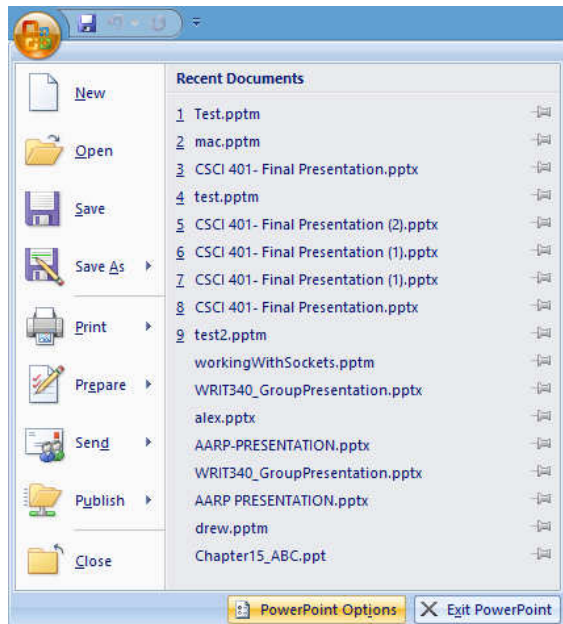


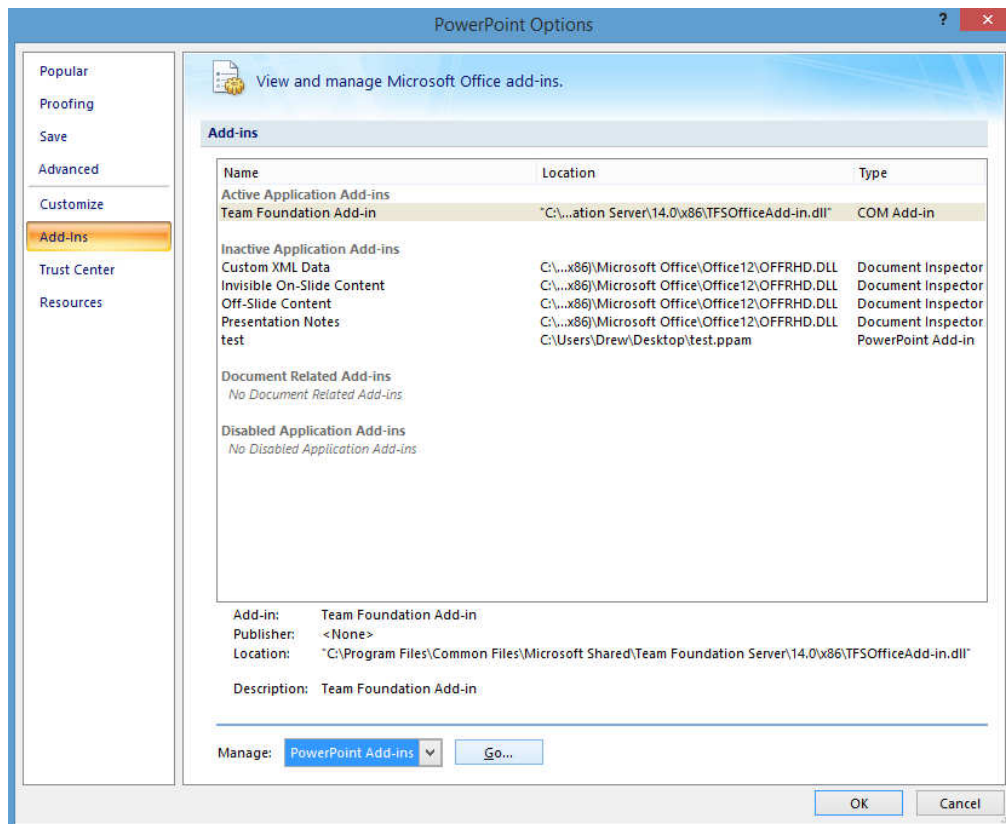
## *How to insert Add-Ins into PowerPoint (Windows)*

Click on the **Office Button** → **PowerPoint Option** at the bottom

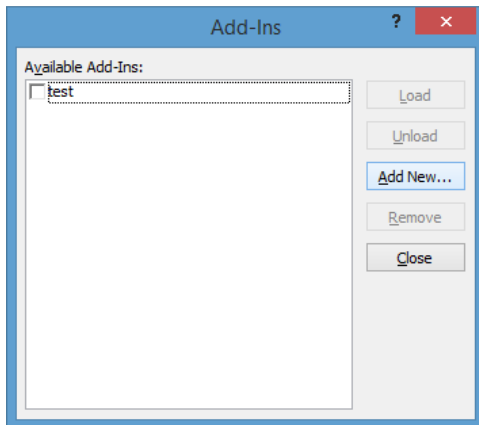


On the left, click **Add-Ins**

Select **PowerPoint Add-Ins** in the **Manage** drop down menu and click **Go...**



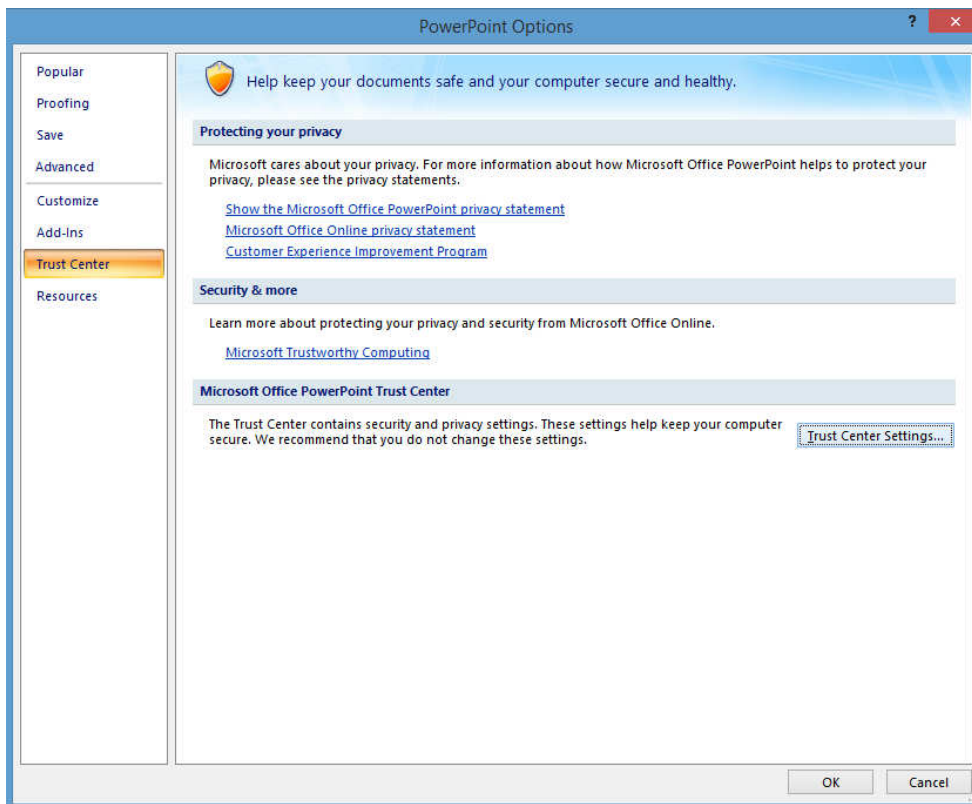
Click **Add New...**



Browse your computer to find where the appropriate Add-In was saved, select that file (.ppam)

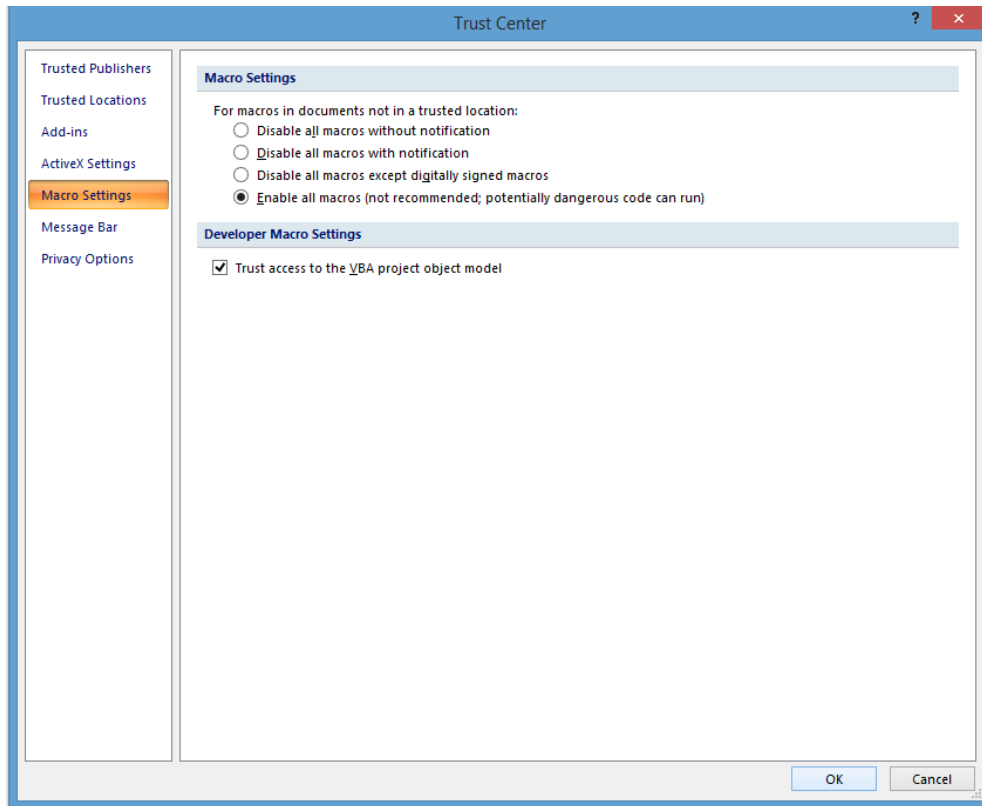
The Add-In should be automatically loaded, make sure the check box (above) is checked for the selected Add-In

Back in **PowerPoint Options**, click **Trust Center** tab on the left and click **Trust Center Settings...** towards the bottom



On the left, click on the **Macro Settings**

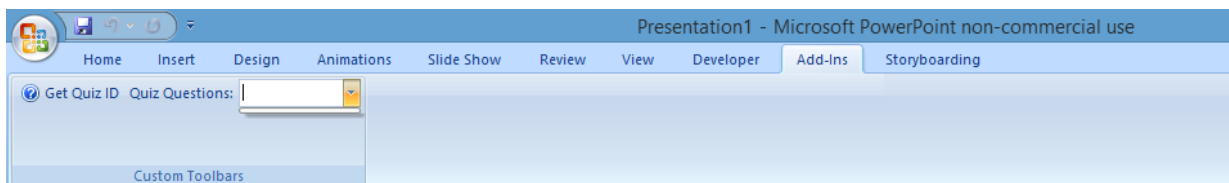
Ensure that the **Enable all macros** and **Trust access to the VBA project object model** are selected.



Now that the Question Polling Add-In is installed, follow these steps each time you open PowerPoint to use the Add-In:

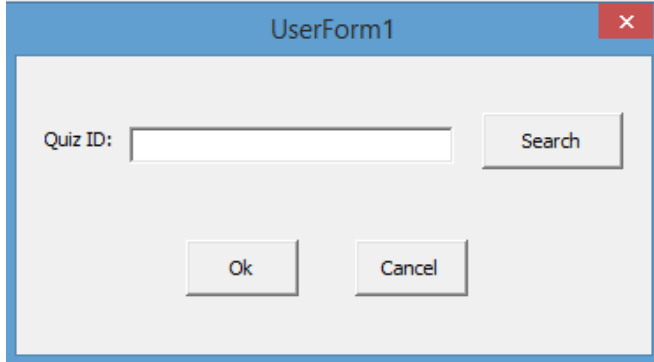
Click on **the Add-In** tab

There should not be questions in the drop down menu.

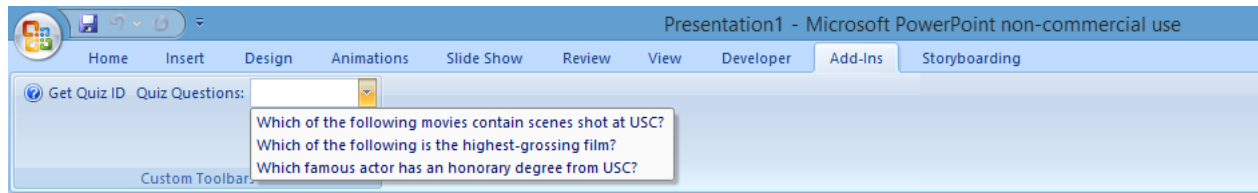


Click on the **Get Quiz Id** button.

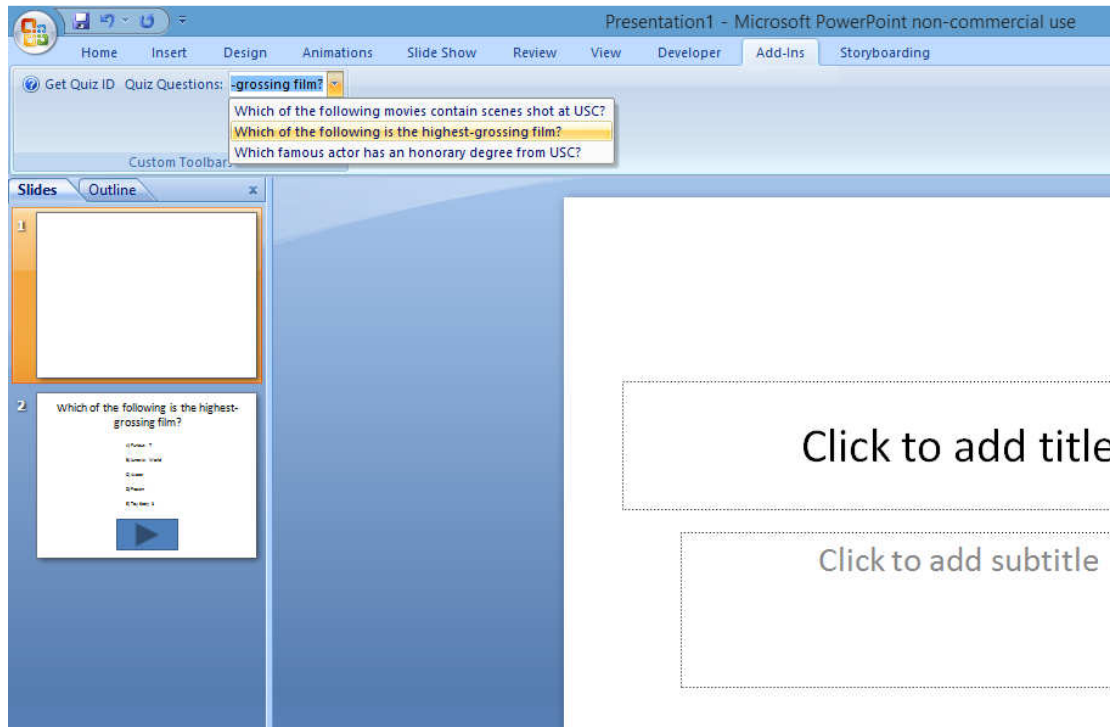
Enter a valid Quiz Id and click 'Search' or 'Ok'

A VBA UserForm titled "UserForm1" with a blue border and a red close button in the top right corner. It contains a text box labeled "Quiz ID:" with a white input field. To the right of the input field is a "Search" button. Below the input field are two buttons: "Ok" and "Cancel".

Questions should now appear in the drop down menu.



With a current slide selected, click on a question in the drop down menu in order to create the Question Slide.



During a presentation, click on the **Play** button on the slide in order to start the countdown timer and instantly send the question to students' mobile devices.

Which of the following is the highest-grossing film?

- A) Furious 7
- B) Jurassic World
- C) Avatar
- D) Frozen
- E) Toy Story 3

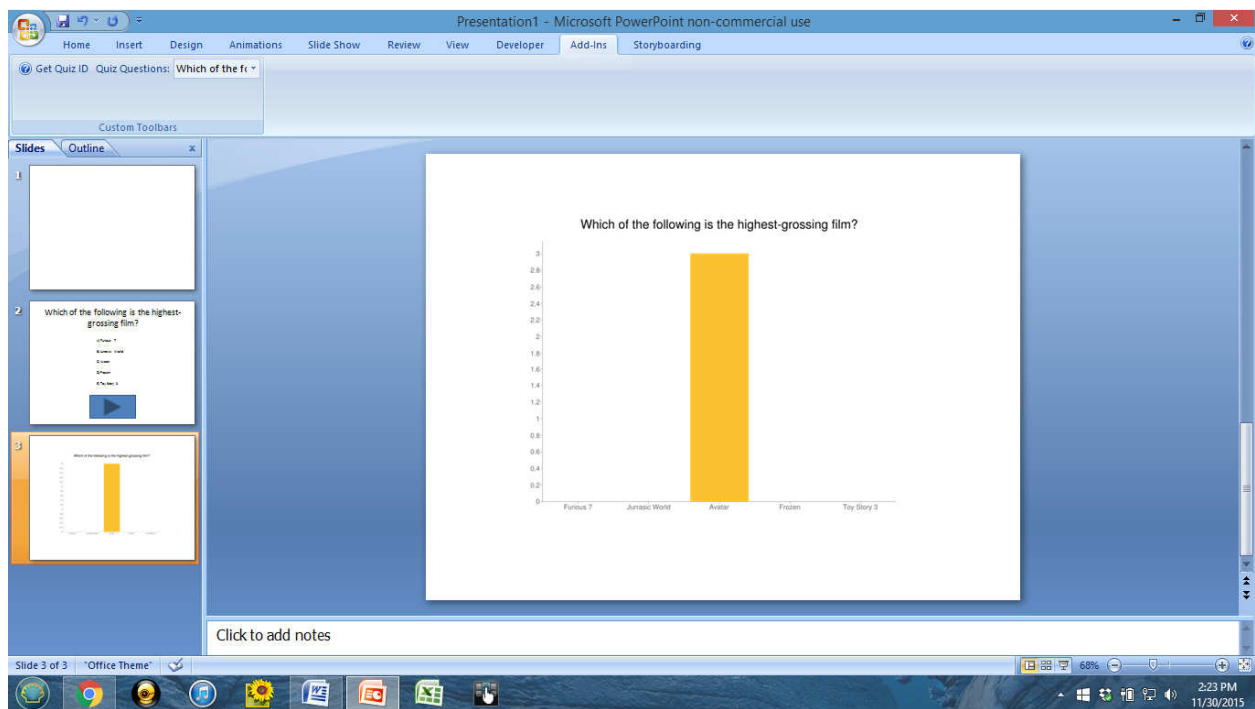
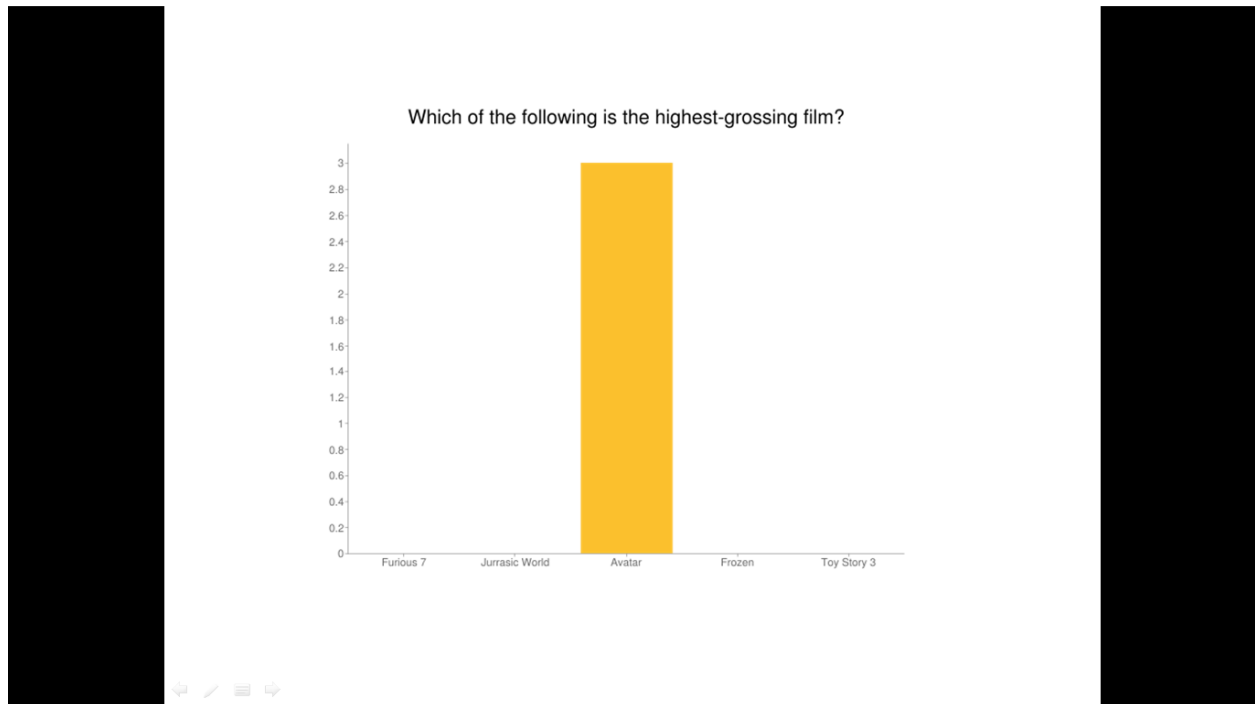


Which of the following is the highest-grossing film?

- A) Furious 7
- B) Jurassic World
- C) Avatar
- D) Frozen
- E) Toy Story 3

24

A results slide will be automatically created and switched to.



Enjoy!