

Jeopardy!® Game Instructor-Led Training User Guide for both Virtual and In-Person Meetings and Events



Welcome to our **Instructor Led Jeopardy!®** game
User Guide for both Virtual and In-Person
Meetings and Events!

Our goal is to share how effective games can be when running your next event. Whether you're inviting your team or learners from around the globe to a screen share on zoom, teams, google hangouts, webex, or any other video conferencing service, or you're having an in-person meeting or event, games can help turn your next event into a more engaging experience, getting everyone to actively participate and even compete if that's your goal.

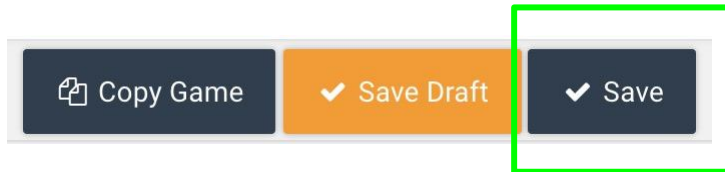


We're going to walk you through a step-by-step guide on how you can set up your own virtual or in-person Jeopardy! game and use it for any virtual or in-person meeting.

Your meeting host will be able to control the entire game experience, and the learners in the audience, wherever they may be, will participate by playing along in the Jeopardy! game answering questions on their own devices. The goal is to turn your meeting into a more multiplayer interactive experience, with everyone participating and having fun!

Before diving into Instructor Mode itself, step one would be to build the Jeopardy! game as you normally would in **Single Player Mode** using The Training Arcade® platform.

Once you have created and tested your game to make sure it's the final version you want people to play, change the game to **Instructor Led Mode** located in the **Game Info** tab - don't forget to **Save**.



Game Information

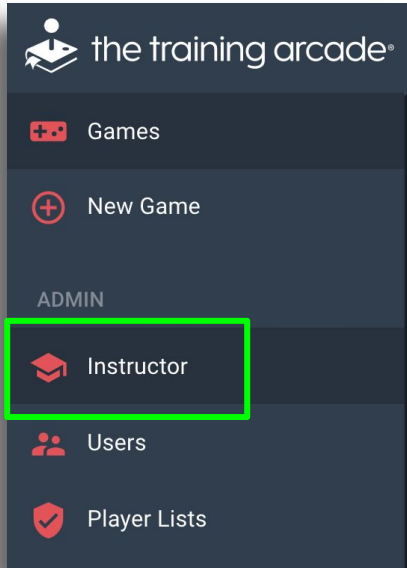
Game Type
Jeopardy!

Select
Single Player
✓ Instructor Led

Game Name ⓘ
'70s Pop Culture ⓘ

URL ⓘ
<https://tga.thetrainingarcade.com/games/jeopardy/70s-pop-cultu> Copy

Default Language ⓘ
English (US)

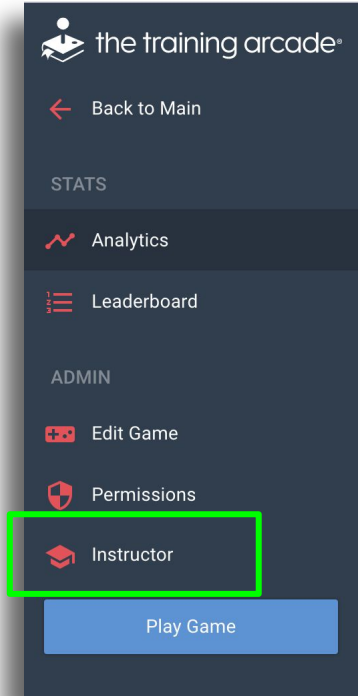


Once you have set your game to **“Instructor Mode”** you are on the way to launching the game and sharing the link with your players.

To execute the Instructor Led game, you will need to transition to the **“Instructor Control Panel”**

The **“Instructor Control Panel”** can be accessed from the **“Main Menu”** or the **“Game”** navigation bar.

Simply choose **“Instructor”** on either navigation menu.

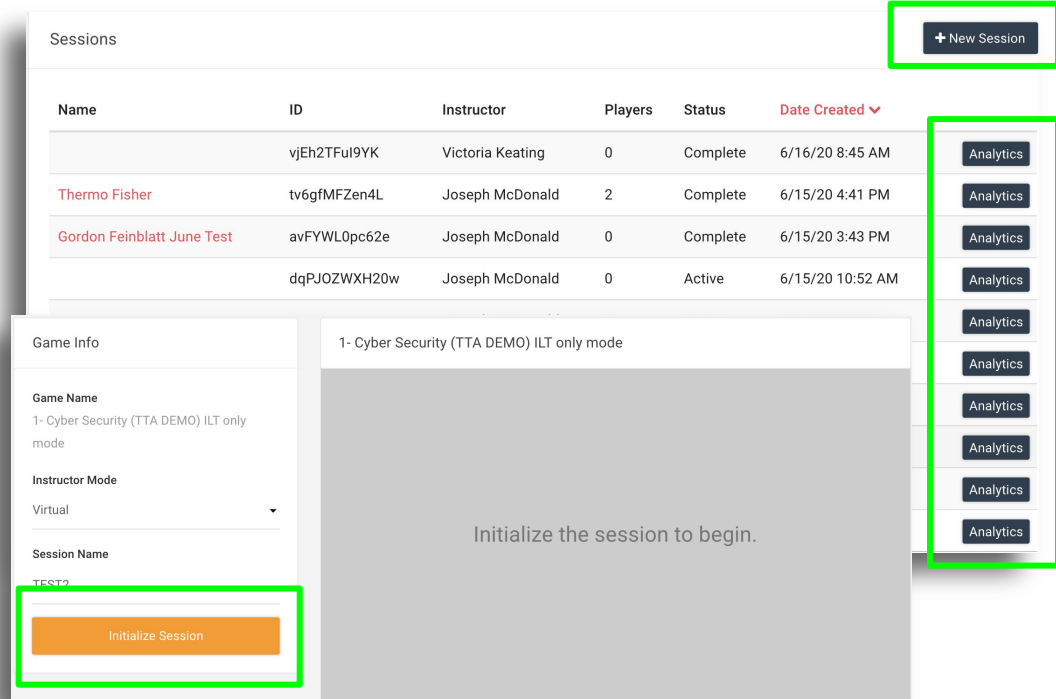


After clicking **<Instructor>** the creator/admin or host will be presented with the sessions screen and prompted to create a **<New Session>**

*Only the host of the game can create this URL.

Note:- Analytics from previous sessions is also available to view from this screen.

After Clicking **<New Session>** the instructor will then be presented with the instructor portal view.



Name	ID	Instructor	Players	Status	Date Created
	vjEh2TFul9YK	Victoria Keating	0	Complete	6/16/20 8:45 AM
Thermo Fisher	tv6gfMFZen4L	Joseph McDonald	2	Complete	6/15/20 4:41 PM
Gordon Feinblatt June Test	avFYWL0pc62e	Joseph McDonald	0	Complete	6/15/20 3:43 PM
	dqPJOZWXH20w	Joseph McDonald	0	Active	6/15/20 10:52 AM

Game Info

Game Name
1- Cyber Security (TTA DEMO) ILT only mode

Instructor Mode
Virtual

Session Name
TEST2

Initialize Session

1- Cyber Security (TTA DEMO) ILT only mode

Initialize the session to begin.

Analytics

Analytics

Analytics

Analytics

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Analytics

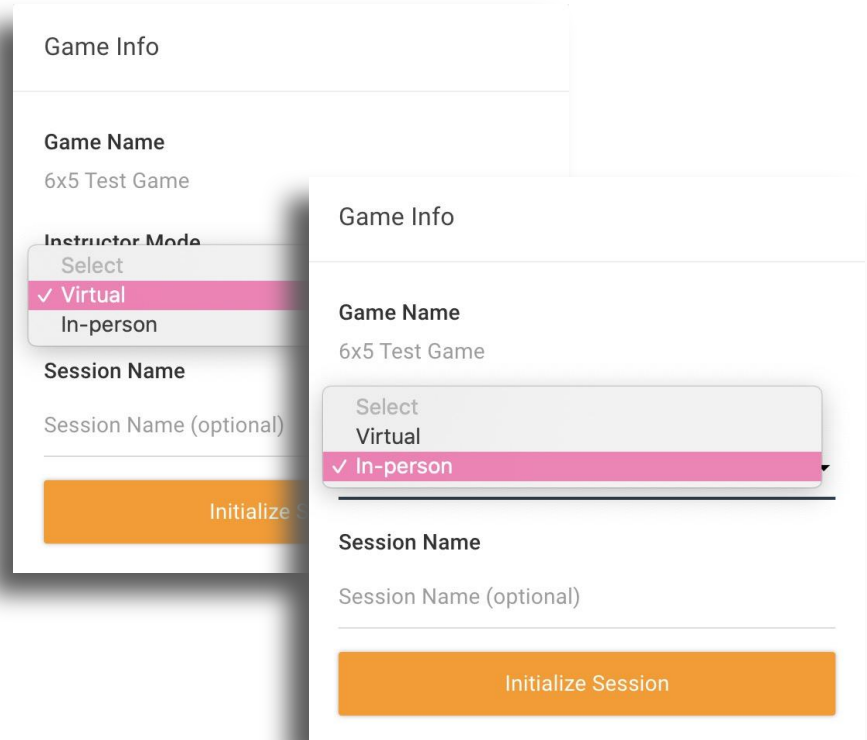
The next step is to determine if you would like to play the game in **Virtual** or **In-Person** mode. Choose the game mode for the dropdown:

In-Person Mode: All players are together in a space with a main screen for players to view the Jeopardy! board, but answer questions on their personal devices.

Virtual Mode: All players are remote and playing on their personal devices.

Session Name: This feature is optional, though we highly recommend sessions are named. Session names will help when using the analytics feature.

Next Click **<Initialize Session>**



The image displays two screenshots of a web form for initializing a game session. The form is titled 'Game Info' and contains the following fields:

- Game Name:** 6x5 Test Game
- Instructor Mode:** A dropdown menu with three options: 'Select', 'Virtual' (checked), and 'In-person'.
- Session Name:** A text input field with the placeholder text 'Session Name (optional)'.
- Initialize:** An orange button.

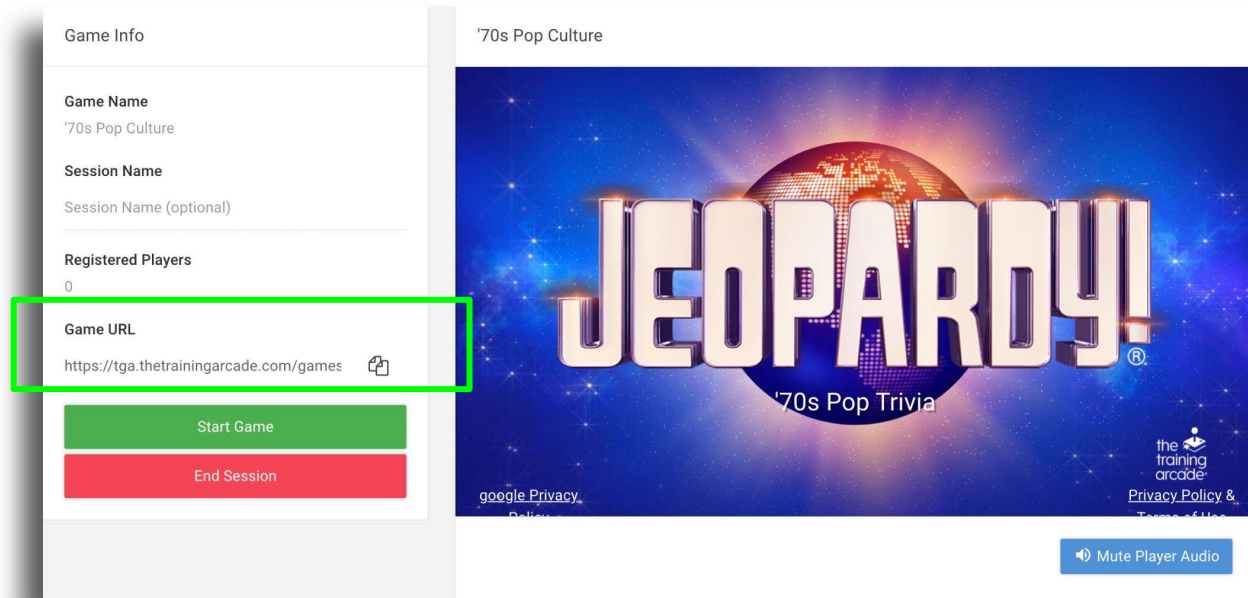
The right screenshot shows the 'In-person' option selected in the 'Instructor Mode' dropdown menu, with a checkmark next to it. The 'Initialize Session' button is visible at the bottom of the form.

Once the Session is initiated the instructor/host is presented with the game admin screen.

Clicking on Initialize Session will create a **unique URL** that can now be shared with the players, via chat, email, QR Code, bit.ly link or other messenger system.

Players receive the link and can immediately begin to register for the game.

The instructor can monitor registrants from this window.

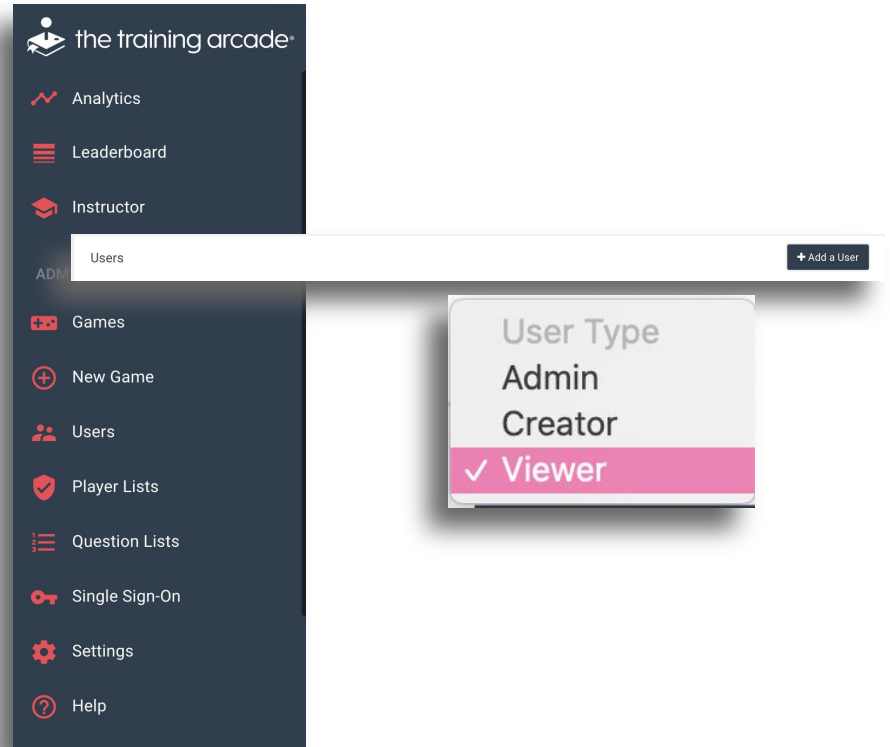


The screenshot displays the game admin interface for a session titled "'70s Pop Culture". On the left, a "Game Info" sidebar contains the following details: Game Name: "'70s Pop Culture", Session Name: "Session Name (optional)", Registered Players: "0", and Game URL: "https://tga.thetrainingarcade.com/games" (highlighted with a green box). Below the sidebar are two buttons: "Start Game" (green) and "End Session" (red). The main area shows a large "JEOPARDY!" logo with a globe background and the text "'70s Pop Trivia". At the bottom right, there is a "Mute Player Audio" button. The footer includes "google Privacy Policy" and "the training arcade Privacy Policy & Terms of Use".

If the Instructor who you plan to host the game is not already an Admin or Creator, you can add the instructor as a Viewer to your account. To add a new user, you would first need to go into the **User** section of the admin portal and add a user.

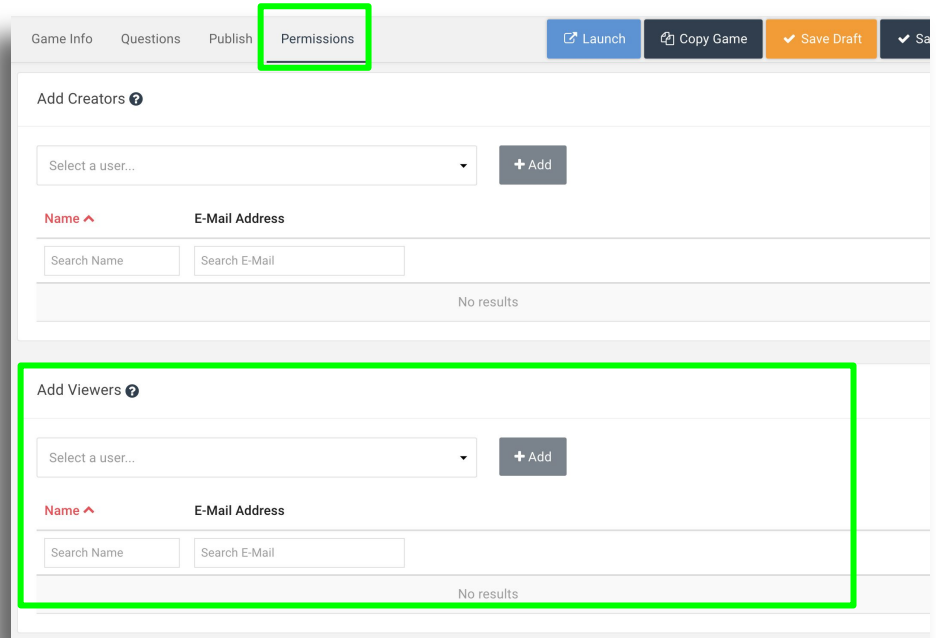
Here enter their first and last name and their email and select **Viewer** as the type of user.

The user will then receive a welcome email asking them to click a link to accept the invite and set up their own username and password.



Second step would be for you to then go back into the game you built and click on the **Permissions** tab and find that new viewer in the drop down menu of the **Add Viewers** section and select their name to give them permission to access this game.

If the game host is already a Creator in your account, find the game and then click on the **Permissions** tab and find that Creator in the drop down menu of the **Add Creators** section and select their name to give them permission to access this game.




Instructor control panel view

Game Info

Game Name
'70s Pop Culture

Session Name
Session Name (optional)

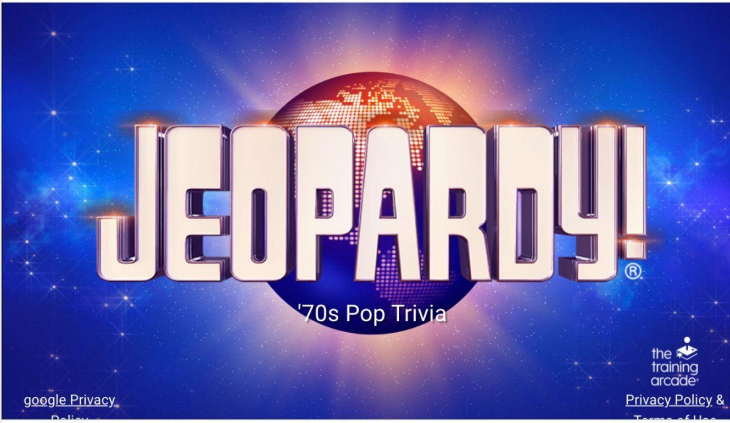
Registered Players
0

Game URL
<https://tga.thetrainingarcade.com/games> 

[Start Game](#)

[End Session](#)

'70s Pop Culture



google Privacy Policy

the training arcade
Privacy Policy & Terms of Use

[Mute Player Audio](#)

Player view

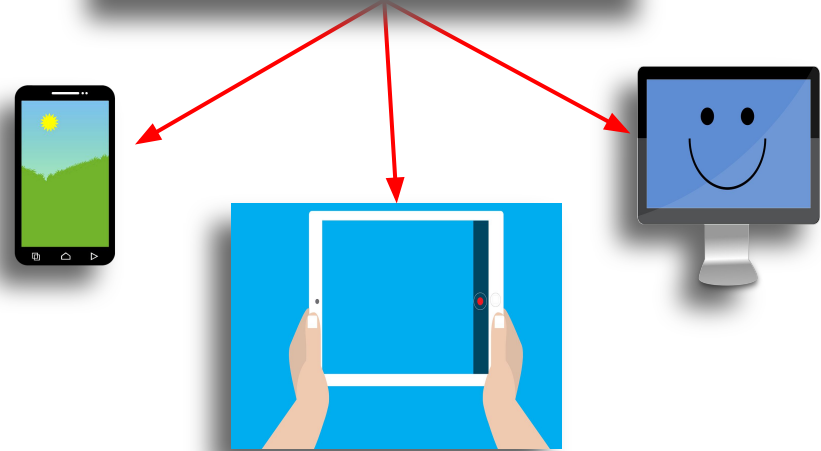


The player can play the game from whatever device they are using for your video conference call or another device if it's for an in-person meeting.

If using on webex, you can use the multimedia viewer for the game to open on the right side of the player's screen.

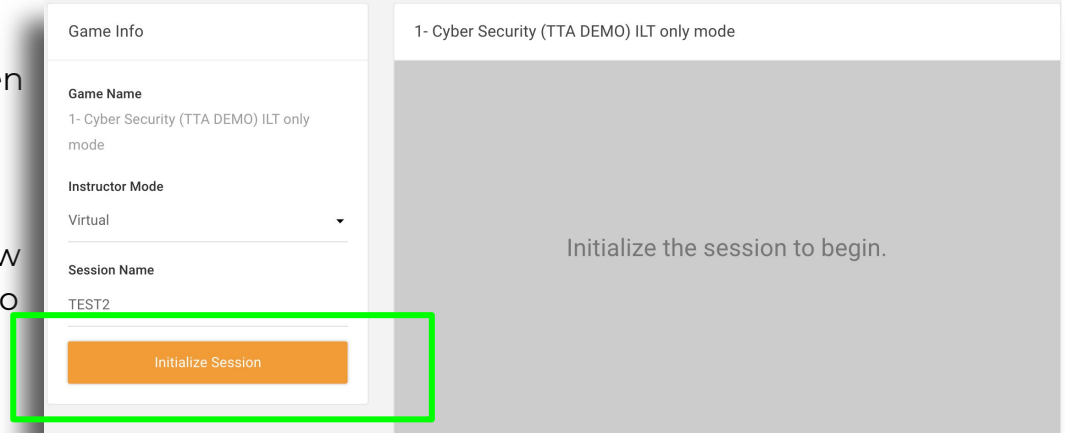
If using other conference software, they can click the link you place in the chat window and it will open a new browser. At this time they can play along on the game. They don't need to be watching your screen anymore.

Emcee Tip: *“On whatever device you use to play the game, you will be typing in your response. But, as in the TV quiz show, Clue selection is accomplished verbally, not by the player on their device. When I prompt a specific player, you will speak your selection, and I will activate the Clue from the game back-end portal.”*



Now let's talk about the different **Control Panel** buttons and when to click them.

Initialize - The “**Initialize**” button is pressed when you are ready for everybody to register for the game. The purpose of asking them to register is to get their name or initials for the leaderboard and so you can look at the analytics later to know how each person performed. If you want them to play as teams, you can ask for them to register with their name, email, and team too. Those settings would be done in the user registration section when you were building the game initially.



The screenshot shows a control panel for a game session. On the left, a 'Game Info' sidebar contains the following details: Game Name: 1- Cyber Security (TTA DEMO) ILT only mode; Instructor Mode: Virtual (selected in a dropdown); Session Name: TEST2. At the bottom of this sidebar is an orange 'Initialize Session' button, which is highlighted with a green rectangular box. The main panel on the right has a title '1- Cyber Security (TTA DEMO) ILT only mode' and a large grey area with the text 'Initialize the session to begin.'

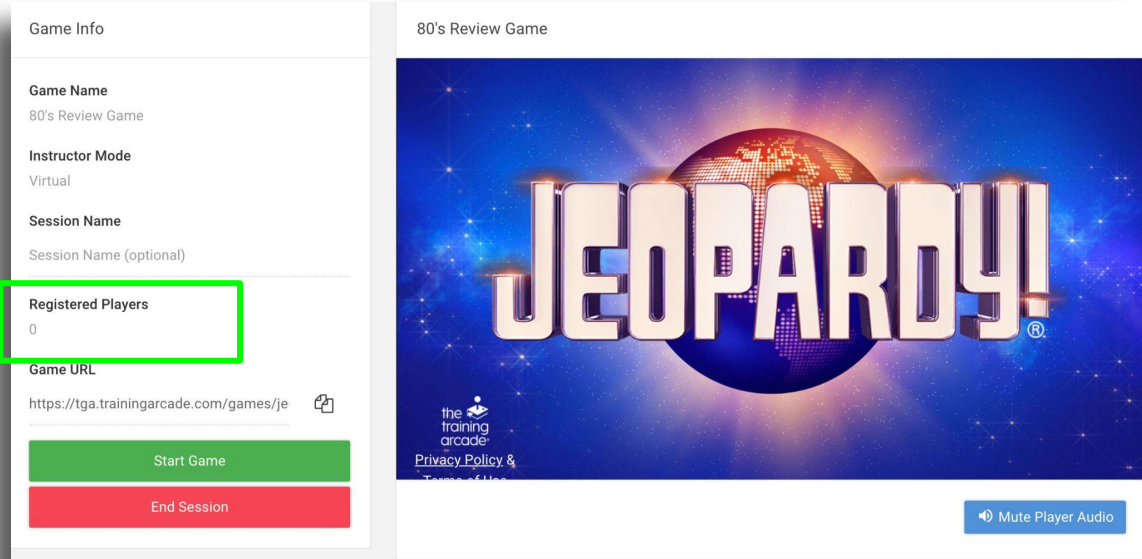
EmCee Tip -On our call, I will initialize the game which will reveal the <Start> button to the participants. After an introduction screen, you will be prompted to enter the name or initials you wish to appear on the Leaderboard. Everyone will see your chosen name, so please choose wisely!

Once the game is initiated, a **Start** button will appear on the player and instructor devices.

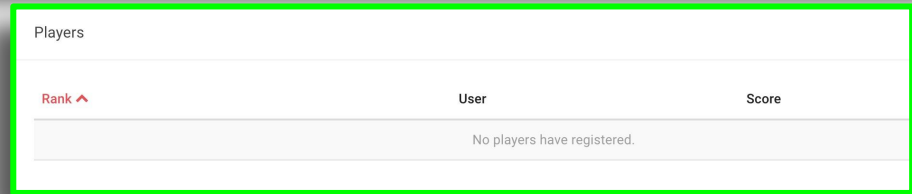
This will prompt the players to register for the game leaderboard.

Once registering begins, the instructor will be able to see the names of players pop up under the control panel in real-time and a **Registered Player** counter is shown on control panel.


The instructor can also view player names below the instructor game screen.



The screenshot shows the instructor's control panel on the left and the game screen on the right. The control panel includes fields for Game Name (80's Review Game), Instructor Mode (Virtual), and Session Name (optional). A green box highlights the 'Registered Players' field, which shows '0'. Below these fields is the Game URL and two buttons: 'Start Game' (green) and 'End Session' (red). The game screen on the right displays the '80's Review Game' title and a large 'JEOPARDY!' logo over a globe. A 'Mute Player Audio' button is visible in the bottom right corner of the game screen.

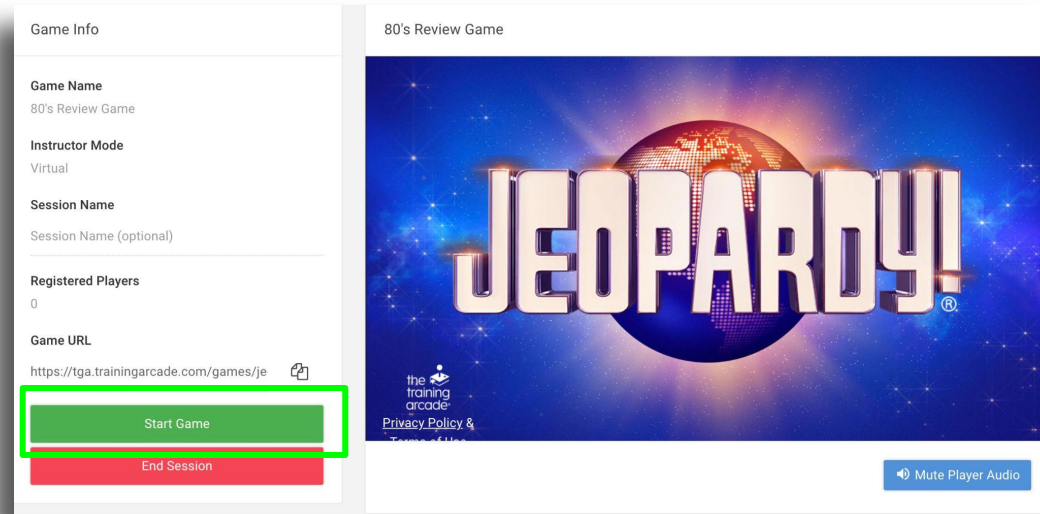


The screenshot shows a table titled 'Players' with columns for Rank, User, and Score. The table is currently empty, displaying the message 'No players have registered.' A green box highlights the entire table area.

Rank 	User	Score
No players have registered.		

Start - Once everybody is registered, the instructor can click “**Start**” to start the game.

- In in-person mode, when you start the game, nothing will happen on players’ personal devices, and that is intentional. The goal is to have everybody engaged and focused on the main game board at the front of the room. If virtual they will see the main game board on their own device.
- At this point, most hosts will pick a player at random to choose the first category and question. The instructor then clicks the chosen question from the control panel and it will appear on the group view for the instructor to read out loud.



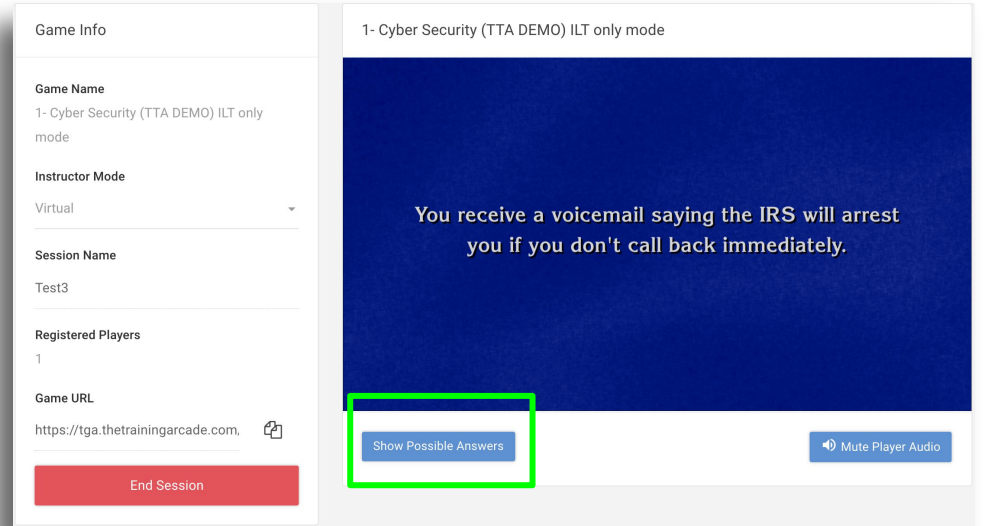
Show Possible Answers -

Once the question has been presented, the instructor can click “**Show Possible Answers**” to have the answer options appear on the all player devices.

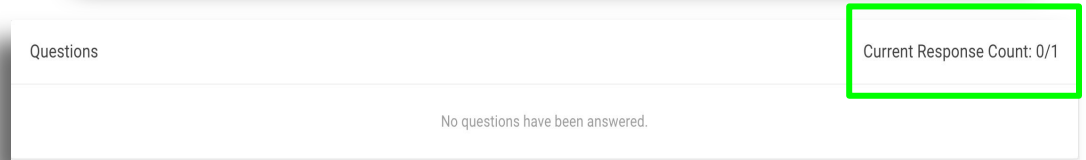
At this point, players will make their selection from the different answer options, or type in their answer if it is a text input question.

As each player answers, the responses are tallied in the **Current Response** counter so the instructor knows when it is time to reveal the correct answer.

Emcee Tip: “*The faster you answer, the higher up you will appear on the leaderboard.*”



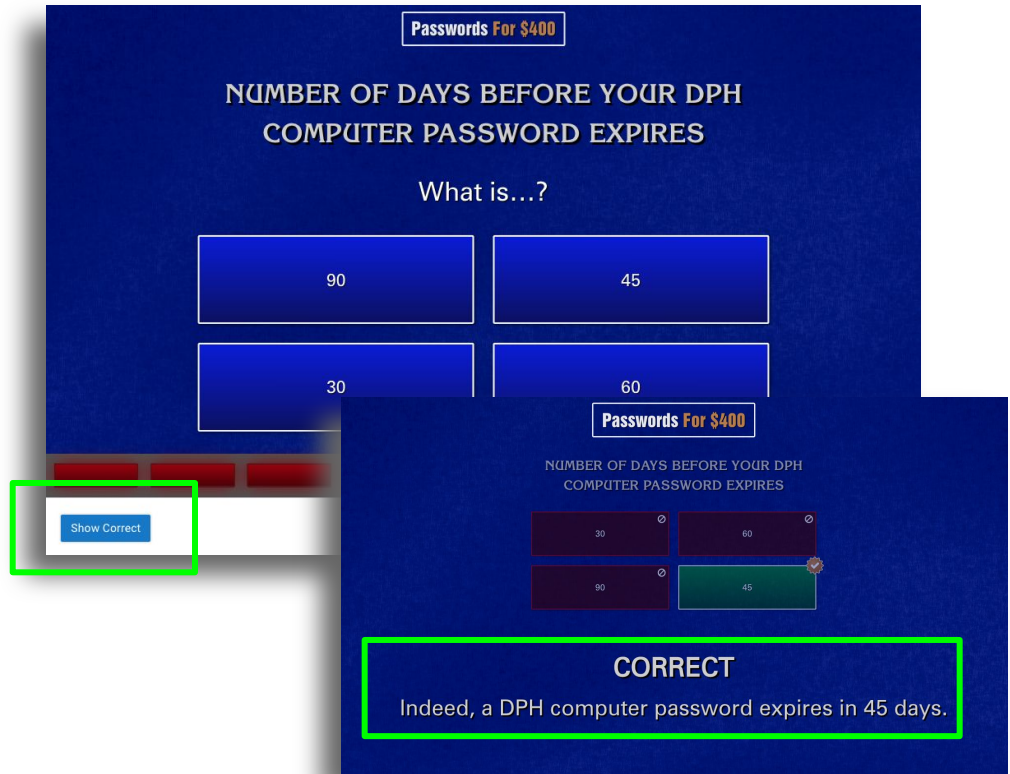
The screenshot shows the game interface. On the left is a 'Game Info' sidebar with fields for Game Name, Instructor Mode (set to Virtual), Session Name (Test3), Registered Players (1), and Game URL. A red 'End Session' button is at the bottom of the sidebar. The main area displays the game title '1- Cyber Security (TTA DEMO) ILT only mode' and a dark blue question card with the text: 'You receive a voicemail saying the IRS will arrest you if you don't call back immediately.' At the bottom of the question card, a blue 'Show Possible Answers' button is highlighted with a green box, and a 'Mute Player Audio' button is to its right.



The screenshot shows the bottom section of the interface. On the left, the word 'Questions' is displayed. In the center, the text reads 'No questions have been answered.' On the right, a green box highlights the 'Current Response Count: 0/1'.

Show Correct - Once everybody has submitted their answers on their devices the instructor can click “**Show Correct**” in order to display the correct answer. If the player got the answer correct it will show them on their device. If they got it wrong, they will see that they got it wrong and what the correct answer should have been.

The player will also see any feedback associated with their answer.



The image shows two overlapping screenshots of a quiz interface. The top screenshot displays a question: "NUMBER OF DAYS BEFORE YOUR DPH COMPUTER PASSWORD EXPIRES" with the prompt "What is...?". Below the question are four answer options: 90, 45, 30, and 60. A green box highlights a "Show Correct" button at the bottom left. The bottom screenshot shows the same question and options, but with the 45-day option selected and highlighted in green. A green box highlights a "CORRECT" message box at the bottom that reads: "Indeed, a DPH computer password expires in 45 days."

Back to Board - The instructor can then click “**Back to Board**” in order to bring the full game board back up.. The game can then continue by selecting the next question and category.

- The instructor can check in on how everybody answered that last question by scrolling down below the control panel. This will display each player’s answer whether it was correct or incorrect, what answer they selected or typed in if it was a text input question, and how fast the player responded.
- Suggestion: The instructor may want to select the next person who picks a category by choosing the person who got the last question right the fastest.

DEMO - General Knowledge

Books For \$600

FRODO BAGGINS WAS THE MAIN PROTAGONIST OF THIS BOOK SERIES

The Hunger Games

Twilight

The Lord of the Flies

The Lord of the Rings

Back to Board

Mute Player Audio

Questions Current Response Count: 1/1

2. Frodo Baggins was the main protagonist of this book series

User	Correct	Answer	Time ^
VUC	✓	The Lord of the Rings	0:00:04

1. In Citizen Kane, who or what is "Rosebud"? +

More about “In-Person” Instructor Led

This mode is perfect for use in a live face-to-face meeting or conference room setting

Creating the session, sharing the unique URL and sharing the URL with players follows the same steps for **In-Person** as **Remote**.

However, there are a some differences in the game functionality:

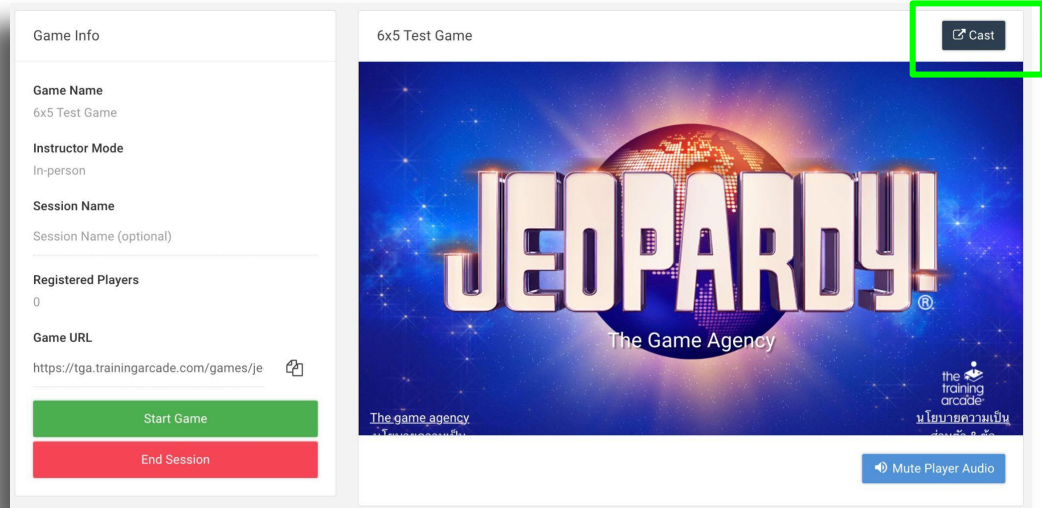
- Screen casting to a monitor or other screen sharing option
- Player interaction with their devices
 - In-Person mode creates more interactive experience and encourages players to focus on the host/main screen at times.



Group View Screen

- The computer connected to the large monitor will present (cast) the Group View – this screen will display the gameboard and play the audio for the audience.
- To **<Cast>**:
 - On the connected computer, go to your Admin Portal and click on the corresponding Jeopardy! game in the Instructor section
 - Click on the **<Cast>** button located in the top right-hand corner
 - Close the browser tab for the Admin Portal, leaving the tab with launched view open

IMPORTANT: please turn **<OFF>** the sleep mode on the connected computer!

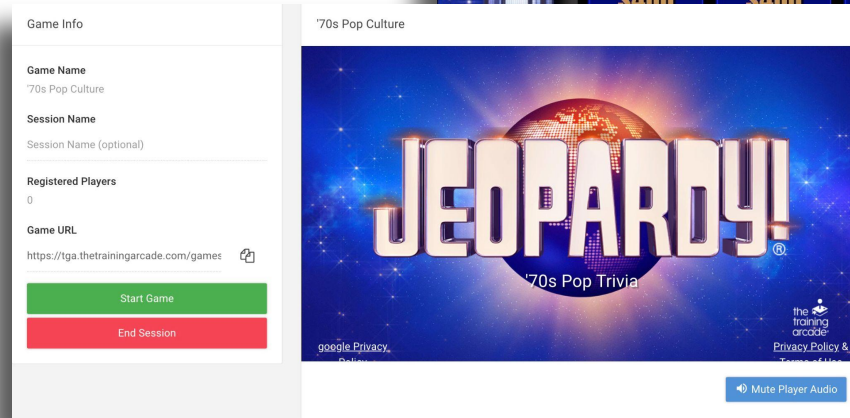


If needed, the unique URL for the game session can be created 24-48 hours before the event (we don't recommend longer than that) giving the instructor time to create QR codes or Bitly links.

QR Code Generator [HERE](#)

Bitly Link Generator [HERE](#)

*Each session will require a unique QR code, Bitly link, or the specific Game URL.



The screenshot displays the game interface for a Jeopardy! session. On the left, a 'Game Info' sidebar shows the following details:

- Game Name:** 70s Pop Culture
- Session Name:** Session Name (optional)
- Registered Players:** 0
- Game URL:** <https://tga.thetrainingarcade.com/games>

At the bottom of the sidebar are two buttons: a green 'Start Game' button and a red 'End Session' button. The main game area features a large 'JEOPARDY!' logo with a globe in the background. Below the logo, it says '70s Pop Trivia'. A 'Mute Player Audio' button is located at the bottom right of the game area.




Additional Features

Click **Mute Player Audio** to remove the sound effects from the player devices.

Please note: This feature may not be available on all external multimedia players.

80's Review Game

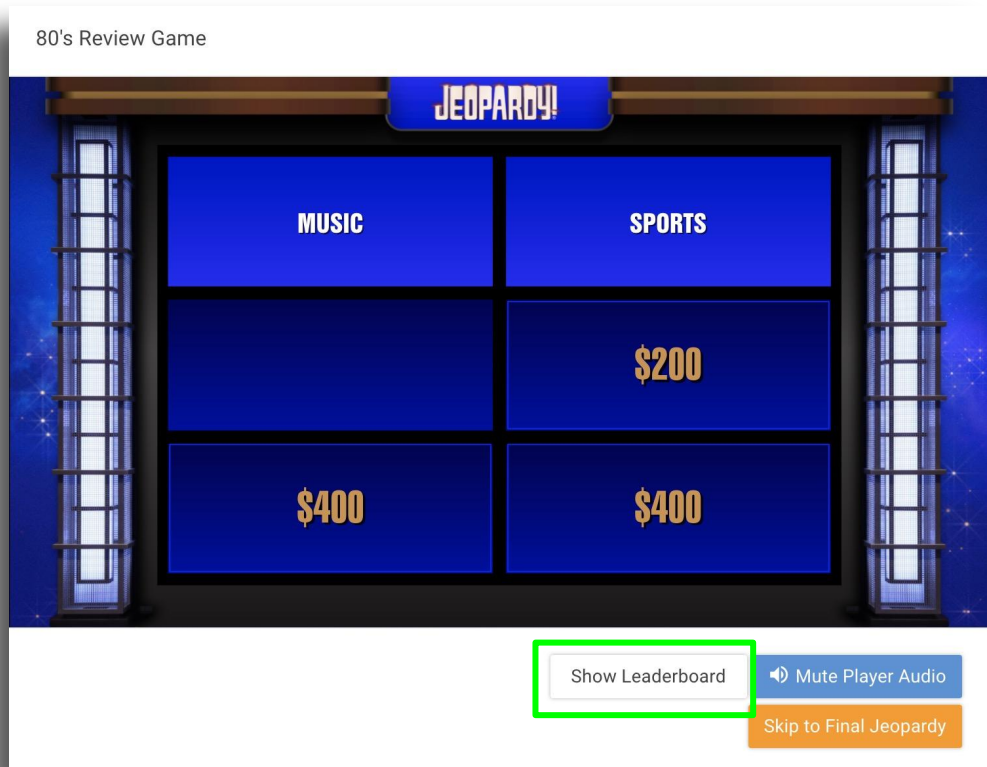


JEOPARDY!	
MUSIC	SPORTS
	\$200
\$400	\$400

Show Leaderboard Mute Player Audio Skip to Final Jeopardy

Leaderboard - At any point during gameplay the instructor can choose to display the leaderboard to players by clicking “**Show Leaderboard**” from the control panel.

Emcee Tip: *To keep all participants actively engaged during the whole game, there is purposefully no buzzer, which thus allows all players to respond to each Clue. Leaderboard ties are broken based on the total time to respond to all Clues.*



Leaderboard

The **instructor** view of the leaderboard will highlight the #1 ranked player.

The **player devices** will show their own score and rank in the top orange bar as well as the list of the top 10 players by score.

To return to the game board, click **Dismiss Leaderboard**.



A screenshot of a Jeopardy! leaderboard interface. The title 'JEOPARDY! LEADERBOARD' is at the top in white on a blue background. Below it is a table with three columns: Rank, Player, and Score. The table is separated by dashed white lines. The scores are: Rank 1: Francisco (\$3,000), Rank 2: VKH2 (\$1,000), Rank 3: MGR (\$600), Rank 4: Elle Rubin (\$203), Rank 5: Lori (-\$435), Rank 6: DebbieG (-\$2,301). The word 'JEOPARDY!' is written in large, semi-transparent blue letters across the bottom of the table area. In the bottom left corner, there is a small logo for 'the training arcade'.

Rank	Player	Score
1	Francisco	\$3,000
2	VKH2	\$1,000
3	MGR	\$600
4	Elle Rubin	\$203
5	Lori	-\$435
6	DebbieG	-\$2,301

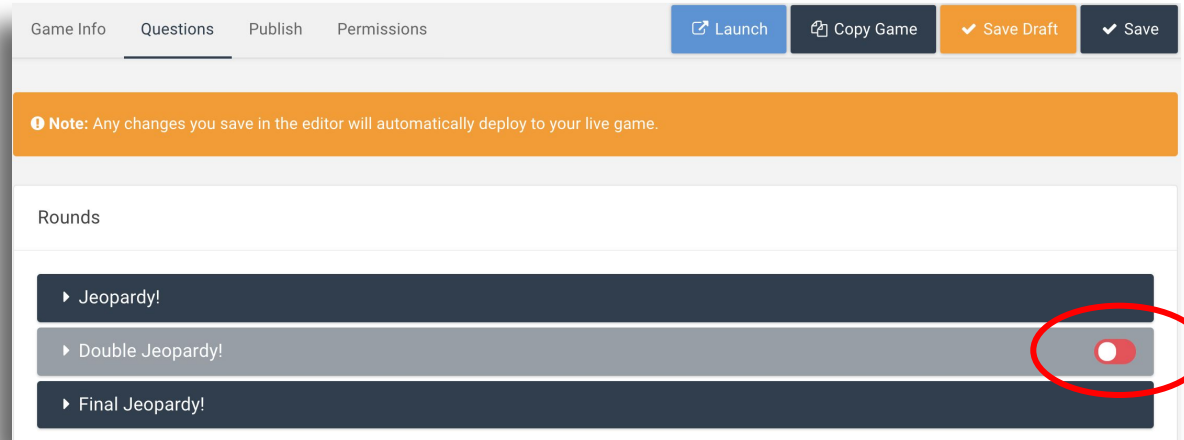
Daily Doubles will appear **one** time in the Jeopardy! Round and **two** times in the Double Jeopardy! Round. You can either have it appear randomly or select which clues you want the Daily Double to appear under when building the game.

- When the Daily Double appears, players will have the chance to wager points.
- They will be able to wager different amounts, depending on how much money they have in the game at the time the Daily Double appears.
- Once players have wagered, you then click the Hide Wager Button and then the Show Clue button which will bring up the question.

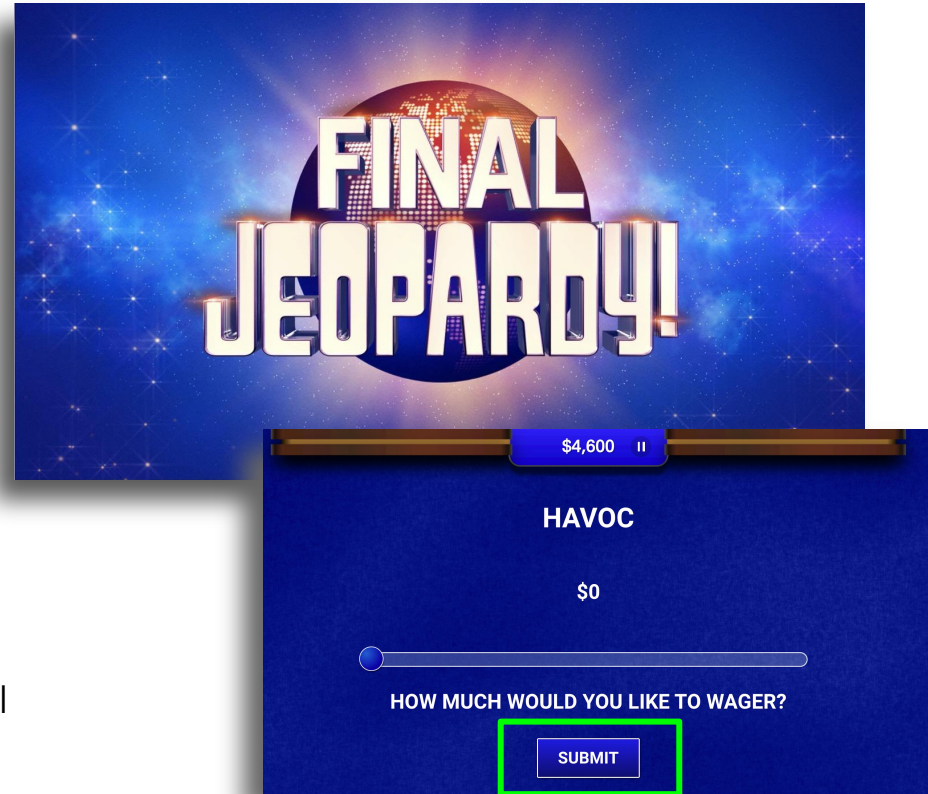


When building the game, if you want to make it a shorter game experience, you have the option of disabling **Double Jeopardy!** so that the game only has two rounds instead of three.

If you disable **Double Jeopardy!** then once the first round of **Jeopardy!** ends it will move directly to **Final Jeopardy!**

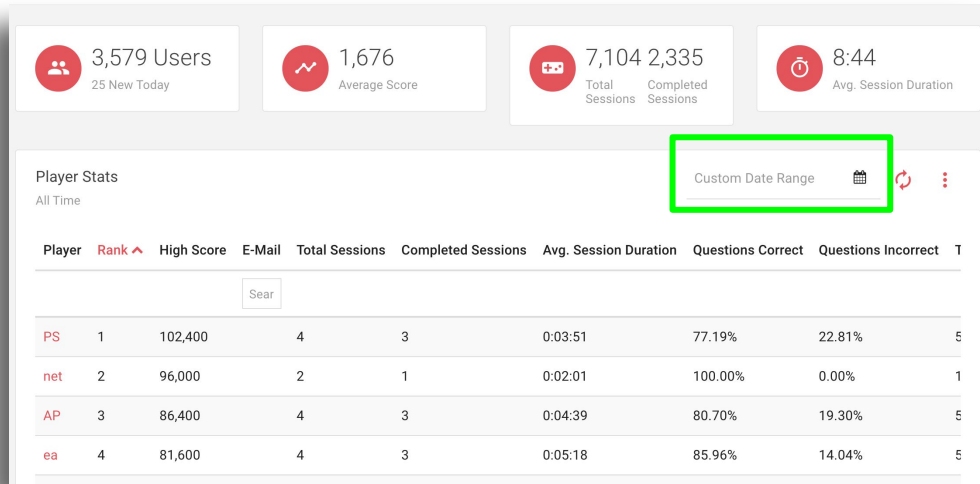


Final Jeopardy! is always just one question. Before the question appears, players will be asked to wager money. If they have \$0 or negative dollars at this time, they will not be able to wager, but they can still answer the **Final Jeopardy!** question when it comes up. If they do have money at this time, they can wager however much they'd like depending on the amount of money they have at that time. In the control panel, after everyone who can place a wager does so, the instructor can press **“Hide Wager”** and then **“Show Clue”** which will then bring up the **Final Jeopardy!** question.



When your event is over, you'll be able to access the **analytics** for this game at any time to export data from that game session.

If the game was played in multiple sessions, you can export data for each session separately by clicking on the sessions tab inside the instructor control panel or from the analytics page of the game.



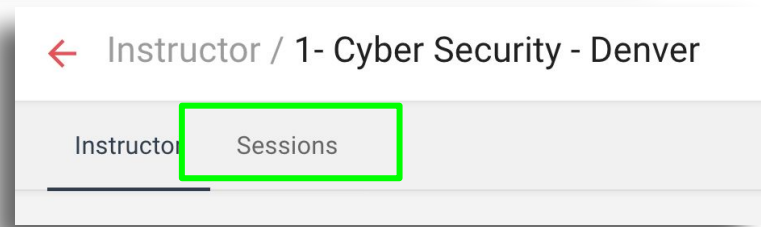
Summary Metrics:

- 3,579 Users (25 New Today)
- 1,676 Average Score
- 7,104 Total Sessions / 2,335 Completed Sessions
- 8:44 Avg. Session Duration

Player Stats (All Time)

Custom Date Range [Calendar Icon] [Refresh Icon] [More Icon]

Player	Rank	High Score	E-Mail	Total Sessions	Completed Sessions	Avg. Session Duration	Questions Correct	Questions Incorrect	T
PS	1	102,400		4	3	0:03:51	77.19%	22.81%	5
net	2	96,000		2	1	0:02:01	100.00%	0.00%	1
AP	3	86,400		4	3	0:04:39	80.70%	19.30%	5
ea	4	81,600		4	3	0:05:18	85.96%	14.04%	5

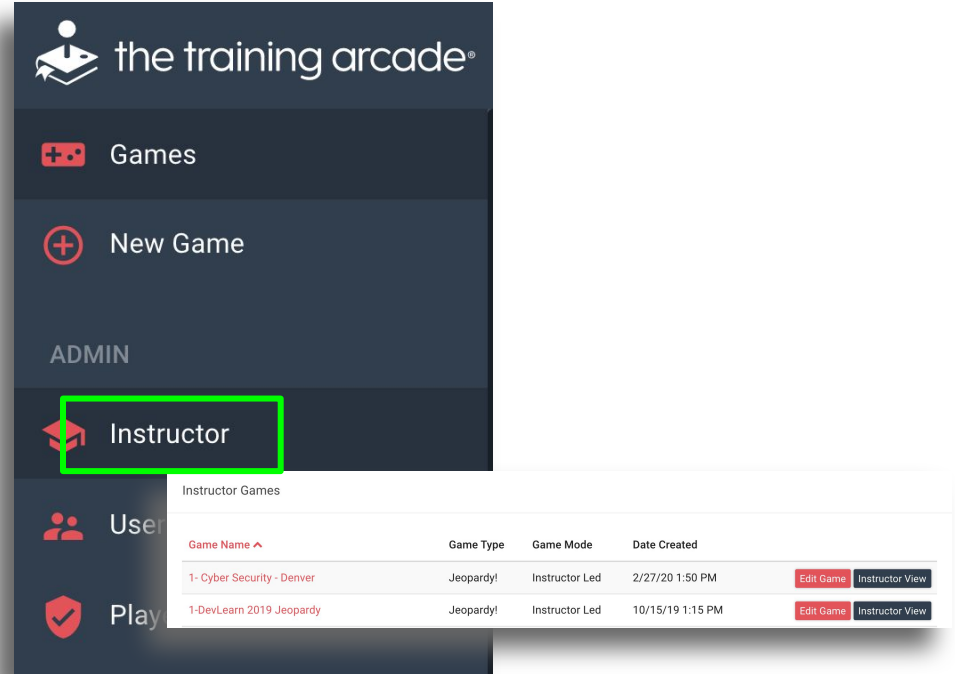


Instructor / 1- Cyber Security - Denver

Instructor [Sessions]

When you, or the meeting facilitator, are ready to run the virtual or in-person game with your team, **you will login to your account at your subdomains URL**. Locate the instructor section on the left navigation panel.

Click the **game name** for the game you want to use and then you will see the control panel screen for that game.



The screenshot shows the training arcade interface. The left navigation panel includes 'Games', 'New Game', 'ADMIN', 'Instructor' (highlighted with a green box), 'Users', and 'Play'. The 'Instructor' section is expanded to show a table of 'Instructor Games'.

Game Name ^	Game Type	Game Mode	Date Created		
1- Cyber Security - Denver	Jeopardy!	Instructor Led	2/27/20 1:50 PM	Edit Game	Instructor View
1-DevLearn 2019 Jeopardy	Jeopardy!	Instructor Led	10/15/19 1:15 PM	Edit Game	Instructor View

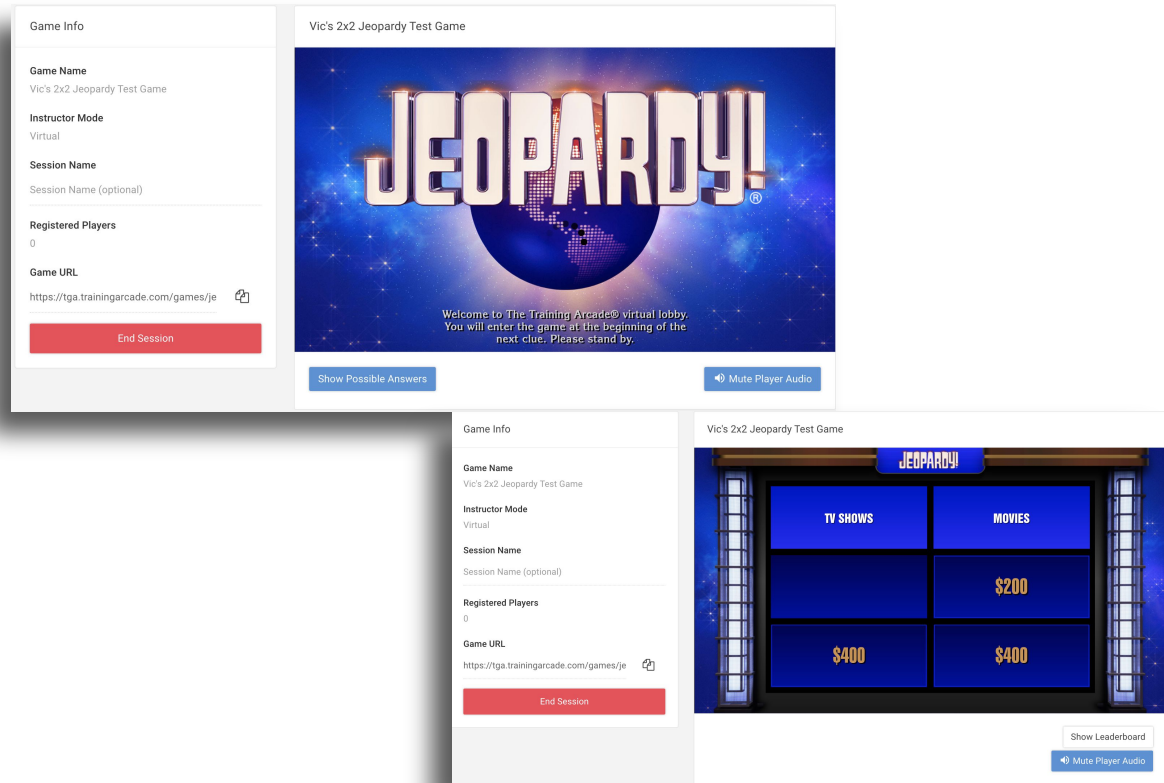
In the event the Instructor loses connectivity, dropped wifi, browser refresh or other reason we have implemented a new feature that will support and maintain the game flow.

After the point of loss and once reconnected the instructor will be presented with a “lobby Page”



While on this lobby page the instructor will have full control to proceed with the game and all prompts remain active.

The board will reappear for the instructor and the instructor will have full visibility into the session on the next question.



The image shows two overlapping screenshots of the Virtual Instructor lobby interface for a Jeopardy! game. The top screenshot shows the lobby page with a large 'JEOPARDY!' logo and a globe. The bottom screenshot shows the game board with categories 'TV SHOWS' and 'MOVIES', and values '\$200' and '\$400'.

Game Info Panel (Left):

- Game Name:** Vic's 2x2 Jeopardy Test Game
- Instructor Mode:** Virtual
- Session Name:** Session Name (optional)
- Registered Players:** 0
- Game URL:** <https://tga.trainingarcade.com/games/je>
- End Session** (Red button)

Main Lobby Area (Top Screenshot):

- Game Name:** Vic's 2x2 Jeopardy Test Game
- JEOPARDY!** (Large 3D logo over a globe)
- Welcome to The Training Arcade® virtual lobby. You will enter the game at the beginning of the next clue. Please stand by.**
- Show Possible Answers** (Blue button)
- Mute Player Audio** (Blue button)

Game Board (Bottom Screenshot):

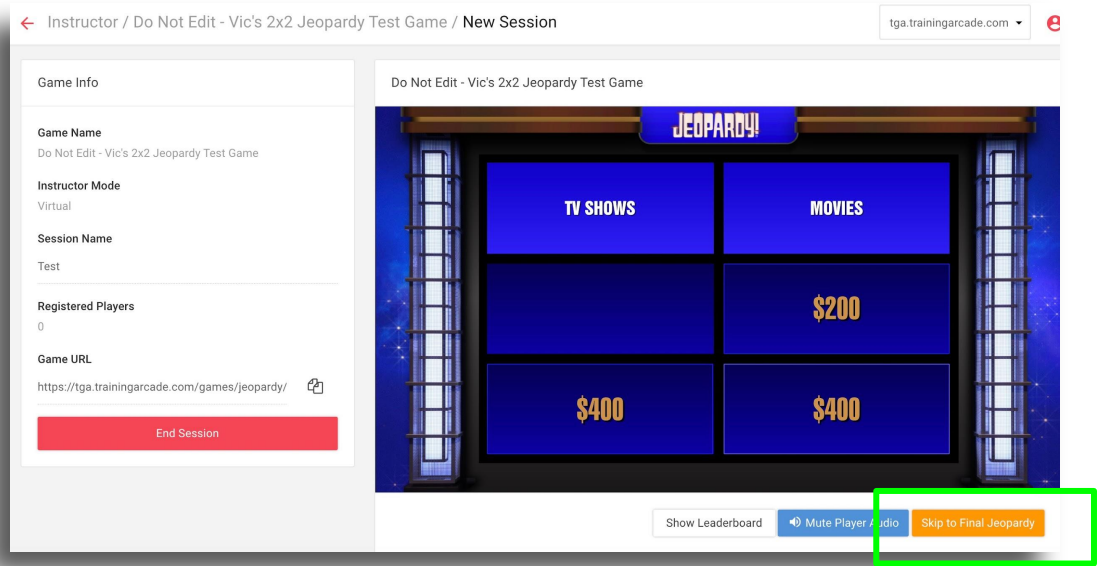
- JEOPARDY!** (Logo at the top)
- TV SHOWS** (Category)
- MOVIES** (Category)
- \$200** (Value)
- \$400** (Value)
- \$400** (Value)
- Show Leaderboard** (Blue button)
- Mute Player Audio** (Blue button)

Occasionally there may be a time when a game is running over your time limit and the host needs to end the game sooner without all the clues being presented to the players.

To give the host a seamless exit to the game and to provide a better overall experience we have added a

<**Skip to Final Jeopardy!**> button.

*This button becomes available once at least one clue has been fully executed in game and only remains on screen when available for activation to Final Jeopardy!



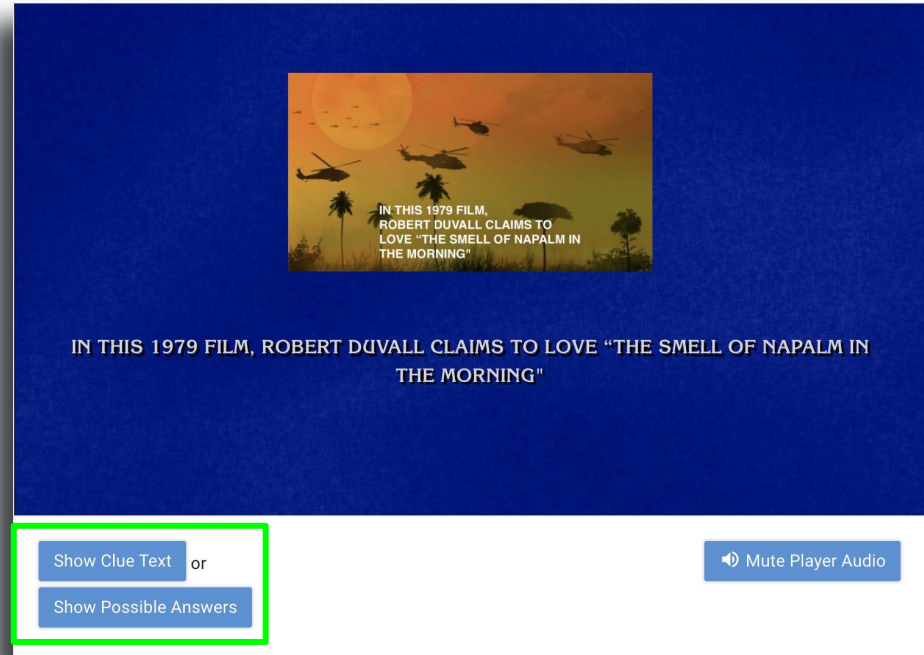
Clicking <**Skip to Final Jeopardy!**> will take the players directly to the Final Jeopardy clue wager screen or leaderboard if leaderboard is turned on.

There may be times when a clue is included as part of the image or video asset.

In this event we have added a new button, this button will allow the host to skip showing the players the clue a second time if they wish.

Clicking **<Show Clue Text>** will reveal the clue page to players.

Or the host can click **<Show Possible Answers>** to move the players directly to the response page.



The screenshot shows a game interface with a dark blue background. At the top center, there is a rectangular image showing a sunset scene with palm trees and helicopters. Overlaid on the image is the text: "IN THIS 1979 FILM, ROBERT DUVAL CLAIMS TO LOVE 'THE SMELL OF NAPALM IN THE MORNING'". Below the image, the same text is repeated in white: "IN THIS 1979 FILM, ROBERT DUVAL CLAIMS TO LOVE 'THE SMELL OF NAPALM IN THE MORNING'". At the bottom of the interface, there are three buttons: "Show Clue Text" (highlighted with a green border), "or", and "Show Possible Answers" (also highlighted with a green border). To the right of these buttons is a "Mute Player Audio" button with a speaker icon.



IN THIS 1979 FILM, ROBERT DUVAL CLAIMS TO LOVE "THE SMELL OF NAPALM IN THE MORNING"

Show Clue Text or

Mute Player Audio

Show Possible Answers

Clue text is shown to players

IN THIS 1979 FILM,
ROBERT DUVAL CLAIMS TO
LOVE "THE SMELL OF NAPALM IN
THE MORNING"

Clue text is skipped
players are shown
the response page.

TV & Movies For \$200

IN THIS 1979 FILM, ROBERT DUVAL CLAIMS TO LOVE "THE SMELL OF NAPALM IN THE MORNING"

What is...?

Full Metal Jacket

Deer Hunter

Platoon

Apocalypse Now

Thank you for viewing this step-by-step guide on how to set-up and execute your next successful Virtual or In-Person Instructor-Led Jeopardy! game.

For more information, email support@elblearning.com