

**Instructions to use the PowerPoint HIV Oral Health Jeopardy Game:**

**Important Note: Facilitator/Instructor should become familiar with how to run the PowerPoint game before trying with an actual group**

1. First open the PowerPoint game and make sure to enable your macros; otherwise the game will not play correctly
2. If you wish to change a question, you can do so by editing the text in the slides. However, do not remove or replace text boxes or delete any shapes unless you are familiar with custom animation in PowerPoint.
3. Depending on what version you have, you may need to keep score via pen and paper if the score box does not work in slideshow view
4. The facilitator will need to use the answer key to know the correct and incorrect responses.
5. You will need three teams to play the game
6. Select a method (i.e. a coin toss) to determine which team will go first
7. Explain the rules of the game to the teams who will be playing (a-e, m):
  - a. Team will select a question by the point system on the board
  - b. Facilitator will click on the number/points team selected (IMPORTANT to click on the actual number and not just anywhere in the box)
  - c. Facilitator will read the question out loud
  - d. A team will have 20 seconds to answer the question
  - e. If the team cannot answer the question in 20 seconds, another team will get a chance to answer the question to get the point. Whichever team says their team name first gets the next chance to answer the question.
  - f. If the first team to answer a question does not get the right answer, another team can try to answer the question to get the points
  - g. **Once the right answer is given**, facilitator will click on the "Score" icon at the bottom of the slide and this will bring you to the Score slide in which the facilitator will enter the points earned under the respective teams score board (Slide #2)
  - h. Then the facilitator will click on the Category matrix icon on Slide #2 and that will bring you back to the Category matrix.
  - i. The points will disappear from the question board once they have been asked so you can keep track of which questions are still unanswered
  - j. Repeat A-G until there are no questions remaining
  - k. For the double jeopardy questions, in order to get to the question, click on the arrow icon at the bottom right of the slide
  - l. When there are no questions with points remaining, click on the Final Jeopardy icon on the question board slide and that will bring you to the final jeopardy question
  - m. The final jeopardy question is open ended just so it allow teams to provide their own responses to a fair open-ended question and all the team get the opportunity to get the question correct
  - n. Final jeopardy question rules include:
    - o The teams have to have the answer(s) ready by the end of the final jeopardy song that will play or a set amount of time you determine
    - o The team must determine how many points they want the final jeopardy game to be worth with a maximum bet of their total score (i.e. 900 points)
    - o If a team does not get the right answer, the points they assigned or bet for the final jeopardy question should be deducted from their total points

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8. When a team chooses a question, click on the number/points for which category box they chose. It is important to click on the number/points and not just anywhere in the box.
9. Read the question out loud.
10. Using a timer, give the team 20-30 seconds to respond.
11. If the team gets the right answer, click on the slide (anywhere except for the "Score" box) so it highlights the correct answer and depending on what version of the game you are using, a music clip will play.
12. Then click on the "Score" box, which will bring you to the slide where you can record the score in the team boxes.
13. Once you have recorded the score, click on the jeopardy category matrix on that slide, which will bring you back to the categories.
14. If they get the wrong answer or do not respond after 20 seconds, open the question to the other 2 teams and whichever team says their team name first, gets a chance to answer the question.
15. If the team gets the right answer, repeat steps 11-13. If they get the wrong answer repeat step 14.
16. Continue steps 8-15 until there are no more points in the category matrix left.
17. At this point, indicate to the teams the final jeopardy question instructions in Step 7n and click on the Final Jeopardy box in the matrix. After reading aloud the question, click on the slide so the music will start playing.
18. If a team gets the right answer, they get to select the next question.
19. If all teams get the wrong answer or do not know the response to a question, the team who has most recently given the correct response on a question gets to go first.