**Full Jeopardy Template Instructions**

This document will go into detail about how to start creating Jeopardy or Trivia Games with the *FullMultipleChoiceTemplate.pptm* file. This document will go over setting up, creating, making changes, distributing, and running the Game.

There is also section where it covers problems the creator or the users may experience, as well as what is causing them and how to fix it. If there are any missing, feel free to update this document making sure to leave a comment on who added what.

This product is not perfect and there are many things that should/could be added to increase the performance and overall quality of this Game. However, if there are any Game-breaking bugs that you are not able to correct, please feel free to reach out to Austin Vanraden at avanraden@discoverybenefits.com

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# Getting Set Up To Create Games

## Retrieving the files

- All the necessary files will be inside a folder titled “FullPackage” located [here](file:///M:\IT\JeopardyTemplate\MultipleChoiceTemplate\FullPackage). You will need to copy and save this folder somewhere accessible on your computer. In this folder, you will have the *FullMultipleChoiceTemplate.pptm*, the *CustomRibbons.exportedUI* file, and an email message draft.

Do not change the name of either of these documents. Doing so will break the template.

## Importing the Jeopardy ribbon

- If you already have the Jeopardy tab, skip this and go straight to “Building The Game” below. Else, please follow the instructions below.

Before proceeding through this step, make sure you do not have any custom ribbon groups or tabs for PowerPoint. If you do not have any custom ribbons, or you do not care to lose them, you may ignore this and continue onto the paragraph below. If you do have custom ribbons and you want to keep them, then you will want to export them. This will be done by following the steps below and selecting “Export customization file” instead of import.

Open up the *FullMultipleChoiceTemplate.pptm* file and go to File > Options > Customize Ribbon > Import/Export > Import customization file. You will need to find the *CustomRibbons.exportedUI* from wherever you saved it and select that file.

Once this is done, you will notice that you have a new tab labeled “Jeopardy”. This will contain the macros that will help you create the Game. These macros will only function correctly if they are used within the *FullMultipleChoiceTemplate.pptm* file. Outside of this file, they will not function correctly, if at all.

# Building The Game

## Step #1 through #6

- With the *FullMultipleChoiceTemplate.pptm* file open and the content already enabled, you will need to go to the Jeopardy tab. Click on the “Start Template” button, which will open up the *FullMultipleChoiceTemplate.pptm* file as a show. You will then be able to click on the shapes that have the numbers on them in chronological order.

Go through each numbered shape and enter in the required information. Once you have gone through all 6 of numbered shapes, the show will close and give you a message stating that you may now customize the formatting of the Game.

## Editing categories, questions, answers, and timers

- If you made any mistakes, make sure that you use the correct button in the Jeopardy tab. Each one is self-explanatory. If you have a slide that needs a longer/shorter timer than the rest, you may click into the “Timer1” shape on that particular slide and adjust the time there. The same goes for questions, however, to change answers, you must use the Jeopardy buttons.

# Formatting The Game

## Changing the background

- In the tabs, click on View > Slide Master. On your left, you will see 3 small, blue slides and a large one above it. Select the large slide and edit the shape that is on that slide. You can delete the blue shape, change the color, add your own shapes, images, etc.

Once are you done with editing the background, click on the “Close Master View” button on the ribbon.

## Fonts

- Highlight the text you want to change and select the font on the ribbon. There is no easy way to do this for all slides with this current version.

## Shape size

- Select the shape you want to change and drag and drop. There is no easy way to do this for all slides with this current version.

## Shape color

- Select the shape you want to change and select the color on the ribbon. There is no easy way to do this for all slides with this current version.

## Inserting Images

- Inserting images is just a copy/paste task.

## Rules regarding images

- If you are using the Selection Pane and naming your shapes and images, make sure that it does not conflict with the existing names. Do not remove existing shapes as this will break the Game.

## Editing cover sheet

- When you distribute the Game, a white shape will appear over the slides. To edit this, you will need to click on the Format tab (if you do not see this, select any shape and it will appear in the tabs), then select Selection Pane. This will open up a new pane on your right which will show the shapes and their name in the slide you are currently viewing.

If you want to change the text on the first slide, go to the first slide and double-click on the shape called “Delete\_Cover”. This will make that shape visible to you, which you will now be able to change the text or color.

Once you are done making changes to the cover, go to the Selection Pane and select the small icon that looks like an eye beside the name. This should hide the cover.

# Finalizing The Game

## Create distribution Game file

- When you are done making changes to the Game, you will need to click on the Finish Game button in the Jeopardy tab. This will open up a form for you to fill out. Once you click submit, the PowerPoint will save itself under the name that you specified in the form and close. You will see a message box that will tell you which folder the Game file was saved in. The template will close and you will be left with an empty PowerPoint session that you may close.

## What happens to the Game when finalized

- The Game will cover up all of the slides to prevent cheating and hide a few shapes on each slide. The *FullMultipleChoiceTemplate.pptm* will save a new file for you to distribute and then close without saving so you can reuse it.

# Distributing The Game

## How users will get the Game

- In the email, the users will need to be given a link to a Discovery Benefits SharePoint page ([this one](http://sharepoint01/SitePages/Jeopardy.aspx)) that contains instructions for the users and a link that will download the Game file. The user will need to make sure to save the file on their computer before they can run it.

If they open SharePoint with Chrome, they will simply click the link and be prompted to save the file.

If they open SharePoint with IE, they will need to select “Save” or “Save As”, and then open the saved file.

## Uploading the Game file

Please update the “Game File Link” located on this SharePoint page: <*http://sharepoint01/SitePages/Jeopardy.aspx*>.

It needs to link to the PowerPoint file (.ppsm) located here: *\\sharepoint01\Documents\HR\_Jeopardy*

The link must end with a 0 instead of a 1 (1 is default).

If further instructions are needed on how to update the link, a file titled “*ITLinkInstructions.docx*” is located here: *M:\IT\JeopardyTemplate*

- Upload the Game file onto this [SharePoint Folder](file:///\\sharepoint01\Documents\HR_Jeopardy). Only Katie Schultz, Katrina Jenkins, Emily Domm (besides IT) will have access to the folder. This is where you will save your Game file. Once the file is saved there, reach out to IT tell them this:

Once IT updates the link, make sure to test the link from the [SharePoint page](http://sharepoint01/SitePages/Jeopardy.aspx) to make sure that it is downloading the correct Game file you created. Once you confirm that it is the correct Game is linked, you may now distribute the Game.

**You have completed creating and distributing the Game.**

At this point, you no longer need to follow the instructions. Everything below this page is there as a resource for the creator to a deeper understanding of what is going on with this Game. There is also a section showing possible problems that may occur with the creator, as well as the users.

# How To Run The Game

## How Outlook interacts with the Game

- The user must have Outlook open to start the Game. This is so that the Game can send an email containing the score automatically. If the user does not have Outlook open in the background and attempts to click to start the Game, a message will appear telling them they must open Outlook before they may begin. Once the user opens Outlook, they may then click to start.

## Running the Game as the creator

- If playing the Game on the same computer you created the Game on, you will only need to open the Game file that was created. You will need to have Outlook open to start the Game.

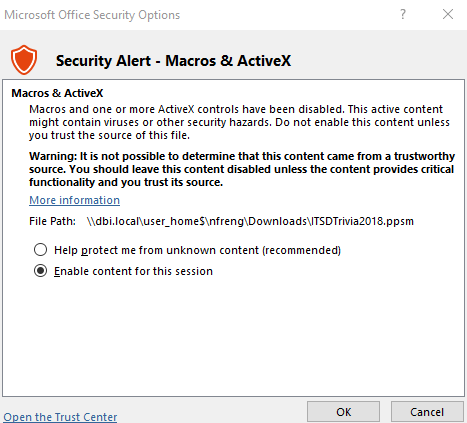
## Running the Game as the user

- Confirm that Outlook is open, then download the Game from SharePoint and open it. A prompt will open up asking whether or not to enable content. The user must select “Enable content for this session” to play. Once done, click anywhere in the Game to start.

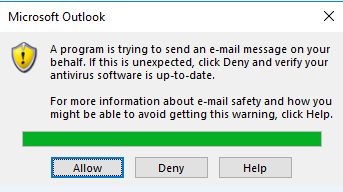
## Your computer VS. Others while playing the Game

- When you play the final Game on the computer you created the Game with, it will not prompt you for permissions to run macros. As for other users and other computers, they will be prompted two times throughout the Game.

The first instance will be when they open the Game file. It will display the image below. The user must select “Enable content for this session” in order for the Game to work. Without this, the scripts inside the PowerPoint that make everything work cannot run.



The second instance is when the user completes/Ends the Game. The user will be prompted to allow the email to be sent. It will display the image below. If the user does not select allow, the email containing their score will not be sent. This is where a user can cheat if they figure out that their score does not send until they allow the email to send.



# How To Play The Game

## Run the Game

- Confirm that Outlook is open, then download the Game from SharePoint and open it. A prompt will open up asking whether or not to enable content. The user must select “Enable content for this session” to play. Once done, click anywhere in the Game to start.

## Selecting questions

- Each box has a value on it representing how many points that question is worth. Selecting that box will bring you to a new slide containing the question. The timer will now begin for that question

## Answering questions

- Click in the text box and type in your answer. What you enter must match the answer verbatim. The answer is not case sensitive. Click on the submit button under the text box to submit your answer before the timer runs out. A message will appear showing whether or not you were correct and how many points were gained.

## Answering all questions

- Once all of the questions have been answered, the user will be brought the end Game page. They will be shown their final score and will be prompted to allow an email to be sent containing the score. Once this has been allowed or denied, the user may then click the Exit Game button, which will close the Game.

## Ending the Game early

- There is a box in the top-right corner of the main page that says “End Game”. If the user clicks on this, the Game will end and the user will keep what score they had. They will be brought to the end Game screen to submit their score (same as answering all questions).

# Fixes For Potential Problems The Creator/Users May Run Into

## Creator Issues

-

### Cannot find final Game file

- If you ever create a Game and the file is not where it said it was saved, look in the Desktop or Documents folder. If you still cannot find it, you can: Reach out to Austin Vanraden; or move the *FullMultipleChoiceTemplate.pptm* file to a different folder and recreate the Game.

### Says the correct answer was incorrect

- You may have an extra space somewhere in the answer you submitted. Double check what is the answer field by selecting the correct button in the Jeopardy tab.

## User Issues

-

### Game would not start

- User did not select “Enable content for this session” when the opened the Game.

### Correct answer was incorrect

- A few potential reasons are listed below.

1. User entered in a space.

2. User entered a numeral instead of the word, vice versa (entered “10” when the answer was “Ten”)

### Score was not sent

- A few potential reasons are listed below.

1. The user clicked deny when the prompt was shown at the end of the Game.

2. The user closed Outlook while the Game was running