Microsoft Interactive Classroom Tutorial

Getting Started Guide

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Last Updated: Summer 2012
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- Scroll down to and select “Interactive Classroom”
- Select [get it now](http://www.pil-network.com/resources/tools)

Make sure you’re using Microsoft Office 2010 before installing.

Prepare Your Slides: Make your presentation in Power Point the way you normally would.

Insert Questions and Polls: Go to the Academic tab installed with Interactive Classroom. Go to the slide before you want the question, and then press whatever type of question you’d like to ask. It will open in a new slide after the one you’re on. You can then type in the question.

Modify Your Questions: After you have a question slide, you can add or delete choices from it using the “Add Choice” and “Delete Choice” buttons. You can also add a countdown timer to the question using the Timer dropdown menu, or change the way your results will look using the Charts dropdown menu.

Start Your Session: Make sure you are connected to the internet. Click the “Start Session” button. You can then choose the title of your session, a password your students would have to enter to access your session, and you can choose whether you’d like to start the session on the slide you’re on rather than the first
slide. The HTTPS option is not recommended because of the extra bandwidth and complexity.

**Invite Students to Join:** Make sure your students have OneNote 2010 and Interactive Classroom installed on their computers. You will probably need to give the students your IP Address to find your session (due to the VT wireless network setup). If you don’t know your ip address you can open a browser and go to getmyipaddress.org to find it.

Students go to the “Academic” tab in OneNote and press “Join Session” after you’ve started your session. Have them type your ip address in the box “Name of Presenter’s Computer” box. Your Power Point slides will show up as separate pages in OneNote, they will see your annotations as you make them.

**Your Students’ Annotations:** Your students can annotate anywhere on the page. It might be helpful for them to choose a color other than the one you’re using so that they can distinguish between their work and your work.

**Start a Poll:** Go to a slide where you put a question and press the “Start Poll” button. Your students will all see a popup window on their computers and will be able to select an answer. If you put a countdown timer on the poll, the timer will show in the bottom right
corner of your screen. After the poll stops or you stop it using the “Stop Poll” button, a graph of the responses will show on the poll slide.

*Pictured above: the poll results. Note that the results are embedded in the slides where you asked the question. To the left: the poll timer.*