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How to start a presentation

Types: Networked role (if you would like students to connect to your presentation-required to teach a class)/ Stand Alone (If you do not require anyone connecting to you)

1. Click on 'Start a New Presentation'
2. Click on File> Open deck and browse to find your presentation
How to get your IP address information for your students in case they cannot connect automatically.

1. On the uppermost tab, click on Help> IP Address

Wait for a few seconds till the slides are converted to CP mode (as indicated by the progress bar)
How to write on your Slide Deck

1. Once you open your slides, click on any of the color icons to start writing on your slides.

How to use a highlighter

1. Once you open your slides, click on the highlighter icon
   OR
2. Once you open your slides, click on the drop down arrow next to the orange color icon
3. Under pen type, select ‘HL’, select shape, and click on ‘OK’
   
   Additional tip: you can preview the options using the scribble area

How to send a poll to your students

Additional Tip: It is recommended to have a slide with the preset poll questions ahead of time with any of the options ABC or ABCD or ABCDE or Yes/No or Yes/No/Both or Yes/No/Neither

1. Select the poll type (ABCD, Yes/No, etc.) by going to Tools> Poll Options
2. Select ‘Start Quick Poll’

3. To view results, select the left tab that says ‘Quick Poll’

4. To end the quick poll, click on ‘End quick Poll’

Additional Tip: Students will be able to change their answers till you click on ‘End quick poll’

**How to add a new (blank) slide/insert additional slide/ delete slide from Deck**

1. Click on Decks>New slide (for a blank slide) OR Decks>Insert slides from Deck OR Decks> Delete slide
How to accept student submissions

1. Click on ‘Accept Student submissions’

2. Once students submit their slides, you will see an additional tab to the left that will say ‘Student submissions’. You can click on it to review the submissions.

Additional tip: Any further submissions will all appear on the same tab

How to switch to a whiteboard (akin to a blank slide)

1. Click on ‘Switch to Whiteboard Deck’ or Click on Decks> Create a Blank Whiteboard Deck’