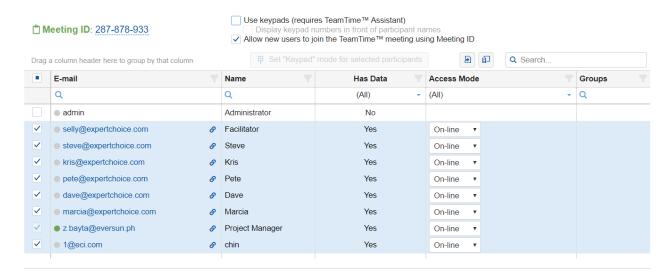
# **Select Participants**

#### Select Participants for TeamTime Evaluation

All participants in the model are listed. You can select all or only some of them to participate in any TeamTime evaluation session by clicking the check box to the left or their names:



Participants can evaluate the objectives and/or alternatives in an Online mode from any location, and/or in the meeting room (in which the meeting facilitator has set up a keypad receiver) using keypads. The use of keypads and receiver requires a TeamTime Assistant license and the **Use keypads** check-box must be selected.

When **Allow new users to join TeamTime meeting using Meeting ID** is enabled, unregistered participants and the unselected participants in the table above will be allowed to join the TeamTime meeting using the meeting ID and general links.

## Setting Keypad mode in TeamTime Evaluation

Participants can evaluate the objectives and/or alternatives in an online mode from any location, and/or in the meeting room (in which the meeting facilitator has set up a keypad receiver) using keypads.

You can set the TeamTime mode in COLLECT INPUT > TeamTime Evaluation > Select TeamTime Participants.

The use of keypads and receiver requires a TeamTime Assistant license, and the **Use keypads** check-box must be selected.

✓ Use keypads (requires TeamTime™ Assistant)
✓ Display keypad numbers in front of participant names

If keypads are used, you can choose to display the keypad numbers in front of participant names for those who are using keypads.

You can assign keypad mode and keypad number to each participant from the Access Mode and Keypad columns respectively:



You can set keypad mode for all selected participants:

This will automatically assign keypad mode and keypad numbers to the selected participants.

The keypad icon will be available on the TeamTime meeting evaluation page when the Use Keypad option is checked. (This turns green when you hover over it). See Instructions for Using TeamTime Keypad Assistant.

### Instructions for Receiver and Keypads with TeamTime Evaluation

Plug the receiver into the USB port of the computer being used by the Facilitator.

The drivers should be loaded automatically.

#### Downloading and Installation of the TeamTime Keypad Assistant

To download and use the TeamTime Keypad Assistant, make sure that you enable the Use Keypads option in the TeamTime Select Participants setting.

When TeamTime evaluation is started, click on the keypad icon to launch the Team Time Keypad Assistant (the keypad icon turns green when you hover over it).