

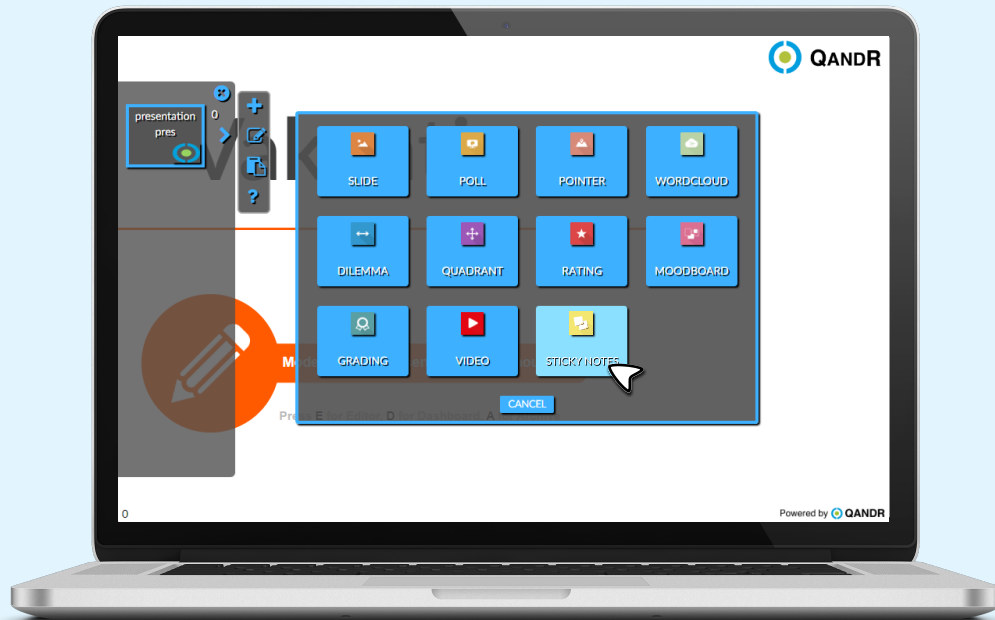
STICKY NOTES MANUAL



Collect and discuss ideas together?
Do it with our Sticky Notes!

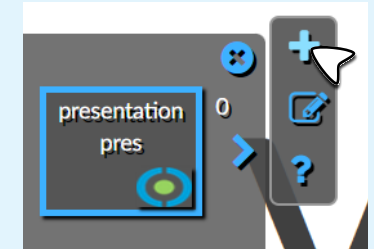


PREPARATION FACILITATORS



STARTING WITH STICKY NOTES

Like any other work form, Sticky Notes can be added to a discussion tree via the editor. The facilitator clicks on the plus (+) and then selects the Sticky Notes.

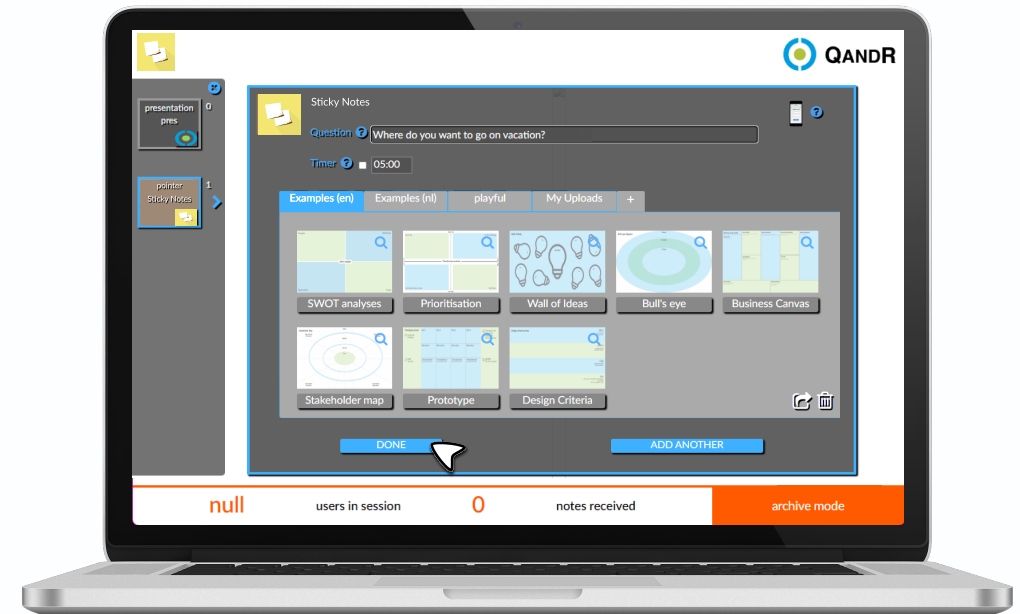


SELECT OR UPLOAD A CANVAS YOURSELF

Then at 'Question', you type the title/question that will be shown above the canvas during the live session.

The editor contains many standard canvases in English and Dutch, such as SWOT analysis, stakeholder map, business canvas, and more. It is also possible to upload your own background image.

When the facilitator has chosen a canvas, he clicks on 'Done' and returns to the dashboard to start a live session for this project.



THREE EASY STEPS

write

①

Write the Sticky
Notes

place

②

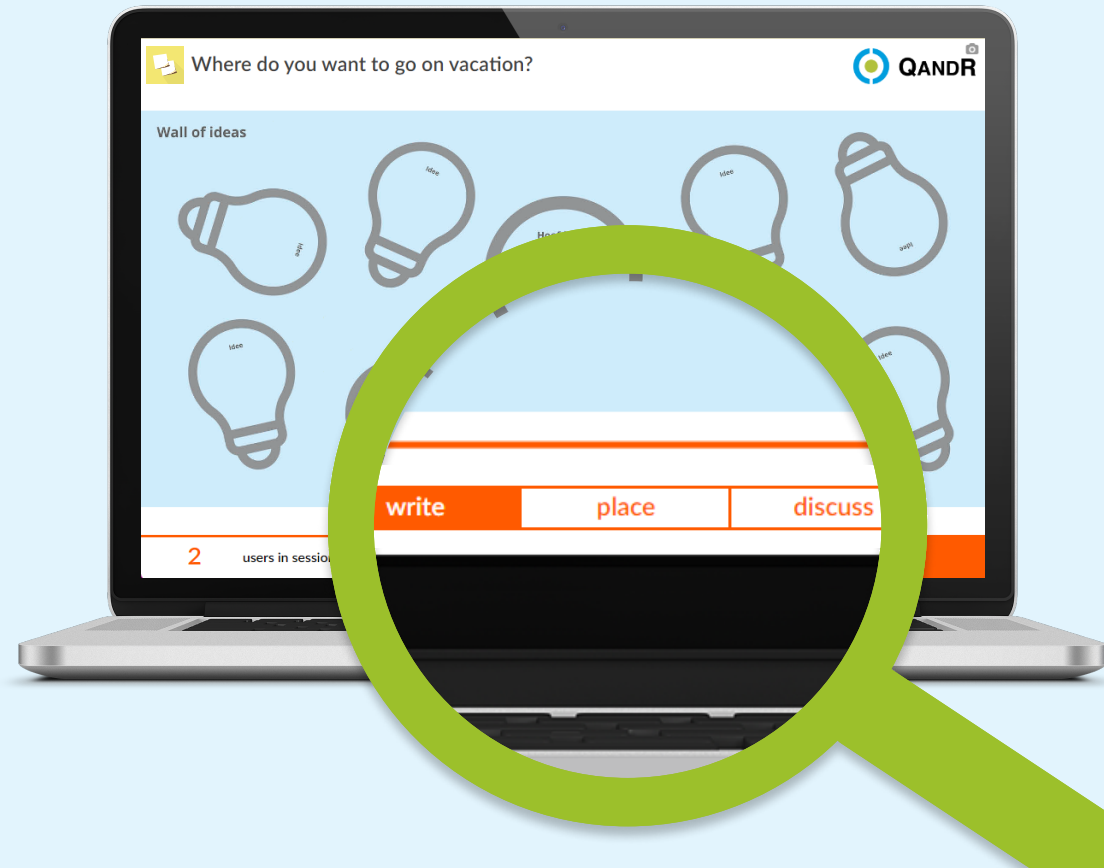
Place the Sticky
Notes

discuss

③

Discuss the
Sticky Notes

Within this work form, you work with the group in three steps. Write, post and discuss. Each time the facilitator selects the next step, the participants can perform a different action on their phones.





STEP 1: PARTICIPANTS WRITE STICKY NOTES

write

place

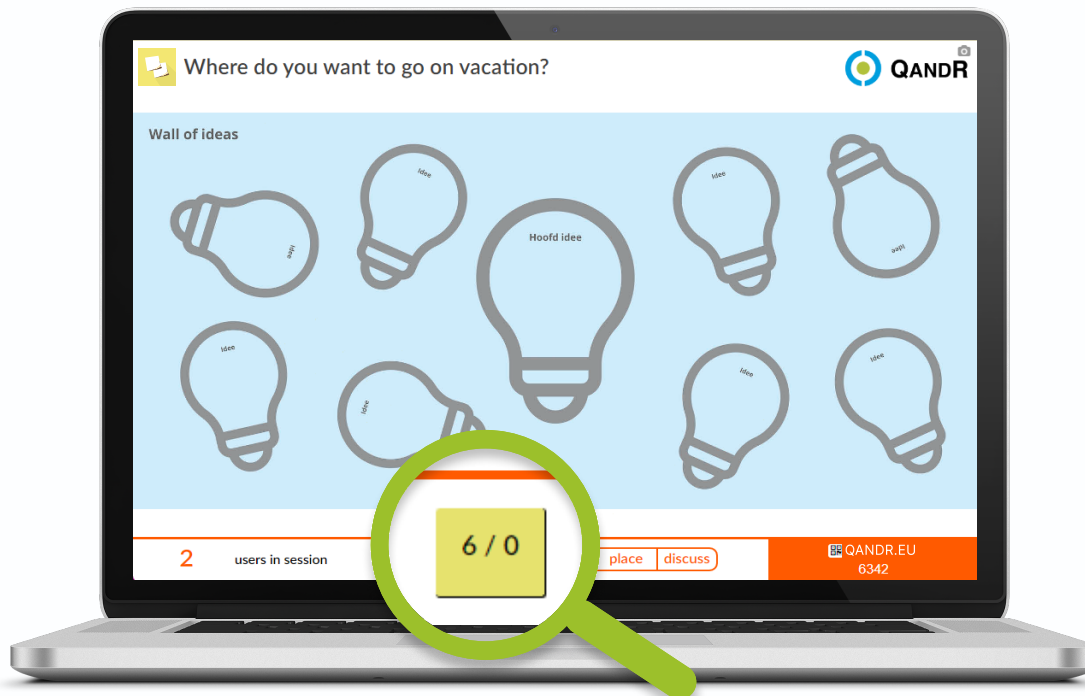
discuss

PARTICIPANTS



As soon as a facilitator opens a Sticky Note canvas, an empty Sticky Note will appear on the participant's phone, where they can enter a text via the +.

FACILITATOR



The Sticky Notes submitted are placed on a stack, visible in the bar below the canvas. A counter keeps track of how many Stick Notes are on the stack. The 6 is the number of Sticky Notes on the stack, and the 0 is the number of sticky notes on the canvas. By clicking on the stack, the facilitator can place the Sticky Notes individually.



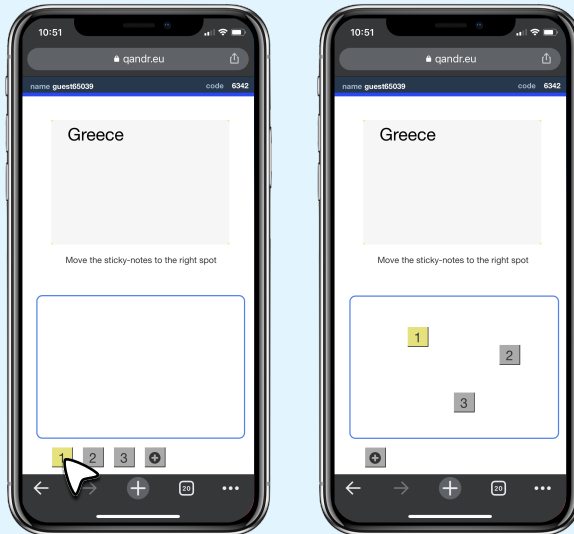
STEP 2: PARTICIPANTS POST STICKY NOTES

write

place

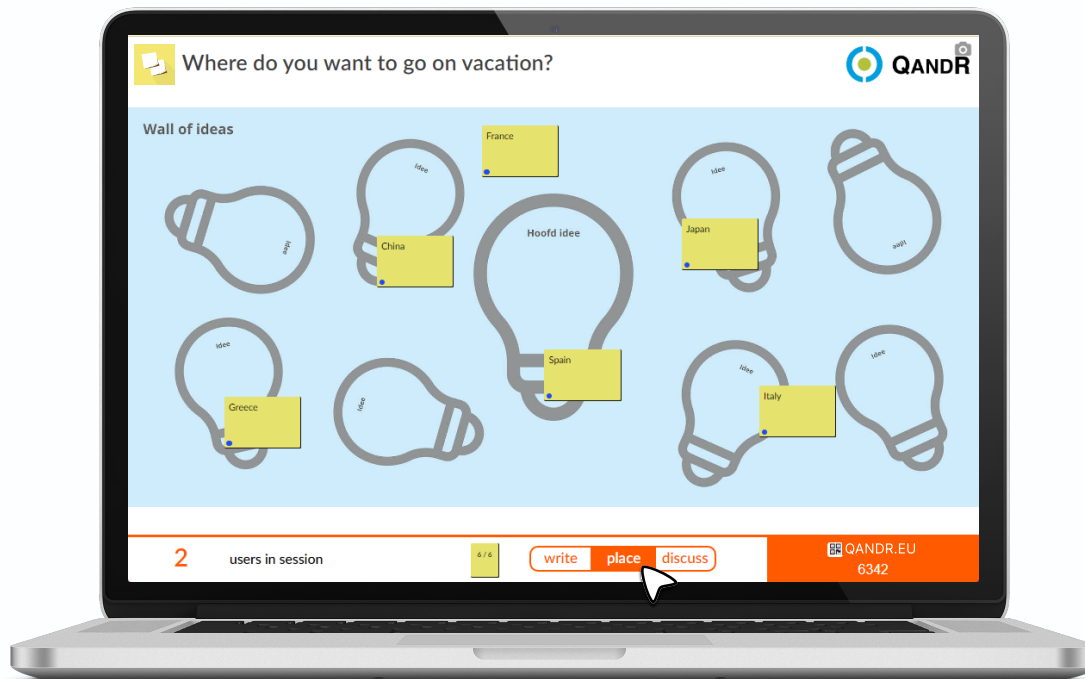
discuss

PARTICIPANTS



As soon as the facilitator clicks on 'place' at the bottom bar of the screen, participants are given the option to position their Sticky Notes on the canvas themselves. If they touch a number at the bottom of their phone screen, this Sticky Note becomes active, and they can read above the drag area which Sticky Note this is about. If a Sticky Notes is active, it can be dragged into the canvas via the drag area.

FACILITATOR



As soon as the facilitator presses the next step, 'post', at the bottom of the screen, the participants can start posting the Sticky Notes themselves. The facilitator can also move them himself.

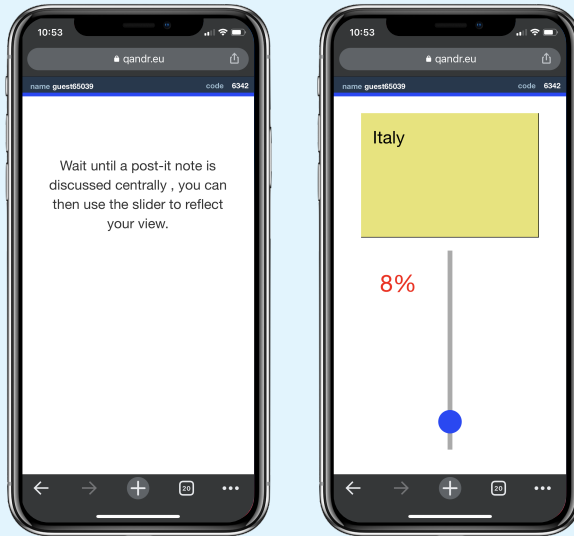
STEP 3: DISCUSS STICKY NOTES WITH PARTICIPANTS

write

place

discuss

PARTICIPANTS



If the facilitator shows the Sticky Note on the screen, the participant can vote via a slider. The average percentage of the votes can be seen live on the big screen.

FACILITATOR



To discuss a Sticky Note, the facilitator double-clicks on the Sticky Note to make it larger. If the participants rate the Sticky Note, that rating will appear live on the Sticky Note on the right side of the big screen.

At the bottom left of the Sticky Note, you can see from which user it comes by the coloured ball. The Sticky Note can also be edited by clicking on the pencil next to the coloured ball, or the facilitator can remove it using the trash can.

QANDR REMOTE

Even more possibilities with the QandR Remote. See also www.qandr.eu/en/remote



The QandR Remote can be found at remote.qandr.eu. By opening this link on a mobile phone, the facilitator is given the opportunity to walk freely through the room and control the session via his mobile.

By pressing the arrows at the top, the facilitator can see the different work forms that have been added. By touching a work form, it jumps the phones and the main screen to that part of the session.

When the Sticky Notes work form is open, the participants can write and submit their Sticky Notes.

The facilitator can already view and sort the Sticky Notes via the remote before choosing to display them on the canvas.

Tapping on a Sticky Note displays options to allow participants to write, post, or discuss more Sticky Notes.