

Prowise Presenter

User manual

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Log in

After opening Presenter, a splash screen appears and you are referred to the log-in page.



Welcome to Prowise Presenter 10, Sabine Bruininx.

Prowise Presenter 10 is loading...

Enter your email address and password in the log-in page.
Forgot your password? Click [here](#).

New to Presenter? Click [here](#) to register.
Welcome to the Presenter Community!

Once you are logged in, you can try out the latest version of our education software. We will explain each functionality of Presenter one by one.

Account management

Go to the website account.prowise.com to manage your Presenter account. In the top-right corner you can change the language of the page.

By clicking on your name in the top-right corner, you can navigate to the Prowise, MyProwise, Presenter or ProConnect page. There is also the option to log out.

You can edit your personal profile on the account page. For instance, change your name, password, language or type of user and add cloud services to your profile. Click on the pencil icon to edit the desired account setting.



In addition to viewing your own profile, you can view the profiles of your pupils in the left bar. To do so, select 'Pupil management'. An overview of all your pupils appears, including email addresses, password status, registration date, location management and whether or not the student account is managed externally.

 Student management

Show passwords

The button 'Show passwords' reveals the passwords of your pupils.

Three types of passwords appear in the overview:

1. Temporary passwords
2. Passwords set by the teacher
3. Pictures password

The passwords are revealed for one minute and then disappear again.

Once a pupil changes the password, it is no longer visible. However, resetting/changing remains possible. In case you change the password, we advise to always use Welcome01.

Click on the 'Show filters' button to unfold the filters menu. You can filter by 'School' and 'Class' to search for specific pupils.

Show filters

To import documents, select the 'Import files' button in the left bar of the account page. The documents will then automatically be imported to Presenter. They will be saved in the file 'My library' in Presenter.

 Import files

You can upload several types of documents with the import function.

 **Presentations**
.presenter .notebook .iwb

 **Files**
.pdf .doc .docx .xls .xlsx .ppt .pptx .odt .ds .odp .txt .rtf

 **Images**
.png .jpg .gif .swf .svg .ai .eps .psd

 **Sounds**
.mp3 .wav .flac .m4a .ogg .oga .opus

 **Archive**
.zip .tar .tar.gz .tar.bz2 .gz .bz2 .tgz .rar

Click on the 'Browse' button to search for the file you want to import. Select the file and then select 'Open' to confirm your choice.

Browse

A bar appears with the file name, size and upload status.

File name

Size

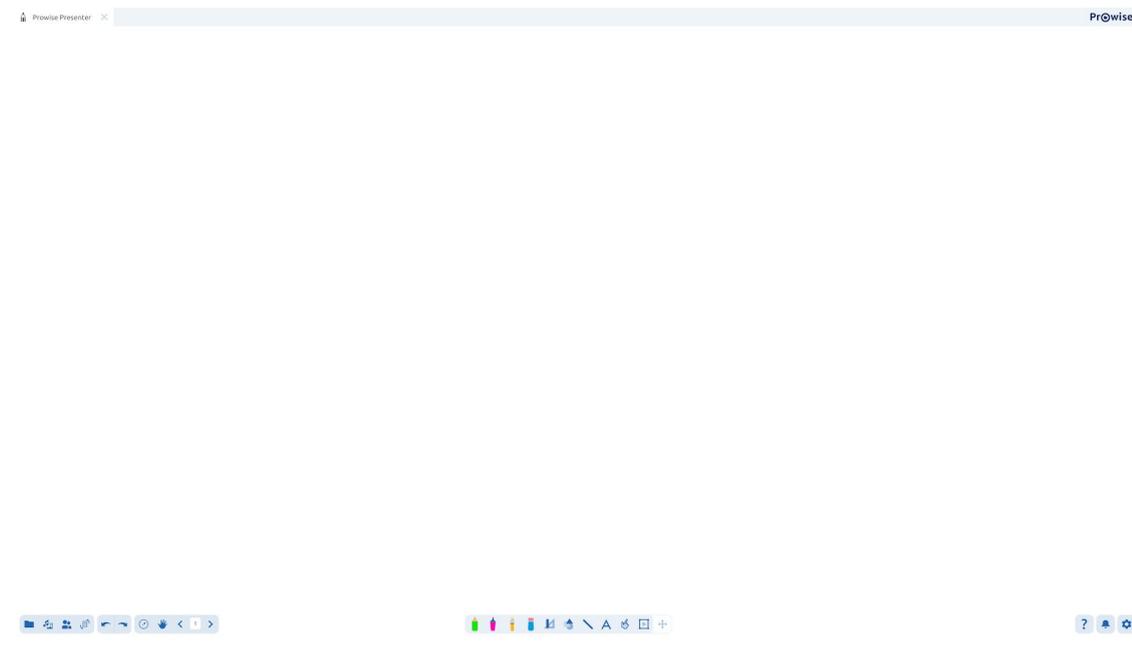
Status uplo...

Select 'Close' to return to the account page.



Home screen

The home screen of Presenter is displayed below. We will explain the available components.



Tabs

The title of a new active tab is on default 'Prowise Presenter'. You can open a total of two Presenter files and two ProQuiz tabs at the same time.

- Click on the '+' symbol to open a new Presenter file.
- Click on 'New ProQuiz' in the file management to open a new ProQuiz.
- Click on the 'x' icon to close a Presenter file or ProQuiz.



If you want to open more than two Presenter files at the same time, you can open Presenter in another Chrome window. Specific content on a page as well as the entire page can be exchanged between two tabs in Presenter, and also between two separate Chrome tabs.

Copy and paste content with buttons

It is possible to copy and paste content with the buttons on the screen. To do so, carry out the following steps:

1. Enable selection mode
2. Select an object by clicking on it or drag a selection box over multiple objects.
3. Copy the content by selecting the edit button and then the copy button.
4. Go to the other Presenter tab or Chrome window, or another place within the same presentation.
5. Press the paste button to paste the content on the canvas.



Copy and paste content with shortcuts

You can also copy and paste content by using shortcuts. To do so, carry out the following steps:

1. Enable selection mode
2. Select an object by clicking on it or drag a selection box over multiple objects.
3. Copy the content by pressing Ctrl + C.
4. Go to the other Presenter tab or Chrome window, or another place within the same presentation.
5. Press Ctrl + V to paste the content on the canvas.

Copy and paste entire page

You can also copy and paste the entire page with the buttons in the page manager. To do so, carry out the following steps:

1. Open the page manager.
2. Select the page you want to copy.
3. Click on the three-dot menu in the top-right corner.
4. Select 'Copy'.
5. Go to the page you want to paste it. This could be in the same Presenter file, a different presenter tab or another Chrome tab.
6. In the page manager, select the page behind which you want to paste the copied page.
7. Click on the three-dot menu in the top-right corner and select 'Paste'.

Settings and help

Help

This button refers you to useful links to our support documents. Here, you can also find the link to go to MyProwise.

Notification manager

Notifications on executed actions are collected in this drop-down menu. The colour indicates the type of notification.

Red - A failed action

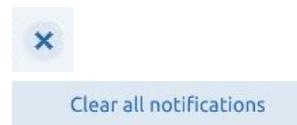
Green - A completed action

Orange - A cancelled action or warning

Blue - An action that is currently being executed

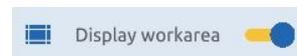
The notifications appear on the screen briefly, immediately after executing an action, so you get instant feedback on the actions you conduct. Once an action has been completed successfully, the notification automatically disappears from the menu of the notification manager.

You can delete notifications by clicking on the 'x' icon behind a notification, or erase all notifications together with the button 'Delete all notifications'.



Settings Menu

In this menu, you can find the link to your account page and log out. You can also change your personal preferences. Two of these options are highlighted below.



Show work field

When this button is activated, the work field frames are revealed. A white work field appears instead of the unlimited white canvas. The sides and bottom of the canvas now turned grey. These features can be used for various reasons.

Opening Presenter 9 files in Presenter 10

Lessons you created in Presenter 9 can be opened in Presenter 10. Even if you used the nine field. By activating the 'Show work field' button, the content in the adjacent fields is covered, just like you were used to in Presenter 9.

Designing and presenting in Presenter

We also advise you to use the 'Show work field' feature when creating a Presenter file on a device other than the one you will be presenting from. This is because all devices have different screen ratios. Content can therefore fall outside of the screen when you open your Presenter file on a different device.

By using the 'Show work field' feature when creating your Presenter file, you are sure that all your content is always visible on the screen when presenting.

Sneak peek

You can activate the 'Sneak peek' mode in the settings menu. This mode contains the functionalities that we already want to share with our users, but are still under development. This way, you can get familiar with the new functionalities and we can collect feedback about how to improve it, while it is still being developed.

Currently, the collaboration function is part of the Sneak peek mode.

Taskbar

File management

The options in file management are further explained below.



New Presenter file

Here, you can open a new Presenter file. You can open Presenter in multiple Chrome tabs at the same time.

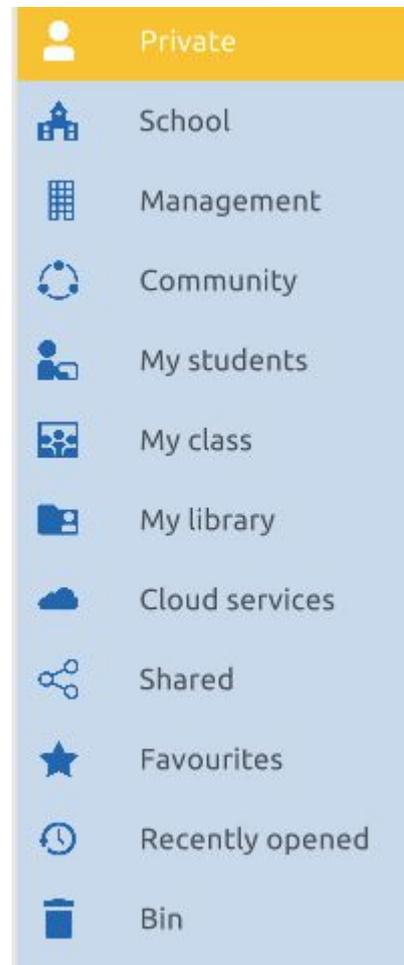
New ProQuiz

You can start a new ProQuiz. Read more about the ProQuiz module in the chapter ProQuiz.

Open

In the left bar, the layout of the file manager is displayed. The active folder is highlighted yellow.

Here you can open a saved Presenter file. Files that have been created in earlier versions of Presenter can also be opened, edited and saved in Presenter.



Some categories have arrows next to them. This indicates that they contain subcategories. When selecting one of these folders, it unfolds and the subcategories are displayed.



The categories are briefly explained below:
The folder titled 'Private' contains your personal documents. These documents are only accessible to you.

The folder titled 'School' contains the documents that are shared by all users in the same school.

The folder titled 'Management' contains the documents that are shared among all users in the same management board.

The folder titled 'Community' contains the documents that are shared with all Presenter users. The community folder contains subcategories per subject area, so you can easily find the files you are looking for.

The folder titled 'My pupils' contains the documents that are shared with a specific pupil or group of pupils.

The folder titled 'My group' contains the documents that are shared with the whole group.

The folder titled 'My library' contains three subcategories: my images, my sounds and my documents. These contain the images, sounds and documents that you imported from your computer. The files in 'My library' are only accessible to you.

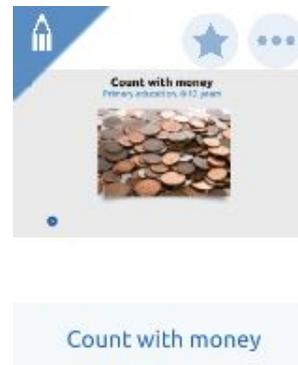
The folder titled 'Cloud services' enables the possibility to link three Cloud services: OneDrive, Dropbox or Google Drive. You can add an infinite number of accounts.

The folder titled 'Shared' contains all files that have been shared with you. For instance, think of the files that have been shared with you by email, but also documents from the folders Community, Management, My group and My pupils.

The folder titled 'Favourites' contains all documents you marked as favourite, by activating the star icon in the top-right corner of a file.

The folder titled 'Recently opened' contains the files that you opened most recently.

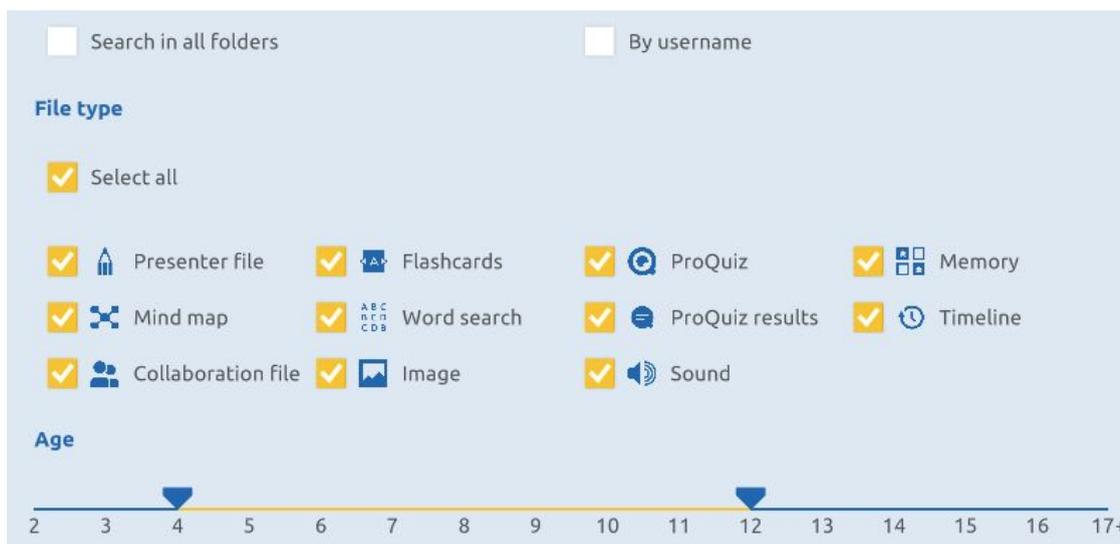
The folder titled 'Bin' contains all documents you previously deleted. The bin is cleared automatically after 30 days.



Search within the selected location for the Presenter file or use the search bar. Enter a search term and click on the magnifying glass or press enter.



Select the filter icon in the search bar to customise your search. A menu with search filters unfolds that enable you to search a particular Presenter file in more detail.



File manager: Share
You are logged in as Sabine Bruininx ✕

Home

Share: Meet & Greet

Email

Enter the email address of the user you want to share this file with.

Enter one or more email addresses and separate them with a comma.

Message

Type your message here

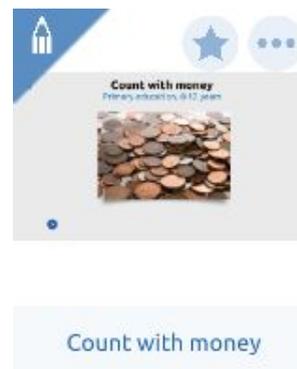
<https://presenter10.prowise.com/share/resource/AeOf7kvulGkboks2dMxuc5IW1mKxYAGjoeOvPjPAZZINKeOx1MsdRa0SNUPwffFT>

You can copy this link and send it to people you want to share this file with.

Cancel
Share

Did you find the file you were looking for? Click on the file to open it.

Do you first want to have more information about the file? Click on the three dots in the top-right corner of the file and then select file information.



Save and Save as

You can save a Presenter document in the following places:

- Private
- School
- Management
- Community
- My Group
- My library
- Cloud services

Select where you want to save the document and then press 'Save'. Alternatively, you can select a sub-folder and then press 'Place'. When saving your file in the Community, please keep in mind that all Presenter users can open your Presenter file. The community also has a Prowise map that you can use for inspiration. It is not possible to add files to this Prowise folder.

Enter a title and description in the two text boxes. At the bottom of the screen you see a preview with the first page of your Presenter file. Data that is added to your document automatically is displayed on the right. Select the pencil to change the age of the target group.

Finally, select 'Save as'.

Presenter lesson

Title*

Description*

400

4 12

Delete files

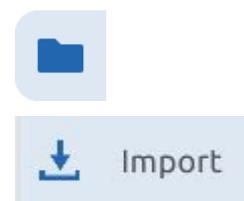
If you want to delete a file, click on the menu with three dots in the top-right corner of the file and then select delete.

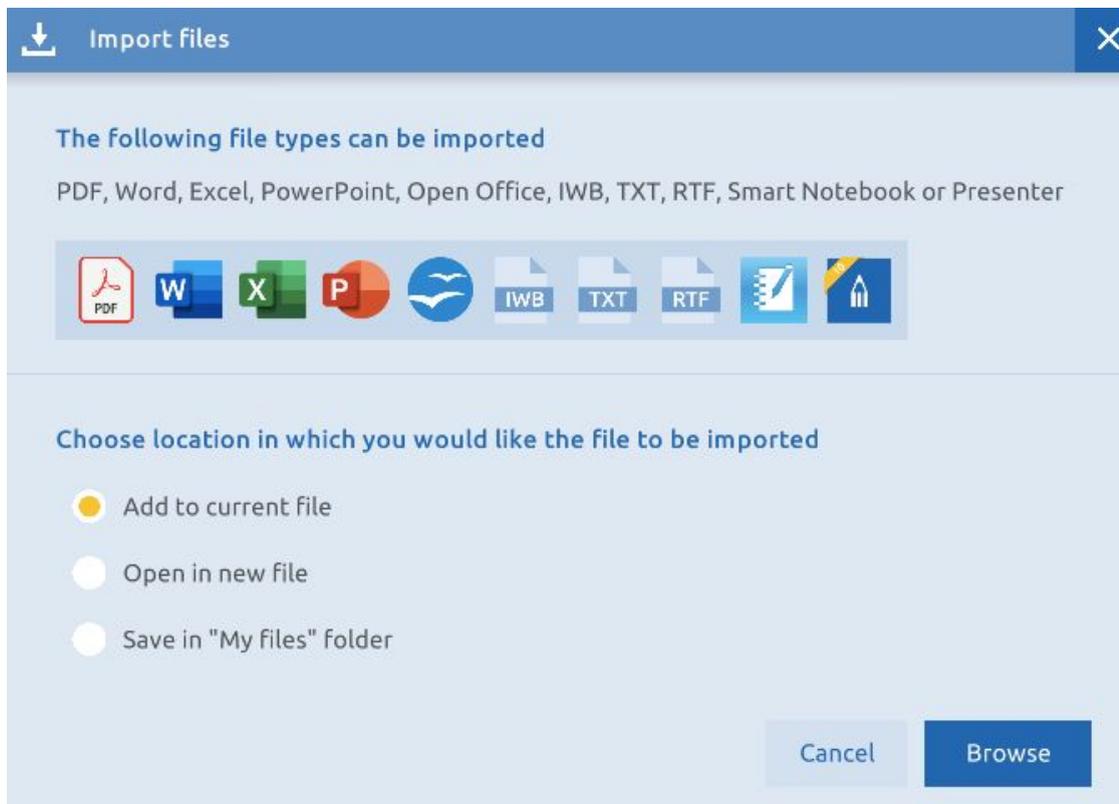


Importing files

If you want to import files, click on the file management button and then on 'Import'. A screen appears stating which file types can be imported.

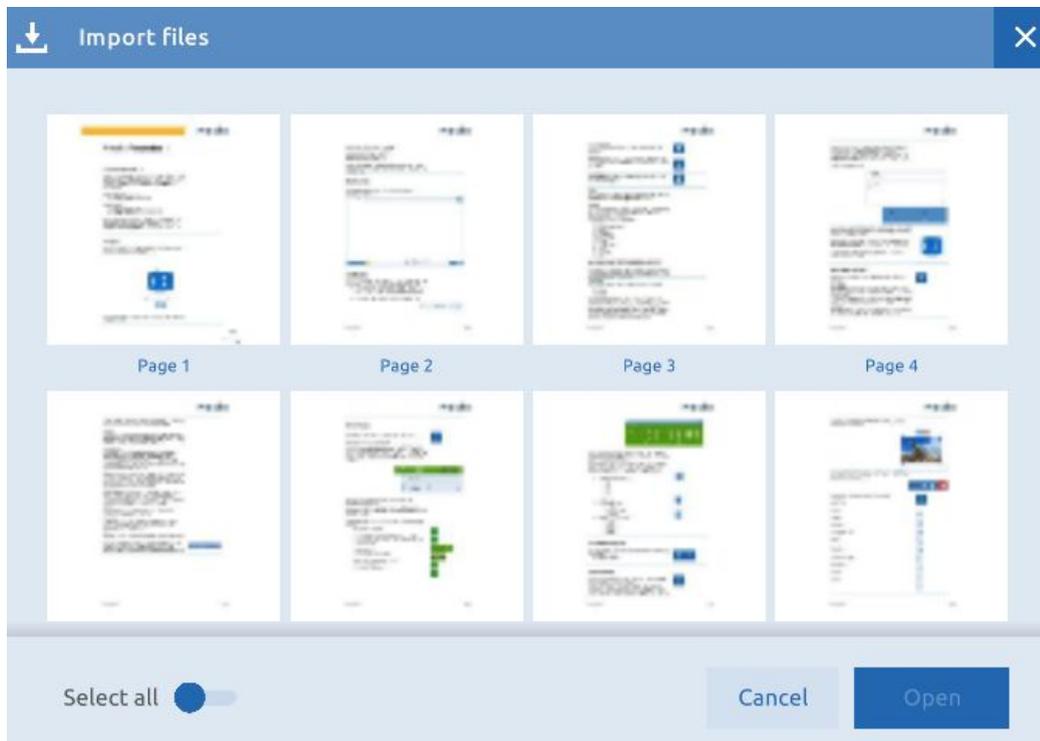
We support the following file types: PDF, Word, Excel, PowerPoint, Open Office, IWB, TXT, RTF, Smart Notebook en Presenter. In this screen you can also choose the location where you wish to place the imported file.





Then, if you select 'Browse', you can look up the file in your Explorer or Finder. Select the file and click on 'Open'. The file will now be added to the designated location.

If the imported file consists of multiple pages, a screen appears right after you clicked on 'Open' in which you can indicate which pages of the document you wish to import. The selected page(s) will be framed yellow.



Activate the 'Select all' button if you want to import the entire file. you have chosen to save the file in the 'My Documents' folder, you will be given the option to open the 'My Documents' folder directly or to return to your Presenter file after the import has been finished.

All files you imported can be found in the file management. To do so, click on 'My Library'. This category contains all imported files, images and sounds. They are contained in the three subcategories.

Export files

If you want to export files, click on the file management button and then on 'Export to'. In the menu that drops down, you can choose your desired format. The options are PDF, IWB, PNG, JPG, BMP or your device.

Share files

To share files, go to the file manager and then select 'Share'. We always ask you to first save your current Presenter file.

Next, a window appears where you can enter the email address of the recipient(s) and leave a message. You can also add a link to the lesson in this window.

File manager: Share You are logged in as Sabine Bruininx ✕

Home

Share: Meet & Greet

Email

Enter the email address of the user you want to share this file with.

Enter one or more email addresses and separate them with a comma.

Message

Type your message here

<https://presenter10.prowise.com/share/resource/AeOF7kvulGkboks2dMxuc5IW1mKxYAGjoeOvPjPAZZINKeOx1MsdRa0SNUPwffft>

You can copy this link and send it to people you want to share this file with.

Cancel Share

Click on 'Share' to execute.

Media library

The second button in the taskbar opens the media library. If you click on this button, a window appears with the following options:



3D models

You can now directly insert 3D models in your Presenter document. View the models from various perspectives. There are six different categories: geography, history, nature, mathematics and chemistry & engineering. The number of 3D models is steadily increasing.

Pictures

The illustrations can be used duty free. There are seven main categories: Dutch, mathematics, world orientation, arts, physical education, class management and themes.

Sounds

The sounds that you can add to your Presenter file are categorised as follows: numbers, animals domestic sounds, letters, human sounds, musical instruments and modes of transportation.

Import own sounds

This feature is not available in the iOS and Central app. You can add your own sounds to your Presenter file by importing them with the import button in the media library under the category sounds.

You can also use the drag-and-drop method for this. To do so, click on the file on your computer, drag it to your Presenter file and release it. The sound is added directly to your Presenter file. The following file types are supported: mp3 and wav.

All the sounds you imported can be found in the file management in 'My Library' in the folder 'My sounds' and in the folder 'My sounds' in the media library.

Backgrounds

You can add backgrounds in the media library or page manager. The background covers the entire page. Use the magnifying glass buttons to zoom in or out on the background.

Tools

Over 200 tools that help you better convey your lessons or to let pupils practise independently. In addition to the usual tools, this category also contains the building blocks, touch table tools, ProConnect tools and 3D tools.

Touch Table tools

The Touch Table tools can be accessed from the media library. The Touch Table tools are available in the app and the browser version.

3D tools

Not to be confused with 3D models. The 3D tools contain additional information about components of the object.

Images

In Presenter, you can insert images directly from the internet into your presentation. View images of the Rijksmuseum and Flickr The Commons.

Import own images

This feature is not available in the Central app.

It is possible to add your own image to your Presenter file by clicking on the import button in the media library in the category images.

You can also use the drag-and-drop method for this. To do so, click on the file on your computer, drag it to your Presenter file and release it. The image is added directly to your Presenter file. The following file types are supported: jpeg, jpg, png.

All the images you import can also be found in the file manager in 'My library' in the folder 'My images'. You can also delete or move the images to another folder.

Videos

Search for videos on YouTube and Schooltv.

Use the search feature to easily find content you are looking for. Select a category in the media library, enter your search term in the search bar and confirm your search by pressing the enter button or selecting the magnifying glass.



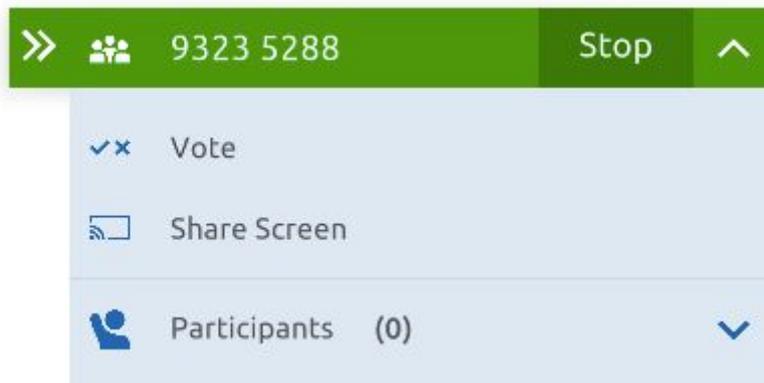
ProConnect

Click on the 'ProConnect' button to make the ProConnect menu appear.

To start Proconnect, select 'Start'.

The group code appears in the top-right corner. The code remains visible throughout the session, unless you choose to hide the menu. In the menu, you see the activity of 'Voting' and 'Cast screen'. The ProConnect tools can be accessed from the media library.





Pupils can join a ProConnect session by opening the ProConnect app, or by going to <https://connect.prowise.com>. Pupils do not need a Prowise account and can join from any location.

Click on 'Participants' to show the participants that are logged in. A menu appears in which you can choose to pause or stop participants.

The icons in the green bar in the ProConnect menu represent:

- Minimise the window
- Back to initial window size
- Select the code in the ProConnect bar to blow it up and show it in full-screen mode.
- Stop the entire ProConnect session
- Hide activity log
- Show activity log
- Group code in full-screen mode



Increase the size of this window by dragging the dots in the corner. Move the window by dragging the blue bar. Close the window with the 'X' icon in the top-right corner.

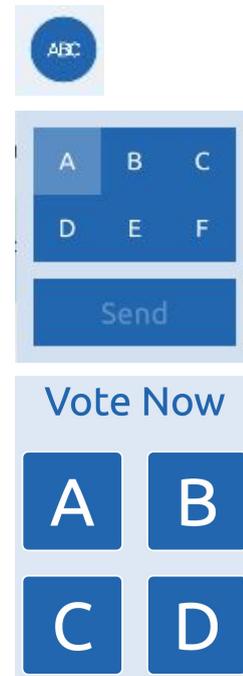
Voting

Select 'Vote' in the ProConnect menu to make the activity menu appear. Click again to hide the menu. Next, choose your preferred voting options at the bottom of this window.

The button with the letters ABC indicates a multiple-choice question.

Select the letters from which the participant can choose in the voting session and share the question.

The selected answer structure then appears on the participant's device and the question can now be answered.



Click on the button with the check mark and the 'x' icon to send a closed question via ProConnect.

Next, select the type of closed question that the participant can choose from during the voting session and click on send.

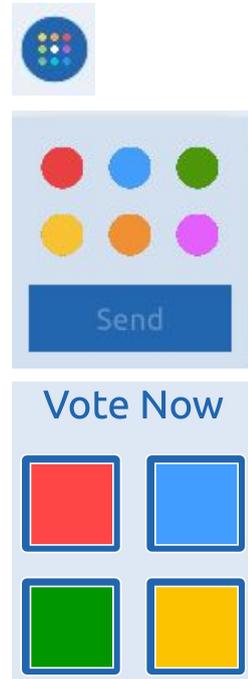
The selected answer structure then appears on the participant's device and the question can now be answered.



Click on the button with the coloured dots to select colours as the preferred means to respond to the questions.

Select the colours from which the participant can choose in the voting session and click on 'Send'.

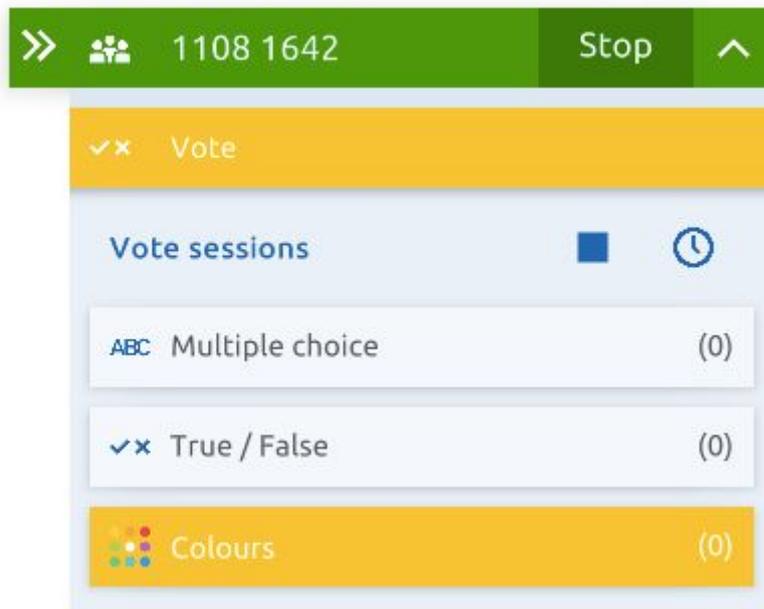
The selected colours then appear on the participant's device and the question can now be answered.



The results of the voting session can be viewed by selecting the 'Show results' option. The menu that unfolds contains the results for the entire group and for the individual participants.



An overview of the voting sessions that have been shared previously appears in the sidebar. The most recent session is yellow, because this session is currently active. You can browse through the results of previous voting sessions by selecting them.



Select the clock icon to see which participants have not voted yet.



Click on the stop button to terminate a voting session.

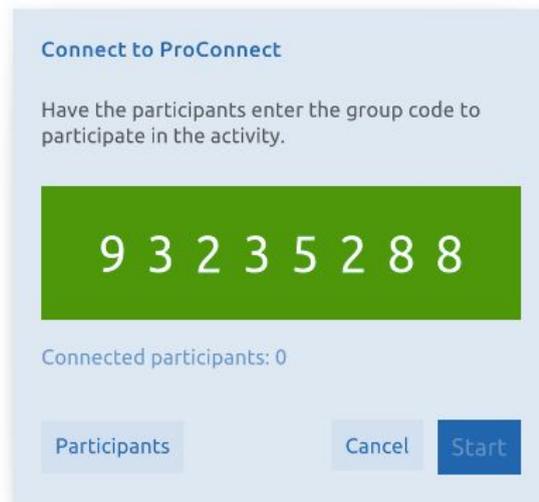


Cast screen

Select 'Cast screen' in the ProConnect sidebar to show the activity menu. Click again to hide the menu. Click on the button 'Send screenshot' to share the screenshot with your pupils.

 Send screenshot

If participants are already connected to the ProConnect session, your screenshot is shared automatically. In case no-one has joined the session yet, a screen with a code pops up that gives access to the session. Once at least one participant is connected, you can start the session. Your screenshot is now sent.



Pupils receive your screenshot and can write over it, draw lines or type text. The written content can be erased with the eraser and objects placed over the screenshot can be moved around with the hand icon.



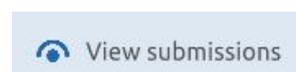
If the pupils made alterations to the original screen, the 'Send' button appears. The pupil can send the screen back to the teacher. After sharing the screen, the button disappears. As soon as the pupil makes further alterations to the screen, the send button appears once again. This way, the pupil can send multiple screenshots to the teacher.



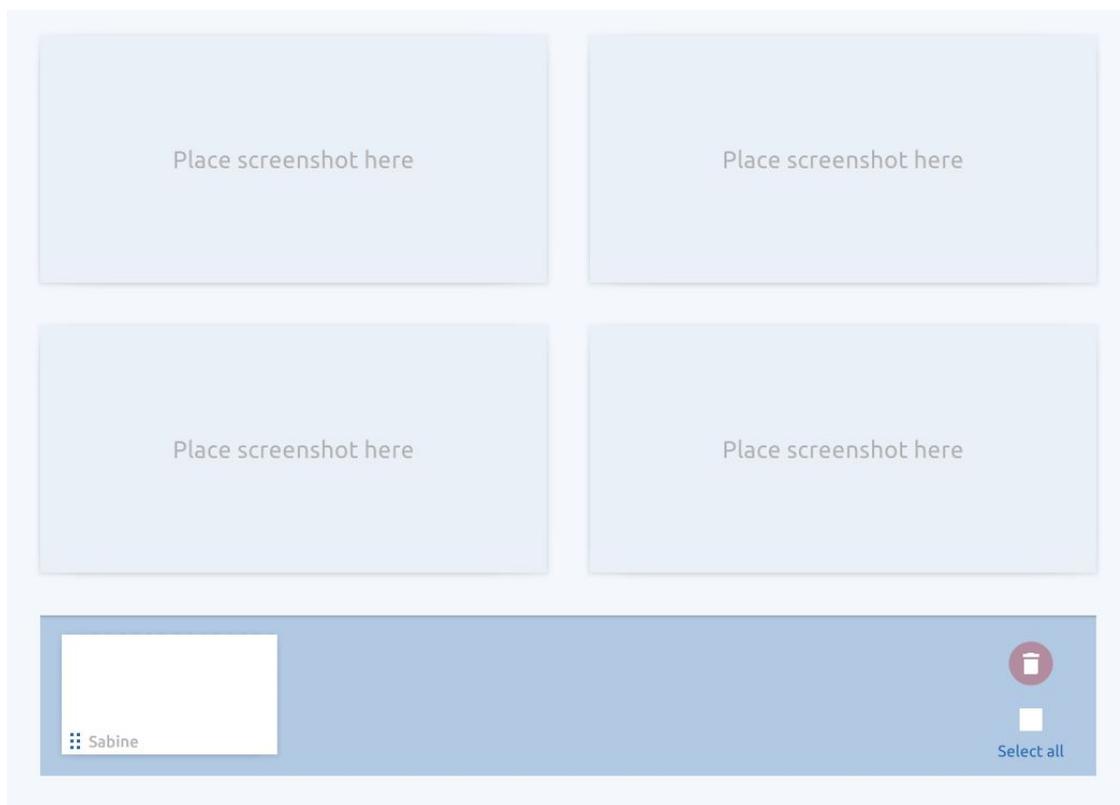
The teacher can then decide to wait to receive all screenshots, or force this process. With the button 'Collect results', the teacher can collect all results automatically. This can be helpful if you set a time limit to a specific assignment.



By clicking on the button 'View results', you are referred to the overview with all the collected results.



The bottom bar shows all the screenshots that were sent in. You can scroll through this overview with your finger, by swiping it, or by using the scroll wheel on your mouse.



The work field is shown at the top of the screen. You can simply drag screenshots from the bottom bar to the work field with the drag icon (six dots) or by clicking on and holding down the name, dragging the screenshot to the desired place and releasing it. This screen gives you the possibility to view, compare and discuss the answers with the pupils.

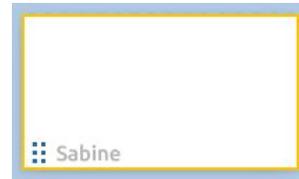
If you want to replace a screenshot in the work field with another one from the bottom bar, simply drag the screenshot from the bottom bar to the desired place. The previous screenshot in the work field is then moved to the last position in the bottom bar automatically.

Use the full-screen button in the top-right corner to maximise or minimise the screenshot.

Click on the 'x' icon to place the screenshot back in the bottom bar.



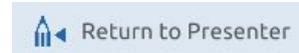
You can also select one or more screenshots. Do so by selecting the screenshot. A yellow frame surrounds the screenshot.



By selecting the box 'Select all' above the text, you can select all screenshots at once. You can delete selected screenshots by clicking on the bin icon. You can also delete a single screenshot by dragging it to the bin.



By clicking on the button 'Back to Presenter', you return to the Presenter canvas and continue your lesson.



Click on the stop button to terminate a screen sharing session.

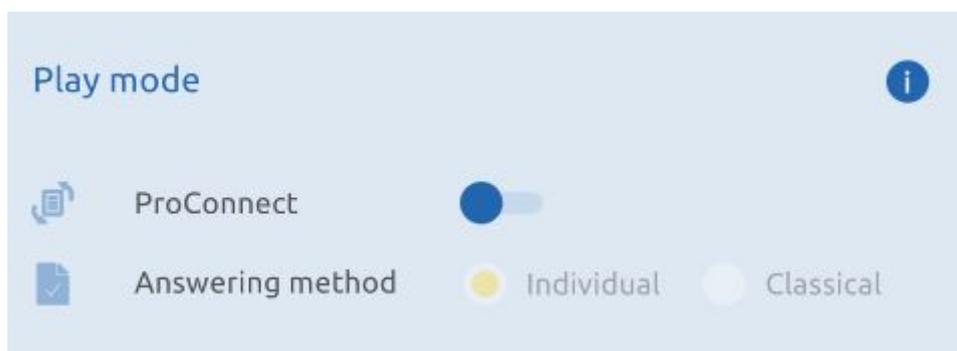


The ProConnect session remains active also after returning to the canvas. This way, you can have another voting or casting session at a later moment in the same lesson.

Playing ProQuiz with ProConnect

In addition to conducting voting sessions, you can also use ProConnect to actively engage pupils in a quiz.

Once you open a quiz, you can choose to use ProConnect for it. You can also choose to conduct the quiz in individual or classical mode.



When using the individual mode, participants receive the quiz questions on their own devices and answer them in their own time.

When using the classical mode, you control which questions appear on the devices of the participants. This way, all participants are allowed the same amount of time to answer the questions.

ProConnect tools

ProConnect can also be used in several tools from the media library.

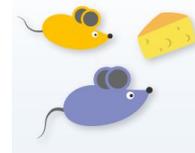
Slinging monkeys

Practising additions and subtractions through play, thus creating more engagement to motivate students. Open the tool, start ProConnect and let the monkeys climb the trees as quickly as possible.



Mouse race

Practising multiplications through play, thus creating more engagement to motivate students. Open the tool, start ProConnect and let the mice race to the cheese.



Space race

Practising multiplications through play, thus creating more engagement to motivate students. Open the tool, start ProConnect and launch the rockets into space as quickly as possible.



Maths race

Practise doing calculations through play with positive and negative numbers, thus creating more engagement to motivate students. Open the tool, start ProConnect and make sure your piece of the pie is filled as quickly as possible.



Mind map

Open the mind map with ProConnect and let the pupils send in words and short sentences. The answers appear in the ProConnect sidebar and can be placed in the mind map from the teacher's device by dragging them to the desired place.



Word cloud

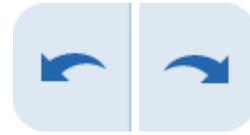
Open the word cloud with ProConnect and let participants brainstorm about questions you have posted. The answers appear on the screen. Answers that reoccur blow up and change colour.



Correction buttons

In the taskbar, there are two arrow buttons.

With the arrow pointing to the left you can undo an action.
With the arrow pointing to the right you can redo an action.



Page navigation

The page navigation button is located in the taskbar. With the page navigator, you can navigate over the current page.



When you select the page navigation option, a drop-down menu opens with six options:

Zoom out button

Zoom in button

Return to the initial zoom by clicking on the 100% button

Return to the starting position of your page. Use this button to easily return to the centre of your Presenter file.

With this overview option, all objects that have been placed on the infinite canvas are displayed. Presenter automatically zooms out and aligns all the content on the canvas to the size of the page.

Enable full-screen mode. This button is not visible in the iOS, Android and Central app, since that version of Presenter is already in full-screen mode.

Opening a Presenter 9 file in Presenter 10? You will see the nine field in the page navigator, just like you are used to in Presenter 9.



Next to the page navigator you can activate the hand icon. If you enable the hand icon, you can move around over the canvas.



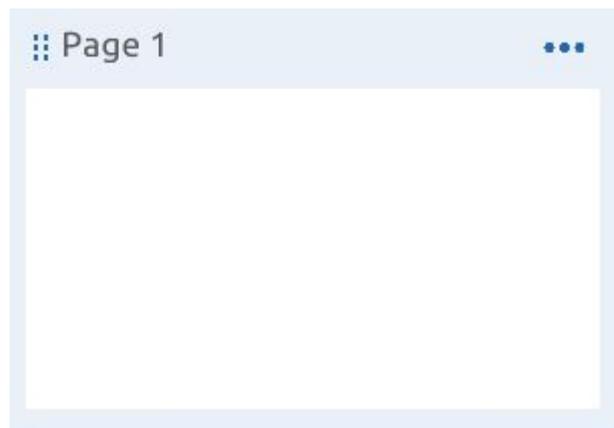
Page manager

The page manager is also located in the taskbar. Browse through your file with the arrows. The page you are currently on is displayed in the middle.

When clicking on the page number, the page manager appears and gives an overview of all the pages in your Presenter file.

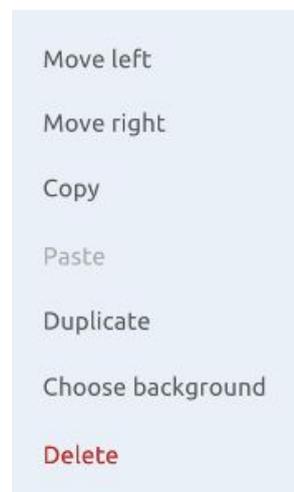


Each page has a drag icon in the shape of six dots in the top-left corner. You can click and drag this icon to another place in your presentation.

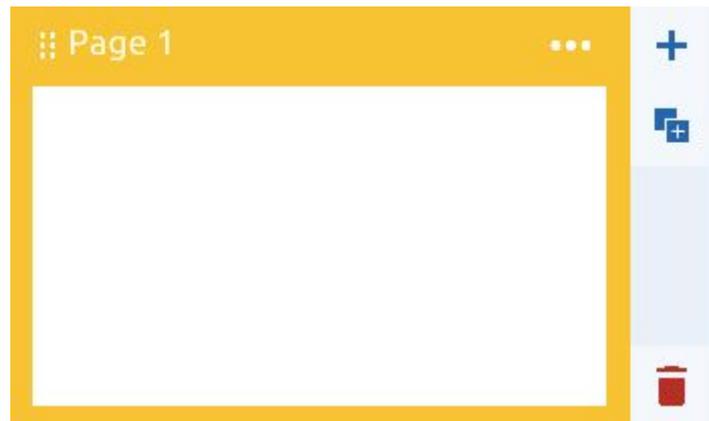


Each page has three dots in the top-right corner.

Click on the dots to unfold a menu. Here you can choose to change the location, copy, paste, duplicate, choose a background or delete a page.



If you select a page, there are three buttons on the side. Here you have the option to add, duplicate or delete a page.



Screenshot button

Easily add screenshots with the screenshot button.

If you click on this button, a window appears where you can choose the content you want to add a screenshot of. You can choose between full screen, app screen or an opened Chrome tab. Select the window you want to take a screenshot of and press 'Share'. If you take a screenshot of a Chrome tab, the relevant tab is activated. If you go back to Presenter, the screenshot is automatically inserted.

You can crop the screenshot:

- Activate the selection mode.
- Select the screenshot.
- Click on the edit button above the image.
- Select 'Crop image'.
- Drag the blue corners to the desired size.
- Press the check mark icon to confirm.



Toolbar

The toolbar is located at the bottom of the screen and can be moved around with the arrow icon on the right.



The options on the toolbar from left to right:

- Pencil
- Highlighter
- Calligraphy pencil
- Eraser
- Shapes
- Lines
- Text
- Mini tools
- control mode
- selection mode

Writing tools

Pencil, highlighter and calligraphy pencil

When selecting the writing tools, the three favourite colours appear.

These preselected colours can be adjusted. You can do so by clicking on one of the three preselected colours. A window appears and you can choose another colour.

The three most recently selected colours are saved by the writing tools and will appear first the next time you use it.

The same toolbar also offers the possibility to adjust the size of the line you write with.

You can also choose a colour for filling. Once you draw a line, the space between the starting and ending point will be filled with the chosen colour automatically.



Eraser

Use the eraser to erase lines, figures and drawings. At this point, the eraser will erase the entire line.

We are working on this, so you can erase only parts of the line, erase all lines together or delete all content on a page at once.



Mini tools

Once you select mini tools, a menu unfolds and you can choose your desired mini tool. This is inserted directly on the canvas. The menu remains unfolded, so you can place multiple mini tools on your page.

Increase or decrease the size of the mini tools with the arrows. Drag the arrow button in the desired direction.

Remove the mini tool with the 'x' button. You can also deactivate the mini tools from the drop-down menu in the mini tools. Note that the mini tools are then removed from all pages.

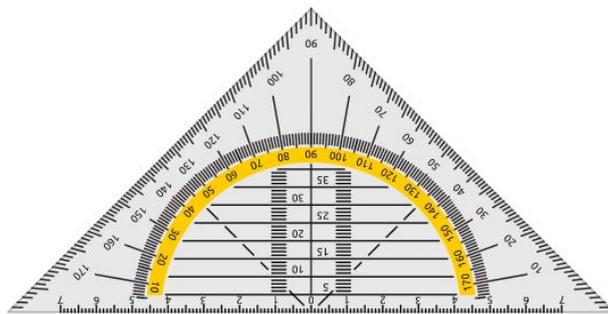


Select the rotation arrow and drag it to the left or to the right to pivot the mini tool.



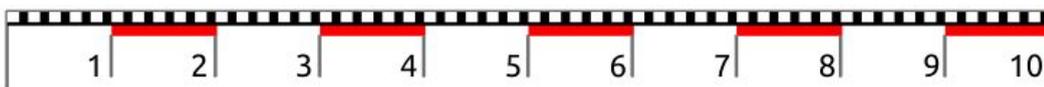
Set square

Once you have placed the set square on the page you can draw straight lines along the sides of the mini tool. Select the pencil to change the colour of the line.



Whiteboard ruler

After placing the whiteboard ruler on the canvas you can draw straight lines along the top of the mini tool. Select the pencil to change the colour of the line.



Mathematical compass

Use the mathematical compass to draw perfect circles in the colour and size of your choice. The mathematical compass contains several buttons. Click on the reverse button to switch the position of the pencil and compass point.



There are two buttons on the pencil. Select the pencil to change the colour of the line.

Press and hold the button with the arrows to adjust the angle of the compass.

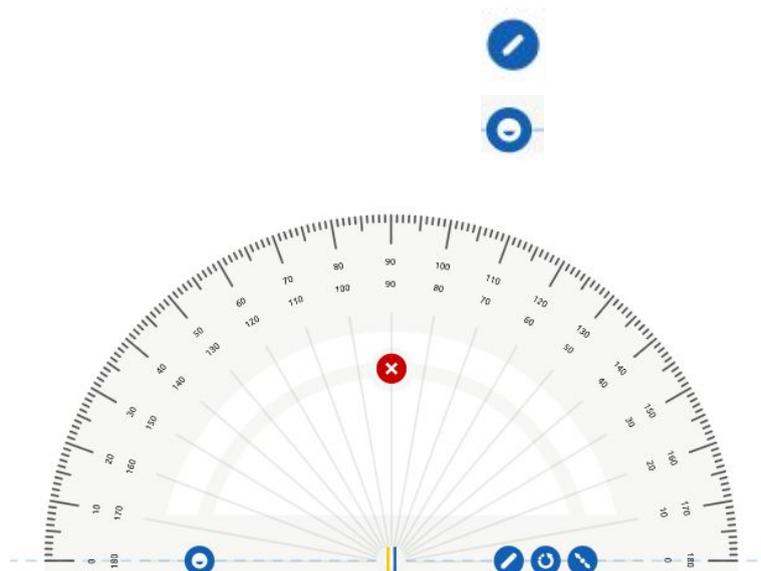
To activate the pencil of the mathematical compass, drag the pencil point over the canvas.

The centre of the circle is marked with a dot.



Protractor

After placing the protractor on the canvas, you can draw lines along the sides of the mini tool. Select the pencil to change the colour of the line. Click on the button with the circle icon to fully expand or hide the protractor.

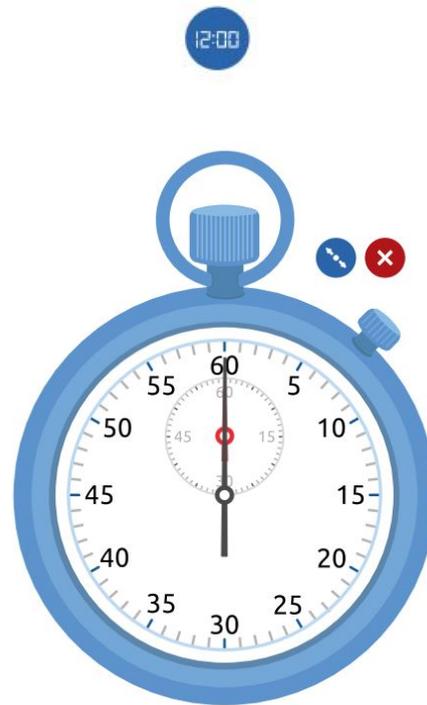


Stopwatch

Use the stopwatch to time the duration of a particular activity. Press the play button to start the time. This button then switches to a pause button so you can pause the timer during the activity. Press the round reset button to reset the stopwatch.

On default, the stopwatch opens in analogue mode. To open the stopwatch, press the button that has 12:00 on it.





Shapes

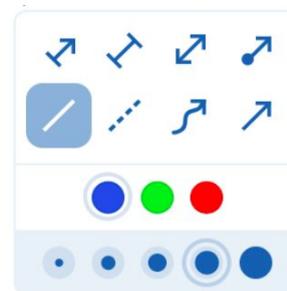
You can add various shapes to your Presenter file in the toolbar. Use the preferred colours, or choose a different colour by clicking on the preferred colour again.

Select the line thickness and shape you want to make. Use the mouse, pencil or your finger to drag and draw a shape on the canvas.



Lines

You can add various line types to your presentation in the toolbar. Select the desired line and line thickness. Use the preferred colours, or choose a different colour by clicking on the preferred colours again and then drag and draw the line over the canvas to create a shape.



Text

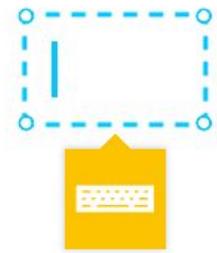
Click on the 'A' button to add text to your page.



Create text box

You can add a text box to the canvas in two different ways. Select the desired place on the canvas. The text box is then inserted in the relevant spot on the canvas. You can now enter text and the text box will automatically adjust according to how much you write.

You can also add a text box to the canvas by clicking on the canvas and then dragging the corners of the text box to the desired size. When you enter text now, the width of the text box is fixed and the word automatically jumps to the next line when the width of the text box has been reached.



You can click and drag the select buttons in the frame to adjust the size of the text box if so desired.

Entering text

A yellow keyboard icon appears below the text box that enables you to activate the Presenter keyboard. You can use the keyboard that is connected to a computer or touchscreen.

Moving or rotating text box

Use the double arrow icon to move the text box over the canvas and the rotation arrow to rotate the text box.



Editing text

After creating a text box, the text editor appears. There are several options in the text editor that enable you to make modifications to the text. You can select the entered text and change font, font size, font style, font colour and alignment for the entire text box, or for a selection within your text box. You can also add subscripts or superscripts.

Control mode



In the control mode, you can control tools and drag unlocked objects over the page.

Selection mode



You can edit added objects. Activate the selection mode and select the object.

Selection dots will appear around the object. These are four large, dark blue dots in the corners and four small light blue dots along the lines connecting the corners. In the bottom-right corner of the object you see a circular arrow. Once you select it, you can rotate the selected objects.



Also above the object, buttons will appear. An explanation of the buttons, from left to right, is listed below.

The following editing options are available:
Edit button

Cut

Copy

Duplicate

Duplicate infinitely

Paste

Grouping functionality

Crop image

Transparency

Ordering

Align



You can add an attachment to an object with the paper clip icon.



Choose from the different building blocks and add them to the selected object.



Choose from the different sounds and add them to the selected object.



Add a link to a website or to a page within your Presenter file. Enter or paste (with Ctrl + V) the URL of a website in the white text box. Then click 'Apply'.



Use the arrow buttons to determine the page to which the link must refer. (Note: this only works if your Presenter file consists of multiple pages.) Then click 'Apply'.



Attach a frame to your object

You can lock and unlock the object by using the lock button. Moving the object on the page is then no longer possible.



Click the bin button and the object will disappear.

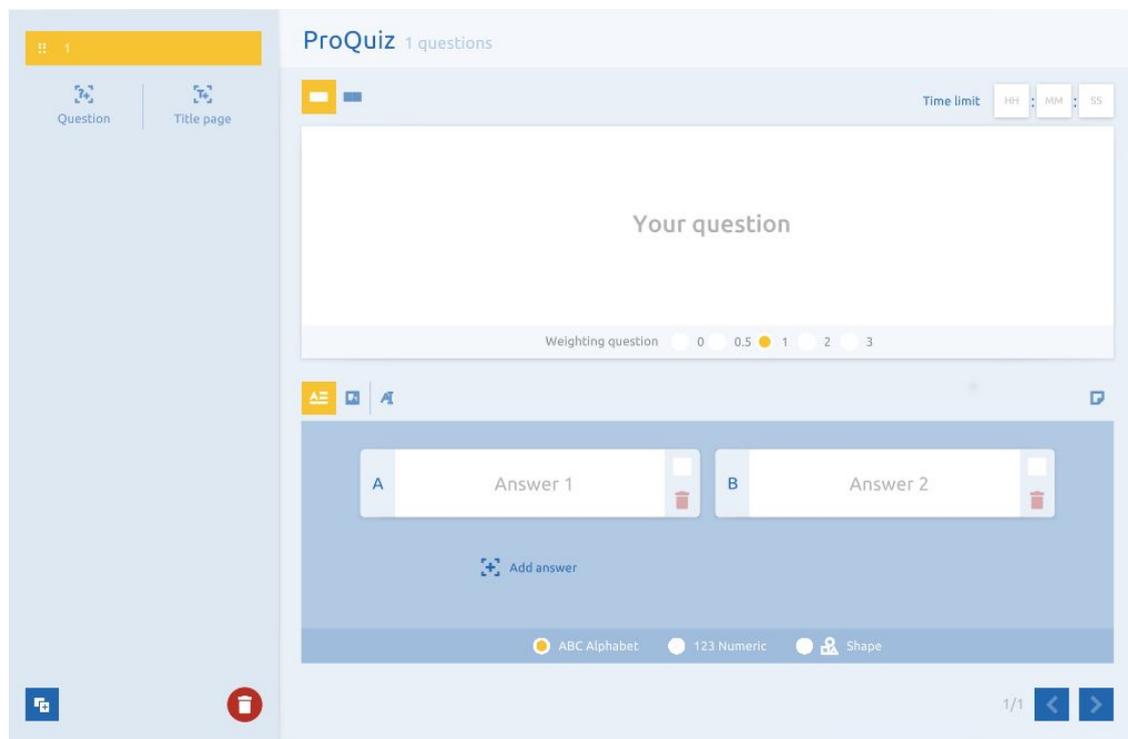


ProQuiz

Creating a ProQuiz

To create a ProQuiz, click on the file manager in the taskbar and then select 'New ProQuiz'. The ProQuiz generator launches in a new tab.





The buttons in the ProQuiz generator are explained below.

To add a question or title page to your ProQuiz, click on 'Question' or 'Title page' in the left bar. An overview of the questions and title pages is presented in this bar. The title pages are represented by the letter 'T' and the questions are represented as numbers. The questions and title pages can easily be moved by dragging the question or title page with the drag icon.



Use title pages to give your quiz structure. Use the title page to introduce the topic of the next sequence of questions and enhance the text by adding a media element to it. When selecting 'Add title page' two text boxes appear. Here you can enter the title and a description of the title page. You can also add a media element to the title page.

Title

Description

Time limit



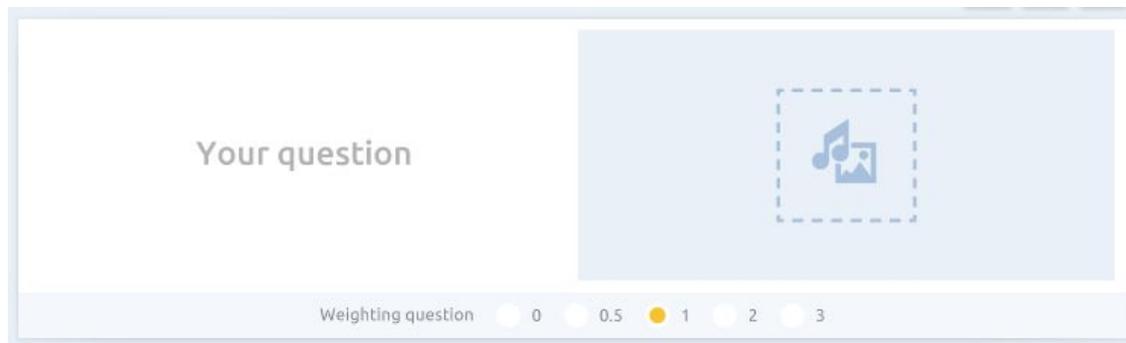
When you click on 'Add question', a white text box appears. At the bottom of the box you can assign a weighting factor to a particular question. This weighting factor is 1 on default, but can be adjusted by clicking on it and selecting a different value.

Your question

Weighting question 0 0.5 1 2 3

On default, your question only contains text. In case you want to add media to your question, activate the second option that appears above the text box. You can now see that the text box has a different layout.





You can also set a time limit above the text box. Once you set a certain time limit, the participant is allowed that specific amount of time to answer the question.



You can integrate three types of answer formats in the ProQuiz. They all correspond with different answer fields. On default, the ProQuiz generates multiple-choice questions, but you can change this with the buttons above the answer field.



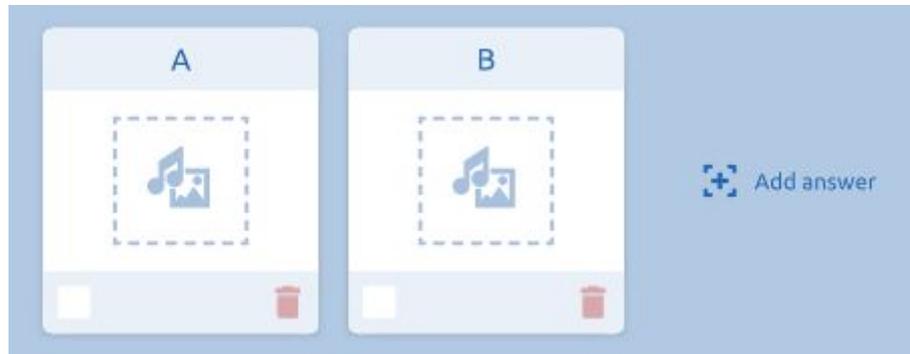
When working with multiple-choice questions, two text boxes appear. Add an answer option with the plus sign.

Enter the answers in the answer fields and tick the box in the top-right corner to indicate the correct answer. Click on the bin to erase an answer format.



Click on the media icon to use images as answers. The media library opens automatically. Select an element of your choice.

Add more answer options with the plus sign. Check the box in the bottom-left corner to indicate the correct answer. Click on the bin to erase an answer format.



When working with an open question, a text box appears for the participant.



You can take notes and save them with every question. To do so, click on the memo icon to the top right of the answer field.



Conventionally, we assign a letter to indicate the answer possibilities, but you can change this to a number or a shape at the bottom of the answer field.



After adding multiple questions or title pages to the ProQuiz, you can browse through the ProQuiz generator with the arrows in the bottom-right corner. You can also select a question or title page from the left bar. You are then directly referred to that particular question or title page.



To copy a title page or question, select it and click on the duplicate button. The duplicate then appears in the sidebar immediately.



To delete a question, select it and click on the bin icon.



Once you are finished preparing your ProQuiz, you can save it. Click on the file management button and then select 'Save as'.



Choose a suitable location for the ProQuiz, enter the title and description and click on 'Save as'.



Playing a ProQuiz

Click on the file manager and then select open. Navigate to where you have saved the ProQuiz and select it.



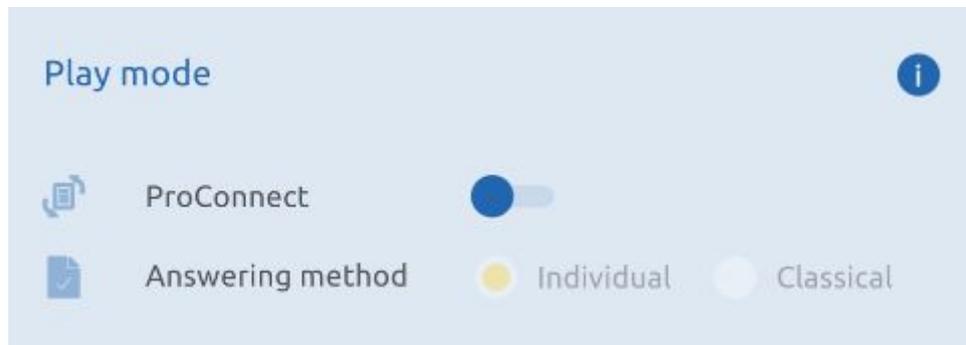
Once you have opened the ProQuiz, you have several options:

- Editing the ProQuiz.
You return to the ProQuiz generator and can edit your ProQuiz.
- Playing the ProQuiz. A new tab opens and you can start the ProQuiz directly.
- Inserting a link on your canvas. This way you can insert a link on your canvas and therefore save it in a Presenter file.

Choose your desired option.

If you choose to play the ProQuiz, the home screen is presented. You can view the name of the ProQuiz, the image, the number of questions and the description on the left. The settings menu is visible on the right.

Select whether or not you want to use ProConnect during your ProQuiz in the settings menu on the right.

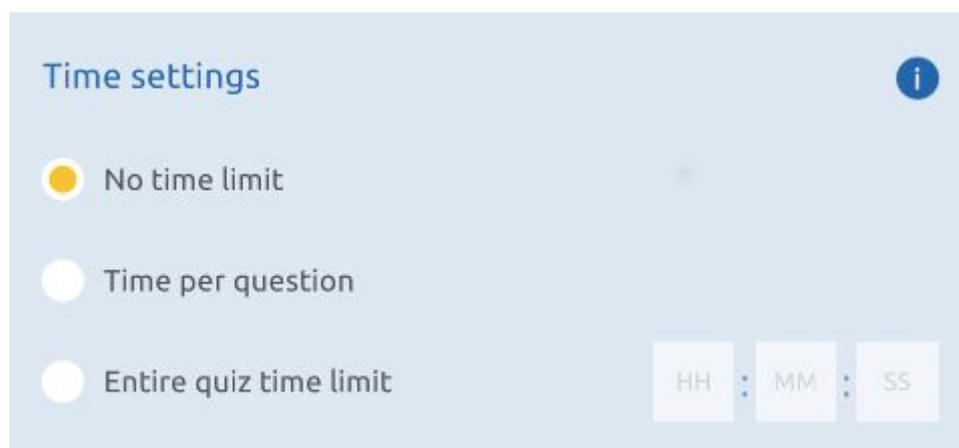


If so, you can choose between individual or collective mode.

When using the individual mode, participants receive the ProQuiz questions on their own devices and answer them in their own time.

When using the collective mode, you control which questions appear on the devices of the participants. This way, all participants are allowed the same amount of time to answer the questions.

You can also change the time settings in the settings menu. You can choose to play without a time limit, select a time limit per question or have the participants complete the entire ProQuiz within a certain time limit. Note: if you set a time limit per question, set this time limit in the ProQuiz generator. If you have not done so yet, you are referred to the ProQuiz generator to adjust this.



Next, click on 'Start the ProQuiz' to start.

The ProQuiz player is designed the same way as the ProQuiz generator.

The left bar contains the title pages and questions. The title pages start with a T, the questions start with a number.

The 'Start ProQuiz' button is located at the top of the ProQuiz player. Click on this button to start the ProQuiz. You can now browse through the questions by selecting them in the left bar or by using the arrows in the bottom-right in the ProQuiz player.

Use the arrows icon to hide or show the bar with questions.



Click on the 'Show answers' button to reveal which questions have been answered correctly (green) and incorrectly (red). You also get direct feedback as soon as you select an answer, so you can immediately check whether your answer was correct.

After completing the ProQuiz, press the 'Stop' button below the ProQuiz title.



A window pops up where you can choose to view the results or stop the ProQuiz. The results overview will be explained in the following chapter. Once you stopped the ProQuiz, you are referred back to the ProQuiz home screen.

Viewing the ProQuiz results

Once you stopped the ProQuiz, you can immediately view the results. It is also possible to save the results so you can review them at a later moment.

When opening the results from the file manager, you can choose to open them on a new page or insert a link on the current page.

The result overview is designed the same as the ProQuiz generator and ProQuiz player.

The main screen shows the average score of the ProQuiz and the share of participants who have already completed the ProQuiz. It also shows a list of participants and their respective results.

Select 'Show all results' to view more information about individual participants. When you are done viewing the individual scores, press the 'x' button to return to the home screen.



The left bar contains the title pages and questions. The green and red marks below the questions indicate whether they have been answered correctly or incorrectly. Select a question to view more details.

After clicking on a question, a screen appears containing more details about that question. The possible answers are displayed next to the questions. The red and green colours indicate which questions have been answered correctly and incorrectly. The yellow colour indicates which questions have been answered correctly by the participants, expressed in percentages.

A weight is displayed below the question to indicate the weighting factor of that question.

Here you can also find a list with participants and view the answers of the individual participants to that particular question.

Shortcuts

A shortcut is a button or combination of buttons to quickly execute an action. Make sure that the selection mode is active before using any of the shortcuts below.



General shortcuts

	Windows	Mac OS
Undo button	Ctrl + Z	Ctrl + Z
Redo	Ctrl + Y	Ctrl + Shift + Y

Shortcuts for editing

	Windows	Mac OS
Copy	Ctrl + C	Ctrl + C
Cut	Ctrl + X	Ctrl + X
Paste → in the middle of the page	Ctrl + V	Ctrl + V
Paste → on the same page as the original	Ctrl + Shift + V	Ctrl + Shift + V
Duplicate	Ctrl + D	Ctrl + D
Lock	Ctrl + L	Ctrl + Shift + L
Delete	Delete	

If you copy an object or text with the visible buttons, you also have to paste that object or text using the visible buttons. If you copy an object or text with the shortcut, you also have to paste that object or text using the shortcut.

Collaboration

You can activate the 'Sneak peek' mode in the settings menu. This mode contains the functionalities that we already want to share with our users, but are still under development. This way, you can get familiar with the new functionalities and we can collect feedback about how to improve it, while it is still being developed.

Currently, the collaboration mode is part of the Sneak peek mode.

Inviting participants

Click on the collaborate button in the taskbar and click on 'Start collaboration'.



You will now be asked to save your file. Find a suitable location to save your file. Click on 'Place'. Enter a title and description and select 'Save as'.

Save this file to enable collaboration.

Cancel



Save

The file has now been saved and a screen pops up in which you can invite participants to collaborate.

Enter the email addresses of one or more of the participants you want to invite to your collaboration session in the text box at the top. Press enter after every email address. Add a message to your invitation in the text box at the bottom of the menu.

Click on 'Send invitation' to invite the participant(s) that you want to collaborate with.

Invite others to collaborate

Please note that changes in tools are not saved in a collaboration file.

Email

sabine.bruininx@prowise.com

Enter one or more email addresses and separate them with a comma.

Message

Hello Sabine,
Let's collaborate together in this file.
Greetings, Hans



Cancel

Send invitation

The invitation email is now sent. You are automatically referred back to the Presenter file.

You can now edit your Presenter file. Modifications are directly visible to the participants.

Joining the collaboration

If you are invited to a collaboration session you receive a message in your inbox.



A Prowise Presenter Presentation has been shared with you

Discover quickly!

Sabine Bruininx has shared a Prowise Presenter Presentation with you: Collaboration file. Curious? To open this presentation, please [click here](#).

Sabine Bruininx left this message for you:
"Hello Sabine,

Let's collaborate together in this file.

Greetings, Hans"

We hope you enjoy this presentation!

Kind regards,

Prowise



www.prowise.com | info@prowise.com

This report was generated automatically and has therefore not been signed.



Once you click on the message, you are referred to the relevant Presenter file.

If necessary, enter your log-in details. Once the lesson has been opened you can also edit the Presenter file.

Collaboration

Modifications you make to the Presenter file that you are collaborating in are directly visible for all other participants.

Tools and objects you have selected are 'locked', so other participants cannot select or edit them while you are doing so.



Changes in a Presenter file that you are collaborating in are saved automatically.

If you close the Presenter file and access it again at a later moment, there is the option to continue with the collaboration session or open a copy of the lesson.

Open collaboration file

You are invited to collaborate in this file.

Please note that the collaborative function is part of the preview mode. This function is currently under construction. When you decide to join the collaboration, the preview mode will be activated automatically.

How do you want to open this collaboration file?

Open a copy

Join collaboration

If you were the one to start the collaboration session, you are also authorised to terminate it. To do so, click on the collaborate button and then on 'Stop collaboration'.



Stop collaboration

A window pops up to confirm your choice to stop the collaboration. If you select 'Continue', all participants lose access to the file.

Please note

When you stop this collaboration, you are no longer able to work together with the other participant(s) in this file. Are you sure you want to stop this collaboration?

Cancel

Stop collaboration

In case you were the one who was invited to a collaboration session in a Presenter file and the owner of the file wants to terminate the collaboration, you receive a notification that the collaboration has been terminated and the file does no longer exist. Once you click on 'I understand', the Presenter file is closed.

