

# Learning Clip + Learner Response

## Setting up voting groups



Quick start guide

# Contents

Introduction .....	ii
Label Activote devices .....	1
Creating student records .....	2
Creating voting groups .....	3
Allocating voting groups to Teachers .....	5
Pairing students with handsets .....	6



## 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 (legacy) handsets



Legacy Activhub/Activboard



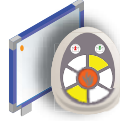
Clip Vote Manager (Legacy)

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

**You will need.....**



Activote (legacy) handsets



Legacy Activhub/Activboard



Clip Vote Manager (Legacy)

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

**1. Label your Activote devices**

- Each Activote handset must have a unique 4 character label. In testing we used a simple sticker on the back of each device and followed a straightforward system like: 3A01,3A02,3A03..... Year, Class, handset number.

\*


[www.learningclup.co.uk/downloads](http://www.learningclup.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**

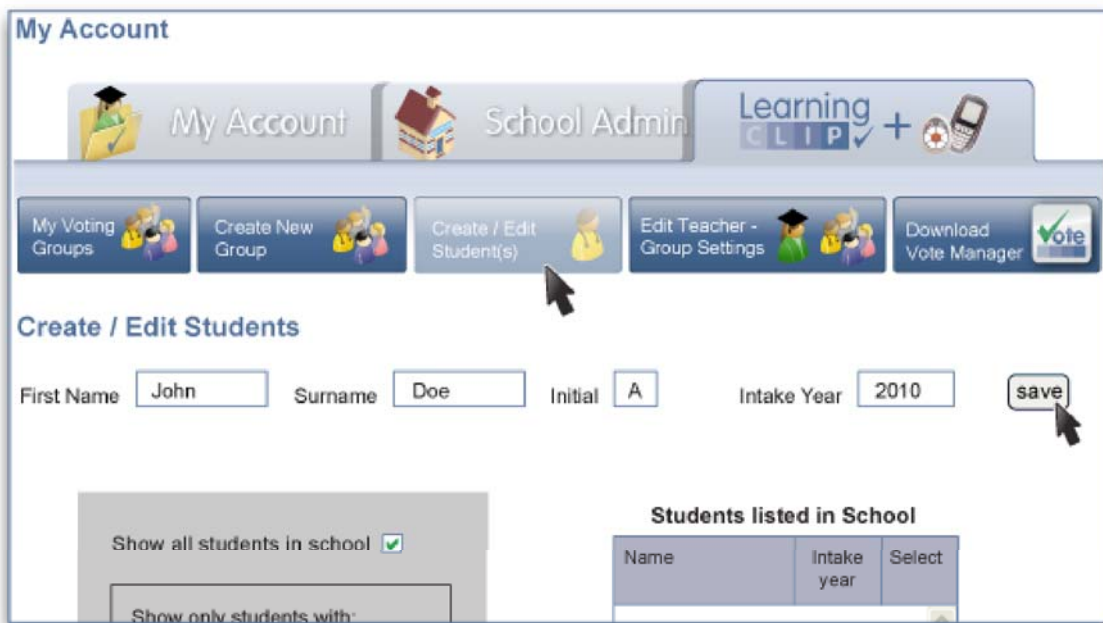
My Account | School Admin | Learning CLIP ✓ + 

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

**\* 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**

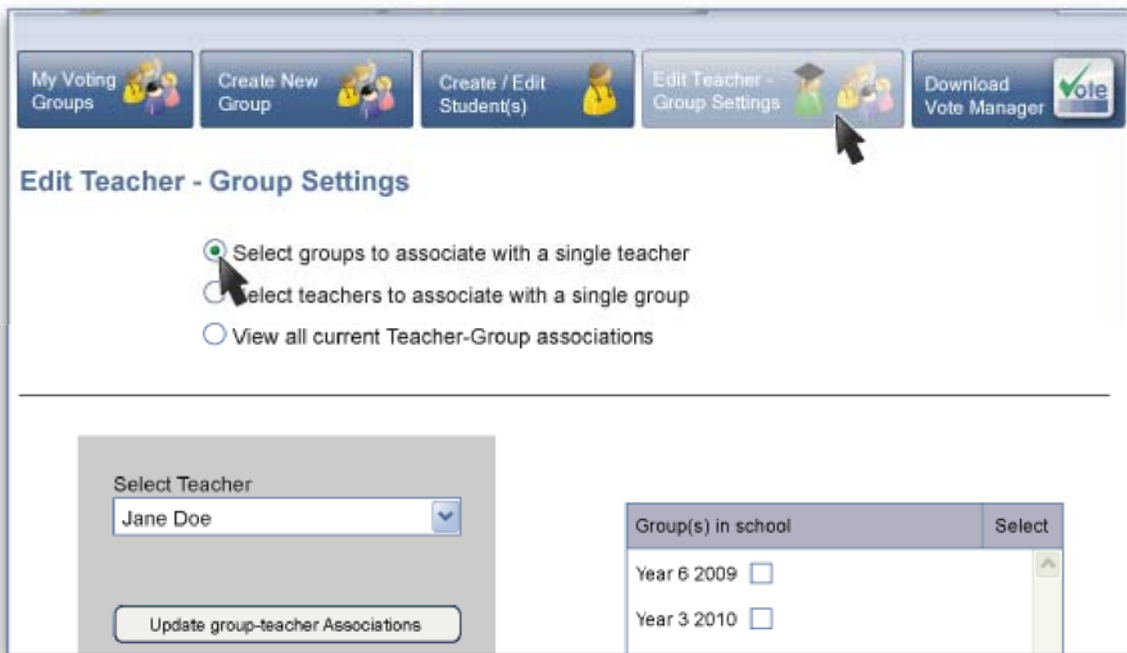
Name	Intake year	Select

**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'.



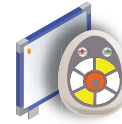
- Select the Teacher from the 'Select Teacher' drop down menu
- Click the check box next to each group to be associated with the selected teacher.



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



5. Register & Assign Activote handsets to individual students  
 - Make sure your Legacy Activhub / Activboard 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 Learning Clip interface with the following elements:



- Navigation tabs: My Account, School Admin, Learning CLIP + 
- Buttons: My Voting Groups (highlighted with a mouse cursor), Create New Group, Create / Edit Student(s), Edit Teacher - Group Settings, Download Vote Manager 
- Voting Groups List:
 

Year	Members	Sessions	First Session	Latest Session	Avg. Score	Actions
Year 6 2009	24	225	04/11/09	04/01/10	54%	add / remove group members register / assign voting handsets
Year 3 2010	26	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' page with the following details:

- Section: 1 Select a class to assign devices to 2 3
- Instruction: Click the go button to assign voting devices to group members or edit the current assignment.
- Table:
 

Group	Member Names	Members ?	Devices ?	Handset ?	Hub ?	Actions
Year 6 2009	John Doe Jane Jones Adam Apple	24	0			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 Smith	▼
Jane Jones	
Adam Apple	▲

Members : 3

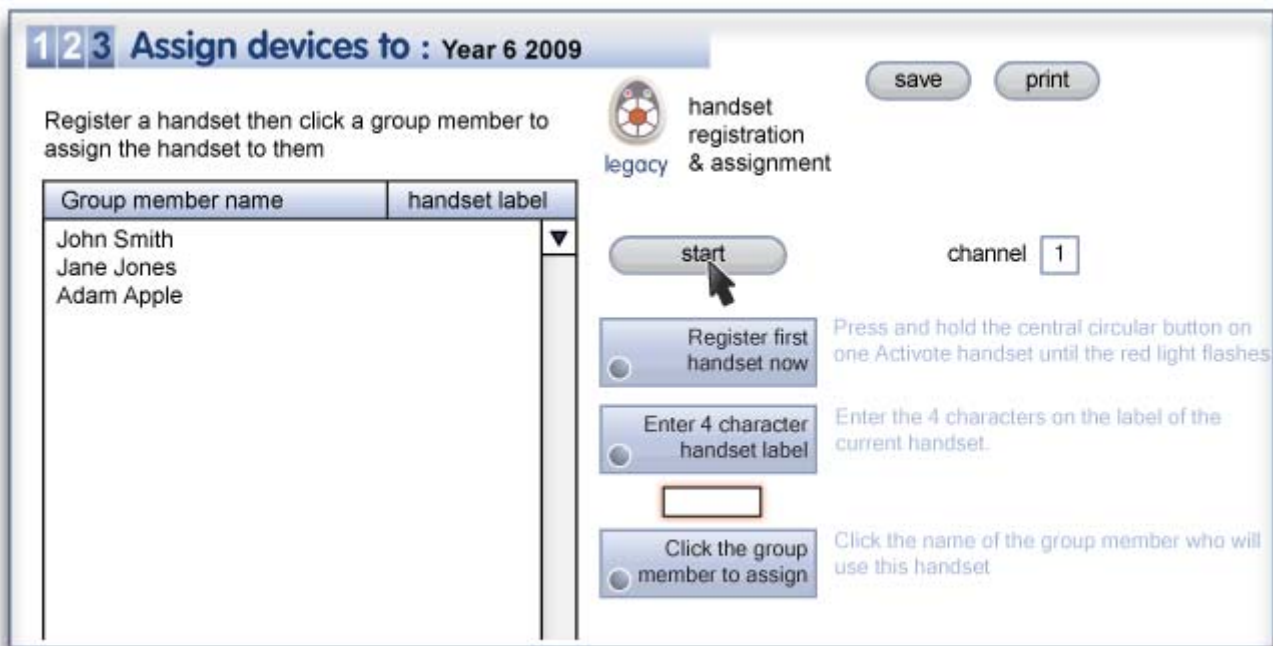
**Start assignment process**

Hub	Handset	Available	Select
		N/A	

*Hubs & Handsets currently available*

You will see a list of the group members and the handset registration steps

- Click the start button to start the registration process



**1 2 3 Assign devices to : Year 6 2009**

Register a handset then click a group member to assign the handset to them

Group member name	handset label
John Smith	
Jane Jones	
Adam Apple	

handset registration & assignment

save print

**start** channel 1

**Register first handset now** Press and hold the central circular button on one Activote handset until the red light flashes

**Enter 4 character handset label** Enter the 4 characters on the label of the current handset.

**Click the group member to assign** Click the name of the group member who will use this handset


- The orange circle indicates the step to be taken next. In this case registering a device which is done by holding down the centre button on the handset

- When the device registration signal has been received by the hub you will be prompted to enter the 4 character device label

**1 2 3 Assign devices to : Year 6 2009** save print

Register a handset then click a group member to assign the handset to them

Group member name	handset label
John Smith	
Jane Jones	
Adam Apple	

 handset registration & assignment

stop channel

Register first handset now Press and hold the central circular button on one Activote handset until the red light flashes

Enter 4 character handset label Enter the 4 characters on the label of the current handset.


Click the group member to assign Click the name of the group member who will use this handset

- Once the device label has been entered it's ready to be assigned to a group member

**1 2 3 Assign devices to : Year 6 2009** save print

Register a handset then click a group member to assign the handset to them

Group member name	handset label
John Smith	
Jane Jones	
Adam Apple	

 handset registration & assignment

stop channel

Register first handset now Press and hold the central circular button on one Activote handset until the red light flashes


Enter 4 character handset label Enter the 4 characters on the label of the current handset.

Click the group member to assign Click the name of the group member who will use this handset

**1 2 3 Assign devices to : Year 6 2009** save print

Register a handset then click a group member to assign the handset to them

Group member name	handset label
John Smith	
Jane Jones	
Adam Apple	

 handset registration & assignment

stop channel 1

Register first handset now Press and hold the central circular button on one Activote handset until the red light flashes.

Enter 4 character handset label Enter the 4 characters on the label of the current handset.


Click the group member to assign Click the name of the group member who will use this handset

- Simply click a group member's name to assign them the current device

**1 2 3 Assign devices to : Year 6 2009** save print

Register a handset then click a group member to assign the handset to them

Group member name	handset label
John Smith	y301
Jane Jones	
Adam Apple	

 handset registration & assignment

stop channel 1

Register first handset now Press and hold the central circular button on one Activote handset until the red light flashes.

Enter 4 character handset label Enter the 4 characters on the label of the current handset.

Click the group member to assign Click the name of the group member who will use this handset

- Repeat until all members have devices assigned

- Click the save button. You can assign that device to any member of the group.

**1 2 3 Assign devices to : Year 6 2009**

Register a handset then click a group member to assign the handset to them

 handset registration & assignment  
legacy

save print

Group member name	handset label
John Smith	▼
Jane Jones	
Adam Anle	

start channel 1

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

