

USER GUIDE



Alliance Solution Flow!



eInstruction®
Simple Solutions. Real Results.



eInstruction®

Alliance Solution

USER GUIDE V 1.4

FLOW!

Table of Contents

INTRODUCTION.....	4
FLOW!	4
STUDENT RESPONSE SYSTEMS	4
EDUCLOUD/FLOW! LP	5
MOBIVIEW	5
WORKSPACE	5
SOLUTION COMPONENTS	6
COMPUTER	6
FLOW!	6
CPS/PRS	7
VPADS	7
EDUCLOUD	7
OPTIONS	8
START ANONYMOUS SESSION	9
CONNECTIONS	9
ENTER THE CHANNEL #.....	10
ASK IMPROMPTU QUESTION	11
THE QUESTION WINDOWS.....	12
SESSION RESULTS	19
SESSION	19
QUESTION	20
SAVE RESULTS.....	21
EDIT A QUESTION	23
ADD-INS	23
FLOW QUESTION EDITOR	24
MANAGE PARTICIPANTS	27
REGISTRATION PROCESS	27
CLASS IMPORTATION	29
FLOW! MENU	37
CONTACTS	43

INTRODUCTION

FLOW!

We would like to thank you for purchasing **FLOW!**

Flow! Alliance Solution is the result of the merge of eInstruction®'s experience in Student Response Systems (SRS) with EduClick's expertise in secured cloud computing and data management. This first exclusive co-development is meant to offer teachers an easy assessment experience.

FLOW! has been designed with this in mind. Leveraging the degree of involvement of the students, it provides a unique experience that embraces multiple contents, response systems, instant feedbacks and result analysis.

STUDENT RESPONSE SYSTEMS

CPS/PRS

Compatible with CPS PULSE, CPS SPARK and CPS IR.
Compatible with Interwrite Crickets and PRS RF.



VPADS

Virtual Response Systems, vPads, are available for smartphones; tablet PCs (IOS, Android) as well as computers Windows, Mac and Linux.



EDUCLOUD/FLOW! LP

EduCloud is an external secured data base that allows teachers to list their classes, to save the results, and to view different types of reports.

Flow! LP is an extension of Flow! that allows secure data transfer with a Learning Platform such as Moodle, Blackboard, Sakai.

Download in one click the classes from the Learning Platform; Upload with another one the results in its online Gradebook!

This solution guarantees a simple and constant communication between the teacher and its students.

MOBIVIEW



MobiView allows total freedom of movement during the lesson controlling the projected screen, no size limit, at any time, from anywhere and receiving student's feedbacks on its private touch screen. Flow! is also compatible with Mobi KWIK (know what I know).

WORKSPACE

FLOW! is fully integrated with the Workspace software. It opens a universe of digital contents that can be adapted and shared.

SOLUTION COMPONENTS

COMPUTER

Flow! is compatible with Windows XP, Vista, and Windows 7.
Depending on your configuration several USB ports are required:
One for the license, another for the receiver(s).
An additional USB port will be required to connect the Mobi.
We recommend the use of a powered external USB hub.



FLOW!

Flow! download link is:

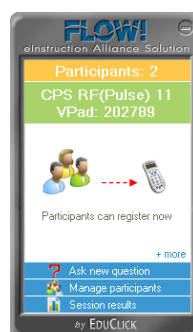
<http://getmyflow.com>

Download the “Offline installer” and press “Setup.exe”.

A demonstration version is provided for 30 days allowing the registration of 40 participants and 40 vPads, after the 30 days trial, the software narrows the registration to 5 participants and 5 vPads and remains functional. The demonstration version does not include an EduCloud access.

In order to give you the possibility to install Flow! on each and every computer, its license takes the form of a USB dongle. When plugging the dongle in the USB port of your computer, the license will open for 900 participants and 5 vPads. Additional Flow! vPads licenses will open the registration for 900 participants and the amount of vPad desired.

Flow! is including an automatic update feature that insures you always have its latest version. In “+ more”, when an update is available you will see the message “A new version is available” to download. **Close the software before launching the installation of the upgrade.**



SOLUTION COMPONENTS



CPS/PRS

CPS Pulse: True/False; Multiple choice; Multiple answer; Short text; Numeric. (RF)

CPS SPARK: True/False, Multiple choice. (RF)

CPS IR: True/False, Multiple choice. (IR)

Cricket: True/False, Multiple choice.

PRS RF: True/False, Multiple choice, Multiple answer, Short text, Numeric (RF)

VPADS

vPads download link is:

<http://getmyflow.com>

vPads are designed in a way that if a direct connection between the vPad and the instructor's computer is detected, vPads will automatically switch to local network communication allowing the internet bandwidth of your institution to remain available.

Java 6+ is required for vPad computers as well as a Wi-Fi connection.



EDUCLOUD

EduCloud platform link is:

<http://cloud.vbote.com>

Flow! license includes 5 EduCloud accesses.

When Flow! is licensed, you will see appearing in the "Online connection settings" an invitation code that you can write in the EduCloud registration window.

An Internet connection is needed. Flow! can work without EduCloud.

SOLUTION COMPONENTS

OPTIONS

FLOW! LP

Bring the Learning Platform in the classroom! Download your classes from your server, and upload the results in the Gradebook.

(Requires a valid Flow! LP license and the integration of the EPS module in the platform – service included – Available for Moodle, Blackboard, WebCT, Sakai.)

MOBIVIEW

With a total freedom of movement in the classroom, you are able to view, instantly through the Mobi screen, who has responded what and decide whether or not you wish to engage one particular student, providing formative assessment.

Connect the MobiView to the Device Manager by plugging its RF Receiver.

WORKSPACE

Workspace LE download link is:

http://www.einstruction.pl/LEregister_eu.php

It is a simple software for the creation and sharing of multimedia lessons.

START ANONYMOUS SESSION

CONNECTIONS

Device Manager (DM) is installed automatically during the installation of Flow!

Make sure your receiver is connected to the Device Manager.

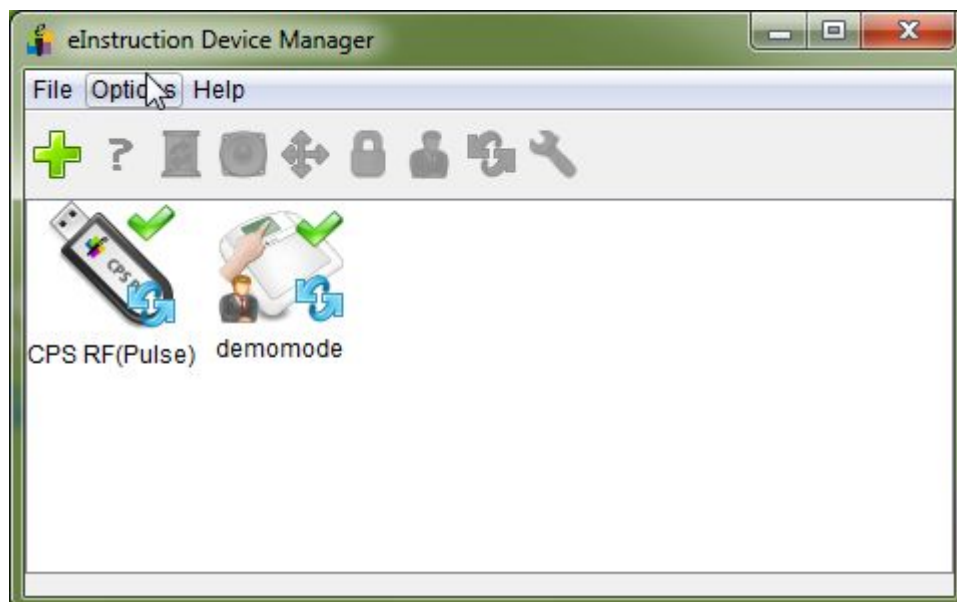
CPS RF, CPS IR and PRS RF receivers can be connected at the same time.

MobiView is optional: the device must be recognized in DM prior to launching Flow!

There are three types of receivers: The first one is Infra-Red (IR) for CPS IR, the second one is Radio Frequency (RF) for CPS Pulse and Spark, and the third one is Radio Frequency for Crickets and PRS RF.

To access the Device Manager, click on the “eInstruction Tools” icon appearing at the bottom right part of your desktop.

If the receiver is not detected (Green check on it), in “Options” you can “Discover Devices” to run another scan of the USB ports.



To change the channel number, do a right click on the receiver and select “Properties”.

When MobiView is connected, a “Mobi” icon will appear in Flow!’s main window.

START ANONYMOUS SESSION

Click on the Flow! icon to launch the software.

SHOW/HIDE APPLICATION

Click on the minimize button at the top right corner of the main window to hide the application. You will see the following icon appearing:



To move the icon around, **maintain the left click**. Click on it to maximize the application.

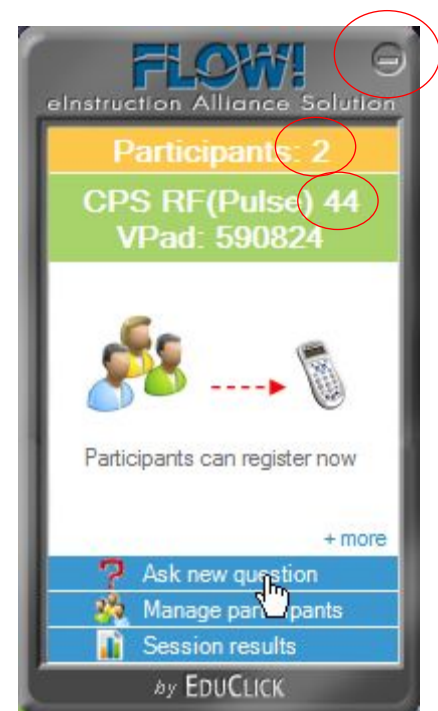
ENTER THE CHANNEL

Registering anonymous participants is very easy. Just press the Power on button on the Response System, enter your channel number (Here 44). Press “Ask new question.”



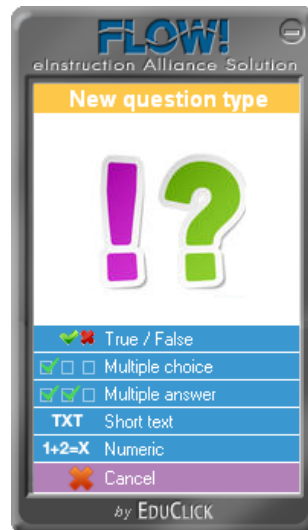
NB:

- You cannot ask a question if no participants are registered.
- CPS IR does not require to Power on as well as a channel #.
- It is recommended to use a different channel number for each RF Receiver.



ASK IMPROMPTU QUESTION

An impromptu question is a question asked from the desktop, without necessarily previous preparation.



Flow! supports the following question types: True/False; Multiple choice; Multiple Answers, Short text and Numeric with 6 propositions from A to F or 1 to 6.

Select your question type and set its parameters. **The correct answer can be edited latter.**

New MA Question

Title:

Value: Choices:

Max Time: mm:ss

Penalty:

Answer: ☐ A ☐ B ☐ C ☐ D

☒ Use letters for answers

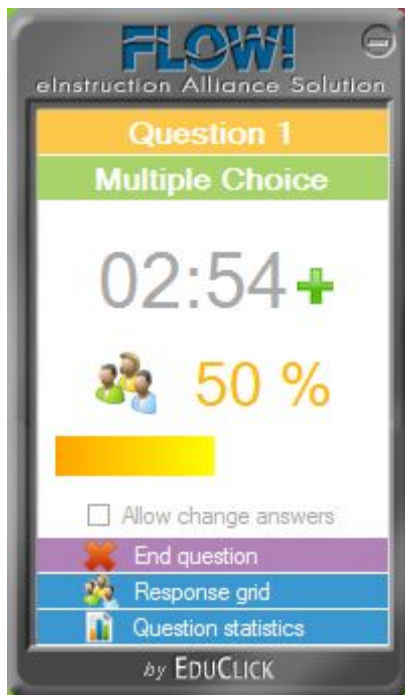
☐ Allow partial credit

“Penalty” represents the percentage of points taken off from the original value. When the correct answer is “B”, the value of the question is 5 and the penalty is set to 50%, if the response is “A”, “C” or “D” the score will be -2.5.

“Allow partial credit” will give one half of the total value if only one answer is correct. For example if the correct answer is “A” and “B” with a value of 5, if “A” is sent, the score will be 2.5.

THE QUESTION WINDOWS

Regardless of the format, Flow! takes a screenshot of the question and stores it in its “Session results”(page 19). The screenshots are included in the different exportation types.

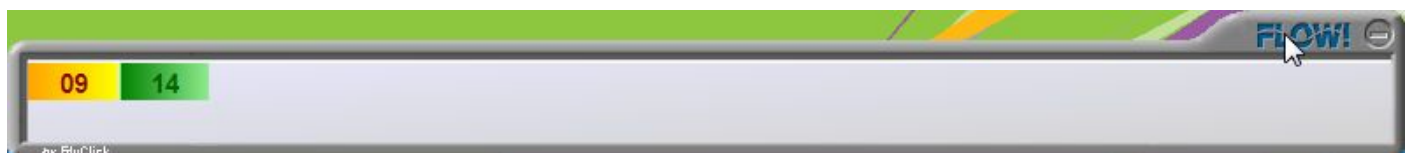


When time is over, the question doesn't stop! If you select “Back to the question”, the timer will continue with negative figures.

The question window shows the Title, the Type, and the timer (Time can be added).

The percentage of collected answers is displayed.
To identify the remaining answers, click on “Response grid”.

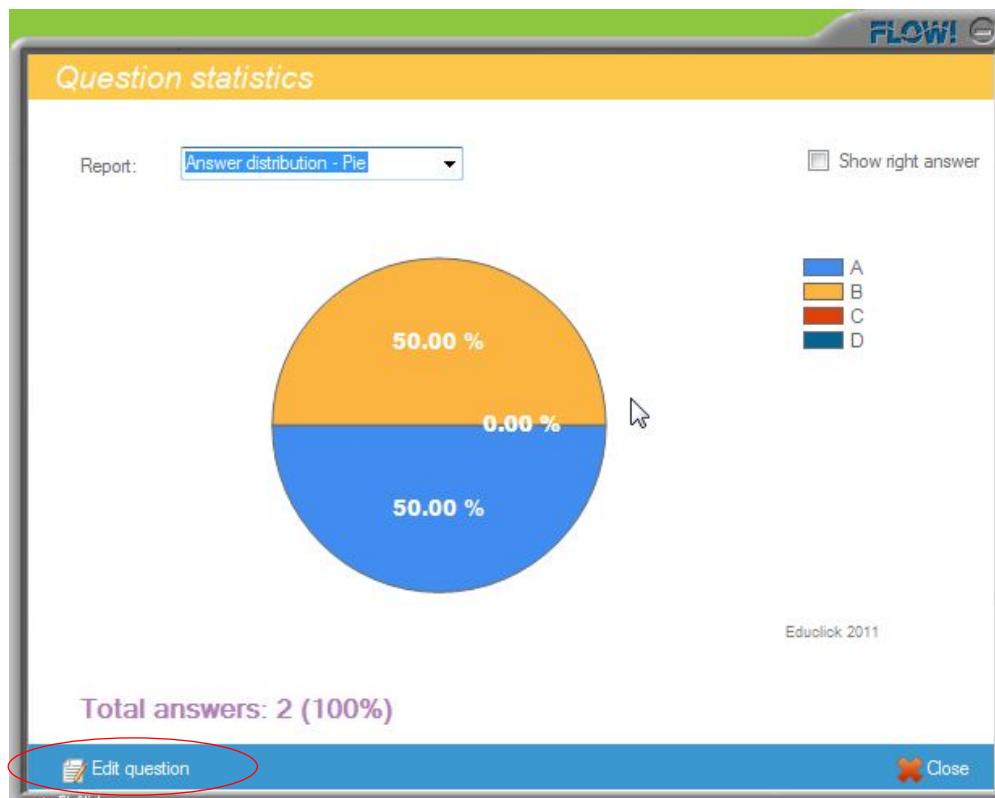
RESPONSE GRID



The remaining answer is displayed yellow while the green one is collected.

QUESTION STATISTICS

When you select “Question statistics”, the question window opens displaying the collected answers in different charts (page 14).



EDIT

Click “Edit question” to set the correct answer.

Question details

Question Id: 1 Value: 5

Title: Question 1

Right answer: None

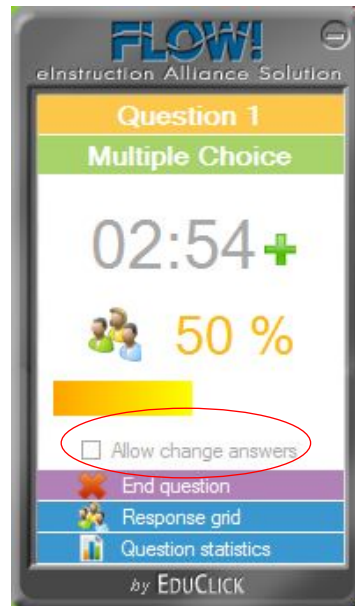
None A B C D

Save Cancel

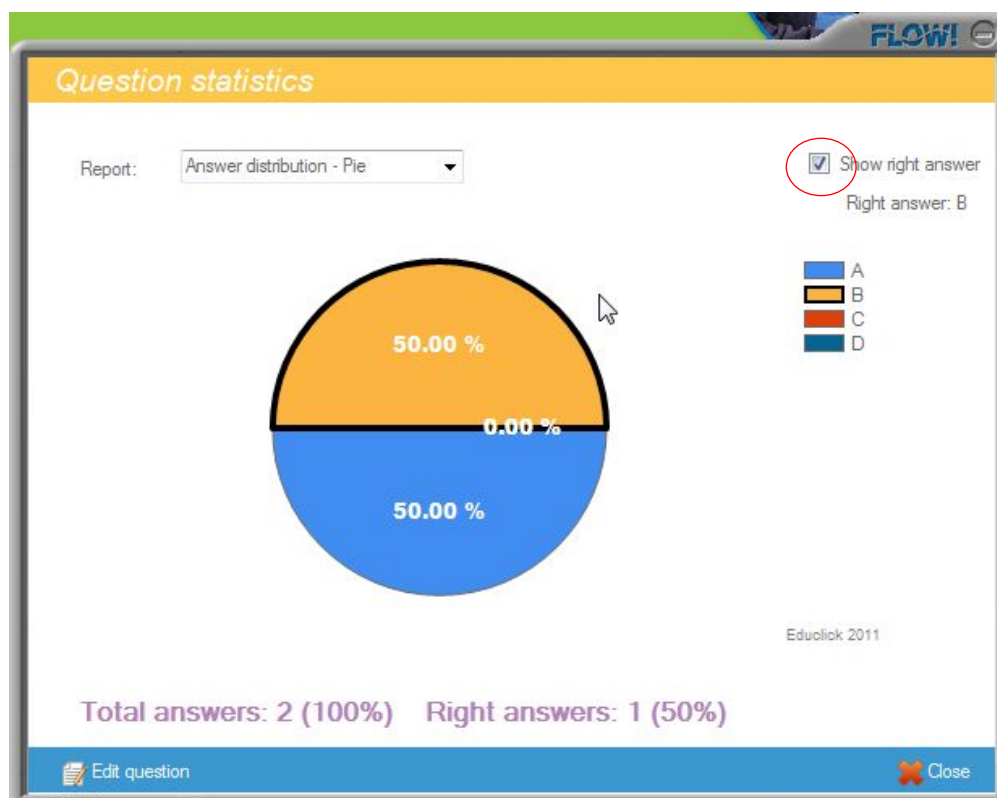
QUESTION STATISTICS

ALLOW CHANGE ANSWER

Select “Allow change answers” to enable participants to change their answer. This option can be enabled and disabled at any time.

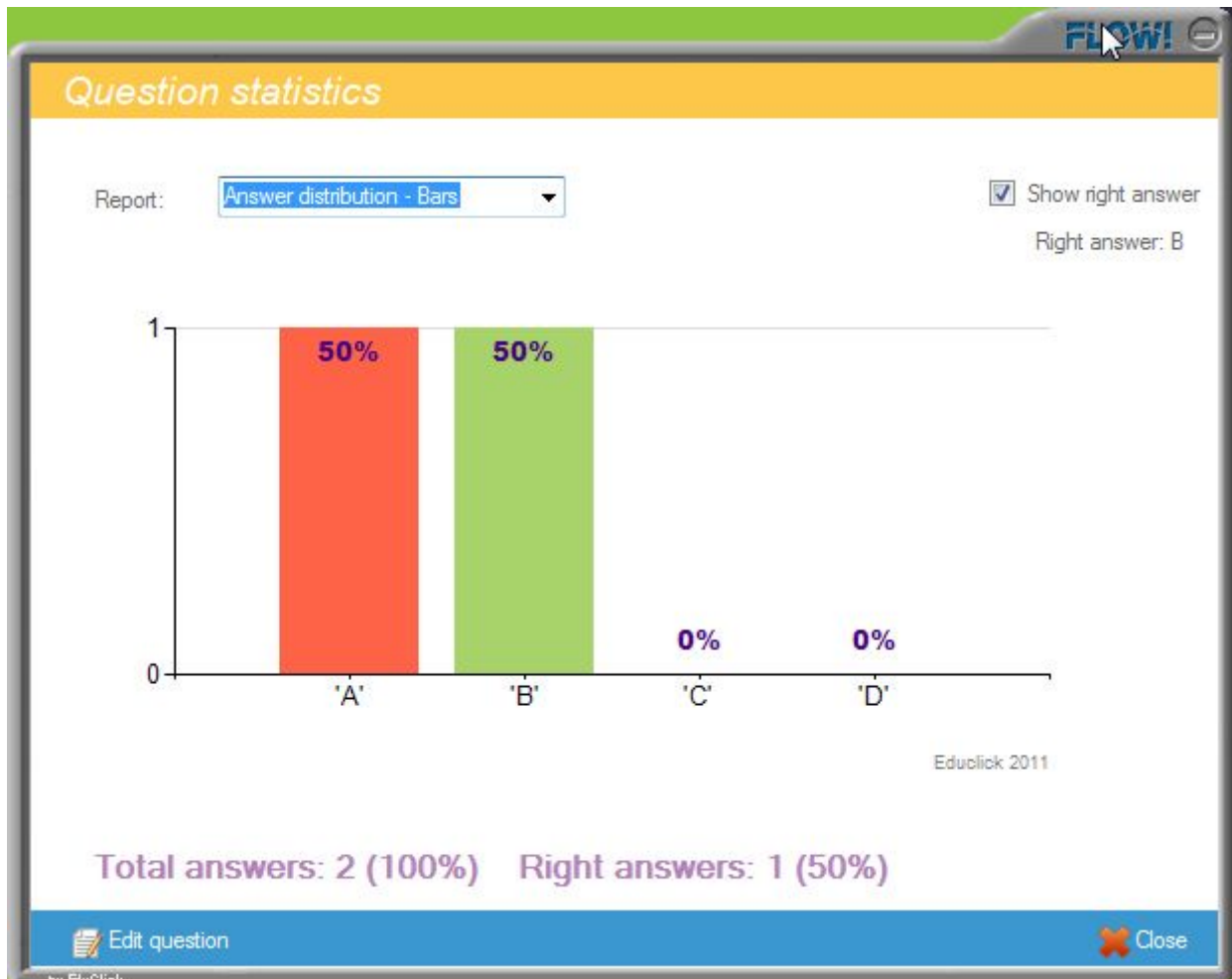


In “Question statistics”, select “Show right answer” to reveal the correct answer.



THE CHARTS - MOBIVIEW

When the MobiView is connected, while Bars display the class results anonymously, you can see who as responded what and decide whether or not you would like to engage a particular student.

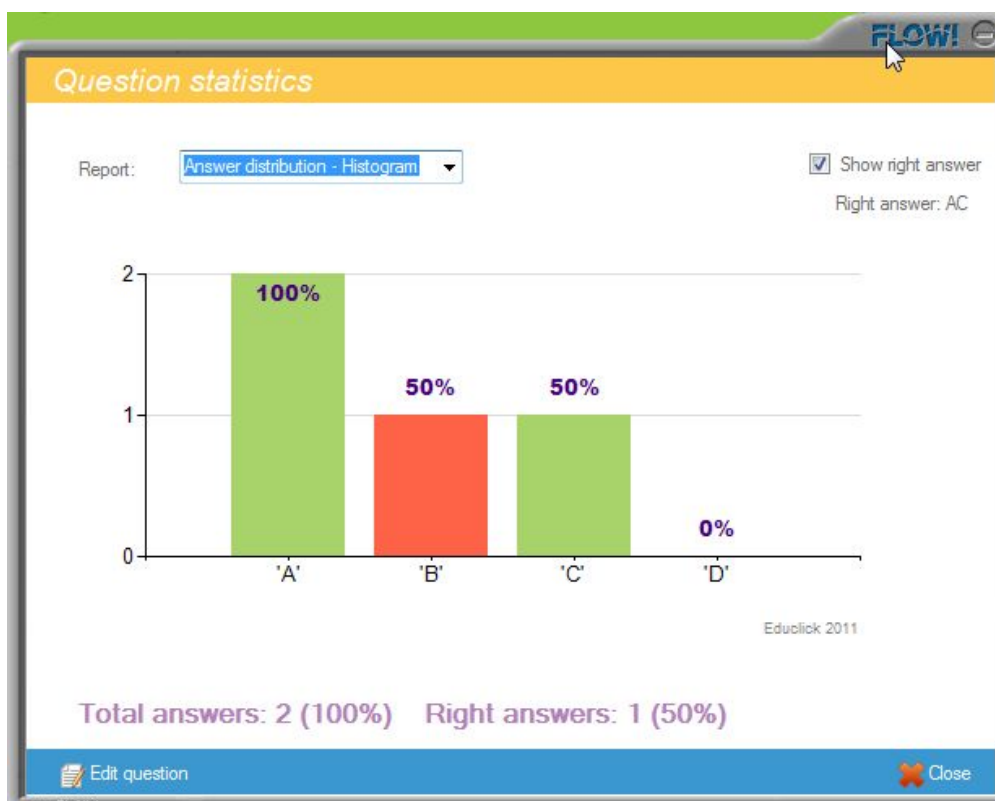
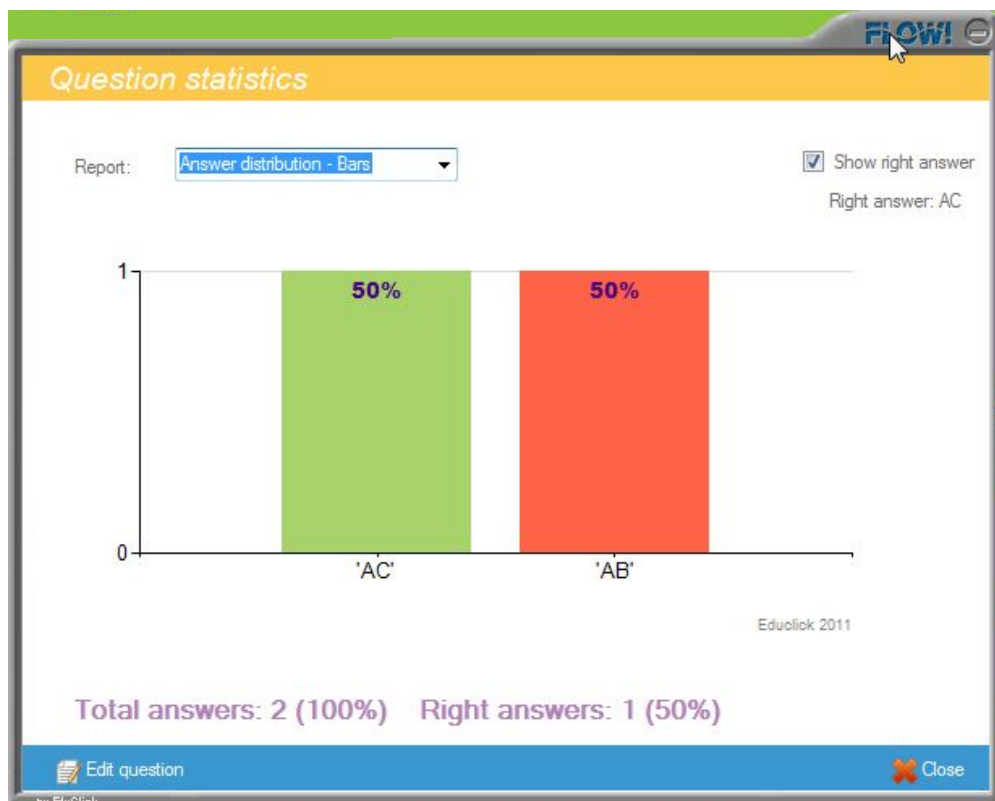


The MobiView window indicates the Student Id, the Student First Name and Last Name, the response given, and show if its correct or not. In "Options" you can order reports by "Student Id" or by "Student surname".

Response per Student				
ID	STUDENT	RESPONSE	OK	
009	lastname9, Student9	A		X
010	lastname10, Student1	B		✓
011	lastname11, Student1	C		X
012	lastname12, Student1	D		X
013	lastname13, Student1	A		X
014	lastname14, Student1	B		✓
015	lastname15, Student1	C		X
016	lastname16, Student1	D		X
Total Correct = 15%				
← Prev Report Next Report →				

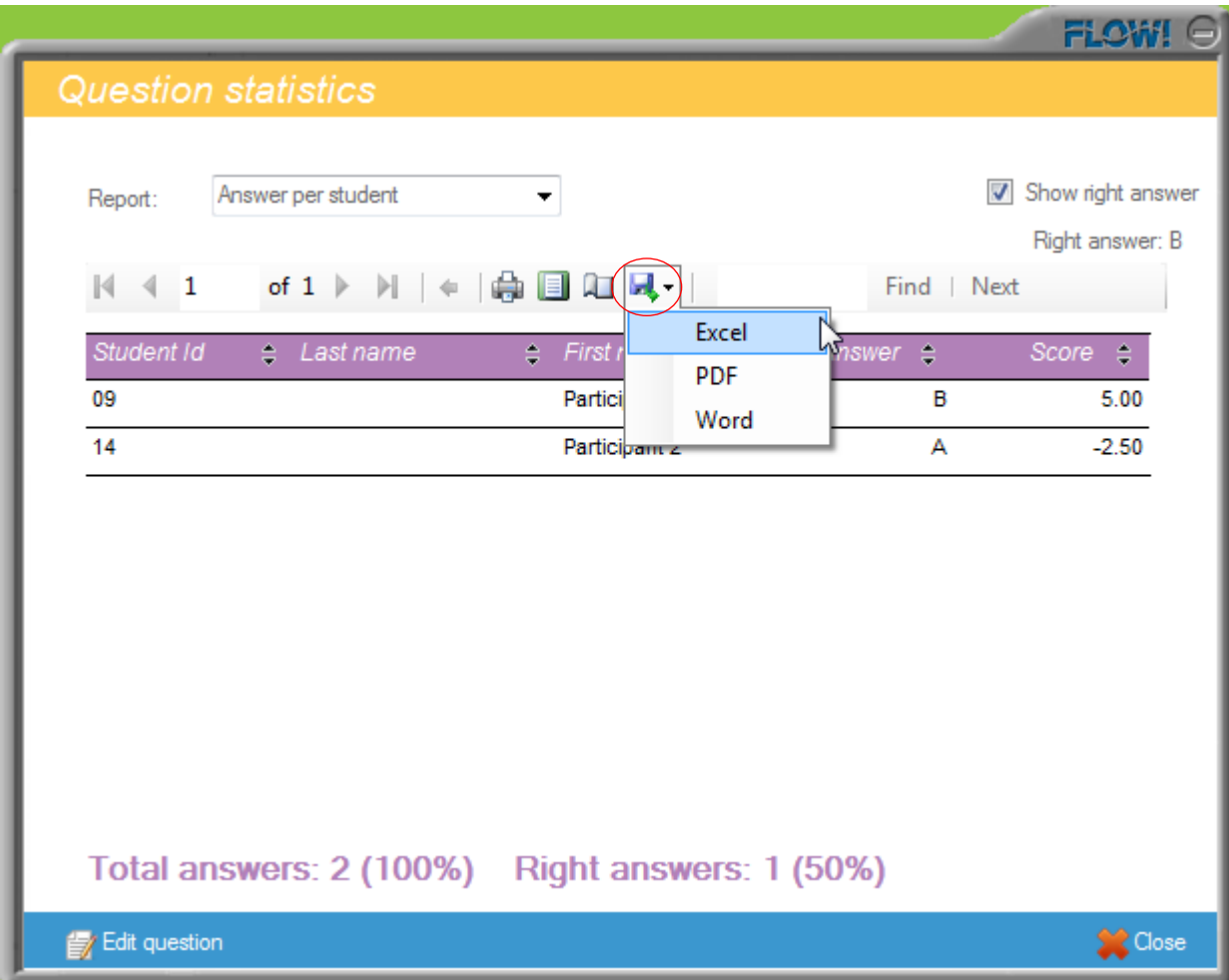
THE CHARTS - BARS AND HISTOGRAM

With “Multiple answers” questions, the “Bars” chart shows the response given while the “Histogram” shows its distribution. In this example the right answer is “AC”.



THE CHARTS - PER STUDENT

To see who has responded what from Flow!, select the “Answer per student “chart type. Note that you can export this particular question statistics in Excel, PDF or Word.



Question statistics

Report: Answer per student Show right answer

Right answer: B

1 of 1

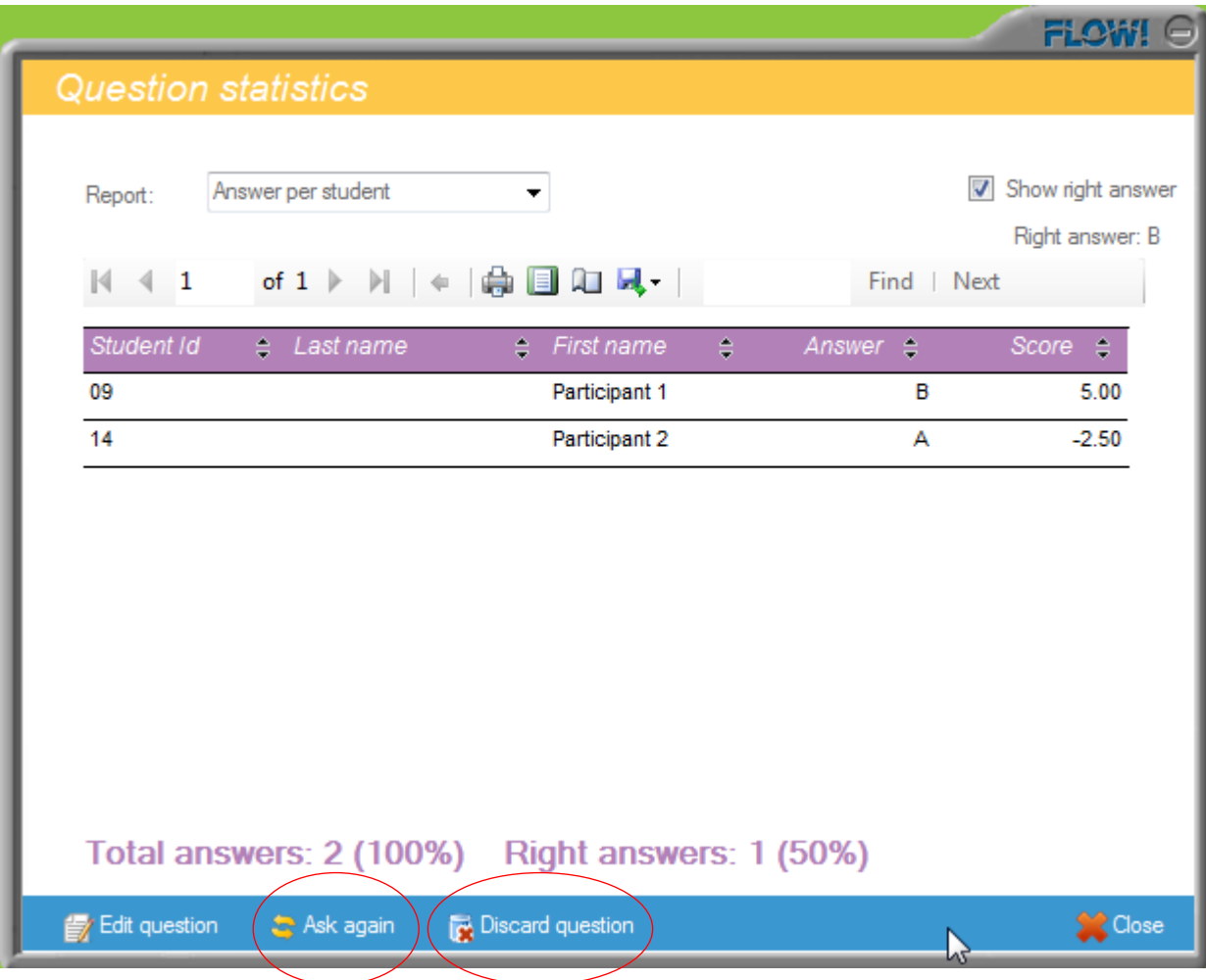
Student Id	Last name	First name	Answer	Score
09	Partici		B	5.00
14	Participan	z	A	-2.50

Total answers: 2 (100%) Right answers: 1 (50%)

Edit question Close

QUESTION STATISTICS

When the question ends, the “Question statistics” window appears with two extra choices. You are able to “Ask again” the question (the results of the previous one will be erased) or to “Discard question” if you do not want the results to be included in the session.



Question statistics

Report: Answer per student ☒ Show right answer
Right answer: B

1 of 1 | Find | Next

Student Id	Last name	First name	Answer	Score
09		Participant 1	B	5.00
14		Participant 2	A	-2.50

Total answers: 2 (100%) Right answers: 1 (50%)

[Edit question](#)
[Ask again](#)
[Discard question](#)
[Close](#)

The question statistics window always displays the last chart selected.

You are able to unselect “Show results when question ends” from the “options”.

SESSION RESULTS

PER SESSION

Press “Session results”, the session results windows will appear. You can choose between two ways of reviewing the results: by “Session” and by “Question”.

Session results

Results type

☒ Session ☐ Questions

[Grading options](#)

Session max score: 5

1 of 1 100% Find | Next

Student Id	Last name	First name	Device Id	Score	Grade
14		Participant 2	30429F93	-2.5	-10
09		Participant 1	30429F8A	5	20

vBote 2012

Save results Send to vPads Clear session data Close

In the “Session” view, you can export the session summary in Excel, PDF and Word.

The “Grading options” allow you to set your maximum and minimum grade.

Grading options

Grade for MIN score (0): 0

Grade for MAX score: 20

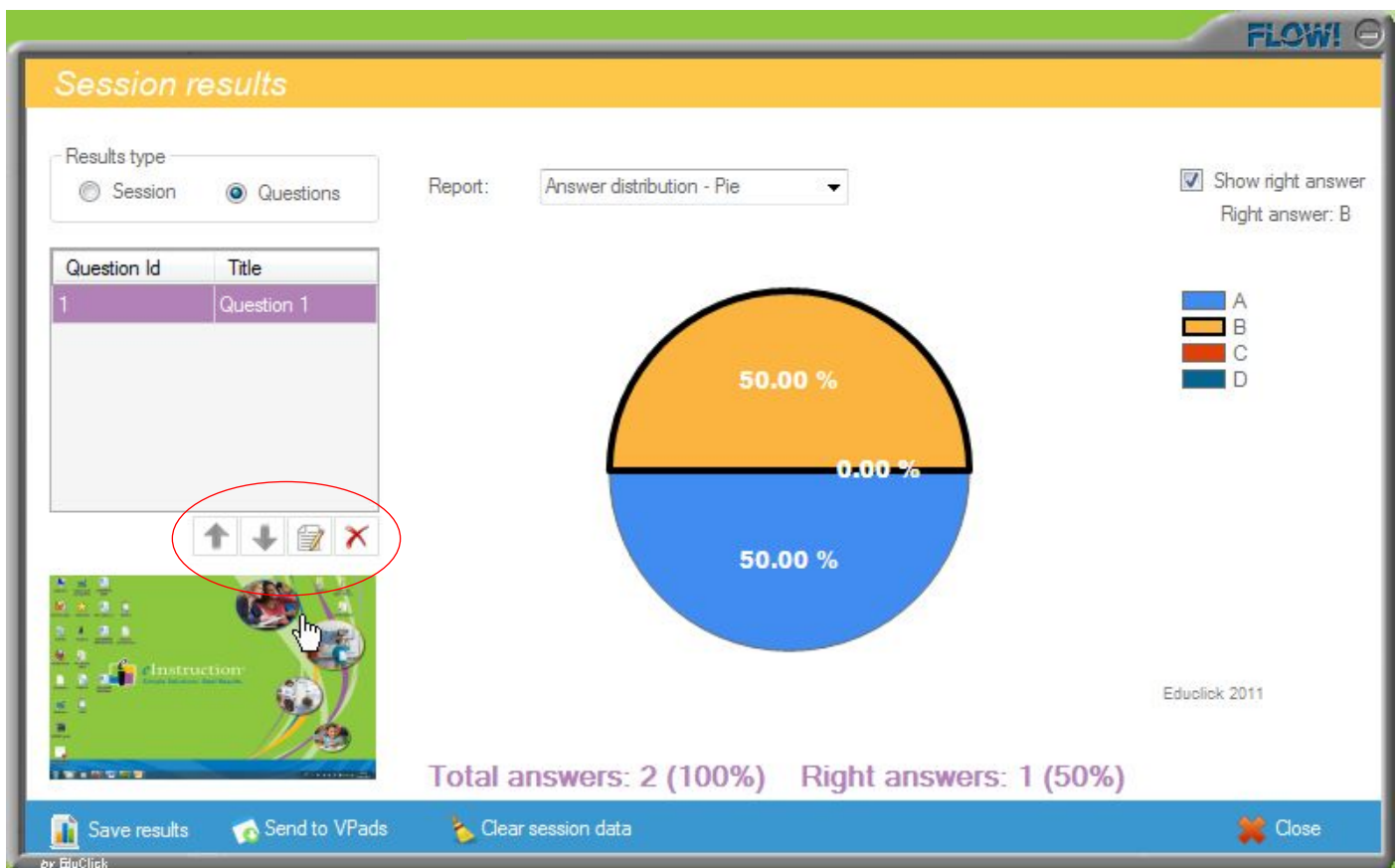
Decimal places: 0

Save Close

SESSION RESULTS

PER QUESTION

The “Question” view is a list of the session questions and its corresponding answers. In this window you can order the different questions, edit and delete them, view where it was taken from by clicking on the image.



Note that the question displayed will always be the last one.

At the end of the session, the MobiView will display the final score.

		Session Results by Student			
ID	STUDENT	SCORE	%		
001	lastname1, Student1	0/4	0%		
002	lastname2, Student2	3/4	75%		
003	lastname3, Student3	1/4	25%		
004	lastname4, Student4	1/4	25%		
005	lastname5, Student5	0/4	0%		
006	lastname6, Student6	4/4	100%		
007	lastname7, Student7	1/4	25%		
008	lastname8, Student8	1/4	25%		
Total Correct = 32%					
		Prev Report		Next Report	
					
					

SESSION RESULTS

SAVE RESULTS

Results can be saved during the session or at the end of it. Press “Save results” and choose your exportation format:

EXCEL

The Excel report is a full and editable report that includes screen shots of each question. In the page menu you can find: “Details answers”, “Detailed grades” and a “Summary.”

Microsoft Excel needs to be installed.

HTML

For sharing purpose, the HTML option is provided. You can review the same information as Excel: Question Screenshot, Detailed grades, Detailed answers and a Summary.

EDUCLOUD LMS LATTER

If no Internet connection is available at the moment of saving your results, you are able to save the results in an EduCloud file format (.esd) which you can upload in EduCloud whenever you want.

Select “Save results”, “Save to file for LMS/EduCloud

The session results can be exported in a file for EduCloud only if the class was brought from EduCloud.



SESSION RESULTS

SAVE RESULTS

EDUCLOUD

To save results in EduCloud, a valid EduCloud account is needed. (page 30).

You are able to save the session results in EduCloud **only if your class has been loaded from EduCloud.**

Press “Save results” and “Save to LMS/EduCloud” to directly send them.

The following reports are available: “Class roster”, Session questions”, Session grades”, Student answers”, Student overview”, “Class overview”.

FLOW! LP

Flow! LP is an option that allows to load the class from the LMS and send the results in its online Gradebook. Press Save results and “Save to LMS/EduCloud”

This option requires a valid Flow! LP license as well as the EPS module inside the LMS.

FLOW! LESSON

Save results as a Flow! lesson allows to save the results in a special file format that you can load into Flow!

Once the lesson is loaded, you are able to start the lesson and collect the answers in a **Self-Paced mode**. In the “Session results”, press “Save results” and “Export question as Flow! lesson”. (Page 38)

SEND TO VPADS

If “Send to vPads” is selected, each vPad will receive its final grade together with the class average.

EDIT A QUESTION

ADD-INS: POWERPOINT

PowerPoint Add-in installs itself automatically during Flow!'s installation process.

An Add-in is installed in the Add-in tab of PowerPoint.

Flow!'s PPT Add-in location is:

Start / Programs / eInstruction Alliance Solution / Addins / Install Flow! PowerPoint Addin.

Flow! can read questions previously created in PowerPoint with Response.

If you use Flow! PPT Add-in, the Response PPT Add-in and the Smart technologies PPT Add-In have to be removed.

To remove Response PowerPoint Add-in, go to Start / Programs / eInstruction / Response / Unregister PowerPoint Add-In.

In "More Options" you will be able to customize each of the slides by selecting "Automatically start question", "Finish current question when time is over" or "Advance slide on question end".

Press "save" to save the question in the slide, the following image will appear:



Switch to slideshow mode to launch the question. Double Click on the question mark and start collecting answers.



The updates of the PPT Add-in are included in the package sent through Flow!'s automatic update feature.

Switching to slideshow mode does not automatically launch Flow!

Flow! must be started before launching PowerPoint slideshow mode.

The question will only launch if at least one participant is registered.

The charts of the Question statistics windows as well as the Total and Right Answers can be dragged and dropped on a PowerPoint page (Outside of the slideshow mode and of a text zone).

EDIT A QUESTION

ADD-INS: WORKSPACE

Workspace Add-in location is

Start/Programs/eInstruction Alliance Solution/Addins/Setup Workspace Addin

Click on it and launch Workspace.

Flow! Workspace Add-in is located in the tool named “Student Response System Functions” available in the tool bar:



Create a blank page selecting the “Create Blank Page” tool and write down your question.

Select its question type with “Create Question”.

Press “Ok”. The image  will appear.

You can also drag and drop question banks from ExamView.

Launch the question by selecting “Ask Question”.

Double Click on the question mark and start collecting answers.



It is possible to launch Flow! from Workspace by selecting “Ask Question”.

When Flow! is started while Workspace is open an error message will appear. Click OK.

The question will only launch if participants are registered.

To re-launch the question, use the tools “Previous and Next Page.”

The “Total and Right Answers” can be dragged and dropped on a Workspace Blank Page.

Use the “Split sentence into words” feature of the “Text” tool to play with the collect answers.

EDIT A QUESTION

FLOW! QUESTION EDITOR

In “+more” / “Flow! question editor”, you will find a new way of generating questions, an “Advanced Button” that can be pasted in a large number of formats.

Set up your question and customize its appearance, select “Generated question” and paste it. You can paste as many questions as you want on one page.

Close the “Question editor” and CTRL-click on the Flow! button to launch the question.

Note that you can disable the CTRL-click function of Microsoft Word through “File” / “Options” / “Advanced” / disable “Use CTRL + click to follow hyperlink”.

In the Full Screen view mode of Word and Excel click ones on the icon to start the question.

The compatible formats are Microsoft Word and Excel, Open Office Suite, PDF, Flash, SCORM and Html. With Open Impress, the “include text” option will be necessary.

If you click on the Flow! button while the question editor is open, it will load the parameters of the question for you to re-edit.

With Microsoft Word and Excel, in “+ more”/“Options”/“General options”, select “Disable Microsoft Office security warning for Flow! questions.”

Press “Change” to choose the type of the content that you would like to send to the vPads (next page)

EDIT A QUESTION

FLOW! QUESTION EDITOR

Flow! Question Editor allows you to choose the type of the content that you would like to send to the vPads. Default setting will take a screenshot of your desktop and send it to the vPads. You are able to send additionally “Custom text” as well as “Internet content” in the form of an image, a video, a YouTube video and a web page.

Question content

☒ Screenshot

☐ Custom text

☐ Internet content

Type:

URL:

Please note: Internet content offers you a wide range of content creation possibilities. However, actual presentation when using vPads depends on the students device capabilities. We strongly recommend to check the question in a vPad device before going to class!

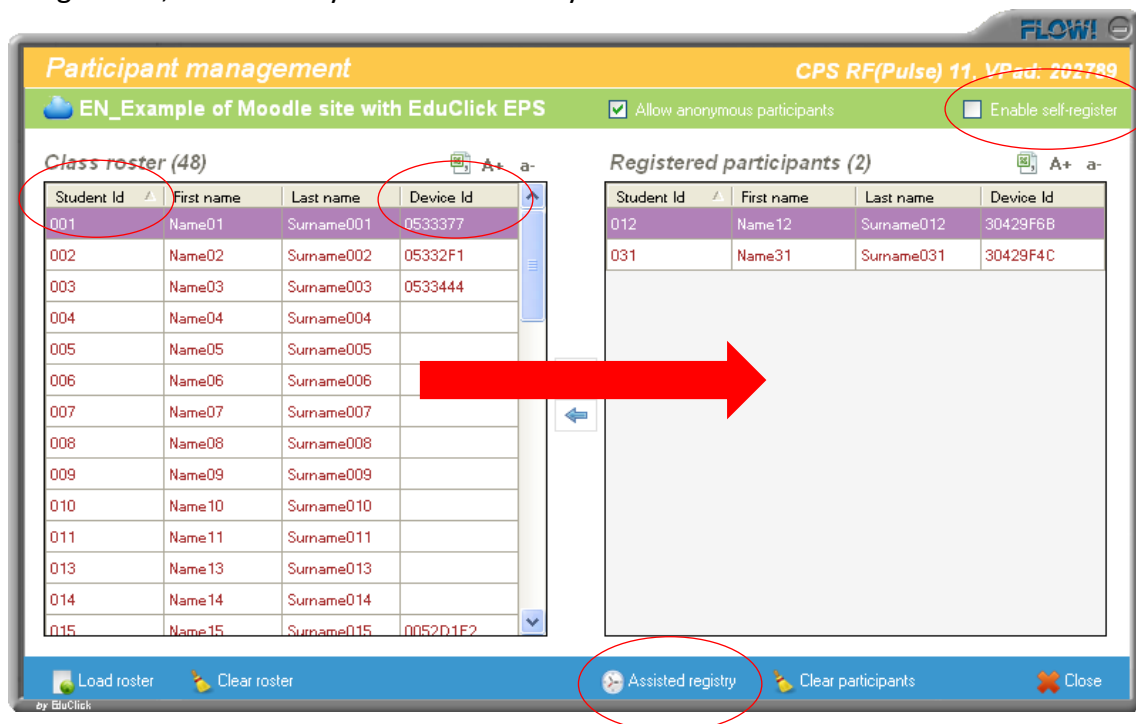
Save Close

Flow! generates questions in multiple formats to promote access and sharing of pedagogical contents.

MANAGE PARTICIPANTS

REGISTRATION PROCESS

The registration process is the action of validating the participation of a student from its list. The “Manage participants” window is made of two windows. The first one on the left shows the imported class list (page 28), the second one on the right shows the participants that have registered, that is to say that have actually entered the class.



Flow! is a flexible software and different registration options are possible:

In the case where your class roster includes Student Id but no Device Id, the channel # will have to be entered and Flow! will automatically jump to the Student Id column.

If Device Id is included, the response system will automatically register (page 28).

If the Student Id of the list matches the Student Id of the response system, the registration will proceed. If the Student Id doesn't match, press “Enable Self-register” to enable students to manually enter their Student Id in the response window (“Q:”) of the response system.

If the Student Id doesn't match, use “Assisted registry”. It will enable the student to press any key (then “Enter”) when he sees his name appearing (instead of having to enter his full Student Id). “Assisted registry” can help you create a full roster including Device Id at the beginning of the year.

MANAGE PARTICIPANTS

REGISTRATION PROCESS

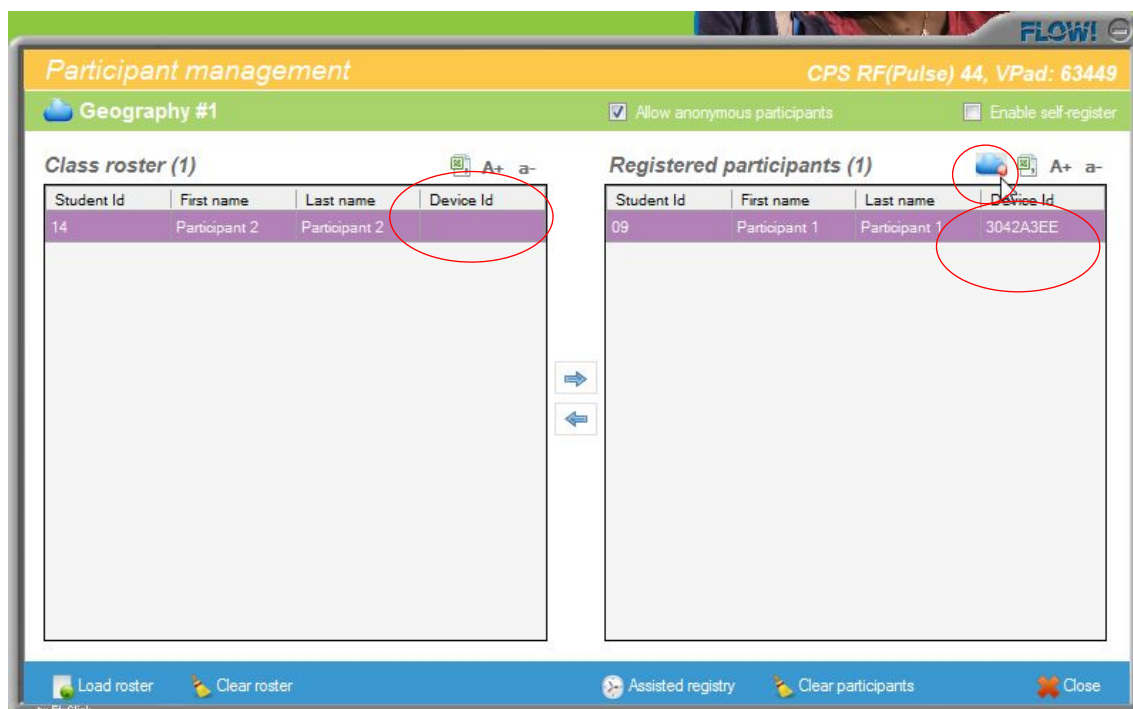
STUDENT ID

The Student Id is the administrative number of the student.
It is usually a 6 to 9 digit number.
For numbered CPS Classpacks, the Student Id can be the sticker number.
With CPS PULSE, it is possible to save the Student Id in its menu.
Menu/Student Id/SId.
Use the “Alpha/Numeric” switch button.



DEVICE ID

The Device Id is the number behind the Response System, the “Serial #”.
For example “30423EE” with CPS Pulse.
In the “Manage Participants” window, if no Device Id is entered, Flow! looks for the Student Id, the channel number will have to be entered (Here 44).
In the case where a class was imported from EduCloud without Device Id, you can automatically upload them by clicking on the “Cloud” button.



Next time you bring your class from EduCloud it will include the Device Ids, Flow! will prepare the first auto-connection displaying the “Preparing CPS device” message. We advise to wait until the message ends before powering on the response systems.

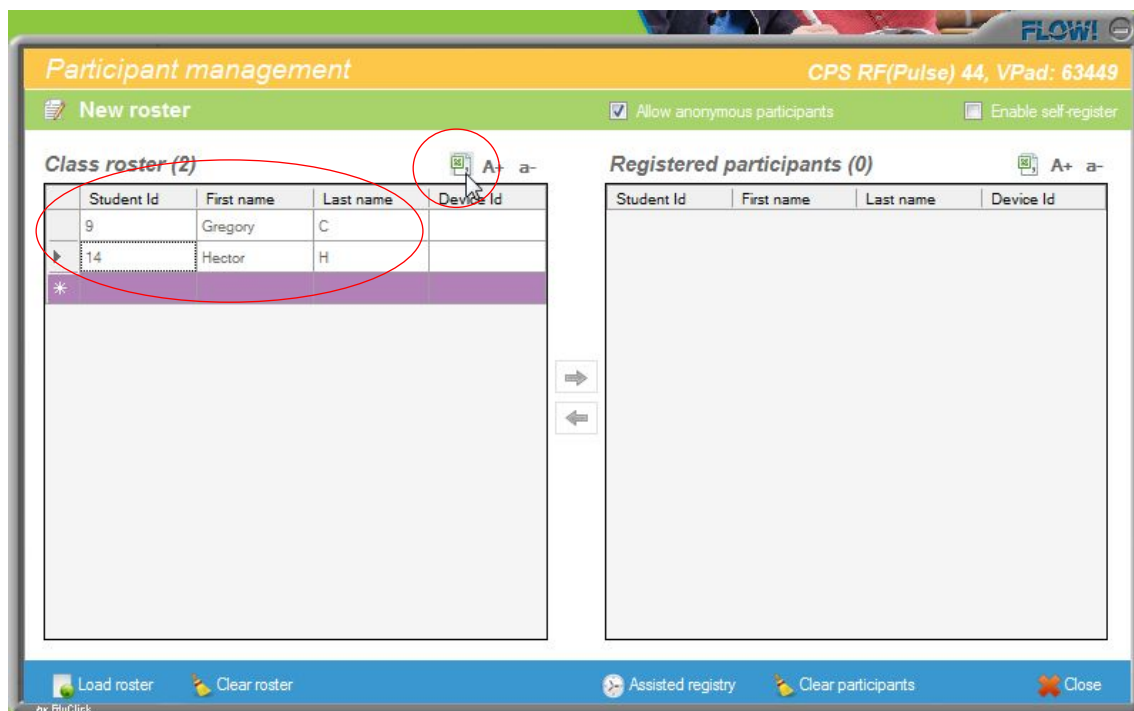
MANAGE PARTICIPANTS

CLASS IMPORTATION

FILL MANUALLY

One way of registering your participants is to fill manually the fields “Student Id” and “First name” (“Last name” and “Device Id” is optional). Click on .csv exportation button to save the class:

The .csv exportation needs at least one entry to work.



You can also create the template manually respecting the order:

Column A = STUDENT_Id / B= FIRST_NAME / C = LAST_NAME / D = DEVICE_Id (optional)

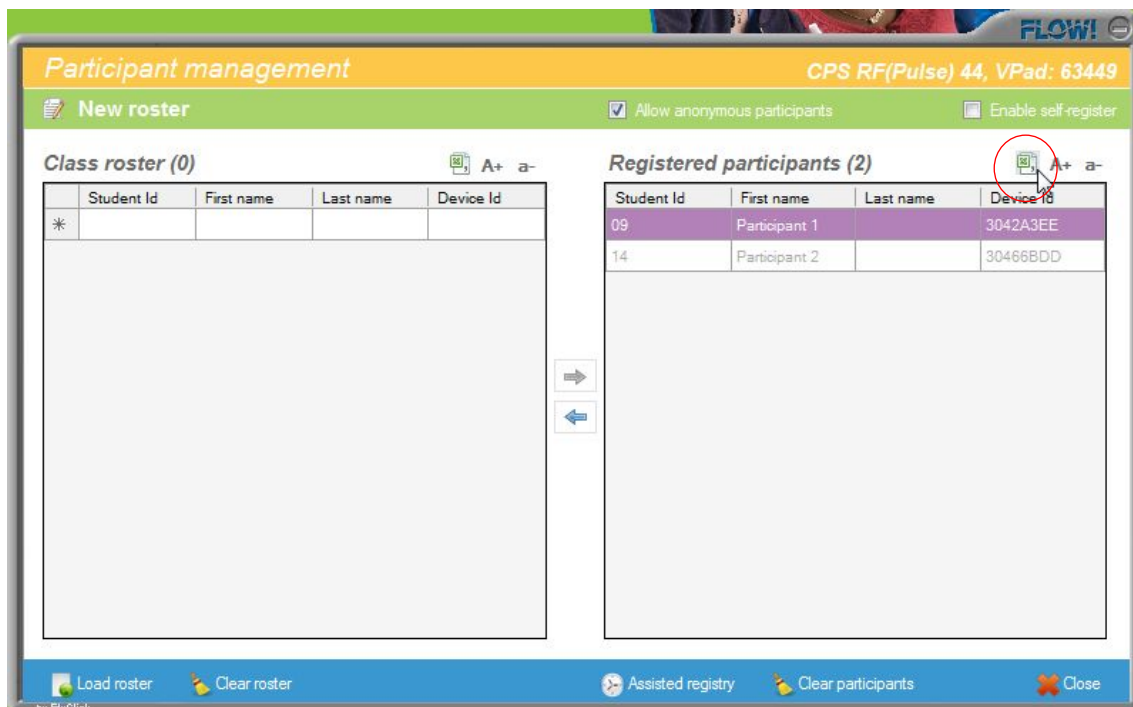
MANAGE PARTICIPANTS

CLASS IMPORTATION

IMPORT FROM A CSV

To register participants from a .csv file, you need to load a .csv file in the form of a Flow! template.

You can generate this template easily by clicking on the .csv exportation button  in the “Manage Participants” window.



Example: Save the file as “My Template #1”.csv

Open “My Template #1.csv” in Excel or Open Calc and populate it with your 12th Grade Class. Save the file as “My 12th Grade Class”.csv

IMPORT FROM AN EDUCLOUD / LMS FILE

If no Internet connection is available at the moment of importing your class, you can previously export a class in the EduCloud file format and import it directly at the moment of teaching.



IMPORT FROM EDUCLOUD

To import your class from EduCloud, you first need a valid EduCloud account (page 31). Once your account is created, enter your “User name” and “Password” and select “Connect”.

FLOW!

LMS / EduCloud connection

User name:

Password:

Server type:

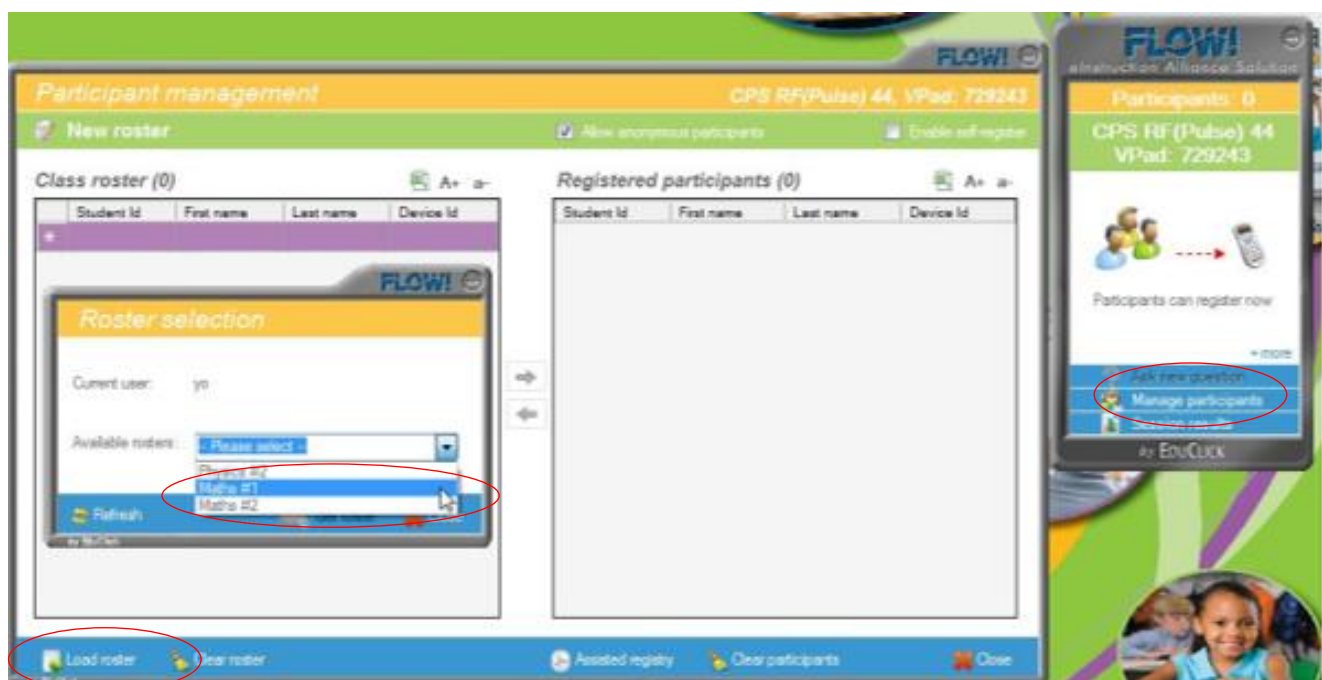
Server URL:

This feature requires a valid EduCloud account, or an LMS platform with Flow LP enabled

Using the following invitation code, You can create up to 5 free EduCloud accounts: 7372-7699-3201

<http://cloud.vbote.com>

In “Manage participants”, “Load roster”, “Connect to LMS/EduCloud”, select your class then press “Get roster”. Your class will be automatically loaded in the “Class roster” list.





IMPORT FROM EDUCLOUD

Registering participants from EduCloud requires an Internet connection.

If there is no Internet connection, import a .csv or an EduCloud/LMS file (page 29).

Start by setting your online connection in “+more” / “Options”/”Online connection setting”.

A screenshot of a software window titled "FLOW!" with a sub-header "LMS / EduCloud connection". The window contains several input fields: "User name:" with an empty text box, "Password:" with an empty text box, "Server type:" with a dropdown menu showing "EduCloud", and "Server URL:" with a text box containing "http://cloud.vbote.com". Below these fields, there is a note: "This feature requires a valid EduCloud account, or an LMS platform with Flow LP enabled". Underneath the note, it says "Using the following invitation code, You can create up to 5 free EduCloud accounts: 7372-7699-3201", where the code is circled in red. To the right of the code is a blue hyperlink "http://cloud.vbote.com" with a mouse cursor pointing at it. At the bottom of the window, there are three buttons: "Connect" with a green plug icon, "Disconnect" with a red plug icon, and "Close" with a red X icon.

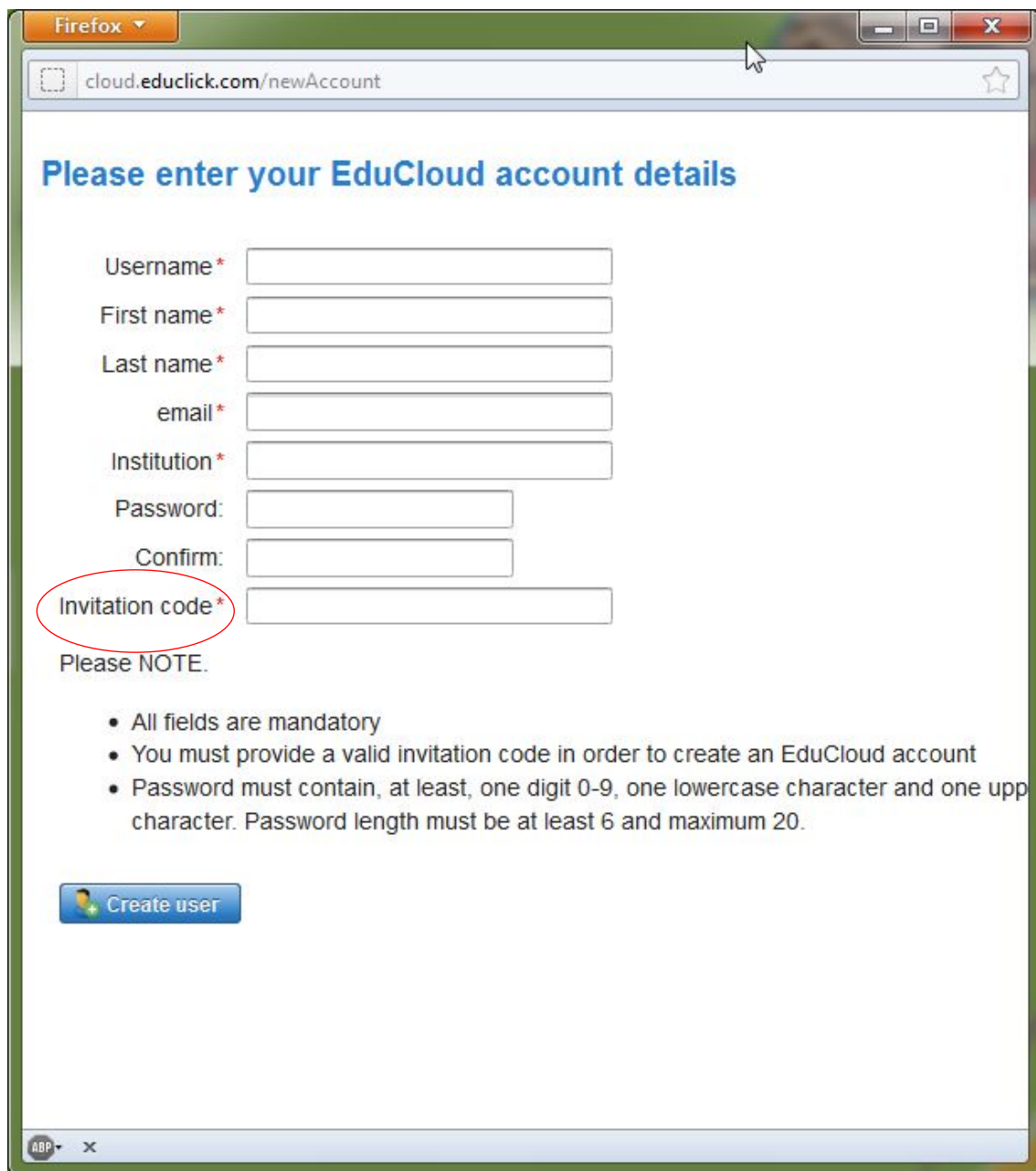
When the software is licensed, an invitation code will appear as shown above. You can create up to 5 teacher accesses per license.

Click on the URL: <http://cloud.vbote.com>



IMPORT FROM EDUCLOUD

Select “Please click here to create a new user account” and populate the registration form. Enter the invitation code in the form of XXXX-XXXX-XXXX conserving the dashes.



Firefox

cloud.educlick.com/newAccount

Please enter your EduCloud account details

Username *

First name *

Last name *

email *

Institution *

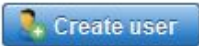
Password:

Confirm:

Invitation code *

Please NOTE.

- All fields are mandatory
- You must provide a valid invitation code in order to create an EduCloud account
- Password must contain, at least, one digit 0-9, one lowercase character and one upper character. Password length must be at least 6 and maximum 20.

 Create user



IMPORT FROM EDUCLOUD

To add a class and import its students in EduCloud, in the main window, select “Add roster”, enter its information (Here “Geography #1”), and press “Save”.

EduCloud management panel
Welcome, yo (yo)

[Upload session](#) [Logout](#)

[My Classes](#) [Reports](#)

yo's classes

Roster name	Description	Actions
Physics #2		
Maths #1		
Maths #2		

Students in Gestion #1

Roster order	Student Id	First name	Last name	Device Id	Actions
1	14	Participant 1		30466BDD	
2	9	Participant 2		3042A3EE	



IMPORT FROM EDUCLOUD

ADD STUDENTS MANUALLY

Select “Add student”, the Student information window appears.

The screenshot shows the 'Student information' window overlaid on the 'My Classes' page. The window has a title bar with 'Student information' and a close button. It contains four input fields: 'Student Id *', 'First name *', 'Last name', and 'Device Id'. The 'Student Id *' and 'Device Id' fields are circled in red. At the bottom of the window are 'Save' and 'Cancel' buttons. The background shows a table of classes with 'Geography #1' selected, and a 'Students in Geography #1' section below it.

Roster name	Description
Geography #1	12th Grade
Physics #2	
Maths #1	
Maths #2	

Students in Geography #1

Roster order

In the “Student information” window, no Device Id is required (page 27).



IMPORT FROM EDUCLOUD

“IMPORT STUDENTS” FROM A .CSV FILE

To import a list of students into EduCloud, you need to previously generate a .csv file in the form of a Flow! template (page 29)

Select your “Geography #1” class and click on “Import student”.

In the “Upload students” window, select “My 12th Grade Class”.csv

Press “Save”. Your class is imported.

Roster name	Description
Geography #1	12th Grade

Upload students

Plase select a csv file to be uploaded

Select file

File preview

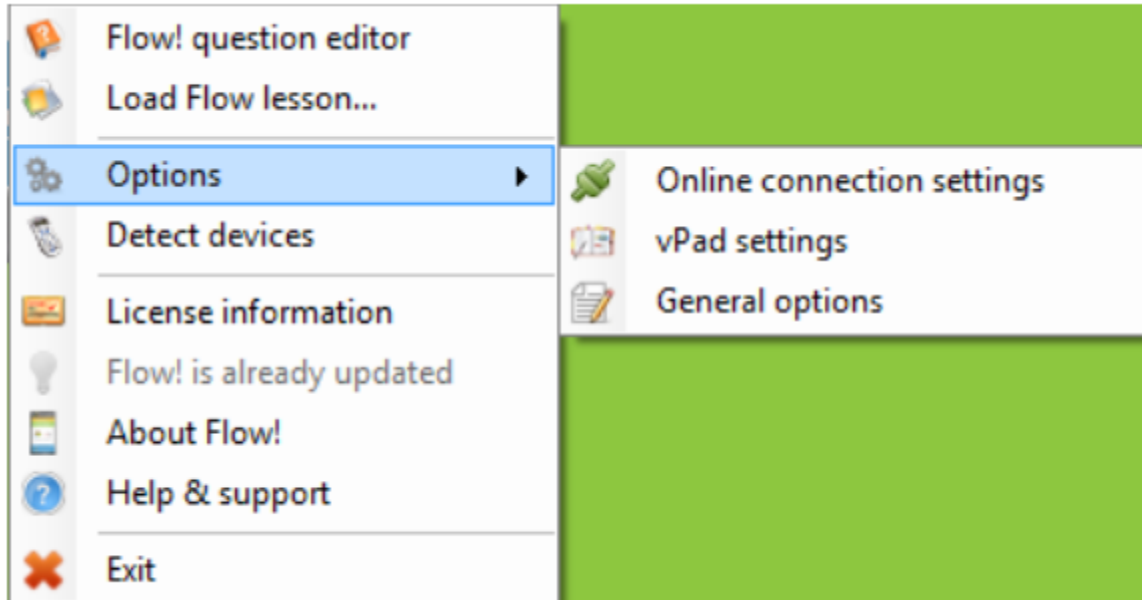
Student Id	First Name	Last Name	Device Id	Is New
9	Gregory	C	3042A3EE	true
14	Hector	S	30466BDD	true

File My 12th Grade Class.csv is ready to be imported. Please press 'Save' to proceed.

Save Cancel

FLOW! MENU

Click on “+more” to access the menu. You can also right click on the main interface.



FLOW! QUESTION EDITOR

Edit question is a large variety of formats (page 23).

FLOW! MENU

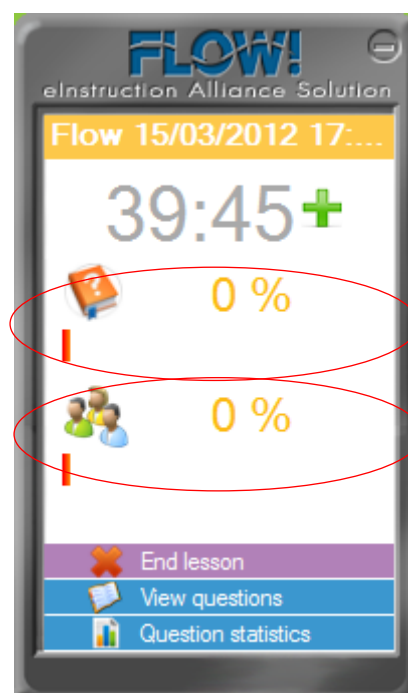
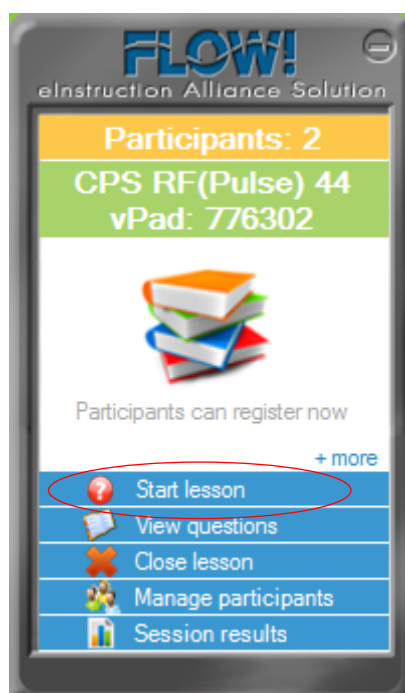
LOAD FLOW! LESSON

This option allows you to re-ask the questions selected in your lesson in a second step, in a **Self-Paced mode**.

At the end of your session, in the “Session results” you can “Save results” and select “Export questions as Flow! lesson”.

Enter your “Lesson name”, the “Author” and the “Max time”. Select “Save lesson” to save all the questions of your lesson in a special format “.flf”

Import your lesson through the “Load Flow! lesson” menu. A preview of the lesson will appear. Press “Stat lesson” to start your lesson. The top percentage bar gives you the percentage of the questions that have been answered while the bottom one shows the percentage of participants that have completed the test. Note that you can also load directly a PowerPoint with questions from Response and from Flow!



FLOW! MENU

OPTIONS

ONLINE CONNECTION SETTINGS

Connect Flow! to EduCloud, you can also connect it to Moodle, Blackboard, Web CT and Sakai with the Flow! LP option. Set you EduCloud account page 32.

VPAD SETTINGS

The “vPad Settings” window allows you to announce your session on the local network. You are able to customize it by choosing the “Session icon” and the “Session name”. A password can be put into place by selecting “require session password”.

The “Question options” allows you to determine the size of the image you would like to send to the vPads. This setting is meant to adapt the vPad feedback to the type and number of vPads you have. A “Small” size is suitable for small Smartphones and large lecture halls. A “Large” size is best suited for large tablet PCs and a “normal” class size.

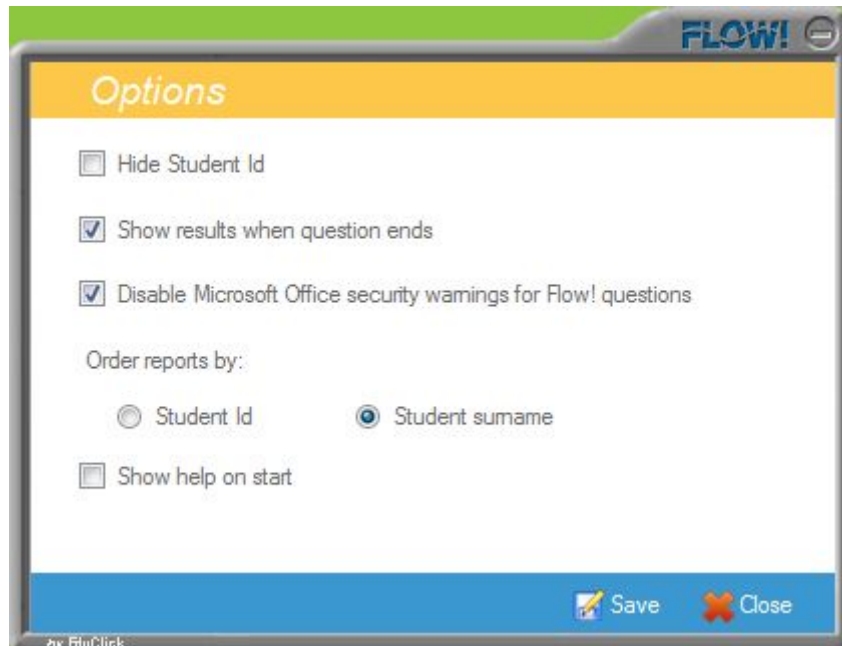
The overall experience is depending mostly on the quality of the network and of the vPads. We strongly recommend you make some tests before going to class!

Ones the parameters are saved; you will see the session name and icon appearing on the welcome window of the vPad. Join the session by entering your Student Id and selecting the session.

FLOW! MENU

OPTIONS

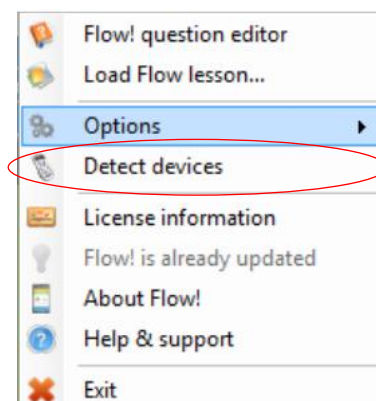
GENERAL OPTIONS



From this window, it is possible to “Hide Student id” column, “Show results when question ends” “Disable Microsoft Office security warnings for Flow! question, Order the reports by “Student id” or by “Student surname” and “Show help on start.

DETECT DEVICES

“Detect devices” is used in the cases where the Radio Frequency receiver is removed. When reinserting the USB RF receiver “Detect devices” will rescan the USB ports to pick up the channel. This process is automatically launched when starting Flow! Note that this function only detects hardware devices. Restart Flow! to refresh the latest selected WIFI network.

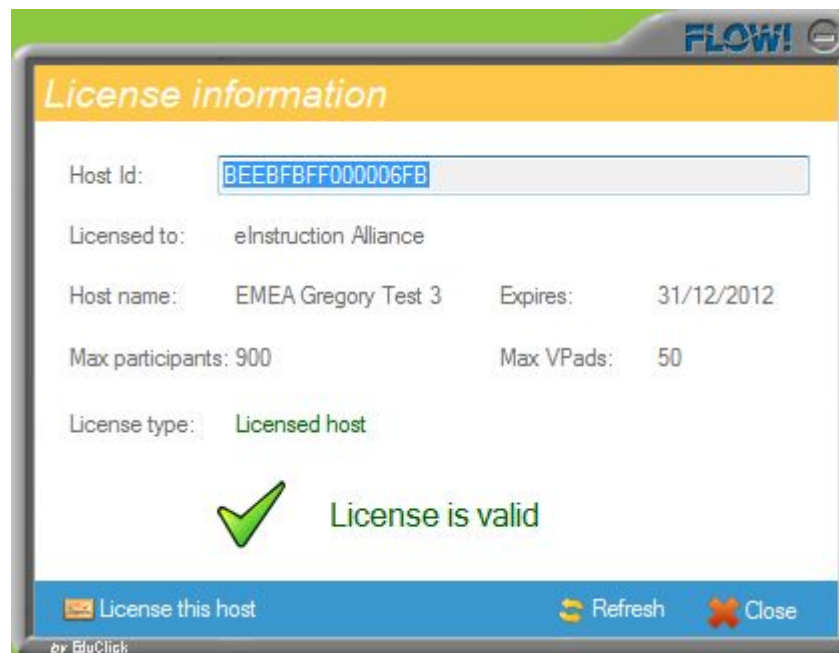


FLOW! MENU

LICENSE INFORMATION

The license information window shows you which license is linked to the software.
Flow! is open for a period of 30 days for 40 participants and 40 vPads.
At the end on this period, it drops to 5 participants and 5 vPads and does NOT block itself.

The license of the Flow! takes the form of a USB key that behaves like a dongle.
For this reason, Flow! can be installed anywhere is the school.
When the USB key is inserted into the USB port, a green check appears.
Up to 900 participants can connect and always 5 vPads.
Licenses with additional vPads can be purchased to enable more vPads to register.



FLOW! MENU

FLOW! IS ALREADY UPDATED

Flow! updates are free, when one is available, the “Flow! is already updated message” will convert into “Flow! is available for update”. Download the “Setup” file and close Flow! prior to launching the installation.

ABOUT FLOW!

We recommend you to update the software when “Flow! is available for update”. The about Flow! windows will indicate the current version for support purposes.

HELP & SUPPORT

Help & Support will display this user guide.

EXIT

Press “Exit” to exit Flow! Be careful, Flow! doesn’t save the session automatically.

CONTACTS

We are committed to providing you with full satisfaction.

We are reachable at:

eInstruction EMEA
26-36 rue Alfred Nobel
93600 Aulnay Sous Bois - FRANCE

Telephone: +33 1 58 31 10 60
Email: alliance@einstruction.com

THANK YOU!



eInstruction®

Simple Solutions. Real Results.

eInstruction Office

14400 N 87th Street, # 250
Scottsdale, Arizona 85260
United States of America

Tel: 480.948.6540
Support: 480.443.2214
Fax: 480.948.5508

EMEA Headquarters

eInstruction EMEA
26/36 rue Alfred Nobel
93600 Aulnay Sous Bois
France

Tel: +33 1.58.31.10.60
Support: +33 1.58.31.10.65
Fax: +33 1.58.31.10.69
www.einstruction.eu

Technical Support

eInstruction Techsupport
14400 N 87th Street, # 250
Scottsdale, Arizona 85260
United States of America

Tel: 480.948.6540
Support: 480.443.2214
Fax: 480.948.5508
www.einstruction.com

www.einstruction.eu/support

www.einstruction.com/support

eInstruction® is a registered trademarks of eInstruction Corporation in the United States and other countries.
All other trademarks are the property of their respective owners.

The information contained in this document is subject to change without notice. eInstruction assumes no responsibility for technical, or editorial errors, or omissions that may appear in this document, or for the use of this material. Nor does eInstruction make any commitment to update the information contained in this document. This document contains proprietary information which is protected by copyright. All rights reserved.



www.einstruction.eu