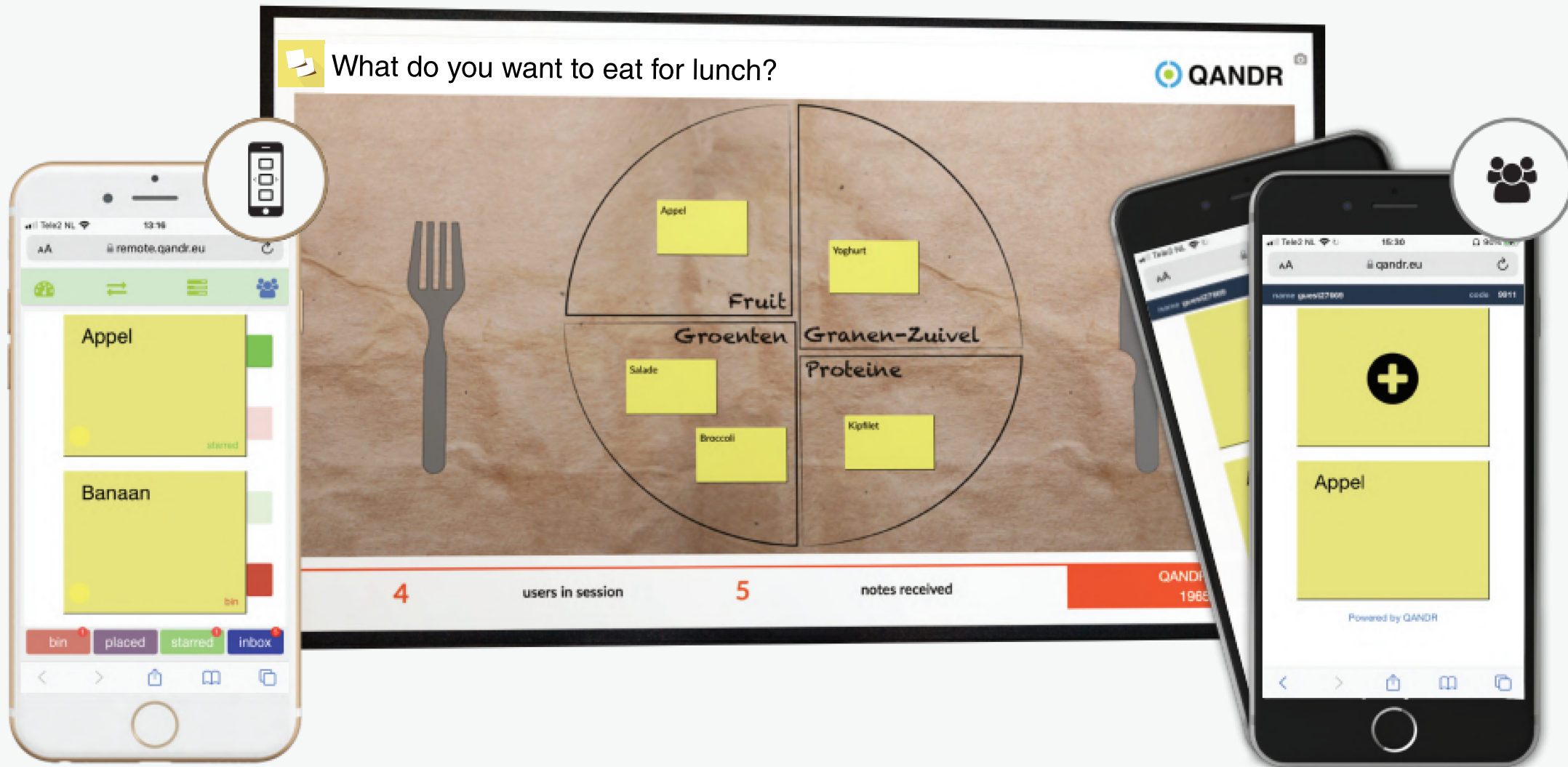


# STICKY NOTES MANUAL

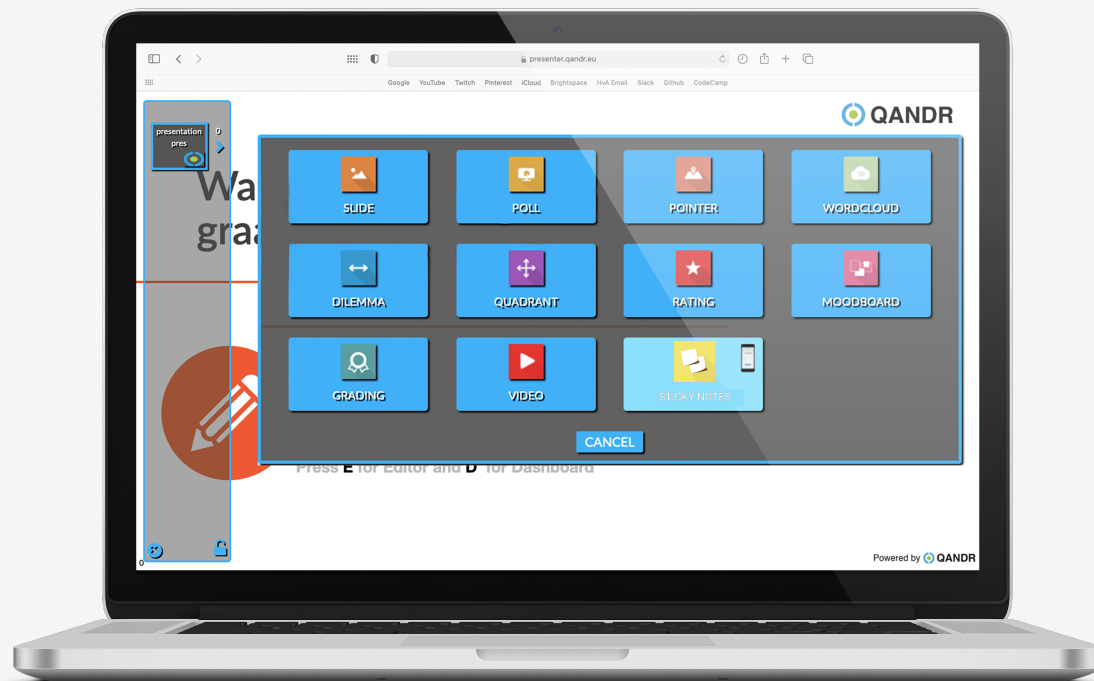


**FACILITATOR**

Explanation Sticky Notes module using  
the QandR Remote Control

**PARTICIPANTS**

## STEP 1



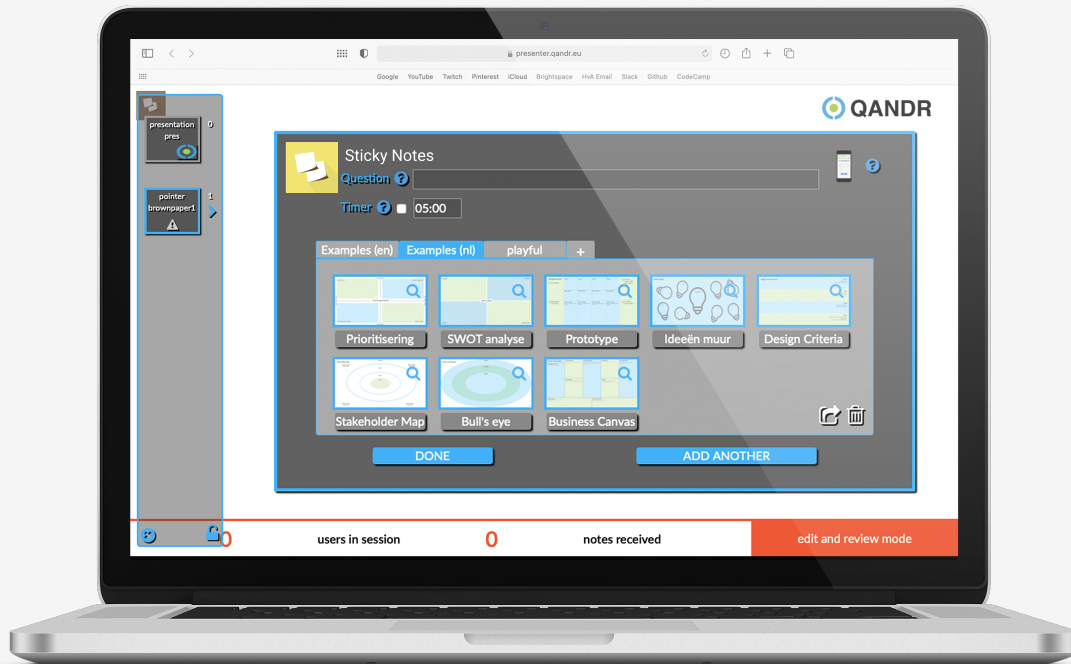
## SELECT STICKY NOTES IN THE EDITOR



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

The Sticky Notes 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 sticky notes, bring them up for discussion, and then position them. A general introduction video about the remote control can be viewed at:

## STEP 2



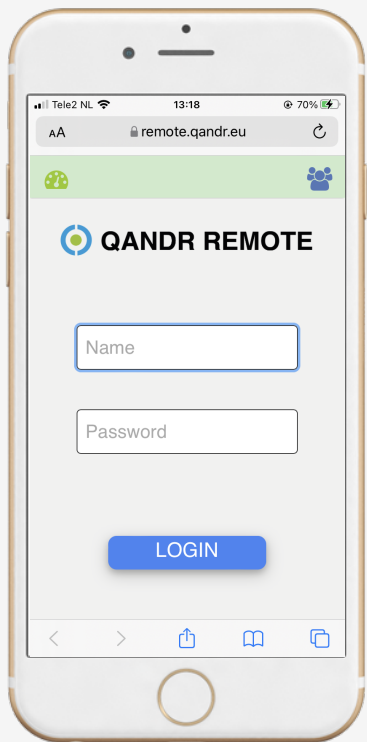
## SELECT CANVAS OR UPLOAD IT YOURSELF



Once you have chosen the Sticky Notes, 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 Sticky Notes 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 Sticky Notes session right away. Once the session is live, use the QANDR remote control to operate the Sticky Notes, see next page.



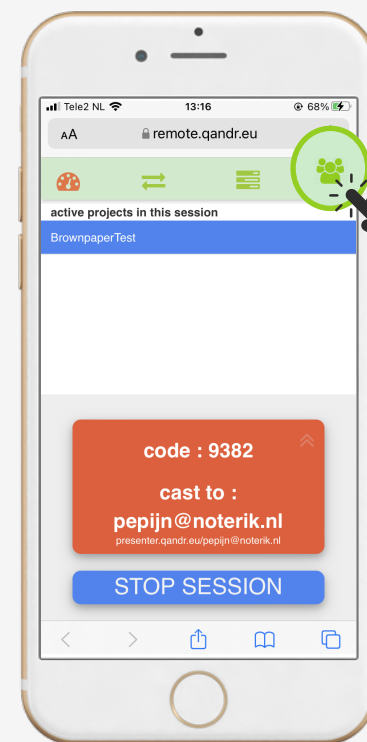
## STEP 3 - START REMOTE



To work with the Sticky Notes module, the facilitator 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.



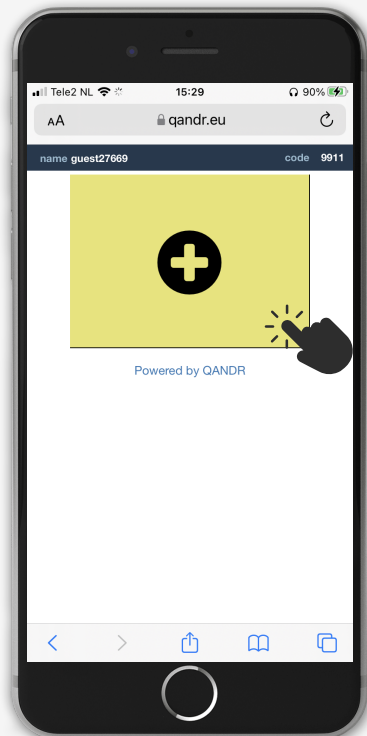
## STEP 4 - STICKY NOTES



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 sticky notes, the fourth icon is important. It enables you to see the participants' input.

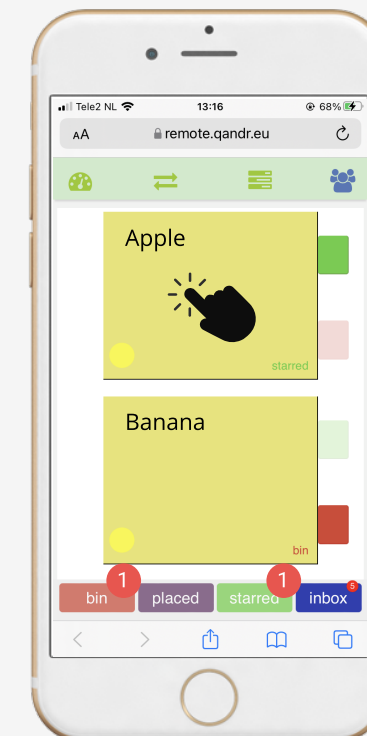


## STEP 5 - SUBMIT



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


By tapping  the yellow sticky note, participants can enter the desired text and send the post-it.



## STEP 6 - FILTERING



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

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

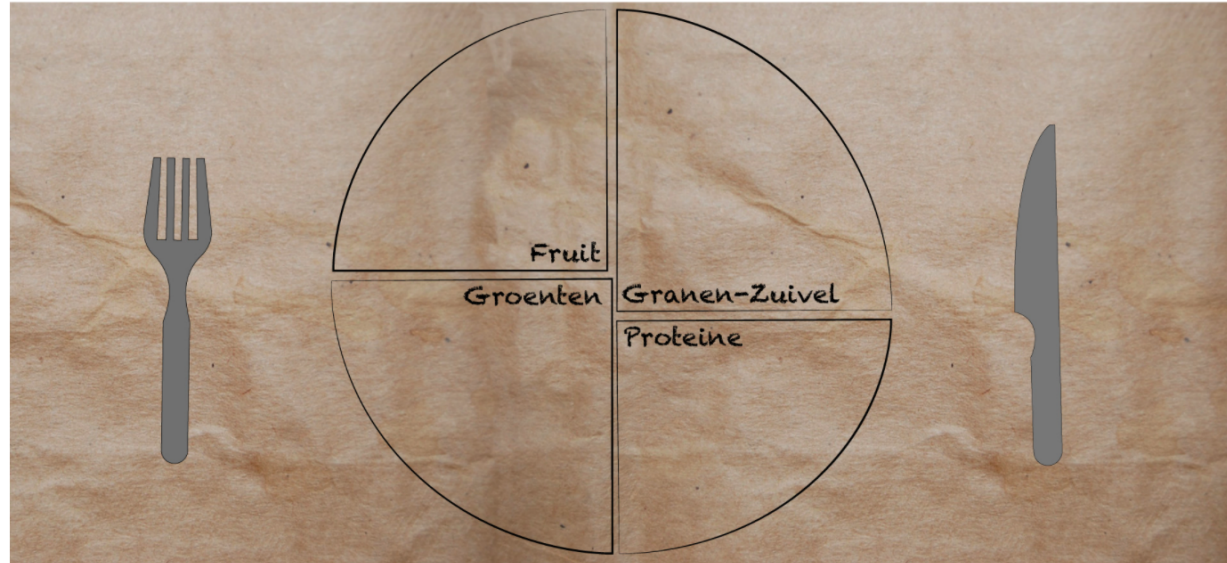


## STEP 7

Wat voor eten willen jullie graag zien bij de lunch?



SELECT/SUBMIT



1

users in session


2

notes received

QANDR.EU  
9911

## FACILITATOR

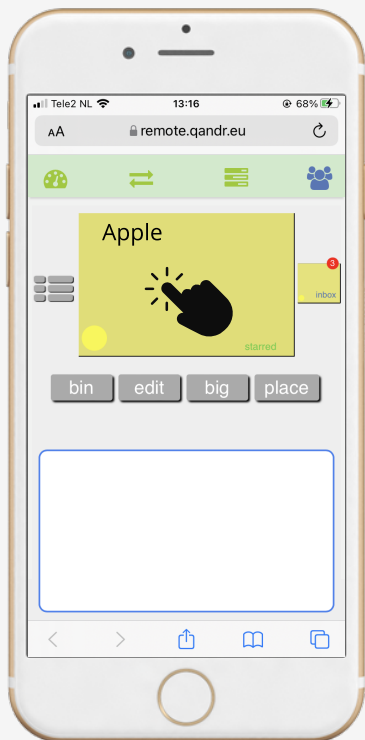


By tapping  the sticky note, it is enlarged on the main screen so that all participants can read it clearly. More on this on the next page.

The small yellow icon on the right can be used to select the next sticky 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 sticky note with the "bin" button.

The area at the bottom is a trackpad area that allows you to position the sticky note.

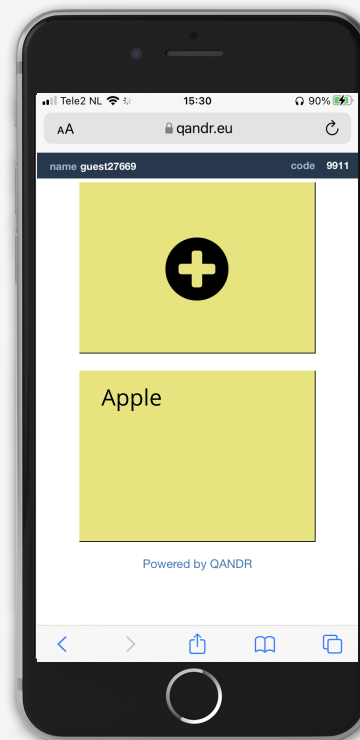


## PARTICIPANTS



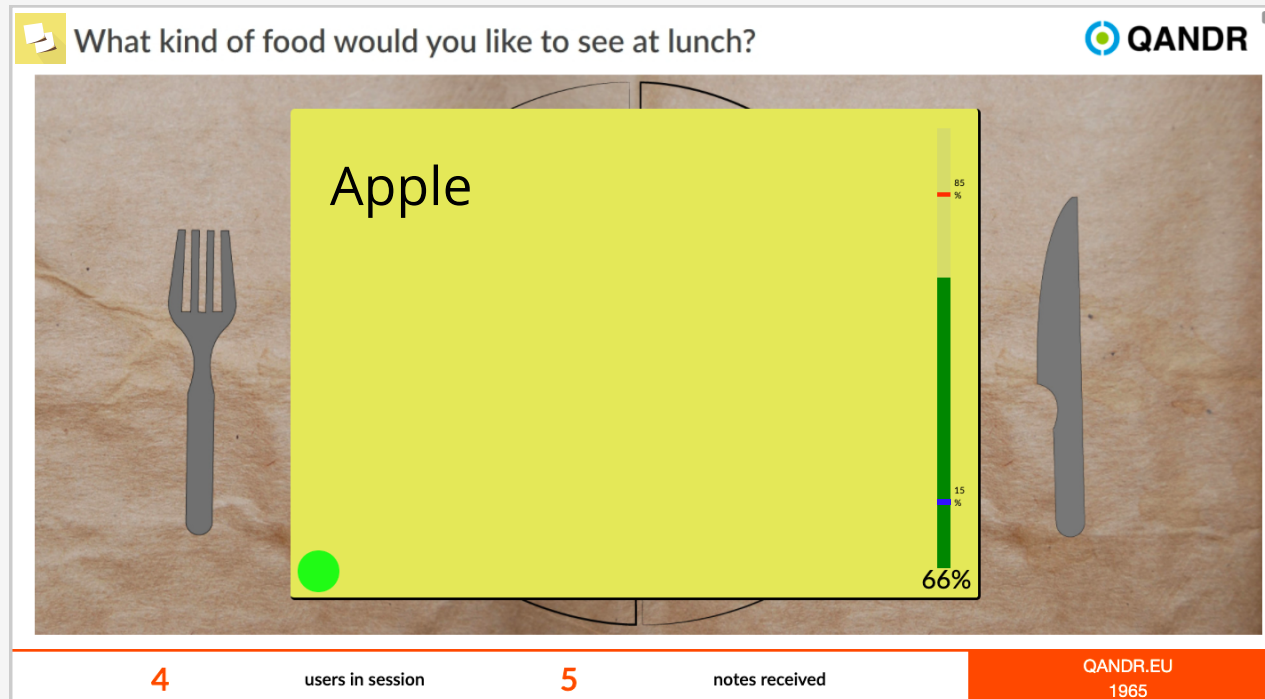
Participants can continue to submit sticky notes by tapping the plus sign.

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

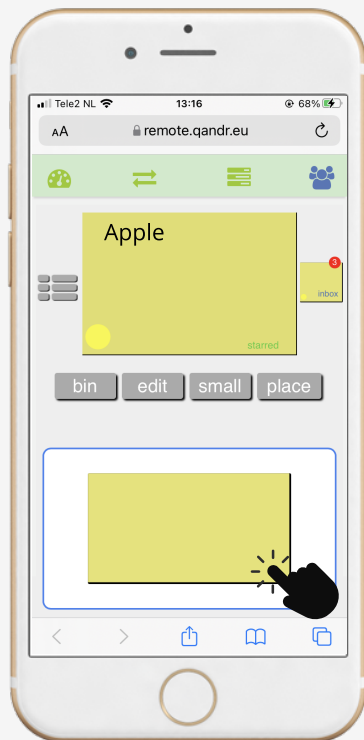




## STAP 8



## DISCUSS/PLACING

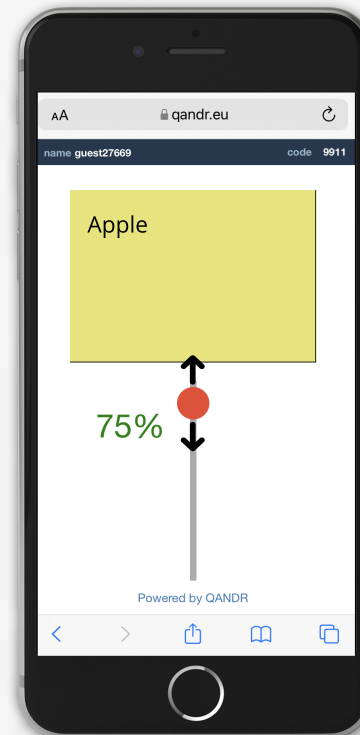


### FACILITATOR



If a sticky note 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 sticky note 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 sticky note to place it on the canvas. On the next slide you will read more about positioning it.



### PARTICIPANTS



Now that the sticky note is displayed enlarged on the main screen, participants can vote with the slider on their mobile phones.

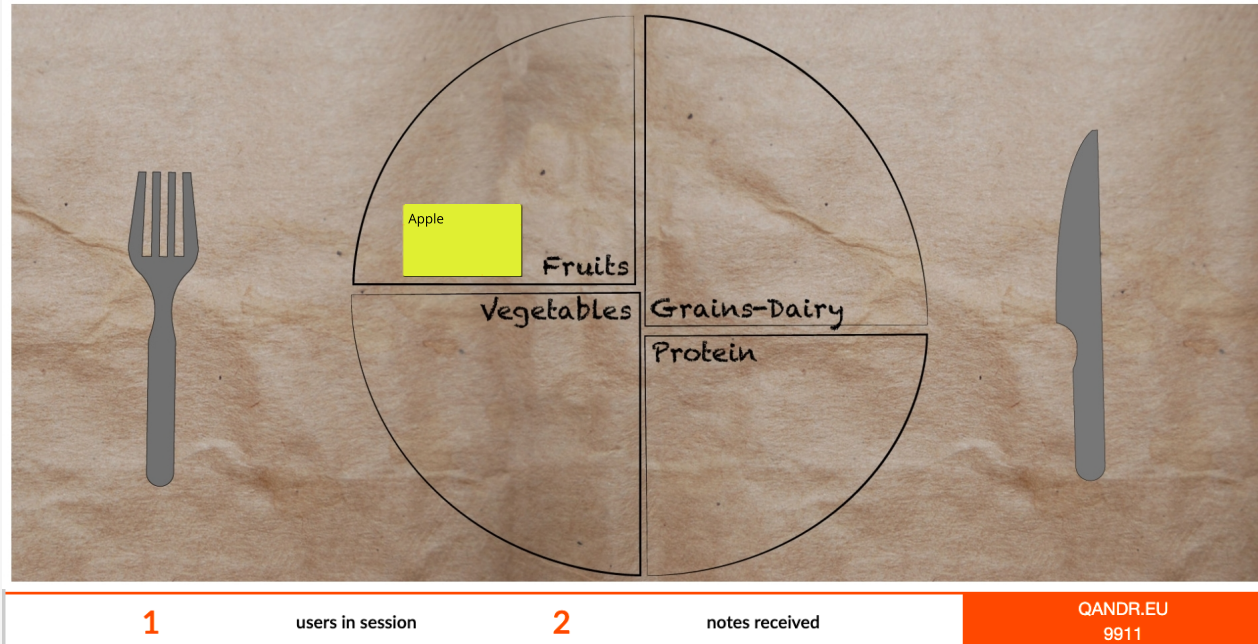
On the main screen, to the right of the post-it is a bar. It shows three things, namely: the highest vote, the lowest vote and the average.

## STEP 9

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




## POSITIONING



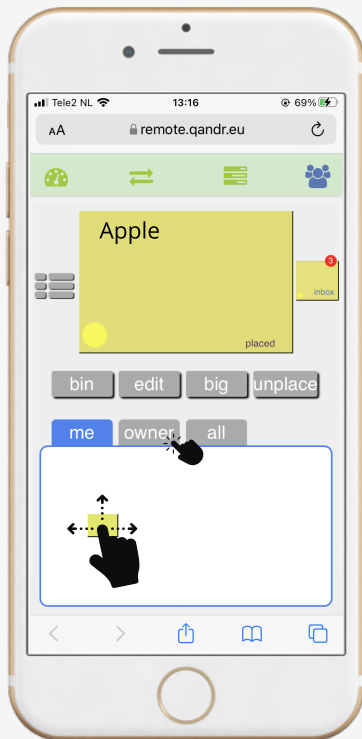
## FACILITATOR



Now that the sticky note 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 sticky note via the touchpad.

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

By pressing "me" again you revoke the permissions and the participant can no longer move the sticky note.



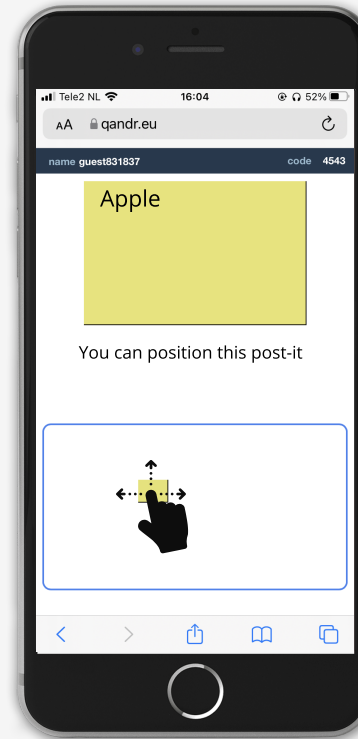
## PARTICIPANTS



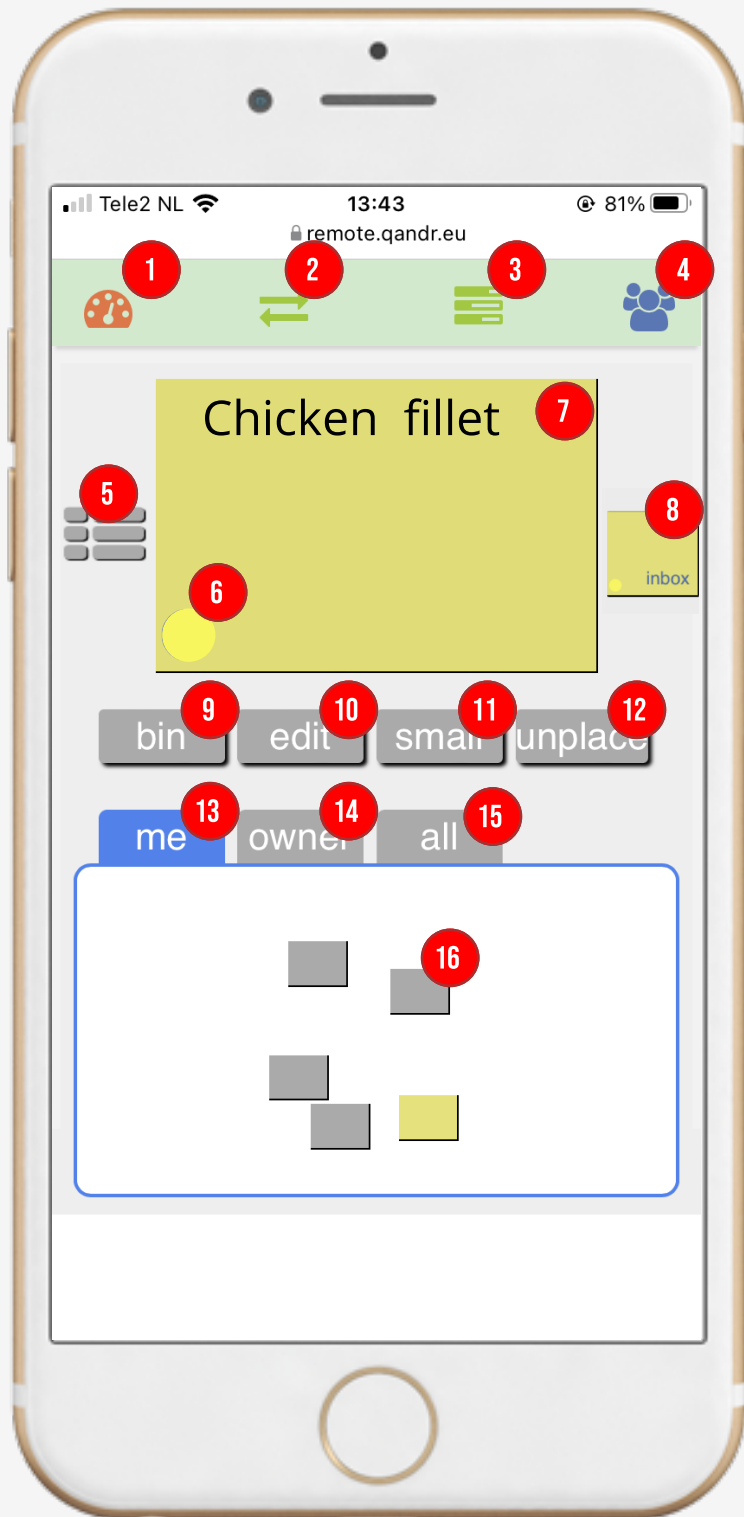
If you have been given the right by the facilitator to move your sticky note, the screenshot on the left will be visible on the participants phone.

As a participant, you can move the sticky note by holding and moving the in the bottom screen.

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



# REMOTE CONTROL FACILITATOR STICKY NOTES



- |   |  |    |   |
|---|--|----|---|
| 1 | Starting and stopping sessions and viewing session code  | 9  | Discard active sticky note  |
| 2 | Navigation within the live session, with reveal and mute options                               | 10 | Change text of the active sticky note   |
| 3 | Advanced tools such as zooming and laser-pointer on a slide                                    | 11 | Small/Large. Set size of the active sticky note on the main screen to large or small                    |
| 4 | Participant interaction. In sticky note sessions, this is the place where sticky notes come in | 12 | Place/unplace. Place sticky notes directly without enlarging them                                       |
| 5 | Back to the overview with incoming sticky notes and the possibility to sort them               | 13 | When active, the facilitator has control of the placement trackpad                                      |
| 6 | Color of the participant who submitted this sticky note  | 14 | Gives the submitter of a sticky note (owner) the right to position it                                   |
| 7 | Sticky note currently active within the remote   | 15 | Allows anyone to determine the position of the sticky notes. The main screen shows the average position |
| 8 | Stack of sticky notes. Tapping here makes the next sticky note active                          | 16 | The placement trackpad that allows sticky notes to be selected and positioned                           |