year is 299 € (incl. VAT) or 598 € for three years. If you are interested, please contact: register@eduvote.de. Your ID and password will then be sent to you by e-mail.
- **frame license**
If your university or company owns an enterprise license, you can simply register on www.eduvote.de with your e-mail address.

2. You need to initialise (open) the survey.

There are several ways to initialize eduVote surveys. The choice of the method depends on whether you want to prepare a series of questions or ask individual questions spontaneously, and on the hardware and software you already use. In any case, you only need **one** of the following:

- **PowerPoint Add-In**
The PowerPoint Add-In is the solution used by most users. It is ideal if you use PowerPoint for your presentation and you want to prepare the surveys in advance. The surveys then fit seamlessly into your presentation and you can even control them with a presenter. The results of the polls are saved in the PPT file on your computer.

The polls can be single/multiple choice questions, yes/no questions or free text questions. The latter are displayed in PowerPoint as a word cloud.

The eduVote add-in adds the ability to open polls, collect votes and visualise the result to PowerPoint. To do this, it adds a diagram and a control button to the slide. However, the button only appears if you decide against presenter control in the settings. Otherwise, you can control the survey with a mouse click, the right arrow or a presenter.

All other elements (question text, answer options, images ...) must be inserted by you using PowerPoint.

You can download the add-ins for [Windows](#) or for [Mac](#). On these pages you will also find instructions (pdf) on how to use the add-in, which is linked there directly next to the download of the add-in.

Attention: If you want to exchange PowerPoint files with eduVote surveys between PC and Mac, you should still read the help available separately on this topic, which can also be downloaded from [eduVote.de](#).

- **Browser**

Initialising surveys in the browser is useful for spontaneous surveys and when using operating systems for which there are no separate programmes yet. E.g. also from a mobile phone.

Here you cannot prepare a series of questions. Usually you will present the question and the answer options to your audience orally or write them on the blackboard or a whiteboard, for example.

Exclusively in the browser, you can allow free text input and visualise your audience's feedback not only as a word cloud but also as a text list.

To use this option, visit www.vote.ac/start.

You can find more information on our [website](#).

- **Windows application**

If you do not use PowerPoint for your presentation and would like to create a survey series in advance, the Windows application is the right choice. However, the Windows programme only offers basic features.

Here you can find the [download and additional information](#).

- **Mac application**

If you do not use PowerPoint for your presentation and would like to create a survey series in advance, the Mac application is the right choice. However, the Mac programme only offers basic features.

Here you can find the [download and additional information](#).

3. Optional use of the „Second Screen“

We assume that your audience can usually see a beamer or screen on which the PowerPoint Add-In or one of the other software components already presented is visible.

In addition, there is also the possibility for you to go to <https://www.eduvote.de/2nd> on an extra device (mobile phone, tablet), which only you can see. There you can use two additional functions after entering your ID and password:

- **Live-View**

Use the second screen to monitor the results emerge while the votes come in.

- **Ask open Questions**

Here you can allow your audience to send you texts that are displayed on your Second Screen. You can use this function to allow questions, to receive comments or to have open questions answered.

You can choose whether your audience can view the texts that have already been transmitted and join them by clicking on them, or whether they can only enter their own texts.

You see all transmitted texts sorted by relevance on your second screen and can mark individual texts as done / irrelevant so that they slide down and become invisible to your audience. ([Video](#) about this feature)

You can also use this function to remove unwanted contributions in a word cloud.

Furthermore, you can switch between different free text sessions on the second screen, e.g. in order to use a word cloud again at a later time and add to it.

4. How should the audience participate in the surveys?

There are several ways to participate in eduVote surveys. How your audience participates is up to you. The decision should depend on whether you have recurring or one-time listeners and on how important it is for you to integrate the voting page into your corporate design.

All procedures have in common that your audience does not need to register and only needs to know the ID of the speaker, i.e. your ID.

- **Android- and iOS-App**

The use of apps is useful for recurring audiences. The IDs are automatically saved after a first time use. The apps can be downloaded free of charge from the relevant store (Apple or Google).

- **Browser**

Voting via vote.ac is always possible. The web address of this page is short, quick to type and the page can be used by all audiences.

Your institution may have set up its own voting page as a subdomain of vote.ac or even with its own domain name. This page may then be visually adapted and, for example, the active speakers of this institution are automatically offered for selection so that the audience does not have to type in the ID.

If you want to make it as easy as possible for your participants, you can show a QR-Code that already contains your ID. In this case, the voting is done via the browser.

Feedback/Questions: info@eduvote.de