

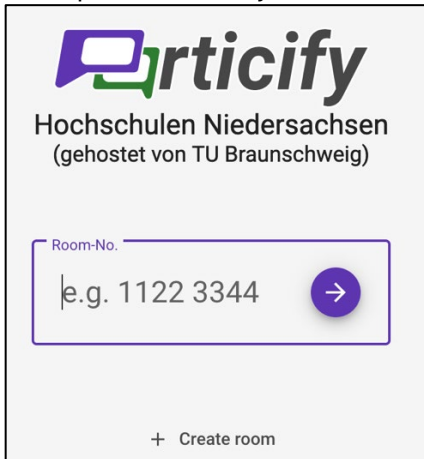
Quick guide to ad hoc voting with Particify

Basics: Access and Rooms

Particify operates by using rooms in which the queries are designed.

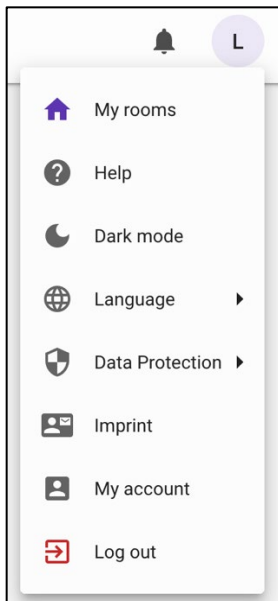
Particify is available in the [Academic Cloud](#) and can be accessed via a tile.

Participants of a survey enter the room number here (on the laptop or on the smartphone).



To design your own rooms, log in to *Particify* with your Leuphana account data (username and password). Your own rooms are displayed in the upper right corner.

Please allow pop-up windows in the browser settings.

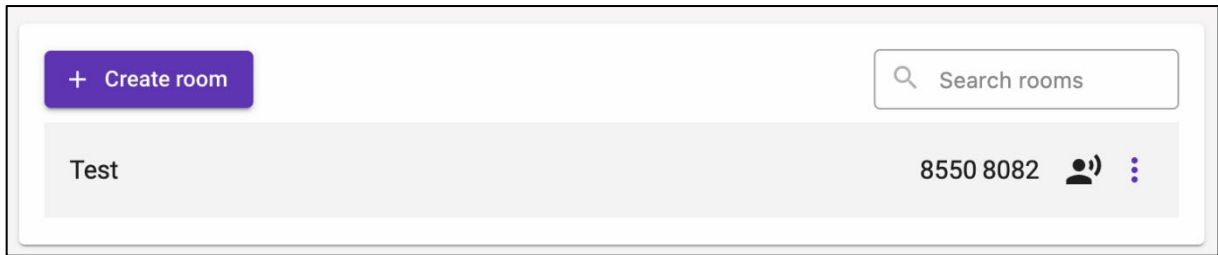




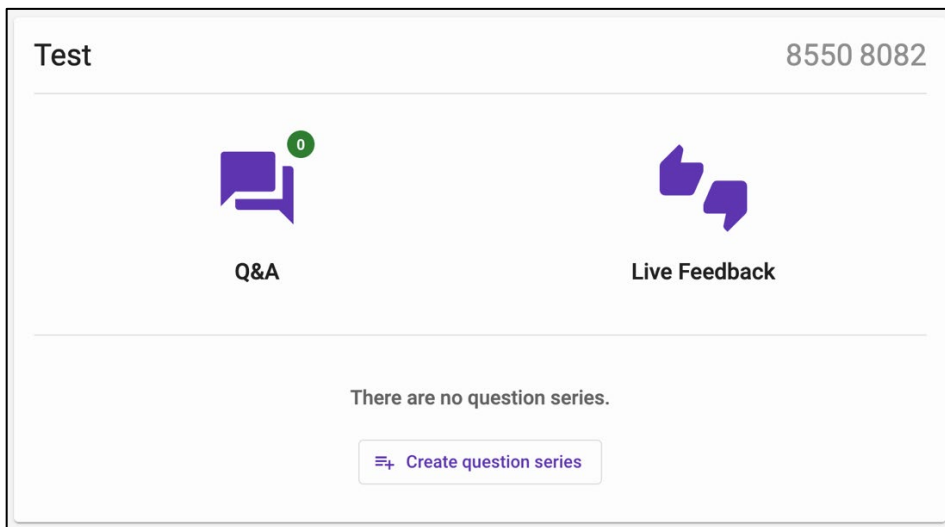
LEUPHANA

UNIVERSITÄT LÜNEBURG

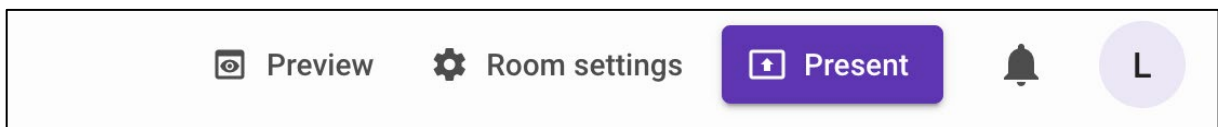
If you want to design a survey, click "+ Create room". *Particify* will assign a number to the room. You can then assign a name to the room. The names can be used to keep track of your rooms if you create more than one room.



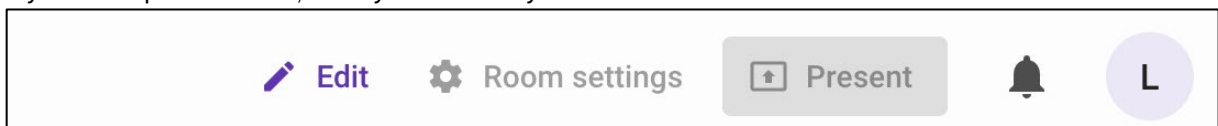
After that, the options for surveys are displayed: *live Q & A* or *live feedback* or create a *series of questions*.



At the top right, a control bar provides options for previewing surveys, presenting results, and room settings.

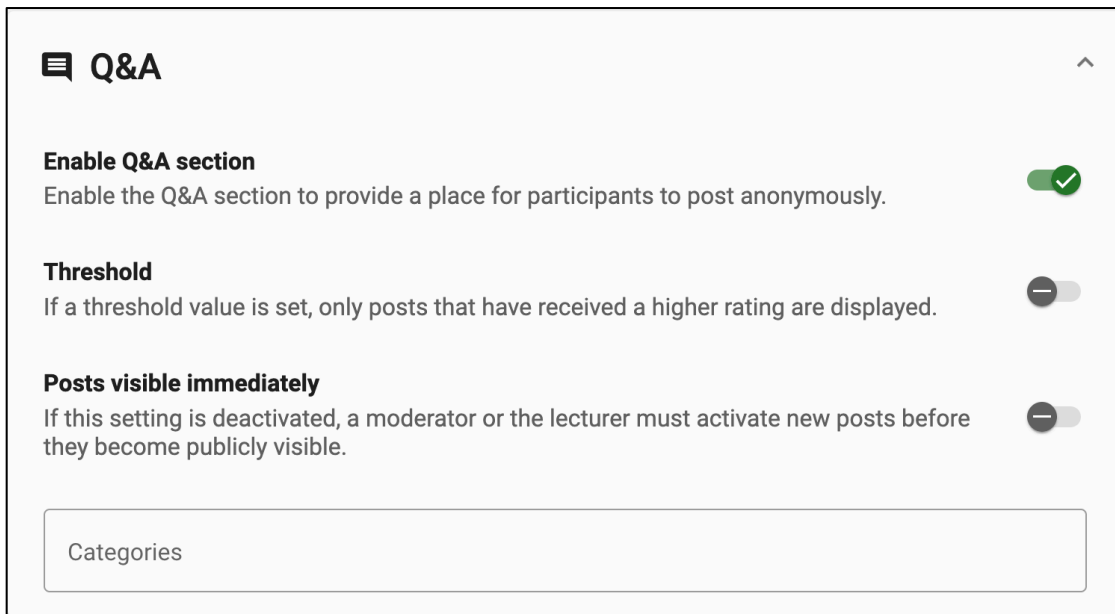


If you are in preview mode, the stylus will take you back to edit mode.





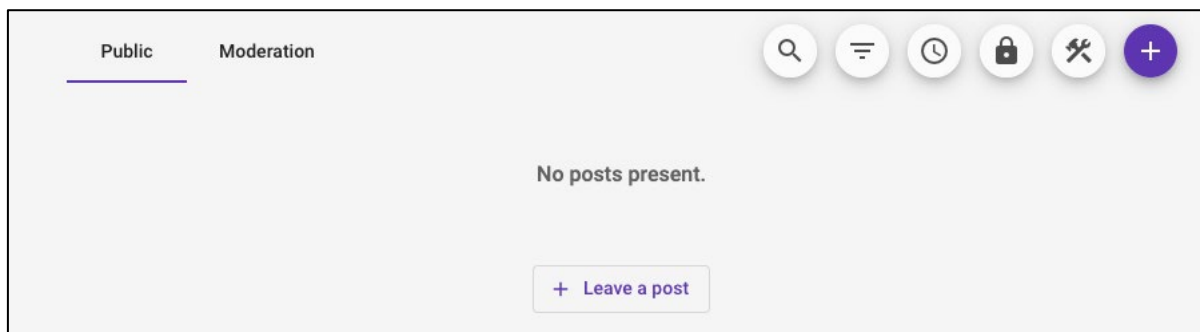
Under the room settings, it is possible to determine for *Q & A sessions* whether, for example, the entries are visible immediately or whether they must be selected beforehand by a moderator. The Q&A section can also be completely deactivated.



Q & A Sessions

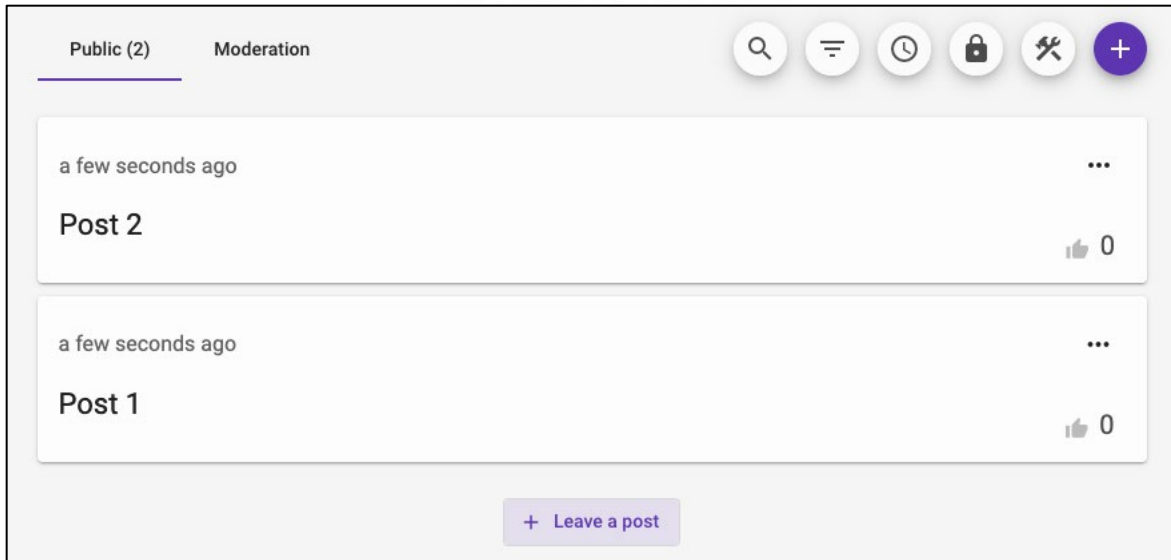
In Q & A sessions, entries (max. 500 characters per entry) are collected.

As an incentive, the administrator can enter their own contribution or ask a question. Further contributions are created by clicking the plus sign or the "+ Create entry" button and posted by clicking the "Send" button.

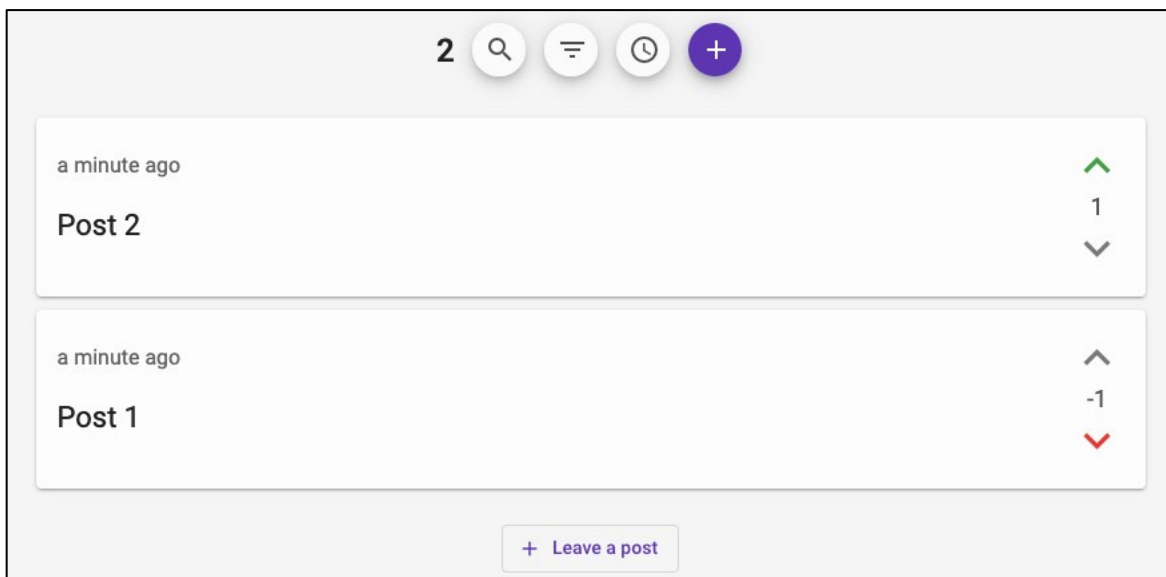


The participants use the same procedure - on the smartphone the plus sign is provided, on the laptop the button "+ Contribute" and the plus sign is shown.

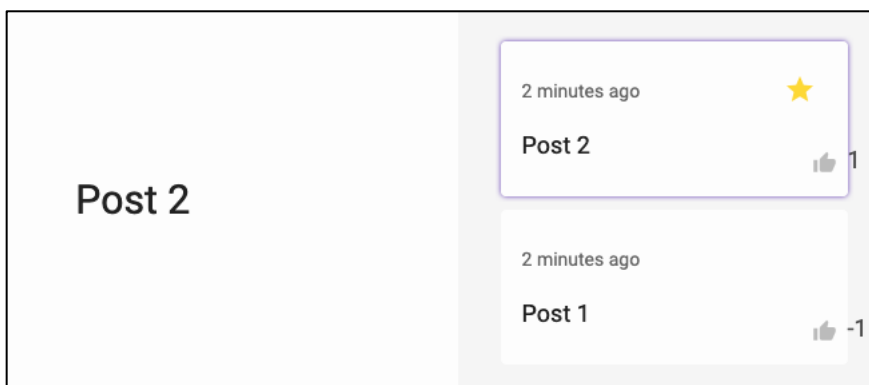
If it has been determined in the room settings that the entries will not appear immediately, they will be moved to the moderation area, where individual posts can then be moved to "Public".



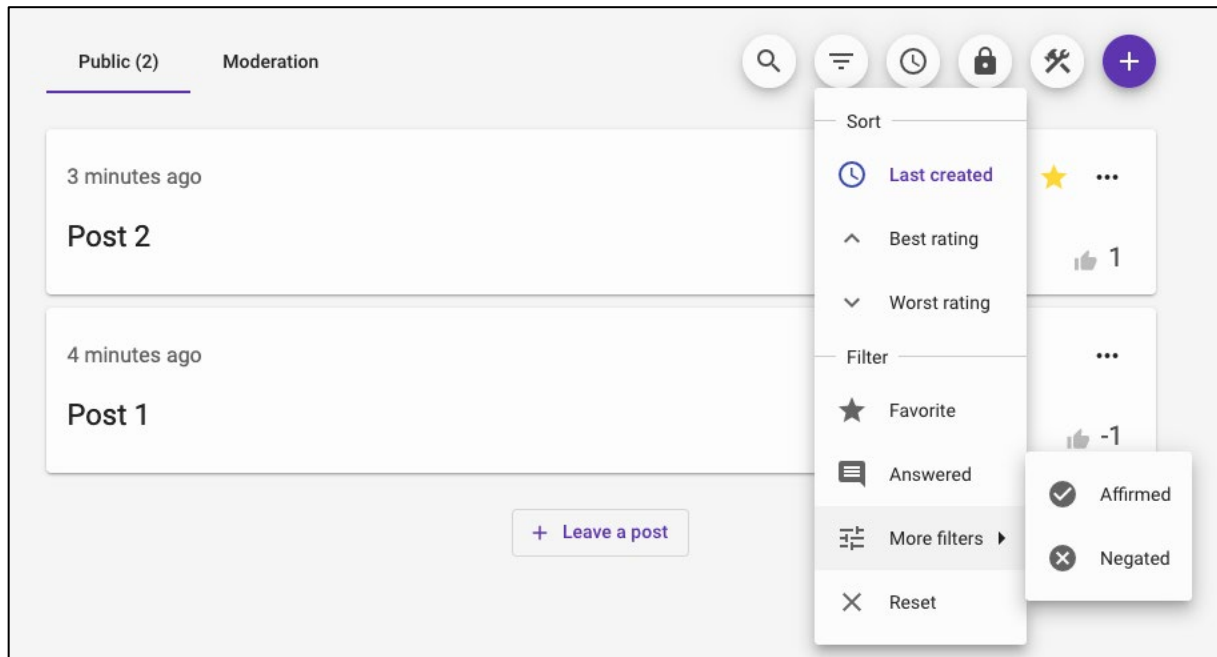
Participants can upvote and downvote the entries using arrows to indicate their preferences.



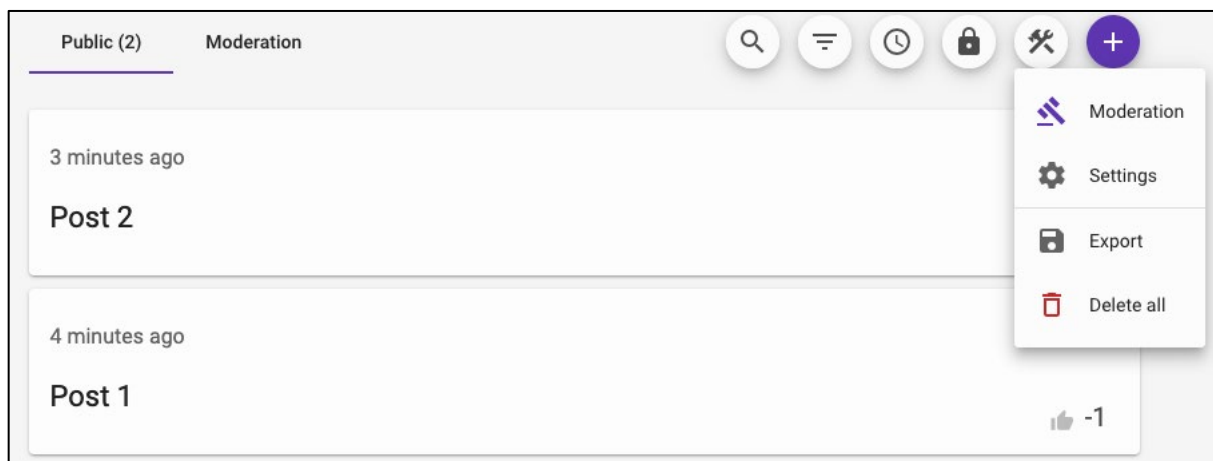
Administrators/moderators can favorite the posts (stars) or otherwise comment on them using icons and show them by clicking "Present".



As the admin/moderator, you also have the possibility to pause the stream of entries, sort or export the posts (an Excel spreadsheet will be created).



Under the tab "Moderation", only the entries that are not public are visible (for this purpose, it is necessary to specify in the room settings for the Q&A sessions that the entries do not appear automatically).



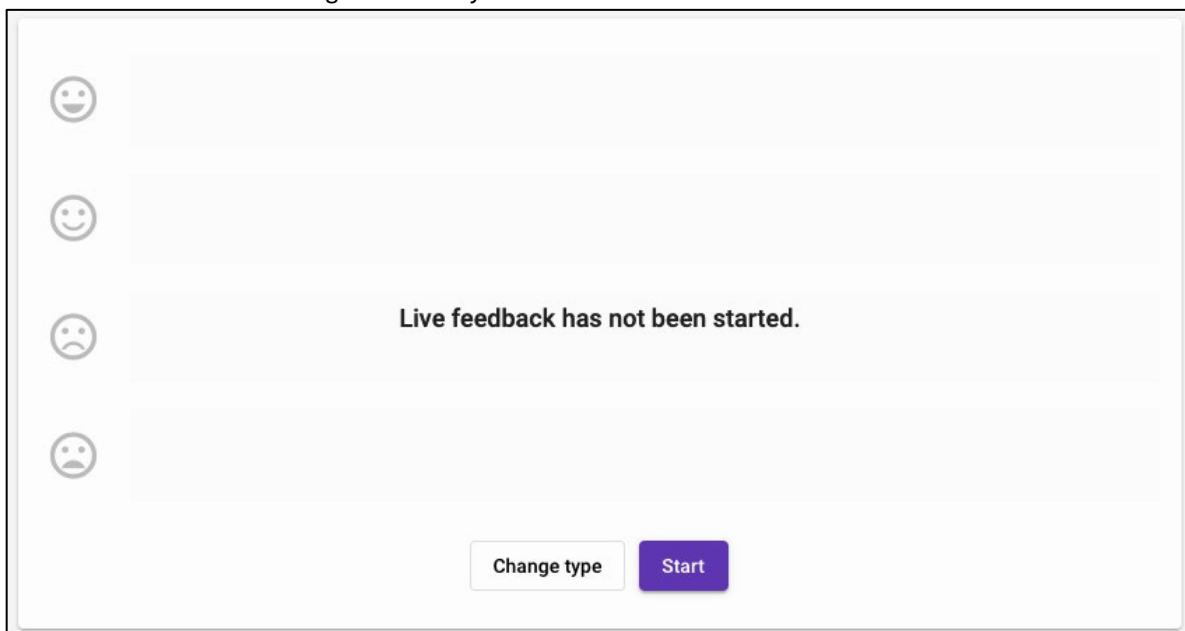
„Delete all“ deletes all entries to start a new session.

Live Feedback

By selecting Live Feedback using the icon in the left panel or via quick select, you can create ad hoc polls without any preparation.



There are four options for live feedback: A-D or smiley/frowney faces. Click "Change type" to switch to one or the other. Press "Start" to begin the survey.



Only when the survey has been started can the participants also access it and vote.

The results are displayed in real time.

After starting, participants can vote by clicking on the boxes for A-D and smiley faces respectively.



A	<input type="text"/>
B	<input type="text"/>
C	<input type="text"/>
D	<input type="text"/>
0 Answers	
A	B
C	D

Live feedback is only temporarily available - the results cannot be exported.

The development was carried out by members of the Leuphana Teaching Service: Emily Barnes-Weiland | updated by Sigrun Lehnert (2023).



This document is licensed under the Creative Commons licence CC BY 4.0.

Please indicate copyright: in the case of further use as follows:
Lehrservice Leuphana Universität Lüneburg.