

Learning Clip + Learner Response

Setting up voting groups



Quick start guide

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Welcome to Learning Clip

By the end of this document you will have: registered your activexpression devices to a hub, created a student list, assigned pupils to voting groups and paired pupils to handsets. After this short process you can login to the Learning Clip website and begin using learner response enabled activities.

To help you find all the latest up to date software on line we've added web links to the document. If you see a word unlined in blue, its a hyperlink to online content.

You will need.....



Activote 2.4 handsets



2.4 GHz Activhub Learning



Clip Vote Manager

Before following the instructions in this guide make sure you have downloaded * and installed the **Learning Clip Vote Manager**.



You will need.....



Activote 2.4 handsets



2.4 GHz Activhub Learning



Clip Vote Manager

Before following the instructions in this guide make sure you have **downloaded** and installed the **Learning Clip Vote Manager**. *

1. Register the Activote devices to your Activhub

Please refer to your Activstudio / Activprimary / Activinspire software documentation for detailed instructions on how to do this.

Note: The registered devices must have a 4 character device name.

If registered in Activstudio / Activprimary your registration window will look like this.



If registered in Activinspire your registration window will look like this.



Note: We recommend you take the time to test the devices to ensure that the physical device labels are accurate otherwise erroneous results will occur when voting with the Learning Clip activities.

2. Create Voting groups

- Log in to your Learning Clip Account and go to the 'Learning vote' page.

- Click the 'Create New Group' button

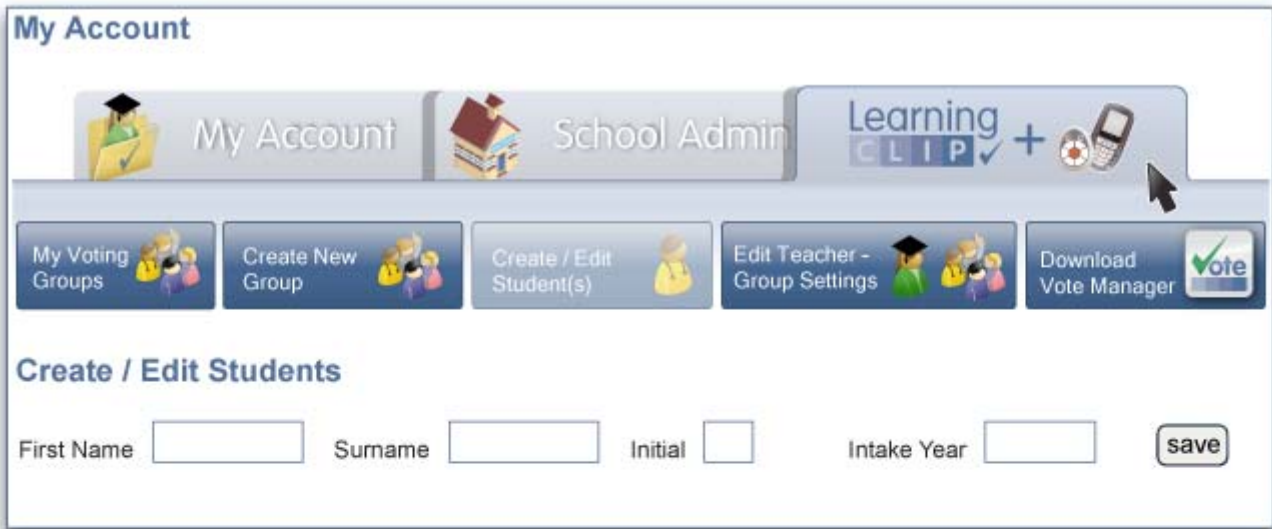


*


www.learningclip.co.uk/downloads


2. Creating student records

- Go to the 'Learning vote' tab and click on 'Create/ Edit Student(s)' button. Enter a student name* .



My Account

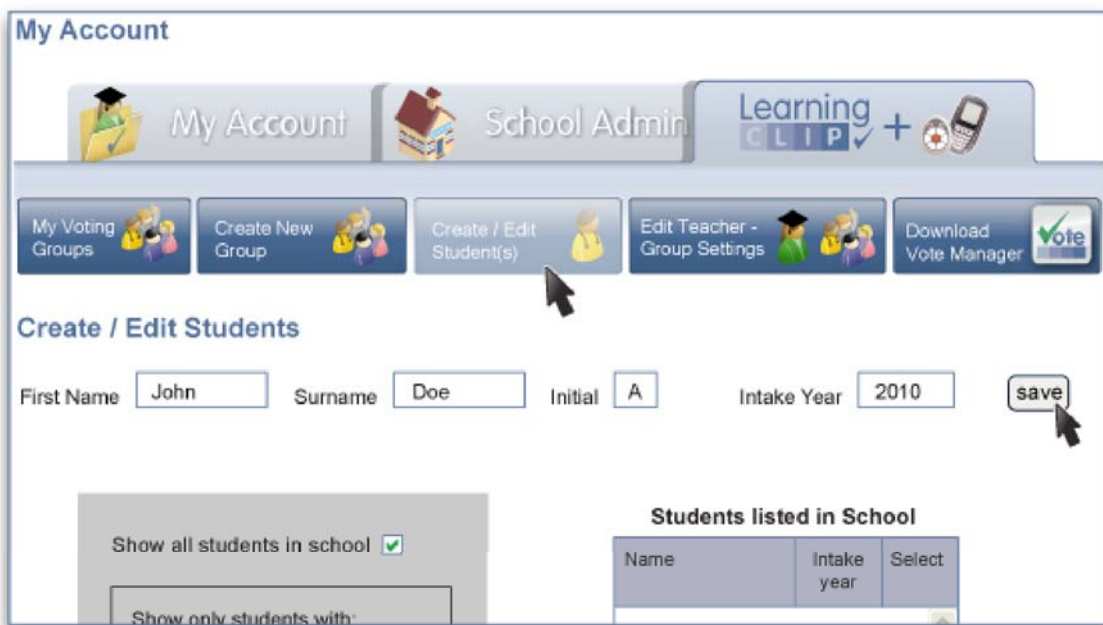
My Account School Admin Learning CLIP ✓ + 

My Voting Groups Create New Group Create / Edit Student(s) Edit Teacher - Group Settings Download Vote Manager 


Create / Edit Students


First Name Surname Initial Intake Year

-Click the 'save' button and the student will be entered into the 'Student listed on school'.



My Account

My Account School Admin Learning CLIP ✓ + 

My Voting Groups Create New Group Create / Edit Student(s) Edit Teacher - Group Settings Download Vote Manager 

Create / Edit Students

First Name Surname Initial Intake Year

Show all students in school

Show only students with:

Students listed in School

Name	Intake year	Select
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*** The example shown uses student names. You may wish to adopt the following procedure to further safeguard the privacy of your students.**

1. create a list of student names
2. give each student a pseudonym or code
3. enter the pseudonym or code in place of the member name
4. maintain a local copy of the list of student names / pseudonyms

3. Create voting groups

- Log in to your Learning Clip Account and go to the 'Learning clip + Learner response' page.

- Click the 'Create New Group' button



- Enter a name for your voting group in the 'group name' field. Click the adjacent save button.



We recommend using easy to remember, descriptive group names especially if you are planning to create many different groups.

My Account

My Account | School Admin | Learning CLIP ✓ + 

My Voting Groups | Create New Group | Create / Edit Student(s) | Edit Teacher - Group Settings | Download Vote Manager 

Create a New Group

Enter name for new voting group and click save

Students listed in School

Name	Intake year	Select
John Doe 2010		<input checked="" type="checkbox"/>

Students listed in Group

Name	Intake year	Select

- Click the check box next to each pupil you want in your new group and press the 'Add Selected Students' button to assign them to the group.

My Account

My Account | School Admin | Learning CLIP ✓ + 

My Voting Groups | Create New Group | Create / Edit Student(s) | Edit Teacher - Group Settings | Download Vote Manager 

Create a New Group

Enter name for new voting group and click save

Students listed in School

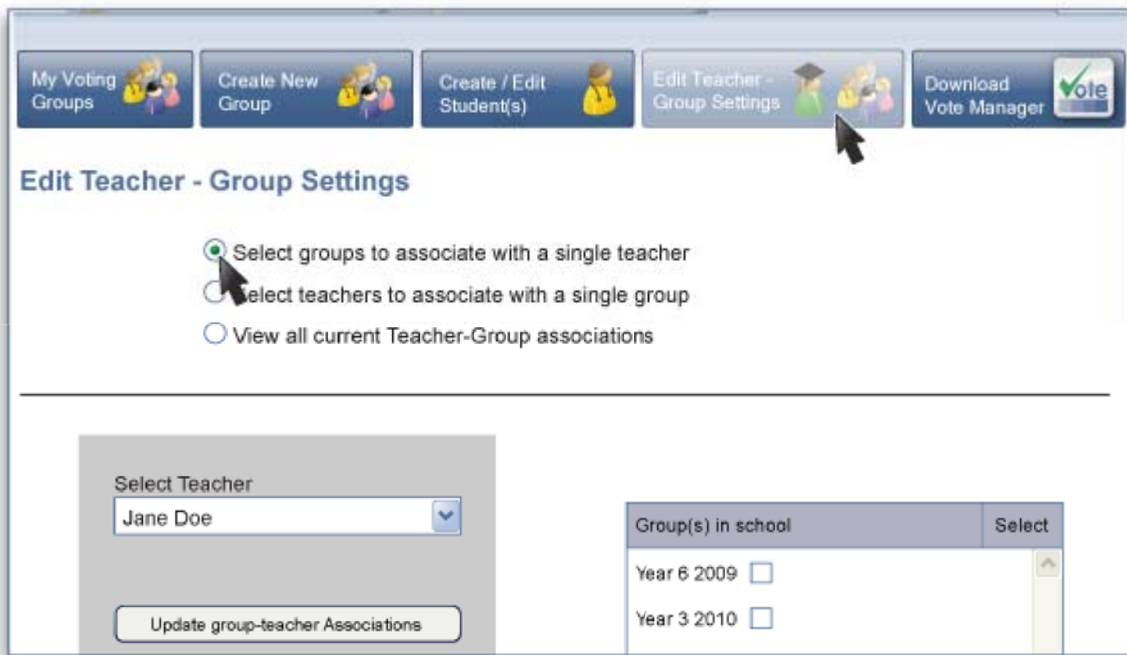
Name	Intake year	Select

Students listed in Group

Name	Intake year	Select
John Doe 2010		

4. Allocating voting groups to Teachers

- Click the 'Edit Teacher - Group Settings' button
- Select the first option 'Select groups to associate with a single teacher'.

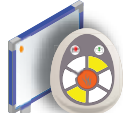




- Select the Teacher from the 'Select Teacher' drop down menu
- Click the check box next to each group to be associated with the selected teacher.



- Press the 'Update group-teacher associations' button to complete the allocation.



- 5. Assign Activote handsets to individual students
- Disconnect your Activboard or Legacy Activhub from your PC 
- Make sure your Activhub is connected to your PC 
- Start the Learning Clip Vote Manager 

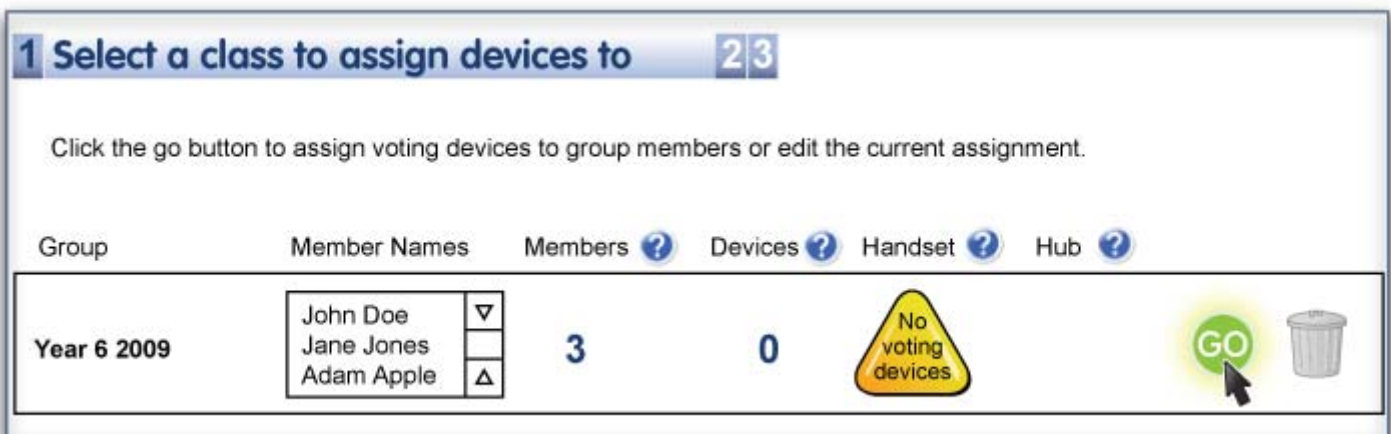
- From the 'Learning clip + Learner response' page click the 'My voting groups' button.



The screenshot shows the 'My Voting Groups' section of the Learning Clip interface. At the top, there are navigation tabs for 'My Account', 'School Admin', and 'Learning CLIP +'. Below these are several buttons: 'My Voting Groups' (highlighted with a mouse cursor), 'Create New Group', 'Create / Edit Student(s)', 'Edit Teacher - Group Settings', and 'Download Vote Manager'. The main area displays two voting groups:

Year	Members	Sessions	First Session	Latest Session	Avg. Score	Actions
Year 6 2009	John Does Jane Jones	3	04/11/09	04/01/10	54%	add / remove group members, register / assign voting handsets
Year 3 2010	Rory Lord Tobey Novak	10	04/11/10	04/12/10	48%	add / remove group members, register / assign voting handsets

- You will see a list of your voting groups with details about the type of handset they are currently assigned. Click the 'go' button for the group you have just created.



The screenshot shows the '1 Select a class to assign devices to' screen. It includes a header with '1 Select a class to assign devices to' and '23'. Below the header is a table with columns: Group, Member Names, Members, Devices, Handset, and Hub. The table contains one row for 'Year 6 2009' with 3 members (John Doe, Jane Jones, Adam Apple), 0 devices, and a 'No voting devices' warning icon. A green 'GO' button is highlighted with a mouse cursor next to the group name.

Group	Member Names	Members	Devices	Handset	Hub
Year 6 2009	John Doe Jane Jones Adam Apple	3	0	No voting devices	GO

- You will see a list detailing the Activhubs connected to your PC and the handset types they support. Click the button next to the type of handset you want to assign to your voting group - in this case the Activote handsets.

- Click the 'Start assignment process button'



1 2 Select handsets to assign to: Year 6 2009 3

Year 6 2009

John Doe	▼
Jane Jones	
Adam Apple	▲

Members : **24**

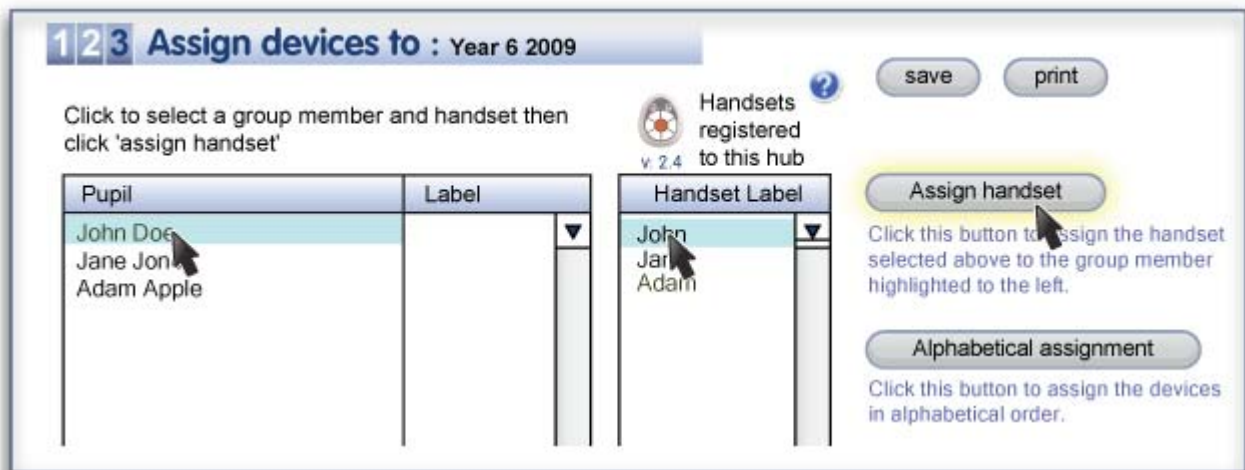
Start assignment process

Hub	Handset	Available	Select
		3	
		24	

Hubs & Handsets currently available

You will see two lists, one containing the names of the group members the other the labels of the devices. To assign a handset to a group member:

- Select a group member by clicking their name
- Select a handset by clicking its label
- Click the 'assign handset' button.



1 2 3 Assign devices to : Year 6 2009

Click to select a group member and handset then click 'assign handset'

Handsets registered to this hub v 2.4

Pupil	Label	Handset Label
John Doe		John
Jane Jones		Jane
Adam Apple		Adam

save print

Assign handset

Click this button to assign the handset selected above to the group member highlighted to the left.

Alphabetical assignment

Click this button to assign the devices in alphabetical order.

Alternatively you can use the Alphabetical or Random assignment buttons.

- Once all the handsets have been assigned click the save button. You can also print a list of student/handset assignments.

1 2 3 Assign devices to : Year 6 2009

Click to select a group member and handset then click 'assign handset'

Handsets registered to this hub v. 2.4

Pupil	Label	Handset Label
John Doe	John	
Jane Jones	Jane	
Adam Apple	Adam	

Buttons: save, print, Label

Click this button to assign the handset selected above to the group member highlighted to the left.

- You can now reconnect your Activboard / legacy Activhub to your PC 

- Registration is now complete, login to the learning clip site and start a voting enabled activity.

