





Using SMS in Lectures – A Quick Start Guide

Firstly, you need to download the Nokia Ovi Suite software for the Business School's Nokia 2630 mobile phone. You will need to download this software onto the Bluetooth enabled laptop that you will be using for SMS interactions in your lecture:

http://europe.nokia.com/support/download-software/nokia-ovi-suite/compatibility-anddownload



- 1. Switch on the phone (hold down the red button).
- 2. Switch on your laptop and open Nokia Ovi Suite.
- 3. Check the integrate phone is connected to the laptop via Bluetooth (bottom right of the screen).
- 4. The Business School's Nokia 2630 phone number is: 07950 546359
- 5. Ask your question to the audience and wait for answers via text message (When texts arrive you will be told about this in a little pop up window).
- 6. Click on SMALL messages envelope in bottom left of Nokia PC suite window to view the messages.
- 7. Then click LARGE messages envelope and this will open a screen listing all your messages.
- 8. Once more messages have come in, click the SMALL envelope again to refresh the message list and then the large envelope to view the messages.
- 9. When you have a number of texts in, you can feed information back to the audience (remember to be prepared...this might need editing, you might get some spurious and strange responses!)
- 10. You can then select specific quotes or phrases to discuss further.
- 11. Once all texts have arrived, after the lecture you can create a word cloud of all the texts using Wordle. Wordle can be found at http://www.wordle.net/ Text can be copied and pasted in to the word-cloud generator, and then you can format the wordcloud colours, font, etc. For example:





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During the lecture

- Explain that feedback is anonymous. Students' phone numbers do not link to a name and their phone numbers will not be kept or used for any other purpose
- Show a range of example quotes. Copy and paste some of the text responses into PowerPoint to display them for the audience
- Give verbal feedback to your audience on emerging themes / key points that arise from the responses you receive
- Inform your students as to how many people responded to the question, encouraging even more people to participate

After the lecture

- 1. Import all text messages into Nokia Ovi suite from phone (should automatically synchronise)
- 2. In Nokia Ovi suite software, sort messages by date and time so that all are in order
- 3. Select answers to Q1 File > Export > .csv > Save, and so on for any additional questions. Repeat for all answers, so that each set of answers is in a separate file
- 4. Open Excel
- 5. Open all .csv files
- 6. Delete all columns other than Question responses
- 7. Copy each set of answers into separate sheet of Excel workbook so that all are in one place and easier to manage.
- 8. Rename sheets in workbook to sensible name for ease of use
- 9. Scan through speadsheets and rejoin any texts which have split into two because they were too long
- 10. Feedback to students the number of responses, all the quotes, the key themes emerging 'Quilt of quotes'
- 11. Save a second version to adjust words for creating word clouds
- 12. Compare to other quotes on the same subject

Further support and advice is available from the INTEGRATE project website projects.exeter.ac.uk/integrate

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