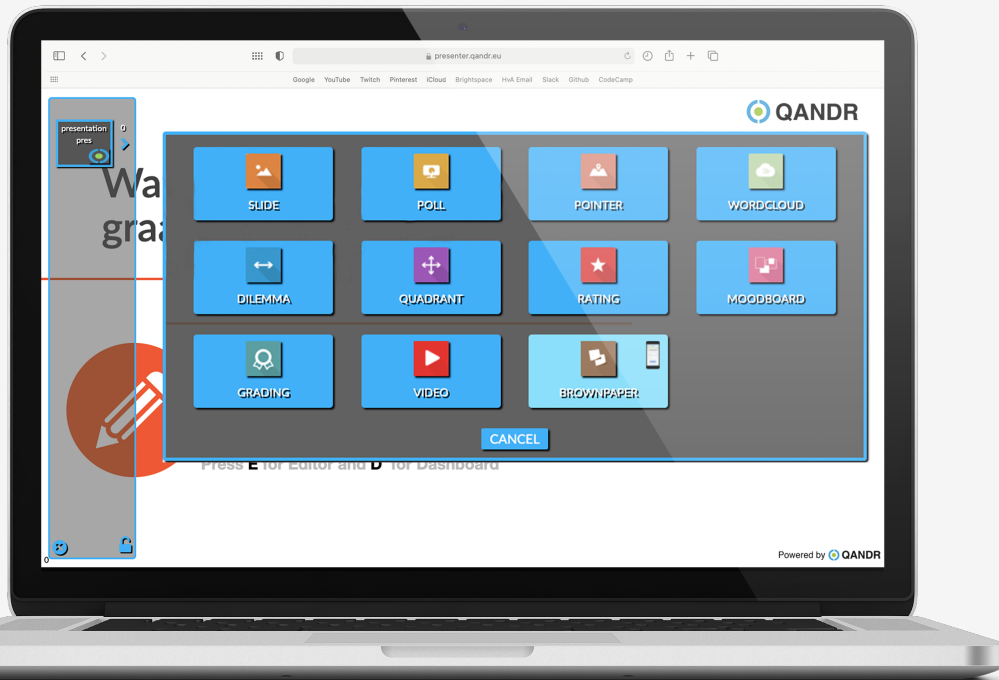# SELECT BROWNPAPER IN THE EDITOR

The Brown-Paper can be added to a discussion structure via the editor just like any other module. Click on the plus (+) sign and then select the Brown Paper.

The Brown-Paper module has a small phone icon in the editor because a facilitator must use the **QANDR remote control** during the live session. You use this to select the post-it notes, bring them up for discussion, and then position them. A general introduction video about the remote control can be viewed at:
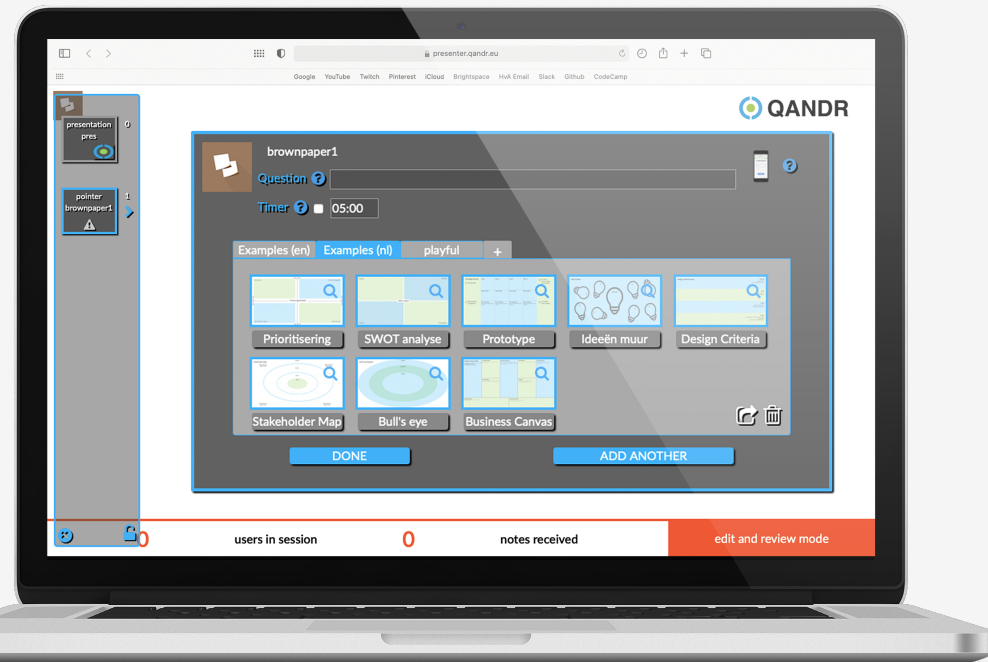
SELECT CANVAS OR UPLOAD IT YOURSELF

Once you have chosen the brown-paper, select the canvas you want to use. At the top under Question, type in the title/question to be displayed at the top of the canvas during the live session.

The Brown-paper module contains a large number of standard canvases, such as a SWOT analysis, stakeholder map, business canvas and many more. It is also possible to upload your own background image.

Once you have chosen a canvas, use the dashboard to put the session live - if you want to start the Brown Paper session right away. Once the session is live, use the QANDR remote control to operate the Brown Paper, see next page.
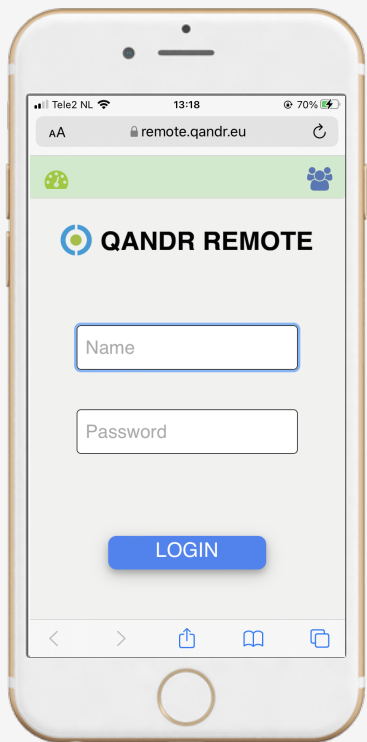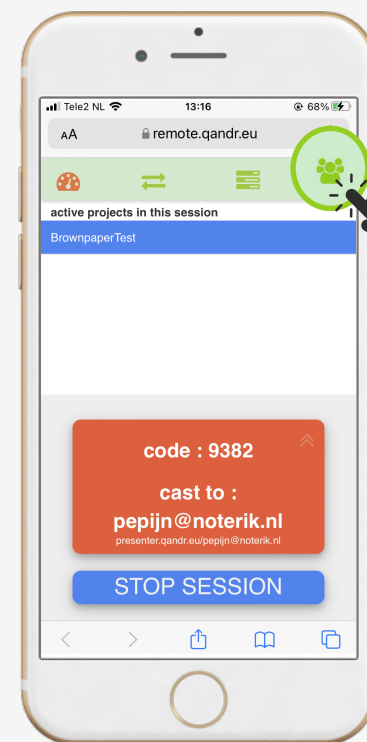
STEP 3 - START REMOTE

To work with the Brown Paper module, the facilitor you must use the QANDR remote control. You can do this by using your phone to go to:

Then log in with your username and password that you also use for the dashboard.

In this manual, we assume that you start a session (put it live) through the dashboard on the desktop, and then log in to your remote.
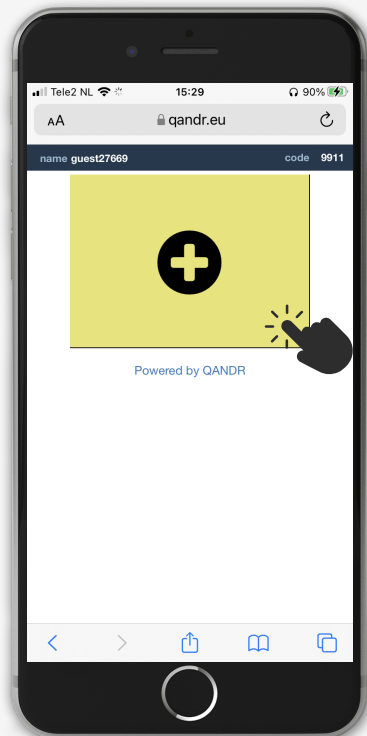
STEP 4 - BROWN PAPER

The Remote control allows facilitators to control a live session with their own smartphone.

In the screenshot you can see that a session is already live. At the top is a navigation bar for the different functions in the remote, for example the two arrows with which you can navigate through the slides.

For the Brown Paper, the fourth icon 👆 is important. It enables you to see the participants' input.
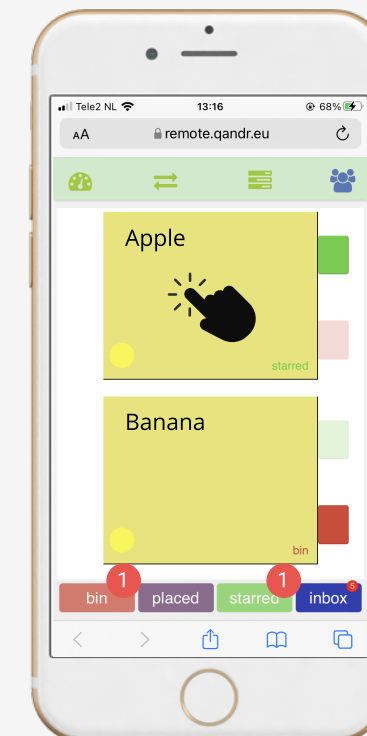
STEP 5 - SUBMIT

Once a Brown Paper is live, a yellow post-it will immediately appear on **participants' phones** for them to submit an idea with.

By tapping 👆the yellow post-it, participants can enter the desired text and send the post-it.
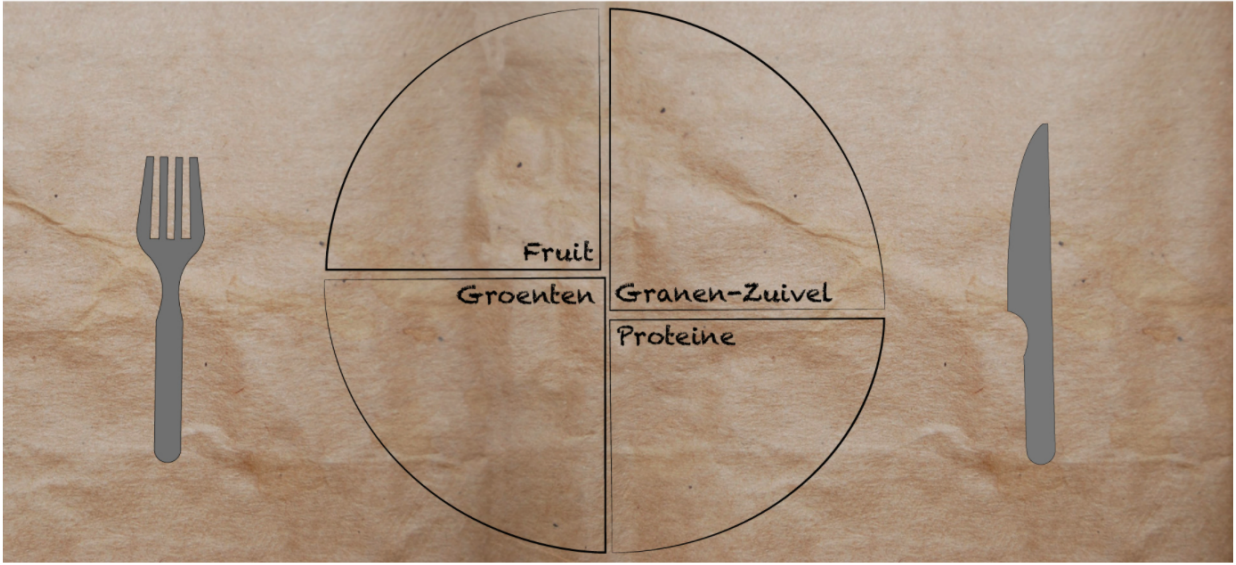
STEP 6 - FILTERING

Here the facilitator sees all the post-it submissions and is able to sort them. At the bottom are four options. With the red "bin" button, the selected post-it's will not appear in your stack. The green "starred" button makes the post-its appear at the top of your stack.

Tapping 👆 on a post-it brings the facilitator to the screen where she can start working with the stack of post-it notes available for the discussion.

Wat voor eten willen jullie graag zien bij de lunch?

QANDR

Fruit
Groenten Granen-Zuivel
Proteine

| 1 | users in session | 2 | notes received | QANDR.EU 9911 |

FACILITATOR

By tapping ✊ the post-it, it is enlarged on the main screen so that all participants can read it clearly. More on this on the next page.

The small yellow icon on the right can be used to select the next post-it note from the stack.

By using the buttons in the middle it is possible to edit the text with the "edit" button or to remove the post-it with the "bin" button.

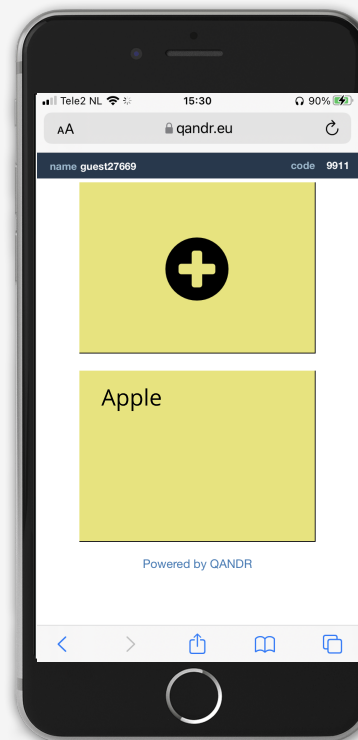The area at the bottom is a trackpad area that allows you to position the post-it note.
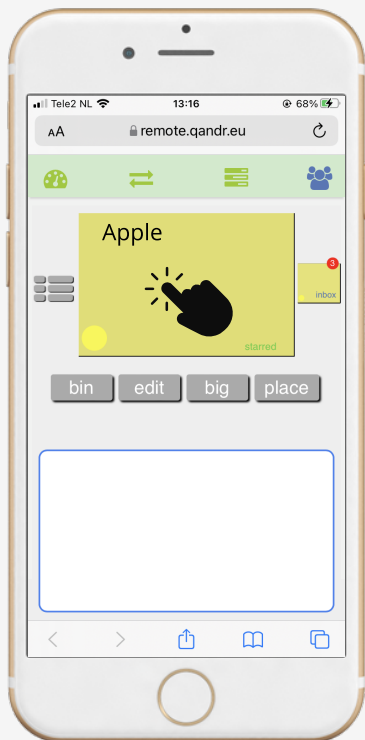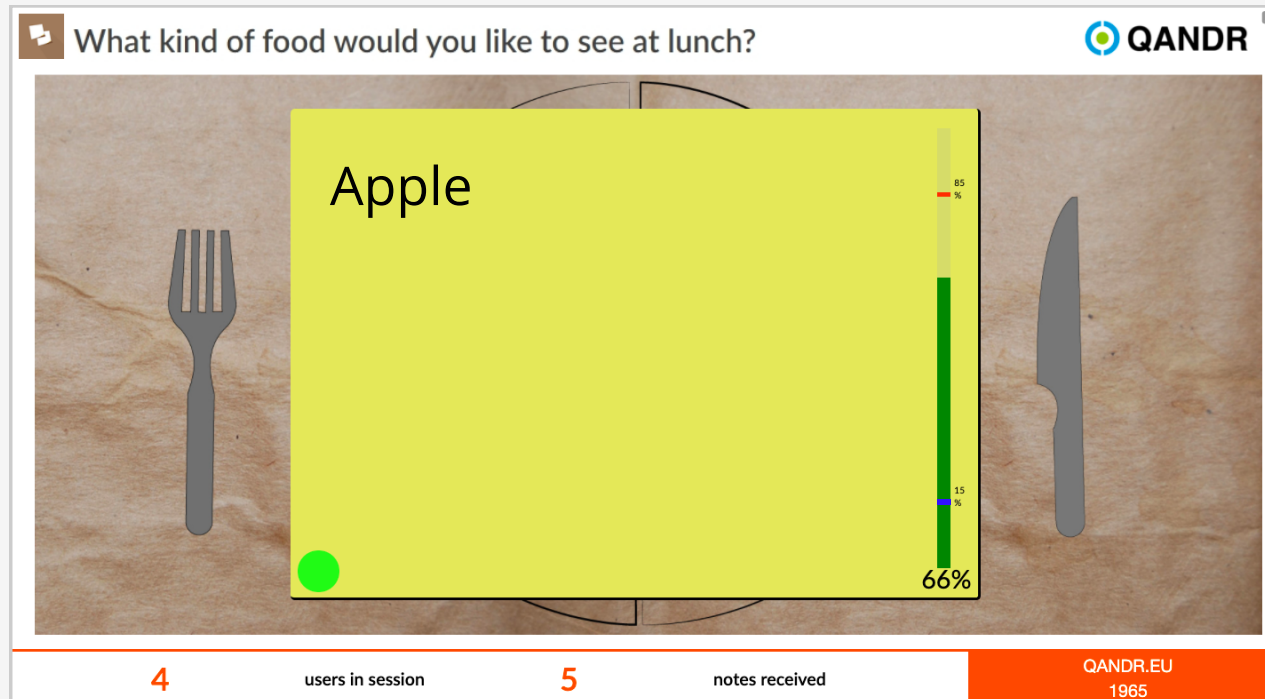
PARTICIPANTS

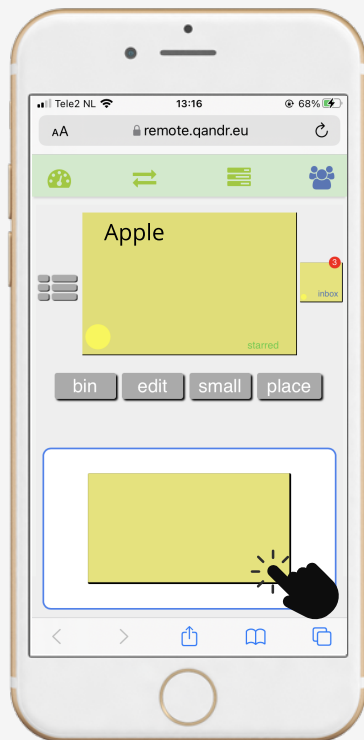Participants can continue to submit post-it notes by tapping the plus sign.

The post-it notes at the bottom show what you have already submitted. By tapping on them you can still edit the text.

What kind of food would you like to see at lunch?

QANDR

Apple

85 %

15 %

66%

4 — users in session
5 — notes received
QANDR.EU
1965

FACILITATOR

If a post-it is enlarged on the main screen, participants can use their mobile to indicate how good they think the idea is. On the main screen you can see live how this is going. To the right of the post-it is a bar. It shows the average but you can also see the lowest and highest vote. You can ask these persons to explain their opinion and in this way start a discussion.

When the idea has been sufficiently discussed the facilitator taps 👆 the bottom post-it to place it on the canvas . On the next slide you will read more about positioning it.
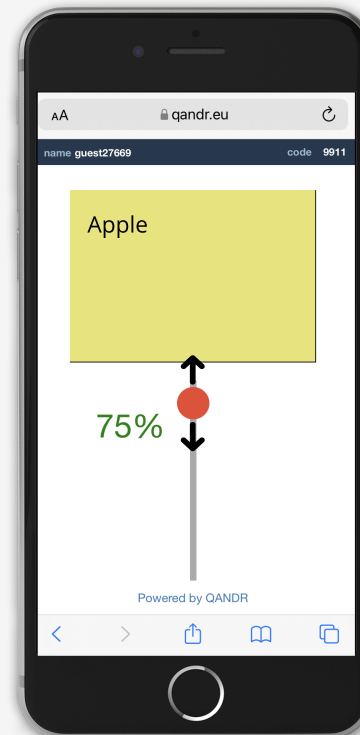
PARTICIPANTS

Now that the post-it is displayed enlarged on the main screen, participants can vote with the slider on their mobile phones.

On the main screen, to the right of the post-it is a bar. It shows three things, namely: the highest vote, the lowest vote and the average.
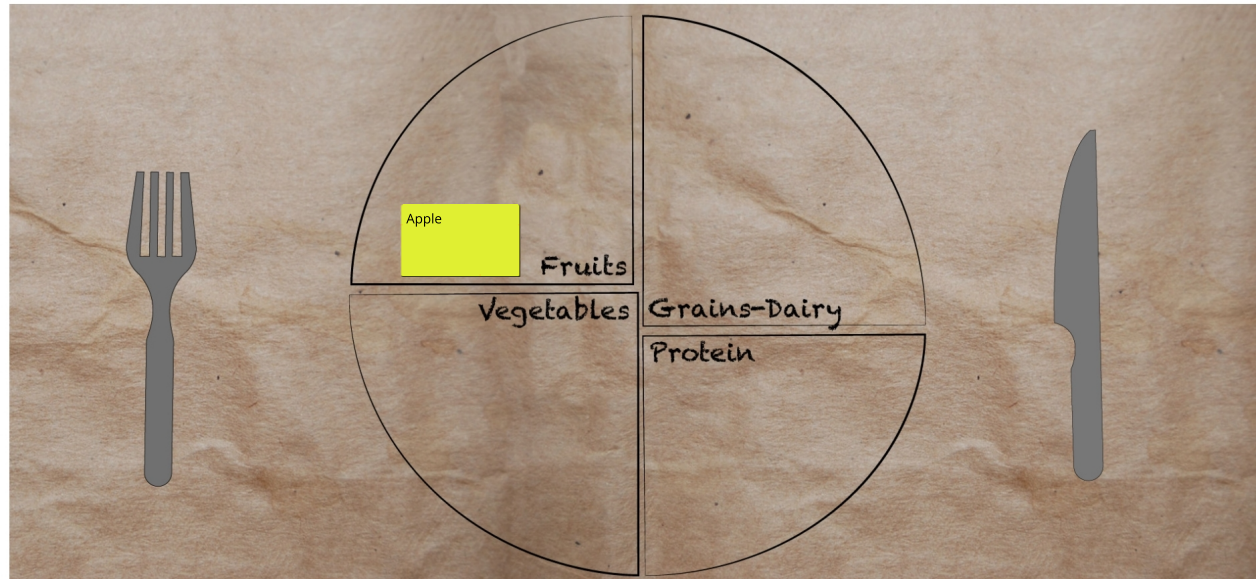
Apple

75%

Powered by QANDR

What kind of food would you like to see at lunch?

QANDR

Apple

Fruits

Vegetables   Grains-Dairy

Protein

| 1 | users in session | 2 | notes received | QANDR.EU 9911 |

FACILITATOR

Now that the post-it has been placed on the main screen it does need to move to the correct position. This can be done by selecting and moving the post-it via the touchpad.

Via the "owner" button ☝ you can give the person who made the note the right to move the post-it, using their own phone.

By pressing "me" again you revoke the permissions and the participant can no longer move the post-it.
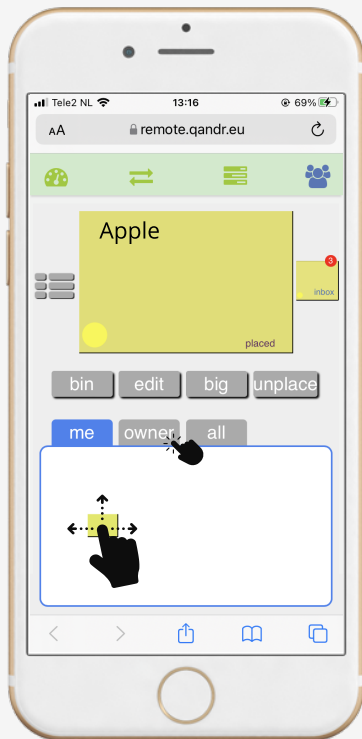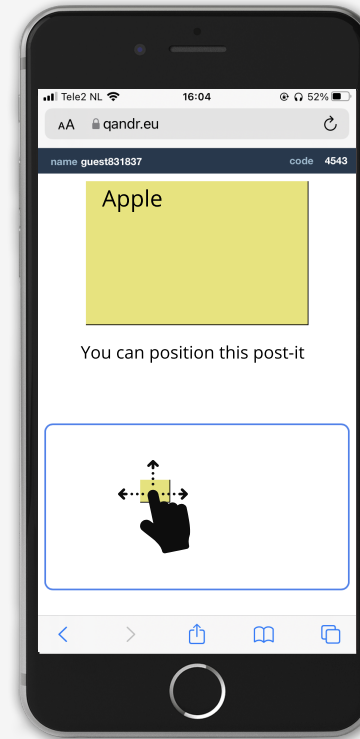
PARTICIPANTS

If you have been given the right by the facilitator to move your post-it, the screenshot on the left will be visible on the participants phone.

As a participant, you can move the post-it by holding and moving the post-it in the bottom screen.

Importantly, as a participant, you should look at the main screen to position. That is where the post-it will move live.

REMOTE CONTROL FACILITATOR BROWN PAPER
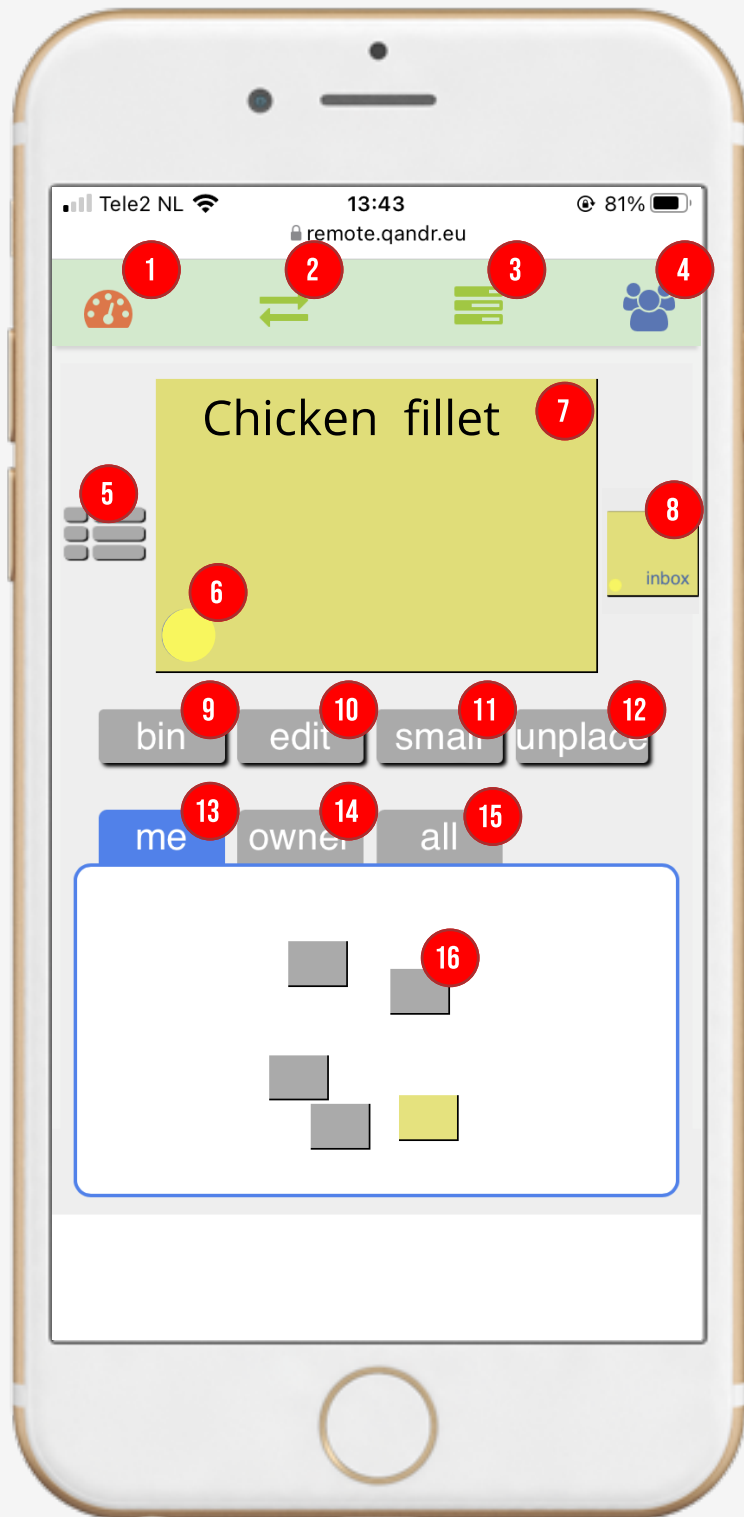
1. Starting and stopping sessions and viewing session code

2. Navigation within the live session, with reveal and mute options

3. Advanced tools such as zooming and laser-pointer on a slide

4. Participant interaction. In Brown-Paper sessions, this is the place where post-it notes come in

5. Back to the overview with incoming post-it notes and the possibility to sort them

6. Color of the participant who submitted this post-it note

7. Post-it note currently active within the remote

8. Stack of post-it notes. Tapping here makes the next post-it active

9. Discard active post-it

10. Change text of the active post-it

11. Small/Large. Set size of the active post-it on the main screen to large or small

12. Place/unplace. Place post-its directly withoutenlarging them

13. When active, the facilitator has control of the placement trackpad

14. Gives the submitter of a post-it (owner) the right to position it

15. Allows anyone to determine the position of the post-it note. The main screen shows the average position

16. The placement trackpad that allows post-it notes to be selected and positioned