

Mix-Pair-Share™, v1.0

Full Engagement Software

User's Manual



Mix-Pair-Share™
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Mix-Pair Share™

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GAME OVERVIEW

Mix-Pair-Share is software to actively engage your class in a fun, interactive learning game using any set of questions. You supply the questions, and Mix-Pair-Share offers step-by-step, proven methods that skyrocket student interaction and learning. There are three different structures for three types of pair interactions: 1) Timed Pair Share, 2) Pair Share, and 3) RallyRobin. The three structures are described briefly here and in more detail below.

Game Setup: Enter a set of questions, problems, or prompts. Connect your computer to a projector, television monitor(s), or an interactive whiteboard so all students can see the game. Now you're ready to play.

Mix-Pair-Share Steps

The game leads your class through a series of steps designed to promote learning through cooperation, active participation, and individual accountability. Here are the steps for each question:

1. Students mix around the room (usually with music playing).
2. Teacher calls, "Pair."
3. Students raise a hand and pair up with the person closest to them. They high five their new partner. Students who haven't found a partner keep their hands raised high to find each other.
4. Teacher asks a question and gives think time.
5. Students share with their partners using:
 - **Timed Pair Share**
 - **Pair Share**
 - **RallyRobin**

Timed Pair Share

Partners take timed turns sharing a response.

Use with: Thinking questions and elaborated responses

For example: Who is your best friend and why are you best friends?

Pair Share

Partners each quickly share an answer.

Use with: Quick responses

For example: Do you consider yourself neat, messy, or somewhere in between?

RallyRobin

Partners take multiple turns listing responses.

Use with: Lists and many possible answers

For example: Name things you are thankful for.

GENERAL NOTES

Navigation

- **Main Menu Screen:** On the Main Menu, you may create a New Game, open a Saved Game, or play a game using the built-in Sample Questions.
- **Return to Main Menu:** Click the Home button in upper right hand corner to return to the Main Menu from any screen.

Scale Mix-Pair-Share

- **Scale:** To scale the Mix-Pair-Share window, click and drag the bottom right scale handle.
- **Full Screen:** To view Mix-Pair-Share 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.

Computer Sounds

- **Volume:** To disable or adjust volume, use your computer's sound settings.
- **Mix Music:** "Mix Music" is the music played while students mix in the classroom. To change the Mix Music or turn it off, click the Music Settings button on the "Mix" screen. This button allows you to select from the ten built-in music loops, turn off the Mix Music, or select Random to randomly select a song each time students mix.

Stored Question Data: Technical Note

The question sets you enter and save are stored in a small preferences 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 Mix-Pair-Share. Follow these simple steps to overview all the basic features of the game. This sample shows how to create a game with Timed Pair Share as the sharing structure. To create a game with Pair Share or RallyRobin as the sharing structure, you must click one of those structure options at step 16 below and follow the prompts for sharing for steps 16–19. A detailed description of all three sharing structures is provided in the How to Play section of this manual.

Create a New Game

1. From the Main Menu, click New Game.
2. Highlight “Enter Question 1 Here” and type in a new question that requires an elaborated response.
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

6. Click the Save button in the upper right corner.
7. Highlight “New Game” and name your new game “Tutorial.”
8. Click on the first slot (1) to save “Tutorial” to slot 1.

You have now saved the Tutorial game.

Open Your Saved Game

9. Click the Main Menu button in the upper right corner to return to the Main Menu.
10. Click Saved Game.
11. Click on the word “Tutorial” in slot 1. (Do not click the red Delete button or you will permanently delete the game.)
12. Click Play in the upper right corner.

The Tutorial game is now ready to play.

Play Your Saved Game

13. The game starts at the “Mix” step. You can select music to play as students mix by clicking on Music Settings.
14. Click the green Next button to reach the Pair Up step. Students pair up with the closest classmate and give each other a high five.
15. Click the green Next button to reach the Think Time step. Read the question aloud. Give students a moment to think about their answer to the question shown.
16. Click on Timed Pair Share to use that structure for sharing. Who Starts? displays which partner will share first.
17. Click the green Next button to reach the Share Time 1 step. Set the timer for 30 seconds by clicking the :30 button in the upper left corner, and then click the Start button. The timer counts down for 30 seconds then displays a “Time’s Up!” screen.
18. Click the green Next button to reach the Respond 1 step. A gambit is shown for the listening partner to respond to the sharing partner.
19. Click the green Next button to reach the Share Time 2 step. Click the green Start button, giving the other partner 30 seconds to share his or her response to the question. When time runs out, a “Time’s Up!” screen is displayed.
20. Click the green Next button to reach the Respond 2 step. Another gambit is shown for the listening partner to respond to the sharing partner.
21. Click the green Next button. The game starts over again with the next question at the “Mix” step.

[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

Preview Questions

1. Click the Main Menu button to return to the Main Menu.
2. 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). Highlight the text in the blue box, and then type your new question over the text.
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. Click New Game.
3. Click the Import/Export button in the upper right corner.
4. Open a text editing program and type in three sample questions. (If you are in Full Screen mode, you need to exit Full Screen so you can see your text editing program on your computer.)
5. Highlight to select all the questions from your text editing program and copy them.
6. Return to the game and click so your cursor is in the import/export box. Paste the new questions in the box.
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 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 Create a New Game

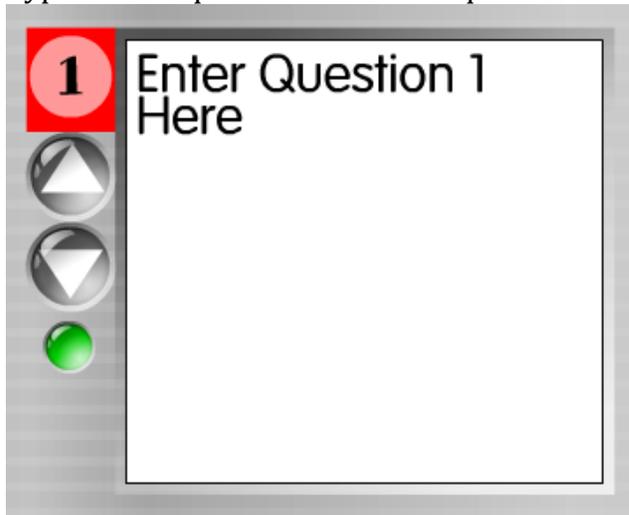
- **Create New Game:** From the Main Menu, click on the New Game button.



- **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:



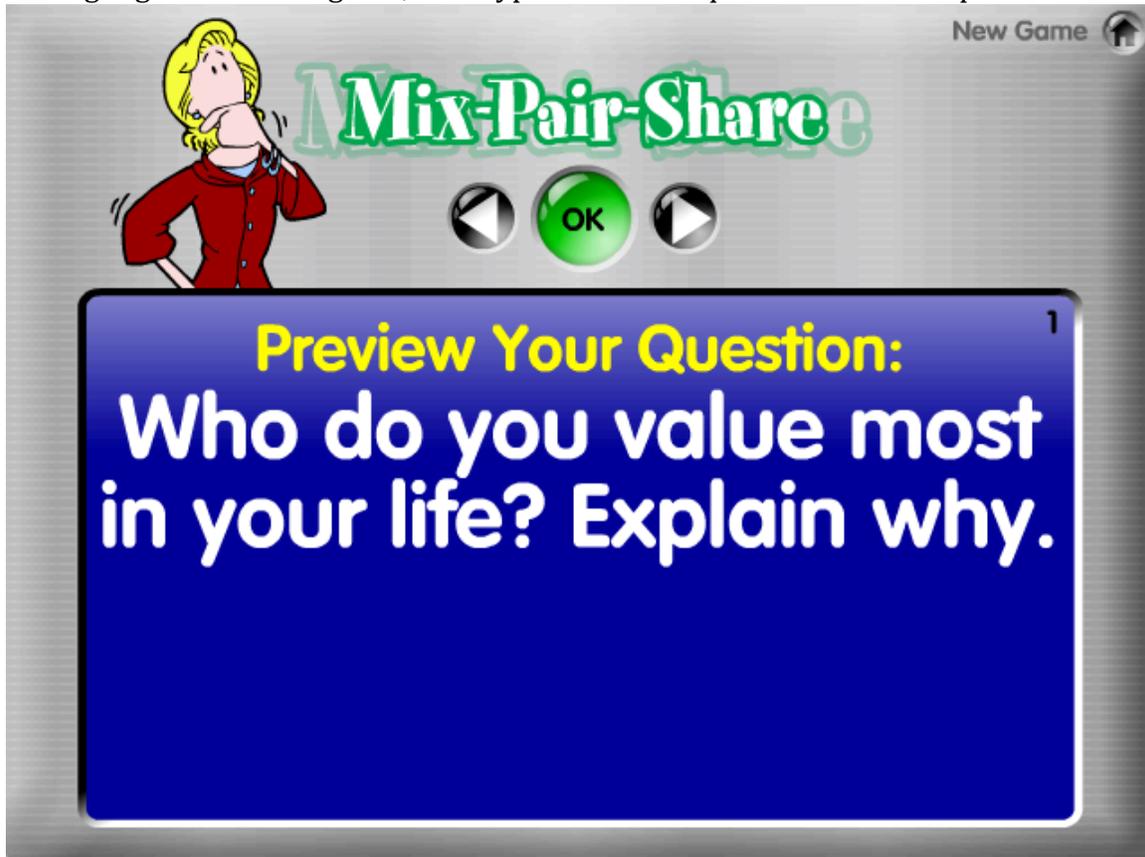
If you have a long question, you may use the Up and Down Arrows under the question number to scroll through the question. You may also scroll through the question text by highlighting the question and moving your mouse down (to scroll down) or up (to scroll up) while the question is selected.

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. Paste in questions from a text file.



Format: There must be two carriage returns after each question to properly import your questions. Example questions for Mix-Pair-Share:

OK	Not OK
What is your favorite hobby? What did you do last weekend?	What is your favorite hobby? What did you do last weekend?

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 last weekend?	What did you do last weekend?

A Technical Note about Text Files: To import questions, you will need to type your questions 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 Mix-Pair-Share 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 Mix-Pair-Share.

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

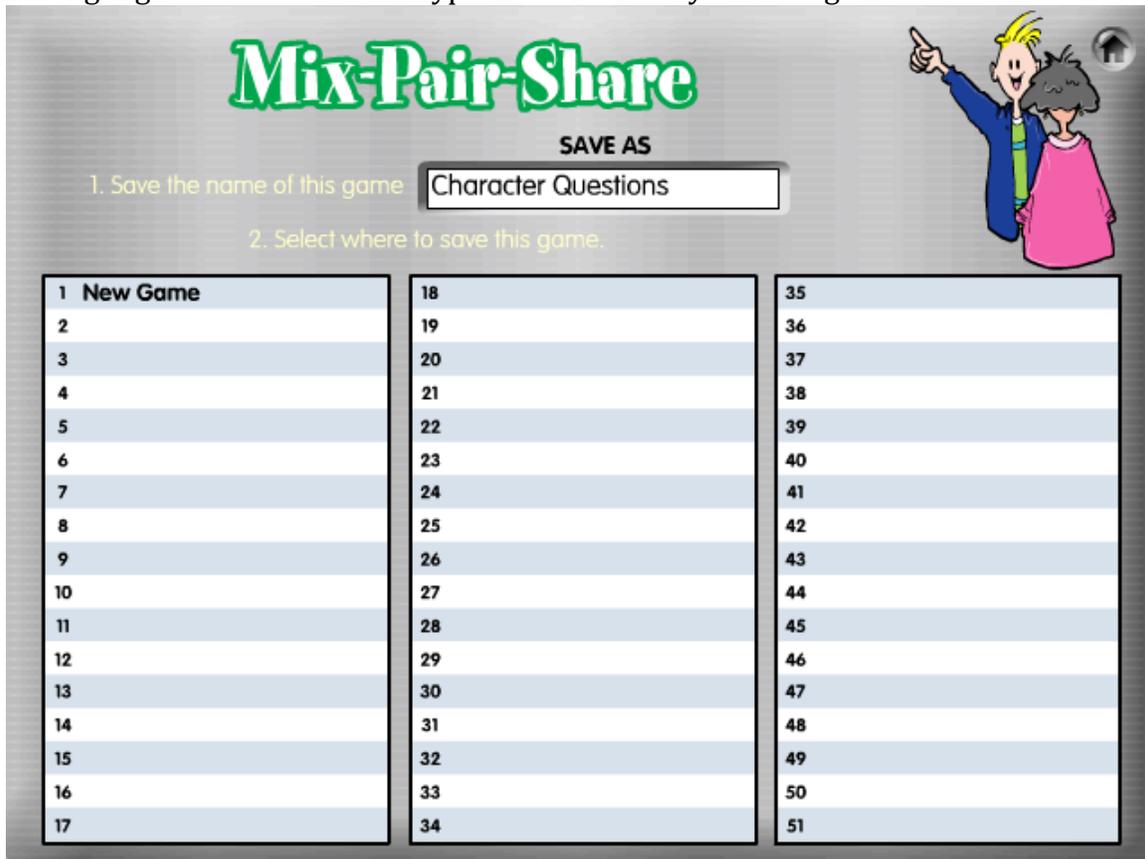
After entering questions, you may play the game immediately without saving by clicking the Play button in the upper right corner. **If you want to save your questions, it is recommended you do so prior to playing. Again, it is recommended you also save your question sets in separate text files on your computer as a backup so you may easily import your questions in the future if necessary.**

To Save a New Game

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



2. Highlight "New Game" and type in the name of your new game.

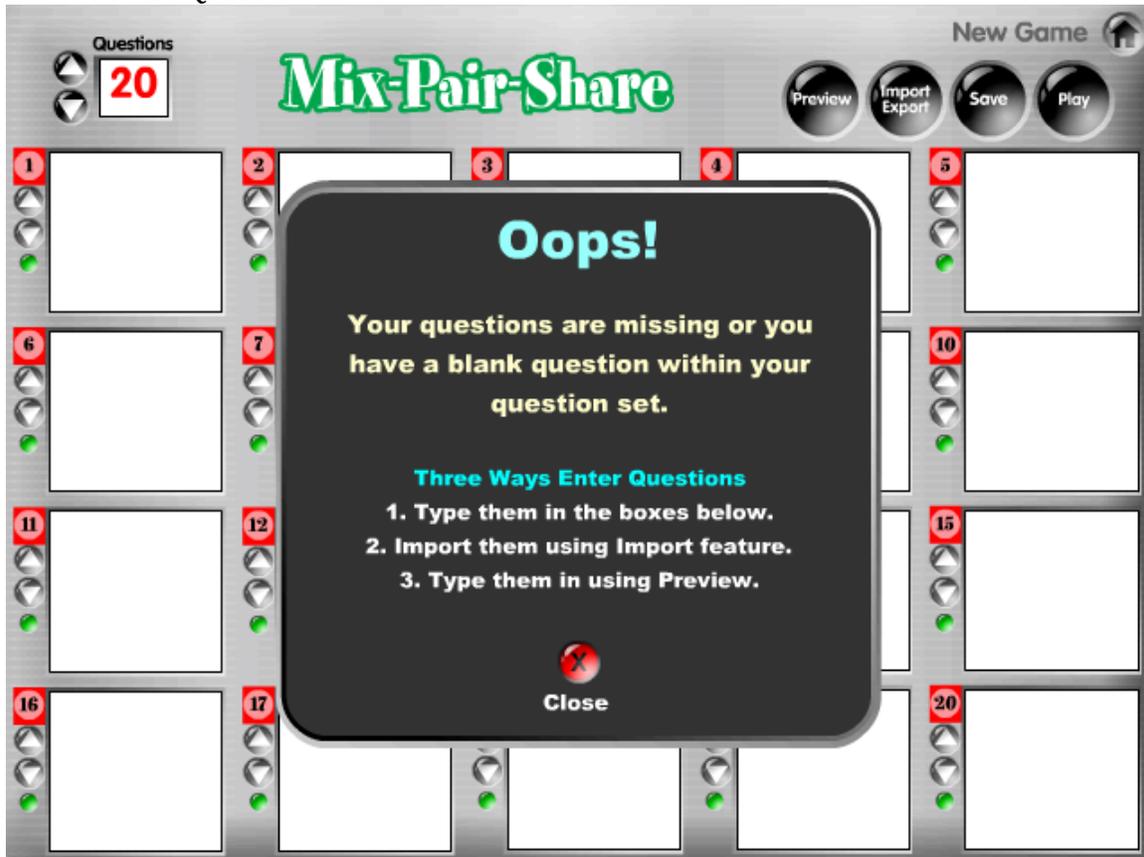


3. Click on the slot where you want to save the game. There are 51 slots available and you may save up to 51 games.

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

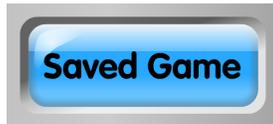
Oops Message: You will receive an Oops message if your questions are improperly formatted and you click Play, Save, or the green button to feature a question. Below are possible reasons for receiving an Oops message:

- 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.

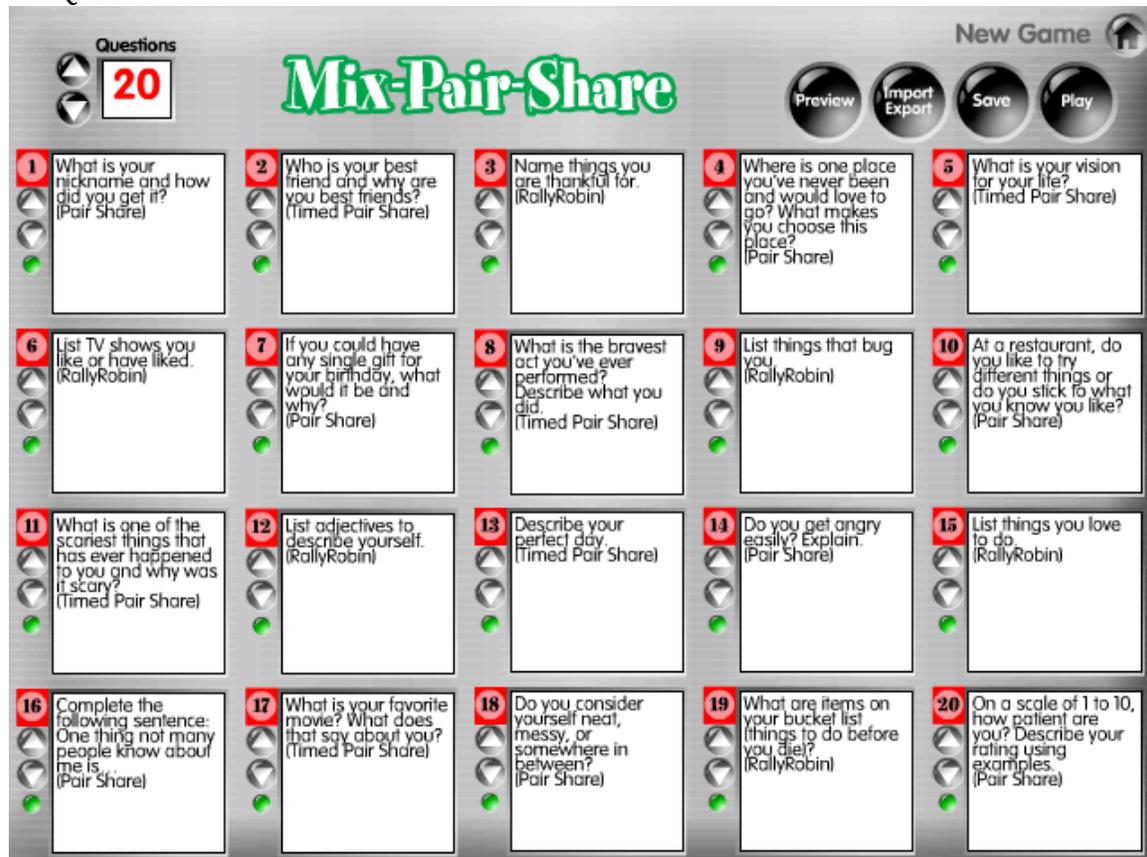


To Open a Saved Game to Edit or Play

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



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 Game screen.

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

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 the Music Settings button and selecting one of the music options. 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.



Click on one of the three options for a sharing structure: Timed Pair Share, Pair Share, or RallyRobin. The software remembers your last selection. If you click Next without selecting a structure, it will default to the last sharing structure selected. If the structure you desire is already highlighted, click the green Next button to go to the next step.



From this point, the game varies depending on the structure selected.

- For **Timed Pair Share**, see page 20.
- For **Pair Share**, see page 25.
- For **RallyRobin**, see page 27.

Timed Pair Share

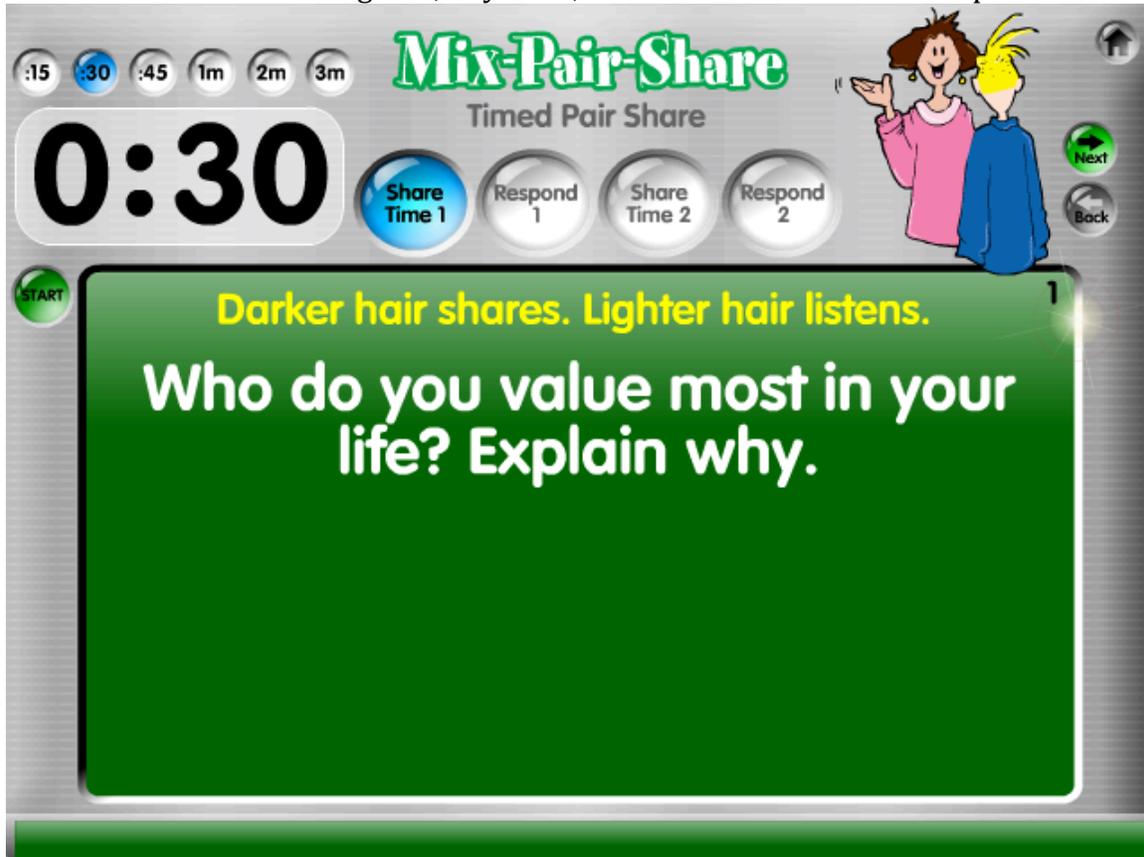
4. **Who Starts?** A prompt is displayed indicating which partner starts.



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



5. **Share Time 1.** The question is displayed for students. 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. Click the green Next button to go to the next step.



6. **Respond 1.** Have students respond to their partners using the given gambit. The red text states which partner is responding. Various gambits have students praise their partner's response, paraphrase the response, complete a response statement, or simply copy the response (e.g., "You have brilliant ideas. Thanks for sharing.").



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



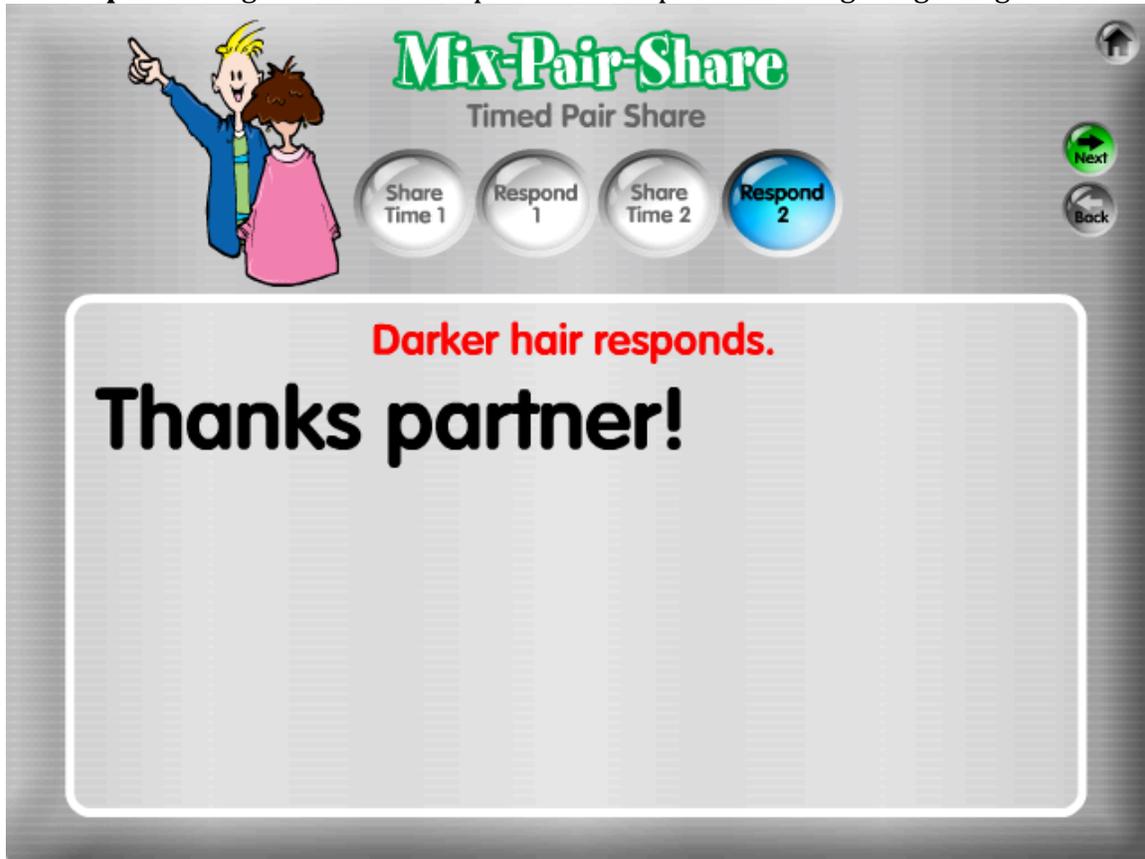
7. **Share Time 2.** Partners switch roles. Now the student who was listening shares for the allotted time. (The yellow text reminds the class which partner's turn it is to share and which partner's turn it is to listen, then respond.)



When time is up, a Time's Up! screen is displayed. Click the green Next button to go to the next step.



8. **Respond 2.** Again students respond to their partners using the given gambit.



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



Pair Share

4. **Who Starts?** A prompt is displayed, indicating which partner starts.



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



5. **Share Time.** The question is displayed for students. The yellow text reminds students which partner shares first and which partner will share afterwards. Give your students some think time and then have them begin sharing, each taking one turn.



Management Tip: Use a visual cue to know when students have both shared. For example, have students kneel down or stand back-to-back.

When done, click the green Next button to go to the first step of the next question.



RallyRobin

4. **Who Starts?** A prompt is displayed, indicating which partner starts.



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



5. **Share Time.** The question is displayed for students. The yellow text reminds students which partner shares first and which partner will share afterwards. Give your students some think time and then have them begin sharing, taking turns stating responses, back and forth.



When done, click the green Next button to go to the first step of the next question.



Management Tip: Listen in to a pair or two to see when they are done sharing ideas.

To Delete a Saved Game

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

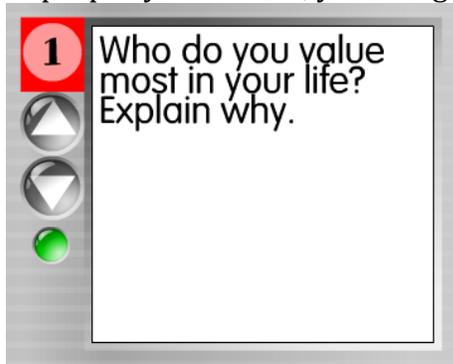


2. Click the red Delete button on the right side of the game name to permanently delete the game.



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.



Sample Questions

Click the Sample Questions button to access the sample questions built into this software.



There are three fun question sets available to use. Click one of the three green question sets to see or use the set.

Note and Tip: These sample questions have the name of the recommended structure below the question in parentheses (see below). The structure name is a reminder of which structure to use when you play. You may also want to type in the recommended structure name in the question sets you create, as a reminder to yourself when you play with students.

