

# Instant Classbuilding™, v3.0

## User's Manual

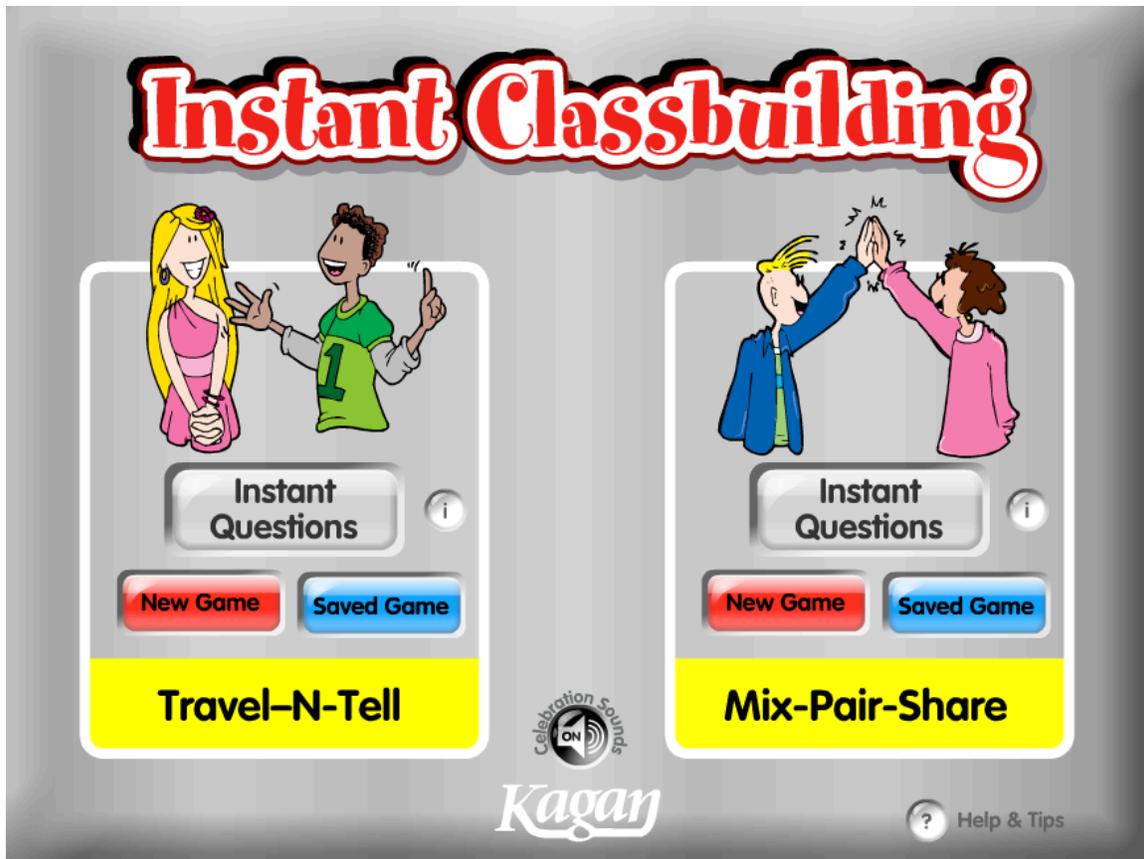


**Instant Classbuilding™**  
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# Instant Classbuilding™

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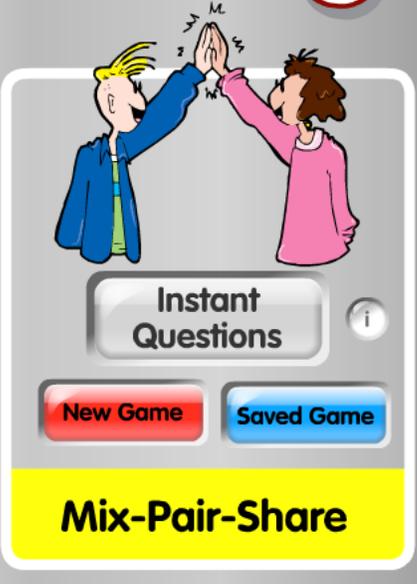
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## GAME OVERVIEW

*Instant Classbuilding makes Classbuilding fun, easy, and engaging! The software comes loaded with 20 sets of ready-to-use, fun-to-discuss questions. Classmates build bonds as they get better acquainted, have fun, and celebrate each other. You can modify the questions provided, as well as save your own question sets. The software includes two step-by-step Classbuilding structures: 1) Travel-N-Tell, and 2) Mix-Pair-Share. The two structures are described briefly here and in full detail in the How to Play section.*

**Game Setup:** Connect your computer to a projector, television monitor(s), or an interactive whiteboard so all students can see the game. Select a set of Instant Questions or save your own set. Now you're ready to play.

	
<p><b>Travel-N-Tell</b>  Half the students are A's and the other half B's. B's stand up and put a hand up. A's "travel" to B's and "tell" B's their answers to the question displayed. B's celebrate their partners. Then, A's put a hand up. B's "travel" to find a new A partner and "tell" A's their answers to the new question. Then A's celebrate their partners. A's and B's take turns "traveling" and "telling" with each new question.</p>	<p><b>Mix-Pair-Share</b>  Students mix in the class and pair up when prompted. A question is posted and both partners think about their response. One partner is randomly selected to share his/her ideas. Then, the other partner shares his/her ideas.</p>

## GENERAL NOTES

### Navigation

- **Main Menu Screen:** On the Main Menu, you will find two structures: Travel-N-Tell and Mix-Pair-Share. For each structure, you may open the Instant Questions, create a New Game, or open a Saved Game.
- **Return to Main Menu:** Click the Home button in upper right hand corner to return to the Main Menu from any screen.

### Scale Instant Classbuilding

- **Scale:** To scale the Instant Classbuilding window, click and drag the bottom right scale handle.
- **Full Screen:** To view Instant Classbuilding as a full screen, select View > Full Screen (Shortcut keys for PC: Control + F; for Mac: Command + F)
- **Exit Full Screen:** To exit Full Screen, press the ESC key or repeat the Full Screen shortcut keys.

### **Celebration Sounds**

• Travel-N-Tell contains celebrations sounds (for example, “Great Job!”). Sounds are on by default. You may click the Celebration Sounds button to turn the sounds off (and back on). You may also turn celebration sounds on or off in the celebration screen.



### **Stored Question Data: Technical Note**

The questions you enter and save are all stored on a small preference file on your computer. This file is linked to the game application by the name and location of the application on your computer. If you rename the application, move it on your computer, or move it to another computer, you will break the link and it will appear like your games are lost. **To avoid breaking the link, do not rename or move the application after you save questions.** If you break the link to your questions, you may restore your questions by restoring the application to its original location and/or name.

*It is highly recommended that you also save your question sets in a text file to easily import your questions in the event that your questions get lost or damaged.*

## QUICKSTART TUTORIAL

*Below is a quick overview and tutorial for Travel-N-Tell, one of two structures in this software. Follow these simple steps to overview the basic features of Travel-N-Tell. Mix-Pair-Share work similarly. A detailed description of both structures is provided in the How to Play section of this manual.*

### **Open Instant Questions**

1. From the Main Menu, click Instant Questions in the Travel-N-Tell structure box.
2. Click on Agree or Disagree?, the first question set to open it. You can view the questions in this set and make changes to the questions if desired.
3. Click the black Play button in the upper right corner.

*You opened a set of questions and you're ready to play.*

### **Play Using an Instant Question Set**

1. The game provides a getting ready screen that is shown when first entering the structure. The screen instructs B's to stand up and put a hand up.
2. Click the black Go button to get a 5-second countdown to have B's quickly stand up and put a hand up.
3. Click the green Next button to reach the "A's Travel" step. A's travel and high five a B partner.
4. Click the green Next button to reach the "A's Tell" step. A's tell B's their answer to the displayed question.
5. Click the green Next button to reach the "B's Respond" step. A random celebration is chosen. B's celebrate A's.
6. Click the green Next button to reach the "B's Travel" step. B's travel and high five an A partner.
7. Click the green Next button to reach the "B's Tell" step. B's tell A's their answer to the displayed question.
8. Click the green Next button to reach the "A's Respond" step. A random celebration is chosen. A's celebrate B's.

*Congratulations! You're now ready to create and play your own games. Keep following this tutorial to preview the Advanced Features. Or refer to the Instructions section for more details.*

## Advanced Features Tutorial

### Create a New Game

1. From the Main Menu, click the New Game button in the Travel-N-Tell box.
2. Highlight “Enter Question 1 Here” and type in a new question.
3. Highlight “Enter Question 2 Here” and type in a new question.
4. Highlight “Enter Question 3 Here” and type in a new question.
5. Click the Up arrow next to the word “Questions” in the upper left corner three times so the Questions box shows “3.” The first three questions are now on and the rest are turned off.

*You have now made a new game with three questions.*

### Save Your New Game

1. Click the Save button in the upper right corner.
2. Highlight “untitled” and name your new game “Tutorial.”
3. Click on the first slot (1) to save “Tutorial” to slot 1.

*You have now saved the Tutorial game.*

### Open Your Saved Game

1. Click the Main Menu button in the upper right corner to return to the Main Menu.
2. In the Travel-N-Tell box, click Saved Game.
3. Click on the word “Tutorial” in slot 1.
4. Click Play in the upper right corner.

*The Tutorial game is now ready to play.*

### Preview Questions

1. Click the Main Menu button to return to the Main Menu.
2. In the Travel-N-Tell box, click Saved Game.
3. Click “Tutorial” in slot 1.
4. Click the Preview button in the upper right corner. You can preview how each question will look when you play the game. You can type over the question and make corrections in the Preview mode.
5. Click the forward arrow to preview the next question. You can even enter a new question in Preview mode by clicking the forward arrow until you reach a blank question (Question 4). Click in the box, then type in your new question.
6. Click the OK button when you are done previewing your questions.
7. Click the Save button to save your changes.

### **Import Questions**

To import questions, you must have a set of questions in a text file that you may copy and paste into the game.

1. Click the Main Menu button to return to the Main Menu.
2. In the Travel-N-Tell box, click New Game.
3. Click the Import/Export button in the upper right corner.
4. Open the “question template” file (provided on the CD-ROM) in a text editing program. (If you are in Full Screen mode, you need to exit Full Screen so you can find the question template file on your computer. Do not try to open the file from within the game.)
5. Highlight to select all the questions from the question template and copy them.
6. Return to the game and select all the existing text in the import/export box. Paste the new questions over the existing text.
7. Click OK. The sample questions will now appear in the question boxes.

*You are now ready to save or play your imported game.*

### **Export Questions**

If you would like to access the questions of a saved game in text format, you may do so by clicking the Import/Export button, copying the text, and pasting it into a text file.

## INSTRUCTIONS

### To Open a Set of Instant Questions

- **Instant Questions:** From the Main Menu, click on the Instant Questions button within the desired structure.



- **Select Question Set:** Select one of the 20 provided question sets. Each set has 20 ready-to-use questions. The question set will open in the question editing screen.



- **Edit Screen Options:** In the editing screen, you can: 1) Play using the questions as-is, 2) Preview the questions in the set, 3) Edit the questions, and 4) Save an edited version of the questions. Saving the questions saves them to the saved question bank and does not overwrite the original Instant Questions. You will be asked to name your saved set of questions and select which slot you'd like to save them to.

## To Create a New Game

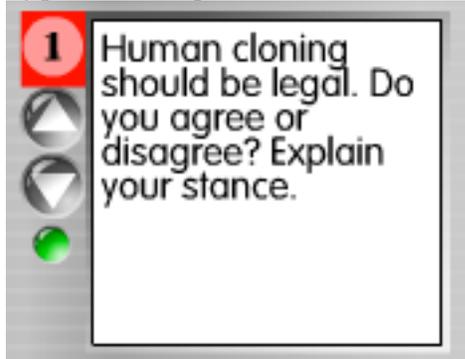
- **Create New Game:** From the Main Menu, click on the New Game button within the desired structure.



- **Enter Questions:** You may play with up to 20 questions per game. You have the option of entering as few as 1 question. There are three ways to enter your questions: 1) Type in Questions, 2) Enter Questions in Preview, or 3) Import Questions. Each method is described below.

### To Type In Questions

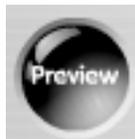
Type in each question in it's own question box. For example:



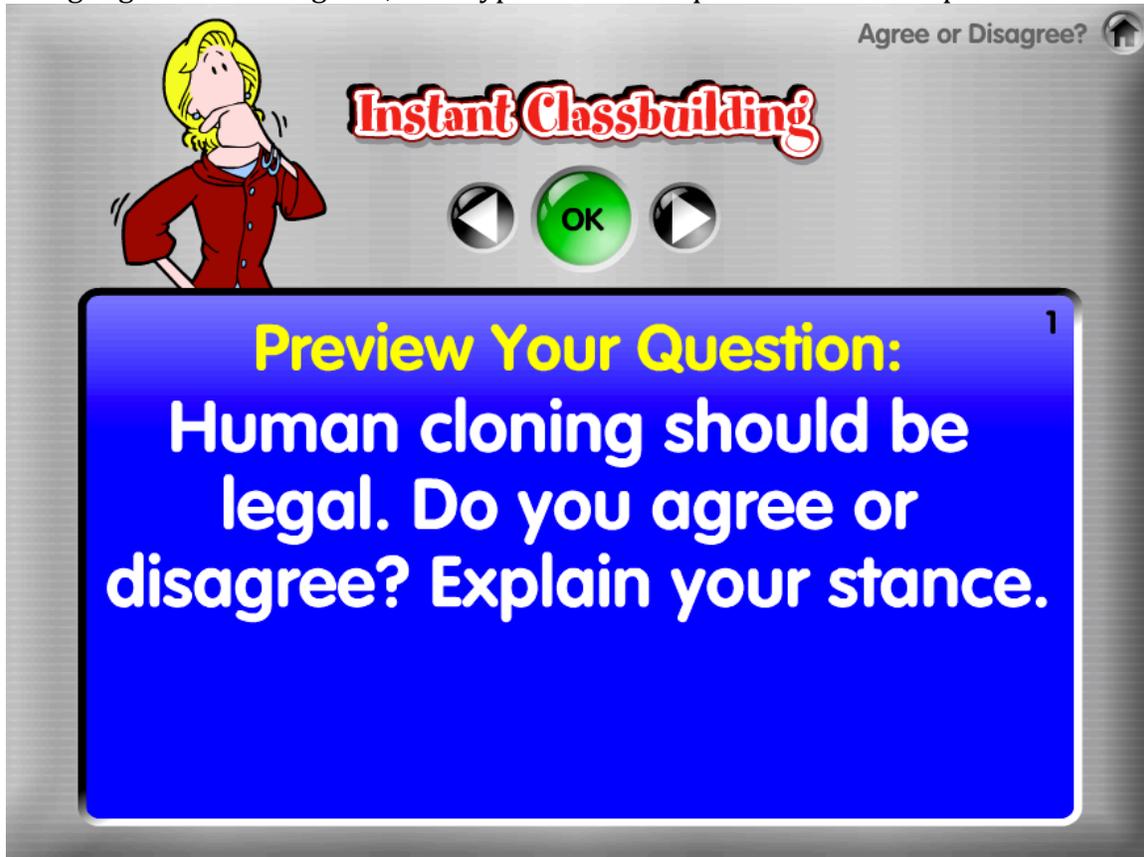
If you have a long question, you may use the up and down arrows under the question number to scroll through the question. You may also scroll through the question text by highlighting the question and moving your mouse down (to scroll down) or up (to scroll up) while the question is selected.

### To Enter Questions in Preview

1. Click the Preview button.



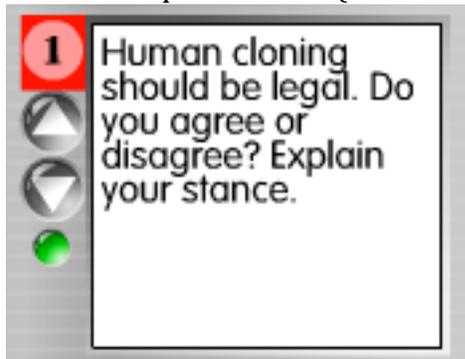
2. Highlight the existing text, then type in the first question. For example:



3. Use the right Arrow button to enter the next question.

4. Press OK after entering all questions.

**Preview Tip:** To preview a specific question, click the question number on the left side of the question box ("1" in the red box for the sample below).



### To Import Questions

1. Click the Import/Export button.



2. Highlight the text and paste in questions from a text file.



**Question Format:** There must be two carriage returns after each question to properly import your questions.

OK	Not OK
What did you do this weekend?	What did you do this weekend?
Where is your favorite vacation location?	Where is your favorite vacation location?

A single return within a question is fine (and may help the appearance of the question in the question box), but do not include two carriage returns within a single question or it will be recognized as two separate questions:

OK	Not OK
What did you do this weekend?	What did you do  this weekend?

**Import Template:** A sample question template text file is provided. This template file has questions in the proper format. You may use this template file to test the Import feature as well as for reference for how to format your questions.

**A Technical Note About Text Files:** You will need to open the text templates in a text editing program. It is also recommended that you save a backup copy of your question sets as text files if your question sets get lost or damaged. Different text editing programs handle text differently. The recommended text editing programs are WordPad for the PC and TextEdit for the Mac. If Instant Classbuilding does not format the questions properly, try a different text editing program or copy and paste your question set into the recommended text editing programs, then copy and paste the questions into the import field in Instant Classbuilding.

### To Select How Many Questions to Play

Use the Up and Down arrow buttons to select how many questions you would like to play. For example, if you enter 10 questions, set Questions to 10. Also, you have the option of playing with fewer questions than you entered for the game. For example, if you entered 20 questions, but only want to play using the first 10 questions, use the Arrow buttons to select 10 questions. The first 10 questions will be used for the game and the last 10 will be turned off.



If you Import questions or use Preview to enter questions, the game will automatically detect how many questions you have. You can always add more (up to 20 questions) or use fewer questions by using the Up or Down arrow buttons.

When you save your game, all the questions entered will be saved regardless of the number of questions you select, so entered questions are not lost.

### To Play Without Saving

After entering questions, you may play the game immediately without saving by clicking the Play button in the upper right corner. **If you want to save your questions, it is recommended you do so prior to playing.**

## To Save a New Game

1. Click the Save button in the upper right corner.



2. Highlight “untitled” and type in the name of your new game.

1. Save the name of this game

2. Select where to save this game.

1	Classbuilders	18	35
2	Energizers	19	36
3	Brain Breaks	20	37
4		21	38
5		22	39
6		23	40
7		24	41
8		25	42
9		26	43
10		27	44
11		28	45
12		29	46
13		30	47
14		31	48
15		32	49
16		33	50
17		34	51

3. Click on the slot where you want to save the game. There are 51 slots available and you may save up to 51 games.

**A Note About the Game Slots:** If you click on a slot that already has a saved game, your new game will overwrite the previously-saved game.

**A Note About Saving:** If you open a Saved Game and click the Save button you will hear a beep indicating that any changes you made to the question set overwrote the prior questions. If you create a New Game or open an Instant Question set, you will be asked to save the question set with a new name. You may not overwrite the provided Instant Questions.

**Oops Message:** You will receive an Oops message if your questions are improperly formatted and you click Play, Save, or the green button to feature a question. Below are possible reasons for receiving an Oops message:

- You try to Play or Save a game before you enter any questions.
- You skip a question. For example, you enter Question 1 and Question 3, but do not enter Question 2.

**Questions** 19 **Instant Classbuilding** Preview Import Export Save Play Sports

**Oops!**

**Your questions are missing or you have a blank question within your question set.**

**Three Ways Enter Questions**

1. Type them in the boxes below.
2. Import them using Import feature.
3. Type them in using Preview.

Close

1 Do you prefer to play sports or watch sports? Describe.

2 Do you have any favorite sports?

3 What are three sports that you like to watch?

4 What positive things have you learned from sports?

5 Have you ever been to a professional game? Describe it. If not, which game would you love to see? Why?

6

7

8

9

10 If you could switch places with one athlete for one day, who would you choose and why?

11 If you could have lunch with one famous athlete from the past, who would you choose? Why? What would you talk about?

12

13

14

15 It would take a lot of dedication and a lot of practice to be in the Olympics. Would you want to be in the Olympics? Explain why or why not.

16 What is your proudest sports accomplishment? Describe it.

17

18

19

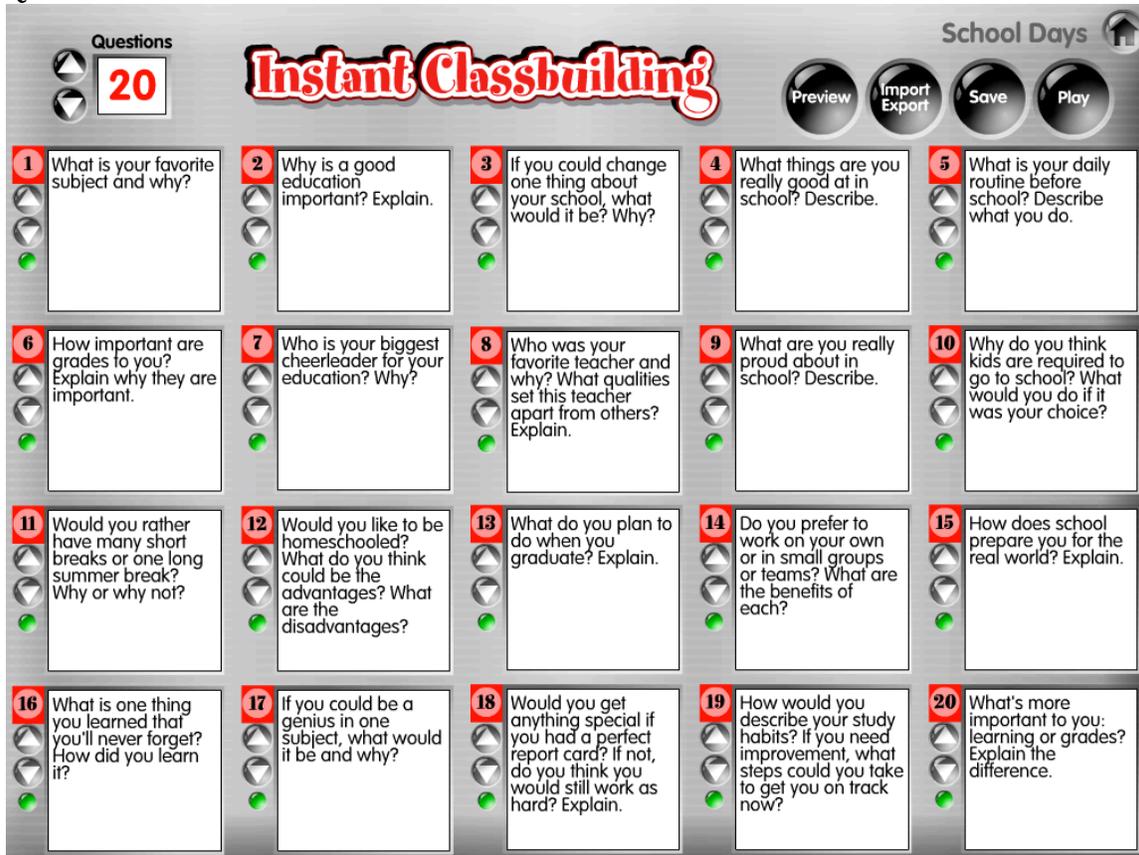
20 What is the importance of good sportsmanship? Explain how it affects the entire team and the fans if poor sportsmanship is

## To Open a Saved Game to Edit or Play

1. From the Main Menu, click on the Saved Game button within the desired structure.



2. Click a previously-saved game. This will open your game and bring you to the Questions screen.



## To Play the Game

Click the Play button to begin play.



## To Edit the Game

There are three ways to make changes to your questions: 1) Change text in boxes, 2) Make changes in Preview mode, or 3) Make changes in Import mode. Click the Save button in the upper right corner to save your changes. The button will make a beep sound to confirm the changes have been saved.

## How to Play

After you click Play, you will be taken to the structure. Each structure has a different sequence of steps and is designed for different interaction sequences.

**Hint:** You may skip forward or backwards to any step by clicking on the desired step button.

## Travel-N-Tell

**B's Stand Up, Hand Up!** The first screen is a getting-ready screen. Divide the class in half and assign half to be A's and the other half B's. B's stand up, put a hand up, and spread out in the classroom.



**Optional Countdown.** Click the black Go button to get a 5-second countdown. After 5 seconds, the countdown returns to the getting-ready screen.



Click the green Next button to go to the next step.



**1. A's Travel.** This screen instructs all A's to travel to a B and give them a high five. A's put a hand up and find a B partner. They high five and the pair lowers their hands indicating they've paired up and are ready to proceed.

**Travel-N-Tell**

A's Travel   A's Tell   B's Respond   B's Travel   B's Tell   A's Respond

**B's Hand Up.**  
.....  
**A's Travel & Hi 5 a B Partner.**

Click the green Next button to go to the next step.



**2. A's Tell.** The question is displayed for the class. The teacher can read the question or A's can read the question. A's tell B's their answers.

**Travel-N-Tell**

A's Travel A's Tell B's Respond B's Travel B's Tell A's Respond

**A's Tell B Your Answer:**  
Have you ever been out of the country? If so, where's the best place you've been? If not, where would you want to go and why?

Question?

Click the green Next button to go to the next step.



**3. B's Respond.** A random celebration response appears, cueing B's how to respond to A's. For example, if the celebration is, "Awesome!" B's respond to A's by saying, "Awesome!" or "You're Awesome!"



**Tips:** You may get a different randomly-selected celebration prompt by clicking the Respond button again. You can turn celebration sounds on or off using the black Sound toggle button.



Click the green Next button to go to the next step.



4. **B's Travel.** A's now put up a hand and stay put. B's travel to find a new A. They high five and put down their hands.



Click the green Next button to go to the next step.



5. **B's Tell.** The next question is displayed for the class. The teacher can read the question or B's can read the question. B's tell A's their answers.



**Travel-N-Tell**

A's Travel   A's Tell   B's Respond   B's Travel   **B's Tell**   A's Respond

Next

**B's Tell A Your Answer:**

**What is your favorite water sport and why?**

2

Click the green Next button to go to the next step.



6. **A's Respond.** A random celebration response appears, cueing A's how to respond to B's.



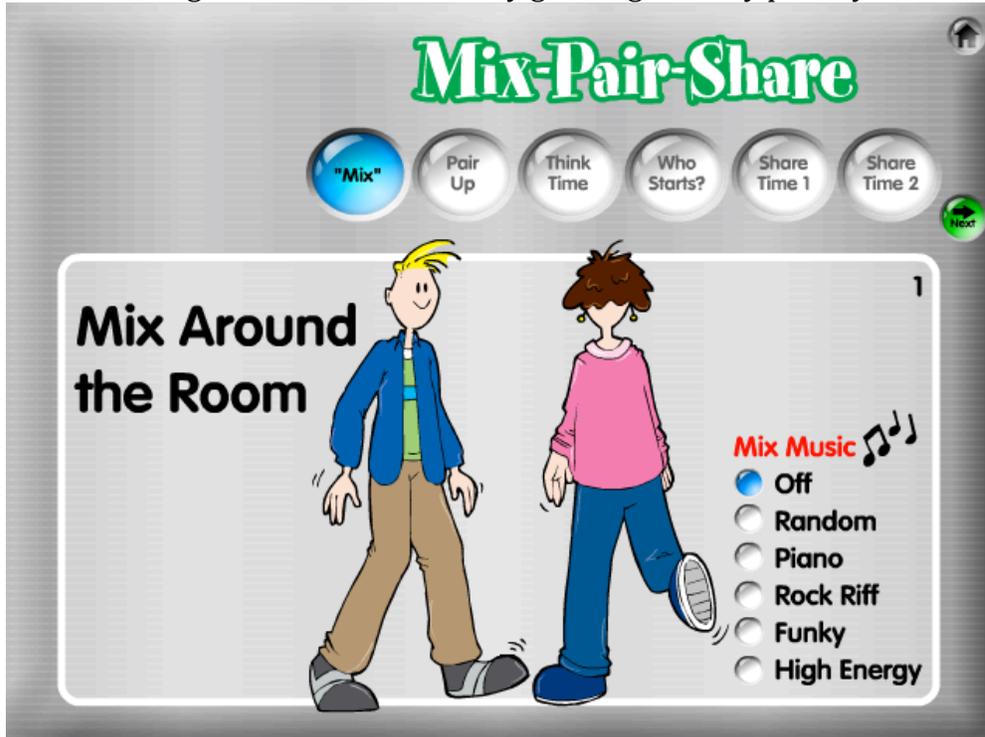
Click the green Next button to go to the next step.



## Mix-Pair-Share

1. **“Mix.”** The first screen instructs students to “Mix Around the Room.” Display the “Mix” screen for 10-15 seconds as students mix in the class. You may select music to play as students mix by clicking one of the music options in the lower right portion of the screen. The Random option randomly selects one of the other music options each time students mix. The Off button turns the mixing music off.

**Management Tips:** Tell students to randomly mix around the classroom and not to mix with friends or teammates. The goal is to “mix it up.” Students can give classmates high fives or other friendly greetings as they pass by each other.



Click the green Next button to go to the next step.



**2. Pair Up!** This screen instructs students to “Pair Up!” Have students pair up with the nearest classmate.

**Management Tip:** Have students raise their hands until they are in pairs, give their partner a high five, and lower their hands when they are paired up. This makes it easy to see who still needs a partner.



Click the green Next button to go to the next step.



**3. Think Time.** The question is displayed. Have students independently think for 5–10 seconds about how they will respond.

**Mix-Pair-Share**

"Mix" Pair Up **Think Time** Who Starts? Share Time 1 Share Time 2

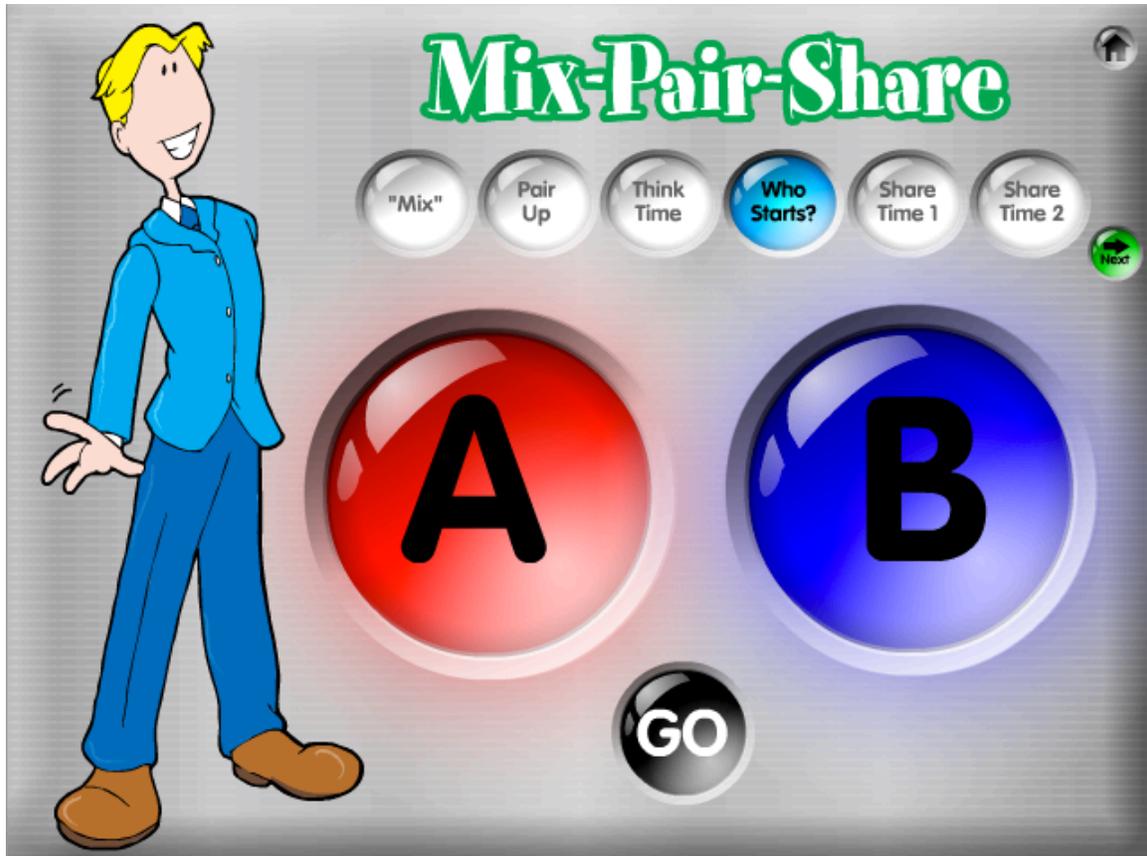
**Think About Your Answer:**  
**Who do you value most in your life?**  
**Explain why.**

Question?

Click the green Next button to go to the next step.



**4. Who Starts?** Click the black Go button to randomly select Partner A or Partner B to share first.



Click the green Next button to go to the next step.



**5. Share Time 1.** The yellow text states which partner will share and which partner will listen, then respond. Select how long to have students share by clicking a time above the countdown timer. Timer options are: 15 seconds, 30 seconds, 45 seconds, 1 minute, 2 minutes, and 3 minutes. Click Start under the timer to start the timer. The time bar at the bottom will turn from green, to yellow, to red and shrink as time elapses.



When time is up, a Time's Up screen is displayed. Have students respond to their partners. Depending on the questions, you may have students praise their partner's response, paraphrase the response, complete a response statement, or simply copy the teacher's response (e.g., "You have brilliant ideas. Thanks for sharing.").



Click the green Next button to go to the next step.

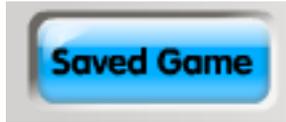
**6. Share Time 2.** Partners switch roles. Now the student who was listening shares for the allotted time. (The yellow text reminds the class which partner's turn it is to share and which partner's turn it is to listen, then respond.)

When time is up, a Time's Up screen is displayed. Again, have students respond to their partners.

Click the green Next button to go to the first step of the next question.

## **To Delete a Saved Game**

1. From the Main Menu, click on the Saved Game button in the desired structure.



2. Click the red Delete button on the right side of the game name to delete the game.

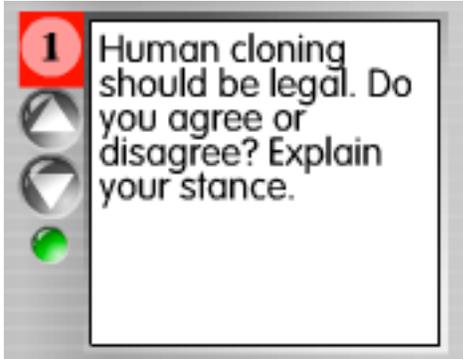


3. A warning message asks if you are certain that you would like to permanently delete this saved game. Click OK to delete the game. If you wish to keep the game, click Cancel.



## **Additional Features**

**Feature a Question.** You may select any question from your question set to play with. This is helpful if you have a saved set of questions, but only want to play with one question. To play with the desired question, click the green button under the arrows.



**Note:** If the questions before the question you select are blank or improperly formatted, you will get an Oops! message.

**Select a Question.** In the first step of both structures, you may use the arrows at the bottom of the question screen to select any question from your question set. This makes it easy to skip a question or find the desired question.



**Return to Question Entry Screen.** In the first step of both structures, you may click the Question (Q) button in the bottom right side to return to your questions. For example, if you wish to modify a question or wish to save your questions after you click Play, you will need to return to the question entry screen.

