

TurningPoint 5 for PC

User Guide

5.3



255 W. FEDERAL ST
YOUNGSTOWN, OHIO 44503

f TURNINGTECHNOLOGIES
t @TURNINGTECH

866.746.3015
TURNINGTECHNOLOGIES.COM

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TABLE OF CONTENTS

WELCOME TO TURNINGPOINT 5!	8
What's New in TurningPoint 5	8
Technical Requirements	9
Requirements for Software and Hardware	9
Compatible Devices	9
Getting Started	10
Download and Setup	10
Downloading TurningPoint	10
Opening TurningPoint (Zipped File)	10
Installing TurningPoint (EXE File)	10
Configuring Automatic Updates	11
Device Setup	11
Changing the Channel on the Receiver	12
Locking the Receiver Channel	12
Setting Up ResponseWare	13
Testing the Polling Connections	15
Pairing a PresenterCard	16
Migrating Previous Turning Technologies Files	17
Importing Participant Lists	18
Importing Session Files	18
Importing Question Lists or Answer Keys	18
Converting TurningPoint 2008 Presentations	19
CONTENT	20
Managing Content	20
Organizing Content Into Folders	20
Exporting Content	20
Importing Content	21
Deleting Content	21
Refreshing Folder Content	22
Question Lists	22
Creating a New Question List	22
Question Types and Options	23
Multiple Choice	24
Short Answer	25
Numeric Response	26
True/False	27
Matching	28
Essay	29
Demographic Assignment	30
Priority Ranking	30
Editing Question List Content	31
Updating Question Preferences within the Question List Editor	34
Importing Questions into a Question List	34

Applying New Question List Preferences to Existing Questions	35
Printing a Question List	35
Versions for Self-Paced Polling	36
Adding a Version	36
Editing a Version	37
Renaming a Version	38
Deleting a Version	38
Standards	39
Downloading Standards	39
Assigning Standards Using a Downloaded Standards List	40
Creating a Custom Standards List	41
Assigning Standards Using a Custom Standards List	42
PARTICIPANT LISTS	44
Creating Participant Lists	44
Manually Creating a Participant List	44
Downloading a Participant List from an Integration	45
Modifying Participant Lists	46
Editing Participant List Information	46
Importing a CSV or TXT File	47
Exporting to a CSV, HTML or Template File	48
Importing a Template File	48
Demographics	48
Adding Demographics to a Participant List	49
Editing Demographics in a Participant List	49
Removing Demographics from a Participant List	50
Managing Participant Lists	50
Changing a Participant List Name	50
Exporting Participant Lists	50
Importing Participant Lists	51
Duplicating a Participant List	51
Printing a Participant List	52
Deleting a Participant List	52
PREFERENCES	54
Opening the TurningPoint Preferences	54
Software	55
Administration	55
Shortcut Keys	56
Connections	56
Response Devices	57
PresenterCard	57
PresenterWare	58
RemotePoll	58
RemotePoll Monitor	59
PowerPoint	59
Charts	59

Questions	60
Competitions	62
Presentation	63
Anywhere	63
Charts	64
Competitions	64
Presentation	65
Self-Paced	68
Login	68
POWERPOINT POLLING	70
Opening the PowerPoint Polling Environment	70
Content	70
Inserting a Polling Slide	71
Converting a PowerPoint Slide into a Multiple Choice Polling Slide	72
Converting a Multiple Choice Slide into a Demographic Slide	72
Slide Types and Slide Preferences	72
Objects	79
Inserting a Correct Answer Indicator	79
Inserting a Chart/Changing the Chart Type	80
Inserting an Animated Chart	82
Inserting a Countdown Timer	83
Inserting a Grid	84
Inserting a Prompt	86
Inserting a Response Counter	87
Inserting Stats	88
Competition	89
Import	92
Importing a Question List File	92
Tools	92
Comparative Links	92
Inserting a Comparative Link	92
Conditional Branching	93
Setting Up Conditional Branching	93
Convert to Picture	96
Converting a Text-based Slide to a Picture Slide	96
Demographic Comparison	97
Inserting a Demographic Comparison	98
Ranking Wizard	98
Creating Polling Slides with the Ranking Wizard	99
Standards	101
Polling	101
Resetting a PowerPoint Polling Session or Charts	101
Continuing a Prior PowerPoint Polling Session	102
Using the Real-Time Registration Tool	102
Running a Slide Show	103
The PowerPoint Polling Showbar	104

Viewing a Response Grid	105
Using the Participant Monitor	105
Messaging	106
Inserting New Slides During the Presentation	106
Using Data Slicing	107
Saving a PowerPoint Polling Session	109
ANYWHERE POLLING	110
Polling	110
Running a Session	110
About the Anywhere Polling Showbar	111
About the Chart Window	112
Quick Poll Question Types	113
Marking a Question as Anonymous	116
Using the Real-Time Registration Tool	116
Messaging	117
Sessions	117
Saving an Anywhere Polling Session	117
Resetting an Anywhere Polling Session	118
Continuing a Prior Anywhere Polling Session	118
SELF-PACED POLLING	119
Setting Up Self-Paced Polling	119
Viewing the Compact Mode	120
Manually Setting a Timer	120
Polling	120
Self-Paced Polling	120
Viewing the Live Results Monitor	121
Sessions	122
Saving a Self-Paced Polling Session	122
Resetting a Self-Paced Polling Session	123
Continuing a Self-Paced Polling Session	123
INDIVIDUAL SESSION MANAGEMENT	124
Importing Sessions	124
Importing a ResponseCard AnyWhere Session	124
Exporting Sessions	125
Extracting Session Information	125
Creating a Participant List from an Auto Session	126
Merging Sessions	126
Deleting Sessions	127
Changing a Session Name	128
Editing a Session	128
RESULTS MANAGER	131
Overview	131
Opening the Results Manager Overview	131
Adding a Manual Grade Column	133
Reordering the Session Columns	133

Overwriting Session Scores	134
Sessions	134
Excluding a Session	134
Setting Session Performance Points	135
Setting Attendance Points	135
Participants	136
Editing Participant Information	136
Viewing Grade Overview Information	137
Removing a Participant from a Single Session	138
Removing a Participant from the Participant List via Results Manager	138
Deleting a Removed Participant from Results Manager	139
Viewing Removed Participants	140
Reinstating a Participant	140
Devices	141
Saving Device IDs from the Real-Time Registration Tool	142
Adding or Removing Devices	142
Assigning an Unassigned Device	143
Viewing the Grade Overview for Unassigned Devices	144
Assigning a Single Session to a Participant	144
Export	145
Exporting a Participant Report	145
Exporting a Session to an Export Scheme	146
Exporting the Results Manager Overview	146
Integrations	147
Updating Participant Lists from an LMS	147
Exporting Sessions to an LMS Integration	148
Archiving	148
Archiving a Participant List	149
Restoring an Archived Participant List	149
REPORTS	150
Generating Reports	150
Exporting a Report	151
Saving and Printing a PDF Report	151
Results by Question	152
Results by Participant	153
Results Detail	154
Results by Demographic	154
Comparative Results	155
Session Log Report	156
CONTACT US	157
GLOSSARY	158

WELCOME TO TURNINGPOINT 5!

TurningPoint combines all of the Turning Technologies legacy applications into one, user-friendly interface. Content creation, participant lists, data management (*Results Manager*) and reports are in one central location. All three polling environments: PowerPoint Polling (*formerly TurningPoint*), Anywhere Polling (*formerly TurningPoint Anywhere*) and Self-Paced Polling (*formerly TurningKey*) are included.

Existing content such as question lists, participant lists and session files can be imported directly into the new software.

What's New in TurningPoint 5

TurningPoint is Turning Technologies' first, truly cross-platform, poll in ANY environment application.

- Simplifies user workflow and user experience for all current applications by consolidating them into one central interface

A robust HTML content editor that supports pictures, special characters, subscripts and superscripts

An equation editor

Simplifies the ability to create question lists for use in all three polling environments

Simplifies the ability to create, import and export participant lists from the new participant list editor

- Drag and drop functionality for CSV and TXT files
- Copy and paste functionality for Mac and PC
- Quickly import files downloaded from specific gradebooks and Learning Management Systems

A newly enhanced area to manage aggregate session data (*formerly ResultsManager*)

- Customized view by toggling data options
- Update participant lists downloaded from Learning Management Systems, export both single session and cumulative grade columns

Device and data manipulation, allowing different devices to be used for individual sessions

A report interface that consolidates the 32 reports, traditionally available from Turning Technologies, into six new customizable reports

- Available for all environments: PowerPoint Polling, Anywhere Polling and Self-Paced Polling
- Reports are customized by toggling information on and off in the data view
- All reports can be easily printed without formatting
- Export results to Excel, CSV and HTML for sharing and manual manipulation

Technical Requirements

TurningPoint is designed to function on most computers; however, there are some basic hardware and software requirements.

Requirements for Software and Hardware

The following software and hardware specifications are required before using TurningPoint:

- Microsoft Windows® XP, Vista, 7 or 8
- Microsoft Office® 2003, 2007, 2010 or 2013 (for PowerPoint Polling and viewing exported reports in Excel)
- Microsoft .NET 3.5 SP1
- Intel or AMD 2GHz processor
- 512 MB RAM
- 120 MB hard disk space
- 1024 x 768 at 32-bit color or higher resolution, 100%DPI
- Standard USB 2.0 port (for USB-based hardware devices)
- Ethernet or 802.11 compatible wireless network card required if ResponseWare is in use
- Adobe® Flash® Player (for Animated 2D/3D charts)
- Adobe® Acrobat® Reader (for printing)
- Java™ 7 or later (for importing RTF, DOC, DOCX and QTI documents and exporting reports to Excel and CSV)

Compatible Devices

The following devices are compatible with TurningPoint:

- ResponseCard IR, RF and RF LCD (PowerPoint Polling and Anywhere Polling)
- ResponseCard XR and NXT (PowerPoint Polling, Anywhere Polling and Self-Paced Polling)
- QT Device (PowerPoint Polling, Anywhere Polling and Self-Paced Polling)
- PresenterCard (PowerPoint Polling and Anywhere Polling)
- ResponseWare (PowerPoint Polling and Anywhere Polling)
- PresenterWare (PowerPoint Polling and Anywhere Polling)

Getting Started

To get started with TurningPoint, the software must be downloaded from www.turningtechnologies.com/downloads. Uninstalling previous versions of Turning Technologies software is not necessary; however, only one version of the software should be open at any given time.

Download and Setup

TurningPoint can be downloaded through the Turning Technologies website. After it has been downloaded, the file will need to be unzipped or installed depending on the version that was downloaded.

Downloading TurningPoint

The TurningPoint software is accessible through the Turning Technologies website.

Prerequisites

Please verify that your computer meets the **Technical Requirements** on page 9 before downloading TurningPoint.

- 1 Go to www.turningtechnologies.com/downloads.
- 2 Click **TurningPoint** and then click the **link** to download the PC version.
Release notes are available in PDF format to the right of the download link.
- 3 Enter the required information and click **Submit**.
- 4 Click the **link** to start the download.
- 5 **Save** the file to a specified location.

Opening TurningPoint (Zipped File)

The zipped file must be extracted before TurningPoint can be opened.

- 1 Double-click the downloaded ZIP file.
- 2 Select the desired folder location and click **Unzip**.
- 3 Open the unzipped folder and double-click **TurningPoint.exe**.

TIP

Create a shortcut for TurningPoint.exe on the desktop for quicker access to the application.
DO NOT remove any files from the Application folder. The application will not function properly if files are removed.

Installing TurningPoint (EXE File)

The Extraction Wizard installs the software onto your computer if the “install” version of TurningPoint was downloaded from the Turning Technologies website.

- 1 Double-click the **downloaded setup** file.
- 2 Click **Next**.
A window opens and displays the license agreement. Read the license agreement on the screen or click the Print button to send the text to a printer.

- 3 Select the radio button labeled **I accept the terms in the license agreement** if you accept the terms.
- 4 Click **Next**.
- 5 Enter the **name** and **organization** in the fields provided and click **Next**.
A window opens and displays a message that the computer is ready to install TurningPoint.
- 6 Click **Install**.
The computer installs TurningPoint and displays the Finish button on the page when the process is complete.
- 7 Click **Finish**.
Select the Launch TurningPoint checkbox to immediately open the application, or double-click the TurningPoint shortcut on the desktop to open the application.

Configuring Automatic Updates

Automatic updates provides users the option to update the software without first uninstalling it.

IMPORTANT

An internet connection must be available to check for software updates.

- 1 Open TurningPoint.
- 2 Click the **TurningPoint logo** located at the bottom of the Dashboard.
The *About TurningPoint* window is displayed.
- 3 Click **Check For Updates**.
If an update is available, TurningPoint will download the update.
- 4 Optionally, **check the box** to automatically check for updates.

NOTE

TurningPoint will check for updates each time the application is opened. You may experience a slight lag between the application and the Turning Technologies server.



To turn off automatic updates, click the **Preferences**  icon in the lower right corner of the Dashboard. Select **Software** from the left menu and uncheck **Automatically Check for Updates**.

Device Setup

Participants interact with TurningPoint through clickers (ResponseCards) that communicate through a receiver or the internet with web enabled devices (ResponseWare).

This section provides instructions for:

- Changing the Channel on the Receiver**
- Locking the Receiver Channel**
- Setting Up ResponseWare**
- Testing the Polling Connections**
- Pairing a PresenterCard**

Changing the Channel on the Receiver

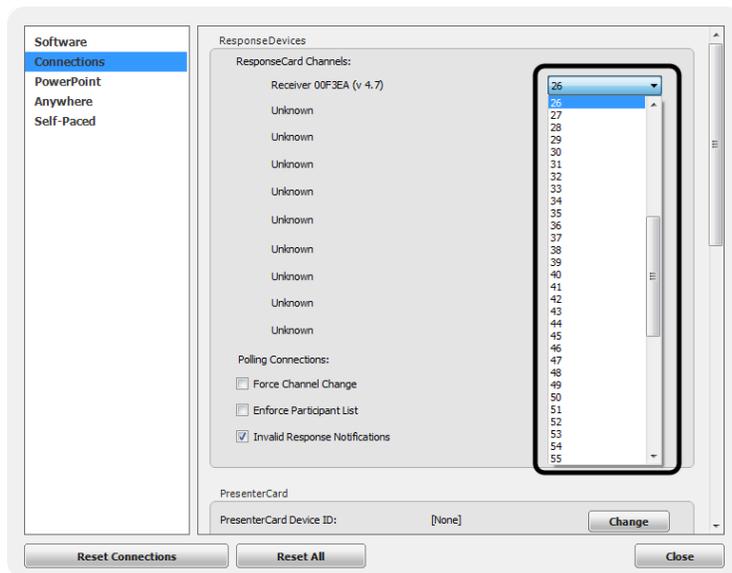
When the receiver is plugged in, it is automatically recognized by the computer. The default channel on the receiver is set to 41. Changing the channel allows multiple receivers to accept different sets of responses when in close proximity of one another. The ResponseCards need to be set to the same channel as the receiver when polling.

- 1 Plug in the **receiver** and open TurningPoint.
- 2 Click the **channel number** below *Receiver*.



The *Preferences* window opens.

- 3 Select the **channel number** from the drop-down menu under *ResponseCard Channels*.



- 4 Click **Close** to return to the TurningPoint Dashboard.

Next Steps

Once the receiver has been setup, it is possible to begin **Testing the Polling Connections** on page 15. To test the polling connections, the ResponseCards need to be set to the same channel as the receiver.

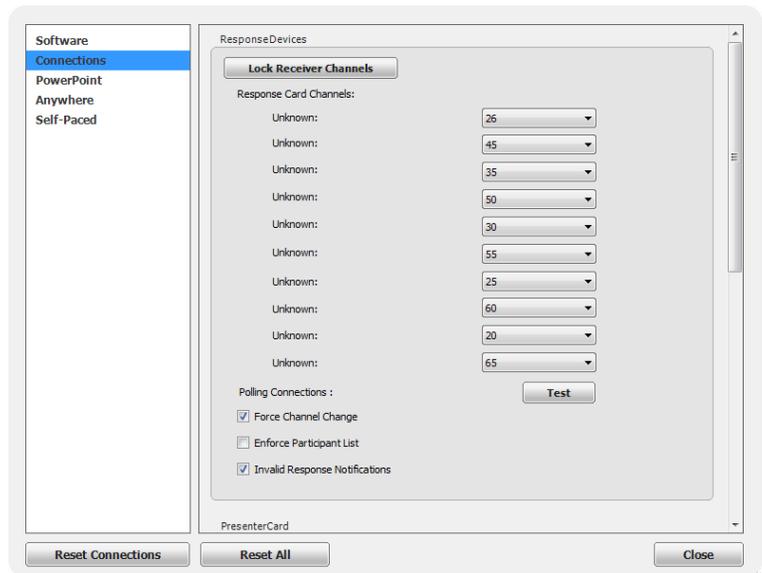
Locking the Receiver Channel

Administrators have the ability to lock the channel to prevent users from changing channels in shared environments.

- 1 Open TurningPoint as the **Administrator**.
- 2 Click the **Preferences**  icon in the bottom right corner.
- 3 Select **Connections** from the left panel.
- 4 Under the *ResponseDevices* section, select the desired **channel** and, optionally, select **Force Channel Change**. The Force Channel Change option, if selected, allows the receiver channel to be maintained once selected.
- 5 Click **Lock Receiver Channels**.
- 6 Click **Close**.

NOTE

To remove the channel lock, run TurningPoint as the Administrator and select **Unlock Receiver Channels**.



Setting Up ResponseWare

ResponseWare must be enabled for participants to use ResponseWare as a response device.

NOTE

ResponseWare is a virtual response solution that allows participants to respond through web-enabled devices and applications available for smart phones and tablets. If you do not have a ResponseWare account, skip this task.

- 1 Click **Click to Connect** below *ResponseWare*.



The ResponseWare window opens.

- 2 Enter your ResponseWare **Username** and **password** in the fields provided.
- 3 If connecting through a proxy server:
 - a **Check** the box labeled *I connect to the internet through a proxy server*.
 - b Click **Settings**.
The *Proxy Settings* window opens.

- c Select **Automatically detect proxy settings** or **Manually configure proxy settings**.
Manually configure proxy settings requires the **proxy server address** and **port number** to be entered in the boxes provided.
 - d If required, enter the **Authentication Information** in the fields provided.
 - e Click **Test** to test the connection to the proxy server.
 - f Click **Save** to save the settings and close the proxy settings window.
- 4 Select one of the following options:
 - **Allow Guests** - Allows participants who do not have a Participant ResponseWare account to attend the session.
 - **Require Login** - Participants must log into the session with their Participant ResponseWare account.

Optionally, select **Do not prompt participants to enter user information**. If checked, participants will not be prompted to enter their user information prior to joining the session.

Optionally, enter the **Reserved Session ID** in the box provided.

NOTE

A reserved Session ID can be created through a Presenter ResponseWare account.

5 Click Login.

The *License Agreement* window opens the first time ResponseWare is enabled on a computer.

Welcome to ResponseWare

The Next Generation in Response Technology. ResponseWare - our revolutionary new response system for mobile devices and more.

I have read both the Privacy Statement and the Terms of Use Agreement

a Select the box labeled **I have read both the Privacy Statement and the Terms of Use Agreement**.

b Click **Accept** to accept the license agreement.

The *ResponseWare* window opens. The Session ID and connection information is displayed.

Session ID: 904429

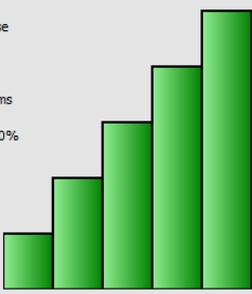
Welcome:

Use Basic Mode: False

Number of Connections: 0

Average Response Time: 38 ms

Error Rate: 0.00%



6 Click Close.

NOTE

It is possible to switch between polling environments without logging out of the current ResponseWare session. Participants do not need to log out and join a new session.

The ResponseWare window does not need to be open for ResponseWare to be enabled. ResponseWare will remain enabled until TurningPoint is closed. The next time the application is opened, you will need to login with your ResponseWare credentials.

Testing the Polling Connections

The polling test is used to ensure that each response device can communicate with TurningPoint.

Prerequisites

Ensure the receiver is properly installed (if using ResponseCards) and the compatible response device to be tested is available.

- 1 If using ResponseCards, plug in the **receiver**, open TurningPoint and click the channel number below *Receiver*. If using ResponseWare, open **TurningPoint** and click the **Session ID** below *ResponseWare*.

The *Preferences* window opens.

- 2 Click **Test**.

The *Polling Test* window opens.

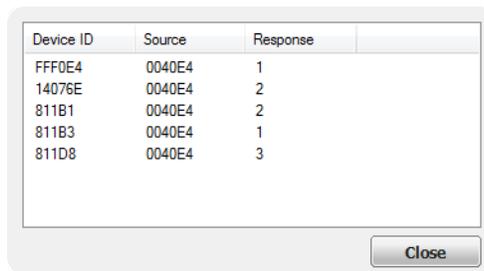


There are three columns in the polling test window.

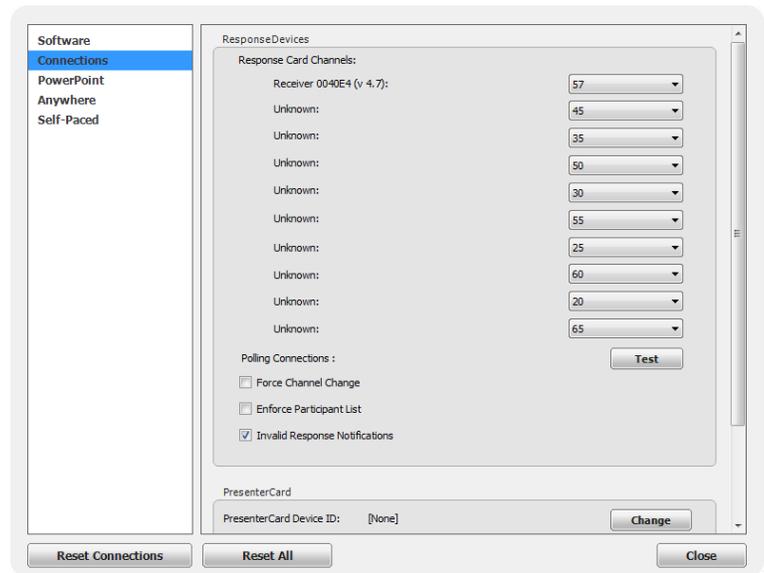
- **Device ID** - Displays the Device ID of the response device. A count of the devices that have responded are also displayed next to the Device ID column header.
- **Source** - Displays the serial number of the receiver.
- **Response** - Displays the response sent from the response device.

- 3 Press a **button** on the response device.

For ResponseCard users, if the receiver and response device are set to the same channel, the response will appear in the polling test. For ResponseWare users, the ResponseWare Device ID will appear in the polling test.



- 4 Click **Close** when finished with the polling test.
- 5 Click **Close** on the *Preferences* window.

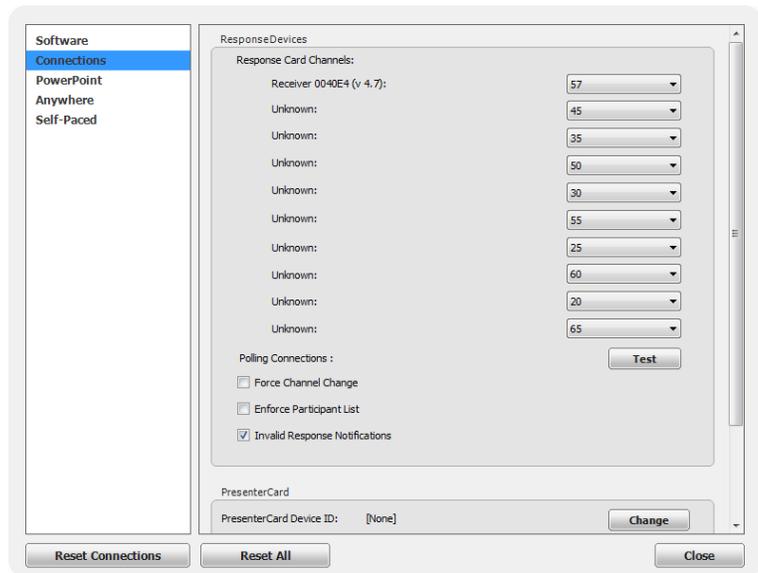


Pairing a PresenterCard

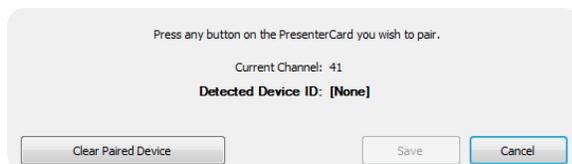
A PresenterCard must be paired with TurningPoint before it can be used as a presentation device. If you do not have a PresenterCard, skip this task.

- 1 Plug in the **receiver** and open TurningPoint.
- 2 Click the **channel number** below *Receiver*.
The *Preferences* window opens.
- 3 Verify that the PresenterCard is programmed to the same channel as the receiver.
To change the channel on the PresenterCard:

- a Press the **Channel** button on the PresenterCard.
- b Use the **Back** or **Forward** buttons to select the correct channel number.
- c Press **Channel** to save the new channel number.



- 4 Scroll to the *PresenterCard* section and click **Change** next to *PresenterCard Device ID*.
The *Pair PresenterCard* window opens.



- 5 Press any **button** on the PresenterCard.
The Device ID of the PresenterCard is displayed next to Detected Device ID.
- 6 Click **Save**.
The PresenterCard can now be used with the PowerPoint Polling and Anywhere Polling environments.
For information on how to configure the programmable buttons, see **PresenterCard** on page 57.

Migrating Previous Turning Technologies Files

Questions lists, participant lists and session files created with previous Turning Technologies products can be imported into TurningPoint.

NOTE

It is recommended to make copies of session files, participant lists, question lists and answer keys and TurningPoint 2008 presentations before migrating them to TurningPoint. Once the files have been converted to the new format, they cannot be used with previous versions of Turning Technologies products.

This section covers the following tasks:

Importing Participant Lists

Importing Session Files

Importing Question Lists or Answer Keys

Converting TurningPoint 2008 Presentations

Importing Participant Lists

Participant lists created with previous Turning Technologies products can be imported into TurningPoint. There is no need to recreate existing participant lists.

- 1 Select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **Import**.
- 3 Click **Choose File...** and browse to the location of the participant list to be imported.
- 4 Select the **participant list** and click **Open**.
The participant list is now displayed in the left panel.
- 5 Repeat steps 2 - 4 to import additional participant lists.

Importing Session Files

Session files created with other Turning Technologies products may be copied into the TurningPoint Sessions folder. TurningPoint will automatically convert them to the new format. The session files can also be converted using the import function on the Manage tab.

- 1 Select the **Manage** tab.
- 2 Click the *Session* drop-down menu and select **Import**.
- 3 Browse to the location of the session.
- 4 Select the **session or sessions** and click **Open**.
- 5 Select one of the following options:
 - a **Convert and Replace** - This option converts the session file to the new format and deletes the original session file. The new session file is saved in the TurningPoint Sessions folder.
 - b **Convert and Keep** - This option adds the session to the sessions list, but the file remains in its original location. The file must remain in this location to view reports and edit the session. If the file is moved, it must be relocated in the session overview screen.
The import summary displays the status of each session or sessions selected for import.
- 6 Click **OK**.
The session or sessions are displayed in the left panel.

Importing Question Lists or Answer Keys

Question lists and answer keys created in TurningPoint Anywhere and TurningKey can be imported into TurningPoint. There is no need to recreate existing content.

- 1 Select the **Content** tab.
- 2 Click the *Question List* drop-down menu and select **Import**.

IMPORTANT

Answer key files (TKY) are considered question list files in this case.

- 3 Browse to the location of the file to be imported.
- 4 Select the **question list** and click **Open**.
A dialog box appears. Click **Yes** to convert the selected file to the new format.

Next Steps

For more information about updating question list preferences, see **Updating Question Preferences within the Question List Editor** on page 34.

Converting TurningPoint 2008 Presentations

Presentations created in TurningPoint 2008 can be converted to TurningPoint 5 and used for polling.

- 1 Open TurningPoint.
- 2 Click **PowerPoint Polling**.
PowerPoint opens with the TurningPoint ribbon/toolbar.
- 3 Open the **TurningPoint 2008 presentation**.
A warning message appears.

This presentation was created using TurningPoint 2008. Once converted, it will no longer work with the older program.

OK

Cancel

- 4 Click **OK** to continue the conversion.
The TurningPoint 2008 presentation is converted to the new format.
- 5 **Save** the presentation.

TIP

Save the PowerPoint presentation in the TurningPoint **Content folder**. The presentation is listed in the Content section of the Polling tab for quick access.

CONTENT

This chapter covers the following sections:

Managing Content
Question Lists
Standards

Managing Content

The TurningPoint Content tab allows a user to organize content into folders for all three polling environments. Content may be in the form of question lists or PowerPoint presentations.

This section covers the following topics:

Organizing Content Into Folders
Exporting Content
Importing Content
Deleting Content
Refreshing Folder Content

Organizing Content Into Folders

Folders can be created to organize content. Once a folder is created, content items can be placed into the folder.

- 1 Select the **Content** tab.
- 2 Click the *Folder* drop-down menu and select **New**.
The *New Folder* window opens.
- 3 Enter a **name** for the folder in the box provided and click **Save**.
Folders are added to the top of the list in the left panel and sorted alphabetically.
- 4 Optionally, create a sub-folder.
 - a Select a **folder**.
 - b Click the *Folder* drop-down menu and select **New**.
 - c Enter a **name** for the sub-folder in the box provided and click **Save**.
- 5 Repeat steps 2 - 4 to create additional folders or sub-folders.
- 6 To remove a folder, select the **folder**, click the *Folder* drop-down menu and select **Delete**.

WARNING

Deleting a folder will remove all files and sub-folders, including those not displayed in TurningPoint. Click **Delete** to continue.

To place content into a folder, select the content and drag it to the desired folder.

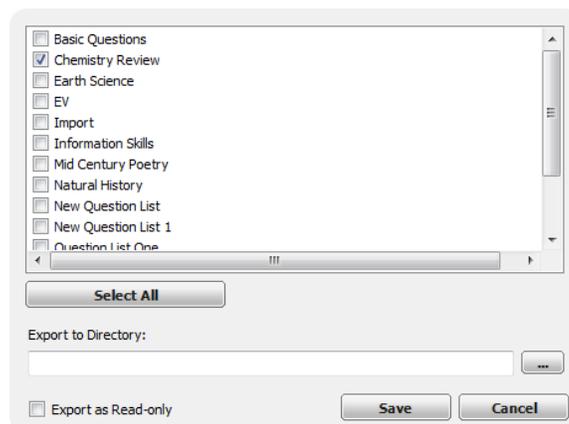
Exporting Content

Question lists and PowerPoint presentations can be exported from TurningPoint. Exporting content creates a copy of the file in the specified location. The file is not removed from its current location.

- 1 Select the **Content** tab.
- 2 Click the *Content* drop-down menu and select **Export**.
The *Export Question Lists* window is displayed.
- 3 Check the **content** to be exported.
If desired, select the **Export as Read-only** check box.
This option, when checked, prevents shared users from editing question lists.
To export all content from TurningPoint, click **Select All**.

NOTE

When exporting content, it is important to remember that folder structure is exported as well. For example, a folder named "Practice" contains three question lists. If a question list from "Practice" is exported, a folder "Practice" is created and the exported question list will be inside the folder.



- 4 Click ... and navigate to the **desired location**.
- 5 Click **OK**.
- 6 Click **Save**.

Importing Content

The following file types can be imported into TurningPoint: question list files (TPQX and TPQ), answer key files from TurningKey (TKY), QuestionPoint files (TQZ) and PowerPoint presentations (PPTX and PPT). When a file is imported, it is copied from its current location to the Content folder in TurningPoint.

TIP

Drag and drop files and folders directly under the **Content** tab.

- 1 Select the **Content** tab.
- 2 Click the *Content* drop-down menu and select **Import**.
- 3 Select the **file or files** and click **Open**.

TIP

Select more than one file by holding down the Shift or Control keys.

Next Steps

To place content into a folder, select the content and drag it to the desired folder. For more information on folders, see **Organizing Content Into Folders** on page 20.

Deleting Content

To delete content from TurningPoint, follow the steps below.

- 1 Select the **Content** tab.
- 2 Select a **content item**.
- 3 Click the *Content* drop-down menu and select **Delete**.
A confirmation window is displayed.
- 4 Click **Delete**.
Alternatively, select a content item and press the **Delete** key on the keyboard or right-click to delete.

Refreshing Folder Content

The refresh option allows the user to update content display if changes to the content folders have been made outside of TurningPoint on the local computer.

- 1 Select the **Content** tab.
- 2 Click the *Folder* drop-down menu and select **Refresh**.
Any content changes made in the folder structure outside of TurningPoint is displayed.

Question Lists

A question list is a file that contains questions and answers. For Anywhere Polling and Self-Paced Polling, content is created through question lists. PowerPoint Polling can also utilize question lists; however, the traditional way of creating content in a PowerPoint presentation remains the same. A single question list can be used to poll in all environments on both PC and Mac.

NOTE

For more information on creating a PowerPoint presentation as content, see **Content** on page 20.

Question lists and answer keys created with previous versions of Turning Technologies products can be imported into TurningPoint. For more information, see **Importing Content** on page 21.

This section covers the following topics:

- Creating a New Question List**
- Question Types and Options**
- Editing Question List Content**
- Updating Question Preferences within the Question List Editor**
- Importing Questions into a Question List**
- Applying New Question List Preferences to Existing Questions**
- Printing a Question List**
- Versions for Self-Paced Polling**

Creating a New Question List

A question list can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling. When creating a question list, the preferences can be saved and used as a template for future question lists.

- 1 Select the **Content** tab.
- 2 Click the *Content* drop-down menu, mouse over **New** and select **Question List**.
The *Question List* window opens.
- 3 Enter a **name** and a brief **description** for the question list.
- 4 Click the **arrow** next to *Preferences* to expand the window and adjust the options as necessary in the *Content* and *Polling* sections.

TIP

Save the preferences as a preset for other question lists. Click **Save as Preset**, provide a name, click **Add** and then **Save**. The next time a question list is created, select the name from the *Use Preset* drop-down menu.

- 5 Click **Save**.
The Question List Editor is displayed.

Next Steps

Now that a new question list has been created, the content, such as question text, answer text and correct answers, may be entered.

Question Types and Options

The following sections explain each question type, how to set correct answers and the available question options.

There are several question types available:

- Multiple Choice**
- Short Answer**
- Numeric Response**
- True/False**
- Matching**
- Essay**
- Demographic Assignment**
- Priority Ranking**

Multiple Choice

A multiple choice question may have up to 10 answer options.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Multiple Choice** from the *Question Type* drop-down menu.
- 3 Select the **number of possible answer choices** from the *Choices* drop-down menu.
- 4 Enter the **correct answer** in the box provided.

NOTE

Each correct answer choice needs to be separated by a semicolon. For example, "a; c; d".

Correct answers may also be assigned by selecting **Correct** from the drop-down menu next to the answer choice bullet in the scoring options.

- 5 Adjust the **Question**, **Polling** and **Scoring** options as necessary.

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses** - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.

Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Correct Answer Indicator** - A correct answer indicator allows participants to view the correct answer(s) after polling has been closed.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

Next Steps

Now that the question type and options have been defined, the question and answer text may be edited. For more information, see **Editing Question List Content** on page 31.

Short Answer

A short answer question requires participants to respond with a phrase. Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to a short answer question.

NOTE

A short answer response can have up to 160 characters in the PowerPoint and Anywhere Polling environments. In the Self-Paced Polling environment, a short answer response can have up to 16 characters.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Short Answer** from the *Question Type* drop-down menu.
- 3 Enter a **keyword(s)** for the correct answer in the box provided.
Multiple keywords should be separated with a semicolon.

NOTE

The following symbols are supported:

ResponseCard NXT as of firmware version 1.0.1:

., ‘ “ ? @ # \$ % ^ & * () _ + - = / < > [] { } √ £ € E

ResponseCard XR as of firmware version 1.2.1:

., + - * / % () ^ @ ! & E √ €

- 4 Adjust the Question, Polling and Scoring Options as necessary.

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Keyword** - After polling closes, the correct keyword(s) is displayed on the slide.

- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Answer Value** - The answer value can be set by selecting *Correct* or *No Value* from the drop-down box.
- **Correct Keyword(s)** - Multiple keywords should be separated with a semicolon.
- **Enforce Capitalization** - When checked, the participant response must have proper capitalization to receive credit.

Numeric Response

A numeric response question requires participants to respond with a numeric value. Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to a numeric response question.

NOTE

A numeric response can have up to 16 characters in all three polling environments.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Numeric Response** from the *Question Type* drop-down menu.
- 3 Enter a **value** for the correct answer in the box provided.
- 4 Optionally, enter a **minimum** and **maximum** value in the boxes provided. All responses within this range will be marked correct.
- 5 Adjust the Question, Polling and Scoring Options as necessary.

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Answer** - After polling closes, the correct answer is displayed on the slide.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.

- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Answer Value** - The answer value can be set by selecting *Correct* or *No Value* from the drop-down box.
- **Acceptable Value** - Enter a specific value in the box provided.
- **Acceptable Range** - If a specific value is not required for a correct answer, a range can be set. Enter a minimum value and a maximum value in the boxes provided.

Next Steps

Now that the question type values have been defined, the question text may be edited. For more information, see **Editing Question List Content** on page 31.

True/False

A true/false question requires participants to respond with 1/A for true or 2/B for false.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **True/False** from the *Question Type* drop-down menu.
- 3 Select **True**, **False** or **No Correct** as the correct answer.
- 4 Adjust the Question, Polling and Scoring Options as necessary.

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Correct Answer Indicator** - A correct answer indicator allows participants to view the correct answer(s) after polling has been closed.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- Select *True* or *False* as the correct answer. A value of *No Correct* can also be selected if there is no correct answer.

Next Steps

Now that the question type and options have been defined, the question and answer text may be edited. For more information, see **Editing Question List Content** on page 31.

Matching

Matching questions may have up to 10 answer choices. To set up a matching question, a list of matches is paired with a list of choices. Participants submit the choices in the order they correspond to the matches.

Matching questions are NOT supported in the PowerPoint Polling environment.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Matching** from the *Question Type* drop-down menu.
- 3 Select the **number of matches** from the *Matches* drop-down menu.
- 4 Select the **number of choices** from the *Choices* drop-down menu.
- 5 Enter the **correct answers** in the box provided.

NOTE

Each correct answer choice needs to be separated by a semicolon. For example, "a; c; d".

Correct answers may also be assigned by selecting the correct answer choices that corresponds to the matched item.

- 6 Adjust the Question, Polling and Scoring Options as necessary.

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **All or Nothing Scoring** - When checked, the participant must choose each correct answer to receive points.

Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.

- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

Next Steps

Now that the question type and options have been defined, the question and answer text may be edited. For more information, see **Editing Question List Content** on page 31.

Essay

Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to an essay question.

NOTE

An essay response can have up to 160 characters in all three environments.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Essay** from the *Question Type* drop-down menu.
- 3 Adjust the Question and Polling Options as necessary.

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

Polling Options

- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

Scoring Options

- TurningPoint does not score essay slides. Manual score adjustments can be made in Results Manager.

Next Steps

Now that the question type has been defined, the question text may be edited. For more information, see **Editing Question List Content** on page 31.

Demographic Assignment

A demographic assignment question may have up to 10 answer choices. A demographic assignment question can also be used to assign participants to teams for competitions.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Demographic Assignment** from the *Question Type* drop-down menu.
- 3 Select the **number of possible answer choices** from the *Choices* drop-down menu.
- 4 Adjust the Demographic, Question and Polling Options as necessary.

Demographic Options

- **Demographic Grouping** - Categorize the demographic options for easier reporting.
- **Use in Competition** - The answer options become teams and can be used in team competitions. When unchecked, the slide is no longer considered a Team Assignment slide.
- **Save to Participant List** - The competition information is saved to the current participant list.

Question Options

- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

Next Steps

Now that the question type has been defined, the question and answer text may be edited. For more information, see **Editing Question List Content** on page 31.

Priority Ranking

Priority ranking questions may have up to 10 answer choices. Items are ranked by the participants and then scored based on response weights.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Priority Ranking** from the *Question Type* drop-down menu.
- 3 Select the **number of choices** and **number of responses** from the drop-down menus.

4 Adjust the Question, Polling and Scoring Options as necessary.

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Response Limit** - The response limit dictates the number of answer choices a participant can select for a specific question.
- **Allow Duplicates** - When checked, participants are permitted to select the same answer choice more than once.
- **Response Weights** - Set the value for each response by selecting a value from the drop-down menu or enter a value from 0 to 99999. Repeat for the remaining answers.

Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

Next Steps

Now that the question type and options have been defined, the question and answer text may be edited. For more information, see **Editing Question List Content** on page 31.

Editing Question List Content

Now that a question list has been created, question and answer text, question options, scoring options and polling options can be assigned. The HTML Editor allows for advanced formatting of pictures, special characters, subscripts, superscripts and hyperlinks. Questions can also be added, deleted or duplicated for quick authoring.

NOTE

For question lists to be used as answer keys, simply select a question type and assign a correct answer for each question. Question and answer text is not necessary.

Prerequisites

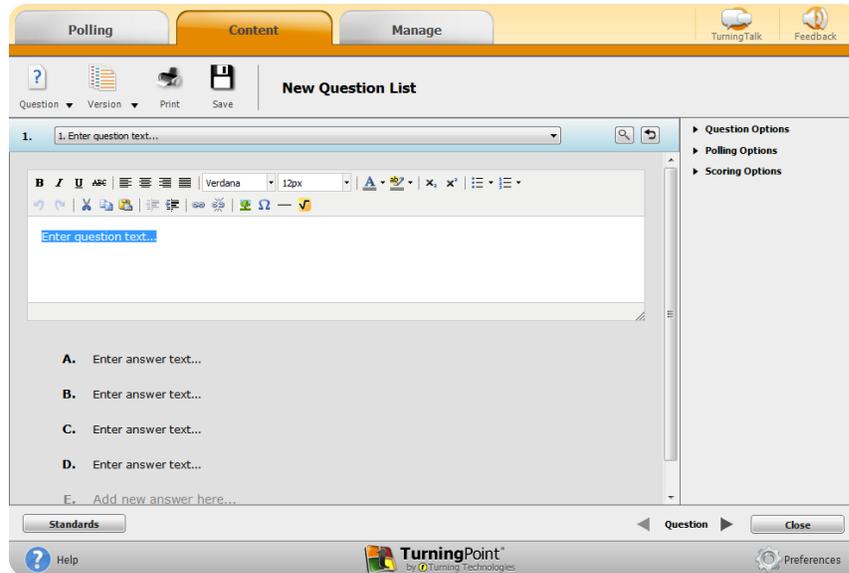
A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question**.
- 2 Select a **question type** and the corresponding **question options** from the drop-down menus. For more information on the available question types, see **Question Types and Options** on page 23.
- 3 Optionally, set the Question, Scoring and Polling Options in the right panel. Click the arrow next to the category to view the available options. For more information, see **Question Types and Options** on page 23.

NOTE

Polling options do not apply to Self-Paced Polling.

- 4 Click the **pencil icon** to the right of the question.
The HTML Editor opens.



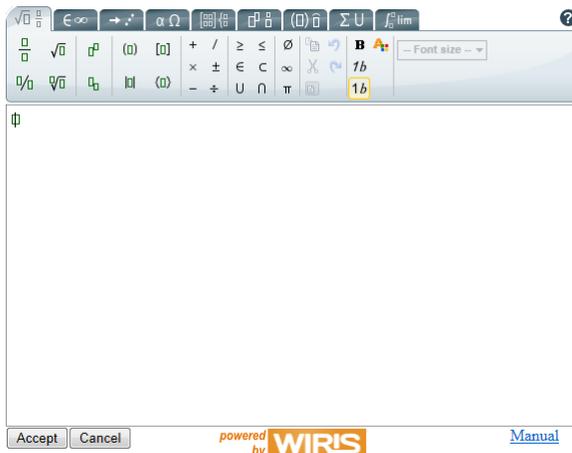
- 5 Select the **question** or **answer text** and enter the **new text**.
Use the HTML Editor toolbar to enhance the question or answer text.



- The icons and drop-down menus on the first row of the toolbar are for text editing. Adjustments can be made to text alignment, font, size, color, highlight, subscript, superscript and bullet options.
- The icons on the second row of the toolbar include undo, redo, cut, copy, paste, indent and hyperlinks.
- Click the **Insert image** icon to include a picture in the question or answer options.
- Click the **Insert custom character** icon to select a special character.
- Click the **Insert horizontal ruler** icon to include a line separator in the question or answer options.
- Click the **Insert equation** icon to include an equation in the question or answer options.

The WIRIS Editor opens in Internet Explorer. It may be necessary to click **Allow blocked content** in order to view the equation editor. After the equation has been created, click **Accept** to place the equation in the question or answer text.



**TIP**

Internet Explorer security settings can be adjusted to allow active content to run on the computer. This will avoid the security prompt in the future.

- 6 Repeat step 5 for the remaining answer choices.

TIP

Click the magnifying glass to see how the question will appear on-screen for polling.

- 7 Click the **left** or **right** arrows at the bottom of the window to navigate to another question for editing.
- 8 Repeat steps 2 - 7 for the remaining questions.
- 9 Click **Close** to return to the question list.
- 10 Optionally, questions may be added, deleted, duplicated or rearranged within the question list.
- To add a question, select a **question**, click **Question** on the toolbar and select **Add**. (Or, select a question and press Ctrl+ N on the keyboard.) The new question will be added directly below the selected question.
 - To delete a question, select a **question**, click **Question** on the toolbar and select **Delete**. (Or, select the question and press the Delete key on the keyboard.)
 - To duplicate a question, select a **question**, click **Question** on the toolbar and select **Duplicate**. (Or, select a question and press Ctrl+ D on the keyboard.)

TIP

Duplicating questions can speed up the question list creation process if there are a multitude of questions with similar formatting. When a question is duplicated, the question, scoring and polling options are duplicated as well.

- To rearrange the order of the questions, click the **area to the left of the question number** and **drag** the question to the new location.

- 11 Click **Save and Close** to save the question list.

Next Steps

The question list is now ready to be used for **PowerPoint Polling** on page 70, **Anywhere Polling** on page 110 or **Self-Paced Polling** on page 119.

Updating Question Preferences within the Question List Editor

You can update question list preferences after a question list has been saved or imported from older software versions.

Prerequisites

A saved question list is needed.

- 1 Select the **Content** tab.
- 2 Select a **question list** and click **Edit Question List**.
- 3 Click **Question** and select **Update Question List Preferences**.

The *Update Question List Preferences* window is displayed.

- 4 Edit preferences as necessary.

TIP

To update the question and answer font and size of a particular question, click the pencil icon next to that question.

- 5 Click **Save**.
- 6 Click **Save and Close** to save the edited question list.

Importing Questions into a Question List

Existing questions can be imported into a question list. Supported question types include other question lists, session files, QuestionPoint files, RTF files or QTI files. The Java Runtime Environment is required for importing RTF, DOC, DOCX and QTI documents.

A Word document must have question text formatted as Heading 1 and answer text formatted as Heading 2. Only multiple choice questions can be imported. The question type may be changed after import.

A QTI document can be imported from Respondus® (3.5 - 4.0) (QTI XML zip file) or Examview® (5.1 - 7.0) (HTML file without any fonts).

An RTF document can be imported from Examview® (7.0 - 8.0) (Style gallery: Default).

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

NOTE

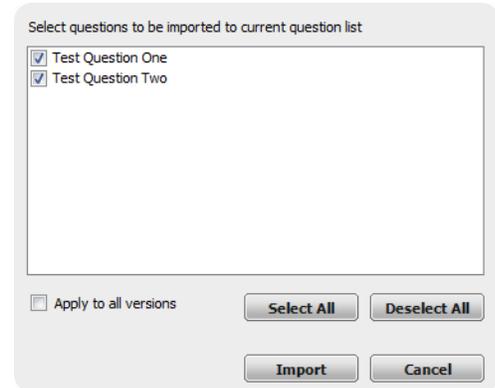
The imported questions will take the preferences established for the question list, including fonts.

- 1 Click the **Question** icon and select **Import**.

- 2 Select the **desired file** and click **Open**.
The *Import Questions* window is displayed.
- 3 Check the **questions** to be imported.
- 4 Optionally, select **Apply to all versions** to import the new questions into all corresponding versions of the question list.
- 5 Click **Import**.
The imported questions are added to the bottom of the question list.

TIP

To rearrange the order of the questions, click the area to the left of the question number and drag the question to the new location.



- 6 Optionally, repeat step 1 - 5 to import additional questions.
- 7 Click **Save and Close** to save the changes and return to the Question List Overview screen.

TIP

Session files saved from a previous version of Turning Technologies software can be imported and converted to a question list. For more information, see *Importing Session Files* on page 18.

Applying New Question List Preferences to Existing Questions

Preference changes can be applied to an existing question list.

Prerequisites

A saved question list from a legacy version of TurningPoint or a question list created by another user is needed.

- 1 Click the *Content* drop-down menu, mouse over **New** and select **Question List**.
- 2 Name the **Question List**.
- 3 Adjust the **Preferences** and **Polling** sections as needed.
- 4 Click **Save**.
The Question List Editor opens.
- 5 Click the **Question** icon and select **Import**.
- 6 Select the desired file and click **Open**.
- 7 Check the **questions** to be imported.
- 8 Click **Import**.
- 9 Click **Save and Close** to save the changes and return to the Question List Overview screen.

Printing a Question List

There are three printing options available when printing a question list:

- **Student Copy** - The student copy contains the question and answer choices.
- **Teacher Copy** - The teacher copy contains all of the question and answer choices along with the correct answers and

standards (if applicable).

- **Answer Key** - The answer key contains the correct answers.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 From the *Question List Editor* toolbar, click **Print**.
The *Question List Print Options* window is displayed.
- 2 Optionally, select a **version** from the *Version* drop-down menu.

NOTE

Only a teacher copy of the master version can be printed.

- 3 Select **Student Copy**, **Teacher Copy** or **Answer Key**.
- 4 Click **Print**.

TIP

Click **Preview** to view the file before printing or to save it as a PDF

- 5 Click **Save and Close** to return to the Question List Overview screen.

Versions for Self-Paced Polling

The Self-Paced Polling environment can accommodate multiple versions of a question list. A master list is generated which allows for quick editing that is reflected in all versions of the question list.

A master list is NOT a separate, testable version of the question list.

The following topics are covered in this section:

Adding a Version

Editing a Version

Renaming a Version

Deleting a Version

Adding a Version

Question lists can be generated into different versions for Self-Paced Polling. A master list of the question list is generated for quick editing of the question and answer choices.

NOTE

Versions containing more than 250 questions cannot be used for Self-Paced Polling.

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Click the **Version** icon and select **Add**.

The *Add Version* window opens.

- 2 Enter a **New Version Code**. A version code must be a numeric value.

When the participants take the Self-Paced Polling test they will be prompted for a version code. The version code corresponds to the question list version they received.

- 3 Select one of the following options:

Add with New Questions - A new version of the question list is created and the new questions are added to the master list.

- a Enter the **Number of Questions** in the box provided.
- b Select the **Default Question Type** from the drop-down menu.

Add with Existing Questions - A new version of the question list is created with the questions from the master list.

- a Select the **questions** to be included in the new version.
- b Optionally, check the box to **Randomize Questions**.
- c Optionally, check the box to **Randomize Answers**.

- 4 Click **Add Version**.

The Version Warning dialog box is displayed.

- 5 Click **OK** to create the new version.

- 6 Optionally, repeat steps 1 - 5 to create additional versions.

- 7 Click **Save and Close** to save the changes and return to the Question List Overview screen.

Versions affect self-paced testing only. Adding versions will convert the current question list to a Master List. A Master List is not a separate, testable version.

Do not show this message again

OK

Cancel

Editing a Version

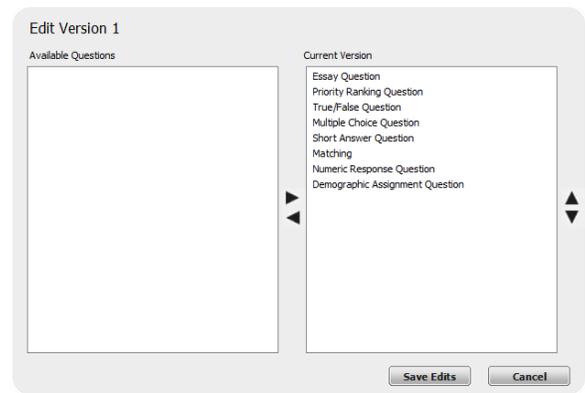
Questions can be rearranged or removed from a specific version.

Prerequisites

A master list must be open. If a master list is not open, select the Content tab, select the master list and click Edit Question List on the Question List Overview screen.

- 1 Select the **version** to be edited from the *Version* drop-down menu in the upper right corner of the question list editor.
- 2 From the *Question List Editor* toolbar, click **Version** and select **Edit**.
The *Edit Version* window is displayed.

- The left panel (*Available Questions*) displays questions from the master list that are not being used in the current version.
 - The right panel (*Current Version*) displays the questions being used in the current version.
- 3 To remove a question from the current version:
 - a Select a **question** from the *Current Version* panel.
 - b Click the **bottom arrow** between the panels.
 - 4 To add a question from the master list:
 - a Select a **question** from the *Available Questions* panel.
 - b Click the **upper arrow** between the panels.
 - 5 To rearrange the order of the questions in the current version:
 - a Select the **question** to be moved from the *Current Version* panel.
 - b Click the **up arrow** or **down arrow** to the right of the panel to move the question to the desired place in the list.
 - 6 Click **Save Edits** to close the window and save the changes.
 - 7 Optionally, repeat steps 1 - 6 to edit to additional versions.
 - 8 Click **Save and Close** to save the changes and return to the Question List Overview screen.



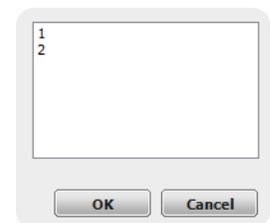
Renaming a Version

To change the version name, follow the steps below.

Prerequisites

A question list with versions must be open. If a question list is not open, select the Content tab, select the master list and click Edit Question List on the Question List Overview screen.

- 1 From the *Question List Editor* toolbar, click the **Version** icon and select **Rename**.
The *Rename Versions* window is displayed. All of the versions associated with the question list are listed in the window.
- 2 Double-click the **version name** to be edited.
- 3 Enter the **new version name** and click **OK**.
- 4 Click **Save and Close** to save the changes and return to the Question List Overview screen.



Deleting a Version

To delete a question list version, follow the steps below. A master list cannot be deleted.

A question list with versions must be open. If a question list is not open, select the Content tab, select the master list and click Edit Question List on the Question List Overview screen.

- 1 Select the **version** to be edited from the *Version* drop-down menu in the upper right corner of the question list editor.
- 2 From the *Question List Editor* toolbar, click **Version** and select **Delete**.
The Delete Version confirmation box is displayed.

- 3 Click **Yes** to delete the question list version.
- 4 Repeat steps 1 - 3 to delete additional question list versions.
- 5 Click **Save and Close** to return to the Question List Overview screen.

Standards

The Standards tool allows a user to download K-12 standards (per state or country, topic, subject, or grade level) or create a custom standards list on which participants can be evaluated. For training, teaching or testing, standards help organize the material in the question list or presentation into subject areas, competencies, or other standards which the participants should meet.

This section covers the following topics:

Downloading Standards

Assigning Standards Using a Downloaded Standards List

Creating a Custom Standards List

Assigning Standards Using a Custom Standards List

Downloading Standards

Downloadable standards are available for the United States, Australia, Canada, Ireland and the United Kingdom. Common Core Standards are also available. Downloaded standards are saved to the local computer and cannot be saved to a flash drive.

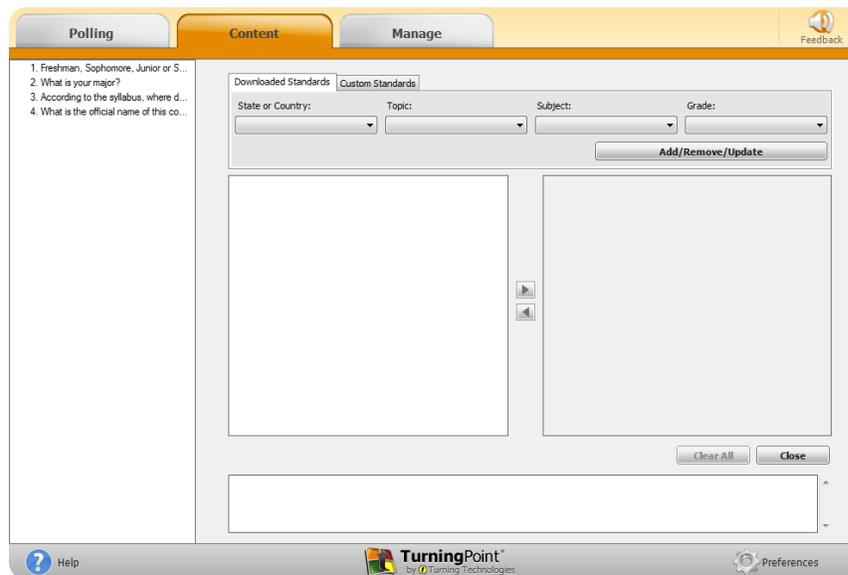
NOTE

An active internet connection is required to download standards.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Click **Standards** on the bottom left of the Question List Editor screen.
The Standards screen is displayed.



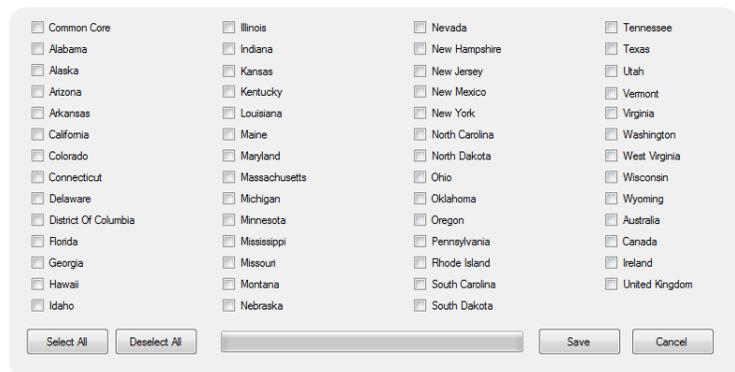
- 2 Click the **Add/Remove/Update** icon.
The *Standards Selection* window is opened.

- 3 Check the **standard or standards** to be downloaded.

NOTE

To remove standards, uncheck the box or boxes.

- 4 Click **Save**.
The selected standards are downloaded or removed. Depending on the internet connection, this may take a few moments. Once finished, a confirmation box appears.
- 5 Click **OK**.



Next Steps

To associate downloaded standards with questions, follow the instructions in the next section, **Assigning Standards Using a Downloaded Standards List** on page 40.

Assigning Standards Using a Downloaded Standards List

Once standards are downloaded, they can be assigned to questions in a question list. Standards may also be added to a session in the session editor. For more information, see **Editing a Session** on page 128.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen. At least one standard group must be downloaded.

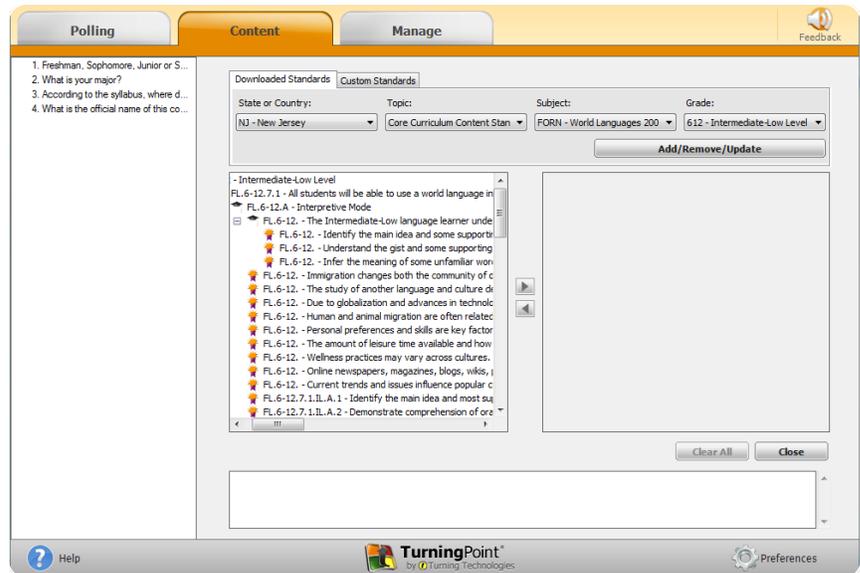
- 1 Click **Standards** on the bottom left of the Question List Editor screen.

The Standards screen is displayed.

- 2 Select a **State** or **Country** from the *Select a State or Country* drop-down menu.
 - 3 Select a **Topic** from the *Select a Topic* drop-down menu.
 - 4 Select a **Subject** from the *Select a Subject* drop-down menu.
 - 5 Select a **Grade** from the *Select a Grade* drop-down menu.
- All of the standards for the selected state/country, topic, subject and grade are displayed.

NOTE

TurningPoint will remember these selections for future use.



- 6 Select a **question** from the left panel.
- 7 Select a **standard** from the list. Click the **right arrow** icon to apply the standard to the question.
- 8 Repeat steps 6 and 7 to assign standards to remaining questions.
- 9 To remove a standard from a question:
 - Select the **question** and **double-click** the assigned standard.
 - Click **Clear All** to remove all standards associated with the question.
- 10 When finished, click **Close**.
- 11 Click **Save and Close** to save the changes and return to the Question List Overview screen.

Creating a Custom Standards List

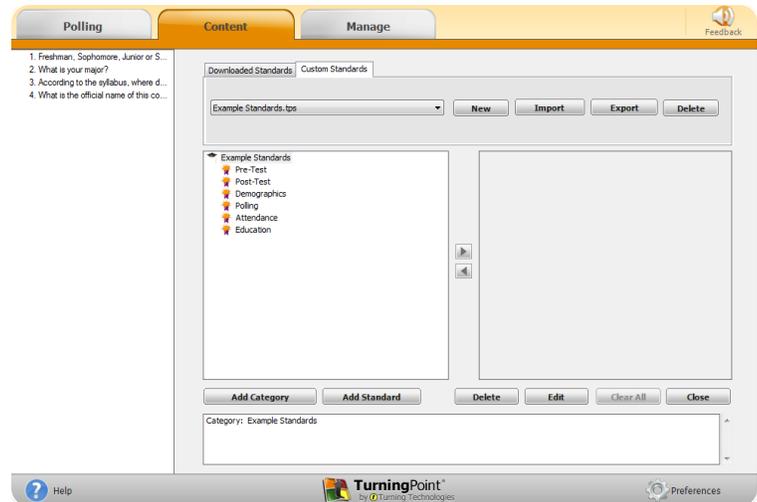
Custom standards can be created to suit a users specific needs.

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Click **Standards** on the bottom left of the Question List Editor screen.
- The Standards screen is displayed.

2 Select the **Custom Standards** tab.

- The drop-down menu displays the current standards list associated with the question list.
- The *New* icon allows a user to create a custom standards list.
- The *Import* icon allows a user to import a standards list from another location on the computer or network.
- The *Export* icon allows a user to export a standards list to another location on the computer or network.
- The *Delete* icon allows a user to delete a standards list. A standards file can also be deleted by removing it from the standards folder.



3 Click **New**.

4 Enter a **name** for the new standards list in the box provided and click **Save**.

TurningPoint creates the standards list in the standards folder.

The new standards list has a top-level (Parent) category with the same name as the list.

Categories arrange standards into a hierarchy.

5 To add a category or a standard:

- Click **Add Category** or **Add Standard**.
- Enter a **name** in the box provided and click **Save**.
- Repeat steps a and b to add additional categories or standards.

6 Optionally, to delete a category or standard, select the **category** or **standard** and click **Delete**.

7 To edit a standard or category name, select the **category** or **standard** and click **Edit**. Enter a **name** in the box provided and click **Save**.

8 Click **Close** when finished.

A confirmation box appears.

9 Click **Yes** to save the new standards list.

Next Steps

To associate standards with questions, follow the instructions in the next section, **Assigning Standards Using a Custom Standards List** on page 42.

Assigning Standards Using a Custom Standards List

Once custom standards have been created, they can be assigned to questions in a question list. Standards may also be added to a session in the session editor. For more information, see **Editing a Session** on page 128.

Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen. A custom standards list is also necessary. For more information on custom standards list, see **Creating a Custom Standards List** on page 41.

- 1 Click **Standards** on the bottom left of the Question List Editor screen.
The Standards screen is displayed.
- 2 Select the **Custom Standards** tab.
- 3 Select a standards list in one of the following ways:
 - a Select a **standards list** from the drop-down menu.
 - b Click **Import** and select a standards list from another location.
- 4 Select a **question** from the left panel.
- 5 Select a **standard** from the list. Click the **right arrow** icon to apply the standard to the question.
- 6 Repeat steps 4 and 5 to assign standards to remaining questions.
- 7 To remove a standard from a question:
 - Select the **question** and **double-click** the assigned standard.
 - Click **Clear All** to remove all standards associated with the question list.
- 8 When finished, click **Close**.
- 9 Click **Save and Close** to save the changes and return to the Question List Overview screen.

PARTICIPANT LISTS

A participant list is a list of participant names, User IDs, Device IDs and other custom categories. The use of a participant list allows for detailed reporting on each participant from a session.

TurningPoint sessions are grouped based on the participant list with which they are associated. For more information on participant list-based session management, see **Results Manager** on page 131.

This chapter covers the following sections:

Creating Participant Lists

Modifying Participant Lists

Demographics

Managing Participant Lists

Creating Participant Lists

Participant lists can be created by entering the participant information into TurningPoint or by downloading the information from a Learning Management System (LMS).

This section covers both methods for creating a participant list.

Manually Creating a Participant List

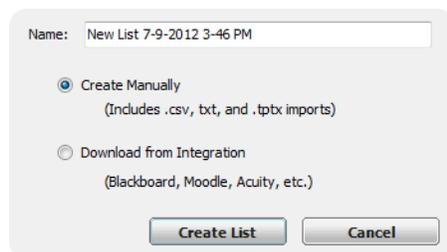
Downloading a Participant List from an Integration

Manually Creating a Participant List

Participant lists created in TurningPoint can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling.

- 1 Select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **New**.

The *Create Participant List* window opens.



Name:

Create Manually
(Includes .csv, txt, and .tpbx imports)

Download from Integration
(Blackboard, Moodle, Acuity, etc.)

- 3 **Name** the participant list, select the **Create Manually** radio button and click **Create List**.

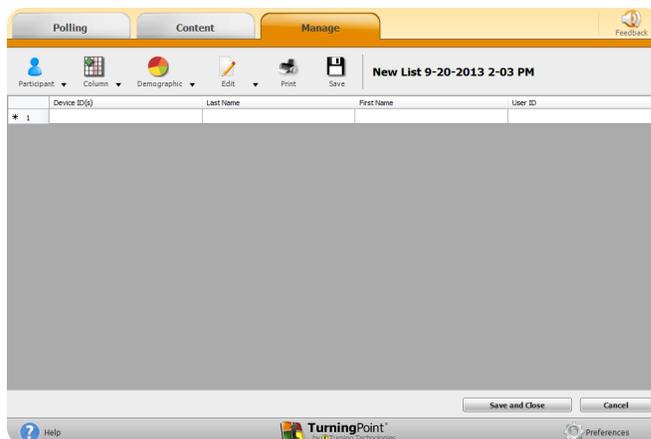
The Participant List Editor is displayed.

- 4 Select a **cell** and enter the participant information relevant to that particular category. For example, enter the participant's last name under the Last Name column.

TIP

If there is a CSV or TXT file that already contains the participant information, drag and drop the file into the Participant List Editor. For more information, see **Importing a CSV or TXT File** on page 47.

It is also possible to copy and paste text from an Excel file directly into the Participant List Editor.



- 5 Press **Enter** on the keyboard to add another participant.
- 6 When finished, click **Save and Close** to save the participant list and return to the Participant List Overview screen.

Next Steps

To edit existing participant list information, see **Modifying Participant Lists** on page 46.

Downloading a Participant List from an Integration

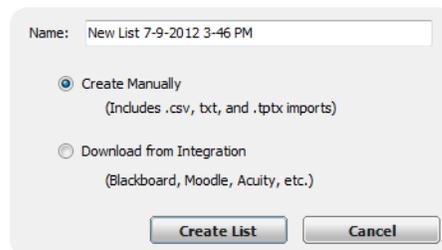
Participant information can be imported from a student roster in a Learning Management System (LMS).

NOTE

Importing from an LMS can only be used if the integration has been installed on the LMS server. Please contact your IT Department to confirm that the LMS integration is installed and configured to operate with TurningPoint.

To import a participant list with an exported file from an Integration, see **Importing Participant Lists** on page 51.

- 1 Select the **Manage** tab.
- 2 Click the **Participant List** drop-down menu and select **New**.
The **Create Participant List** window opens.
- 3 Select the **Download from Integration** radio button and click **Create List**.
The **Connect to Integration** window opens.



- 4 Select the **Integration** from the *Integration* drop-down menu.
- 5 Enter the **Server Address**, **Username** and **Password** in the appropriate fields.
- 6 If applicable, select the **Institution** from the *Select an Institution* drop-down menu.
- 7 Click **Connect**.

Optionally, click **Remember this information** to have the Integration, Server Address and User Name stored for future use.

The *Import Participant List* window opens.

- 8 Select the **course or courses** to import. Optionally, select the **Select All** checkbox to import all courses.
- 9 Click **Import**.
A confirmation box of the import is displayed.
- 10 Click **OK**.

The participant list is added to the left panel of the Participant List Overview screen.

- 11 Select the **participant list** to view the participant information.

TurningPoint has successfully imported 1 participant list(s).

OK

To edit participant list information, see **Modifying Participant Lists** on page 46.

WARNING

DO NOT alter the User ID when editing a participant list from an LMS. Editing the User ID may cause errors when uploading the results to the LMS.

Modifying Participant Lists

After a participant list has been created, changes may be made to suit your specific needs.

WARNING

Modifying a participant list WILL alter data or scores in all associated session files.

This section covers the following topics:

Editing Participant List Information

Importing a CSV or TXT File

Exporting to a CSV, HTML or Template File

Importing a Template File

Editing Participant List Information

Follow these steps to make changes to an existing participant list.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.

- 3 Select a **cell** and edit the participant information.
- 4 To add a participant, click the **Participant** icon and select **Add**.
- 5 To remove a participant, select the **participant**, click the **Participant** icon and select **Remove**.
- 6 To add a column, click the **Column** icon and select **Add**.
Select a header type.
 - **Custom** - Enter a **name** for the column header in the box provided and click **OK**.
 - **Voting Weight** - A participant vote is equal to one. A voting weight allows a participant's vote to be weighted heavier than a single vote. For example, a voting weight of "2" would be equal to two votes.
- 7 To remove or edit a column, select a **cell** within the column, click the **Column** icon and select **Remove** or **Edit**.
- 8 To use the find or replace feature, click **Edit** and select **Find**.
- 9 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Importing a CSV or TXT File

If participant information is stored in a CSV or TXT file, it can be imported directly into the Participant List Editor.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.
- 3 Click **Participant**, mouse over **Import** and select one of the following options:
 - **CSV** - A comma-separated values (CSV) file contains tabular data (numbers and text) in plain-text form. An Excel spreadsheet can be saved as a CSV file.
 - **TXT** - A text file (TXT) is a computer file that stores a typed document as a series of alphanumeric characters and does not contain special formatting.
- 4 Navigate to the **desired file** and click **Open**.
The Import File window opens.
A preview of the import is displayed in the bottom half of the Import File window.
- 5 Select the **delimiter** type.
- 6 Check the box to the right of **Contains Headers** if the file being imported has headers. Headers will be excluded from the import.
- 7 If necessary, adjust the **Starting Row** or **Starting Column**.
- 8 If the Device ID or User ID is in a column with a different header name, select the **column header** from the appropriate drop-down menu.
- 9 Click **Import**.

Delimiter

Comma Tab Other Text Qualifier: (None) ▼

Data

Starting Row: 1 Starting Column: 1

Contains Headers Device ID: (None) ▼ User ID: (None) ▼

Preview:

Device ID(s)	Last Name	First Name
Sessions	Device ID(s)	Last Name
0 of 0	14075E	2
0 of 0	FFF0E4	1
0 of 0	811B1	3
0 of 0	811B3	4
0 of 0	811D8	5

Import Cancel

WARNING

Importing data will overwrite all data currently in the grid.

- 10 Click **Yes** to proceed.
The participant information is imported into the participant list.
- 11 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Exporting to a CSV, HTML or Template File

To export a CSV, HTML or template file, follow the steps below.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.
- 3 Click **Participant**, mouse over **Export** and select one of the following options:
 - **CSV** - A comma-separated values (CSV) file contains tabular data (numbers and text) in plain-text form. An Excel spreadsheet can be saved as a CSV file by simply changing the file extension from .xls to .csv.
 - **HTML** - An HTML file can be opened with an internet browser.
 - **Template** - The template file (TPTX) contains all of the fields in the current participant list. Exporting a template makes creating a new participant list with the same fields easier. For more information on how to import a template into a participant list, see **Importing a Template File** on page 48 in the next section.
- 4 Provide a name for the file and click **Save**.
- 5 Click **Save and Close** to close the participant list and return to the Participant List Overview screen.

Next Steps

Now that a participant list has been exported as a CSV, HTML or template, it can be imported into another program such as a gradebook.

Importing a Template File

Importing a template file will overwrite the existing columns.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.
- 3 Click **Participant**, mouse over **Import** and select **Template**.
- 4 Select the **template file** (TPTX) and click **Open**.
The template is applied to the current participant list.
- 5 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Demographics

Demographics can be assigned in a participant list for team competitions and detailed reporting on session data.

This section covers the following topics:

Adding Demographics to a Participant List

Editing Demographics in a Participant List

Removing Demographics from a Participant List

Adding Demographics to a Participant List

Participant list demographics allow a user to assign participants to teams or other demographics. This information can be used to display demographic results during a presentation or in the Results by Demographic report. The demographics will apply to all sessions associated with the participant list.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.
- 3 Click the **Demographic** icon and select **Add**.
- 4 Enter the **Demographic Grouping** name.
The demographic grouping name allows for organization of demographic information.

EXAMPLE

Gender or region

- 5 Enter text for individual demographic **Group Options**.

EXAMPLE

Male, female; north, south

- 6 Click **Add**.
- 7 Repeat steps 5 and 6 until all group options have been added.

TIP

Set up different groups for different types of demographics in order to apply multiple demographic filters in the demographic report.

- 8 Optionally, check **Use for Competitions** if the demographic will be used for team leader boards during the presentation.
- 9 Click **OK**.
- 10 Assign a demographic for each participant from the drop-down menu in the *Demographic* column.

	Device ID(s)	Gender (Team)	First Name
▶ 1	AFBA23		Charles
2	1930C4	Male	Diego
3	334323	Female	Darrick
* 4			

- 11 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Editing Demographics in a Participant List

Editing a demographic allows the demographic name to be changed along with the available demographic options.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.
- 3 Select a **cell** in the demographic column.
- 4 Click the **Demographic** icon and select **Edit**.
- 5 **Change** the demographic name, demographic options or set competition settings as necessary.

- 6 Click **OK**.
- 7 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Removing Demographics from a Participant List

Follow the steps below to remove a demographic from a participant list.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.
- 3 Select a **cell** in the demographic column.
- 4 Click the **Demographic** icon and select **Remove**.

Managing Participant Lists

This section covers the following topics:

- Changing a Participant List Name**
- Exporting Participant Lists**
- Importing Participant Lists**
- Duplicating a Participant List**
- Printing a Participant List**
- Deleting a Participant List**

Changing a Participant List Name

A participant list name may be changed at any time. Participant list names are displayed under the Polling tab so that they are easily identifiable for polling sessions.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click the **pencil icon** at the top left of the Participant List Overview screen.
The *Edit Participant List* window opens.
- 3 Enter a **name** for the participant list in the box provided and click **Save**.
The new participant list name is displayed in the left panel.

Exporting Participant Lists

A participant list can be exported from TurningPoint for use on another computer.

- 1 Select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **Export**.
- 3 Select the **participant list or participant lists** to be exported.
- 4 Click **...**, **navigate** to the save location and click **OK**.

5 Click **Save**.

The selected participant list or participant lists are now saved to the selected location.

Next Steps

Now that a participant list has been exported, it can be imported into TurningPoint on another computer. To import a participant list see the next section, **Importing Participant Lists** on page 51.

Importing Participant Lists

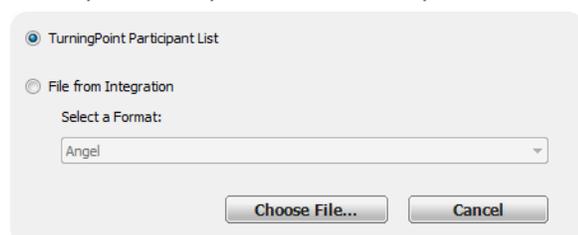
Exported participant lists can be imported into TurningPoint on another computer. Exported participant information from an integration can also be imported as a participant list.

NOTE

Participant lists used in previous Turning Technologies products can be imported into TurningPoint.

- 1 Select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **Import**.

The *Import Participant List* window opens.



- 3 Select one of the following options:
 - **TurningPoint Participant List**
 - **File from Integration** - Select the scheme from the drop-down menu.

4 Click **Choose File**.**5** Select the **file** and click **Open**.

The participant list appears in the left panel.

Next Steps

To edit participant list information, see **Modifying Participant Lists** on page 46.

Duplicating a Participant List

Existing participant lists can be duplicated, allowing for quick replication of the list and data.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.
- 3 Click the **Participant** icon and select **Duplicate List**.
- 4 Enter a **name** for the duplicated list and click **OK**.
The new participant list is displayed in the Participant List Editor.

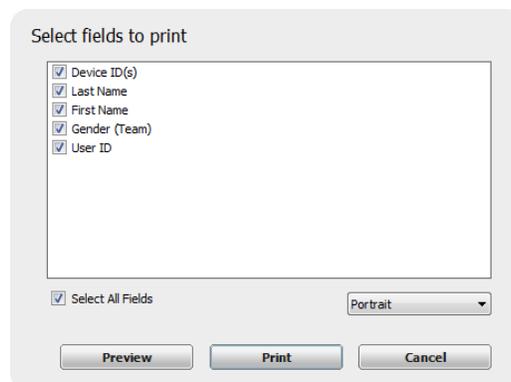
Next Steps

To edit the participant list information, see **Modifying Participant Lists** on page 46.

Printing a Participant List

To print a participant list, follow the steps below.

- 1 Select the **Manage** tab.
- 2 Select a **participant list** and click **Edit Participants**.
The Participant List Editor is displayed.
- 3 Click the **Print** icon.
The *Print Participant List* window opens.
- 4 Select the **fields** to be printed.
- 5 Select the **print orientation** from the drop-down menu.
- 6 Click **Print**.
- 7 Optionally, a print preview can be displayed by clicking **Preview**. The participant list can also be printed from the Preview window.
- 8 Click **Save and Close** to close the participant list and return to the Participant List Overview screen.



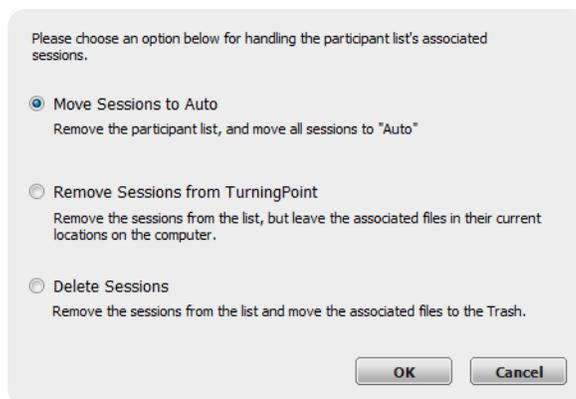
Deleting a Participant List

Participant lists that are no longer needed can be deleted from TurningPoint.

WARNING

TurningPoint sessions are grouped based on the participant list associated with them. Deleting a participant list will delete all associated session file information.

- 1 Select the **Manage** tab.
- 2 Select the **participant list** to be deleted.
- 3 Click the *Participant List* drop-down menu and select **Delete**.
If a participant list does not contain associated session data, click **Delete**.
If a participant list does contain associated session data, a prompt is displayed with options for the session data.
 - a Select one of the following options:
 - **Move Sessions to Auto** - Remove the participant list and move all sessions under Auto.
 - **Remove Sessions from TurningPoint** - Remove the sessions from the list, but leave the associated files in their current location on the computer.
 - **Delete Sessions** - Remove the sessions from the list and move the associated files to the Recycle Bin/Trash.



WARNING

If **Delete Sessions** is selected, all session files will be placed in the Recycle Bin and will be permanently removed from the system if the Recycle Bin is emptied.

- b** Click **OK**.

PREFERENCES

This chapter explains how to access the Preferences window within TurningPoint and all three polling environments.

The TurningPoint preferences are organized into five categories:

Opening the TurningPoint Preferences

Software

Connections

PowerPoint

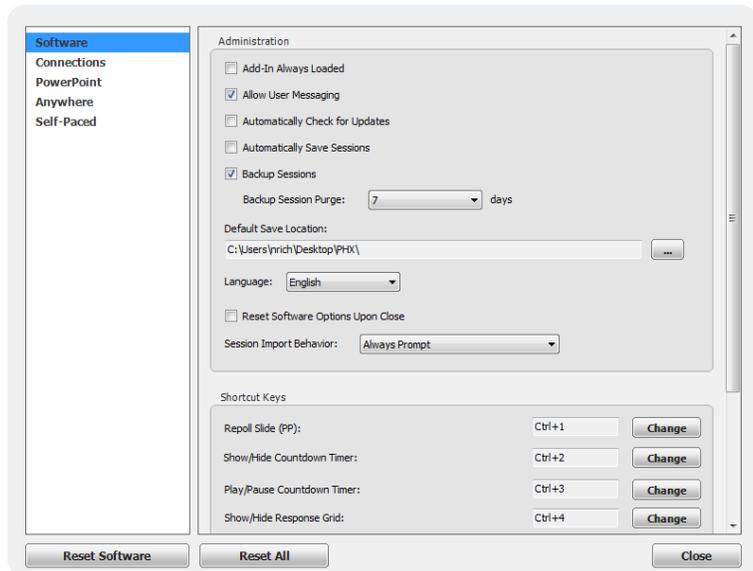
Anywhere

Self-Paced

Opening the TurningPoint Preferences

The Preferences window opens in a new window on top of the TurningPoint Dashboard. Preferences can also be accessed through any of the polling environments. When opening Preferences through a polling environment, the window opens with that particular environment displayed.

- 1 Open TurningPoint.
- 2 Click the **Preferences**  icon on the bottom right corner of the TurningPoint Dashboard. The *Preferences* window opens.
- 3 Optionally, the Preferences window can be accessed through any of the polling environments.
 - To open Preferences in the PowerPoint polling environment, click the **Preferences** icon on the TurningPoint ribbon/toolbar.
 - To open Preferences in the Anywhere polling environment, click the **Options** icon and select **Preferences**.
 - To open Preferences in the Self-Paced polling environment, click **Tools** on the menu bar and select **Preferences**.
- 4 Adjust the preferences as necessary.



NOTE

Changes made in Preferences are automatically saved.

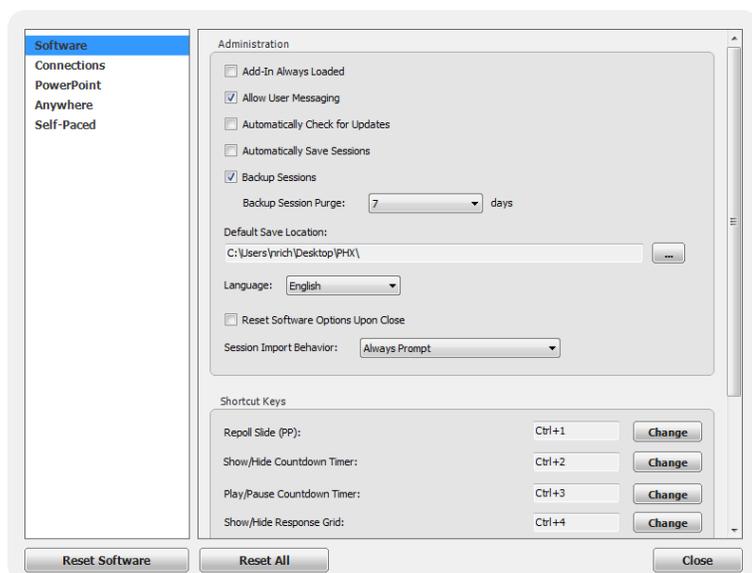
Click **Reset All** to revert all preferences back to their original state. Click the **Reset** button to revert all preferences for individual categories back to their original state.

- 5 Click **Close** to close the *Preferences* window.

Software

Software preferences apply to the overall TurningPoint software and are grouped into two sections:

Administration Shortcut Keys



Administration

Administration settings refer to preferences that apply to the entire TurningPoint application.

Add-in Always Loaded	Determines if the PowerPoint Polling environment automatically loads when PowerPoint is open.
Allow User Messaging	Allows participants to send feedback to the presenter. Only participants with ResponseCard NXT or ResponseWare have the option to send feedback.
Automatically Check for Updates	When checked, TurningPoint will notify the user that an updated version of the software is available for download.
Automatically Save Sessions	Sessions are automatically saved to the default save location when sessions are reset or the polling environment is closed.
Backup Sessions	When checked, a backup session is automatically saved when a user does not save a session file. <ul style="list-style-type: none"> • Backup Session Purge - Backup sessions are automatically deleted after the user-specified number of days.
Default Save Location	Determines a custom location to save the session files.
Language	Changes the TurningPoint language. TurningPoint supports the following languages: English-US, French, German and Spanish.

Reset Software Options Upon Close

When checked, all preferences and software options (any items saved to memory) revert to their original state when TurningPoint is closed. Administration and Response Devices preferences are not affected.

Session Import Behavior

Determines how TurningPoint handles session files when they are detected.

- **Move Files to Directory** - This option moves the session files from their original location to the default session directory.
- **Leave Files in Previous Location** - This option adds the session file to the Manage tab but does not move the session file. If the file is moved from that location at a later date, it will need to be located to view reports or edit the session.
- **Always Prompt** - Every time new session files are detected TurningPoint prompts the user to move the files or leave them in the previous location.

Shortcut Keys

TurningPoint allows for user-specified shortcut keys in PowerPoint Polling and Anywhere Polling.

To change the shortcut key click Change, press a button on the keyboard, select Ctrl, Shift or Alt.

Shortcut keys are available for the following software functions:

Repoll Slide (PP)	The repoll function in the PowerPoint Polling environment.
Show/Hide Countdown Timer (AW)	This shortcut applies to the countdown timer in the Anywhere Polling environment.
Play/Pause Countdown Timer	This shortcut applies to the countdown timer in all three polling environments.
Show/Hide Response Grid	This shortcut applies to the response grid in the PowerPoint and Anywhere Polling environments.
Show/Hide Connection Information	This shortcut applies to the PowerPoint and Anywhere Polling environments.
Show/Hide Chart (AW)	This shortcut applies to the chart window in the Anywhere Polling environment.
Show/Hide Presentation Window	This shortcut applies to the PowerPoint and Anywhere Polling environments. In the PowerPoint Polling environment the screen displays black.
Show/Hide Showbar (PP)	This shortcut applies to the PowerPoint Polling environment.
Start/Stop Polling	This shortcut applies to the Anywhere Polling environment.
Toggle Responses	This shortcut toggles the response count and percentages in the PowerPoint and Anywhere Polling environments.

Connections

Connection preferences apply to response devices and are grouped into five sections:

Response Devices**PresenterCard****PresenterWare****RemotePoll****RemotePoll Monitor**

Response Devices

This section contains preferences for the response devices compatible with TurningPoint.

ResponseCard Channels

Displays the Receiver ID and channels of the receivers connected to the computer. To change the channel on the receiver, select the channel number from the drop-down menu.

Polling Connections

The polling test is used to ensure that each response device can communicate with TurningPoint. For instructions on how to test the polling connections, see **Testing the Polling Connections** on page 15.

Force Channel Change

Determines whether TurningPoint will allow the receiver channel to be maintained once connected. When checked, TurningPoint will force the receiver to change to the first available channel slot.

Enforce Participant List

When checked, responses from participants who are not in the loaded participant list will be excluded. TurningPoint will accept all participant responses and append them to the end of the participant list.

Invalid Response Notifications

When checked, the ResponseCard sends a notification or flash indicating that the participant chose an invalid response. This preference does NOT apply to ResponseCard IR.

PresenterCard

This section contains the preferences for pairing the PresenterCard with TurningPoint and setting the programmable buttons.

PresenterCard Device ID	Click Change to open the PresenterCard pairing window. The PresenterCard must be paired to be compatible with TurningPoint. For pairing instructions, see <i>Pairing a PresenterCard</i> on page 16.
PowerPoint Programmable Button 1	Select an option from the drop-down menu for the first programmable button.
PowerPoint Programmable Button 2	Select an option from the drop-down menu for the second programmable button.
PowerPoint Programmable Button 3	Select an option from the drop-down menu for the third programmable button.

PresenterWare

This section contains the preferences for enabling PresenterWare Support. PresenterWare setup must be completed through either the PowerPoint Polling or Anywhere Polling Preferences.

Enable PresenterWare Support	Check this option to enable PresenterWare Support via TurningPoint.
PresenterWare Connection	Click Confirm. To enable this button, PresenterWare must be launched on your smart phone or tablet.
Current IP Address	Displays the presenting computer's IP address to establish communication between the PresenterWare software and TurningPoint.
PresenterWare Port	Enter the presenting computer's network port number. Default is 6090. Optionally, enter your computer's Bonjour name.
Bonjour Name	<p>TIP For more information about PresenterWare, including configuring a device, please visit www.turningtechnologies.com/user-guides.</p>

RemotePoll

This section contains the preferences for enabling RemotePoll.

Enable RemotePoll Support	Check this option to enable RemotePoll Support via TurningPoint.
Current IP Address	Displays the presenting computer's IP Address to establish communication between the RemotePoll software and TurningPoint.
RemotePoll Port	Enter the presenting computer's network port number. Default is 1025. <p>TIP For more information about RemotePoll, please visit www.turningtechnologies.com/user-guides.</p>

RemotePoll Monitor

This section contains the preferences for enabling the RemotePoll Monitor.

Enable RemotePoll Monitor Support

Check this option to enable RemotePoll Monitor Support via TurningPoint.

Current IP Address

Displays the presenting computer's IP Address to establish communication between the RemotePoll Monitor software and TurningPoint.

RemotePoll Port

Enter the presenting computer's network port number. Default is 2010.

PowerPoint

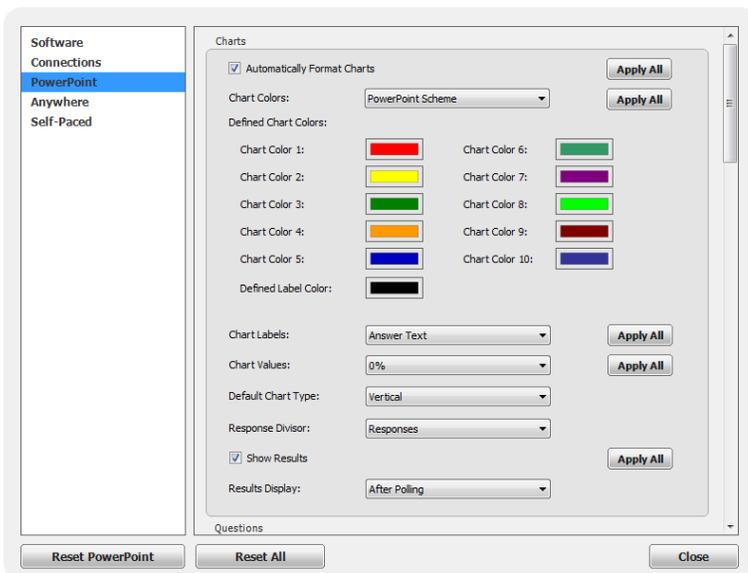
PowerPoint preferences only apply to the PowerPoint polling environment and are grouped into four sections:

Charts

Questions

Competitions

Presentation



NOTE

The **Apply All** button will apply the setting to question slides in the current presentation and *all future slides*.

Charts

This section enables the user to view and change the chart preferences.

Automatically Format Charts

If checked, the charts will retain their default properties. If unchecked, the user has the option to edit the chart properties by double-clicking on the chart and editing as necessary. Each chart must be edited separately, however the general setting may be applied via Preferences.

Select a color scheme from the drop-down menu to determine what colors will be used during the presentation. There are three options available.

Chart Colors

- **PowerPoint Scheme** - Uses the selected PowerPoint color scheme.
- **Defined** - Uses user defined chart colors.
- **Correct/Incorrect** - Applies green for correct answers and red for incorrect answers.

Defined Chart Colors

These are the colors that will display when Defined is the selected Chart Color. Click a color to open the color palette and select a new color.

Defined Label Color

Determines the color of the chart label text. Click the color to open the color palette and select a new color.

Chart Labels

Determines if answer text or bullets will be displayed in the chart labels and legends.

Chart Values

Determines whether a response count (number of participants) or a percentage is displayed. There are three formats for displaying the percentage: 0%, 0.0% and 0.00%.

Default Chart Type

Determines the default chart that is used when a slide is inserted into a presentation. To change the chart type, simply select another one from the drop-down menu.

Response Divisor

Determines whether the divisor used to calculate the percentages on a multiple response question will be:

- the total number of responses received (responses)
- the total number of participants in the session's participant list
- the total number of devices that responded

Show Results

When checked, a chart is displayed when polling is closed.

Results Display

Determines whether the results are displayed during polling or after polling. *The during polling option is only available for Office 2003 or Office 2010 users.*

Questions

This section enables the user to view and change question preferences.

Accept First Response Only

When checked, TurningPoint only accepts the first response sent by each participant.

Bullet Format

Determines the type of answer notation for polling slides. The available options include: alphabetic uppercase [A, B, C, D], alphabetic lowercase [a, b, c, d], numeric starting at 1 [1, 2, 3, 4] or numeric starting at 0 [0, 1, 2, 3].

Automatically Advance After Objects

When checked, chart results will automatically display upon the completion of a countdown timer or response counter.

Automatically Open Polling

When checked, polling automatically opens when the slide is shown. When unchecked, the slide needs to be advanced to open polling.

Determines if a countdown object will be automatically inserted on new slides.

Countdown Timer

- **Countdown Seconds** - Set the number of seconds a countdown object will display. The acceptable range is 1 - 999. The default is set at 30 seconds.
- **Countdown Sound** - A sound file can be added to a countdown timer. To add a countdown sound click ..., browse to the location of the sound file and click Open.

When checked, a response grid is automatically inserted onto each new polling slide. The following settings are available for response grids:

Response Grid

- **Response Grid Type** - Determines the default response grid type. There are three response grids available:
 - The table grid displays numbered boxes that represent each participant in the participant list. If polling with an auto list, the number of boxes displayed is determined by the number of participants responding.
 - The response grid displays the participant name by default. As the participants respond, the corresponding box will change color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only* in the preferences. As the participants respond a Device ID will appear in the box.
 - The non-response grid displays the participant name by default. As the participants respond, the corresponding box will be removed. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only* in the preferences.
- **Response Grid Text** - Determines what participant information is displayed.
- **Rotation Interval** - Determines the number of seconds a Response/Non-Response Grid will pause between intervals. The acceptable range is two to ten seconds. The default is set at four.
- **Font Size** - Determines the font size for the text displayed on the response grids.
- **Starting Cell Color** - Determines the response/non-response grid starting color.
- **First Response Color** - Determines the color of the cell when a participant submits a response.
- **Second Response Color** - Determines the color of the cell when a participant submits a second response.
- **Third Response Color** - Determines the color of the cell when a participant submits a third response.

Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set:

Multiple Responses

- **Number of Responses** - Select the number of responses allowed for each participant from the drop-down menu.
- **Allow Duplicates** - When checked, participants are allowed to select the same answer choice more than once.
- **All or Nothing Scoring** - When checked, the participant must choose each correct answer to receive points.

Determines the correct and incorrect point values. Click Apply All to change all correct or incorrect point values.

Point Values

- **Correct** - The point value of the correct answer can be set by entering a value in the box provided.
- **Incorrect** - The point value of the incorrect answer can be set by entering a value in the box provided.

Selecting a prompt type from the drop-down menu will automatically insert the prompt object on the polling slide during slide creation.

Prompt

- **Prompt Text** - The phrase that will display in the prompt object.

Competitions

This section enables the user to view and change the preferences for competition.

The Fastest Responders settings determine what type of information and how many participants are displayed.

Fastest Responders

- **Display Correct Responders Only** - Only participants who responded correctly to the previous question slide will be displayed.
- **Participant Information** - Select the type of participant information to be displayed from the drop-down menu.
- **Participant Count** - Select the number of participants to be displayed from the drop-down menu.

The Participant Scores preferences determine what type of information is displayed, how many participants are displayed and how the scores are calculated.

Participant Scores

- **Participant Information** - Select the type of participant information to be displayed from the drop-down menu.
- **Participant Count** - Select the number of participants to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.

The Team Scores settings determine how many teams are displayed and how the scores are calculated.

Team Scores

- **Include Teams with Less Than 1 Point** - When checked, teams that have zero or negative points will be displayed on the slide.
- **Team Display Count** - Select the number of teams to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.
- **Include Non-Responders** - When checked, participants who have been active in the session but did not respond to a particular question or questions will be counted as a response for their team and scored as a 'zero.'

The Overall Racing preferences determine what image is used to represent the teams, whether or not the winner board is displayed and what the point threshold is to win the race.

Overall Racing Settings

- **Animated Image** - Select the image to represent the teams. One image is used for all teams.
- **Display Winner Board** - When checked, a slide displaying the winning team will appear when the point threshold is met.
- **Point Threshold to Win** - When the point level has been reached the winner board will display.

Presentation

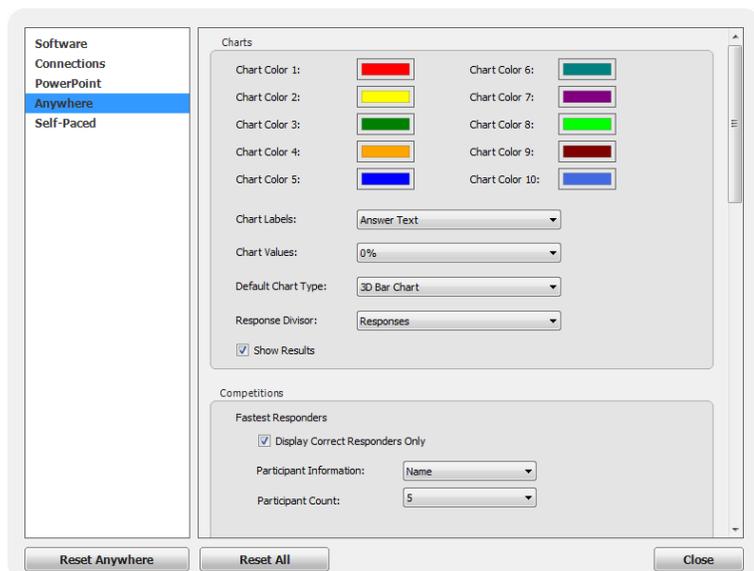
This section enables the user to view and change various presentation preferences.

Collapse Showbar	When checked, the showbar is displayed in a shortened form.
Display Showbar	When checked, the showbar is visible when a polling slide is displayed.
Include PowerPoint Presentation	When checked, a copy of the PowerPoint presentation is automatically saved inside each session. For more information on how to extract a PowerPoint presentation, see Extracting Session Information on page 125.
Use Secondary Monitor	When checked, the showbar is displayed on a secondary monitor, if available.

Anywhere

Anywhere Preferences only apply to the Anywhere Polling environment and are grouped into three sections:

- Charts**
- Competitions**
- Presentation**



Charts

This section enables the user to view and change the chart preferences.

Chart Colors	Determines the colors that are displayed in each chart. Click a color to open the color palette and select a new color.
Chart Labels	Determines if answer text or bullets will be displayed in the chart labels and legends.
Chart Values	Determines whether a response count (number of participants) or a percentage is displayed. There are three formats for displaying the percentage: 0%, 0.0% and 0.00%.
Default Chart Type	Determines the default chart that is used for the presentation. To change the chart type, simply select another one from the drop-down menu.
Response Divisor	Determines whether the divisor used to calculate the percentages on a multiple response question will be: <ul style="list-style-type: none"> the total number of responses received (responses) the total number of participants in the session's participant list the total number of devices that responded
Show Results	When checked, a chart is displayed when polling is closed.

Competitions

This section enables the user to view and change the preferences for competition.

The Fastest Responders settings determine what type of information is displayed and how many participants are displayed.

Fastest Responders

- **Display Correct Responders Only** - Only participants who responded correctly to the previous question will be displayed.
- **Participant Information** - Select the type of participant information to be displayed from the drop-down menu.
- **Participant Count** - Select the number of participants to be displayed from the drop-down menu.

The Participant Scores preferences determine what type of information is displayed, how many participants are displayed and how the scores are calculated.

Participant Scores

- **Participant Information** - Select the type of participant information to be displayed from the drop-down menu.
- **Participant Count** - Select the number of participants to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.

The Team Scores settings determine how many teams are displayed and how the scores are calculated.

Team Scores

- **Include Teams with Less Than 1 Point** - When checked, teams that have zero or negative points will be displayed.
- **Team Display Count** - Select the number of teams to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.
- **Include Non-Responders** - When checked, participants who have been active in the session but did not respond to a particular question or questions will be counted as a response for their team and scored as a 'zero.'

Presentation

This section enables the user to view and change various presentation preferences.

Accept First Response Only

When checked, TurningPoint only accepts the first response sent by each participant.

Determines if a countdown timer will be displayed.

Countdown Timer

- **Countdown Seconds** - Set the number of seconds a countdown timer will appear on screen. The acceptable range is 1 - 999. The default is set at 30 seconds.

Include Screenshots

When checked, screenshots are automatically saved with each session for reports and session editing. For more information on how to extract screenshots, see **Extracting Session Information** on page 125.

Point Values	Determines the correct and incorrect point values. <ul style="list-style-type: none">• Correct - The point value of the correct answer can be set by entering a value in the box provided.• Incorrect - The point value of the incorrect answer can be set by entering a value in the box provided.
Quick Poll Answers	Determines the default number of answer choices for a Quick Poll question.
Quick Poll Font	Determines the font on the Quick Poll question display.
Bullet Format	Determines the type of answer notations. The available options include: alphabetic uppercase [A, B, C, D], alphabetic lowercase [a, b, c, d], numeric starting at 1 [1, 2, 3, 4] or numeric starting at 0 [0, 1, 2, 3].
Quick Poll Multiple Responses	Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: number of responses, allow duplicates and all or nothing scoring. <ul style="list-style-type: none">• Number of Responses - Select the number of responses allowed for each participant from the drop-down menu.• Allow Duplicates - When checked, participants are allowed to select the same answer choice more than once.• All or Nothing Scoring - When checked, the participant must choose each correct answer to receive points.

When checked, the selected response grid type is displayed each time polling is open in the PowerPoint Polling environment. The following settings are available for Response Grids.

- **Response Grid Type** - Determines the default Response Grid type. There are three Response Grids available:
 - The table grid displays numbered boxes that represent each participant in the participant list. If polling with an auto list, the number of boxes displayed is determined by the number of participants responding.
 - The response grid displays the participant name by default. As the participants respond, the corresponding box will change color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only* in the preferences. As the participants respond a Device ID will appear in the box.
 - The non-response grid displays the participant name by default. As the participants respond, the corresponding box will be removed. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only* in the preferences.
- **Response Grid Text** - Determines what participant information is displayed.
- **Rotation Interval** - Determines the number of seconds a Response/Non-Response Grid will pause between intervals. The acceptable range is two to ten seconds. The default is set at four.
- **Font Size** - Determines the font size for the text displayed on the response grids.
- **Starting Cell Color** - Determines the Response/Non-Response Grid starting color.
- **First Response Color** - Determines the color of the cell when a participant submits a response.
- **Second Response Color** - Determines the color of the cell when a participant submits a second response.
- **Third Response Color** - Determines the color of the cell when a participant submits a third response.
- **Response Grid Type** - Determines the default Response Grid type. There are three Response Grids available:
 - The table grid displays numbered boxes that represent each participant in the participant list. If polling with an auto list, the number of boxes displayed is determined by the number of participants responding.
 - The response grid displays the participant name by default. As the participants respond, the corresponding box will change color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only* in the preferences. As the participants respond a Device ID will appear in the box.
 - The non-response grid displays the participant name by default. As the participants respond, the corresponding box will be removed. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only* in the preferences.
- **Response Grid Text** - Determines what participant information is displayed.
- **Rotation Interval** - Determines the number of seconds a Response/Non-Response Grid will pause between intervals. The acceptable range is two to ten seconds. The default is set at four.

Response Grid

- **Font Size** - Determines the font size for the text displayed on the response grids.
- **Starting Cell Color** - Determines the Response/Non-Response Grid starting color.
- **First Response Color** - Determines the color of the cell when a participant submits a response.
- **Second Response Color** - Determines the color of the cell when a participant submits a second response.
- **Third Response Color** - Determines the color of the cell when a participant submits a third response.

Show Question List The question list is displayed in a window beneath the Anywhere Polling showbar.

Show Presentation Window Displays the polling questions in a resizable window. The show presentation window only applies if a question list is loaded.

Self-Paced

Self-Paced preferences only apply to the Self-Paced polling environment.

Login

Login

This section enables the user to view and change the Self-Paced Polling Preferences.

Determines whether the participants are required to login to the test. There are three login options available from the drop-down menu:

Participant Login

- **Off** - Does not require participants to login to the test.
- **Required (Default to Previous User ID on Card)** - Participants log in with the current User ID stored in the card.
- **Required (Clear Previous User ID on Card)** - Participants are required to enter their User ID before logging in.

There are three time limit options available from the drop-down menu.

Test Time Limit

- **None** - The test will have no timer and polling must be closed manually.
- **Set Duration** - Enter the hours and/or minutes for the length of the test. Polling will automatically close at this time.
- **End Time** - Set a specific end time for the test. Polling will automatically close at this time.

A completed test message can be sent to the participants. Different grade options are available from the drop-down menu along with a *Custom* option.

Completed Test Message

- **Custom Text Message** - If *Custom* is selected as the completed test message, enter text for the message in the box provided.
- **Prompt Before Displaying Message** - Allows participants to determine if the completed test message is displayed.

Show Login Window

Displays the Login window when Accept Logins is clicked, otherwise the Participant Login, Test Time Limit and Completed Test Message preferences will be observed.

POWERPOINT POLLING

This chapter covers the following sections of the PowerPoint Polling environment:

Opening the PowerPoint Polling Environment

Content

Tools

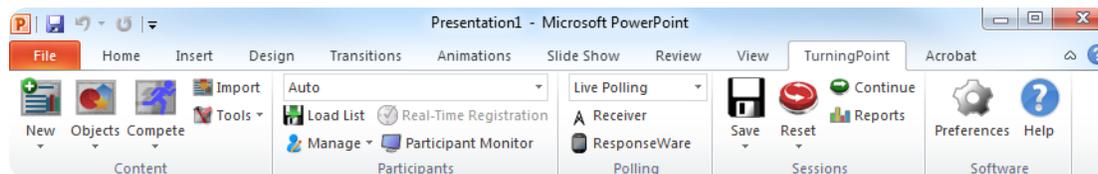
Polling

Opening the PowerPoint Polling Environment

The PowerPoint Polling environment is embedded directly into PowerPoint.

- 1 Open TurningPoint.
- 2 Optionally, select a **participant list**, **question list** or **PowerPoint presentation** from the left panel.
If using a question list, TurningPoint will automatically parse the content into PowerPoint slides. This may take a few moments if there are a large number of questions in the question list. For more information on participant lists, see **Participant Lists** on page 44. For more information on question lists, see **Question Lists** on page 22.
- 3 Click **PowerPoint Polling**.
PowerPoint opens with TurningPoint.

Office 2007/2010/2013



Office 2003



Next Steps

Polling slides can be created directly in PowerPoint. There are also tools available for enhancing the presentation. For more information, see **Content** on page 70.

Content

PowerPoint Polling content is simply a PowerPoint slide with the ability to dynamically display information based on the responses from the participants.

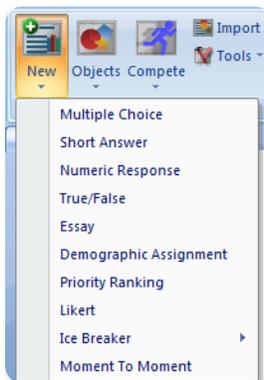
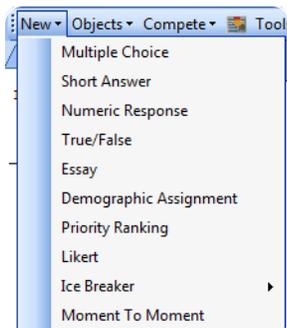
This section explains:

Inserting a Polling Slide**Converting a PowerPoint Slide into a Multiple Choice Polling Slide****Converting a Multiple Choice Slide into a Demographic Slide****Slide Types and Slide Preferences****Objects****Competition****Import**

Inserting a Polling Slide

Creating content in PowerPoint is similar to the way content was created in previous versions of TurningPoint software.

- 1 From the TurningPoint ribbon/toolbar, click the **New** icon and select a **slide type**.

Office 2007/2010/2013**Office 2003**

There are 10 slide types available. For more information, see **Slide Types and Slide Preferences** on page 72. For information on how to change the chart type, see **Inserting a Chart/Changing the Chart Type** on page 80.

- 2 Enter the **question text** and **answer text** if available.
- 3 Repeat steps 1 and 2 as many times as needed to create the PowerPoint Polling presentation.
- 4 When finished, **save** the PowerPoint presentation.

Enhance the presentation by adding **Objects** on page 79 or **Competition** on page 89 slides to help increase participation. Also, try using the **Tools** on page 92 available on the TurningPoint ribbon/toolbar.

Converting a PowerPoint Slide into a Multiple Choice Polling Slide

An ordinary PowerPoint slide can be converted into a multiple choice polling slide by adding a chart to a slide that is formatted as **Title and Text** or **Title and Content**. There can be up to 10 items in the list of answers. The question/title and the list of answers/numbered list must be in two separate boxes in order for the conversion to work properly.

- 1 Select the **PowerPoint slide or slides** in the presentation that you want to convert into a polling slide or slides.
- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Charts** or **Animated Charts** and select the desired chart type.
The answer list is re-numbered according to the TurningPoint preferences. The bullet format can be modified in the preferences. For more information, see **Questions on page 60**.
- 3 **Repeat** step 2 to convert additional PowerPoint slides.
- 4 When finished, **save** the presentation by selecting **File > Save As** from the PowerPoint File tab.

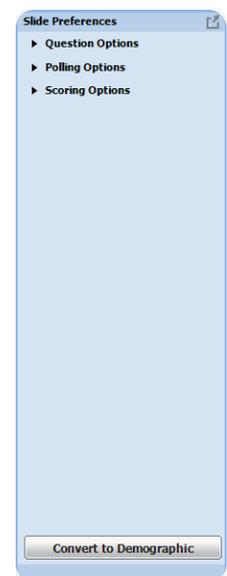
Next Steps

Enhance the presentation by adding **Objects on page 79** or **Competition on page 89** slides to help increase participation. Also, try using the **Tools on page 92** available on the TurningPoint ribbon/toolbar.

Converting a Multiple Choice Slide into a Demographic Slide

A multiple choice polling slide can easily be converted to a demographic polling slide from the Slide Preferences Panel.

- 1 Select the **Multiple Choice slide or slides** in the presentation that you would like to convert into a Demographic slide or slides.
 - 2 Click **Convert to Demographic** at the bottom of the Slide Preferences Panel.
The following message is displayed.
- Converting this slide to a demographic may lead to the loss of some question options, if they are not viable for demographic questions.
- 3 Click **Convert** to continue.
 - 4 **Demographic Options** now appears as a section on the Slide Preferences Panel. Click the arrow to expand. For more information on demographic polling slides, see **Slide Types and Slide Preferences on page 72**.



Slide Types and Slide Preferences

There are several slide types available for PowerPoint Polling:

- Multiple Choice
- Short Answer
- Numeric Response
- True/False
- Essay
- Demographic Assignment
- Priority Ranking
- Likert

- Ice Breaker
- Moment to Moment

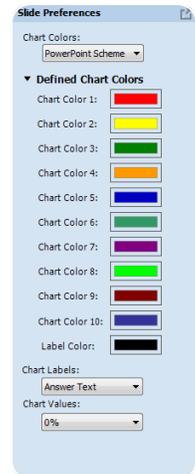
Each slide type has specific preferences. For competition slides, see **Competition** on page 89. For information on setting default preferences, see **Preferences** on page 54.

Chart Preferences

Clicking a chart on a polling slide displays the chart preferences on the Slide Preferences Panel. The chart colors, labels and values can be adjusted without having to open the TurningPoint Preferences window. The chart preferences only appear on charts for the following slides: Multiple Choice, Short Answer, Numeric Response, True/False, Demographic Assignment, Priority Ranking, Likert and Ice Breaker.

Select a color scheme from the drop-down menu to determine what colors will be used during the presentation. There are three options available.

- **PowerPoint Scheme** - uses the selected PowerPoint color scheme.
- **Defined** - uses user defined chart colors.
- **Correct/Incorrect** - applies green for correct answers and red for incorrect answers.



Multiple Choice

A multiple choice slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart.

Multiple Choice Slide Preferences:

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses** - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.

Polling Options

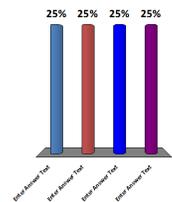
- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.

Enter Question Text

- A. Enter Answer Text
- B. Enter Answer Text
- C. Enter Answer Text
- D. Enter Answer Text



- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.
- **Convert to Demographic** - When selected, the slide becomes demographic. A demographic grouping must be assigned in the Preferences Panel.

Short Answer

A short answer slide contains a question text box, a chart and a list of the five most common responses.

NOTE

ResponseCard NXT as of firmware version 1.0.1

., ‘ “ ? @ # \$ % ^ & * () _ + - = / < > [] { } √ £ € E

ResponseCard XR as of firmware version 1.2.1

., + - * / % () ^ @ ! & E √ €

Short Answer Slide Preferences:

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

Polling Options

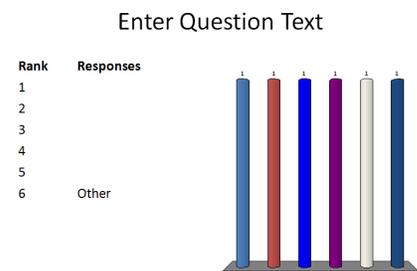
- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Keyword** - After polling closes, the correct keyword(s) is displayed on the slide.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Answer Value** - The answer value can be set by selecting “Correct” or “No Value” from the drop-down box.
- **Correct Keyword(s)** - Enter keyword(s) in the box provided. Multiple keywords should be separated with a semicolon.
- **Enforce Capitalization** - If a response does not have proper capitalization the response is considered incorrect.

Numeric Response

A numeric response slide contains a question text box, a chart and a list of the five most common responses.



Numeric Response Slide Preferences:

Enter Question Text

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Answer** - After polling closes, the correct answer is displayed on the slide.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Answer Value** - The answer value can be set by selecting "Correct" or "No Value" from the drop-down box.
- **Acceptable Value** - Enter a specific value in the box provided.
- **Acceptable Range** - If a specific value is not required for a correct answer, a range can be set. Enter a minimum value and a maximum value in the boxes provided.

True/False

A true/false slide is used for a question with a true or false response. The slide includes generically worded question and answers. The question text can be edited.

True/False Slide Preferences:

Question Options

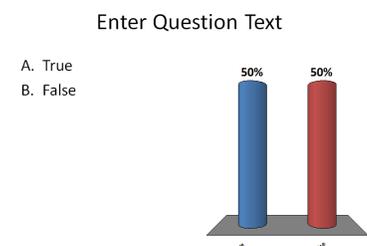
- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.



- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- Select True or False as the correct answer. A value of No Correct can also be selected if there is no correct answer.

Essay

The essay slide contains a question region to pose a question.

Essay Slide Preferences:

Enter Question Text

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

Scoring Options

- TurningPoint does not score essay slides. Manual score adjustments can be made in Results Manager.

Demographic Assignment

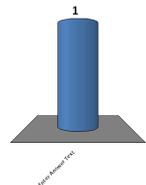
A demographic assignment slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart. The demographic assignment slide assigns participants to demographic/competition groups.

Demographic Assignment Slide Preferences:

Enter Question Text

Demographic Options

A. Enter Answer Text



- **Demographic Grouping** - Categorize the demographic options for easier reporting.
- **Use in Competition** - The answer options become teams and can be used in team competitions. When unchecked, the slide is no longer considered a Team Assignment slide.
- **Save to participant list** - The competition information is saved to the current participant list.

Question Options

- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

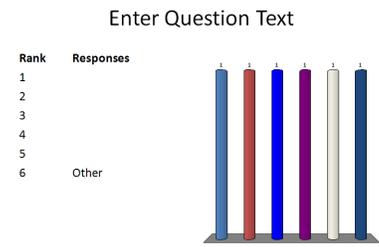
Priority Ranking

The priority ranking slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart. The participants' responses are weighed and then ranked accordingly.

Priority Ranking Slide Preferences:

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Response Limit** - The Response Limit dictates the number of answer choices a participant can select for a specific question.
- **Allow Duplicates** - When checked, participants are permitted to select the same answer choice more than once.
- **Response Weights** - Set the value for each response by selecting a value from the drop-down menu or enter a value from 0 to 99999. Repeat for the remaining answers.



Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **Convert to Demographic** - When selected, the slide becomes demographic. A demographic grouping must be assigned in the Preferences Panel.

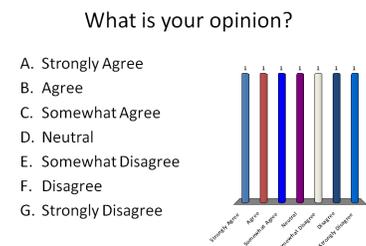
Likert

A likert slide is used to determine varying levels of agreement or disagreement. The slide includes a generically worded question and answers. The text can be edited.

Likert Slide Preferences:

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses** - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.



Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

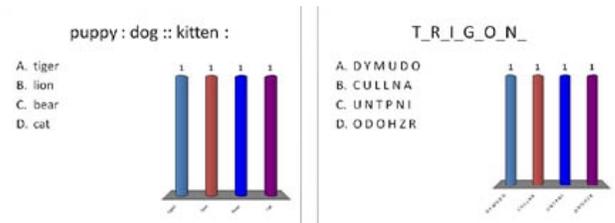
Ice Breaker

An ice breaker slide is a slide with an analogy or word scramble question to get the participants involved in the polling presentation. Analogies are automatically generated, but a word must be provided for the word scramble.

Ice Breaker Slide Preferences:

Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses** - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.



Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

Scoring Options

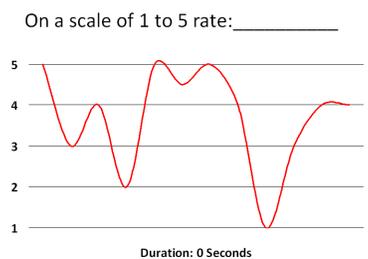
- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

Moment to Moment

The moment to moment slide can be used to have participants rate something on a scale of 1 to 5 over a period of time. The slide contains a question text box and a chart that shows the average response at each polling interval. The chart displays the average response over time in a line graph.

Moment to Moment Slide Preferences:

- **Polling Cycle** - Select the polling interval (in seconds) from the drop-down menu. The default is one second. The chart will update based on the polling interval.



Objects

Objects may be added to each slide in several ways. This section covers adding objects to a slide through the TurningPoint ribbon/toolbar.

- Objects such as charts, countdown timers, response grids and prompts may be set as default objects that are automatically inserted on each slide. To set default objects, see **PowerPoint** on page 59 for more information.
- Objects may also be set during question list creation. For more information, see **Content** on page 20.
- Objects can be added to a slide through the TurningPoint ribbon/toolbar.

There are several types of objects available, this section covers:

Inserting a Correct Answer Indicator

Inserting a Chart/Changing the Chart Type

Inserting an Animated Chart

Inserting a Countdown Timer

Inserting a Grid

Inserting a Prompt

Inserting a Response Counter

Inserting Stats

Inserting a Correct Answer Indicator

A correct answer indicator allows participants to see the correct answer or answers after polling is closed. The indicator appears during a presentation when the slide is advanced after displaying the chart.

Prerequisites

A correct answer must be set before a correct answer indicator can be inserted on a polling slide.

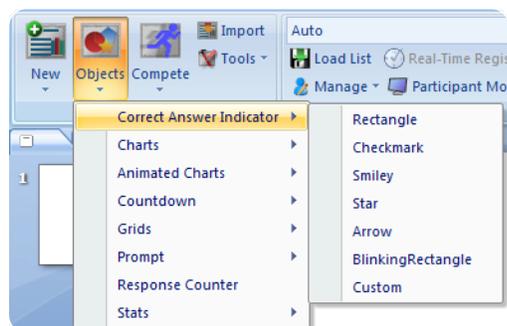
- 1 Select the polling slide.

TIP

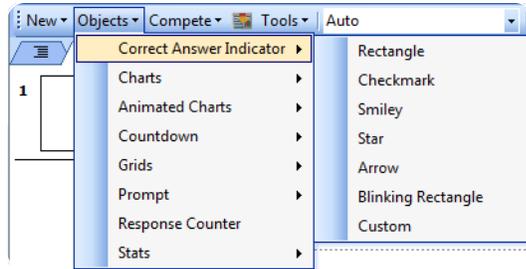
Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Correct Answer Indicator** and select the **desired indicator**.

Office 2007/2010/2013



Office 2003



There are seven types of correct answer indicators available.

Rectangle

A. Answer 1

Checkmark

✓ A. Answer 1

Smiley

😊 A. Answer 1

Star

★ A. Answer 1

Arrow

➔ A. Answer 1

Custom

😄 A. Answer 1

Blinking Rectangle

A. Answer 1

- A custom answer indicator can be a BMP, JPG, GIF, PNG or JPEG file. The image is placed in the same location as the checkmark, smiley, star and arrow correct answer indicators.
- Select a different correct answer indicator from the Objects menu to change the current correct answer indicator on the slide.
- To remove the correct answer indicator, simply delete the object from the slide.

TIP

Correct answer indicators can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu.

Inserting a Chart/Changing the Chart Type

A chart displays the results of participant responses. The default chart type and display options, such as colors, labels and value, can be defined in the Preferences. For more information on how to set a default chart type, see **Charts** on page 64.

Prerequisites

To make a PowerPoint slide interactive, a TurningPoint chart must be added to the slide. Assuming that the PowerPoint slide is in **Title and Content** form, a chart can be added by following the steps below.

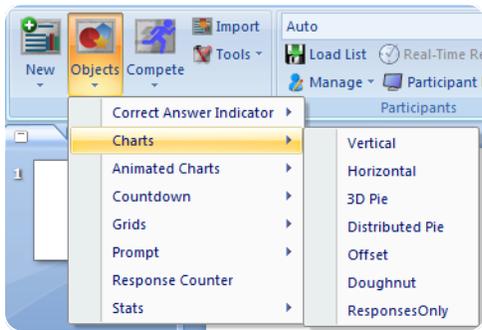
- 1 Select the polling slide.

TIP

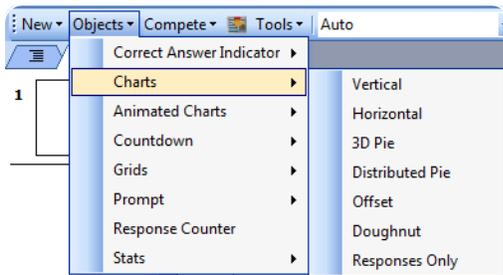
Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Charts** and select the desired **chart**.

Office 2007/2010/2013

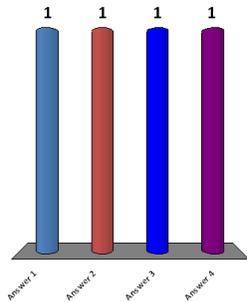


Office 2003

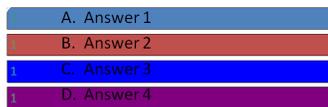


There are seven chart types available.

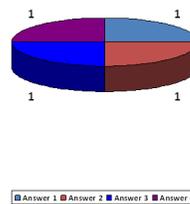
Vertical



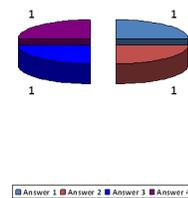
Horizontal



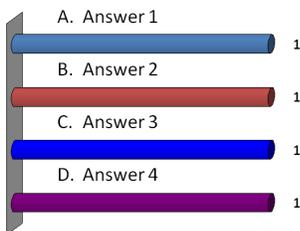
3D Pie



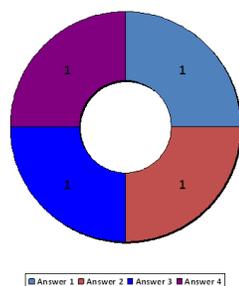
Distributed Pie



Offset



Doughnut



Responses Only



3 Select a different chart from the Objects menu to change the current chart on the slide.

- To remove the chart, simply delete the object from the slide.

WARNING

Deleting a TurningPoint chart from a slide demotes the slide to non-interactive. To hide the chart from the audience, simply uncheck the Show Results option in the Slide Preferences Panel or to apply to all slides, click the Preferences icon on the TurningPoint toolbar, select PowerPoint, uncheck Show Results and click Apply All.

Inserting an Animated Chart

An animated chart is a flash object that appears over the Slide Show in full screen.

Adobe Flash Player must be installed to use the animated charts. Go to <http://get.adobe.com/flashplayer> to download the latest version of Adobe Flash Player.

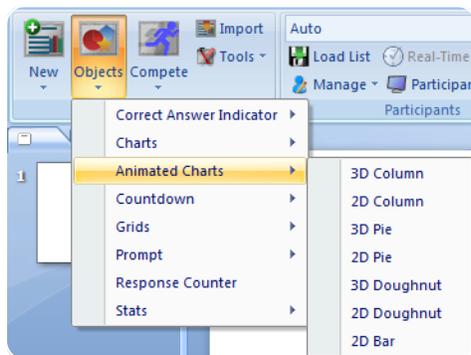
- Select the polling slide.

TIP

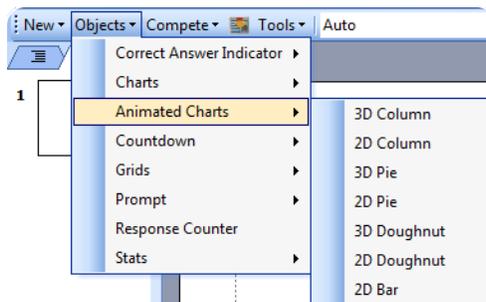
Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

- From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Animated Charts** and select the **desired chart**.

Office 2007/2010/2013



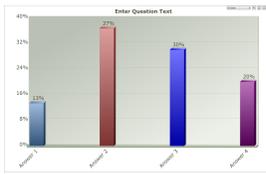
Office 2003



A placeholder is inserted for the animated chart.

There are seven animated chart types available.

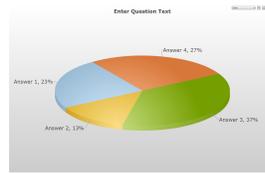
3D Column



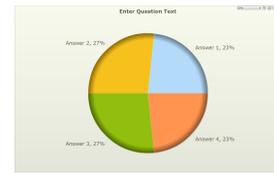
2D Column



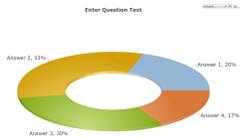
3D Pie



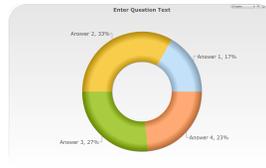
2D Pie



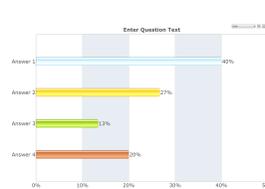
3D Doughnut



2D Doughnut



2D Bar



- 3 Select a different chart from the Objects menu to change the current chart on the slide. The chart can also be changed during the Slide Show by selecting a different chart type from the drop-down menu on the chart window.
- 4 To remove the animated chart, simply delete the placeholder from the slide.

Inserting a Countdown Timer

A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed. A countdown timer can be made to appear on each polling slide that is created. For more information on how to automatically include a countdown timer on each polling slide, see **PowerPoint** on page 59.

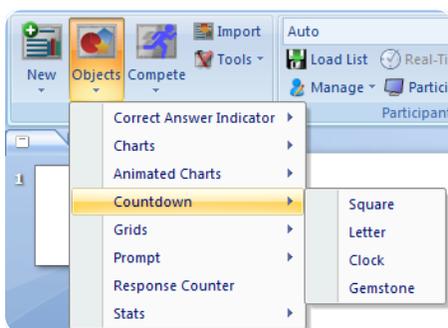
- 1 Select the polling slide.

TIP

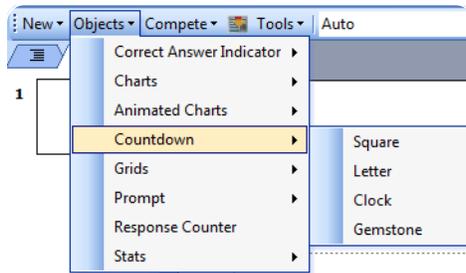
Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Countdown** and select the desired **countdown timer**.

Office 2007/2010/2013



Office 2003

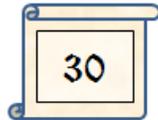


There are four countdown timers available.

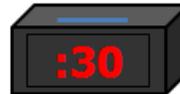
Square



Letter



Clock



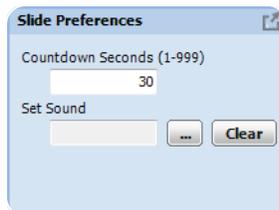
Gemstone



- Select a different countdown from the Objects menu to change the current countdown on the slide.
- To remove the countdown, simply delete the object from the slide.

3 To adjust the time or add a sound to the countdown timer, click the **countdown timer**.

Adjust the time from the Slide Preferences Panel.



- To adjust the time, enter a **value** into the *Countdown Seconds* box. A valid entry is 1 - 999.
- To add a sound, click ..., browse to the **location** of the sound file and click **Open**.

TIP

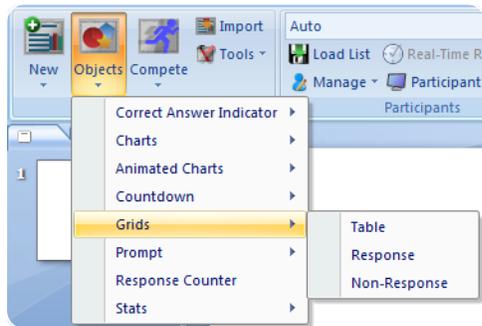
Countdown timers can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu.

Inserting a Grid

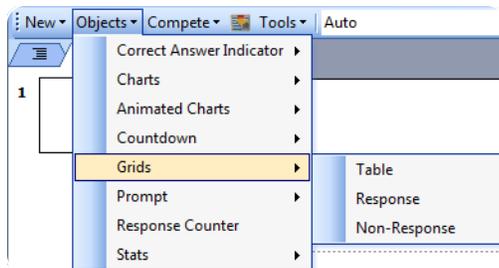
A grid is an object that is overlaid on a slide during the presentation and indicates which participants have responded. A grid can be made to appear on each polling slide that is created. For more information on how to automatically include a grid on each polling slide or to customize the grid, see **PowerPoint** on page 59.

- 1 Select the polling slide.
- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Grids** and select the **desired grid**.

Grids Menu (Office 2007/2010/2013)



Grids Menu (Office 2003)



A placeholder is inserted for the grid.

There are three grids available:

Table

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Response

Participant 1 FFF0E4	Participant 2 14076E
Participant 3 811B1	Participant 4 811B3
Participant 5 811D8	Participant 6
Participant 7	Participant 8
Participant 9	Participant 10

Non-Response

Participant 1 FFF0E4	
Participant 3 811B1	
	Participant 6
Participant 7	Participant 8
Participant 9	Participant 10

- **Table** - The table grid displays numbered boxes that represent each participant in the participant list. If polling with an auto list, the number of boxes displayed is determined by the number of participants responding.
 - **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.
 - **Non-Response** - The non-response grid displays the participant name by default. As the participants respond, the corresponding box is removed. If polling with an auto list it is recommended to change the response grid text to *Device ID Only* in the preferences.
- 3 Select a different grid from the Objects menu to change the current grid on the slide.
 - 4 To remove the grid, simply delete the object from the slide.

- 5 While polling is open, **hold the mouse over the grid** to access the grid controls.



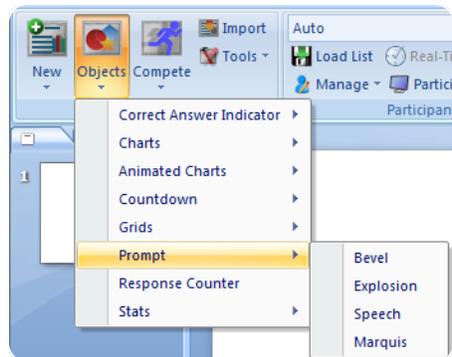
- Click the **left or right arrows** below *Rotate* to view more participants.
- Click the **left or right "A"** to increase or decrease font size. The font size will increase or decrease by one size for each click. The minimum font size is 12 and the maximum font size is 48.

Inserting a Prompt

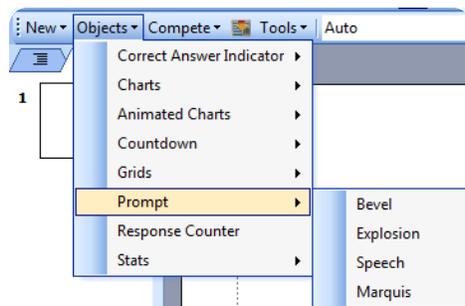
A prompt provides participants with a visual cue that the slide is a polling slide to which they can respond. A prompt can be made to appear on each polling slide that is created. For more information on how to automatically include a prompt on each polling slide, see **PowerPoint** on page 59.

- Select the polling slide.
- From the TurningPoint ribbon/toolbar click **Objects**, mouse over **Prompt** and select the **desired prompt**.

Office 2007/2010/2013

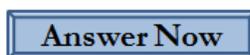


Office 2003



There are four prompts available.

Bevel



Explosion



Speech



Marquis



- 3 Select a different prompt from the Objects menu to change the current prompt on the slide.
- 4 To remove the prompt, simply delete the object from the slide.

TIP

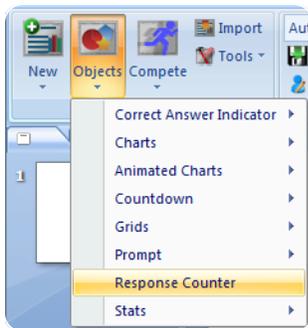
Prompts can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu. The prompt text can be adjusted in the preferences.

Inserting a Response Counter

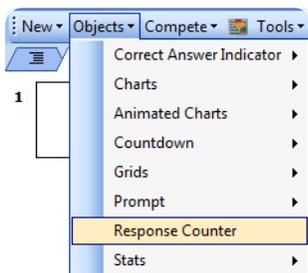
During the Slide Show, the response counter displays the number of responses. For example, if there are 32 participants in the participant list, the response counter displays “0 of 32.” It continues to count as the responses are received and closes polling when the 32nd response is received.

- 1 Select the polling slide.
- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon and select **Response Counter**.

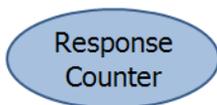
Office 2007/2010/2013



Office 2003



A placeholder is inserted for the response counter.



- 3 To remove the response counter, simply delete the object from the slide.

TIP

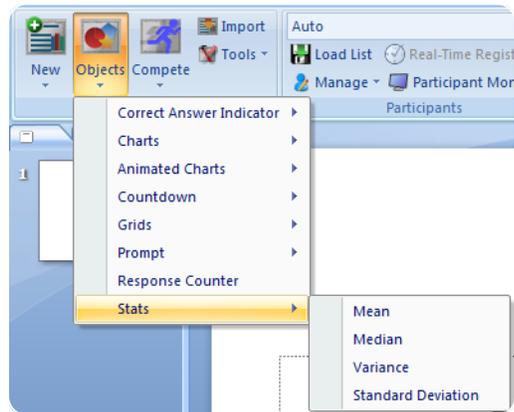
The response counter can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu. The prompt text can be adjusted in the preferences.

Inserting Stats

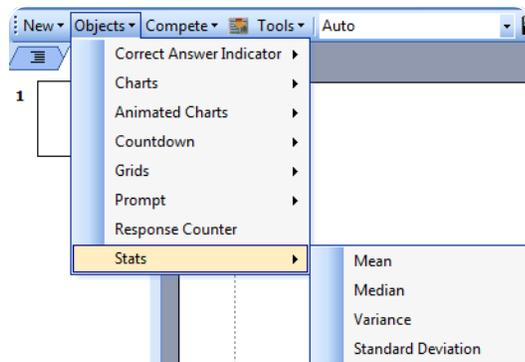
Stats objects reveal statistics about responses after polling is closed. The value of the statistic is displayed in the stats object during a presentation after polling has been closed.

- 1 Select the polling slide.
- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Stats** and select the **desired stat**.

Office 2007/2010/2013



Office 2003



There are four stats available.



- 3 Select a different stat from the Objects menu to change the current stat on the slide.

TIP

Multiple stats may be placed on a single slide.

- 4 To remove a stat, simply delete the object from the slide.

TIP

Stats can be formatted like regular PowerPoint objects. Right-click on the object and select a formatting option from the menu. The prompt text can be adjusted in the preferences.

Competition

Competition slides keep track of the participants or teams with the most points and fastest responses. There are several slide types available for competitions:

- Team Assignment
- Participant Leader Board
- Team Leader Board
- Team MVP Board
- Fastest Responders
- Racing Leader Board
- Wager

IMPORTANT

Point values or correct answers need to be assigned to answer choices for participants or teams to accumulate points for competition.

Team Assignment

A team assignment slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart. The team assignment slide assigns participants to teams for competitions and is also considered a demographic slide.

Team Assignment Slide Preferences:

Demographic Options

- **Demographic Grouping** - Categorize the demographic options for easier reporting.
- **Use in Competition** - The answer options become teams and can be used in team competitions. When unchecked, the slide is no longer considered a Team Assignment slide.
- **Save to participant list** - The competition information is saved to the current participant list.

Question Options

- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

Polling Options

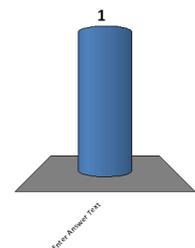
- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

Participant Leader Board

A participant leader board displays the top individual participants ranked by their total points. This slide updates dynamically after each question. Press the tab key on the keyboard to view more participants in the participant list.

Enter Question Text

A. Enter Answer Text



Participant Leader Board Slide Preferences:

- **Display participant** - Select the type of participant information to be displayed from the drop-down menu.
- **Number to Display** - Select the number of participants to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.

Participant Leaders

Points	Participant	Points	Participant
--------	-------------	--------	-------------

Team Leader Board

The team leader board displays teams ranked by their total points. Team scoring works by calculating the point total for all of the participants on a team and then dividing it by the number of participants. The slide updates dynamically after each question. Press the tab key on the keyboard to view more team scores.

Team Leader Board Slide Preferences:

- **Number to Display** - Select the number of teams to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.
- **Include teams with points <1** - When checked, teams that have zero or negative points will be displayed on the slide.

Team Scores

Points	Team	Points	Team
--------	------	--------	------

Team MVP Board

The team MVP board displays the individual participant on each team with the most points. This feature requires the use of a participant list, teams and correct answers. The slide is updated dynamically after each question.

Team MVP Board Slide Preferences:

- **Display participant** - Select the type of participant information to be displayed from the drop-down menu.
- **Number to Display** - Select the number of participants to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.
- **Include teams with points <1** - When checked, teams that have zero or negative points will be displayed on the slide.

Team MVP

Points	Team	Participant
--------	------	-------------

Fastest Responders

The fastest responders slide displays the individual participants who responded correctly and fastest to the most recent question. This feature requires a correct response or point value and is updated dynamically after each question. Press the tab key on the keyboard to view more fastest responders.

Fastest Responders Slide Preferences:

- **Display correct responders only** - Only participants who responded correctly to the previous question slide will be displayed.
- **Display participant** - Select the type of participant information to be displayed from the drop-down menu.
- **Number to Display** - Select the number of participants to be displayed from the drop-down menu.

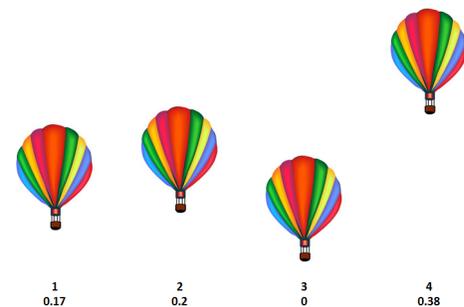
Racing Leader Board

The racing leader board slide presents a visual representation of the team scores. An image to represent the teams is selected in the slide preferences panel. When the slide is advanced, the images move in relation to the number of points earned.

Racing Leader Board Slide Preferences:

- **Number to Display** - Select the number of teams to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.
- **Animated Image** - Select the image to represent the teams. One image is used for all teams.
- **Animation Speed** - Select the speed for the images.
- **Animation (direction)** - Select the direction, horizontal or vertical, for the images to race.

Team Racing Scores



Wager

The wager slide allows participants to wager a percentage of their points on the next question slide. If the participants fail to correctly answer the question, the amount of points wagered is lost. If the participants successfully answer the question, they are awarded that percentage of points. If there is a correct answer value for the question, participants are also awarded those points in addition to the points wagered.

Wager Slide Preferences:

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

What percentage of your current points would you like to wager on the next question?

- A. 0%
- B. 25%
- C. 50%
- D. 75%
- E. 100%

Import

The Import Question List icon on the TurningPoint ribbon/toolbar is used to import a question list file from any location, such as the TurningPoint Content folder, a flash drive or network drive.

Importing a Question List File

The questions from the question list file are converted into polling slides.

- 1 Click the **Import** icon on the TurningPoint ribbon/toolbar.
- 2 Browse to the location of the **question list file**.
- 3 Select the **question list file** and click **Open**.

NOTE

Only one question list file may be selected at a time.

A box displays the status of the question list file import.

Next Steps

Correct answers and other slide setting options can be adjusted in the Slide Preferences Panel. For more information on Slide Preferences, see ***Slide Types and Slide Preferences*** on page 72.

Tools

The PowerPoint Polling tools are advanced features that can be used to enhance the presentation.

There are six tools available:

- Comparative Links***
- Conditional Branching***
- Convert to Picture***
- Demographic Comparison***
- Ranking Wizard***
- Standards***

Comparative Links

Comparative links can be used to display the results from two separate slides on one slide. If a question is asked at the beginning of the presentation and then again towards the end, a comparative links slide will display the results from each question on the same slide.

Inserting a Comparative Link

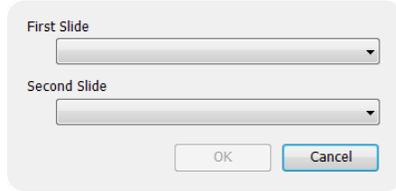
Generally, the slides being compared should each have the same number of answers. The slide on which the comparison displays must come after the second slide being compared so that the results of those slides are available for display.

In TurningPoint, a comparative link slide does not need to be present in order to generate a Comparative Results Report.

Prerequisites

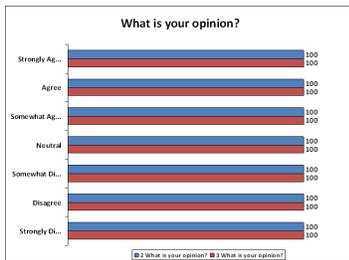
A presentation must contain at least two Multiple Choice polling slides to set up a comparative link.

- 1 Select an **insertion point** in the PowerPoint presentation for the comparative links slide.
- 2 From the TurningPoint ribbon/toolbar, click the **Tools** icon and select **Comparative Links**.
The *Add Comparative Link Slide* window opens.



- 3 Select the **First Slide** you would like to compare from the drop-down menu.
- 4 Select the **Second Slide** you would like to compare from the drop-down menu.
- 5 Click **OK**.

The comparative links slide is inserted into the presentation.



The comparative links slide can be moved in the slide deck as long as it is displayed after both slides you would like to compare.

To remove a comparative link, simply delete the slide.

NOTE

The chart colors can only be customized by adjusting the PowerPoint color scheme.

- 6 Repeat steps 1 - 5 to add additional comparative links.

Conditional Branching

Conditional branching allows a user to control the order of slides in the presentation based on responses received from participants.

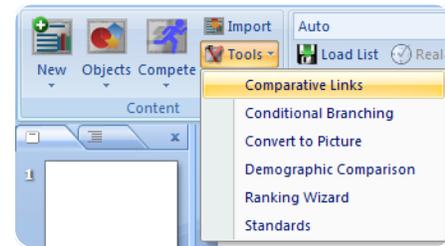
Setting Up Conditional Branching

Conditional branching is set up by defining a condition which, if satisfied, advances to a specified slide.

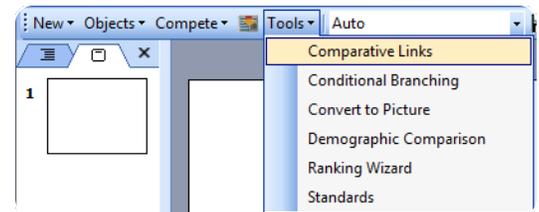
Prerequisites

A polling presentation that contains all of the branching slides is required.

Office 2007/2010/2013

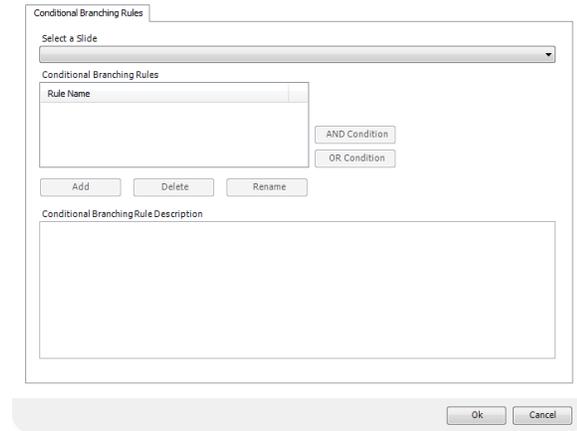


Office 2003

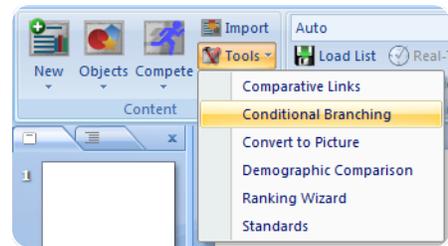


- 1 Click the **Tools** icon on the TurningPoint ribbon/toolbar and select **Conditional Branching**.

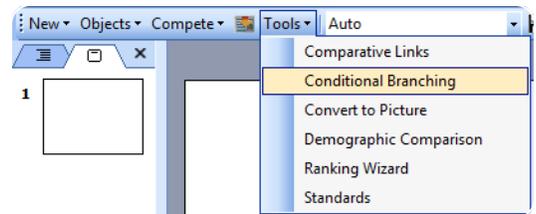
The *Conditional Branching* window opens.



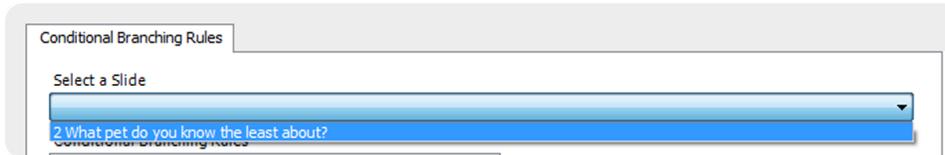
Office 2007/2010/2013



Office 2003



- 2 Select the **slide** where the branch will begin from the *Select a Slide* drop-down menu.

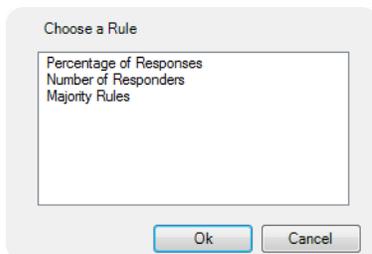


- 3 Click **Add** to add a rule.
The Conditional Branching Rules box displays the rule with a default name.
- 4 Optionally, click **Rename** to change the default name of the rule.
Enter a **name** in the box provided and click **OK**.
- 5 Optionally, create additional conditions for a slide by clicking **AND Condition** or **OR Condition** as logical operators.

NOTE

There can be up to 30 conditions per selected slide.

- Click AND Condition to link a conditional branching item to the previous item to specify that both conditions should be met. If “Condition” and “Condition” then go to “Slide Selection.”
 - Click OR Condition to link a conditional branching item to the previous item to specify that either condition can be met. If “Condition” or “Condition” then go to “Slide Selection.”
- 6 Define all conditions in the Conditional Branching Rule Description by selecting the appropriate link.
 - a **Condition** - Choose Percentage of Responses, Number of Responders or Majority Rules.



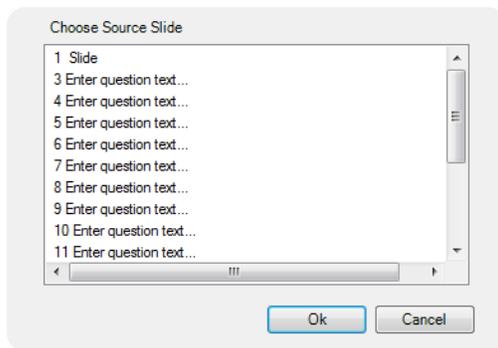
- b** The Compound Rule Condition Box opens and displays up to three components of the compound rule that must be selected.

- c Comparison Operator** - Choose an operator to satisfy the condition. The choices are Greater Than, Less Than, Equal To, Not Equal To, Greater Than or Equal To, or Less Than or Equal To.

- d Value** - Determines the value or percentage to compare to in the next step. For Number of Responders, enter a number of responses (from 0 to the total number of participants). If Percentage of Responses was chosen, enter a percentage of responses (from 1 to 100).

- e Selected Answer** - Determines what answer must be selected to make the condition true. The number or percentage of responses for the selected answer will be used in the comparison. Any of the answer choices on the slide may be chosen. The condition uses the number of responses for that selected answer choice.

- f Slide Selection** - Select the slide to be displayed when the condition is fulfilled. Select any slide in the presentation.



- 7 Repeat steps 3 - 6 to add additional independent conditions to the same slide.
- 8 Click **OK** in the Conditional Branching window when all the conditions have been added to the slides.

When running the presentation, the slides set up for conditional branching will advance to the selected slide if the condition is met.

A condition may be removed by selecting it from the list in the Conditional Branching window and clicking Delete.

Convert to Picture

Text-based answer options can be converted to pictures when visual aids would be beneficial to the audience.

Converting a Text-based Slide to a Picture Slide

Since pictures are being used as answers, the horizontal and offset charts will not align correctly with the answers. It is recommended that a vertical, 3D pie, distributed pie or doughnut chart be used.

- 1 Create a polling slide.

The text in the answer region will be replaced by pictures. Therefore, it is recommended to use descriptive words or phrases in the answer region because this text will be used for the chart labels, reports, extracted question lists and in the session editor. Correct answer indicators need to be inserted on the slide before converting it to a picture slide.

NOTE

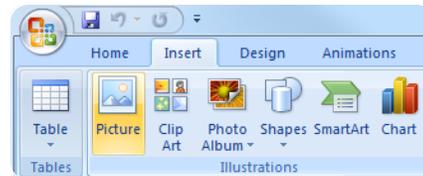
Short answer, numeric, essay and moment to moment slides do not support the Convert to Picture tool.

- 2 Use PowerPoint's **Insert > Picture** menu to insert one picture for each answer choice.

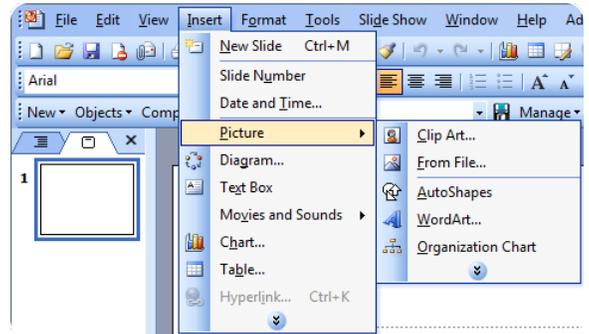
Find more information on inserting pictures in PowerPoint's online help.

- 3 **Resize and arrange** the pictures so that they are properly displayed on the slide.
- 4 To assign the pictures to a proper answer choice, follow these steps:
- Click outside the slide to ensure that no objects on the slide are selected.
 - Click the **picture** that corresponds to the first answer choice.
 - Hold down the **Control key** on the keyboard and click the **second picture**.
Now both the first and second pictures are selected.
 - Repeat **step c** for each additional picture until all of the pictures have been selected.

Office 2007/2010/2013



Office 2003

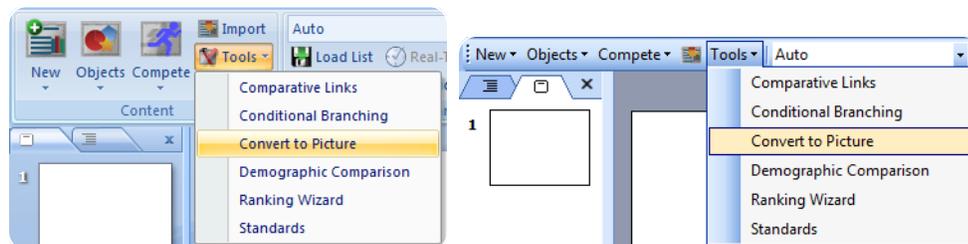


NOTE

Pictures may be included on the slide that are not associated with one of the answers (for decoration or illustration). Do not click these pictures.

- 5 Click the **Tools** icon on the TurningPoint ribbon/toolbar and select **Convert to Picture**.

Office 2007/2010/2013 and Office 2003



The pictures are given a label and the text-based answer options are now hidden. The pictures can be resized and arranged as necessary.

Next Steps

Correct answers and other slide setting options can be adjusted in the Slide Preferences Panel. For more information on Slide Preferences, see **Slide Types and Slide Preferences** on page 72.

Demographic Comparison

A demographic comparison slide can be used to display the results of a question slide in terms of certain demographic information gathered from the participants.

Inserting a Demographic Comparison

A demographic comparison slide can use the information from a demographic assignment slide or a demographic defined in the participant list. The slide is then linked to a Multiple Choice, Priority Ranking or True/False polling slide.

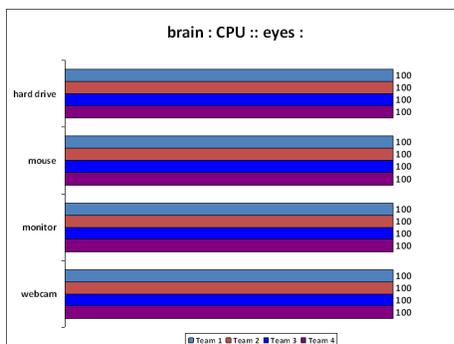
Prerequisites

A presentation must contain at least one demographic and one polling slide or demographics in the selected participant list to set up a demographic comparison.

- 1 Select an **insertion point** in the PowerPoint presentation for the demographic comparison slide.
- 2 From the TurningPoint ribbon/toolbar, click the **Tools** icon and select **Demographic Comparison**.

The *Add Demographic Comparison Slide* window opens.

- 3 Select the **Demographic** from the drop-down menu.
- 4 Select the **Question** from the drop-down menu.
- 5 Click **OK**.
The demographic comparison slide is inserted into the presentation.



To remove a demographic comparison, simply delete the slide.

NOTE

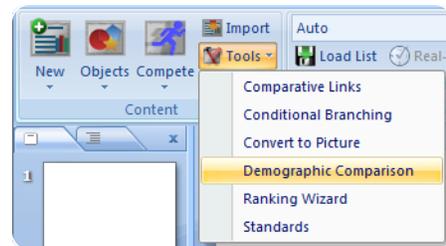
If a demographic from a participant list was selected during slide creation, that participant list must be loaded with the Slide Show in order for the slide to function properly.

- 6 Repeat steps 1 - 5 to add additional demographic comparisons.

Ranking Wizard

Quickly and easily create slides that support decision-making, prioritization or other kinds of ranking with the Ranking Wizard. The Ranking Wizard automatically creates slides to compare items on up to three criteria, then summarizes the results in a

Office 2007/2010/2013



Office 2003

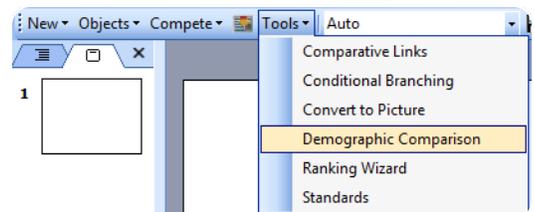


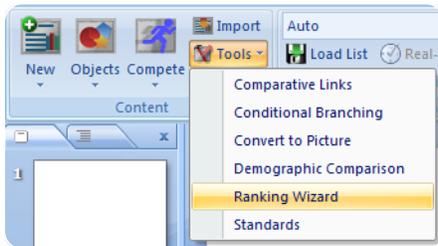
chart.

Creating Polling Slides with the Ranking Wizard

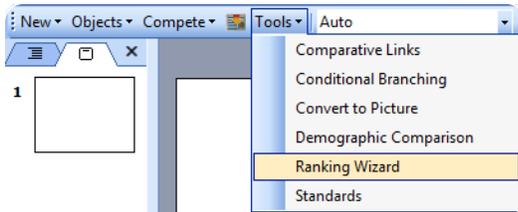
The Ranking Wizard guides a user through the creation of a set of ranking slides.

- 1 Select an **insertion point** in the PowerPoint presentation for the ranking slides.
The ranking slides will be added to the presentation after the insertion point.
- 2 Click the **Tools** icon on the TurningPoint ribbon/toolbar and select **Ranking Wizard**.

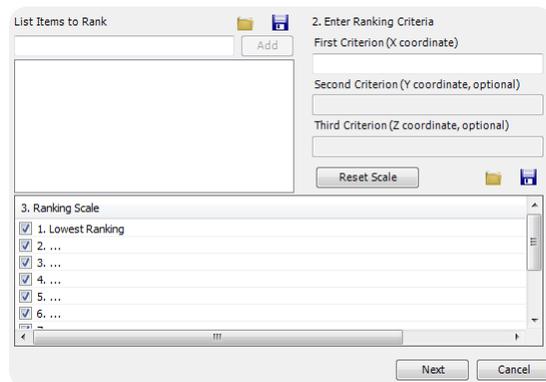
Office 2007/2010/2013



Office 2003



The Ranking Wizard opens.



- 3 Enter a **name for an item** to be ranked in the box provided and click **Add** or press **Enter** on the keyboard.
The item is added to the list. At least two items are needed for ranking.
Repeat this step until all of the ranking items have been added to the list.

TIP

The list of ranking items can be saved and used again at a later time.

Click the **Save** button (shaped like a disk) to save a text file with the list of items. To open the list click the **Load** button (shaped like a folder) to open a saved ranking list.

- 4 Enter a **name for the First Criterion** and, optionally, for the Second and Third Criterion in the boxes provided. At least one criterion must be entered for the ranking. If the items are being ranked on a single criterion, leave the second and third criterion blank.
- The first and second criterion appear on the horizontal and vertical axes of the chart, respectively. The third criterion is represented in the chart by the size of the bubble for each item.
- 5 Uncheck the boxes next to the number to limit the scale to less than 1 - 10. Unchecking a smaller number also unchecks all the larger numbers. Click **Reset Scale** to restore the original ranking scale.
- To edit the text of the scale, double-click the existing text.

TIP

The ranking scale can be saved and used again at a later time.

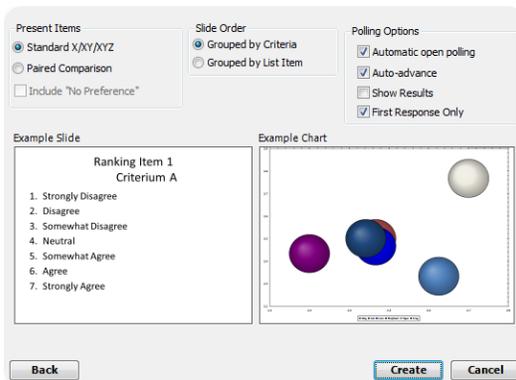
Click the **Save** button (shaped like a disk) to save the ranking scale. To open the ranking scale click the **Load** button (shaped like a folder) to open a saved ranking scale.

6 Click Next.

The Ranking Wizard advances and the display options can be specified. An example of how the slides will appear based on the selected display options is shown in the bottom of the window.

7 Select an option for Present Items. Only one item may be selected.

- Select *Standard X/XY/XYZ* to rank the items on a numerical scale for the criteria
- Select *Paired Comparison* to compare the items by pairs on the criteria. If paired comparison is selected, the box for a response of “No Preference” may be checked.

**8 Select an option for Slide Order.** Only one item may be selected.

- Select *Grouped by Criteria* to group the slides for each item for the first criterion, then slides for each item for the second criterion and so on.
- Select *Grouped by List Item* to group the slides for each criterion about the first item in the list, then the slides for each criterion about the second item in the list and so on.

9 Select the Polling Options. Multiple items may be selected.

- *Automatic open polling* will open polling when each slide is displayed.
- *Auto-advance* automatically advances the slide after all participants have responded to a question if no chart is shown.

- *Show Results* will display a chart on each polling slide created by the Ranking Wizard.
- *First Response Only* will only accept the first response sent by each participant.

10 Click **Create** to create the ranking slides.

The ranking slides and ranking chart are inserted into the presentation. (This may take a few moments if there are a large number of items.)

WARNING

The slides created by the Ranking Wizard should not be altered because the Ranking Wizard uses the results from the created slides to construct the final chart.

When the presentation is run containing the ranking slides, the results will be compiled to generate the ranking chart, which is displayed in a slide following the ranking questions.

Standards

The standards tool allows for the use of downloaded K-12 standards (per state or country, topic, subject, or grade level) or to create a custom standards list on which participants can be evaluated. Standards for training, teaching and testing help organize the material in the presentation into subject areas, competencies and other criteria which the participants should meet.

To open the standards window, click **Tools** on the TurningPoint ribbon/toolbar and select **Standards**.

Detailed instructions for the standards tool can be found in **Standards** on page 39.

NOTE

Standards assigned in a question list and imported into PowerPoint do not need to be reassigned.

Polling

The polling function in PowerPoint allows a user to poll an audience with questions embedded directly into the PowerPoint presentation.

The Polling section covers the following topics:

Resetting a PowerPoint Polling Session or Charts

Continuing a Prior PowerPoint Polling Session

Using the Real-Time Registration Tool

Running a Slide Show

The PowerPoint Polling Showbar

Viewing a Response Grid

Using the Participant Monitor

Messaging

Inserting New Slides During the Presentation

Using Data Slicing

Saving a PowerPoint Polling Session

Resetting a PowerPoint Polling Session or Charts

The reset function in TurningPoint allows users to prepare the presentation for polling.

WARNING

Once the reset function has been performed, it cannot be undone.

- 1 Click the **Reset** icon on the TurningPoint ribbon/toolbar.
- 2 Select one of the following options:
 - **Session** - All of the results from the session file will be reset and all of the participant data will be removed.
 - **Selected Charts (Slides)** - Selected chart(s) will be reset but the session data and participant information will NOT be removed. When the presentation is run, the previous session data will also be stored in the session file.
- 3 If **Session** was selected in the previous step, click **Save** or **Don't Save** to save the current session data.

Next Steps

Now that the session or charts have been reset, a new session can be run. For more information on running a session, see **Running a Slide Show** on page 103.

Continuing a Prior PowerPoint Polling Session

TurningPoint can resume a presentation from a saved session file. New session information is appended to the open session file. When saved, the polling results are saved in one session file.

- 1 Click the **Continue Prior Session** icon from the TurningPoint ribbon/toolbar.
- 2 Select the **session file** to be continued and click **Open**.
- 3 TurningPoint opens the previously saved session file.

Next Steps

Now that the previous session is open, it can be continued. For more information on running a session, see **Running a Slide Show** on page 103.

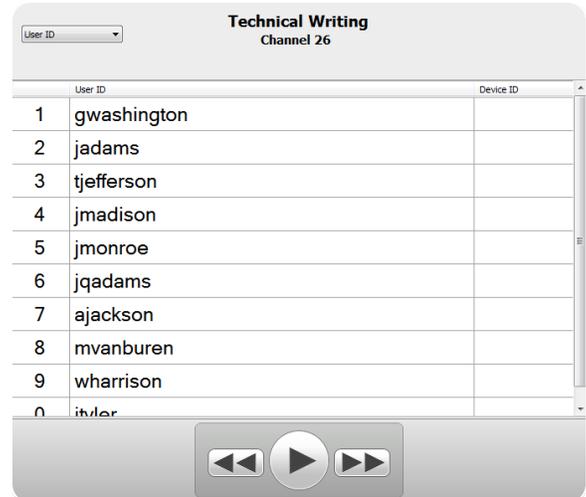
Using the Real-Time Registration Tool

The Real-Time Registration tool provides a fast and simple way to utilize a participant list for smaller audiences (ideally less than 50 participants). Registration only takes a few moments, thus eliminating the need for a permanent participant list. The steps below can be performed before each presentation to ensure each participant has the appropriate response device.

A participant list that contains names or User IDs (Device IDs are optional) is required. For instructions on how to create a participant list, see **Creating Participant Lists** on page 44.

- 1 Select a **participant list** from the *Participant List* drop-down menu.

- 2 Click the **Real-Time Registration** icon on the TurningPoint ribbon/toolbar.
The Real-Time Registration Tool opens.
- 3 Click the **Play** button to open registration.
- 4 Each participant must press a number on their response device that corresponds with the number to the left of their name or User ID.
The Device ID for the participant will appear in the Device ID column.
If more than 10 participants are in the participant list, click the forward or back buttons to scroll page by page to see the remaining participants.
- 5 Click the **Pause** button to close registration once all of the participants have responded.
- 6 **Close** the Real-Time Registration Tool.
The participant list is temporarily saved. If the session is reset, or if PowerPoint is closed, the Device IDs are not saved. For information on how to save the Device IDs, see ***Saving Device IDs from the Real-Time Registration Tool*** on page 142.



Running a Slide Show

Use the PowerPoint Slide Show functionality to run the polling presentation.

Prerequisites

To poll in PowerPoint, a presentation with polling slides or a question list is required. To track results based on participants, a participant list is also required. For more information on creating a PowerPoint Polling presentation, see ***Content*** on page 70.

- 1 Plug in the receiver or establish a ResponseWare session.

NOTE

For information on how to establish a ResponseWare session, see ***Setting Up ResponseWare*** on page 13.

- 2 Open TurningPoint and select a **participant list** and a **question list**, or a **PowerPoint presentation**, if applicable.
- 3 Click **PowerPoint Polling**.
The TurningPoint Dashboard closes and PowerPoint opens. If using a question list, TurningPoint will automatically parse the content into polling slides. This may take a few moments if there are a large number of questions in the question list.
- 4 Open the **PowerPoint presentation** that contains the question slides if a question list has not been chosen.
- 5 Select the **TurningPoint** ribbon/toolbar.
- 6 Verify the correct participant list is loaded and **Live Polling** is selected in the *Polling* drop-down box.
- 7 **Start** the Slide Show.
- 8 Depending on the Polling Options selected during content creation, the slide may need to be advanced to open polling. Press the spacebar, enter/return key or down arrow to advance the slide. If using a mouse, a mouse click also advances the slide. Alternatively, a PresenterCard may be used to advance slides and control polling. For more information on PresenterCard, see ***Pairing a PresenterCard*** on page 16.
- 9 Continue until the Slide Show is finished.

Next Steps

Now that the Slide Show is finished and the results have been gathered, the session data needs to be saved in order to generate reports and manage results.

For more information on saving session files, see ***Saving a PowerPoint Polling Session*** on page 109.

The PowerPoint Polling Showbar

The showbar appears when a polling slide is displayed during the Slide Show. The showbar is a toolbar that provides icons for polling, monitoring, viewing responses and other polling tools during the slide show. The showbar can be moved if necessary.



Below is a description for each icon on the showbar:

	Minimize Showbar	When the showbar is minimized, the responses, polling status and maximize showbar icons are displayed.
	Responses 0	Polling Open
# %	Toggle Response Count	<i>Toggle Response Count</i> changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.
	Repoll Question	<i>Repoll Question</i> clears the responses and accepts new responses from the participants for the current question. Both the original responses and the new responses are stored in the session file.
	Show/Hide Response Grid	The <i>Show/Hide Response Grid</i> toggles the display of a response grid on the screen to indicate which participants have responded. The visual display and contents of the response grid are controlled in the PowerPoint preferences. For more information about these preferences, see <i>Questions</i> on page 60.
	Insert New Question	Select a slide type from the drop-down menu to be inserted into the presentation.
	Set Anonymous	Makes the current slide anonymous. Participant information will not be associated with the results.
	Data Slice	<i>Data Slice</i> allows the chart to display only the section of responses that correlate to chosen responses from previous slides.
	View Original Chart	Use this command after using the <i>Toggle Response Count</i> or <i>Data Slice</i> commands to return the chart to its original appearance.
	Display Participant Monitor	<i>Display Participant Monitor</i> opens the participant monitor.
	Show/Hide Connection Info	<i>Show/Hide Connection Info</i> displays the ResponseCard channel number. The ResponseWare logon information is also displayed if applicable.

**Display Messaging Window**

Display Messaging Window opens the feedback monitor.

Responses
30**Responses**

Responses displays the number of participants that have responded to the current question.

Polling
Open**Polling Status**

Polling Status displays the current polling status.

Viewing a Response Grid

If a response grid object was not placed on a polling slide during slide creation, one may be viewed by clicking the response grid icon on the TurningPoint showbar.

- 1 While in presentation mode on a PowerPoint polling slide, click the **Show/Hide Response Grid icon** on the TurningPoint showbar.
The response grid displays on the current slide.

NOTE

When polling is closed and the slide is advanced, the response grid will not appear on the next polling slide. To include a response grid on every polling slide, see **Inserting a Grid on page 84** for more information.

- 2 Optionally, click the **Show/Hide Response Grid icon** again to hide the response grid.

Using the Participant Monitor

The participant monitor displays question information, participant information and participant question details.

Use of the participant monitor is optional, but is helpful in tracking how participants respond during a presentation. The participant monitor can be accessed from the showbar or from the TurningPoint ribbon/toolbar after the Slide Show is over.

TIP

To limit the participant monitor to the presenter's eyes only, it is recommended to set up a second monitor. Find more information about setting up a second monitor in Windows Help.

- 1 While running the Slide Show, click the **Display Participant Monitor icon** on the showbar.
The *Participant Monitor* window opens displaying the question information, participant information and participant question details.

Question Information			
Question	Overall % Correct	Total Pts Possible	
Remitt : light bulb :: wick :	0.8	1	
Cf : Microsoft :: Java :	0.8	1	
apple : core :: peach :	1	1	
Hercules : Rome :: Heracles :	1	1	

Participant Information						
Participant	First Name	Last Name	Device ID	User ID	Total Pts Received	Overall % Correct
Participant 1			FFFF64	6057	4	100.00 %
Participant 2			14076E	6227	4	100.00 %
Participant 3				7628	0	0.00 %
Participant 4			081183	6068	4	100.00 %
Participant 5			081108	6063	2	50.00 %
			081181		4	100.00 %

Participant Question Details		
Question	Response	Points Received
Remitt : light bulb :: wick :	3	1
Cf : Microsoft :: Java :	2	1
apple : core :: peach :	4	1
Hercules : Rome :: Heracles :	3	1

- The question information section includes the question text, the overall percentage correct and the total points possible for each question.
 - The participant information section displays the first name, last name, Device ID, User ID, total points received and overall percentage correct for each participant.
 - The participant question details section displays the question text, the response and the points received of the selected participant in the participant information section.
- 2 Click a participant in the participant information section to view the participant question details.

Messaging

Participants can send feedback to the presenter by using the Send Message function on the ResponseCard NXT or through the ResponseWare application while polling is open.

Prerequisites

Prior to viewing the messaging window, enable the messaging function by clicking the Preferences icon on the TurningPoint toolbar. Select Software from the left panel. Check *Allow User Messaging* below the Administration panel.

- 1 Click the **Display Messaging** icon from the showbar.

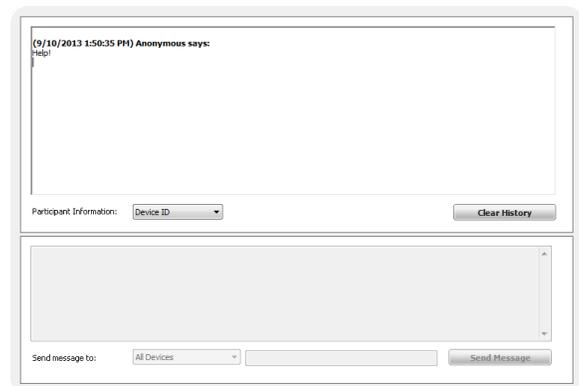
The Messaging Window opens.

The message history appears in the top panel.

NOTE

Replies can only be sent to participants using the ResponseWare application. An established ResponseWare connection is required.

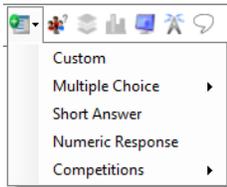
- 2 **Type** a response to a message in the bottom panel (ResponseWare users ONLY).
- 3 From the *Send message to* drop-down menu select **All Devices** or a **Specific Device**.
If a response is to be sent to a specific device, the Device ID must be entered in the text box to the right of the drop-down menu.
- 4 Click **Send Message**.
- 5 Optionally, click **Clear History** to delete all messages.



Inserting New Slides During the Presentation

TurningPoint gives you the flexibility of adding a template or custom slide while running the presentation. The option to insert a new slide is available from the showbar.

- 1 Click the **Insert New Slide** icon from the showbar.
The insert new slide menu opens from the showbar.



2 Select the **slide type** to be inserted into the presentation.

Template slides are automatically inserted into the presentation with generic question and answer choices. Custom slides require the user to enter the question and answer text.

Question
Today is ___

Answer
Monday
Tuesday
Wednesday
Thursday
Friday

Each answer needs to be on its own line.

Anonymous

Insert Cancel

- a Enter the **question text** in the field provided.
- b Enter the **answer text** in the field provided. Each answer choice must be on its own line.
- c Click **Insert**.

3 **Poll** the new slide.

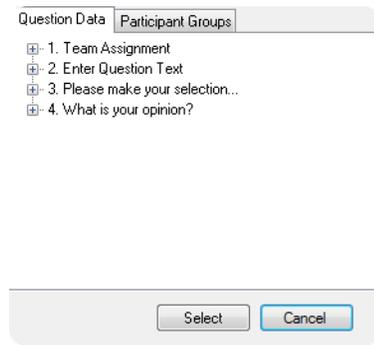
NOTE

To reuse the presentation with the newly added slide(s), save the file. From the PowerPoint menu, select **File > Save As** after the slide show is complete.

Using Data Slicing

After receiving response data, TurningPoint can cross-reference the responses of one question to another set of responses.

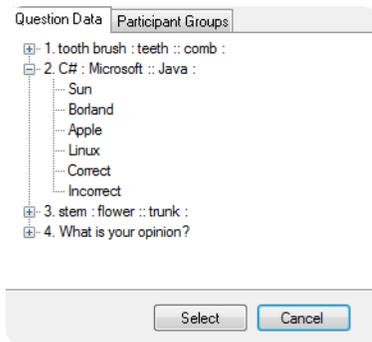
- 1 While on the question that contains the data to be sliced, click the **Data Slice** icon from the showbar. The *Data Slicing Setup* window opens.



2 To slice by Question Data:

a Select the **Question Data** tab.

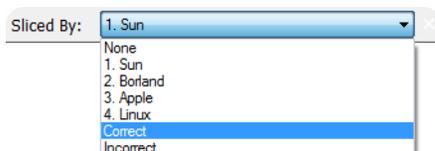
b **Expand the question** that contains the information by which to slice the data.



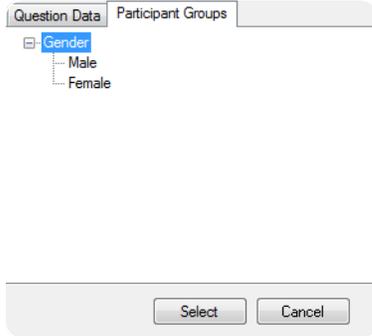
c Select the **answer choice** and click **Select**.

d The chart now displays the results of the participants who responded to the answer choice from step c.

At the top center of the screen there is a data slice drop-down menu that allows for the selection of a different answer choice. There is also an option to display the results of participants who answered the question selected in step b correctly or incorrectly.

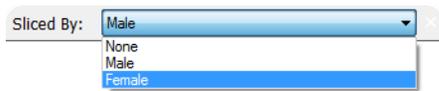


- 3 To slice by Participant Groups:
 - a Select the **Participant Groups** tab.
 - b **Expand the group** that contains the information by which to slice the data.



- c Select the desired **group** and click **Select**.
- d The chart now displays the results of the current question for the participants in the selected group.

At the top center of the screen there is the *Data Slice* drop-down menu that allows for the selection of a different group.



- 4 **Advance** the slide to continue the presentation.

TIP

Click the **View the Original Chart** icon to reset the chart.

Saving a PowerPoint Polling Session

Saving the session data enables a user to generate reports and manage results.

Prerequisites

An audience must be polled with a PowerPoint presentation that contains polling slides.

- 1 From the TurningPoint ribbon/toolbar, click the **Save** icon and select **Save Session**.

WARNING

Saving the PowerPoint presentation *through PowerPoint* does **NOT** save the session data!

- 2 Session files should be stored in the default save location. If the session is saved in another location, it will then need to be placed in the TurningPoint Sessions folder or manually imported into TurningPoint.
- 3 **Name** the session file and click **Save**.
- 4 **Close** PowerPoint to return to the TurningPoint Dashboard.

Next Steps

Now that the session has been saved, reports can be generated and the results can be managed. For more information on managing results, see **Individual Session Management** on page 124 or **Results Manager** on page 131. For more information on generating reports, see **Reports** on page 150.

ANYWHERE POLLING

Anywhere Polling allows the user to poll atop any application, including web pages, videos and documents, using a floating interactive toolbar.

This chapter covers the following sections:

Polling Sessions

Polling

The polling function in the Anywhere environment allows a user to poll an audience with any application.

This section covers the following topics:

- Running a Session**
- About the Anywhere Polling Showbar**
- About the Chart Window**
- Quick Poll Question Types**
- Marking a Question as Anonymous**
- Using the Real-Time Registration Tool**
- Messaging**

Running a Session

Anywhere Polling allows for polling atop any application.

- 1 Plug in the receiver or establish a ResponseWare session.

NOTE

For information on how to establish a ResponseWare session, see **Setting Up ResponseWare** on page 13.

- 2 Open TurningPoint and select a **participant list** and a **question list**, if applicable.
- 3 Click **Anywhere Polling**.

The TurningPoint Dashboard closes and Anywhere Polling opens. For more information on the Anywhere Polling showbar, see **About the Anywhere Polling Showbar** on page 111.

NOTE

If using a question list, it will be visible on the Anywhere showbar.

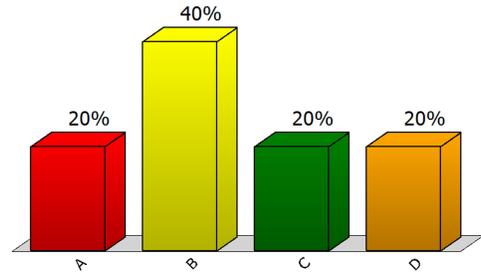


- 4 Click **Open Polling**.
Participants may now respond to the question.

TIP

To zoom in or out of the Anywhere presentation window, **right-click** on presentation window background and select Zoom In or Zoom Out.

- 5 Click **Close Polling** once all responses are received.
The chart window displays if “show results” is enabled for the question. For more information about the chart window, see **About the Chart Window** on page 112.
- 6 Repeat steps 4 and 5 for the remaining questions.
- 7 When finished, **close** the Anywhere Polling application.
A message appears stating that the current session contains unsaved response data.
- 8 Click **Save**.
- 9 **Name** the session and click **Save**.
The Anywhere Polling application closes and the TurningPoint Dashboard opens to the Manage tab.



Next Steps

To edit session data or manage results, see **Individual Session Management** on page 124 or **Results Manager** on page 131, for more information.

About the Anywhere Polling Showbar

The Anywhere Polling showbar provides access to several features that may be used while polling.



	Open Polling	The <i>Open Polling</i> icon allows participants to respond to a question. The <i>Close Polling</i> icon closes polling and opens the chart window.
	Close Polling	
	Quick Poll Menu	The <i>Quick Poll Menu</i> contains a list of generic questions that can be used to poll the participants. The custom question option allows a user to enter their own question and answer text.
	Responses	<i>Responses</i> displays the number of devices that have responded to the current question.
	Question List	When a <i>Question List</i> is selected for polling, the questions can be viewed from the drop-down menu. Click the X to close the question list view.

From the *Options* menu a user can perform the following tasks:



Options

- Mark a question as anonymous
- Access session options such as save, reset and continue
- Access the Real-Time Registration Tool
- Access question list options such as view and close
- Connect with ResponseWare
- Open the Preferences
- View the help file
- Close the application



Show/Hide Chart

The *Show/Hide Chart* button toggles the display of the chart window.



Show/Hide Presentation

The *Show/Hide Presentation* button toggles the display of the presentation window. Questions and answers from the question list are displayed in the presentation window. If a question list is not loaded, the question number and response choices are displayed.



Show/Hide Response Grid

The *Show/Hide Response Grid* button toggles the display of a response grid on the screen to indicate which participants have responded. To set the default grid type, see **Anywhere** on page 63.



Countdown Timer

The *Countdown Timer* button displays a countdown timer. Once the countdown reaches zero, polling is closed. To set the default time for a countdown timer, see **Anywhere** on page 63.



Show/Hide Connection Info

The *Show/Hide Connection Info* button toggles the display of the connection information for IR receivers, RF channels and ResponseWare session IDs.



Show/Hide Messaging

The *Show/Hide Messaging* button opens and closes the messaging window. For more information on messaging, see **Messaging** on page 117.



Minimize/Maximize Showbar

The *Minimize/Maximize Showbar* toggles the showbar to display only the Open/Close Polling button, the responses and the Maximize button.

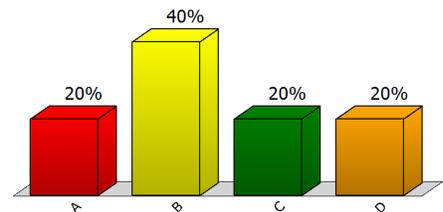


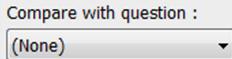
About the Chart Window

The chart window displays the participant results. The window can be moved, resized, expanded and collapsed. Depending on the current question data, some buttons may not be visible or usable.

TIP

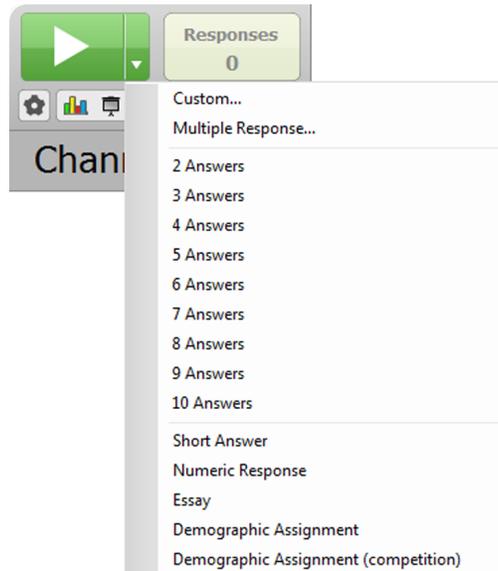
Right-click on a bar of the chart to mark the answer as correct



	Show/Hide Chart Options	The <i>Show/Hide Chart Options</i> button toggles the display of the chart options.
	Compete	The <i>Compete</i> button gives the presenter the option to view the following items: <ul style="list-style-type: none"> • Team Leaderboard - The team leaderboard displays the top teams ranked by their total points. The team's points are the average of the team's participants' points. • Participant Leaderboard - A participant leaderboard displays the top individual participants ranked by their total points. • Fastest Responders - The fastest responders slide displays the individual participants who responded correctly and fastest to the most recent question. This feature requires a correct response or point value.
	Response Data View	The <i>Response Data View</i> button allows the presenter to change the data values shown on the chart window. Options include: 0% (Percentage: No Decimal Places), 0.0% (Percentage: One Decimal Place), 0.00% (Percentage: Two Decimal Places) and 0 (Response Count).
	Correct and Incorrect Comparison	The <i>Correct and Incorrect Comparison</i> button toggles the chart colors to reflect red for incorrect response answers and green for correct response answers. Clicking this button again returns the chart to its original view. Correct answers can be set by clicking on the answer choice(s) that are correct. They can be toggled to incorrect if necessary.
	Compare with question drop-down menu	The <i>Compare with question</i> drop-down menu allows the presenter to compare the results of the current question with results from a previously answered multiple choice question.
	Chart Button	When showing short answer and numeric response results, a toggle button for Charts and Tables is displayed. The chart will display a graph of responses collected.
	Table Button	The <i>Table</i> will display a table of responses and the number of participants that responded with that answer.

Quick Poll Question Types

There are several Quick Poll question types available for Anywhere Polling. To use a Quick Poll question, click on the **Quick Poll Menu** and select the desired question type.

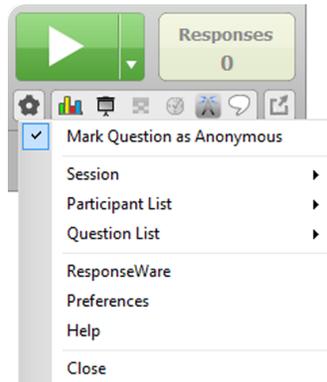


- Custom
- Multiple Response
- 2 - 10 Answers
- Short Answer
- Numeric Response
- Essay
- Demographic Assignment
- Demographics Assignment (competition)

Custom

A custom multiple choice question contains a question and answer box that allows for up to 10 answer choices. A custom multiple choice question may be marked as anonymous.

Alternatively, to set a custom question as anonymous, click **Options** and select **Mark Question as Anonymous**. A check appears to the left of the setting.



Multiple Response

A question with more than one response may be added on-the-fly. To switch the response limit, simply choose the appropriate **response limit** from the drop-down menu.

2 - 10 Answers

Opens polling on a multiple choice question and 2 - 10 answer choices.

Short Answer

Opens polling on a question that allows the participants to respond with a short text answer. Supported response devices are ResponseWare, ResponseCard NXT and ResponseCard XR.

NOTE

The following symbols are supported:

ResponseCard NXT as of firmware version 1.0.1:

., ‘ “ ? @ # \$ % ^ & * () _ + - = / < > [] { } √ £ € E

ResponseCard XR as of firmware version 1.2.1:

., + - * / % () ^ @ ! & E √ €

Numeric Response

Opens polling on a numeric response question. Any numerical value can be submitted. Supported response devices are ResponseWare, ResponseCard NXT and ResponseCard XR.

Essay

Opens polling to accept essay responses. Supported response devices are ResponseWare, ResponseCard NXT and ResponseCard XR. Essay responses are not graded by TurningPoint.

Demographic Assignment

The demographic assignment question assigns participants to demographic groups. Each participant can choose one group out of the 10 options.

Demographics Assignment (competition)

This option assigns the demographic for competitions (teams, scoring, etc).

Marking a Question as Anonymous

If using a participant list, all responses are associated with a participant as they respond during a session. Follow the steps below if anonymous responses are desired. Questions created in the question list with the Anonymous option checked do not need to be selected again.

WARNING

Once enabled, this feature cannot be undone for the current question poll. If enabled by mistake, close polling and reopen on the same question.

- 1 Click **Options**.
- 2 Select **Mark Question as Anonymous**.
- 3 Repeat the steps above any time anonymous polling is required.

Using the Real-Time Registration Tool

The Real-Time Registration Tool provides a fast and simple way to create a participant list for smaller audiences (ideally less than 50 participants). Registration only takes a few moments, thus eliminating the need for a permanent participant list. The steps below can be performed before each presentation to ensure each participant has the appropriate response device.

A participant list that contains names or User IDs (Device IDs are optional) is required. For more information on creating a participant list, see **Participant Lists** on page 44.

- 1 Select a list from the **Participants** section of the Dashboard.
- 2 Click **Anywhere Polling**.
- 3 Click **Options**.
- 4 Mouse over **Participant Lists** then select **Real-Time Registration**.

The Real-Time Registration Tool opens.

The receiver channel and/or ResponseWare Session ID are displayed below the participant list name.

- 5 Click **Play** to open registration.
- 6 Each participant must press a number on their response device that corresponds with the number to the left of their name.
The Device ID for the participant will appear in the Device ID column.
If more than 10 participants are in the participant list, click the forward or back buttons to scroll page by page to see the remaining participants.
- 7 Click the **Pause** button to close registration once all participants have responded.
- 8 **Close** the Real-Time Registration Tool.

The participant list is temporarily saved. If the session is reset, or if Anywhere Polling is closed, the Device IDs are not saved. For information on how to save the Device IDs, see **Saving Device IDs from the Real-Time Registration Tool** on page 142.

Participant List One	
Name	Device ID
1 Participant One	
2 Participant Two	
3 Participant Three	
4 Participant Four	
5 Participant Five	
6 Participant Six	

Messaging

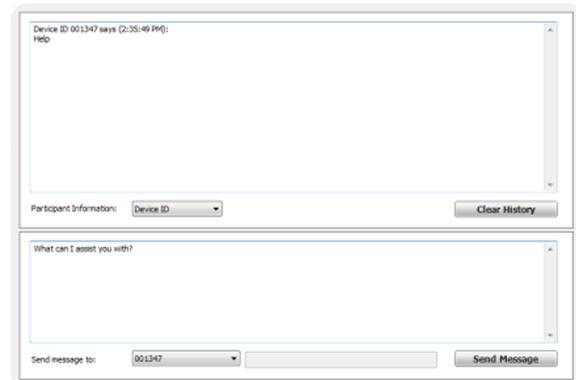
Participants can send feedback to the presenter by using the Send Message function on the ResponseCard NXT or through the ResponseWare application. An exclamation point (!) appears when a message has been received.

- 1 Click the **Display Messaging** icon from the showbar.
The *Messaging* window opens.
The message history appears in the top panel.

NOTE

Replies can only be sent to participants using ResponseWare. An established ResponseWare connection is required.

- 2 **Type** a response to a message in the bottom panel.
- 3 From the *Send message to* drop-down menu select **All Devices** or a **Specific Device**.
If a response is to be sent to a specific device, the Device ID must be entered in the text box to the right of the drop-down menu.
- 4 Click **Send Message**.
Optionally, click **Clear History** to delete all messages.



Sessions

Anywhere Polling sessions contain all of the response data and screenshots collected during a presentation.

This section covers the following topics:

- Saving an Anywhere Polling Session***
- Resetting an Anywhere Polling Session***
- Continuing a Prior Anywhere Polling Session***

Saving an Anywhere Polling Session

Saving the session data enables a user to generate reports and manage results from the TurningPoint Manage tab.

Prerequisites

An audience must be polled with Anywhere Polling.

- 1 Click **Options**.
- 2 Mouse over **Session** and select **Save Session**.
Session files should be stored in the default save location. If the session is saved in another location it will then need to be placed in the TurningPoint Sessions folder or imported into TurningPoint.
- 3 **Name** the session file and click **Save**.
- 4 **Close** Anywhere Polling to return to the TurningPoint Dashboard.

Resetting an Anywhere Polling Session

The reset session option gives the user an option of deleting results from questions in order to repoll a session.

WARNING

Once the reset function has been performed, it cannot be undone.

- 1 Click **Options**.
- 2 Mouse over **Session** and select **Reset Session**.
If session data is detected, the user will be prompted to save the session.
- 3 Optionally, **save** the session file.

Continuing a Prior Anywhere Polling Session

Anywhere Polling can resume a session from a saved session file. New session information is appended to the open session file. When saved, the polling results are saved in one session file.

- 1 Click **Options**.
- 2 Mouse over **Session** and select **Continue Prior Session**.
- 3 Select the **session file** to be continued and click **Open**.
The previously saved session file is now open.

Next Steps

Now that the session has been continued, it can be polled. For more information, see **Running a Session** on page 110.

SELF-PACED POLLING

The Self-Paced Polling environment allows participants to take a paper-based test on an XR or NXT ResponseCard.

This chapter covers:

- Setting Up Self-Paced Polling**
- Viewing the Compact Mode**
- Manually Setting a Timer**
- Polling**
- Sessions**

Setting Up Self-Paced Polling

The following instructions explain how to open the Self-Paced Polling environment, how to select the content and participant list, and how to set up the test so participants may log in.

- 1 Plug in the receiver.
- 2 Open TurningPoint, select a **participant list** and a **question list**.
- 3 Click **Self-Paced Polling**.
The TurningPoint Dashboard closes and the polling application opens.
- 4 Click the **Accept Logins** icon.
 - a Select the **login** option from the *Participant Login* drop-down menu.
 - b Select the **test time** from the *Time Limit* drop-down menu.

Device ID	First Name	Last Name	User ID	Status
FFFF0E4	Participant	1	6057	
14076E	Participant	2	6227	
811B1	Participant	3	7628	
811B3	Participant	4	6068	
811D8	Participant	5	6063	

NOTE

Select either *duration* or *end time*.

- c Select the **message** to be sent to participants from the *Completed Test Message* drop-down menu.

TIP

The default login options can be set in the preferences. For more information, see **Self-Paced Polling** on page 120.

- 5 Click **OK**.
- 6 At this time the participants may log into the test.

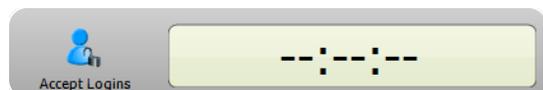
Next Steps

Now that participants have logged into the test, it is time to begin **Self-Paced Polling** on page 120.

Viewing the Compact Mode

For users who do not want to view the entire Self-Paced Polling application window, a compact view is available. Compact mode displays the menu bar, polling icon and timer.

- 1 From the menu bar, click **Tools** and select **View Compact**.

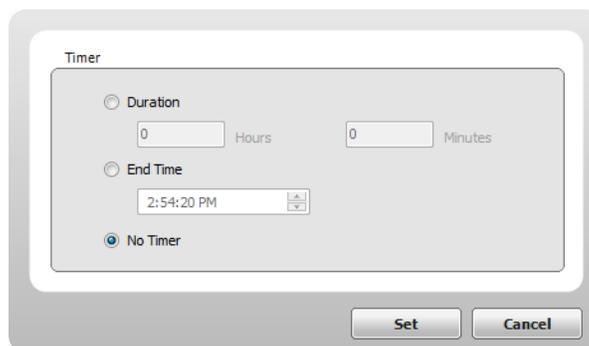


- 2 To return to full view, click **Tools** and select **View Full**.

Manually Setting a Timer

Test time limits may be set manually or changed if the time limit was incorrectly set.

- 1 From the menu bar, click **ToolsWindow** and select **Timer**.
The *Timer Options* window opens.
- 2 Select one of the following options:
 - **Duration** - Enter the hours and/or minutes for the length of the test.
 - **End Time** - Set a specific end time for the test.
 - **No Timer** - The test will have no timer and polling must be closed manually.
- 3 Click **Set**.



Polling

The Self-Paced Polling environment allows participants to take a paper-based test on a response device.

The Polling section covers:

- **Self-Paced Polling**
- **Viewing the Live Results Monitor**

Self-Paced Polling

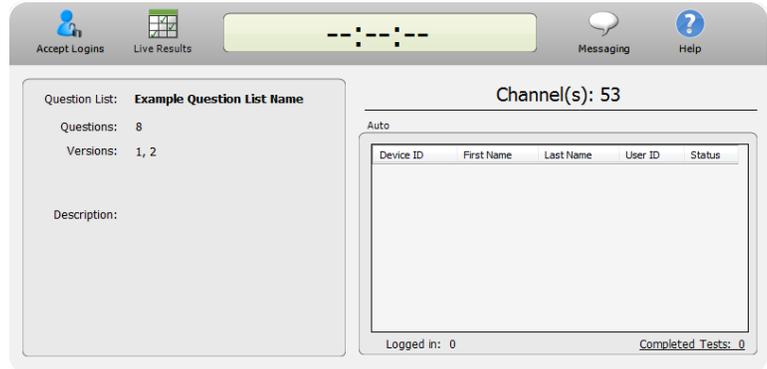
If the instructions in **Setting Up Self-Paced Polling** on page 119 have already been completed, skip to step 6.

- 1 Plug in the receiver.
- 2 Open TurningPoint, select a **participant list** and a **question list**.
- 3 Click **Self-Paced Polling**.
The TurningPoint Dashboard closes and the polling application opens.
- 4 Click the **Accept Logins** icon.

NOTE

If **Show Login Window** is unchecked in the preferences, skip to step 6.

- a Select the **login** option from the *Participant Login* drop-down menu.
- b Select the **test time** from the *Time Limit* drop-down menu.
- c Select the **message** to be sent to participants from the *Completed Test Message* drop-down menu.



- 5 Click **OK**.
At this time participants may log into the test.
- 6 Click the **Start Polling** icon.
Participants may now begin the test. Once they have finished the test, participants can submit their results from the response device.
- 7 Click the **Stop Polling** icon once all the results have been received.
- 8 Click the **Save** icon to save the session results.
- 9 Name the session and click **Save**.
Session files should be stored in the default save location. If the session is saved in another location it will then need to be placed in the TurningPoint Sessions folder or imported into TurningPoint.
- 10 **Close** the application to return to the TurningPoint Dashboard.

Next Steps

The session file can now be used to manage results or generate reports. For more information, see **Individual Session Management** on page 124 or **Results Manager** on page 131.

Viewing the Live Results Monitor

The Live Results Monitor provides real-time information about the test. The monitor displays which questions each participant has answered and whether they responded correctly or incorrectly. There is also an option to view the overall progress for the entire test. Additionally, messaging can be monitored in this window.

- 1 While a test is being administered, click the **Live Results** icon on the Self-Pace Polling toolbar.
The *Live Results Monitor* window opens.

- 1 Click **Save** on the Self-Paced Polling toolbar.

NOTE

Sessions can also be saved by clicking **Session** on the menu bar and selecting **Save Session** or **Save as New Session**.

- 2 **Name** the session file and click **Save**.

Session files should be stored in the default save location. If the session is saved in another location it will then need to be placed in the TurningPoint folder or imported into TurningPoint.

- 3 **Close** Self-Paced Polling to return to the TurningPoint Dashboard.

Next Steps

Now that the session has been saved, reports can be generated and the results can be managed. For more information on managing results, see **Individual Session Management** on page 124 or **Results Manager** on page 131. For more information on generating reports, see **Reports** on page 150.

Resetting a Self-Paced Polling Session

Resetting a Self-Paced Polling session permanently deletes the responses from the current session.

- 1 From the menu bar, click **Session** and select **Reset Session**.

Next Steps

Now that the session has been reset, the test is ready for polling.

Continuing a Self-Paced Polling Session

Continuing a session enables a user to collect additional participant responses after the initial test. This feature can be useful when a participant needs to make up a missed test.

- 1 From the menu bar, click **Session** and select **Continue Prior Session**.
- 2 Select a session file and click **Open**.
The participant list and question list associated with the session file loads.
- 3 The Login window appears.
Select the **Participant Login**, **Time Limit** and **Completed Test Messages** from the drop-down menus.
- 4 Click **Start Polling**.
Participants may now begin the test. Once finished, participants can submit their results from the response device.
- 5 Click **Stop Polling** once all results have been received.
- 6 Click **Save** to save the session results.
- 7 **Name** the session and click **Save**.
- 8 **Close** the application to return to the TurningPoint Dashboard.

INDIVIDUAL SESSION MANAGEMENT

This chapter covers the following topics:

Importing Sessions

Importing a ResponseCard AnyWhere Session

Exporting Sessions

Extracting Session Information

Creating a Participant List from an Auto Session

Merging Sessions

Deleting Sessions

Changing a Session Name

Editing a Session

Importing Sessions

Each time the software is opened, it automatically detects sessions that have been saved in the TurningPoint Sessions folder. If new files are found, a prompt displays with the option to import the files. If the files are not imported through the prompt, they must be manually imported.

- 1 From the **Manage** tab, click the *Session* drop-down menu and select **Import**.
- 2 Browse to the location of the session or sessions.
- 3 Select the **session or sessions** and click **Open**.
- 4 Click **OK**.
The import summary displays the status of each session or sessions selected for import.
- 5 Click **OK**.
The session or sessions are now displayed in the left panel. Select the session to view the file location, dates and an overview of the session contents.

TIP

The icon to the left of the session information displays the polling environment that generated the session file.

Importing a ResponseCard AnyWhere Session

ResponseCard AnyWhere session files may be imported into TurningPoint versions 5.2 and higher.

- 1 Connect ResponseCard AnyWhere to the computer via a mini USB cord.
- 2 From the **Manage** tab, click the *Session* drop-down menu and select **ResponseCard AnyWhere**.
The following prompt is displayed.

TurningPoint has detected 1 session(s) on ResponseCard AnyWhere. Do you wish to add to the Auto participant list?

Yes

No

- 3 Click **Yes**.
- 4 The session is displayed under **Auto** in the left panel.

Next Steps

Now that the ResponseCard AnyWhere session has been uploaded, it can be edited. For more information on editing a session, see **Editing a Session** on page 128.

Exporting Sessions

Exporting a session file places a copy of the session into a user-specified directory.

NOTE

If exporting a session to a Learning Management System (LMS), see **Exporting Sessions to an LMS Integration** on page 148.

- 1 From the **Manage** tab, click the *Session* drop-down menu and select **Export**.

The *Export Session* window opens.

- 2 Place a checkmark next to the session or sessions to be exported.

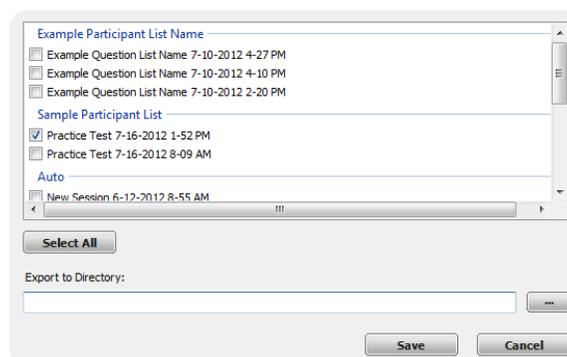
NOTE

Click **Select All** to select all session files for export. Sessions will be saved in a folder with the same name as the participant list.

- 3 Click ... to select the location to save a copy of the session file.

- 4 Click **Export**.

A copy of the session file is now saved in the new directory.

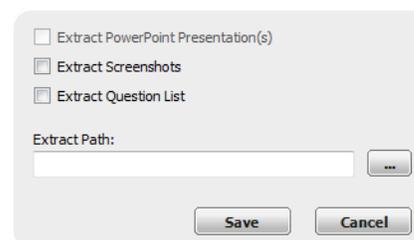


Extracting Session Information

Information such as PowerPoint presentations, screenshots and question lists can be extracted from a session file. This feature is useful if the original files are deleted.

- 1 From the **Manage** tab, select a **session** from the left panel.
- 2 Click the *Session* drop-down menu and select **Extract**.
The *Extract* window opens.
- 3 Select the type of file to be extracted from the session. More than one option may be selected depending on the session file.

- **Extract PowerPoint Presentation(s)** - A PowerPoint presentation will be extracted from the session file. This option can only be used for sessions created via the PowerPoint Polling environment.



NOTE

Include PowerPoint Presentation must be checked in the PowerPoint preferences at the time the presentation is run.

- **Extract Screenshots** - Screenshots will be extracted from the session file. This option can only be used for sessions created via the Anywhere Polling environment.

NOTE

Include Screenshots must be checked in the Anywhere preferences at the time the presentation is run.

- **Extract Question List** - A question list will be extracted from the session file. This option applies to all polling environments.

4 Click ... to select a location to save the extracted files.

5 Click **OK**.

Creating a Participant List from an Auto Session

A participant list may be created from a session that has been run on Auto.

- 1 From the **Manage** tab, expand **Auto**.
- 2 Right-click the appropriate session and select **Move to New Participant List**. The *Create Participant List* window is displayed.
- 3 **Name** the new participant list and click **Create List**. The session is moved along with the new participant list under the Manage tab.
- 4 Select the new participant list and click **Edit Participants**. For more information about editing participant lists, see **Editing Participant List Information** on page 46.

Merging Sessions

Multiple session files can be merged into a single session file. Sessions may be merged by questions, by participants, or by both questions and participants.

IMPORTANT

If any of the sessions' question lists are read-only, the entire session's question list will be marked as read-only.

NOTE

PowerPoint presentations and screenshots cannot be extracted from the merged session file and response times will not be displayed in the reports.

- 1 From the **Manage** tab, **highlight** and **expand** a course, click the *Session* drop-down menu and select **Merge**.

IMPORTANT

If the course is not highlighted, the merged session file will default to the Merged folder. Once in the Merged folder, the file cannot be associated with a participant list.

The *Merge Sessions* window opens.

- 2 Select the **sessions** to be merged.

NOTE

Anonymous sessions cannot be merged.

- 3 Select one of the following options:

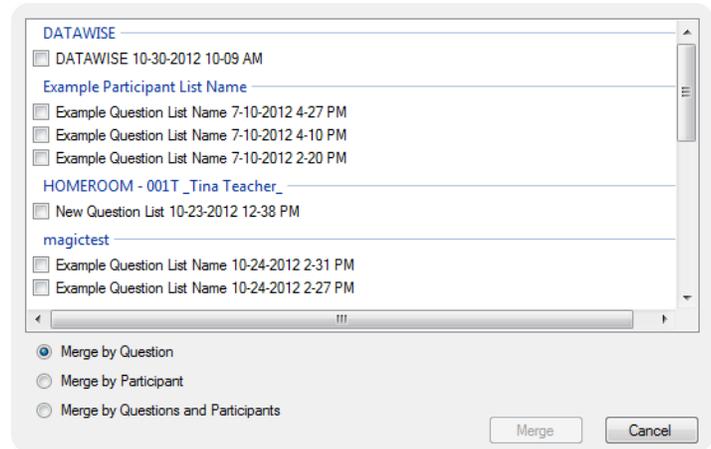
- **Merge by Question** - Use when the sessions share a common question list or PowerPoint presentation; this will result in cumulative results for each question. Anonymous questions within a session will be skipped in the merged file.
- **Merge by Participant** - Use when the sessions include a common participant list or common devices; this will result in cumulative results for each participant.
- **Merge by Questions and Participants** - Use when the sessions share a common question list or PowerPoint presentation and a common participant list; the participants will be merged into one list.

IMPORTANT

Merged sessions ran under Auto CANNOT be moved to a participant list. However, you can run sessions under Auto, move them to a participant list and THEN merge.

- 4 Click **Merge**.
- 5 **Name** the merged file and click **Save**.

All of the merged session files are placed in a new category in the left panel called "Merged." If **Merge by Participant** was selected, the merged sessions may be added to the participant list category or to the merged folder. Once the file is in the merged folder, it cannot be moved.

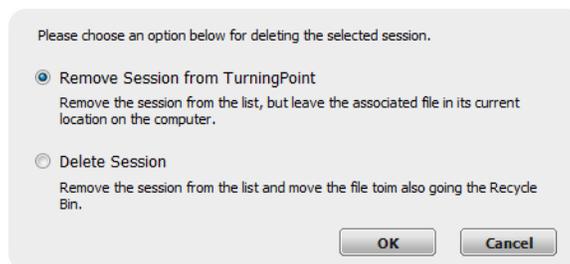


Deleting Sessions

A session can be deleted from the computer or the sessions list in the Manage tab.

- 1 From the **Manage** tab, select a **session** from the left panel.

- 2 Click the *Session* drop-down menu and select **Delete**.
The *Delete Session* window opens.
- 3 Select one of the following options:
 - **Remove Session from TurningPoint** - Remove the session from the list, but leave the associated file in its current location on the computer.
 - **Delete Session** - Remove the session from the list and move the file to the Recycle Bin.
- 4 Click **OK**.



WARNING

A session manually deleted from its location, but not from the Manage tab, will still appear in the sessions list. However, generating reports or session editing will no longer be available for that session.

Changing a Session Name

The session name can be changed from the Session Overview screen. Changing the session name only changes the name within the Manage tab; it does not change the file name.

- 1 From the **Manage** tab, select a **session** from the left panel.
The Session Overview screen is displayed.
- 2 Click the **pencil icon** on the top left of the *Session Overview* screen.
- 3 Enter a new session name in the box provided.
- 4 Click **Save**.

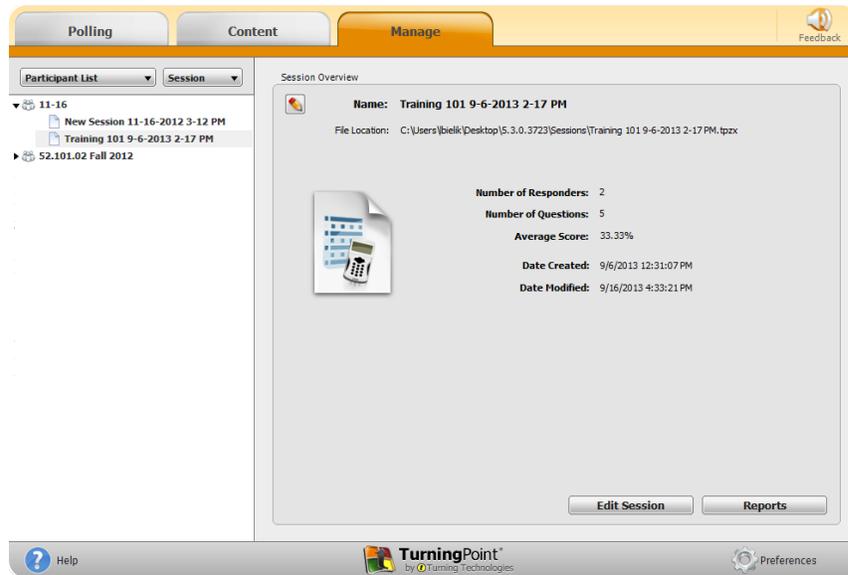
Editing a Session

Editing a session allows a user to exclude questions from grading, remove questions, view the question charts (or screenshots if available), adjust scoring options, edit question and answer text and apply standards.

NOTE

Editing a question within a session containing versions will make the appropriate adjustment to all connected questions in all versions.

- 1 From the **Manage** tab, select a **session** from the left panel.
The Session Overview screen is displayed.



The Session Overview screen displays the session name, session file location, number of responders, number of questions, average score, date created and date modified.

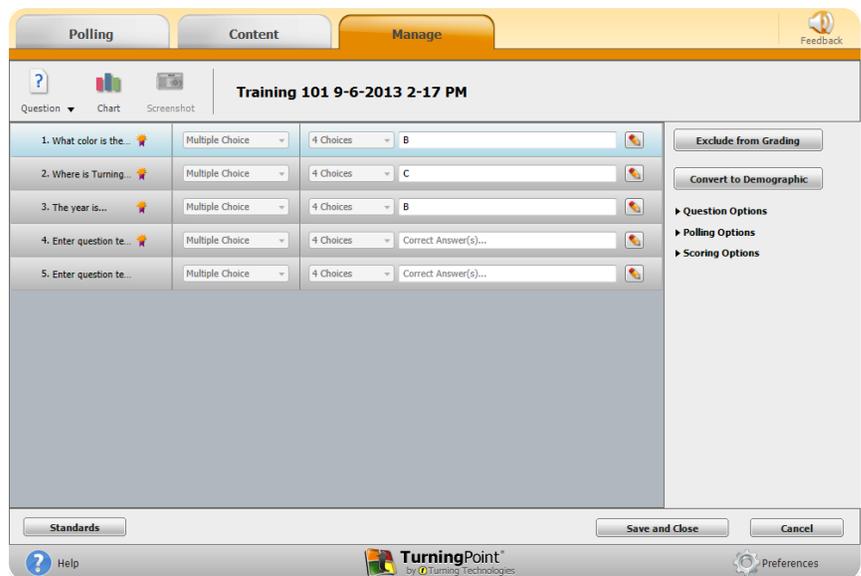
NOTE

The average score calculation is the sum of the total points for each active participant divided by the number of active participants.

2 Click **Edit Session** at the bottom of the *Session Overview* screen.

The Session Editor screen is displayed.

- a To exclude a question from grading, select a **question** and click **Exclude from Grading** on the right panel. Scores for the question will now appear as zeros and the answer values will change to no value.
- b To change a multiple choice question to a demographic, select the appropriate question and click **Convert to Demographic** on the right panel. A prompt is displayed. Enter a demographic grouping and click **Convert**.



TIP

A demographic grouping name allows for organization of demographic information. (example: gender)

- c To remove a question, select a **question**, click **Question** on the toolbar and select **Delete**.

NOTE

Questions cannot be deleted from Self-Paced Polling sessions.

- d To view the question chart or screenshot, select a **question** and click **Chart** or **Screenshot** from the toolbar.

NOTE

Screenshots are only available for sessions from the Anywhere Polling environment if **Include Screenshots** has been checked in the preferences.

- e To adjust answer values, select a **question** and expand the **Scoring Options** on the right panel. Adjust the correct or incorrect point values and answer values as necessary.
- f To edit the question or answer text, select a **question** and click the **pencil icon** to the right. **Type** the new text in the box provided. Click **Close** to return to the question list.
- g To adjust standards for the question, click **Standards**. Assign the standards as necessary. For more information about how to apply standards, see **Standards on page 39**.

- 3 Click **Save and Close** to save any changes made to the session file.

Question lists can be extracted from an edited session. The extracted question list contains the changes from the edited session. For more information on extracting a question list, see **Extracting Session Information on page 125**.

RESULTS MANAGER

In Results Manager, all session files are associated with a participant list that resembles a gradebook.

This section covers the following topics:

- Overview**
- Sessions**
- Participants**
- Devices**
- Export**
- Integrations**
- Archiving**

Overview

The Results Manager Overview screen displays all of the sessions associated with a participant list. The top right of the screen displays the participant list name, number of columns, number of participants, maximum points and average score.

Participant names (last name, first name) are displayed in the first column. The User ID is displayed if the participant list does not contain first and last names. The Device ID is displayed if the participant list does not contain names or User IDs.

Columns with a white background represent individual sessions or manual columns. Columns with a shaded background are compiled by TurningPoint and can be hidden. Session columns are arranged by the order in which they were added to the TurningPoint Sessions folder. The sessions are arranged alphabetically if several sessions are added to the Sessions folder at once. In Results Manager, columns may be manually reordered, if necessary.

The Overview panel on the right changes depending on the area selected in the Results Manager Overview. Each category can be expanded to reveal additional options.

TurningPoint automatically saves any changes made within Results Manager.

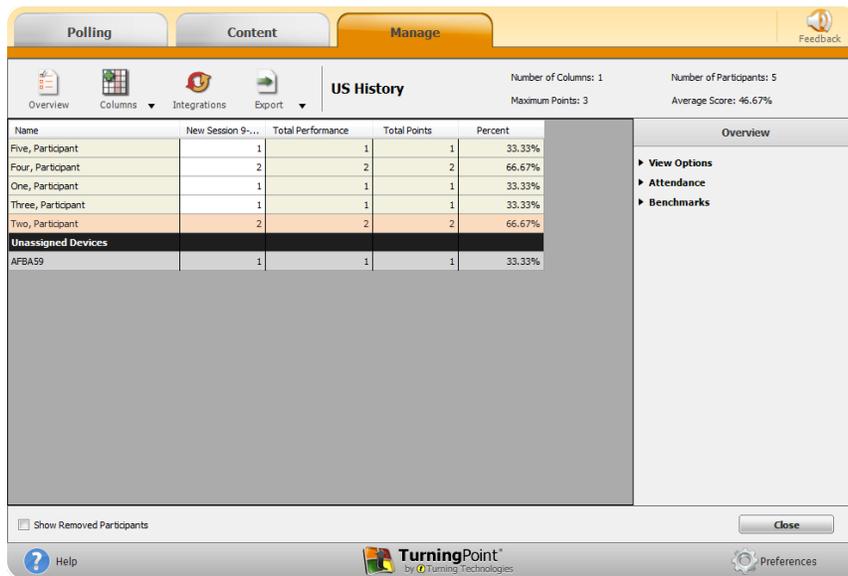
This section covers the following topics:

- Opening the Results Manager Overview***
- Adding a Manual Grade Column***
- Reordering the Session Columns***
- Overwriting Session Scores***

Opening the Results Manager Overview

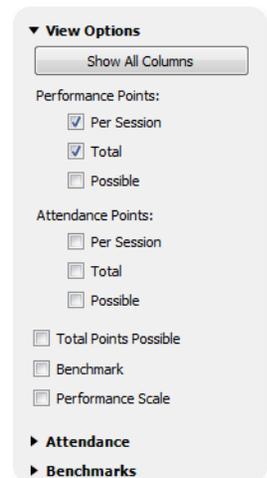
The Overview screen displays options that can be changed to reflect different data sets. TurningPoint remembers your Results Manager display options.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
The Results Manager screen is displayed.



2 Expand the **View Options** category in the *Overview* panel on the right and adjust the options as necessary.

- **Show All Columns** - Click the button to display all possible columns on the Results Manager screen.
- **Performance Points** - Check or uncheck the boxes to show or hide performance points Per Session, Total or Possible columns.
- **Attendance Points** - Check or uncheck the boxes to show or hide attendance points Per Session, Total or Possible columns.
- **Total Points Possible** - Check or uncheck the box to show or hide the Total Points Possible column.
- **Benchmark** - Check or uncheck the box to show or hide the Benchmark column.
- **Performance Scale** - Check or uncheck the box for the Performance Scale column. For instructions on how to set the Performance Scale, see step 4.

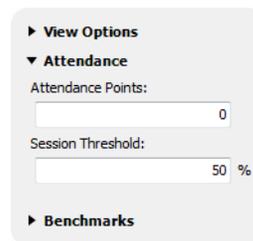


3 Expand the **Attendance** category.

IMPORTANT

Attendance points are not applied to a session unless the session has been viewed in Results Manager.

- **Attendance Points** - Attendance points are awarded to participants for responding to a certain percentage of questions within a session. The points are added to the total participant score. Enter the attendance points in the box provided.
- **Session Threshold** - The session threshold is the percentage of questions a participant is required to answer to earn attendance points. Enter the session threshold in the box provided.



4 Expand the **Benchmarks** category.

- **Benchmark** - A benchmark is a standard by which a grade can be measured. Benchmarks can be set for all sessions in the Overview. A participant falling below the benchmark will display the percentage in red, and a participant falling at or above the benchmark will display the percentage in green.
- **Performance Scale** - A performance scale can be set to display a text or numeric value equal to how the participant has performed across all sessions. The default is set to view as an educational grading scale, but can be adjusted to fit other purposes. Default values can be restored at any time by clicking **Restore Defaults**. Any changes

will be lost and replaced with the default values.

Simply enter a lower range value greater than 0 to make another range appear.
To delete a Range make its minimum value greater or equal to its upper value.

NOTE

If the lower value of a range is adjusted, the upper value of the range below will automatically adjust. Additional ranges can be added by entering a number greater than zero for the lowest range value.

Adding a Manual Grade Column

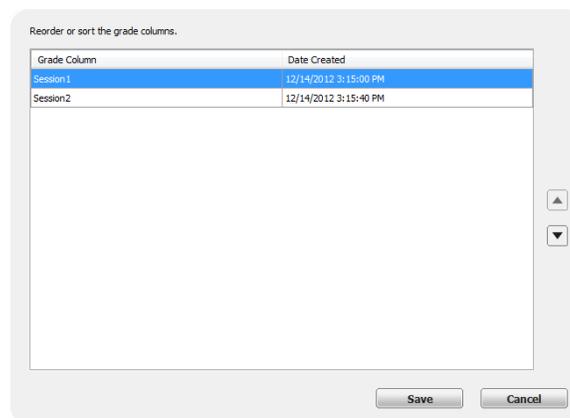
Manual grade columns can be added for assignments that were not conducted in one of the three polling environments. These values will be added to overall average scores and will be included in the export options.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **column** (by selecting the column header), click the **Columns** icon and select **Add Manual Column**.
The *Manual Column* window is displayed.
- 3 Enter the **column name**, **date**, **performance points value** and **attendance points value**.
- 4 Click **Add**.
- 5 Double-click a **cell** in the new column to manually enter the participant's grade.

Reordering the Session Columns

A user can reorder the Results Manager session columns to fit specific needs. The course must contain more than one session.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Columns** icon and select **Reorder Grade Columns**.
The *Reorder Grade Columns* window is displayed.
- 3 Use the **up and down arrows** to reorder the sessions. Alternatively, sessions can be dragged and dropped into place or sorted by clicking on the column headers.
- 4 Click **Save** to apply the changes.
The sessions now appear in user defined order.

**TIP**

The sessions will also reflect the new order in the Manage tab under the associated participant list.

Overwriting Session Scores

Results Manager allows users to manipulate scores when needed. This is useful if grading on a curve or if a new score needs entered for a specific participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Locate the **participant** and the **session column**.
- 3 Double-click the cell and enter the **new grade**.
The upper left corner of the cell will turn black to flag modified grade values. Modified grade values will be updated in all averages and scores throughout the software.

Sessions

Sessions in Results Manager are setup in a gradebook format. Sessions can have performance points, attendance points and grades that can be manually edited. Sessions can also be excluded from the overall score and average calculations. Any sessions associated with a participant list are automatically generated into Results Manager.

This section covers the following topics:

Excluding a Session

Setting Session Performance Points

Setting Attendance Points

Excluding a Session

Sessions that are excluded from the Overview are not calculated into the total performance points, total points or the total percentage for the participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **session header**.

3 Check **Exclude Session** in the right panel.

Sessions can be included again by unchecking the exclude box at any time. Session columns will be grayed out to denote exclusion.

Name	New Session 9-20-2013 2-46 PM	Total Performance	Total Points	Percent
Five, Participant	1	0	0	0.00%
Four, Participant	2	0	0	0.00%
One, Participant	1	0	0	0.00%
Three, Participant	1	0	0	0.00%
Two, Participant	2	0	0	0.00%
Unassigned Devices				
AFBA59	1	0	0	0.00%

Setting Session Performance Points

The session performance points are the total number of points possible for the selected session.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **session header**.
- 3 Expand the **Performance** category in the right panel.
- 4 Enter the **maximum number** of performance points possible for the session.

This value is used to calculate scores and averages throughout the Manage tab.

Name	New Session 9-20-2013 2-46 PM	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
Unassigned Devices				
AFBA59	1	1	1	33.33%

Setting Attendance Points

The number of attendance points can be set or adjusted for each session. To set the default attendance points for all sessions, see **Opening the Results Manager Overview** on page 131.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **session header**.
- 3 Expand the **Attendance** category from the right panel.
- 4 Enter the **Attendance Points** and the **Session Threshold** in the boxes provided.

The threshold is the percentage of questions that must be answered in order to receive attendance points. By default, the session threshold is 50%. This value can be set between 0 and 100%. The values are automatically applied to the individual session.

Name	New Session 9-20-2013 2-46 PM	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
Unassigned Devices				
AFBA59	1	1	1	33.33%

Participants

Minor adjustments can be made to participant list data from Results Manager. For full participant list management information, see **Managing Participant Lists** on page 50. Adjustments to participant data will apply to all associated session files. If there are a large number of sessions affected, closing the Results Manager screen may take slightly longer than normal.

This section covers the following topics:

Editing Participant Information

Viewing Grade Overview Information

Removing a Participant from a Single Session

Removing a Participant from the Participant List via Results Manager

Deleting a Removed Participant from Results Manager

Viewing Removed Participants

Reinstating a Participant

Editing Participant Information

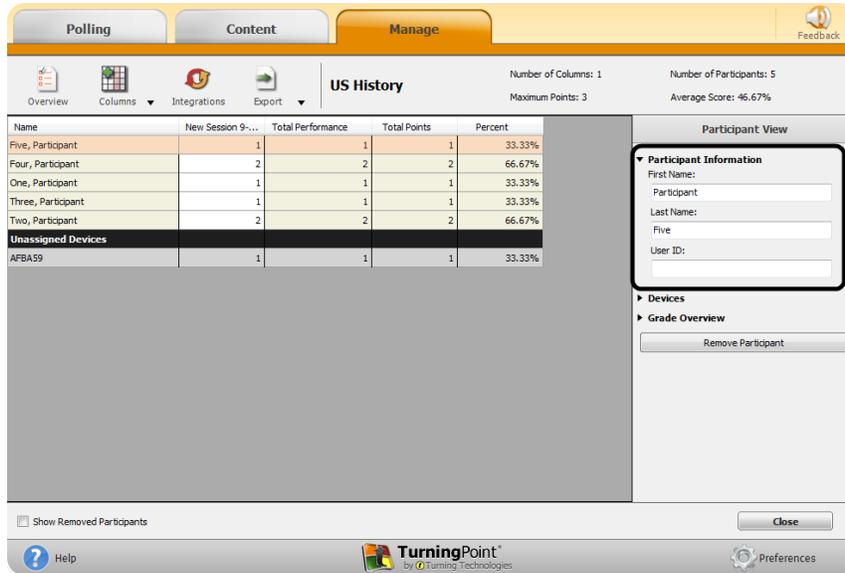
Participant names and User IDs can be edited from within Results Manager.

WARNING

User IDs should NOT be modified if the list was imported from an LMS integration, as this will affect the ability to correctly export sessions.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **participant row**.
- 3 Expand the **Participant Information** category in the *Participant View* right panel.

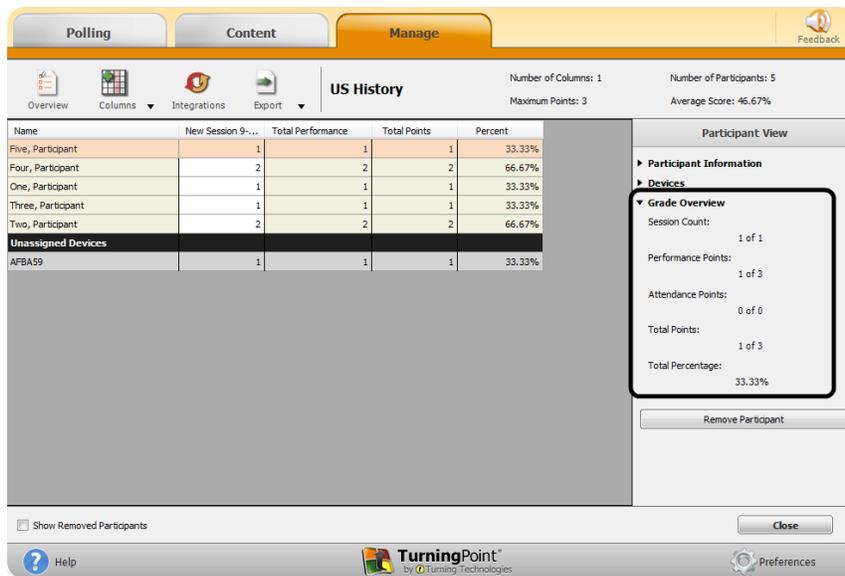
4 Make desired modifications to the participant's **First** or **Last** name or **User ID**.



Viewing Grade Overview Information

The grade overview displays the number of sessions the participant attended, the performance points, attendance points and the total points earned. Demographic information is also displayed if applicable.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select the **participant row** and expand the **Grade Overview** category in the *Participant View* right panel.



Removing a Participant from a Single Session

A device and associated responses can be removed from a participant for a single session. The device can then be assigned to another participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Locate the **participant** and the **session column** and select the **participant score**.
- 3 Expand the **Session Information** category in the *Participant Session View* right panel.
- 4 Click **Remove from Session**.
- 5 Click **Yes** on the confirmation box to remove the participant from the session.

The device associated with the participant is moved into the Unassigned Devices category in the Results Manager Overview. The score associated with the device remains intact.

The screenshot shows the 'Manage' tab in the TurningPoint interface. The 'US History' table displays participant performance data. The 'Participant Session View' panel on the right is open, showing 'Session Information' with a 'Remove from Session' button highlighted.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
Unassigned Devices				
AFBA59	1	1	1	33.33%

To assign the device to a participant, see **Assigning a Single Session to a Participant** on page 144.

Removing a Participant from the Participant List via Results Manager

Participants can be removed from within the Results Manager overview. Removing a participant from Results Manager will not remove the participant from session reports. However, they will not generate into participant reports or upload to an integration from Results Manager.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **participant row**.
- 3 Click **Remove Participant** from the right panel.

To view a removed participant, see **Viewing Removed Participants** on page 140. To reinstate a participant, see **Reinstating a Participant** on page 140.

The screenshot shows the 'Manage' tab in the TurningPoint interface. The 'US History' table displays participant performance data. The 'Participant View' panel on the right is open, showing a 'Remove Participant' button highlighted.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
Unassigned Devices				
AFBA59	1	1	1	33.33%

Deleting a Removed Participant from Results Manager

A participant can be permanently deleted after it is removed from Results Manager.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Check **Show Removed Participants** at the bottom of the screen.

The screenshot shows the 'Manage' tab in the TurningPoint interface. The 'US History' session is selected, showing 1 column, 5 participants, and a maximum of 3 points. The table below lists participants and their performance. The 'Removed Participants' section is expanded, and the 'Show Removed Participants' checkbox is checked. The 'Delete Removed Participants' button is highlighted.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
Unassigned Devices				
AFBAS9	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

- 3 Select the appropriate participant under the Removed Participants section.
- 4 Click **Delete Participant** in the right panel.

The screenshot shows the 'Manage' tab in the TurningPoint interface. The 'US History' session is selected, showing 1 column, 5 participants, and a maximum of 3 points. The table below lists participants and their performance. The 'Removed Participants' section is expanded, and the 'Delete Participant' button is highlighted.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
Unassigned Devices				
AFBAS9	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

NOTE

The Device ID and associated scores will remain stored under Unassigned Devices after the removed participant is permanently deleted from Results Manager.

Viewing Removed Participants

Participants that have been removed from the participant list can be viewed and reinstated to the list at anytime. Their previous session data will also be recovered.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Check **Show Removed Participants** at the bottom of the screen.

The screenshot shows the 'Manage' tab in the TurningPoint software. The 'US History' results are displayed in a table with the following data:

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
Unassigned Devices				
AFBAS9	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

At the bottom of the interface, the 'Show Removed Participants' checkbox is checked, and the 'Delete Removed Participants' button is visible.

Reinstating a Participant

A participant that has been removed may be reinstated in the participant list.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Check **Show Removed Participants** at the bottom of the screen.

3 Select the **removed participant row** and click **Reinstate Participant** from the right panel.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
Unassigned Devices				
AFBA59	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

Devices

In the Results Manager Overview, there may be a list of unassigned devices. Unassigned devices are devices that responded during a session but are not assigned to an individual in the participant list.

This section covers the following topics:

Saving Device IDs from the Real-Time Registration Tool

Adding or Removing Devices

Assigning an Unassigned Device

Viewing the Grade Overview for Unassigned Devices

Assigning a Single Session to a Participant

Saving Device IDs from the Real-Time Registration Tool

The Real-Time Registration Tool must have been used before polling in the PowerPoint or Anywhere polling environment. The results of the session must be saved and accessible in Results Manager.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select the **session header** (column name) that contains the results of the Real-Time Registration session.
- 3 Click **Save Device IDs** in the right panel.
A confirmation box appears.
- 4 Click **Yes** to save the Device IDs.
- 5 Click **OK** on the confirmation box.

Name	New Session 9-...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Unassigned Devices				
AFBA59	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

Adding or Removing Devices

Device IDs can be added to a participant from Results Manager.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **participant row**.
- 3 Expand the **Devices** category from the right panel.
- 4 To add a device, select the **Device ID** and click the **(+)**.
- 5 To remove a device, select the **Device ID** and click **(-)**.
Select one of the following options:
 - **Yes** - The device is removed from the participant as well as all grade entries assigned with that device.
 - **Remove Device Only** - The device will not be registered for future sessions, but current scores associated with the device are kept.

Name	New Session 9-...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Unassigned Devices				
AFBA59	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

Assigning an Unassigned Device

An unassigned device can be assigned to a participant in the participant list. The scores associated with the unassigned device will be transferred to the selected participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select the **unassigned device** in the Results Manager Overview.
- 3 Expand the **Assign Device** category from the right panel.
- 4 Select the appropriate participant from the *Choose Participant* drop-down menu and click **Assign to Participant**.
- 5 If the participant is not in the participant list, a new participant can be created.

The screenshot shows the 'Manage' tab in the TurningPoint software. The 'US History' table is visible, with columns for Name, New Session 9..., Total Performance, Total Points, and Percent. The 'Unassigned Devices' section is highlighted, showing a device with ID 'AFBAS9'. On the right, the 'Unassigned Device View' panel is expanded, showing the 'Assign Device' section with a 'Create Participant' button highlighted.

Name	New Session 9...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Unassigned Devices				
AFBAS9	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

NOTE

A participant may not appear in the drop-down menu if they are ineligible to have the device assigned to them. A participant is ineligible if they already have session data from a device assigned to them for any of the sessions in which the unassigned device responded.

- a Click **Create Participant** in the right panel.

The screenshot shows the 'Create Participant' dialog box open over the 'US History' table. The dialog box has fields for 'First Name', 'Last Name', 'User ID', and 'Device ID'. The 'Device ID' field is pre-filled with 'AFBAS9'. The 'Create Participant' button in the right panel is highlighted.

- b Enter the **participant information**.
- c Click **Save**.

Viewing the Grade Overview for Unassigned Devices

The grade overview displays the number of sessions in which the device was used, as well as the performance points, attendance points and total points earned by the participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select the **unassigned device** and expand the **Grade Overview** category from the right panel.

The screenshot shows the 'Manage' tab selected. The 'US History' view displays a table of participants and their performance. The 'Unassigned Device View' panel is expanded to show the 'Grade Overview' for device AFBA59.

Name	New Session 9...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Unassigned Devices				
AFBA59	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

The 'Unassigned Device View' panel shows the following information for device AFBA59:

- Session Count: 1 of 1
- Performance Points: 1 of 3
- Attendance Points: 0 of 0
- Total Points: 1 of 3
- Total Percentage: 33.33%

Assigning a Single Session to a Participant

A device from the unassigned devices can be assigned to a participant for a single session.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Locate the **unassigned device** and the **session column**.

The screenshot shows the 'Manage' tab selected. The 'US History' view displays a table of participants and their performance. The 'Unassigned Session View' panel is expanded to show the 'Session Information' for device AFBA59.

Name	New Session 9...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Unassigned Devices				
AFBA59	1	1	1	33.33%
Removed Participants				
Six, Participant	-	0	0	0.00%

The 'Unassigned Session View' panel shows the following information for device AFBA59:

- Device ID: AFBA59
- Choose Participant: [Dropdown]
- Assign Session to Participant: [Button]

- 3 Select the **score** cell.

NOTE

If a participant responded and was not in the participant list, information such as first name, last name or User ID will appear in the **Submitted Information** category in the right panel. This information will only appear if the information was entered on a ResponseCard NXT, ResponseCard XR or ResponseWare.

- 4 Expand the **Session Information** category from the right panel.
- 5 Select the appropriate **student** from the *Choose Participant* drop-down menu and click **Assign Session to Participant**.

Export

Participant reports, session information and the Results Manager Overview can be exported from TurningPoint.

This section covers the following topics:

Exporting a Participant Report

Exporting a Session to an Export Scheme

Exporting the Results Manager Overview

Exporting a Participant Report

The participant report contains detailed session data broken down by participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Export** icon and select **Participant**.
The *Participant Report* window opens.
- 3 Set the **Participant Information** to be included in the report by selecting an option in the **Participant Information drop-down menu**.
 - **Name Only** - Only the participant's name is displayed.
 - **Include All** - The participant's name, devices, demographics and User ID are displayed.
- 4 Set the **Session Details** to be included in the report by selecting an option in the **Session Details** drop-down menu.
 - **Date and Name** - Displays the session date and name.
 - **Date Only** - Displays only the session date.
 - **Name Only** - Displays only the session name.
- 5 Check **options** to be included. Options available include Performance Points, Attendance Points, Benchmark and Performance Scale.
 - **Performance Points** - Adds a performance points column to the participant report. This displays the number of performance points earned for each session.
 - **Attendance Points** - Adds an attendance points column to the participant report. This displays the number of attendance points earned for each session.

- **Benchmark** - Displays the benchmark for the participant for all sessions in the report.
 - **Performance Scale** - Displays the participant's letter grade based upon the set performance scale for the participant list.
- 6 Select which participants to include in the report. All participants or individual participants can be selected from the **Print Options** drop-down menu.
 - 7 The report is now ready to be printed or saved. A print preview option is also available.
 - a Click **Save** to save the report as a CSV file.
 - b Click **Preview** to display a print preview of the report or to save the report as a PDF file. A print option is available from the preview screen.
 - c Click **Print** to print the report.

Exporting a Session to an Export Scheme

Sessions can be exported to an export scheme.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click on a **session header** to select the session column.
- 3 Click the **Export** icon and select **Session**.
The *Export Session to Data Scheme* window opens.
- 4 Choose an **export scheme** from the **Select a Scheme** drop-down menu.
- 5 Click **Save**.
- 6 Enter a **file name** for the export file and click **Save**.

NOTE

Depending on the scheme selected in step 4 above, specific criteria may be required for the export to function properly.

The file is now saved and can be imported into the system selected in step 4 above.

Exporting the Results Manager Overview

The session overview can be exported to a CSV file.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Export** icon and select **Overview**.
The *Export to CSV* window opens.
- 3 Select one of the following options:
 - **Export Current View** - Exports the current view of the Overview. This view can be customized based on the options set in *Opening the Results Manager Overview on page 131*.
 - **Export All Columns** - Exports the current view and all other columns even if they are not selected in View Options. Columns include: session columns, attendance points per session, total performance points, possible

performance points, total attendance points, total points, total points possible, percent, benchmark performance, performance scale and removed participants.

- 4 Click **Save**.
- 5 Name the **CSV file** and click **Save**.

Next Steps

Now that the Session Overview has been exported, the file can be opened with Microsoft Excel.

Integrations

Integrations allow for the sharing of data between the Turning Technologies Web Registration Tool or Learning Management Systems (LMS) and TurningPoint.

This section covers the following topics:

- Updating Participant Lists from an LMS**
- Exporting Sessions to an LMS Integration**

Updating Participant Lists from an LMS

TurningPoint can update participant list information from the LMS integration.

Prerequisites

An LMS integration must be configured on an LMS server. Confirm with your IT department that the integration is properly setup before attempting to use the TurningPoint integration.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Integrations** icon.
The *Connect to Integration* window opens.
- 3 Select the **Integration** from the *Integration* drop-down menu.
- 4 Enter the **Server Address**, **Username** and **Password** in the appropriate fields.
- 5 If applicable, select an **Institution** from the *Select an Institution* drop-down menu.
- 6 Click **Connect**.
Optionally, click **Remember this information** to have the Integration, Server Address and User Name stored for future use.
The *Update with Integration* window opens.
- 7 Select **Update Participant List** and click **Update List**.
- 8 Click **OK** at the prompt.

Exporting Sessions to an LMS Integration

LMS integrations allow for the sharing of data between TurningPoint and the LMS. Sessions can be exported to the LMS grade book directly from TurningPoint.

Prerequisites

An LMS Integration must be configured on an LMS server. Confirm with your IT department that the integration is properly setup before attempting to use the integration in TurningPoint.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Integrations** icon.
The *Connect to Integration* window opens.
- 3 Select the **Integration** from the *Integration* drop-down menu.
- 4 Enter the **Server Address**, **Username** and **Password** in the appropriate fields.
- 5 If applicable, select an **Institution** from the *Select an Institution* drop-down menu.
- 6 Click **Connect**.
Optionally, click **Remember this information** to have the Integration, Server Address and User Name stored for future use.
The *Update with Integration* window opens.
- 7 Select **Export Session(s)**.
- 8 Check the **session or sessions** to be exported.
 - Check **Select All** to export all sessions associated with the participant list.
 - Check **Active Participants Only** to include only participants who have an active device in the session or have grade overrides within a column.
- 9 Click **Export**.
A prompt will appear displaying the number of columns being exported to the LMS.
- 10 Click **Export**.
- 11 Click **OK** on the confirmation box.

Next Steps

Login to the LMS to verify the sessions correctly uploaded.

Archiving

A participant list and its associated session or sessions can be archived when it is no longer needed. Archiving a participant list is beneficial when you no longer wish to view it and its associated session or sessions, but would like to store it in a specified location for later use.

This section covers:

Archiving a Participant List

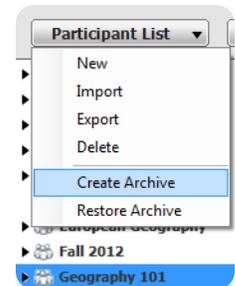
Restoring an Archived Participant List

Archiving a Participant List

An archived participant list can be saved in any location, such as a shared network drive or flash drive.

- 1 From the **Manage** tab, select the appropriate **participant list**, click the **Participant List drop-down menu** and select **Create Archive**.
- 2 Browse to the desired save location and click **Save**.

The participant list saves as a TPRX file. The following message is displayed.



- 3 Click **Keep** to leave the participant list visible under the *Manage* tab or click **Delete** to remove the participant list.

NOTE

Keeping the participant list and session files will allow them to remain active. This allows the archive to function as a file backup for later restoration if necessary.

Restoring an Archived Participant List

An archived participant list can be easily restored by importing the TPRX file.

- 1 From the **Manage** tab, click the *Participant List* drop-down menu.
- 2 Click **Restore Archive**.
- 3 Browse to the location of the stored TPRX file and click **Open**.
The participant list appears under the Manage tab.

REPORTS

There are six types of reports available:

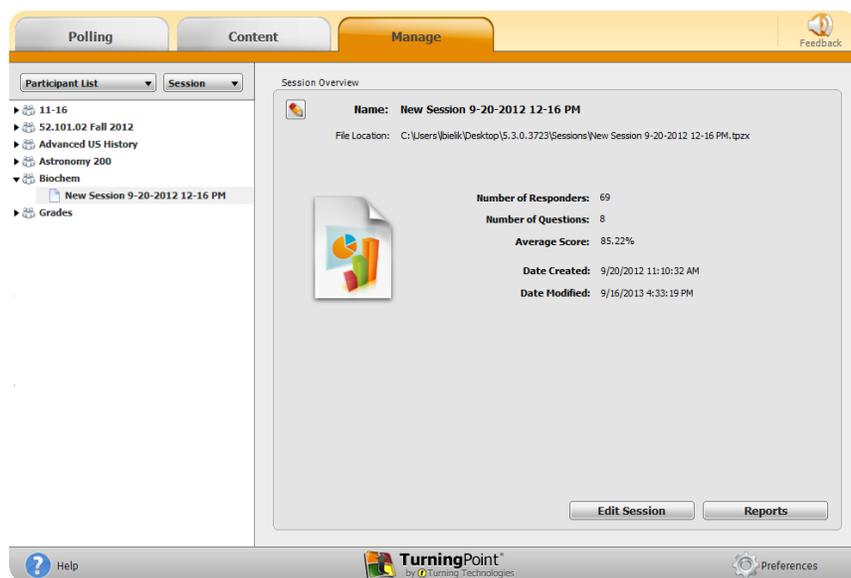
- **Results by Question** on page 152
- **Results by Participant** on page 153
- **Results Detail** on page 154
- **Results by Demographic** on page 154
- **Comparative Results** on page 155
- **Session Log Report** on page 156

Each report can be customized by selecting the data options on the right side of the reports window.

Generating Reports

There are six types of session reports (Results by Question, Results by Participant, Results Detail, Results by Demographic, Comparative Results and Session Log Report). Each report can be customized by selecting the data options on the right side of the reports window.

- 1 From the Manage tab, select a **session** from the left panel.
The Session Overview screen is displayed.



- 2 Click **Reports** at the bottom of the Session Overview screen.

TIP

Double-clicking the session name will also open the reports window.

- 3 Select the **report type** from the drop-down menu in the upper right corner.

The screenshot shows the TurningPoint software interface. At the top, there are tabs for 'Polling', 'Content', and 'Manage'. Below the tabs, there are 'Export' and 'Print' buttons. The main content area displays session information: 'Session Name: Questions 6-27-2014 1-13 PM', 'Date Created: 6/27/2014 1:12:16 PM', 'Average Score: 20.44%', 'Active Participants: 256 of 260', and 'Questions: 4'. Below this is the 'Results by Question' section for question 1: 'Where is Turning Technologies located? (Multiple Choice)'. It includes a table of responses and a bar chart. The table shows that 51 participants (24.76%) selected 'Brussels', 51 participants (24.76%) selected 'Seattle', 52 participants (25.24%) selected 'Youngstown (c)', and 52 participants (25.24%) selected 'Dublin'. The total number of participants is 206. The bar chart shows four bars, each representing 25% of the total. On the right side, there is a sidebar menu with 'Results by Question' selected, and other options like 'Results by Participant', 'Results Detail', 'Results by Demographic', 'Comparative Results', 'Session Log', 'Session Log', 'Question Statistics', 'Difficulty/Discrimination Index', 'Screenshots', and 'Overall Standards'. At the bottom, there are 'Help' and 'Preferences' buttons.

The report session header appears on all reports. The session header includes the session name, date created, active participant count, average score and the question count.

NOTE

The calculation for the average score is the sum of the total points for each active participant divided by the number of active participants.

For more information about the types of reports available, see **Reports** on page 150.

Exporting a Report

Reports can be exported as a CSV, Excel or HTML file.

NOTE

Java must be installed to export a report as a CSV or Excel file.

- While in the reports window, click **Export** and select one of the following options:
 - CSV** - CSV files are plain text files that can be opened with various programs.
 - Excel** - Saves the file as a Microsoft Excel spreadsheet with native Excel charts for manual manipulation.
 - HTML** - HTML files can be opened with an Internet browser.
- Name** the file and click **Save**.

Saving and Printing a PDF Report

TurningPoint allows the user to print a hard copy of the reports. The reports are printed as PDF files.

- While in the reports window, click **Print** and select **Print**.

TIP

Click **Print** and select **Preview** to view the report before printing or to save the report as a PDF.

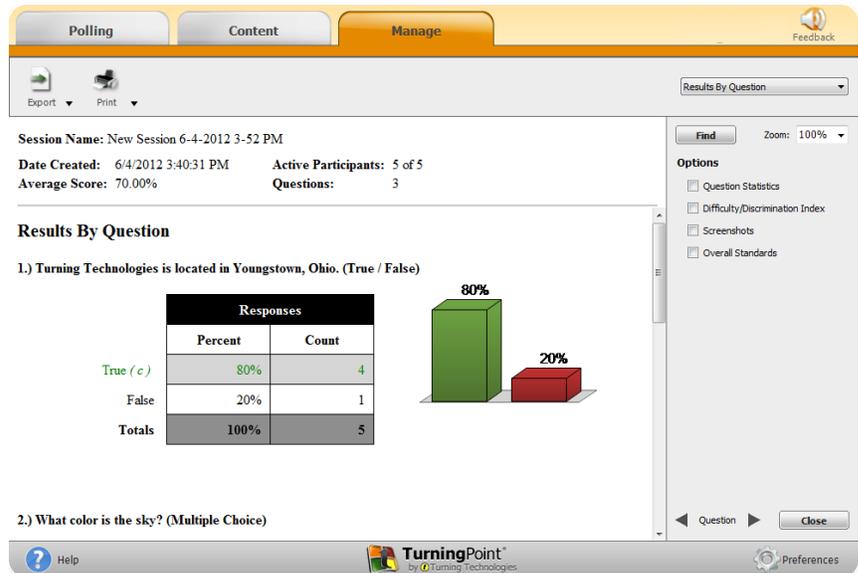
- 2 Make any necessary adjustments in the Print window.
- 3 Click **Print**.

Results by Question

The default Results by Question report displays the following elements:

- Question text
- Question type
- Answer choices
- Responses (percentage and count)
- Chart

Checking the boxes in the right panel adjusts the details of the report. Selections will be remembered for future use.



- **Question Statistics** - Adds a table to the report under each question that displays the Mean, Median, Variance and Standard Deviation for each question.
- **Difficulty and Discrimination Index** - Displays the difficulty/discrimination index on a per question basis.

The **Difficulty Index**¹ is a measure of how difficult the question was to correctly answer. It shows the percentage of participants that answered the question correctly based on the entire group of active participants. The Difficulty Index is calculated using the following formula: $D = c / n$

- D = Difficulty Index
- c = Number of participants that answered the question correctly
- n = Total number of active participants

The **Discrimination Index**² for a particular question is based on the point biserial correlation coefficient, which measures the correlation between the correct answer on a question and the total test scores of the active participants.

To calculate this statistic, you must first determine the following:

- Total number of Participants that answered the question correctly
- Total number of Participants that answered the question incorrectly
A Participant that has not responded to a question is considered to have answered incorrectly.
- Mean total score of the group of Participants that have answered the question correctly
- Mean total score of the group of Participants that answered the question incorrectly
- Mean total score of all active Participants

¹Kenneth D. Hopkins, *Educational and Psychological Measurement and Evaluation*, 8th ed. (Needham Heights, MA: Allyn and Bacon, 1998), 256 - 260.

²Hopkins, 256 - 260.

- Standard Deviation

$$\text{standard deviation } (\sigma) = \sqrt{(\sum ((x - \mu)^2) / n)}$$

- x = a Participant's score
- μ = mean total score
- n = total number of Participants

The discrimination index can then be computed with the following formula:

$$\text{discrimination index} = ((M_p - M_q) / \sigma) * \sqrt{((N_p * N_q) / ((N_p + N_q) * (N_p + N_q - 1)))}$$

- M_p = mean total score of the group of Participants that answered the question correctly
 - M_q = mean total score of the group of Participants that answered the question incorrectly
 - N_p = total number of Participants that answered the question correctly
 - N_q = total number of Participants that answered the question incorrectly
 - σ = standard deviation of scores for the entire set
- **Screenshots** - Displays the screenshot with each question.
 - **Include Screenshots** must be checked in the Anywhere preferences.
 - **Overall Standards** - Displays the percentage of overall comprehension for each standard.

Results by Participant

The default Results by Participant report displays the following elements:

- Participant information
- Printing this report will generate a page break in between each participant
- Question text
- Participant response

Checking the boxes in the right panel adjusts the details of the report.

- **Correct Answers** - Displays the correct answers for each question.
- **Answer Choices** - Displays all of the answer choices for each question.
- **Response History** - Displays each response sent by the participant for each question including invalid responses.
- **Response Times** - Displays the length of time (in seconds) that it took with the final recorded response(s). Response times will not display on merged sessions.
- **Overall Standards** - Displays the percentage of overall comprehension for each standard.

- **Active Participants Only** - Displays the results of the participants that responded to at least one question in the session. Participants that sent feedback or an invalid response are also displayed.

Results Detail

The default Results Detail report displays the following elements:

- Participant information
- Participant response
- Participant points earned
- Score (overall percentage)
- Participant list averages (points and percentage)
- Answer Key
- Participant List Averages

Checking the boxes in the right panel adjusts the details of the report.

- **Participants** - Select the type of participant information to be displayed.
- **Active Participants Only** - Displays the results of the participants that responded to at least one question in the session. Participants that sent feedback or an invalid response are also displayed.
- **Question Results** - Answer displays the question/answer columns and the answer key row. Scores displays the question/answer columns and the maximum points row.
- **Expand** - Widens the question/answer columns to display values longer than three characters.
- **Total Points** - Displays the Total Points column.
- **Score** - Displays the Score column.

Last Name	First Name	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Total Points	Score
Answer Key		A	C	D	A	D	C	B	A	B	C	10	100.00%
1	Participant	A	B	D	A	D	C	B	C	B	C	8	80.00%
3	Participant	A	C	D	A	D	C	B	A	B	C	10	100.00%
4	Participant	A	C	D	A	D	D	B	A	A	C	8	80.00%
5	Participant	A	C	B	A	D	C	B	A	B	C	9	90.00%
2	Participant	A	C	D	A	D	D	B	A	B	C	9	90.00%
Participant List Averages		100	80	80	100	100	60	100	80	80	100	8.8	88.00%

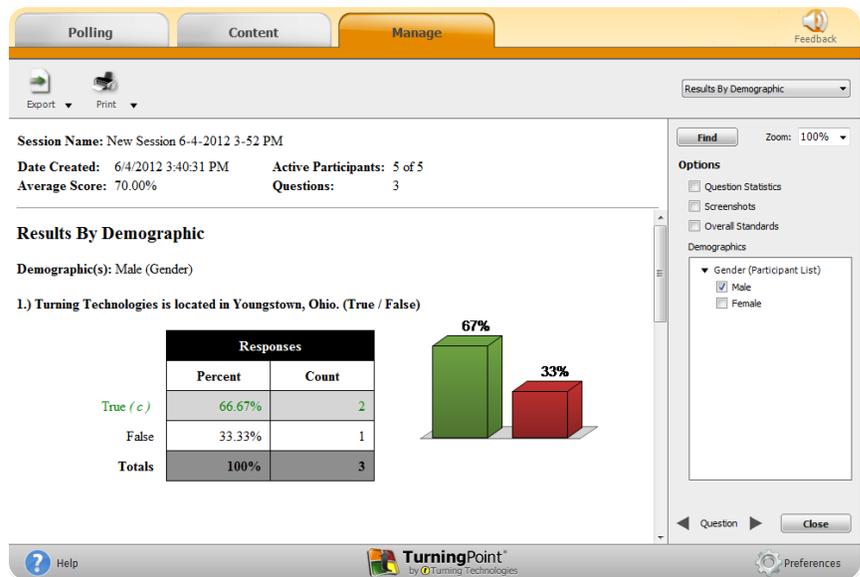
Results by Demographic

The default Results by Demographic report filters the following elements by selected demographic(s):

- Question text
- Question type
- Answer choices
- Responses (percentage and count)
- Chart

Checking the boxes in the right panel adjusts the details of the report.

- **Question Statistics** - Adds a table to the report under each question that displays the Mean, Median, Variance and Standard Deviation for each question.
- **Screenshots** - Displays the screenshot with each question.



NOTE

Include Screenshots must be checked in the Anywhere preferences.

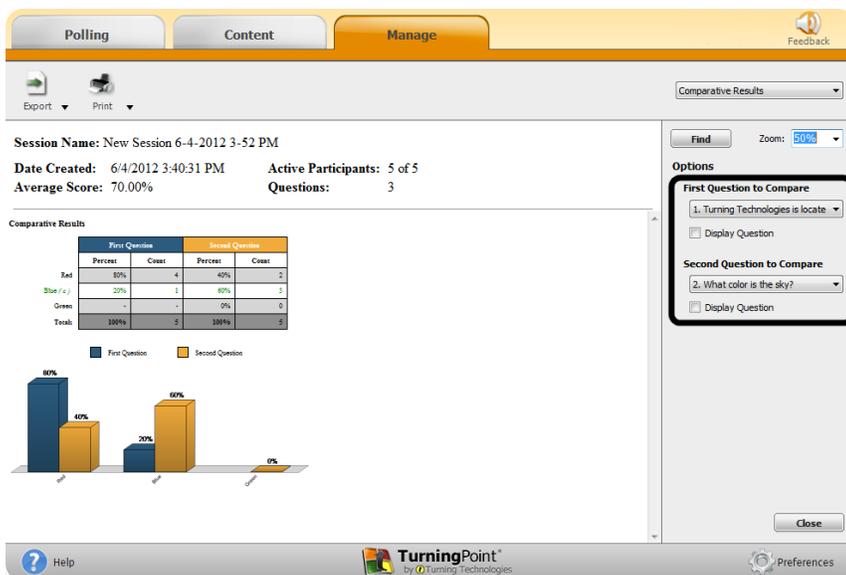
- **Overall Standards** - Displays the percentage of overall comprehension for each standard.
- **Demographics** - Check a box next to the demographic(s) to be displayed.

NOTE

Any demographic assigned from a slide or a participant list will be displayed. If a slide was selected to “save to participant list” and is present in the session, it will be displayed twice.

Comparative Results

The Comparative Results report allows a user to select two questions from the session and compare them side-by-side.



Select the questions to be compared from the drop-down menus on the right panel.

Check the Display Question boxes to display the question text from each selection.

Session Log Report

The Session Log Report displays a log of session events and/or messages in chronological order.

The screenshot displays the 'Session Log Report' window. At the top, there are tabs for 'Polling', 'Content', and 'Manage'. Below the tabs, there are 'Export' and 'Print' buttons. The main content area shows session details: 'Session Name: New Session 6-4-2012 3-52 PM', 'Date Created: 6/4/2012 3:40:31 PM', 'Active Participants: 5 of 5', and 'Average Score: 70.00%'. Below this, a list of events is shown in chronological order, such as '[6/4/2012 3:40:36 PM] Team Assignment slideshow started' and '[6/4/2012 3:40:36 PM] Slide 2 viewed'. On the right side, there is a 'Find' field, a 'Zoom' dropdown set to '100%', and an 'Options' panel. The 'Options' panel includes checkboxes for 'Session Events' and 'Messaging', and a 'Participant Information' dropdown menu set to 'Name'. A 'Close' button is located at the bottom right of the report area. The footer of the window contains a 'Help' icon, the 'TurningPoint by Turning Technologies' logo, and a 'Preferences' icon.

Checking the boxes in the right panel adjusts the details of the report.

- **Session Events** - Displays session events from the report.
- **Messaging** - Displays all instances of message events from the report.
- **Participant Information** - Select the type of participant information to be displayed.

CONTACT US

For additional help, contact Turning Technologies Technical Support.

Technical Support is available from 7 a.m. - 9 p.m. EST.

From within the contiguous United States, you can reach Technical Support toll-free by calling 866.746.3015. If you are calling from outside of the United States, please call +1 330.746.3015.

Technical Support may also be reached via e-mail at support@turningtechnologies.com or support@einstruction.com, a brand of Turning Technologies.

Office Locations

Ohio

255 West Federal Street
Youngstown, Ohio 44503
Toll-Free: 866.746.3015
Direct: 330.746.3015
International: +1 330.746.3015

Belfast

19 Colvin House
Inspire Business Park
Carrowreagh Road
Belfast BT16 1QT
United Kingdom
Direct: +44 (0)28 9048 7898

Paris

26/36 rue Alfred Nobel
93600 Aulnay-sous-Bois
France
Direct/Support: +33 (0)1 58 31 10 60

Amsterdam

Keizersgracht 75, Garden
1015 CE, Amsterdam
The Netherlands
Direct: +31 (0)85 4011 040

GLOSSARY

The following is a list of terms commonly used within TurningPoint.

A

Acceptable Range

Applies to a numeric response question. If a specific value is not required for a correct answer, a participant's response must fall between the minimum and maximum values (range) set to be counted as correct.

Acceptable Value

Applies to a numeric response question. A participant's response must be equal to the value to be counted as correct.

Active Participants

Active participants are those who have responded to at least one question in the session, sent feedback and/or invalid responses.

Advanced Scoring

An option for multiple choice and matching questions that allows point values to be set for each response. This preference is not valid when *All or Nothing Scoring* is checked.

All or Nothing Scoring

An option for multiple response and matching questions that, when checked, requires a participant to respond correctly to a question that has more than one correct answer to receive the full amount of points.

Allow Duplicates

Allow Duplicates permits participants to respond with the same answer choice more than once.

Animated Chart

An animated chart is a flash object (chart) that appears over the slide show in full screen.

Anonymous Questions

A question marked Anonymous does not track participant list information when polling.

Anonymous (Participant List)

An Anonymous participant list allows the polling of responses without associating responses to response devices.

Answer Key

Located within the Question List Editor, this preference prints the selected test header information, question numbers and correct answers.

Anywhere Polling

This polling environment allows polling independent of other applications. An interactive, floating toolbar displays polling with or without question lists on top of any application. For more information, see **Anywhere Polling** on page 110.

Anywhere Polling Showbar

The Anywhere Polling showbar provides access to several features that may be used while polling in the Anywhere Polling environment. For more information, see **About the Anywhere Polling Showbar** on page 111.

Attendance Points

Attendance Points can be delegated to track attendance in Results Manager. These points are added to the overall session points earned for each participant. Attendance points can be hidden or shown by checking the option in the Results Manager Overview.

Auto (Participant List)

A participant list option that allows the polling of responses, tracking of responses with Device ID and any user information sent from the response device.

B

Benchmark

A standard by which a grade can be measured. A participant falling below the benchmark will display the percentage in red; a participant falling at or above the benchmark will display the percentage in green.

Bullet Format

Determines the type of answer notation to be displayed. The available options include: alphabetic uppercase [A, B, C, D], alphabetic lowercase [a, b, c, d], numeric starting at 1 [1, 2, 3, 4] or numeric starting at 0 [0, 1, 2, 3].

C

Chart Window

The chart window displays participant results in the Anywhere Polling environment. The window can be moved, resized, expanded and collapsed. Depending on the current question type, some buttons may not be visible or usable.

Comparative Links

Comparative Links can be used to display the results from two separate questions on one chart. If a question is asked at the beginning of the presentation and then again towards the end, a comparative chart will display the results from each question. For more information, see **Comparative Links** on page 92.

Comparative Results

The Comparative Results report allows a user to select two questions from the session and compare them side-by-side. For more information, see **Comparative Results** on page 155.

Compete

The Compete button on the Anywhere Polling chart window and the PowerPoint Polling toolbar allows a user to insert a Team Leaderboard, Team MVP Leaderboard, Racing Leaderboard, Participant Leaderboard and Fastest Responders slide.

Conditional Branching

Conditional Branching allows a user to control the order of slides in their PowerPoint Polling presentation based on participant responses. For more information, see **Conditional Branching** on page 93.

Content

Content consists of question lists and PowerPoint presentations that can be created, edited and organized into folders under the Content tab. For more information, see **Content** on page 20.

Continue Prior Session

A previously run session can be continued, allowing for new response data to be added to the existing data.

Convert to Picture

In the PowerPoint Polling environment, text-based answer options can be converted to pictures when visual aids would be beneficial to the audience. For more information, see **Convert to Picture** on page 96.

Correct Answer Indicator

A correct answer indicator denotes the correct answer or answers to a question. The audience will see the correct answer indicator after polling is closed.

Correct Point Value

The correct point value indicates the number of points awarded to a participant for responding to a question correctly.

D

Demographic

Demographics group participants by a specific criteria, i.e. male or female. Demographics can be assigned in a participant list or from a polling question.

Demographic Comparison

In the PowerPoint Polling environment, the Demographic Comparison slide displays the responses based on the specified demographic.

Demographic Grouping

The demographic grouping is the overall categorization of a group of demographics. For example, the demographic grouping “gender” groups the demographics “male” and “female.”

Device ID

A Device ID is the unique six to eight-digit hexadecimal character set that distinguishes every response device. On ResponseCards, the Device ID is found on the back below the barcode. In ResponseWare, the Device ID is displayed when a participant creates an account or logs into ResponseWare.

Duplicate (Question List and Participant List)

An option in the Question List Editor and the Participant List Editor that duplicates the current question list or participant list as a new list to facilitate the ease of creating multiple lists with the same data or format.

E

Enforce Capitalization

An option in the Slide Preferences Panel that requires participants to respond to short answer questions with proper punctuation.

Essay

A question type that allows for an open ended response. TurningPoint does not grade essay responses; only XR, NXT and ResponseWare devices are able to respond to essay questions.

Exclude from Grading

In the Session Editor, questions that are excluded from grading will not figure into the overall session percentages, points possible or points earned if this option is selected.

Exclude Session

In Results Manager, sessions that are excluded from grading will not figure into the overall percentages, points possible or points earned if this option is selected. If a session is excluded from grading, it cannot be included again.

Expected File Location

This is the location that TurningPoint expects to find the selected session. If the session is not found in that location, a “locate” button will appear to allow for the redirection to the session’s location.

Export Overview

Export Overview is an option in Results Manager that allows the export of the Participant List Overview to a CSV.

Export Participant

Export Participant is an option in Results Manager that allows the export of multi-session information for each participant to a CSV or PDF.

Export Session

Export Session is an option in Results Manager that allows the export of the selected session’s column results to a CSV in a predefined format.

Extract Session

A session can be selected and its data extracted from that file. Extract options include the PowerPoint presentation, screenshots and the session’s question list.

F

Fastest Responders Slide

The Fastest Responders slide displays the individual participants who responded correctly and fastest to the most recent question. This feature requires a correct response or point value.

G

Group Options

Group Options denotes the individual demographic designation for assigning groups; i.e. “male” and “female” are group options assigned to the demographic grouping “gender.”

I

Incorrect Point Value

Incorrect point value denotes the number of points awarded to a participant for responding to a question incorrectly.

Integration

Integrations allow for the sharing of data between the Turning Technologies Web Registration Tool or Learning Management Systems (LMS) and TurningPoint. For more information, see **Integrations** on page 147.

IR

IR is the abbreviation for Infrared. This refers to all Turning Technologies IR receivers and response devices.

K

Keyword

When set on a short answer question, a participant's response must equal the keyword to be counted as correct. Multiple keywords can be set.

L

Live Polling

PowerPoint Polling offers the option to poll the presentation with live participant responses or simulated computer responses. By default, live polling is selected.

M

Matching

A question type that allows for the matching of two columns of information. Responding to a matching question operates in the same manner of all other multiple response questions. All response devices are able to respond to a matching question, however a matching question is only supported in the Anywhere and Self-Paced environments.

Merge Session

Multiple session files can be merged into a single session file. Sessions may be merged by questions, participants or by both questions and participants. For more information, see **Merging Sessions** on page 126.

Merged (Session Manager)

After the merge, a new category is created in the left panel called "Merged." Merged sessions that are not added to a participant list are found in this category. Once in this category, sessions cannot be moved to a participant list.

Messaging

Participants using ResponseCard NXT or ResponseWare can send feedback/messages to the presenter during a session.

Moment to Moment

In PowerPoint Polling, the Moment to Moment slide allows participants rate something on a scale of 1 to 5 over a period of time. The slide contains a question text box and a chart that shows the average response at each polling interval.

Multiple Choice

A question type that allows for several answers from which the correct one(s) can be selected by the participant.

Multiple Responses

Multiple responses allow participants to send more than one response to a multiple choice question.

N

No Value

When an answer choice is neither correct nor incorrect, the answer is considered to have no value.

Numeric Response

A numeric response question requires the participants to respond with a numeric value. Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to a numeric response question.

NXT

A ResponseCard that allows for all of the functionality of the IR and RF ResponseCards, but also offers numeric response, short answer and essay responses, as well as messaging and Self-Paced Polling capability.

O

Overview

In Results Manager, the Overview displays the details and options for the participant list and sessions. This can be viewed by clicking the Overview button or any of the shaded columns.

P

Participant

Any individual who may respond to questions during a session.

Participant Leaderboard

A Participant Leaderboard displays the top individual participants ranked by their total points.

Participant List

A list of participants that are expected to be part of a session. Information about participants may be entered for precise tracking and reporting.

Participant List Overview

This information is displayed when a participant list is selected from the Manage tab. Information includes details about the list as well as a preview of the content.

Participant Monitor

The Participant Monitor displays question information, participant information and participant question details. For more information, see ***Using the Participant Monitor*** on page 105.

Participant View

In Results Manager, the Participant View displays the view and options of an individual participant.

Participant's Session View

In Results Manager, the Participant's Session View displays the view and options of an individual participant's session entry.

Performance Points

Performance Points are assigned to a participant in Results Manager for performance in a specific session. For more information, see ***Setting Session Performance Points*** on page 135.

Performance Scale

A scale set to display a text or numeric value equal to how the participant has performed across all sessions.

PowerPoint Polling

The PowerPoint Polling environment allows polling as an integrated part of a PowerPoint presentation. Polling slides are created from a ribbon/toolbar that is embedded into PowerPoint. For more information, see ***PowerPoint Polling*** on page 70.

PowerPoint Showbar

The PowerPoint showbar appears automatically when a polling slide is displayed during the Slide Show. The showbar is a toolbar that includes options for polling, monitoring, viewing responses and other polling tools during the slide show. For more information, see ***The PowerPoint Polling Showbar*** on page 104.

Preferences

The various settings that control the behavior of the software and each polling environment are referred to as Preferences. For more information, see ***Preferences*** on page 54.

Presentation Window

This window displays the question and answer text of the currently polled question in the Anywhere environment.

PresenterCard

An RF (Radio Frequency) device that controls polling presentations via TurningPoint.

PresenterWare

PresenterWare is a separate mobile device application that controls polling presentations via TurningPoint. PresenterWare is available for Android and iOS devices.

Priority Ranking

A question type that allows participants to vote multiple times, ranking items by response weights. For more information, see ***Priority Ranking*** on page 30.

Prompt

An object that can be added to a PowerPoint Polling slide which alerts the participants that the current slide is a polling slide.

Proxy Server

In computer networks, a proxy server is a server (a computer system or an application program) that acts as an intermediary for requests from clients seeking resources from other servers.

Q

Question List

A question list is a list of questions created within the Content tab. A question list can be used to poll questions in Anywhere Polling and Self-Paced Polling, or to create slides in PowerPoint Polling.

Question List Overview

The Question List Overview displays details about the question list as well as a preview of the contents.

R

Racing Leaderboard

In the PowerPoint Polling environment, the Racing Leaderboard slide presents a visual representation of the team scores. An image to represent the teams is selected from the Slide Preferences Panel. When the slide is advanced, the images move in relation to the number of points earned.

Real-Time Registration Tool

Found in the PowerPoint and Anywhere Polling environments, this tool provides a fast and simple way to utilize a participant list for smaller audiences. It allows participants to respond with their device, temporarily assigning the device to their name for the duration of the session. Assignments can be saved permanently in Results Manager.

Receiver

A USB device that receives RF (Radio Frequency) or IR (Infrared) signals from response devices and communicates them to TurningPoint. A receiver is required for use with all ResponseCards and PresenterCards.

Refresh

From the Content tab, the Refresh option allows the user to update the display of content if changes to the content folders have been made outside of TurningPoint on the local computer. For more information, see **Refreshing Folder Content** on page 22.

Removed Participants

Participants with associated session data, but removed from a participant list, are considered removed participants.

Reports

There are six types of session reports (Results by Question, Results by Participant, Results Detail, Results by Demographic, Comparative Results and Session Log Report). Each report can be customized by selecting the data options on the right side of the reports window. For more information, see **Reports** on page 150.

Reserved Session ID

A unique ResponseWare Session ID created by the presenter. The reserved Session ID must be set from the presenter's account at www.rwpoll.com.

Reset Slides

A PowerPoint Polling feature that allows selected slides to be reset while retaining the session data.

Reset Session

A feature that resets the charts to zero percent and clears all session data.

Response Grid

In the PowerPoint and Anywhere Polling environments, a Response Grid displays which participants have or have not responded to a question.

Response History

A Results by Participant report option that displays the last 10 responses from a participant to any given question.

Response Times

In the Results by Participant report, response times display the number of seconds it took each participant to respond to a question with their final valid response.

Response Weights

For priority ranking questions, the response weight designates the number of votes each participant's first, second, third, etc. responses may receive. For example, a response weight of 10 for a first choice (response) equals 10 votes for every participant's first choice (response).

ResponseWare

A ResponseCard alternative that operates from a web-enabled device. ResponseWare offers the same functionality as IR and RF ResponseCards, but also offers numeric response, short answer and essay responses as well as messaging between the participant and presenter.

Results Manager

A compilation of all sessions associated to a single participant list. Cumulative scores from multiple sessions and other tools are also available within Results Manager. For more information, see **Results Manager** on page 131.

RF

RF is the abbreviation for Radio Frequency. This refers to all Turning Technologies RF receivers and response devices.

S

Save Session

An option in each polling environment that is required if saved response data is desired for reporting or exporting.

Screenshot

An image snapshot of the computer screen contents at the moment polling is closed in Anywhere Polling.

Self-Paced Polling

The polling environment that allows participants to proceed through a polling session at their own pace. Question lists/tests are usually printed and distributed as participants answer questions on their XR or NXT ResponseCards.

Session

A session is the collection of response data from a polling session. Saving the data will result in a session file.

Session Events

Events that occur and are logged during a session, such as the beginning and end times of a poll and messages received or sent, are referred to as session events. These items can be viewed from the Session Log report.

Session ID

A code that is generated in ResponseWare and used by all participants in order to gain access to the session.

Short Answer

A question type that requires participants to respond with a short text answer. Only participants using a ResponseCard XR, NXT or ResponseWare may respond to a short answer question.

Simulated Polling

PowerPoint Polling offers the option to poll the presentation with simulated computer responses. By selecting Simulated Polling, TurningPoint automatically populates the charts with response data.

Simulated (Session Manager)

Sessions run in PowerPoint Polling with Simulated Polling will be grouped together under the same heading for reporting and session editing.

Slide Preferences Panel

The Slide Preferences Panel is a movable, floating panel in the PowerPoint Polling environment that is displayed when a TurningPoint slide is selected. It offers the ability to customize slide options.

Standards

Set learning benchmarks that can be attached to individual questions or slides. Standards achievement levels can be reviewed in Reports. For more information on Standards, see **Standards** on page 39.

Custom Standards - Any standard created to suit specific user needs. Custom Standards can be created manually or imported from another location.

Downloaded Standards - These standards are available via the Turning Technologies software, **QuestionPoint**.

T

Team Leaderboard

The Team Leaderboard displays the top teams ranked by their total points. The team's points are the average of the team's participants' points.

Team MVP

In the PowerPoint Polling environment, the Team MVP Leaderboard displays the top scoring participant for each team.

Tools

The menu of additional features available for presentation enhancement in PowerPoint Polling is referred to as Tools. These features include: Convert to Picture, Ranking Wizard and Comparative Links.

Total Points Possible

In Results Manager, this is the column that displays the total number of points (performance plus attendance) possible for each participant across all sessions.

True/False

A question type that requires a true or false response.

TurningTalk

Turning Talk is Turning Technologies' user community. Visit turningtalk.turningtechnologies.com to view shared content, forums and QuestionPoint.

U

Unassigned Devices

In Results Manager, any device that is not permanently assigned to a participant can be found below the participant list as an Unassigned Device. These devices may be associated to a participant at any time.

Unassigned Session View

In Results Manager, an unassigned device may also have unassigned sessions. Any session individually selected may then be assigned to a participant on a per session basis.

Use in Competition

This check box is found in the Demographic Options section of the Question List Editor. Use in Competition allows for demographics to also be used as teams in competitions.

User ID

A User ID is a unique identifier for a participant. This is not a required participant list field, however when present in a participant list and sent from a device, it can be used to match an unassigned device to the appropriate participant for that session.

V

Version

Question lists are able to have multiple versions created, allowing different test versions to be given simultaneously in the Self-Paced Polling environment.

Voting Weight

A voting weight allows the adjustment of a participant's vote to equal the same weight as that of a specified number of votes. For example, a voting weight of "4" would be equal to four votes.

X

XR

A ResponseCard that allows for all of the functionality of the IR and RF ResponseCards, but also offers numeric response, short answer and essay responses, as well as messaging and Self-Paced Polling capability.