

# Quick Guide – OMBEA Response

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This Quick Guide introduces the OMBEA Response system and covers how to convert a PowerPoint previously used with the old InterWrite PRS for use with OMBEA.

### Introduction

Following successful trials, OMBEA Response has become the University's online polling system, replacing InterWrite PRS. With OMBEA Response students can use their own portable / hand-held devices (phones, tablets, laptops etc.) to interact in class, or remotely in pre-determined time periods. Because the system is browser based, any internet enabled device will work with OMBEA. Handsets are available for any students that don't have a suitable web-enabled device, or if theirs has insufficient charge. The simple handsets need to be booked via [Media Services](#).

### Downloading OMBEA for creating online polling sessions

You can download and install the OMBEA Response software to your personal or work computer from the University Microsoft software centre (Start Button > All Apps > Microsoft System Center > Software Center).

On installing the software, you should contact [Media Services](#) in order to create an account with OMBEA that will enable you to create and run online sessions.

### Creating Polling questions in PowerPoint

Once installed the OMBEA icon will appear on your desktop. Double click it and PowerPoint will open. The only difference from your normal PowerPoint is the addition of the OMBEA Response tab. At the far-right end of the tab contents is a comprehensive user manual but we recommend that you use the [OMBEA Guidebook](#).

### How to convert a Personal Response System (PRS) PowerPoint to OMBEA

- Click on the OMBEA Response icon. This will either be on your desktop or in your start menu in a folder called OMBEA Response
- Microsoft PowerPoint will load up and you will see the OMBEA Response ribbon along the top of your screen

**Suggestion:** A Common mistake that people make is trying to launch OMBEA Response when Microsoft PowerPoint is already running. Since OMBEA Response launches as part of PowerPoint, you will need to ensure PowerPoint is closed before you double-click on the OMBEA Response Icon.

- Select File > Open
- Change the 'File Type' dropdown to 'All PowerPoint Presentations'
- Locate and open your presentation
- Find your first PRS slide that you want to convert to OMBEA

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- On the OMBEA Response ribbon click New. OMBEA will insert a PowerPoint slide into your presentation.
- In your PRS slide, select and copy the Question text
- Paste the text into 'Click to Add Question' area of the OMBEA slide
- In your PRS slide, select and copy the answers text
- Paste the text into 'Click to add Answers' area of the OMBEA slide
- Resize or move around the chart question and answers to suit
- Repeat these steps for all your PRS slides choosing the appropriate question type from the OMBEA question list under 'New'

In addition to the above, it is recommended:

1. That you simulate your use of OMBEA before using it. This can be done using OMBEA's 'Simulated Data' feature – see below:

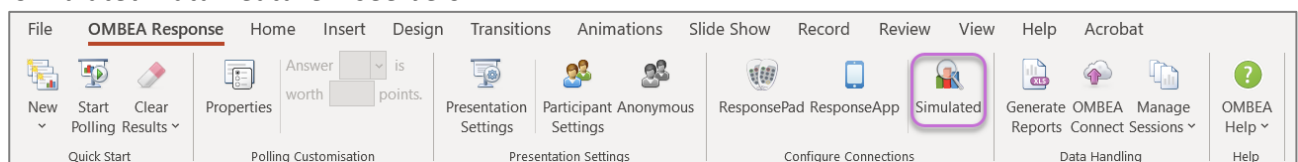


Figure 1 OMBEA ribbon showing 'Simulated' data button

2. Give participants an opportunity to practice by using a non-critical question to start off with.
3. [Create a Custom Session ID](#) – customize your session ID to be your course ID or event name.

This enables you to provide students or participants with your course code or event name as the session ID, rather than a random 6 digit code, when they join your voting session after going to [ra.ombea.com](http://ra.ombea.com) on their web-enabled mobile device.

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## Further Resources

- OMBEA have a series of useful resources in the [OMBEA Guidebook](#) which is split into three sections:
  - [Learn to Walk](#) – which covers the basics;
  - [Learn to Run](#) – which covers detailed settings and advanced slide types;
  - [Learn to Fly](#) – which covers pedagogical issues of creating good questions, tips for running smooth sessions and accessibility advice.
- [OMBEA Tutorials on Toolkit](#)
- For further eLearning advice, visit: [www.abdn.ac.uk/elearning](http://www.abdn.ac.uk/elearning)
- For course design information, check our [Course Design Guidelines](#).
- If you have any other queries regarding the above please contact the [eLearning Team](#) or [Media Services](#).