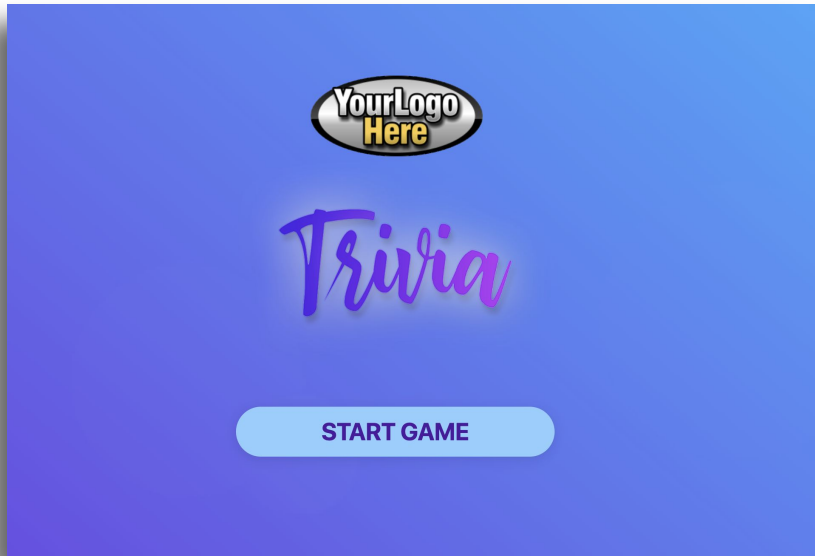# Trivia Virtual Training
# User Guide

Welcome to our **Virtual Instructor Led Trivia** game.

Our goal is to share how effective games can be when running your next virtual event. Whether you're inviting your team or learners from around the globe to a screen share on zoom, google hangouts, or webex, or you're simply having a small virtual learning session, games can help turn your next online event into a more engaging experience, getting everyone to actively participate and even compete if that's your goal.
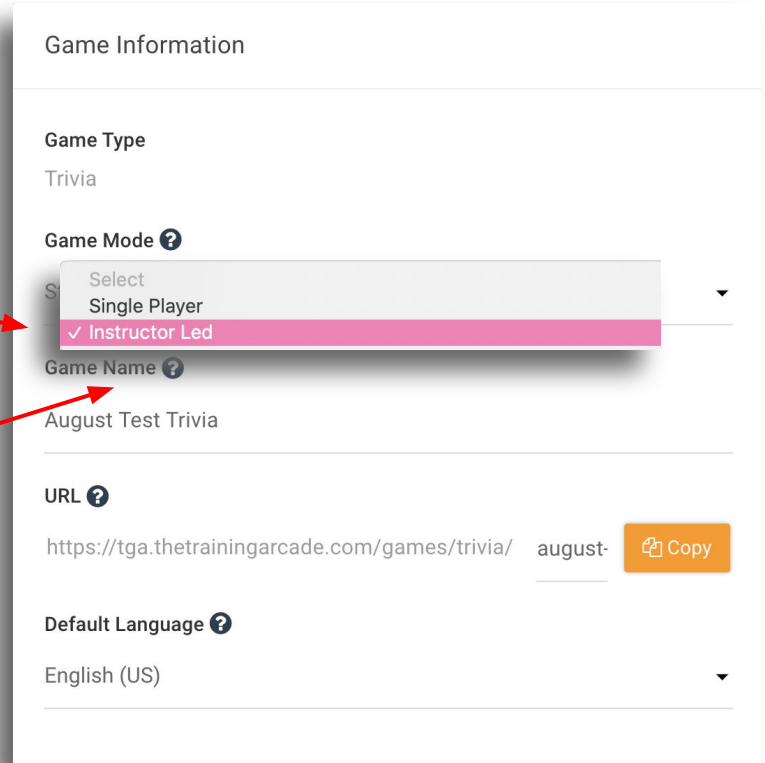
**YourLogo Here**

*Trivia*

START GAME
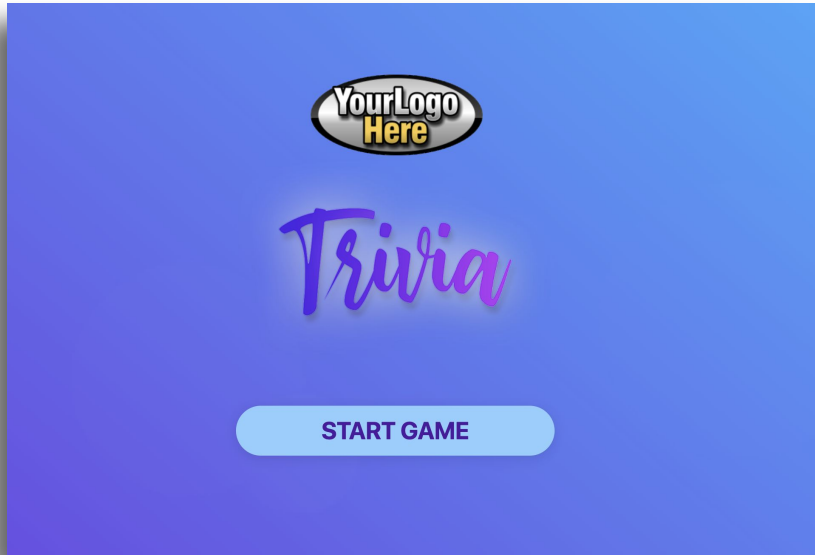
We're going to walk you through a step-by-step guide on how you can set up your own virtual **Trivia** game and use it for any virtual meeting.

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 **Trivia** game answering questions on their own devices. The goal is to turn your online meeting into a more interactive one, with everyone participating and having fun!

Before diving into Virtual Instructor Mode itself, step one would be to build your Trivia game as you normally would in **Standard 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 Mode** located in the **Game Info** tab and don't forget to **Save**.
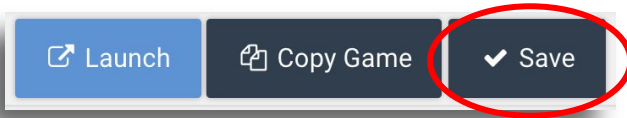
Game Information

Game Type
Trivia

Game Mode ❓

Select
Single Player
✓ Instructor Led

Game Name ❓
August Test Trivia

URL ❓
https://tga.thetrainingarcade.com/games/trivia/    august-    📋 Copy

Default Language ❓
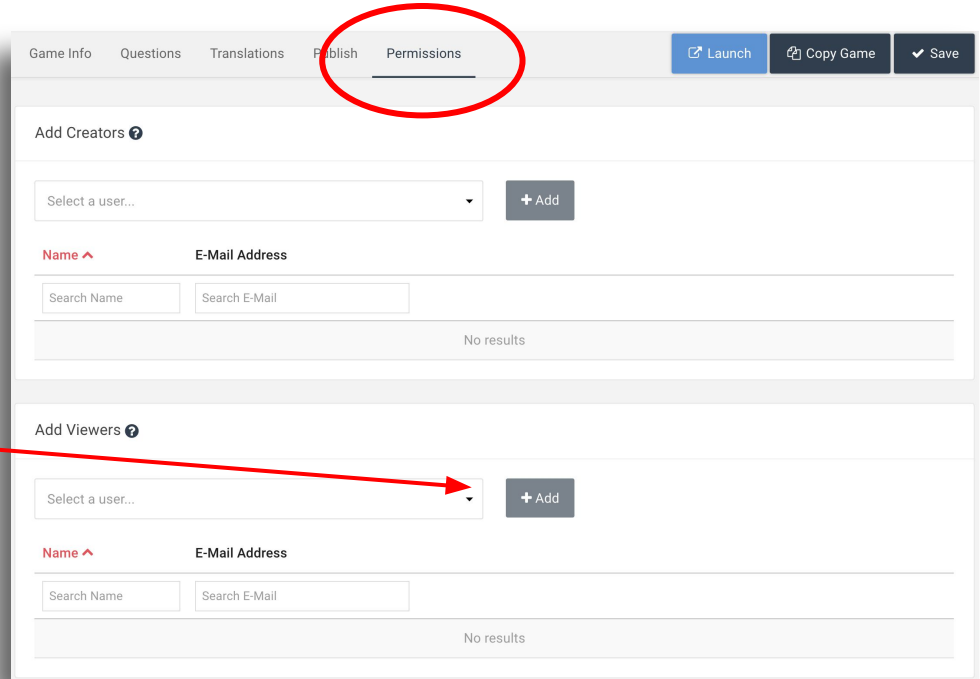English (US)

Launch    Copy Game    ✓ Save

If you build the game but you're having someone else facilitate, you would first need to go into the **User** section of the admin portal and add a user.

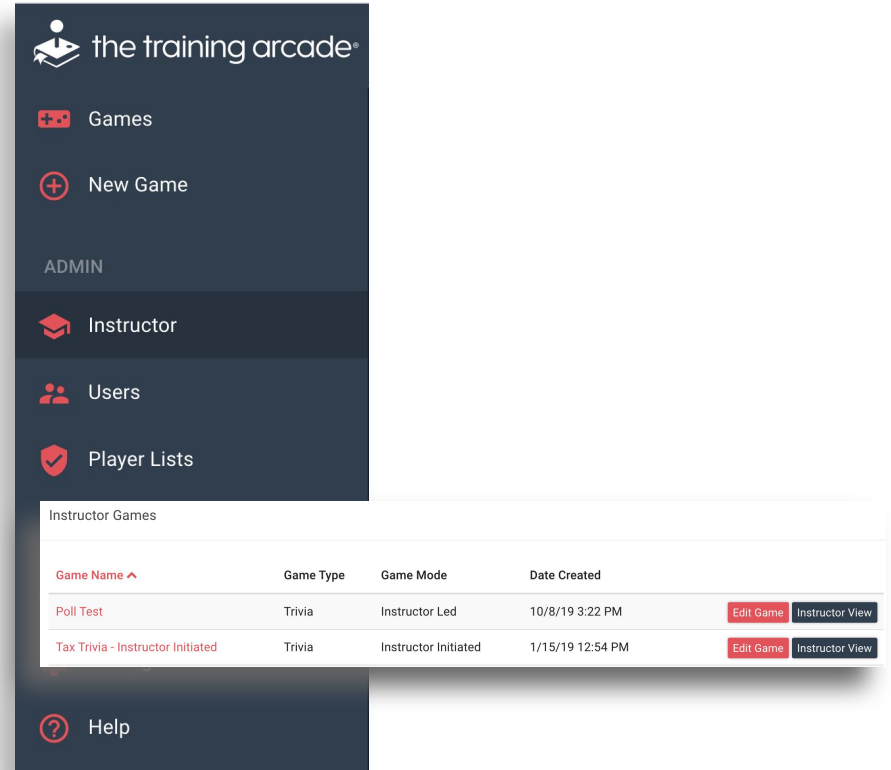You will enter their first and last name and their email and select **Viewer** as the type of user.

They will then receive a welcome email asking them to click a link to accept the invite and set up their own username and password.
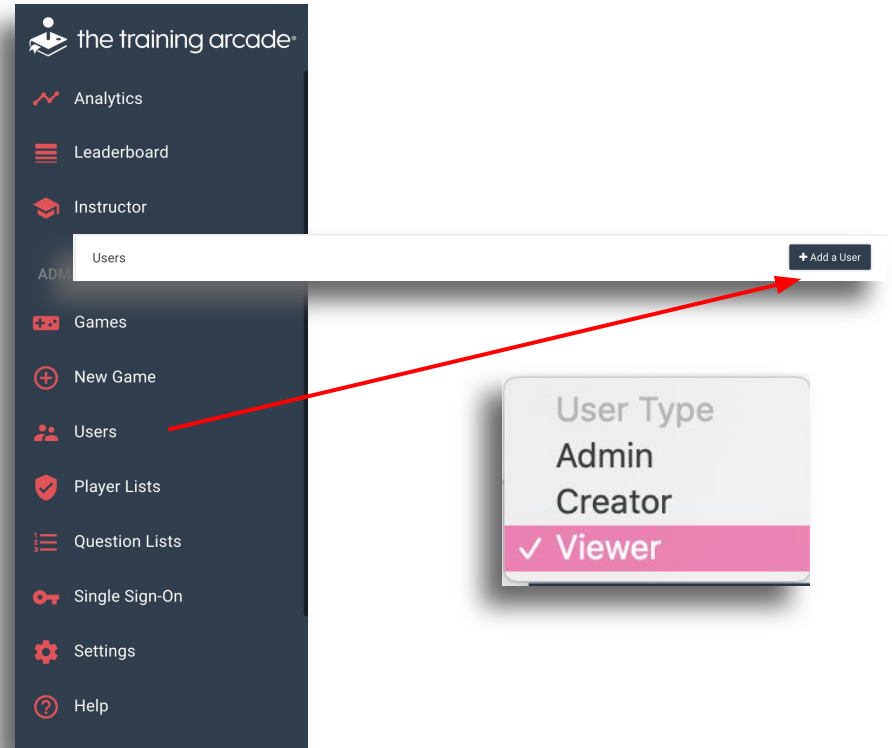
The next step would be for you to then go back into the game you built and click on the **Permissions** tab and find that new viewer in the drop down menu of the **Add Viewers** section and select them to have permission to access this game.

Game Info   Questions   Translations   Publish   **Permissions**

Launch   Copy Game   Save

Add Creators ❓

Select a user...   + Add

Name ∧   E-Mail Address

Search Name   Search E-Mail

No results

Add Viewers ❓

Select a user...   + Add

Name ∧   E-Mail Address

Search Name   Search E-Mail

No results

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When you, or the meeting facilitator, are ready to run the virtual game with your team, you will need to login to the admin portal and find the game you want to run. The ILT games are listed in the **instructor** section on the left navigation panel.



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Games

New Game

ADMIN

Instructor
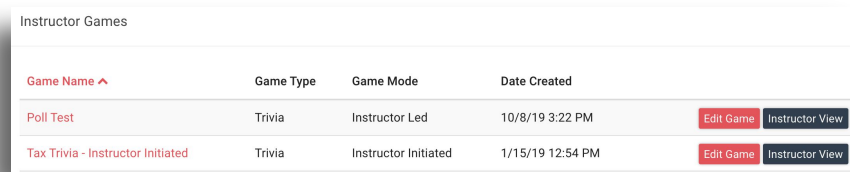
Users

Player Lists

Help

**Instructor Games**

| Game Name ▲ | Game Type | Game Mode | Date Created | | |
|---|---|---|---|---|---|
| Poll Test | Trivia | Instructor Led | 10/8/19 3:22 PM | Edit Game | Instructor View |
| Tax Trivia - Instructor Initiated | Trivia | Instructor Initiated | 1/15/19 12:54 PM | Edit Game | Instructor View |

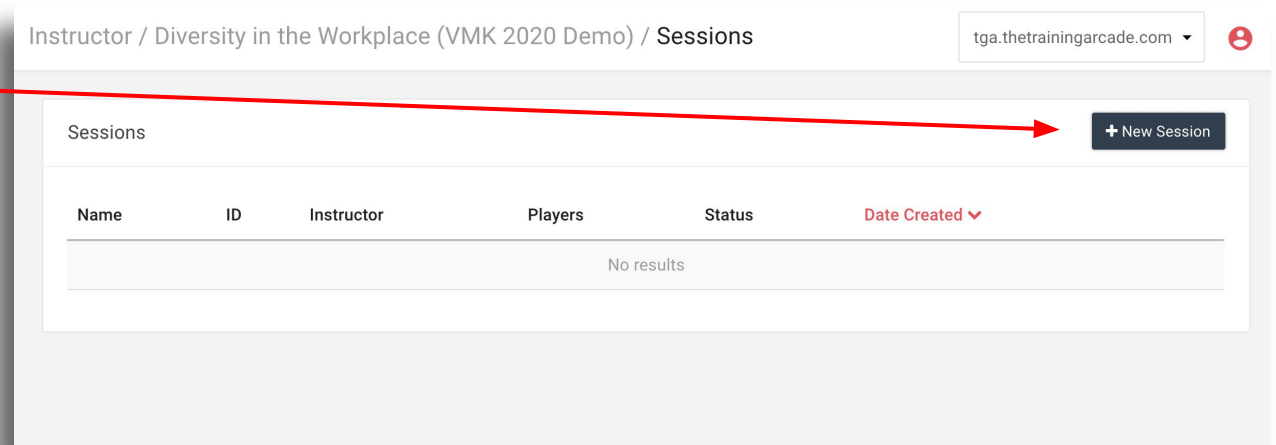Clicking onto the game name will now present the moderator with a **<Sessions>** screen.
To begin a new Session click **<New Session>** in the top right corner.

A new updated Admin portal view will now be presented to the moderator

**Instructor Games**

| Game Name ▲ | Game Type | Game Mode | Date Created | | |
|---|---|---|---|---|---|
| Poll Test | Trivia | Instructor Led | 10/8/19 3:22 PM | Edit Game | Instructor View |
| Tax Trivia - Instructor Initiated | Trivia | Instructor Initiated | 1/15/19 12:54 PM | Edit Game | Instructor View |

Instructor / Diversity in the Workplace (VMK 2020 Demo) / **Sessions**

tga.thetrainingarcade.com ▼

**Sessions**

**+ New Session**

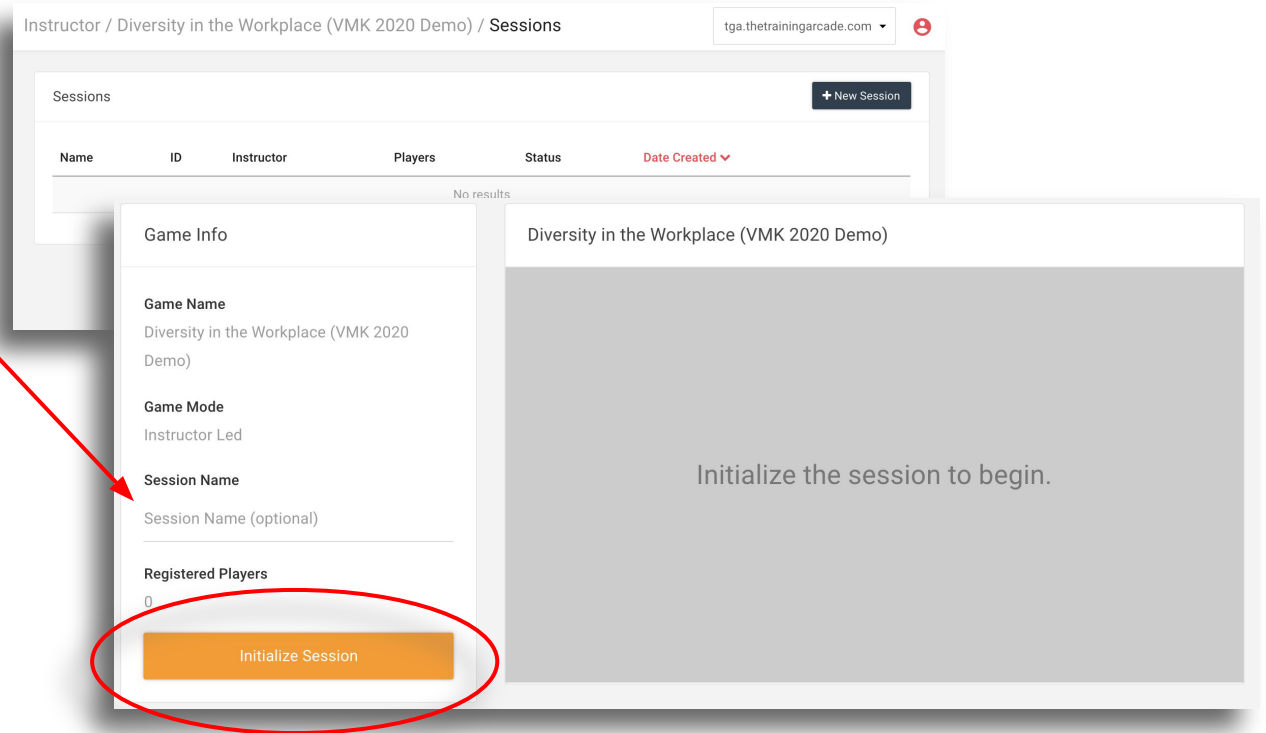| Name | ID | Instructor | Players | Status | Date Created ▼ |
|---|---|---|---|---|---|
| | | | No results | | |

Here the moderator will have the opportunity to **<Name Session>**

**NOTE:** We recommend Sessions are named as way to quickly and easily locate the analytics for any session as the list grows.

Once you have named the session (or not)..

Click **<Initialize Session>**

Instructor / Diversity in the Workplace (VMK 2020 Demo) / Sessions

tga.thetrainingarcade.com

Sessions

+ New Session

| Name | ID | Instructor | Players | Status | Date Created ⌄ |
|------|-----|-----------|---------|--------|---------------|
| | | | No results | | |

Game Info

Diversity in the Workplace (VMK 2020 Demo)

**Game Name**
Diversity in the Workplace (VMK 2020 Demo)

**Game Mode**
Instructor Led

**Session Name**
Session Name (optional)

**Registered Players**
0

Initialize Session

Initialize the session to begin.
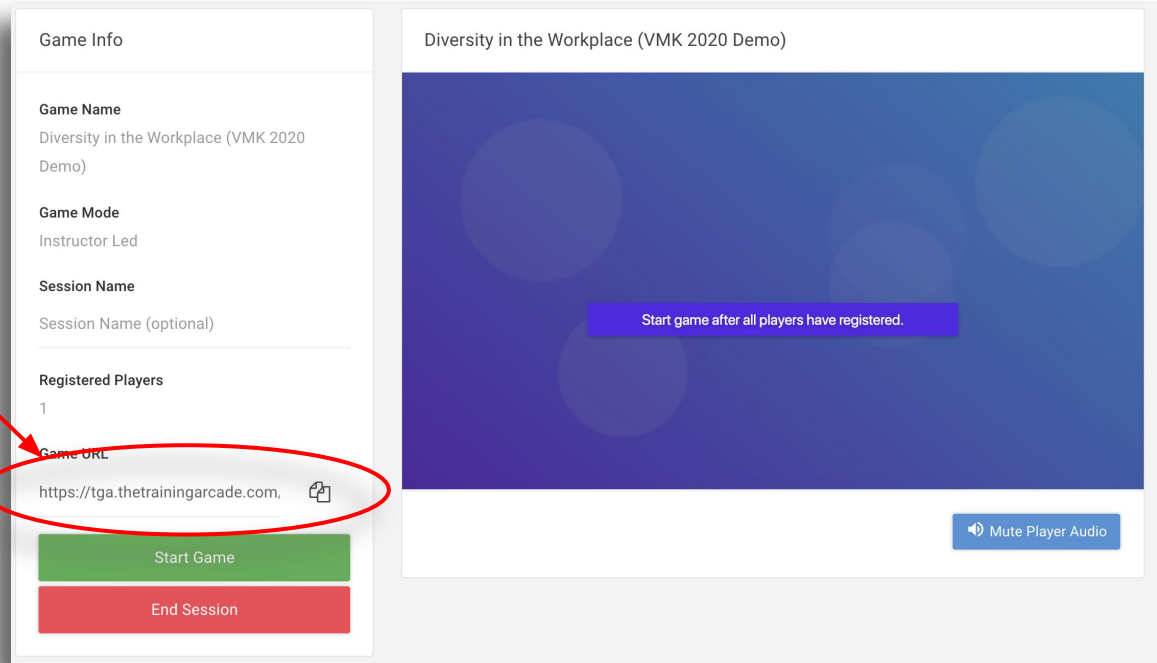
After clicking **<initialize Session>** the instructor portal is activated and a Unique URL is created.

At this point the URL can be shared with the players, via the chat feature, email or text message.

Players will click the link and immediately begin the registration process for the game.
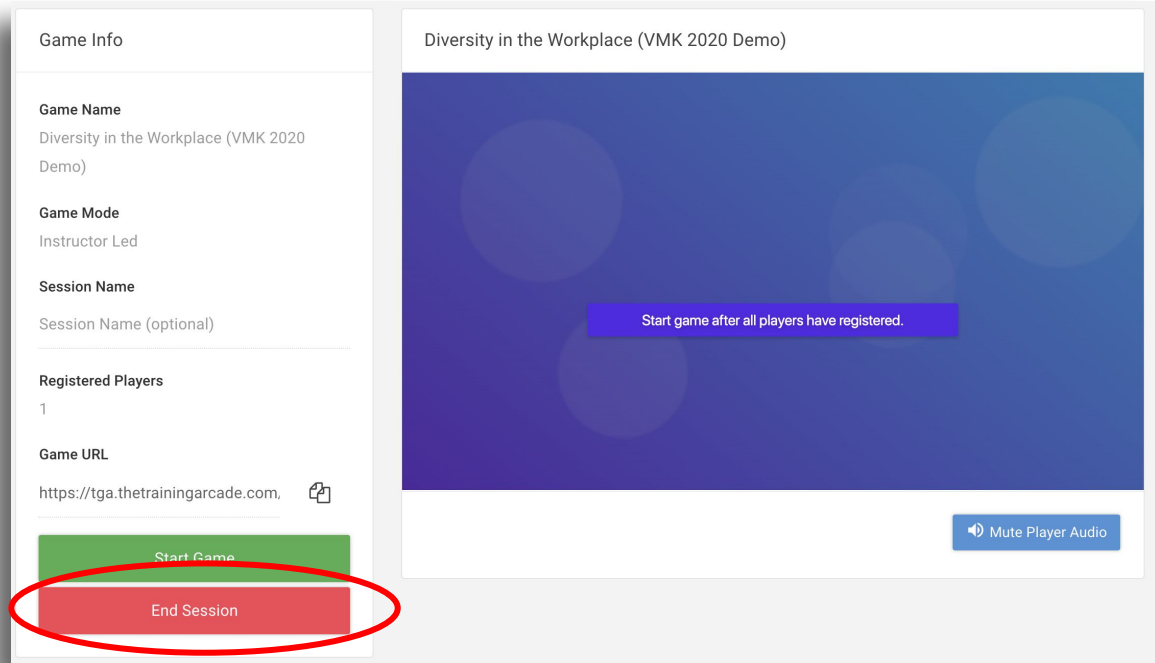
Once all players are registered

Click: **<Start Game>**

## Game Info

**Game Name**
Diversity in the Workplace (VMK 2020 Demo)

**Game Mode**
Instructor Led

**Session Name**
Session Name (optional)

**Registered Players**
1

**Game URL**
https://tga.thetrainingarcade.com,

Start Game

End Session

### Diversity in the Workplace (VMK 2020 Demo)

Start game after all players have registered.

🔊 Mute Player Audio

Once you have selected the game you wish to play, a new navigation bar will slide in. From this navigation bar you can launch, edit, or view analytics for the game.

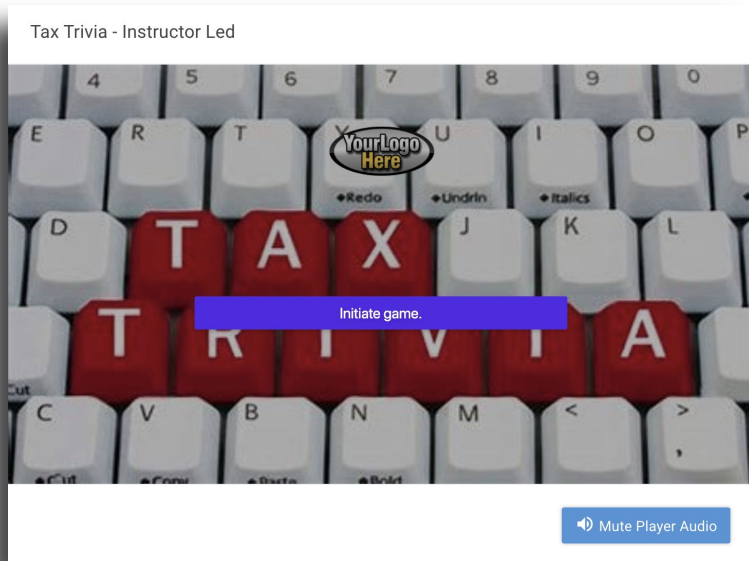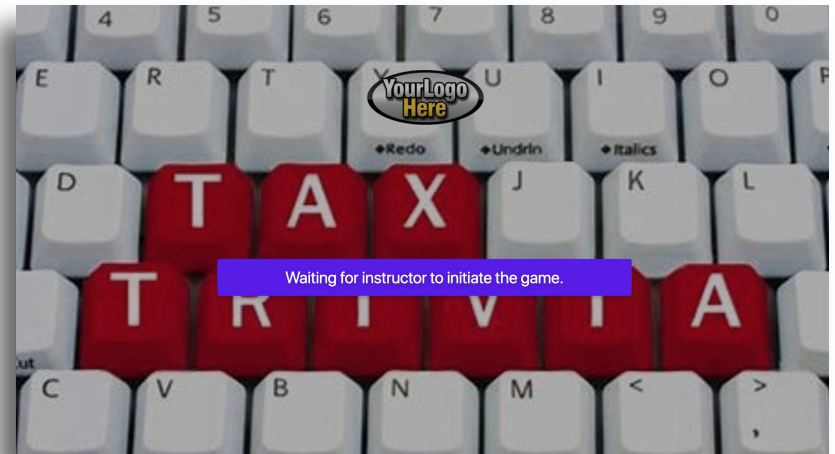To ensure that you are starting a new game, click **<End Session>**

Game Info

Game Name
Diversity in the Workplace (VMK 2020 Demo)

Game Mode
Instructor Led

Session Name
Session Name (optional)

Registered Players
1

Game URL
https://tga.thetrainingarcade.com,

Start Game

End Session

Diversity in the Workplace (VMK 2020 Demo)

Start game after all players have registered.

Mute Player Audio

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## Instructor control panel view

Tax Trivia - Instructor Led

Initiate game.

Mute Player Audio

## Player view

Waiting for instructor to initiate the game.

The player can play the game from whatever device they are using for your video conference call.
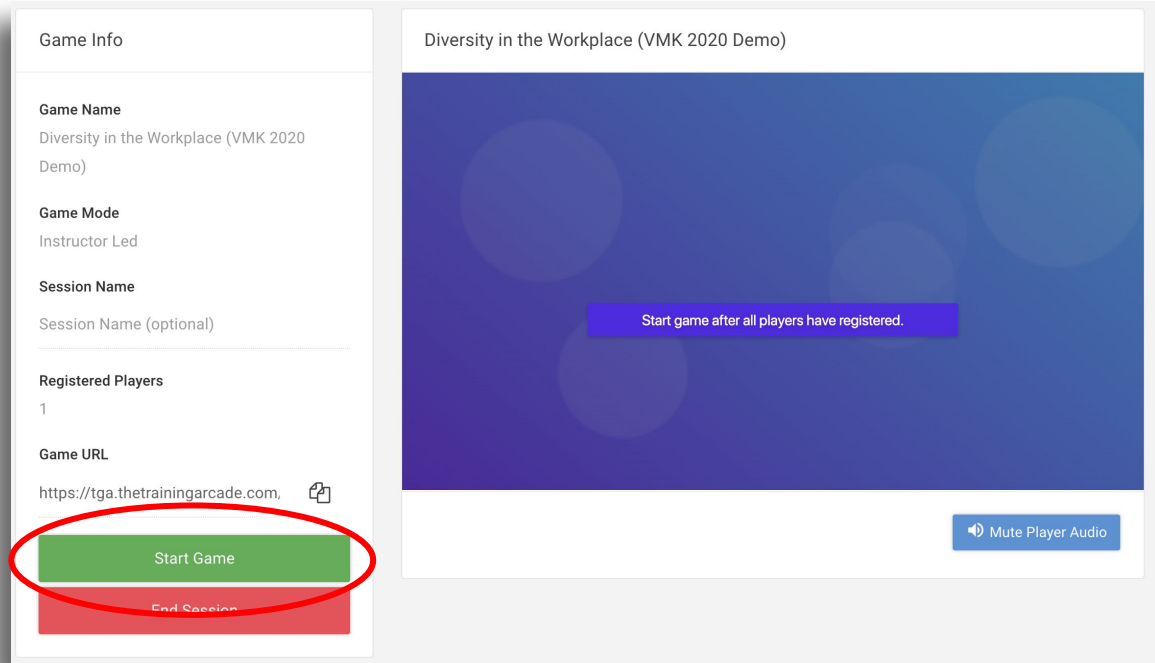
If using on webex, you can use the multimedia viewer for the game to open on the right side of the player's screen.

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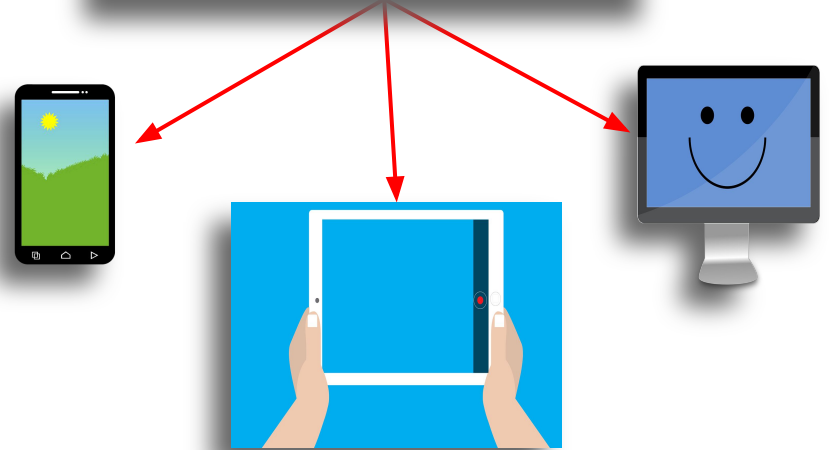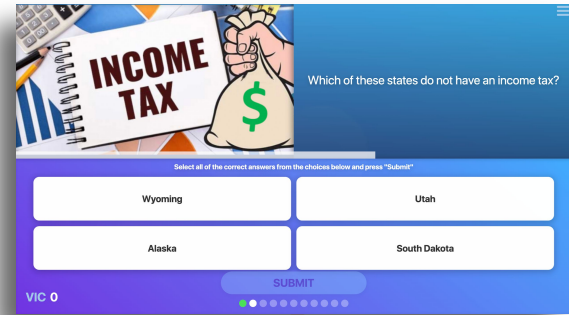
**Start** - Once everybody is registered, the instructor can click "**Start**" to start the game.

- 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 or your screenshare.
- After the instructor clicks start game, a countdown timer will appear on the player device followed by the first question.



Game Info

Game Name
Diversity in the Workplace (VMK 2020 Demo)

Game Mode
Instructor Led

Session Name
Session Name (optional)

Registered Players
1

Game URL
https://tga.thetrainingarcade.com,

Start Game

End Session

Diversity in the Workplace (VMK 2020 Demo)

Start game after all players have registered.

🔊 Mute Player Audio

The player is now viewing a question on their device. You would then press the **"Show Possible Answers"** button which would let the players make their answer selection. and can make their selection. Once the player clicks on their chosen response they will be shown the results immediately.
The answers given will be represented by red for incorrect and green for correct.

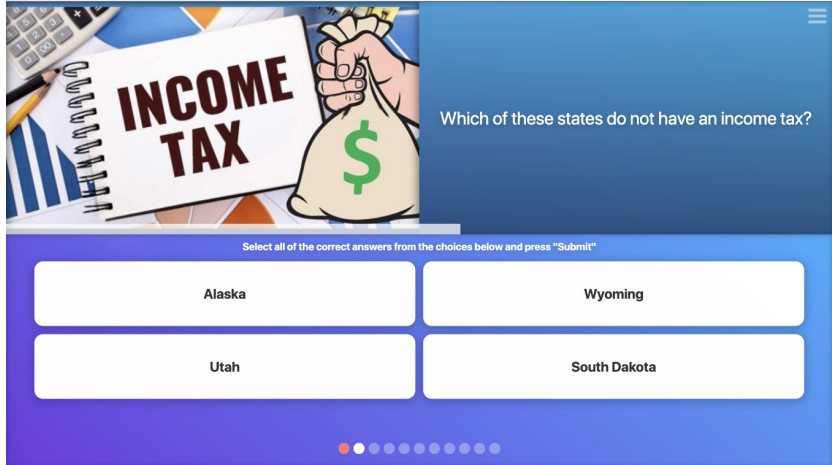If there is any feedback associated with the question and answer this will also be shown on the player device screen.
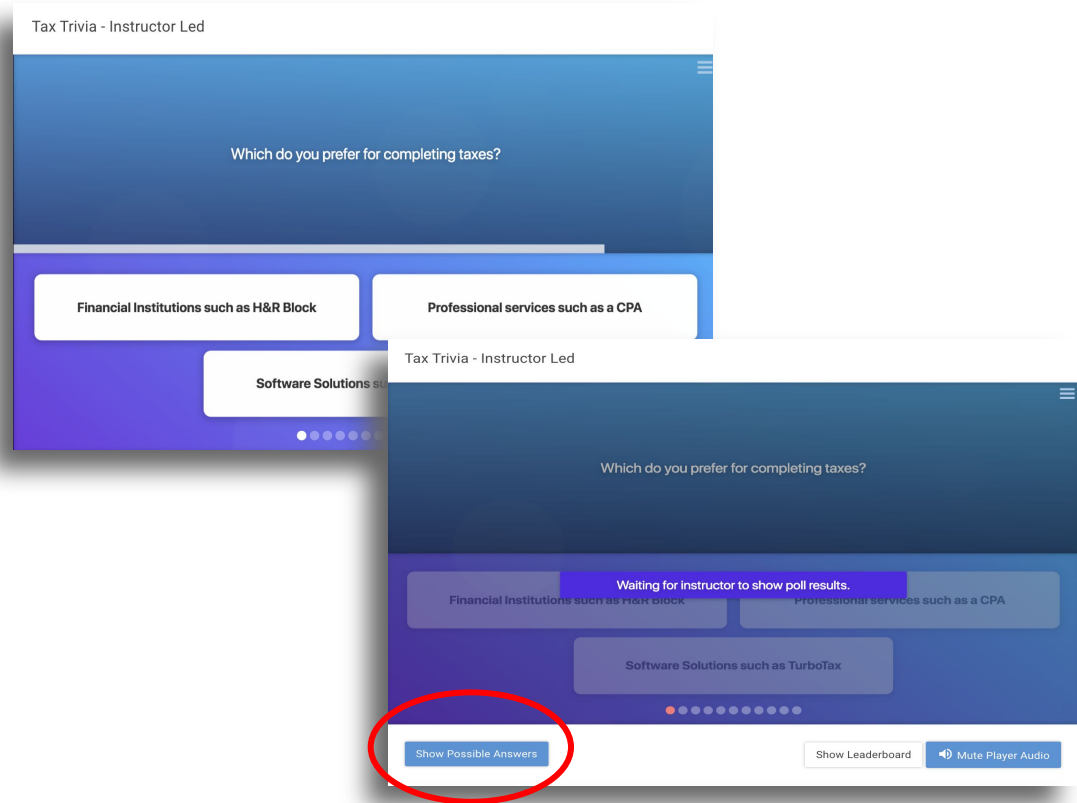
**Next Question**

At this point in the game there is time to discuss the previous question with the players.

Once you are ready to move forward with the game, click on **Next Question**

Tax Trivia - Instructor Led

Which of these states do not have an income tax?

Select all of the correct answers from the choices below and press "Submit"
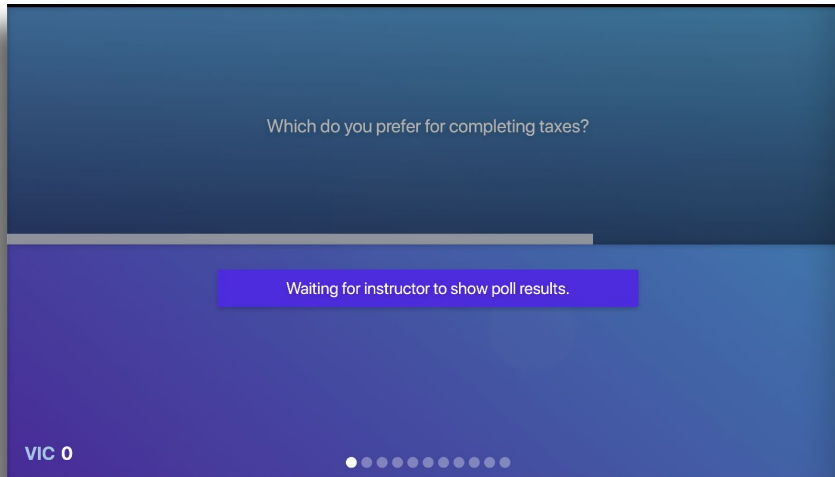
Alaska

Wyoming

Utah

South Dakota
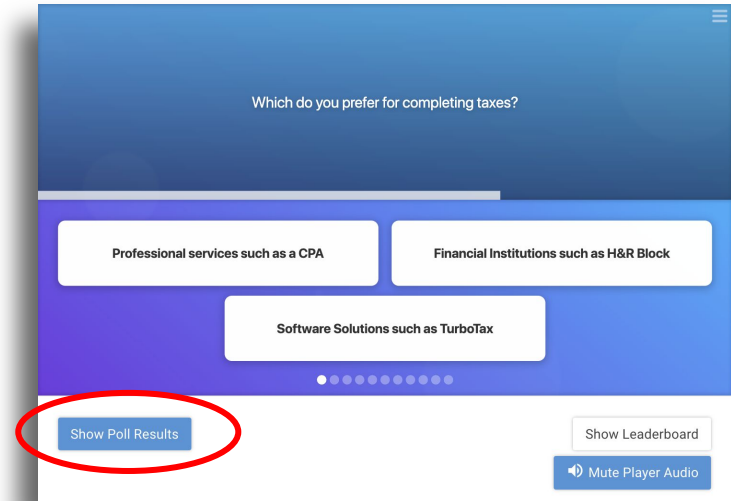
Next Question

Show Leaderboard

Mute Player Audio

## Poll Questions

When a **Poll Question** is presented to the players the instructor will want to show and discuss these results immediately to the players.
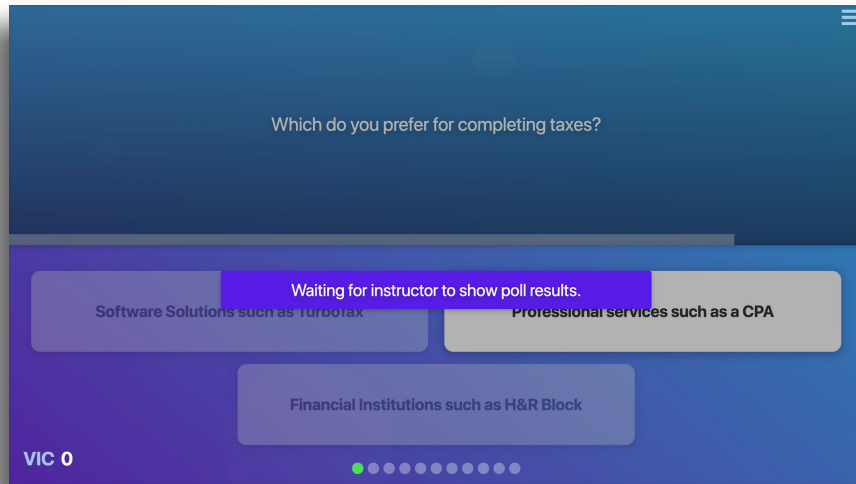
Click on **Show Poll Results** on the admin portal.

# Poll Questions

## Player View



Which do you prefer for completing taxes?

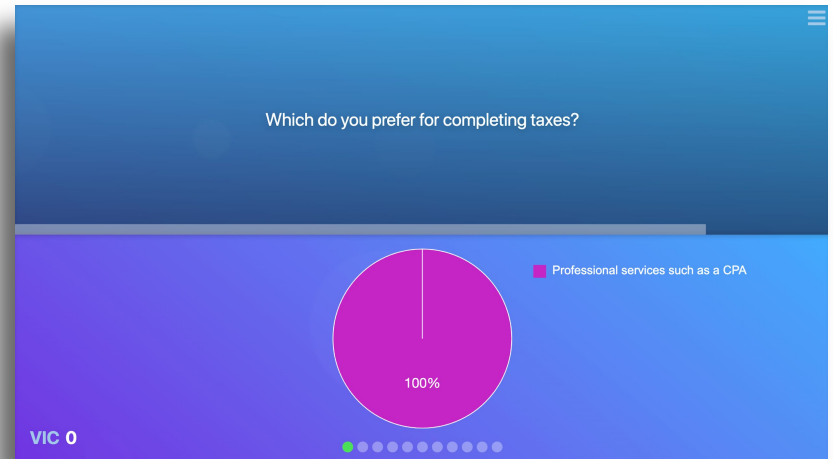Waiting for instructor to show poll results.

Software Solutions such as TurboTax

Professional services such as a CPA

Financial Institutions such as H&R Block

VIC 0

## Player View
## of results



Which do you prefer for completing taxes?

■ Professional services such as a CPA

100%

VIC 0

# Additional Features

**Leaderboard** - The instructor can show the Leaderboard at specific intervals during the game. To do this when the button is available.

This action will reveal the leaderboard on the group view screen as well as all personal devices. Even if a player doesn't make it to the top 10 on the group view leaderboard, they will still be able to see their own score and rank on their own device.
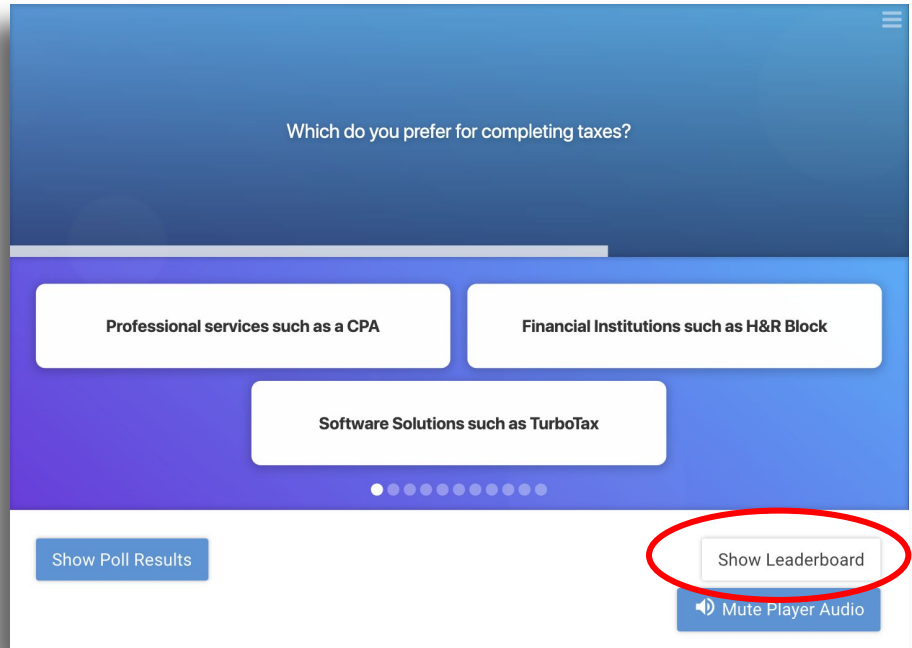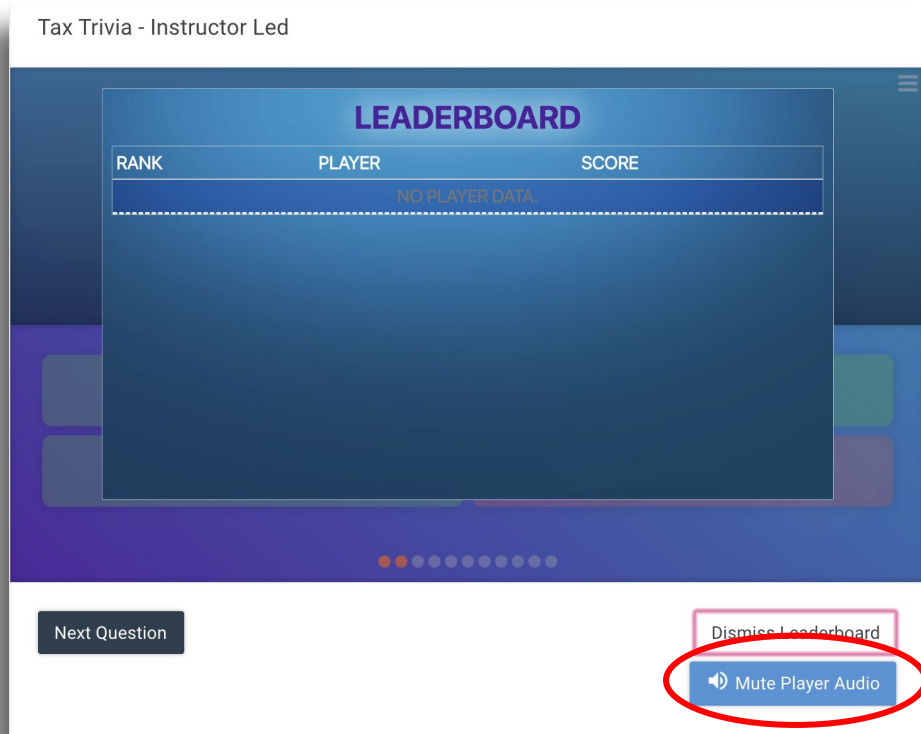
Click **Dismiss Leaderboard** to remove from the player view and return to the game.

Always be sure to dismiss the leaderboard **BEFORE** moving to the **Next Question.**
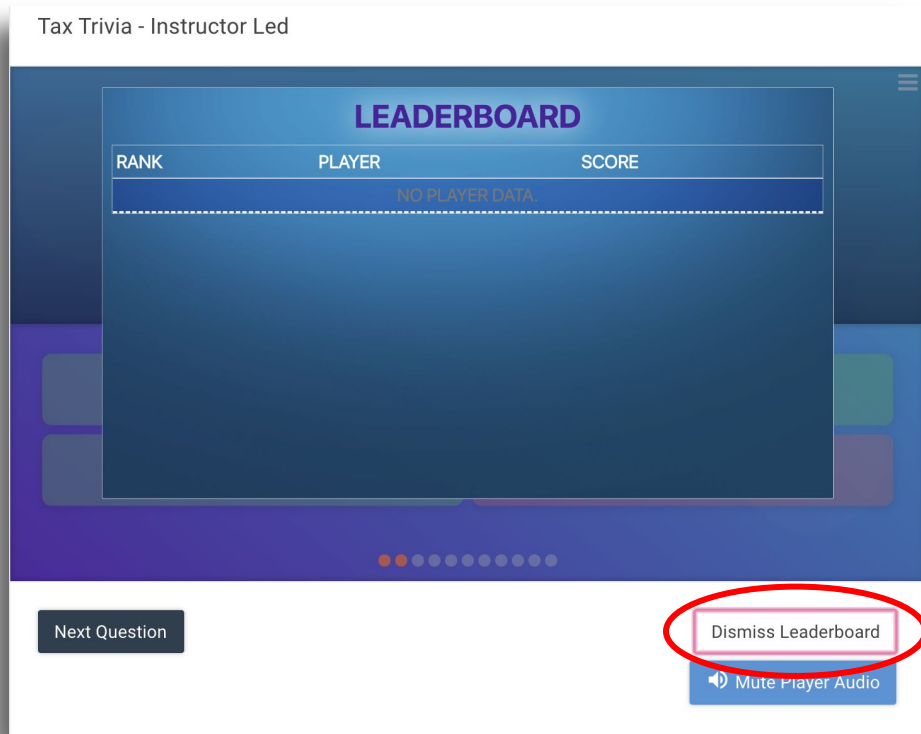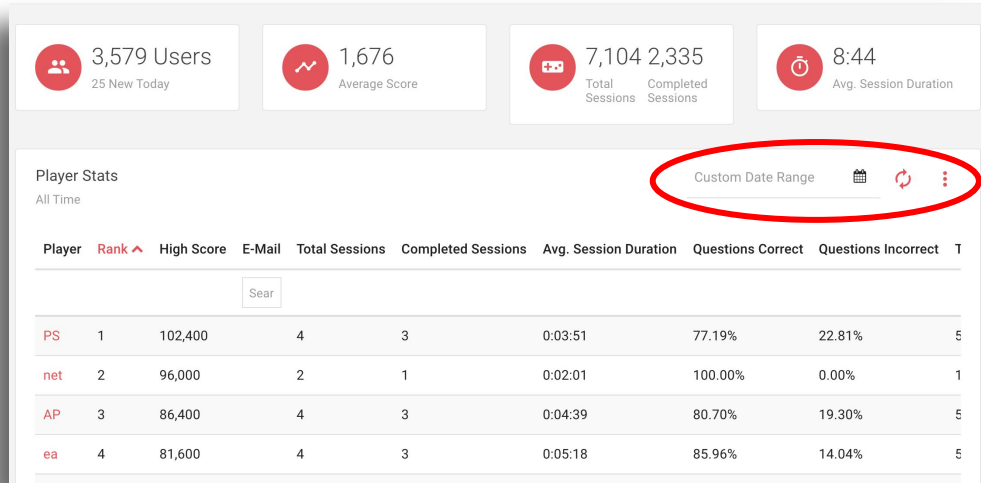
Click **Mute Player Audio** to remove the sound effects from the player devices.

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

Tax Trivia - Instructor Led

**LEADERBOARD**

| RANK | PLAYER | SCORE |
|------|--------|-------|
| NO PLAYER DATA. | | |

Next Question

Dismiss Leaderboard

🔊 Mute Player Audio

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.

In order to view data for each session separately, clicking on the **<Analytics>** button from the Session page
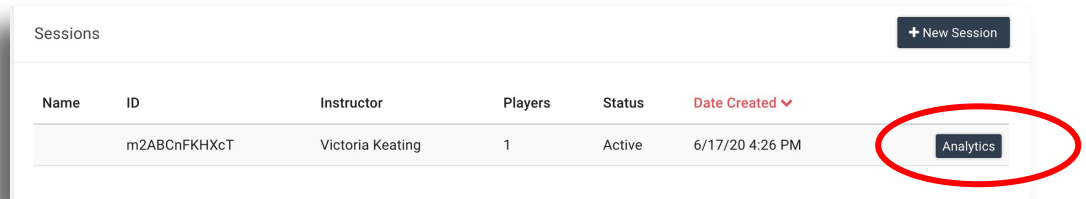
# Using Questions Lists

To create a **"Question List"** for your game, choose "**Question Lists**" from the Nav bar.

Name your list:

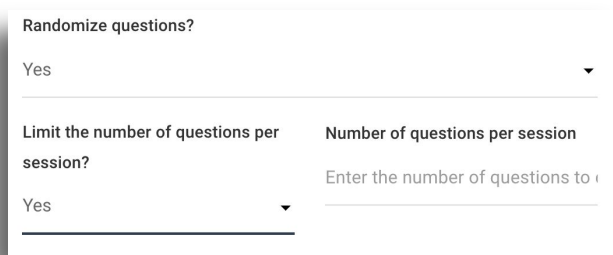| Question Lists | | | + Add Question List |
|---|---|---|---|
| **Name** | **Total Questions** | **Date Created ∨** | |
| Vics Question List | 24 | 3/4/20 3:46 PM | Edit |

Lists can contain unlimited questions and shared across games.

During game setup you can choose to limit the amount of questions served up to the players within each round
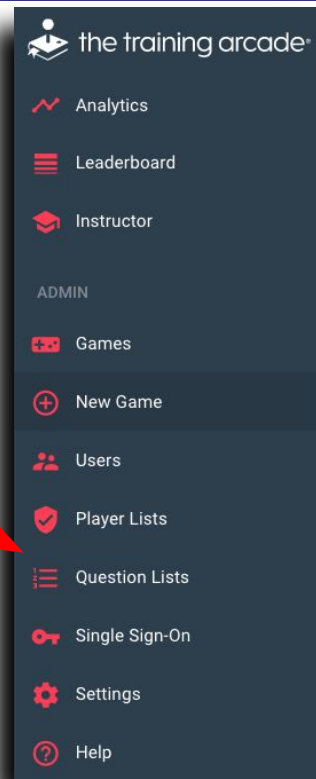
**Randomize questions?**

Yes ▼

**Limit the number of questions per session?**

Yes ▼

**Number of questions per session**

Enter the number of questions to

---

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- Analytics
- Leaderboard
- Instructor

**ADMIN**

- Games
- New Game
- Users
- Player Lists
- Question Lists
- Single Sign-On
- Settings
- Help

Thank you for viewing this step-by-step guide on how to set-up and execute your next successful Virtual Trivia game.

For more information, email jaime.mcdonald@thegameagency.com