TGI Toss N Teach Help

Enabling PowerPoint Macros:

This game contains VBA macro coding, which allows it to do so many neat things. You **MUST ENABLE** macros in PowerPoint to operate the game.

Open your version of PowerPoint and follow these steps to enable macros:

PowerPoint 2013, 2010

1. Select the **File** menu or press **Alt+F** key combination.
2. Click **Options** button in the left pane.
3. Select **Trust Center** in the left pane.
4. Click **Trust Center Settings** button in the right pane.
5. Select **Macro Settings** in the left pane.
6. Select **Disable all macros with notification** option.
7. Click **OK** buttons.

PowerPoint 2007

1. Select the **Office Button** or press **Alt+F** key combination.
2. Click **PowerPoint Options** button.
3. Select **Trust Center** in the left pane.
4. Click **Trust Center Settings** button in the right pane.
5. Select **Macro Settings** in the left pane.
6. Select **Disable all macros with notification** option.
7. Click **OK** buttons.

How this product is use:

The Toss N Teach game can be used as a fun course review at the end of a training program, a quick review of a module within a program, or as an energizer exercise. The game combines elements of both physical and mental activity to guarantee a fully engaged and interactive experience for your audience no matter how big or small. The concept is simple, players toss a colorful beach ball to one another, and the player receiving the ball must also answer a key question derived from your training material. How players are selected to receive the ball, what question they answer, and how they select and answer questions, all serve to provide and create a multitude of "ways to play". We'll review many of the different ways the Toss N Teach game can be played, and provide specific game rules for three suggested games but first let's take a brief tour around the game screens and explore the game's options and features.

This PowerPoint was designed to be projected so the entire class can view it. Alternatively it is also possible to just have it on a notebook computer and the instructor can notify the group of the random button results and read the questions aloud. This would make setup easier or the game still playable with a projector malfunction.

Helpful Playing Suggestion: We recommended playing the game using two wireless mouse devices. In this way, as the game host you will be able to operate the game. In addition, by giving a mouse device to an audience member, they will also be able to click to operate the game from their location in the room

(The wireless range is usually 30 ft.). This will allow you to easily move around the room. Both mouse devices will operate simultaneously. It will only take a second to instruct your other mouse user on the appropriate game buttons to click when needed.

The Main Game Board

On the main game board a large beach ball continues to bounce from one side of the screen to the other. At the very bottom of the above screen, you'll see 30 smaller beach balls. These balls link to the 30 question screens found in the game. Note: The (#) button in the lower right hand corner of this screen toggles the question number assigned to each ball (1 – 30) on/off. After a question has been selected by clicking on one of these beach balls, the ball itself will shrink in size to signify that the question has been used. You can however, click on the ball again to return to a used questions.

Game questions can be developed in multiple question formats (MC,T/F and Open-ended) and are of course, developed from your own training materials. We discuss adding questions into the game in detail below.

There are ten questions per category. The category names, as well as the game (title) name (top of the screen), are editable on both the set-up and main game board screen. Just above the question grid you'll see a line of buttons and game features. These operate as follows:

Set-up

The set-up button links to the game set-up (reviewed below)

XXX The 3 Xs (top right hand corner) – The game can be played with a rule that states, 3 incorrect answers and the game is over or perhaps the class has to perform a fun consequence. Click on an (X) to make it appear and again on the X itself to have it disappear.

First Random Player | Activity | First Random Question

These three buttons (above) in the center of the main screen operate to: (from left to right) 1. Randomly select players, teams, or cards 2. Randomly select player activities, 3. Randomly select game questions. These can all be edited/selected on the game's set-up screen. We'll review the set-up screen in detail below.

Random Timers (top left hand corner) - These two buttons are random timers. On the set-up a random minimum and maximum time (in seconds) for either music to play (as in musical chairs), or for a beep tone to sound is set. For example, you might set the minimum time for 10 seconds, and the maximum time for 30 seconds. Thus clicking the music button will play a song randomly for between 10 and 30 seconds. At which time in the actual game, the ball is being tossed around the room. The player who catches the ball when the random "TIMES UP!" pop up appears, must answer the next question.

TIME'S UP!

Rules

Finally, the Rules button takes you to a sequence of slides used to explain the various game rules to your audience. (Rules reviewed below).

The Game Set-up:

The game set-up is where you'll be able to configure the game to meet your training needs. This pop-up is accessed by clicking on the set-up button (described above). Let's take a look at the set-up screen:

Player Options: These include:

1. Player Non- Repeating - Player names/#s appear only one time in a game
2. Player Repeating - Player names/#s can appear multiple times in a game
3. Team Non- Repeating - Team names/#s appear only one time in a game
4. Team Repeating - Team names/#s can appear multiple times in a game
5. Playing Cards Non-Repeating – Cards appears only one time in a game

In general the player options are design to randomly select players to answer the teaching questions placed in the game. Players/teams can be selected one time or potentially multiple times in a game. Player and team names can be typed into the game set-up or the instructor/host can use the games default names/#s (Player 1, Player 2 or Red Team 1, Green Team 2 etc.). Players/teams would naturally need to be assigned these names prior to starting the game. This can be easily accomplished by writing default names on index cards and passing them out to your players/teams.

Within the set-up screen (Just below default player/teams names) you'll see a slider bar. Use this slider bar to add or decrease the number of player/team names appearing in your game. You adjust the slider bar up or down by clicking on the arrows at either end, clicking on and holding down the arrow symbol or dragging the center bar right or left. Do this ONLY after you have selected the Random Player Options.

Random Timers: A minimum/maximum number of playing seconds can be set for the game's musical/beep tones   found on the main game board. When these buttons are clicked; music or a tone play for a random number of seconds between the minimum and maximum settings. When the red "TIMES UP!" pop-up appears, the player holding the ball, receives the question (similar to musical chairs).

Number of Game Questions: The instructor/host can select 10, 20 or 30 game questions. These will be represented by the number of small beach balls appearing at the bottom of the main game board.
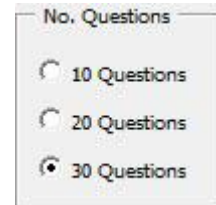

Save Names/Restore Names buttons:

These two buttons do as their names suggest, SAVE a list of names that you may have typed into the Player/Team Name text boxes (up to 52) on the set-up, and RESTORE those names into the game when needed. As mentioned above, we've programmed your game so that default player names will be posted each time you select a Random Player option. For example, if you had typed in ten names for an upcoming game, then returned to the set-up and selected a different random player option (let's say Players Non- Repeating), the game would replace your typed names with default player names (Player 1, Player 2 etc.). Using the SAVE NAMES after you've typed in your names, and then the RESTORE NAMES button, you could restore the names you've enter when needed.

Save, Reset & Close button (lower left hand corner of the set-up screen)

After entering your game settings, clicking this button will save the settings, and reset the game. Essentially you're ready to start a new game. Prior to resetting however, you'll be shown the below pop-up:
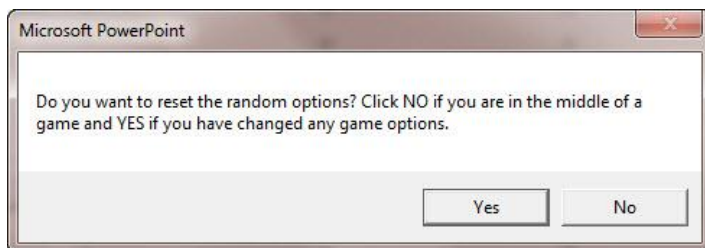

Obviously, if in the middle of a current game with non-repeating players, you'll not want to reset the game. On the other hand, if you've just finished a game, and need to reset the player names to play again, click YES.

Game Name/Category Names:

Left Category on Setup	Center Category on Setup	Right Category on Setup

Both the game name (title) and the (3) category names are editable in the game set-up (as well as from the main game board). Each category has ten questions. These of course can be named for (3) key sections of you training materials, or used to suggest the questions' level of difficulty (i.e. Easy, Medium and Hard questions).

Activity Button:
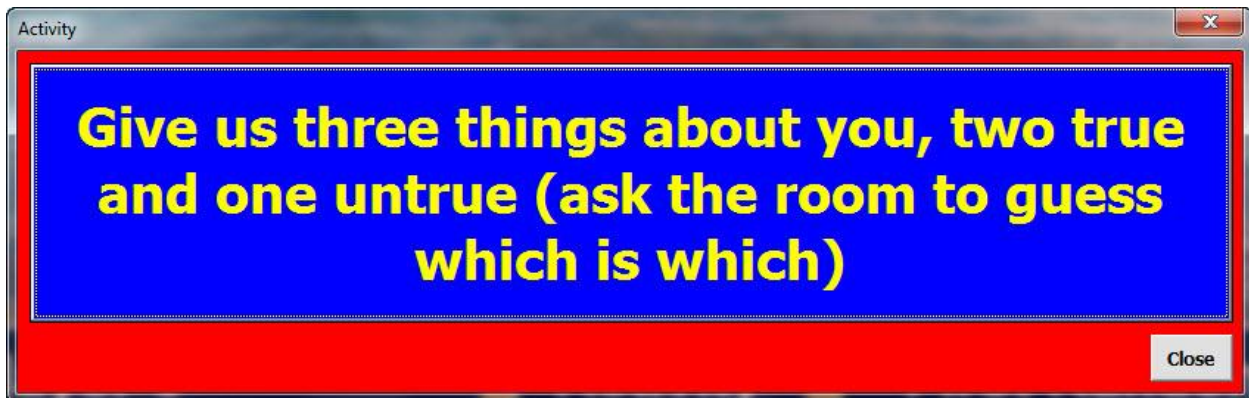
There are six different activities you can place into the game. One of these will appear randomly on the main game board when the ACTIVITY button is clicked (shown above).

Activities can be input on the set-up screen (shown below)

These activities can be fun, physical, or informative. You can use them in the game as icebreakers, energizers, or as a consequence that must be performed when an incorrect answer is given. You must enter six activities with no blanks (to avoid a blank activity appearing when clicked).

We've provided (3) suggested lists, 55 in all, of various short and fun activities you might want to incorporate in your game below. You'll also see how we've worked the activities into the rules of the games below. Finally, you'll no doubt want to creatively add your own activities into the game as well.

Operating and Adding Game Questions:
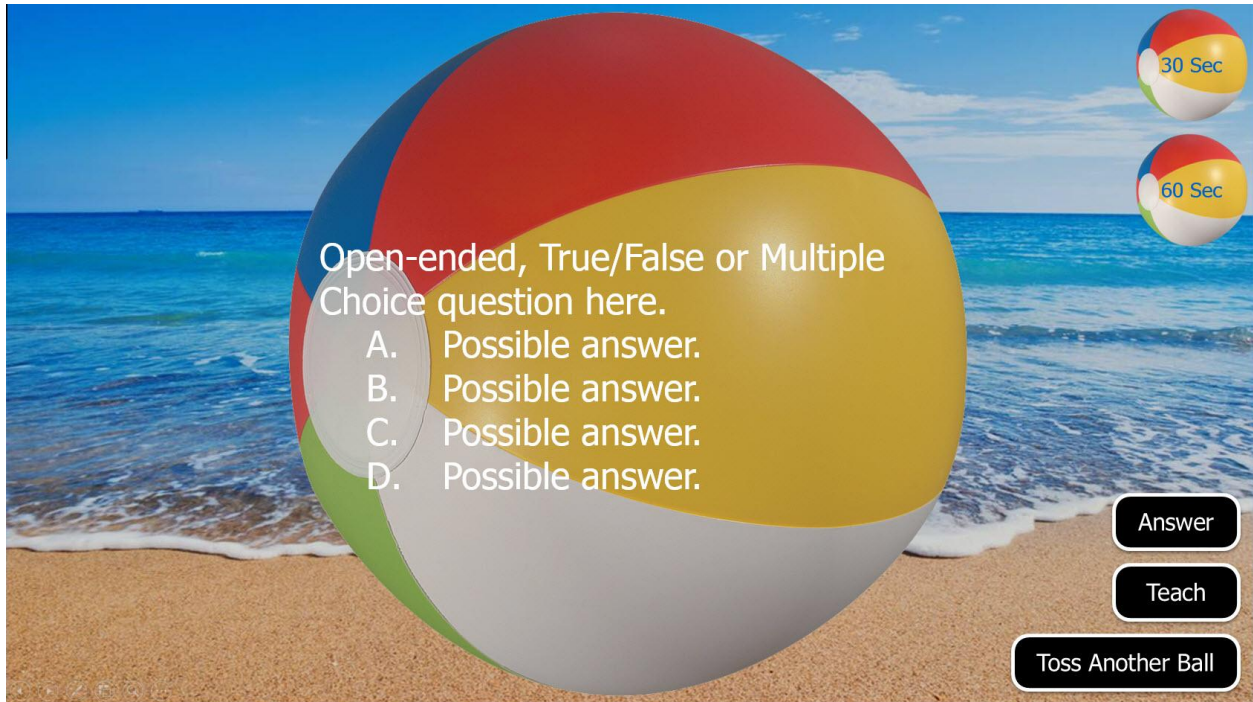
There are up to 30 question screens available in the game. Questions are added by simply clicking on the text in the middle of the beach ball (in PowerPoint edit mode). You'll find you can add, multiple choice, true/false or open-ended questions. To reveal the answer, click on the answer button. To return to the main game screen click "Toss Another Ball". A 30 second and a 60 second timer are positioned in the upper right corner of each question slide. They will begin counting down the seconds whenever clicked on. You'll note that we automatically darken the background for you when the question appears for better "in class" visibility.
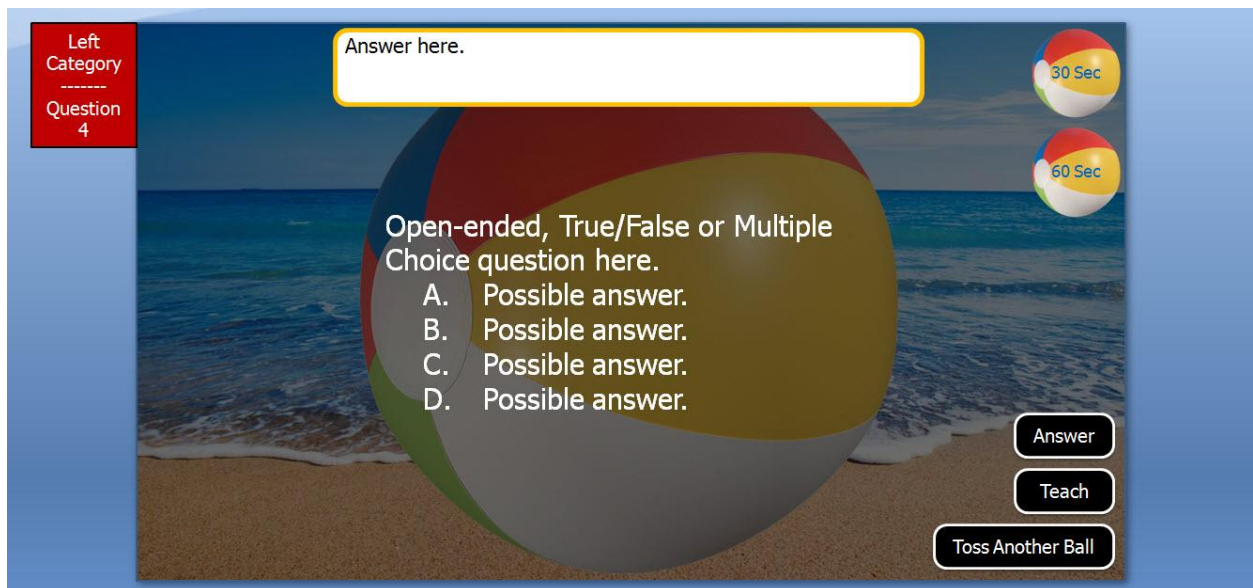
As noted in the above question screen, while in EDIT mode, in the top left hand corner, just to the left of the slide is a small red box. This box indicated which category and question (for each beach ball on the main game board) this slide is linked to. There are three categories in all, one on the left, center and right. In the above example this is question # 4 under the left category. Clicking the (#) button on the main game board (lower right corner) will show the number assigned to each question (1 – 30).

Finally you may wish to expound on a question in the game. Here you can click on the "Teach" button to link to a slide in which you've added some important speaking points regarding the previous question. A "Teach" slide has been placed below each of the thirty question slides. If you do not want to elaborate on the question, we suggest just dragging the "teach" button off to the side so it does not appear on screen when you're in slide show view. In this way, you'll be alerted in the game when coming to a question (with a "teach button") that you wanted to speak to.

Audience Rules for Toss N Teach

There are so many different ways to play the Toss N Teach game. Below you'll find rules for three recommended games which we've also placed on slides within the game itself for your convenience. Please feel free to customize these rule slides within the game to best fit your own training needs. And if you're feeling creative, we've also place additional rules and game suggestions you may want to edit into your game (Listed below).

Introducing the Rules to your audience:

Before we detail the different ways to play let's talk about how you can introduce the game rules to your audience. As mentioned above, in the game itself we've provided rule slides for three different games. These are The Toss N Teach - Basic, Toss N Teach - Lifeline, and Teach N Toss – Strikeout! Rules for these three games are also found below in this document. Within the game you'll be able to click to the rules slides for whichever of the three games you've decided to play (See below screen shot).

With this said however, all of our rule slides are completely editable, and you can customize and edit each to fit just the way you want to play. We've also added additional (suggested) game rules below.

Our Three recommended Games and Rules   (Note: The games may be played seated or standing).

Toss N Teach - Basic:

- Object of the Game: The object of the game is to have all the questions on the board answered by the class participants/players. Because in this game the instructor/host may want to deliver the questions in an ordered sequence, both categories and questions to be answered are selected by the instructor/host.

- Game Settings - Click the set-up button on the main game board (in slideshow mode) and configure the set-up as follows: In Player Options select Players (Non-repeating), using the slider bar to select the number of players, and If you wish, type the names of your class participants, for the # of Questions select 10, 20 or 30, for the Random Timer select the minimum – maximum amount of seconds you want the music/beep sound to play (recommended 10 – 30 seconds), and finally, add/edit your game categories and game title. Check to hide both QUESTION and ACTIVITY button on main game board.

- Selecting Players: If you've enter player names in the set-up, the game will randomly select them, however, if players are being identified by number you might simply hand out index cards with player numbers on each.

- To begin the game, you might want all the players to stand-up. We want to suggest two ways for the game to randomly select the players who will answer the game questions.

  - You can use the Random Player Selector button for Non- repeating players. Non-repeating, refers to the fact that once a player's name/# is selected, it will not appear again in the game. This allows for as many players to participate as you have questions. After a player's name is selected (using the random player selector) the ball is thrown to that player to answer the first question. The ball continues to be tossed around the room until all questions are answered.

  - A second **(recommended and used within the game rule slides)** way to select the players is to use the random timer buttons . Only the first player is selected by the instructor clicking on the "First Random Player" button. The ball is given to that player with instructions to toss the ball to another player *when the music/beep sound begins.* Now the instructor/host clicks on one of the hour glass symbols found in the top left-hand corner of the screen. As explained above the hour glass with a red musical note plays upbeat music, while the hour glass button (by itself) will make a sort of low beeping sound (used when loud music may not be appropriate). Each will play for a random amount of time (the minimum and maximum # of seconds of play are selected on the set-up screen). The ball is tossed around the room until the music/beep sound

stops. When the music/beeping stops, a high pitched tone will sound and the red TIMES UP! pop up will appear. The person holding the ball at this moment receives the question (similar to musical chairs).

- o **We strongly suggest that <u>players must catch (not bat) the ball when tossing it from player to player</u>. Perhaps invoke the rule "If you bat the ball you automatically get the question".**

- The question/category is selected by the instructor and the selected player must answer that question. Note: The beach ball icon on the main game board will decrease in size once that question has been used.
- The instructor reveals whether or not the question has been answered correctly by clicking on the answer button found on the question slide.
- The instructor clicks on the TEACH button to move to a slide upon which he/she can expound on that question. Then back to the main game board (click the Toss Another Ball button)
- The random player button or the beach ball (hour glass) timer is again clicked in order to select the next player up.
- Players continue to receive questions until all the questions on the main game board have been answered.

Toss N Teach – Lifeline (ask a friend for help):

- The object of the game is to have all the questions on the board answered by the class participants/players. If the instructor/host wants to deliver the questions in an ordered sequence, both categories and questions to be answered should be selected by the instructor/host. However below and within the rule slides, we are assuming this is not the case. This game might be used at the end of your training for a comprehensive overview.

- Game Settings - Click the set-up button on the main game board (in slideshow mode) and configure the set-up as follows: In Random Options select Players (non-repeating), using the slider bar select the number of players, and If you wish, add the names of your class participants, for the # of Questions select 10, 20 or 30, and finally, add/edit your game categories and game title. If checked, **uncheck** to show the RANDOM PLAYER, RANDOM QUESTION, and ACTIVITY button on main game board.

- To begin the game, you might want all the players to stand-up. The first player is selected by the instructor clicking on the "First Random Player" button. The ball is given to that player.

- The Random Question Selector is used to choose the first question for this player to answer.
- This first player now attempts to answer the question correctly. If they believe they could use a bit help on this question, they can opt to ask for a lifeline. The player can toss the ball to any other player in the room. Note: The first player to touch the ball in any manner becomes the lifeline (player).

- After providing their thoughts on the question the lifeline (player) tosses the ball back to the original player, who presents his/her answer.
- The instructor reveals whether or not the question has been answered correctly.
- The instructor clicks on the TEACH button to expound on that question.
- If correct, upon returning to the main game board, the random player selector is again clicked, and the ball is thrown to the next selected player.
- If incorrect, upon returning to the main game board, the originating player must perform an activity. The ACTIVITY button is clicked to reveal the activity to be performed.
  - The instructor can optionally, and if time permits, have the lifeline player perform the activity as well.
- The random player selector is again clicked, and the ball is thrown to the selected player.
- The ball continues around the room as players continue to receive questions until all the questions on the main game board have been answered.

Toss N Teach – Strikeout:

- The object of this game is for your group, acting as a team, to answer all the game questions correctly. This is a game that is similar to Musical Chairs. When the TIMES UP! Pop-up appears, the person holding the ball must answer the question. This is a great game to play when reviewing the questions from a module or course you have just presented to the class. In this game 3 strikes (Xs) and the game is officially over.

- Game Settings - Click the set-up button (in slideshow mode) and configure as follows: In Player Options select Players (Non-Repeating), For the # of Questions select 10, 20 or 30, For the Random Timer select the minimum – maximum amount of seconds you want the music to play (We recommend 10 – 30), add/edit your game categories and game title, edit any of the game ACTIVITIES, and finally **CHECK** the Hide Player Button and UNCHECK Hide Question and Activity button.

- Starting the Game: The Game host clicks the musical or beep tone hour glass timer button

   and the ball is tossed from player to player around the room. When time expires, the player holding the ball must answer the question correctly. (Note: Stress that <u>players must catch the ball first before tossing it on to the next player</u>. You might even suggest that if a player bats the ball (versus catching it), that player automatically gets the question.

- Now click the random question button in the center of the screen to select the first question.

  - *Alternative: If the instructor/host wishes the question to appear in a particular order they (the instructor/host) would, naturally, need to select the next question in the game.*

- The host will click on the corresponding beach ball question number and the game question is projected on screen.

- The player gives their answer to the question and the game host clicks the answer button to determine whether or not it is correct.

- If the player answers their question correctly, the host will click the TOSS ANOTHER BALL button to return to the main game screen. Note: the host/instructor may want to expound on the question and can click the TEACH button to go to a "key points" slide before returning to the main game board.

- If the player answers the question incorrectly a strike or "X" is assessed against the group and the player must perform an activity as determined by the Activity button. Performing the activity in this instance does not remove the X from the board.

- It is the group responsibility to avoid striking out (3 Xs).

- A strike can be removed from the board by any player who answers a question correctly and opts to do an activity as determined by the Activity button. Click on a red "X" to remove it.

- The game continues until all questions are answered.

    - Note: A list of individual activities that can be added/edit into the ACTIVITY section of the set-up is included within this document (below).

- The host continues to click on the musical/beeping beach ball button, sending the ball around the room to determine the next player to answer a question or remove an X.

- The game continues until all the questions on the board are answered correctly.

Additional (Suggested) rules/game options Include:

- If a question is answered incorrectly, toss the ball to another player to answer.

- Use the Player Non-Repeating option to select a second player to offer a lifeline to the answering player.

- After a question is presented/read to the group, the instructor will click a 30 or 60 second timer to limit response time.

- Players are selected using the random player button versus the beach ball

    o Players take a seat after answering a question (Player – Non Repeating).

    o Players continue in the game after answering a question (Player – Repeating)

- The room is divided into teams and the random team selector is used to select teams to answer questions

- Using a standard deck of cards, cards are passed out to the class prior to starting the game. Use the random card selector to choose the player to answer the next question.

- Players choose the categories and instructors choose the question.

- Players answering a question correctly choose the category for the next question.

- 3 Strikes Option:

    o A strike for each wrong answer.

    o A strike for letting the ball hit the floor.

    o Penalty for 3rd Strike: Group has to perform a fun consequence provided by the instructor.

Alternate Activities: Below you'll find alternative activities you might choose to substitute into the ACTIVITY section of the set-up. We've placed these into three groups (1) Just for Fun, (2) Physical and (3) Informative, for your convenience. Use these suggestions as written, or to help you to create your own great activities for your game players. You may want to develop the activities from your own training materials, or specific to your organization (i.e. – Name the Vice President of Sales and explain what you believe his/her key role is within the organization).

JUST FOR FUN

1. Say, don't sing, the Star Spangled Banner
2. Develop a 4 line rhyming poem about your game host
3. Do your best imitation of a famous film star
4. If I had three wishes, they would be…
5. Explain your plan for bringing peace throughout the world
6. Thinking back, tell us about a favorite childhood memory
7. Give us two recommendations (Can be songs, movies, books or TV programs)
8. Select two individuals in the room and offer a sincere compliment to both
9. Give us three things about you, two true and one untrue (ask the room to guess which is which)
10. Tell us one thing you do differently from most people
11. Tell us two things you like about this game
12. Of all the animals on Earth, which do you most admire and why
13. Name a food that you would never want to give up eating and why
14. Make up a short story using five of the people in the room as characters
15. Give us a description of yourself, using words that begin with the initials of your name.
16. Tell us about a past job you once had
17. Describe the perfect boss/teacher
18. Name something you've tried to become better at lately
19. Name a country you might like to live in and why
20. What is your favorite room in the house and why

21. Tell us about a life rule that you always try to live by
22. Name something you've always wanted to try but for some reason never did

PHYSICAL

1. Show us your best dance move
2. Lead the class in a one minute exercise
3. Demonstrate a stretching exercise that you believe is helpful
4. Do your best moon walk
5. Chubby Checker time; teach another to "Do the twist"
6. Demonstrate and Instruct (How to hit a golf ball)
7. Demonstrate and instruct (How to play Hop Scotch)
8. Lead the class in a team cheer
9. Lead the class in one round of Simon Says
10. Instruct the class: How to throw a spiral
11. Do ____ Jumping Jacks
12. Run in Place for ____ seconds
13. Hop on one foot for ____ seconds

INFORMATIVE

1. Name two qualities that a leader must possess and why
2. What two qualities are always inherent in a successful team and why
3. Think of a special skill or hobby you have, and teach the class to do it.
4. What are the core elements in providing excellent customer service and why
5. Tell us three tips you have for living healthy
6. Name 2 of the tenants of our mission statement
7. Name two personal values you aspire to
8. Give us three of your best cleaning tips
9. What two pieces of advice would you give to the congress of the United States
10. Name a famous person (past or present) you would like to have dinner with and why

Thank you for purchasing our Toss N Teach training game. If you have any questions or suggestion, please contact us at support@Training-Games.com.