TurningPoint 8
Instructor User Guide

For additional support, training or other concerns please contact:
clickers@oregonstate.edu

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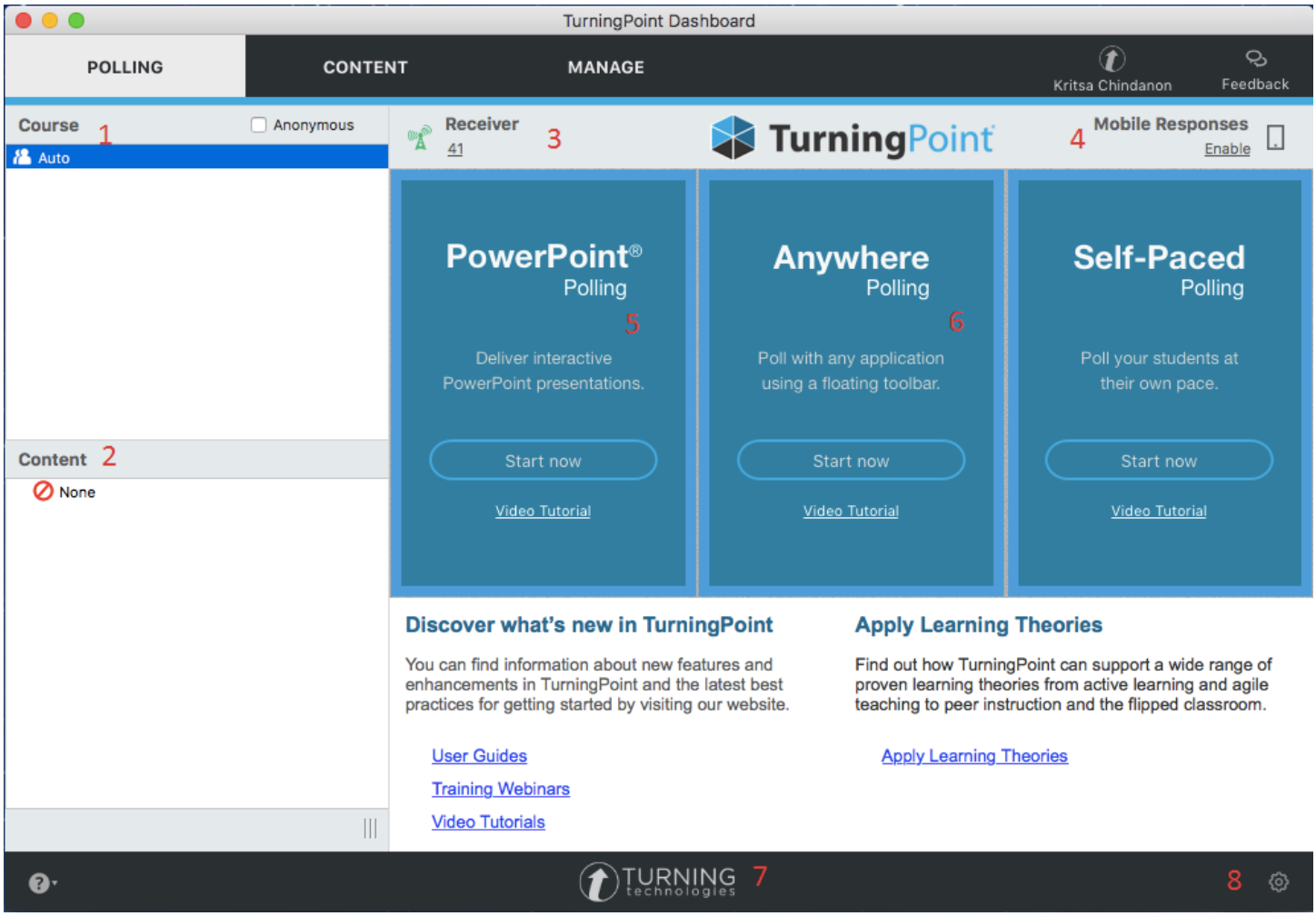
1. TurningPoint Navigation

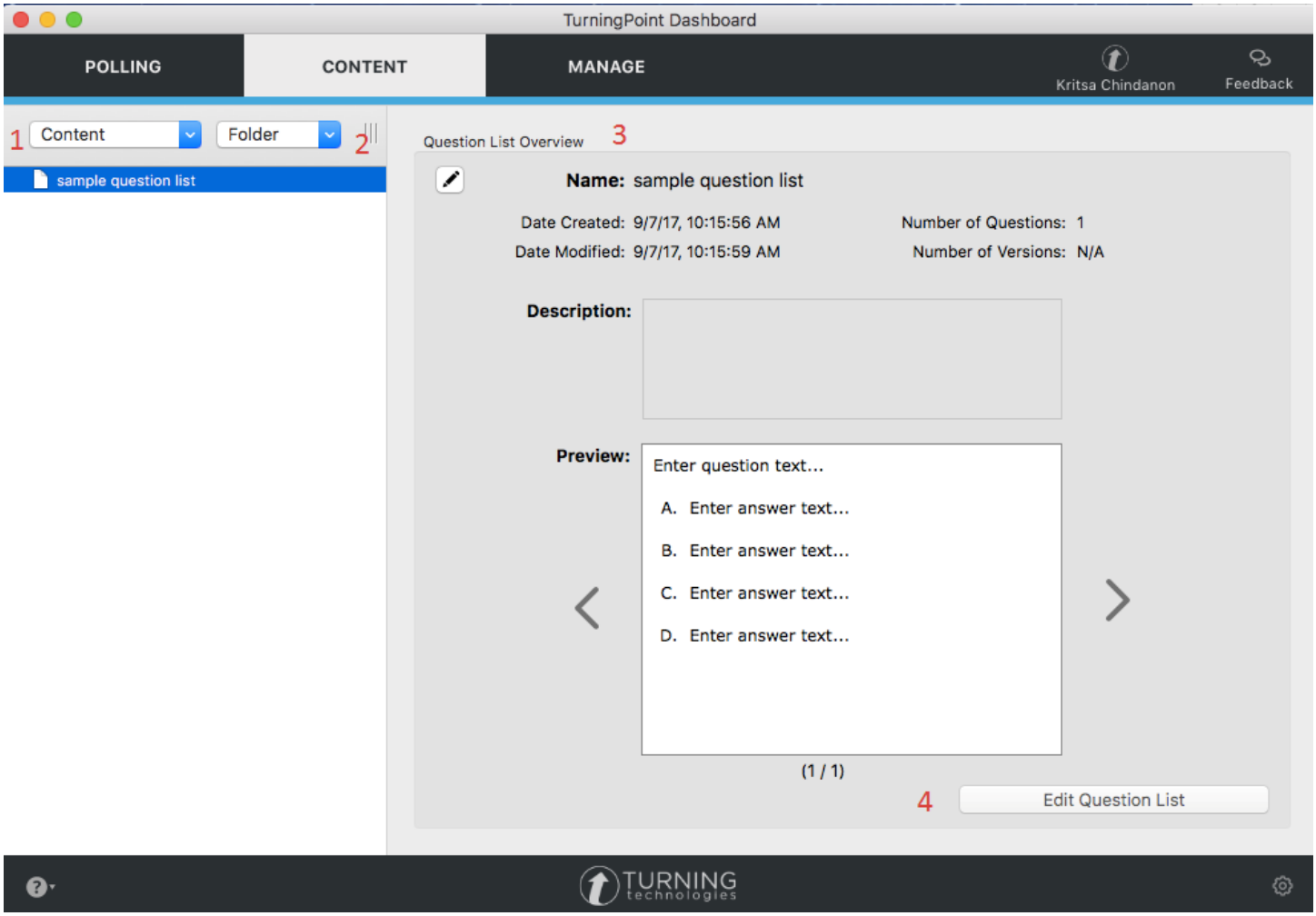
1.1. Polling Tab



This window is by default once logged into the TurningPoint software or by selecting the **Polling tab**.

1. **Course** – A group of imported participant lists from Canvas.
2. **Content** – A view of all the imported polling documents.
3. **Receiver** – An indication that a receiver is recognized with a denoted channel number underlined (e.g. 41 indicates channel 41).
4. **Mobile Responses** – Access to the interface for polling with the TurningPoint App.
5. **PowerPoint Polling** – Interface for polling using PowerPoint presentations.
6. **Anywhere Polling** – Interface for using the Anywhere polling.
7. **Turning Technologies Software Update** – Interface to update the TurningPoint software.
8. **Preferences** – Managing preferences within TurningPoint software.

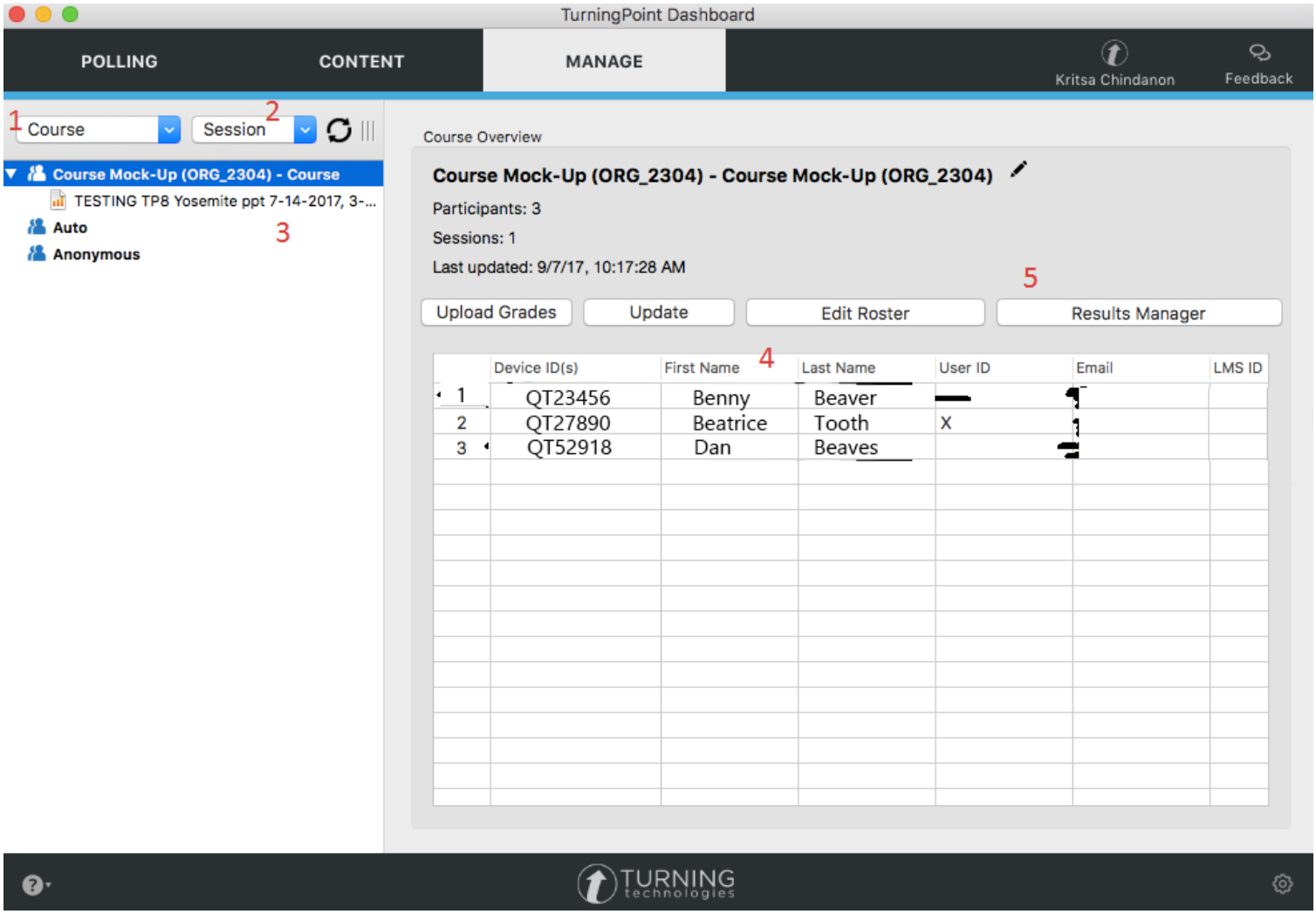
1.2. Content Tab



This window can be located by selecting the **Content tab**.

1. **Content drop-down menu** – A dropdown menu with options to create, import or export a question list or TurningPoint presentation.
2. **Content** – A view of all the imported question lists and TurningPoint presentations. Single click on any item to show a preview of the contents. Double click on any item to open it for editing.
3. **Question List Overview** – a preview of the question list that is selected, including number of questions and a preview of each question.
4. **Edit Question List –** A button that allows the user to open and edit the currently selected question list or PowerPoint presentation.

1.3. Manage Tab



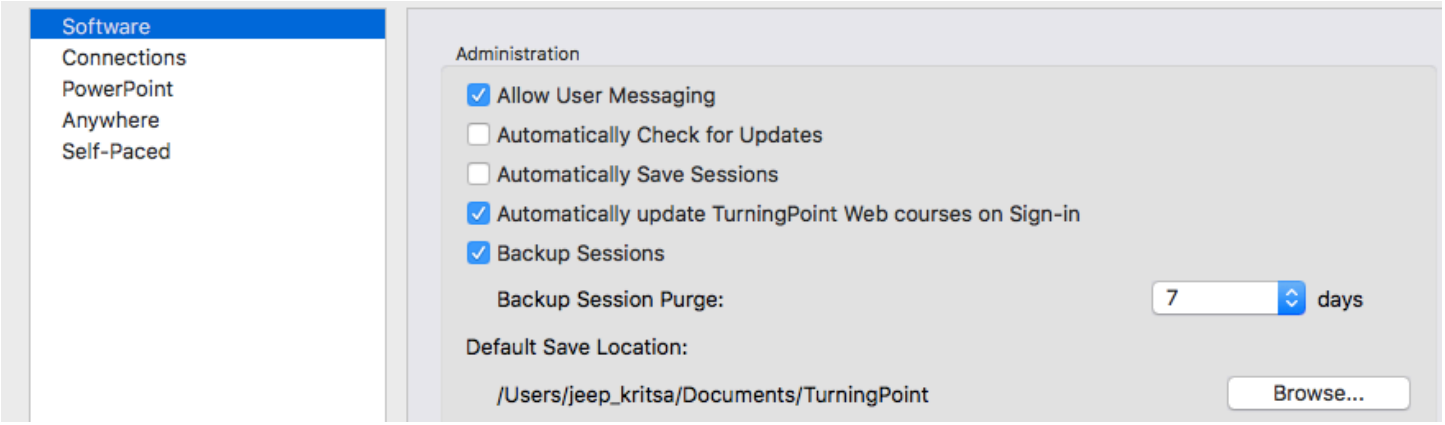
This window can be located by selecting the **Manage tab**.

1. **Participant list drop-down menu** – A dropdown menu with options to add new participant lists, including importing a participant list from Canvas.
2. **Session drop-down menu** – A menu with options to import, export or merge saved session files.
3. **Participant/session data** – A collection of all the participant lists that are imported into the TurningPoint software. Participant lists can be expanded to reveal sessions that have been saved to a specific participant list.
4. **Overview** – A preview of the selected participant list or session file.
5. **Edit Participants/Results Manager** – A button which allows a participant list to be edited or Results Manager to be opened.

2. TurningPoint Preferences Menu

At the bottom of each screen in TurningPoint is a button that links to the pop-up *Preferences* menu. From here, preferences and customizations can be configured to fit the user of the TurningPoint software. All preferences are organized in 5 different tabs: *Software, Connections, PowerPoint, Anywhere, Self-Paced*.

Below is an overview of some of the more significant preferences available.



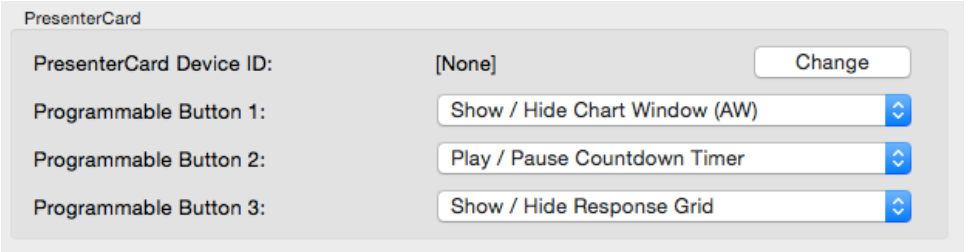
Administration

- Backup session files for a specified number of days.
- Change the default location for saving files.

Connections

Response Devices

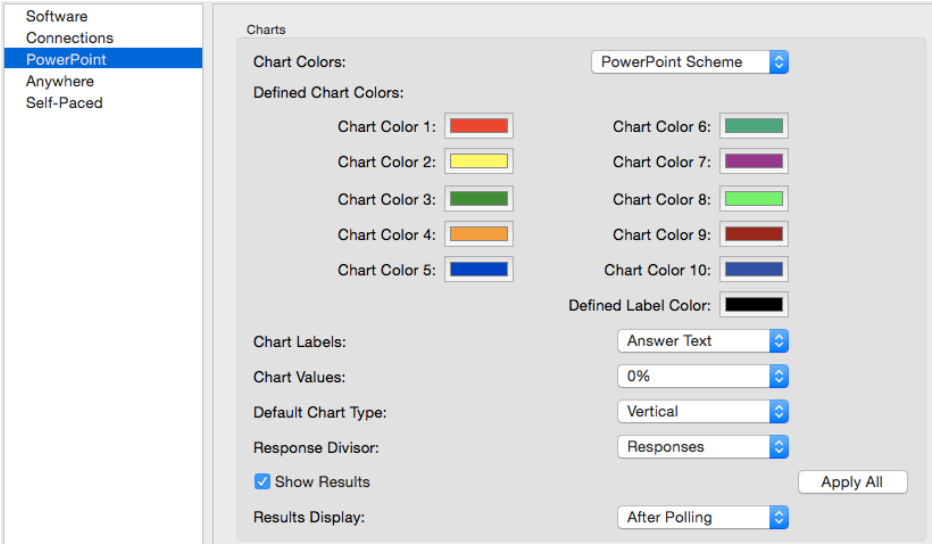
- Change response card (receiver) channels.
- Test response card connection from a clicker.



PresenterCard

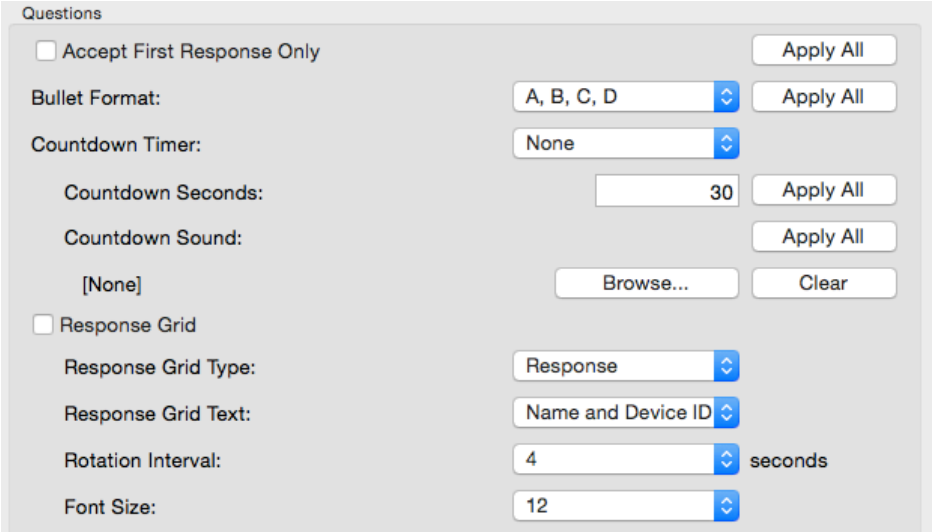
Pair a PresenterCard to a receiver.

PowerPoint



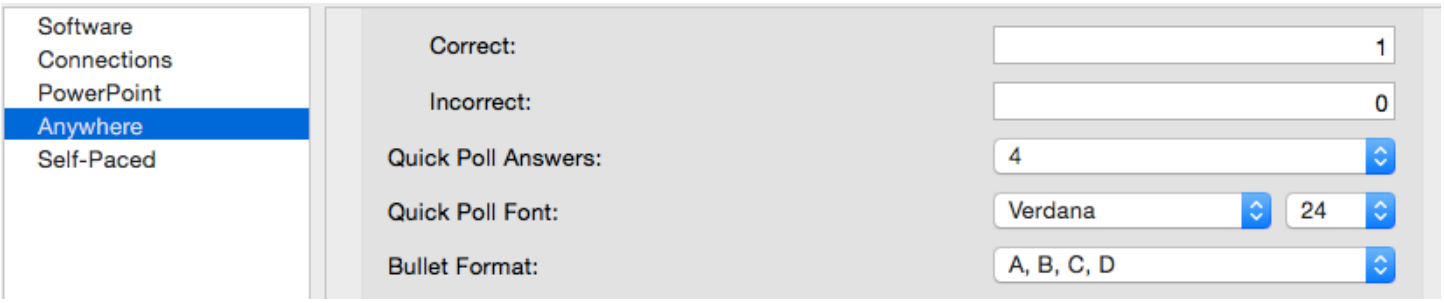
Charts

- Change default chart color scheme for PowerPoint.
- Change default chart type and chart values to be displayed.



Questions

- Option to only select students' first response.
- Option to begin polling automatically.

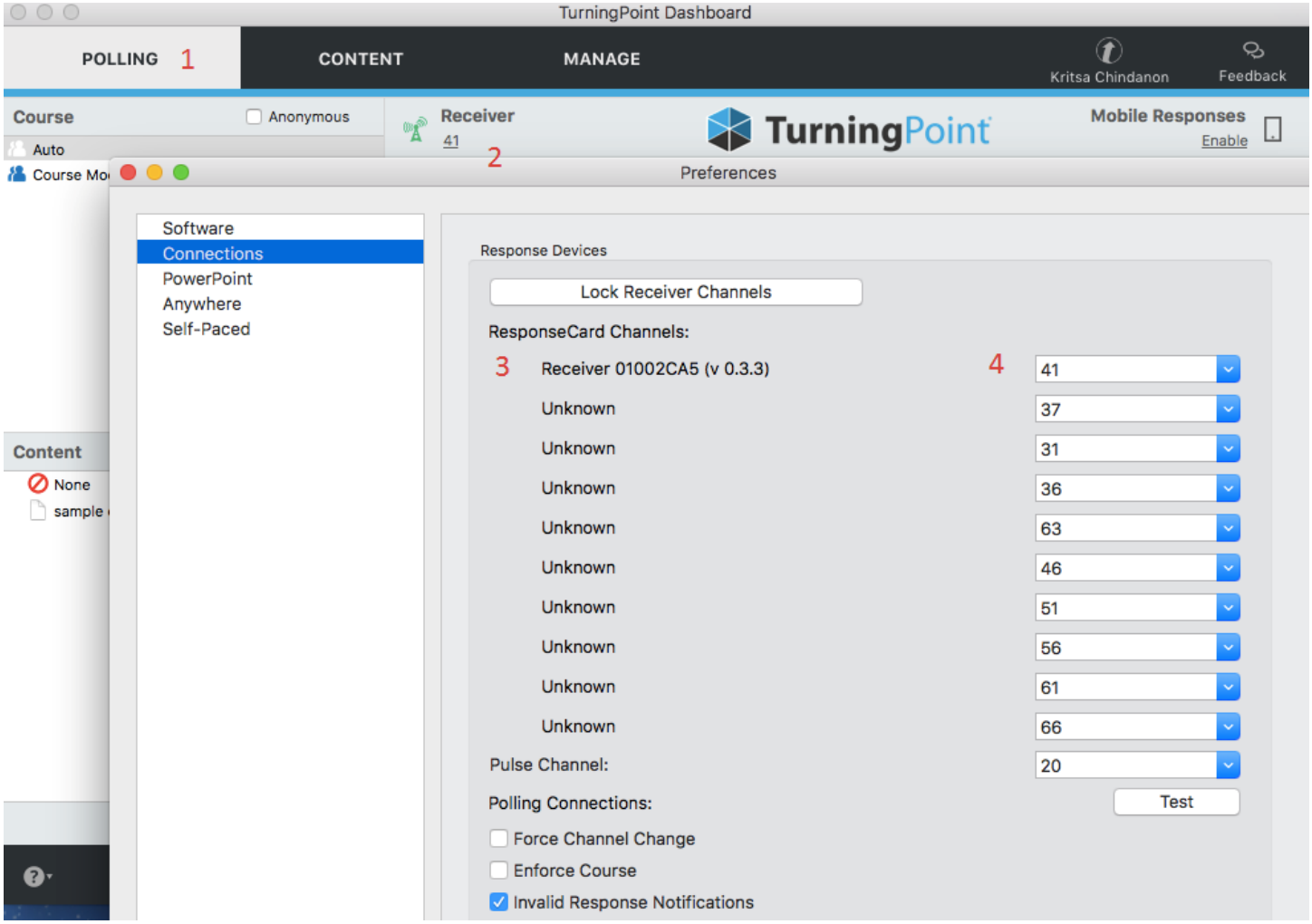


Anywhere

Presentation

- Change the default number of answer options for a **Quick Poll** question.
- Change the default font and font size of a **Quick Poll** question.
- Modify bullet format for a **Quick Poll** question.

3. Setting your preferences in TurningPoint



1. As soon as you open TurningPoint software from the flash drive. Navigate over to the *Polling* tab.
2. Click on the Receiver number which opens the *Preferences* window.
3. In the *Preferences* window. Make sure that you see a number beside the Receiver in the *Response Card Channels*. The number you see here is the *Device ID* on the back of your flash drive.
4. Now select your channel number that you would like to use for the session. By default, your channel number is 41 and you can easily change it to any number (1 to 82) you would like to use by on dropdown menu.

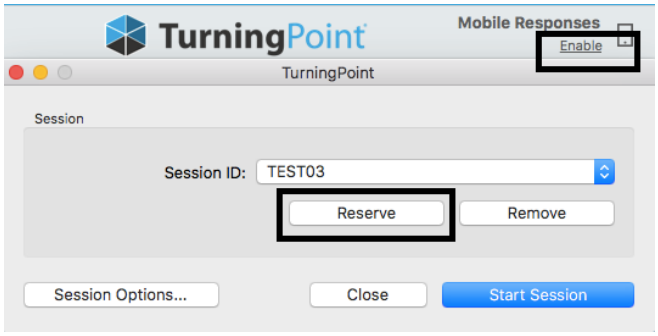
Note:

- It is always advised to use some other channel rather than the default channel 41 to avoid any conflicts with classes nearby.

- The Receiver channel number needs to be changed only once. It will remain on the same channel number unless it is changed again.

4. Enabling Mobile Responses (ResponseWare)

1. Reserving a Session Name

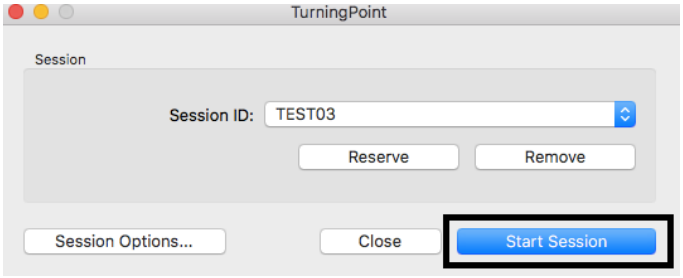


Under the Polling tab, in the top-right corner click on **Mobile Response - Enable**.

Type in a desired Session ID in the new pop-up window and click **Reserve**.

*By default, "Random" is selected in the Session ID.

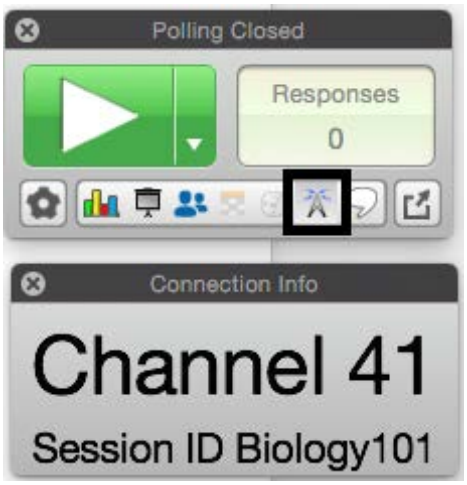
2. Starting Session



Confirm that the Session ID you just made is selected in the dropdown menu and click **Start Session**.

Once the Session has started, click back to the **Polling** tab window.

3. Anywhere Polling with ResponseWare



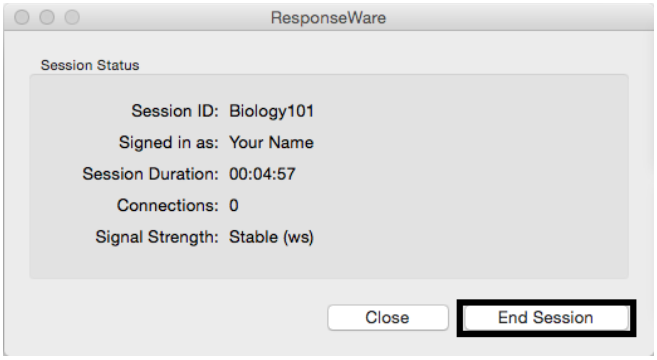
Select your desired participant list in the left and question list if you have one.

Click on **Anywhere Polling** to start the polling.

Click on the Connection Info () button in the show bar to make sure that your **Channel Number** and **Session ID** are displayed.

Click the Green Start button to poll, and when done click the Green Stop button to stop.

4. Saving the Session



When done polling, save the session and click **End Session** in the ResponseWare mini window.

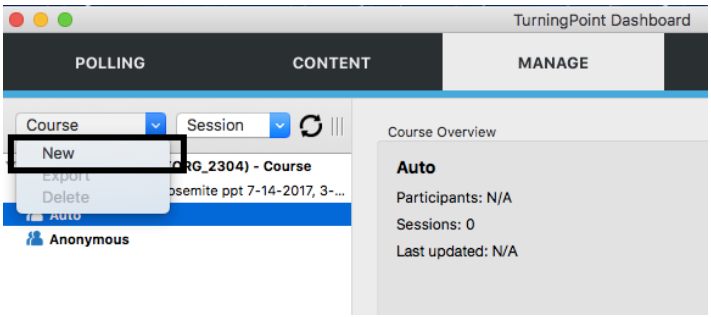
*By default, if you force exit, TurningPoint will alert you to save the current session. Save if necessary.

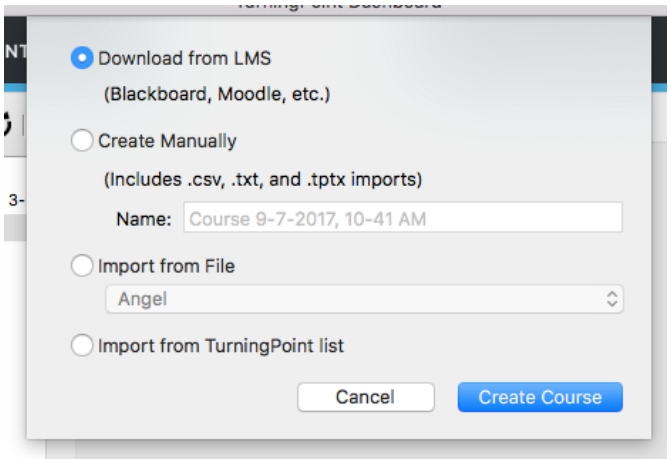
5. Importing a Participant List from Canvas in TurningPoint

1. Importing a Participant list from Canvas

From the TurningPoint Dashboard. Navigate over to the Manage tab and click on the Participant list.

Then under the dropdown menu select "New" and a window called Create Participant list pops up.





2. Downloading from Integration Canvas

Select *Download from LMS* in the *Create Participant List* dialog box and click on *Create List*.

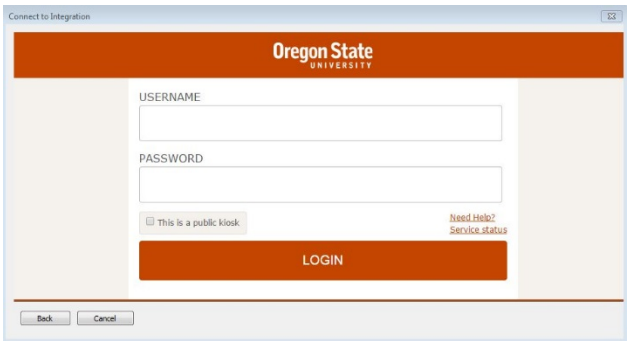
You should then be at the Connect to Integration pop-up window.

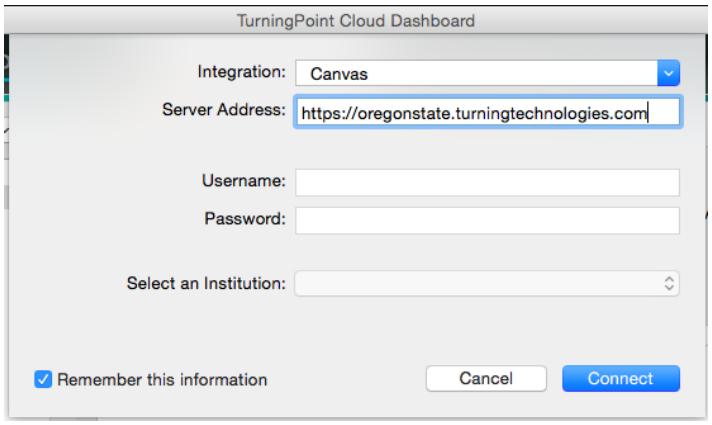
3. Connect to Integration

In the Integration dropdown menu, select **Canvas** as your LMS.

Enter the Server Address as:
https://oregonstate.turningtechnologies.com

Click **Remember this information** and **Connect**





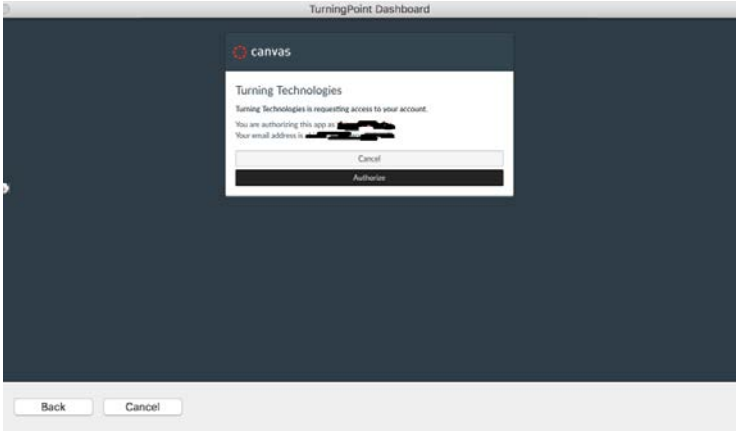
4. Entering ONID Credentials

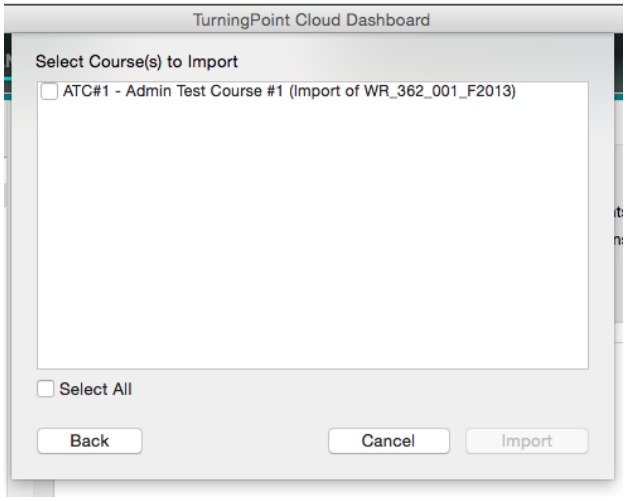
In the next pop-up window enter your ONID Username and ONID password into the fields.

Click Login.

5. Authorization

Confirm your credentials and click Authorize.





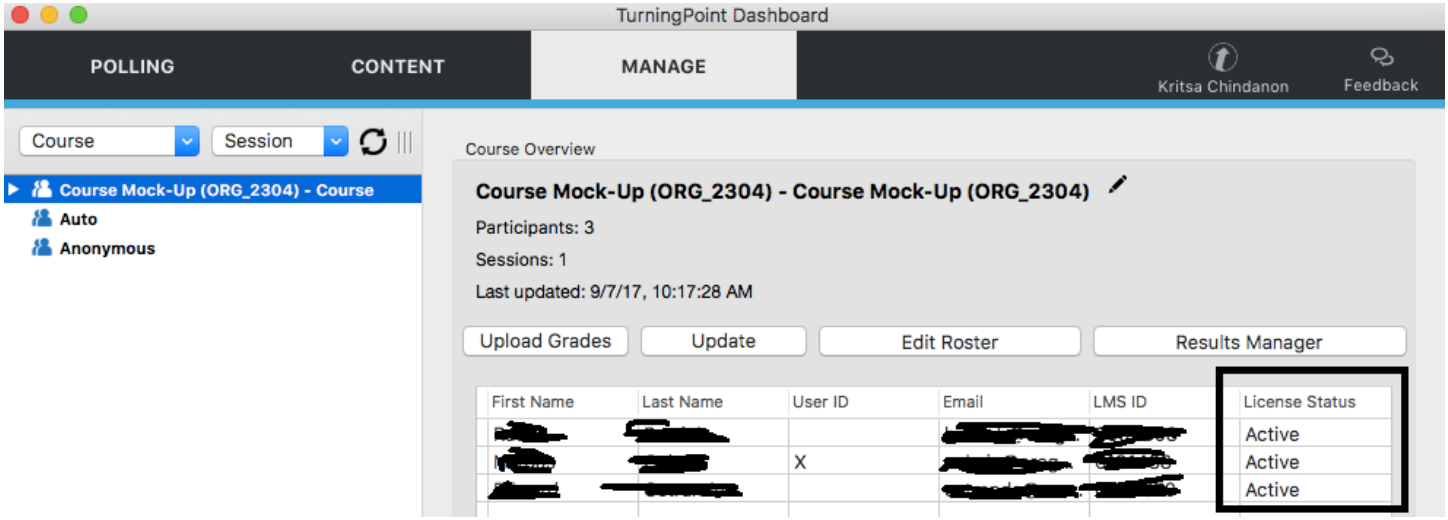
6. Selecting the appropriate Course

In the Import Participant List select the Course(s) from which you want to import your participant list and click Import.

7. Participant List Overview

Once you have imported the participant list(s) you should see it in the left column in the *Manage* tab. Selecting the participant list will enable you to view the name of the course, section, number of participants, device ID, etc.

Note: Students' **License Status** must be **Active** in order to receive their grades.



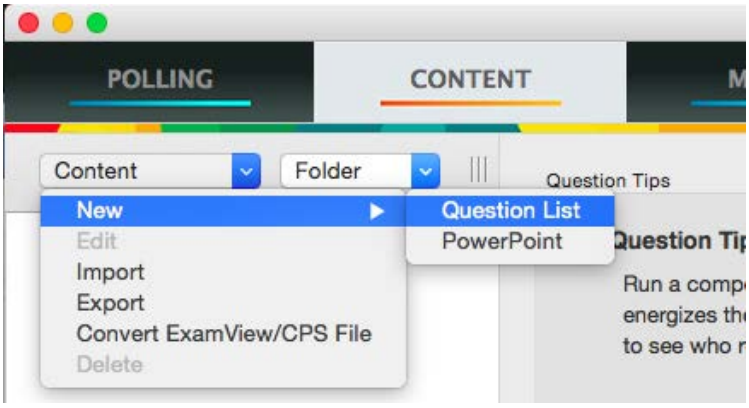
6. Creating a Question List in TurningPoint– Anywhere

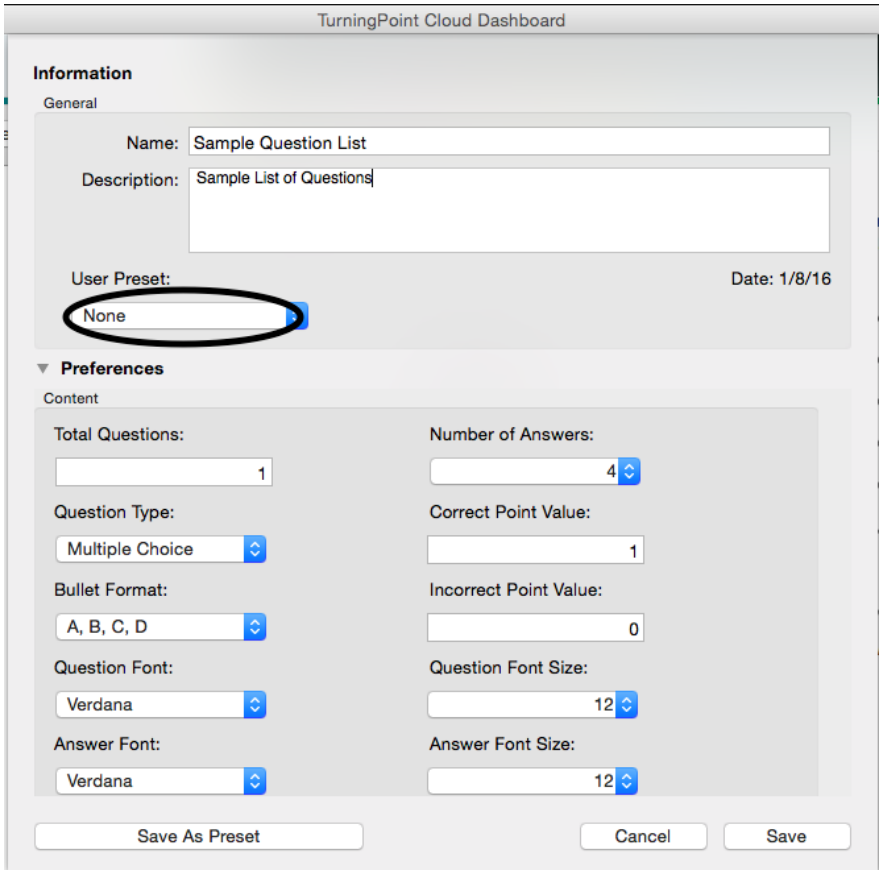
6.1 Creating a Question List

Open TurningPoint software. Navigate over to the *Content* tab in the *Dashboard*.

Then, click on the *Content* and Select New and then Question List for creating a new question list.

A window pops up so you can enter the Name, Description and Preferences about the question list.





6.2 Question List Pop-up Window

In the pop-up window, enter the appropriate name (e.g. class name/section name) for the question list and a short description can also be added.

Preferences:
If you click on preferences under the description field. You will be able to adjust the specific settings for the question list.

Polling Options:
If you scroll down, you will see there are also Polling options that can be tailored for the question list.

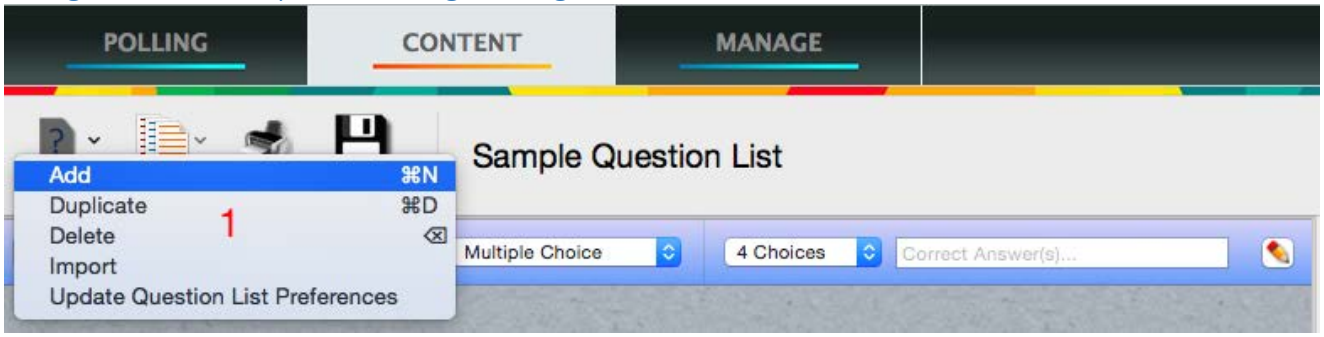
*The information here does not need to be accurate, just enter tentative values, you can always edit the values in the later sections.

*You may save the preferences by clicking **Save As Preset**, give it a name, click **Add**, and then **Save**. Then the next time you want to create a question list, you can select the preset under **User Preset**.

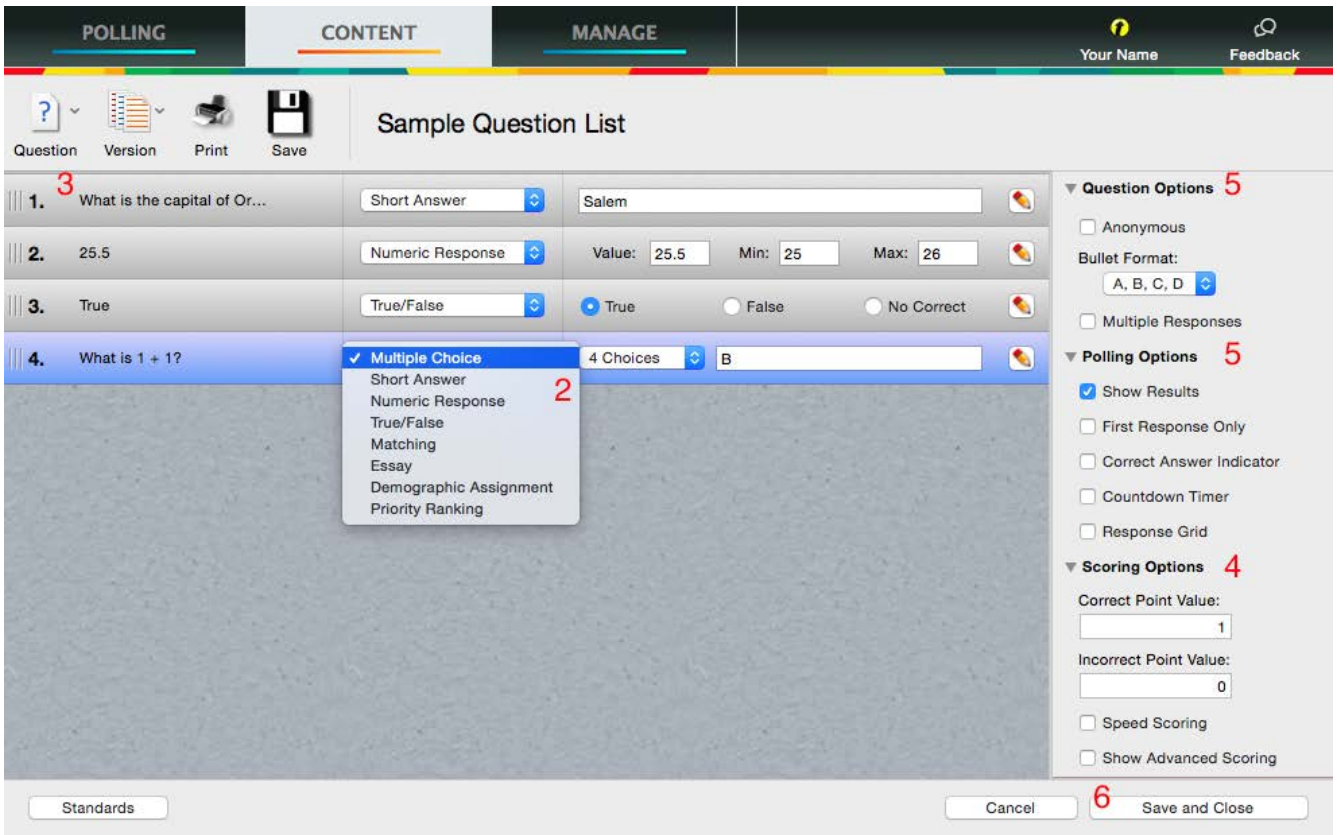
Creating/Editing Questions in TurningPoint

Once you save your settings and preferences in the pop-up window. You will be guided into the question list overview that contains each individual question as seen below.

Navigation summary for creating/editing a Question List



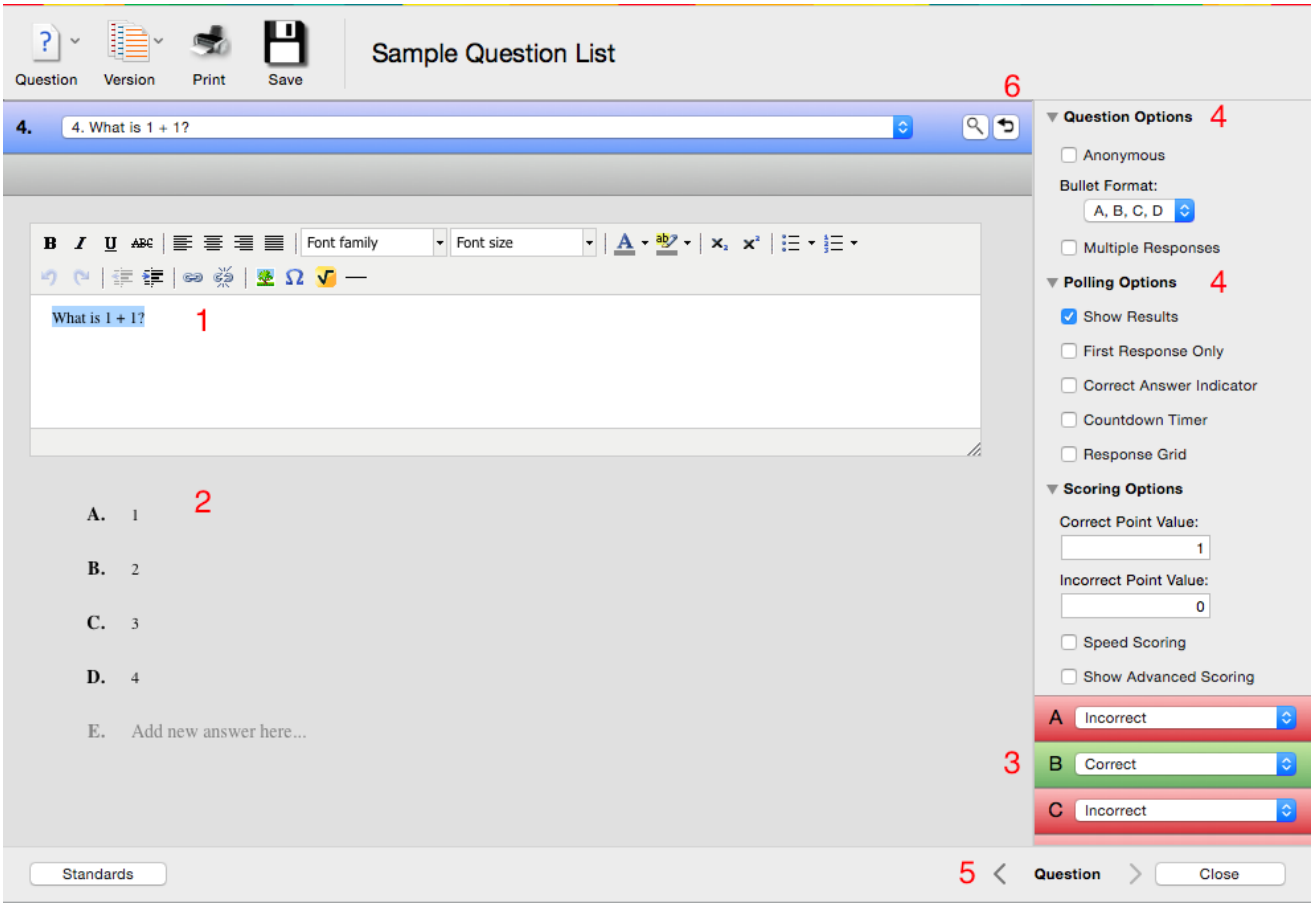
1. To add (or delete) a question, click on the Question button and select add (or delete).



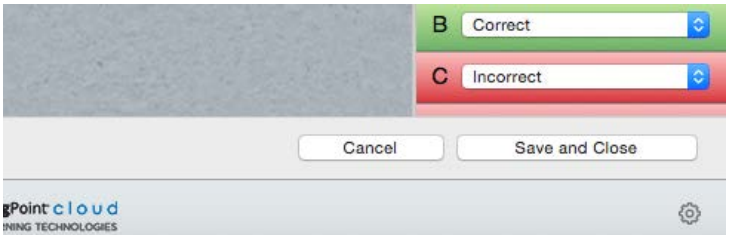
2. For each question, you can select what type of question you want for your presentation and how many answer choices there can be.
3. Double click the question itself to expand and show the fields, where you can type in a question and the answers.
4. Points can also be allotted with a *correct* answer under **Scoring Options**.
5. You **must select a correct answer** for points to apply to a question.
6. You can also edit the **Question options** and **Polling options** for each question.
7. Once you are complete with your question list click *Save* and *Close*.

Entering/Editing Individual Questions and Answers

When you double click the question or the **edit button** on the right of each question ( ). You will be able to edit each individual question and their answers.



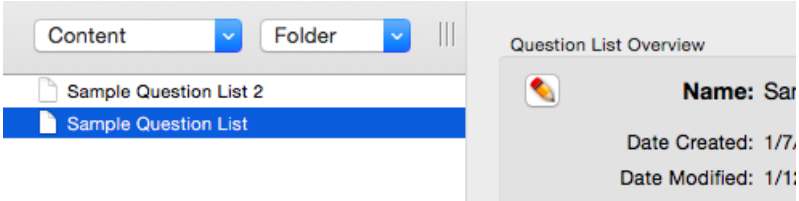
1. You can enter your Question here.
2. You can enter your Answer choices here.
3. Indicate the *Correct* answer under **Scoring Options**. By default, all the other answers will invert to *Incorrect*. You may also assign a specific amount of point values for a *Correct* or *Incorrect* answer.
   ***Points only apply if you selected a correct answer. If the question is left empty, it won't have a grade value.**
4. There are also additional features that can be configured such as **Polling Options** and **Question Options**.
5. To navigate through different questions, there are back and forth arrows at the bottom right of the window.
6. When done editing question, you can click *Close* or the back-arrow button ( ) top-right of the window.



7. After all the questions have been completed and you are back in the question list overview, you may click *Save and Close* located at the bottom-right of the window.

Renaming your Question List

When you have saved your question list(s) and decide to change the name or description. Proceed to the *Content* tab and click on your question list, then the edit button ( ) to rename the question list name and description.

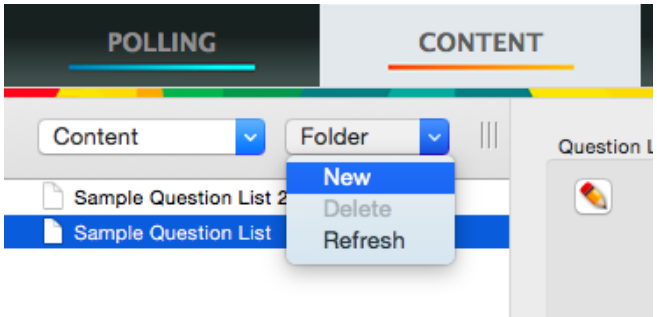


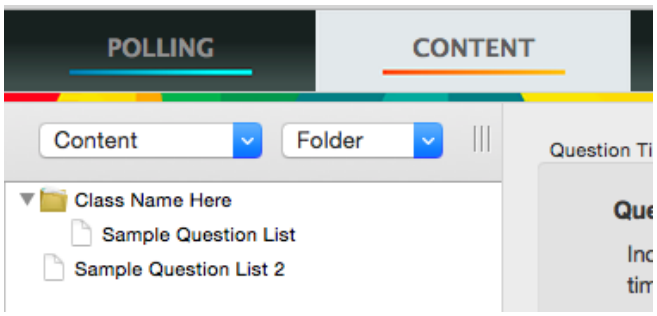
Creating a new folder for Question List(s)

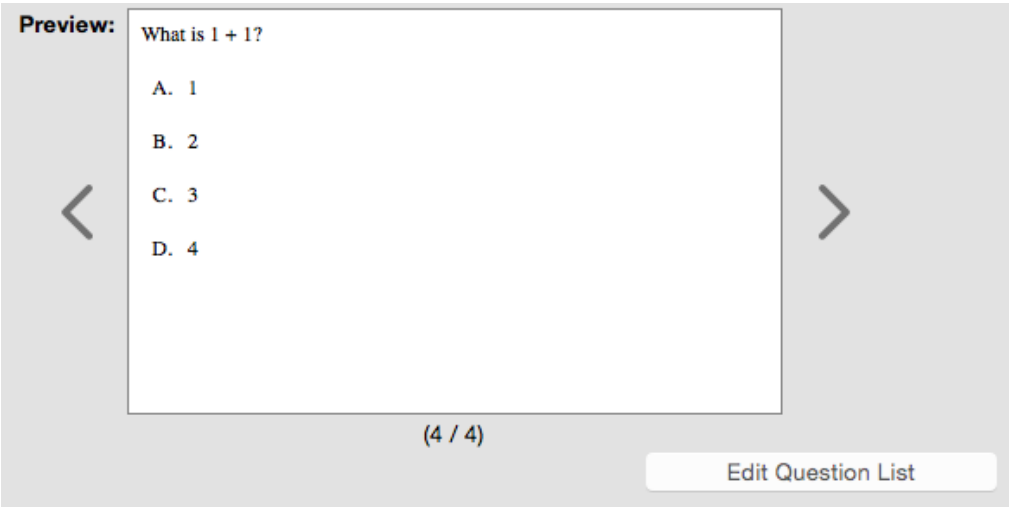
Navigate to the *Folder* dropdown and select *New*, then give the appropriate name to the folder.

To organize question lists for certain courses in an orderly fashion, you may create a folder with the name of the course. Then click-and-drag the question list(s) that are relevant to the folder.

The example here shows that "Sample Question List" is in the Class Name Here folder. But "Sample Question List 2" is not in the folder.







Reviewing your Question List

If you would like to review your question list, navigate to the *Content* tab and select the designated question list. Then to the right should be a preview window where you can use the left and right arrow buttons to move between questions.

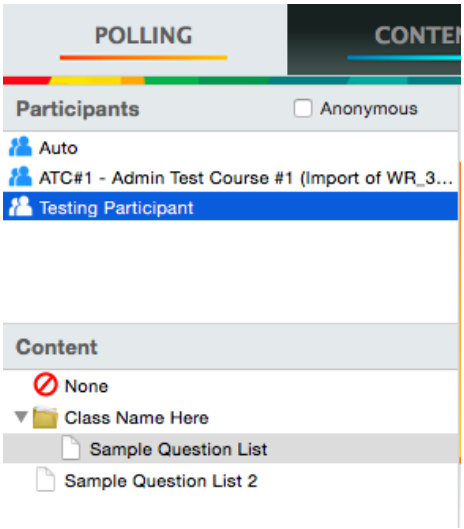
If there is a need to Edit the question list, just select the **Edit Question List** button on the bottom right of window and make changes accordingly.

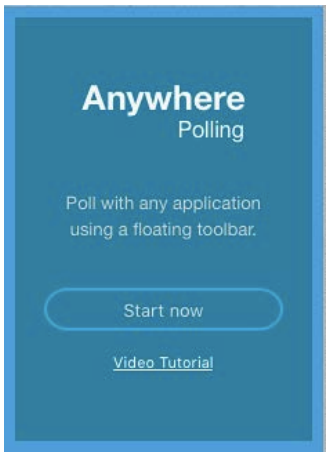
7. Polling Students with Anywhere Polling

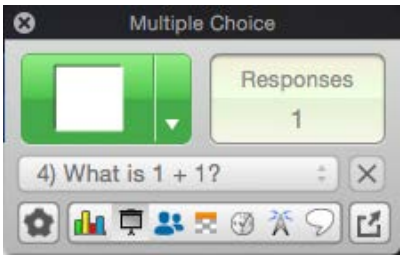
7.1. Anywhere Polling with a Question List

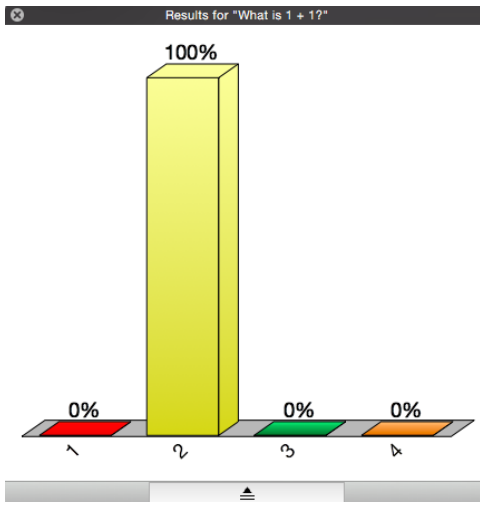
After you have downloaded your *Participant list* and created your *Question list*. You can start your *Polling* session by following the steps below:

1. Navigate to the Polling tab.
2. Under the *Participants* window on the left, select the appropriate **Participant List**.
3. Then under the *Content* window, select the appropriate **Question List**.
4. Click the **Anywhere Polling** option.









5. You should see a show bar with a **Start** button.
6. Click the Start button and it will start polling with your *Question* list.
7. When you have collected all the responses for one question, you may click the **Stop** button to display the results.
8. Once you're done polling you should see a bar graph pop up. If not you can click on the graph icon () in the polling window.

Anywhere Polling Show Bar options

Options – This button serves to Save a session or Reset the session and it also lists other options.

Chart – Toggle switch to display/hide the response graph of responses.

Presentation – Toggle switch to display/hide the question list presentation.

Response Display - Toggle switch to display/hide responses per device for the poll.

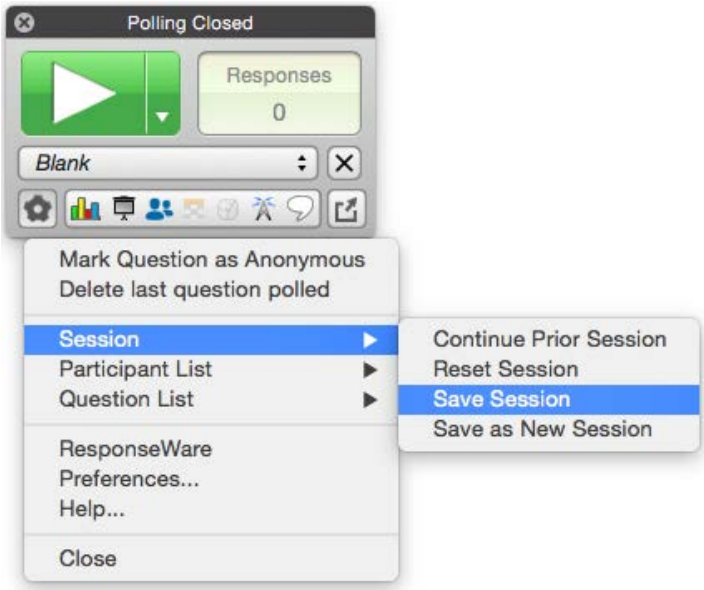
Response Grid - Toggle switch to display/hide a grid to see if the response was received from device.

Countdown Timer - Toggle switch to display/hide the countdown timer.

Connection Info - Toggle switch to display/hide the channel number.

Display Messaging Window - Toggle switch to display/hide the messaging window.

Minimize Show Bar - Toggle switch to minimize/maximize the show bar.



Saving the session for Anywhere Polling

When you are done polling, you may save your session by clicking on the **Options** () and select **Session > Save Session**.

Once you click Save Session, by default your session will be saved in the Sessions Folder on your Turning Technologies flash drive with the date and time of the session.

Note: If you forget to save your session, the TurningPoint software will prompt you to save the session whenever you try to close it.

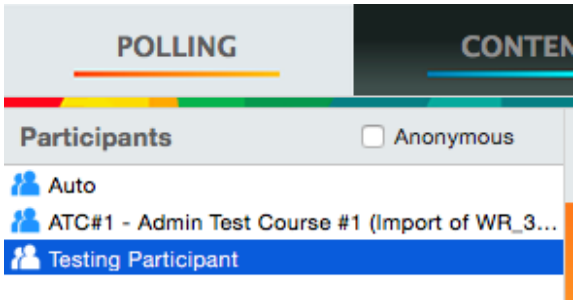
7.2. Polling Over a Different Application

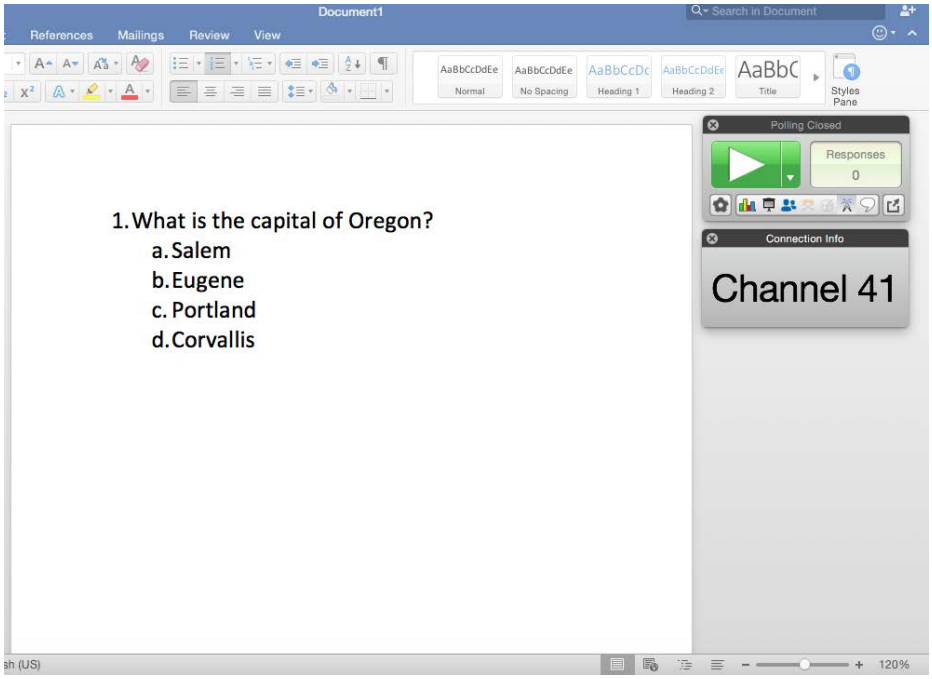
We can use TurningPoint Anywhere Polling over any application such as Word, Keynote, and Prezi. Make sure you open your presentation before you start polling.

1. Select your participant list

First import your participant list into the TurningPoint software from Canvas.

Select the appropriate participant list.





2. Open the presentation and choose anywhere polling

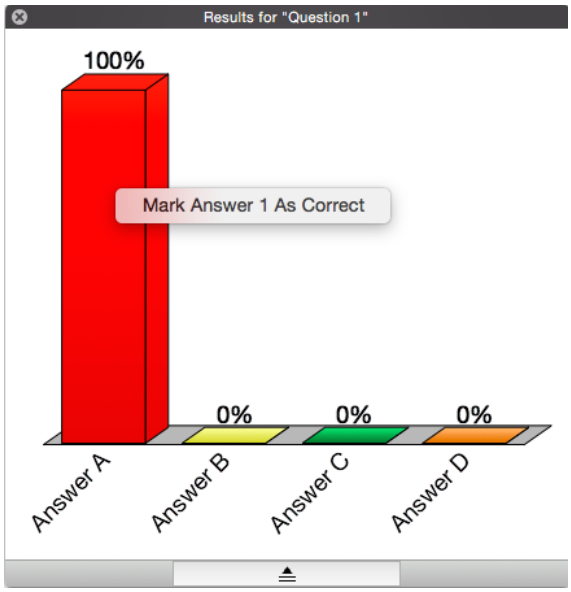
Open the document with your application **(e.g. MS Word, Keynote, Prezi, Webpage, etc.)** that you are using for your presentation. Under the Polling tab, click on Anywhere Polling and a show bar will pop up.

3. Start the Polling

When your audience is ready to respond, click the **Start** button () on the show bar and it will start collecting responses. When all of the responses are collected, click **Stop** () to close the polling and display the results for the polling.

4. Displaying the correct answer

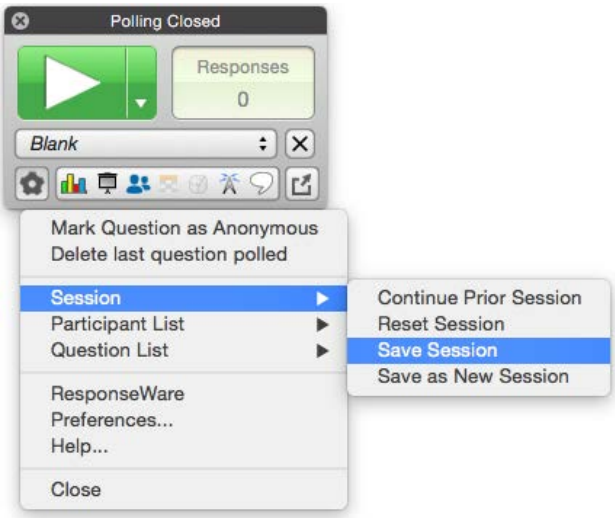
When the Polling is closes, the results will be displayed graphically in a bar chart. You may *right click the correct answer*, as to **mark the answer** as correct.



If the bar chart disappears, you may click on the Charts button ( ), which will display the bar chart results.

5. Saving the Session for Polling with other applications

When you are done polling, you may save your session by clicking on the **Options** ( ) and select **Session > Save Session**.

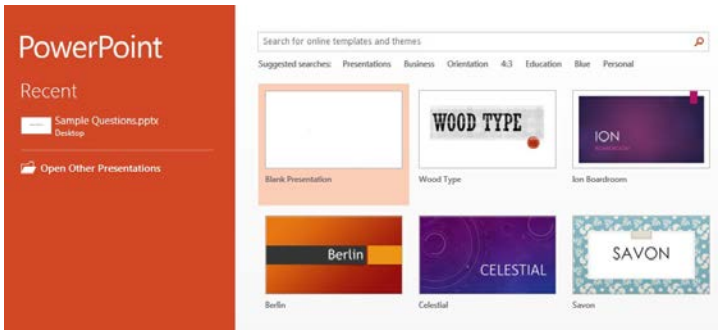


Once you click Save Session, by default your session will be saved in the Sessions Folder on your Turning Technologies flash drive with the date and time of the session.

Note: If you forget to save your session, the TurningPoint software will prompt you to save the session whenever you try to close it.

8. Creating PowerPoint slides in TurningPoint

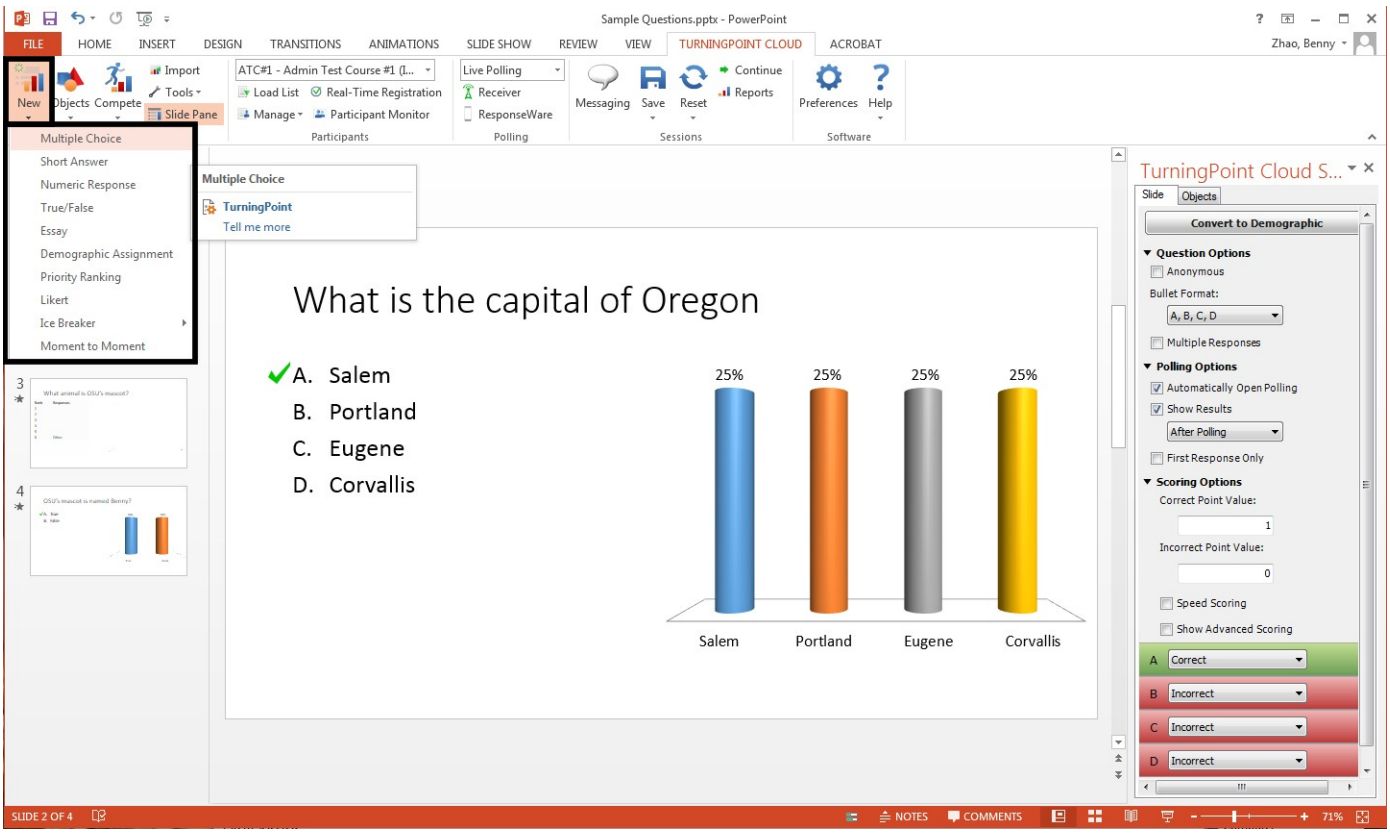
8.1 Create a New PowerPoint in TurningPoint



Open TurningPoint software. Navigate over to the *Polling* tab in the *Dashboard*.

Select your **participant list** and click on **PowerPoint Polling**.

Select a Blank Presentation and then navigate to the **TurningPoint tab** which should be on the right of the View tab.

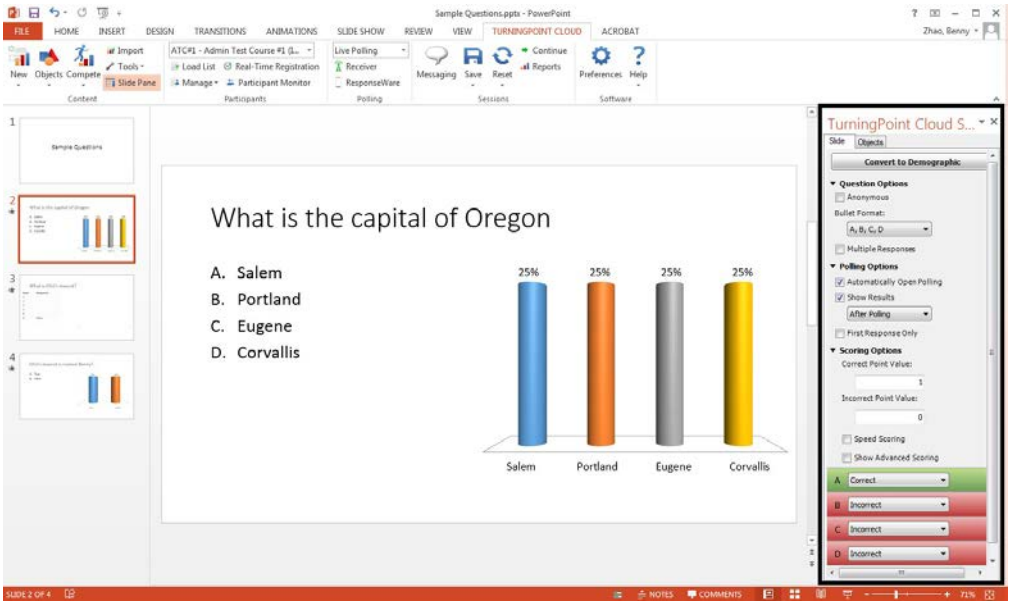


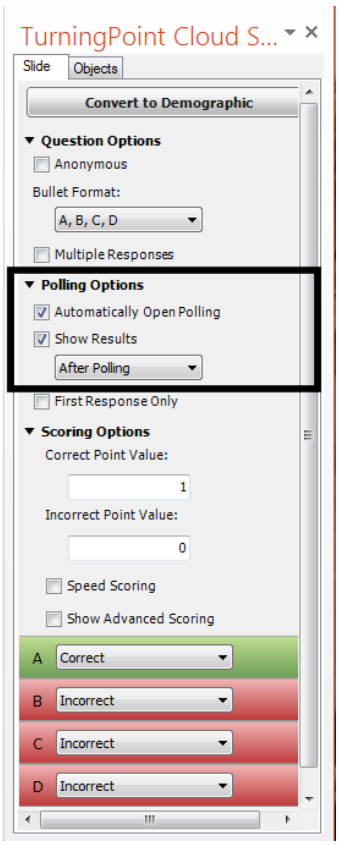
8.2 Entering a New Question

In the top-left of the TurningPoint tab should be a **New** dropdown menu.

Click on the New dropdown menu and you should see a list of different types of questions you can create.

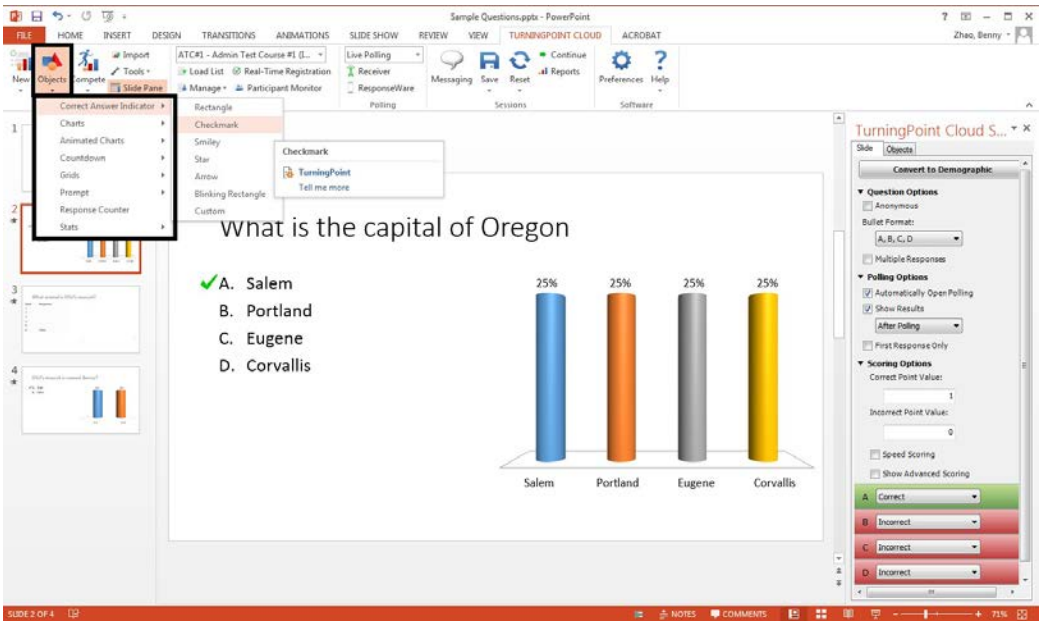
Select **Multiple Choice** and a new slide should be displayed where you can enter your question and answer choices that correspond with a bar graph on the right side.





In the right panel of the PowerPoint window is where you may adjust the Question Options, Polling Options and Scoring Options.

Under **Polling Options** you should have *Automatically Open Polling* and *Show Results: After Polling* check marked. Then under **Scoring Options** you may enter the point value the question is worth and be sure to select the correct answer.



8.3 Choosing to indicate the correct answer

You may select different object options under the **Objects** dropdown button. Such as the **Correct Answer Indicator** > Checkmark will display a checkmark next to the correct answer when you're done collecting responses.

9. Polling Students with PowerPoint Polling

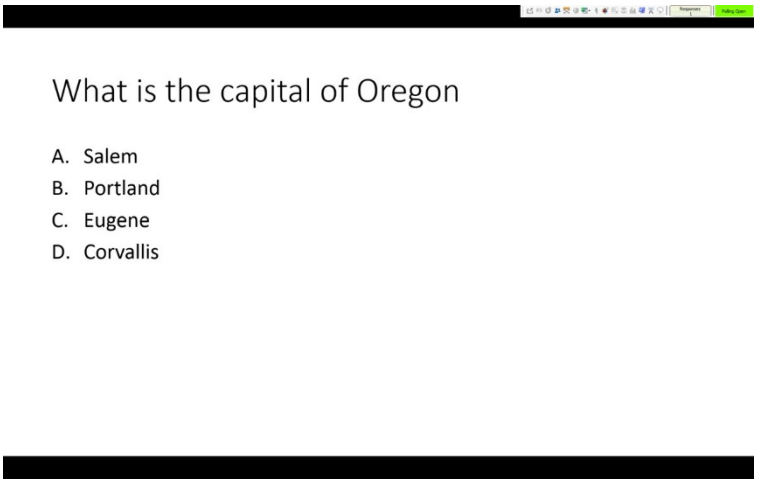
9.1 PowerPoint Polling with TurningPoint made slides

After you have downloaded your *Participant list* and created your *PowerPoint Slides*. You can start your *Polling* session by following the steps below:

1. Start your PowerPoint Presentation

Initiate PowerPoint by clicking on the PowerPoint Polling in the TurningPoint window. Then find your PowerPoint by clicking on File, Open, and then select your prepared PowerPoint.

Reset your session so you can clear results from last session. You may start your PowerPoint slides and press the right-arrow key to proceed.



2. Polling in Presentation

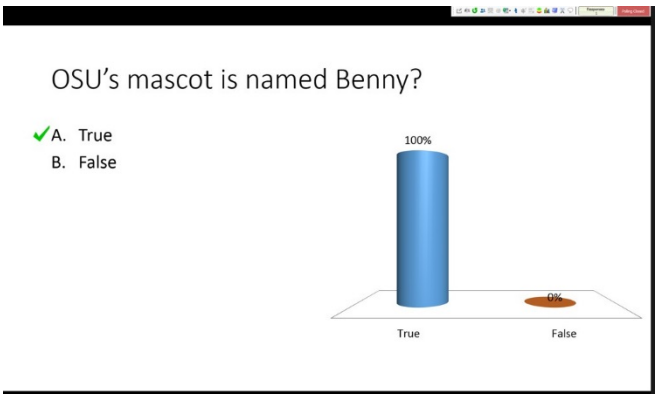
When you reach your first question slide, there should be a **Show Bar** that automatically appears in the top right of your screen.

The Show Bar should be green and receiving polls, if not then you may click on the re-poll button ( ) to restart the polling of the current slide.

3. End Poll and Indicate Correct Answer

Once you have collected enough responses, by *pressing the right-arrow key* on your keyboard will End the Polling. When the poll is closed it will turn red and say **Polling Closed**. Then there should also be a bar graph displaying the results of the poll.

*If you chose the correct answer indicator option from previous steps; you should get your correct answer indication if you press the right-arrow key again.



PowerPoint Polling Show Bar options

Minimize Showbar – This button minimizes the showbar.

Response Count – Toggle switch to display count of responses.

Repoll Question – This button let's you Re-poll the question if needed.

Response Display --- Toggle switch to display/hide responses per device for the poll.

Response Grid --- Toggle switch to display/hide a grid to see if the response was received from device.

Countdown Timer --- Toggle switch to display/hide the countdown timer.

Insert New Question – This button lets you add a new question.

Attendance --- Toggle switch to display/hide the attendance window.

Set Anonymous – This sets the users to be anonymous.

Delete last question polled – Deletes the last polled question.

Data Slice – Display only the section of responses from previous slides.

View Original Chart – Returns to original chart appearance after Data Slice or Response Count.

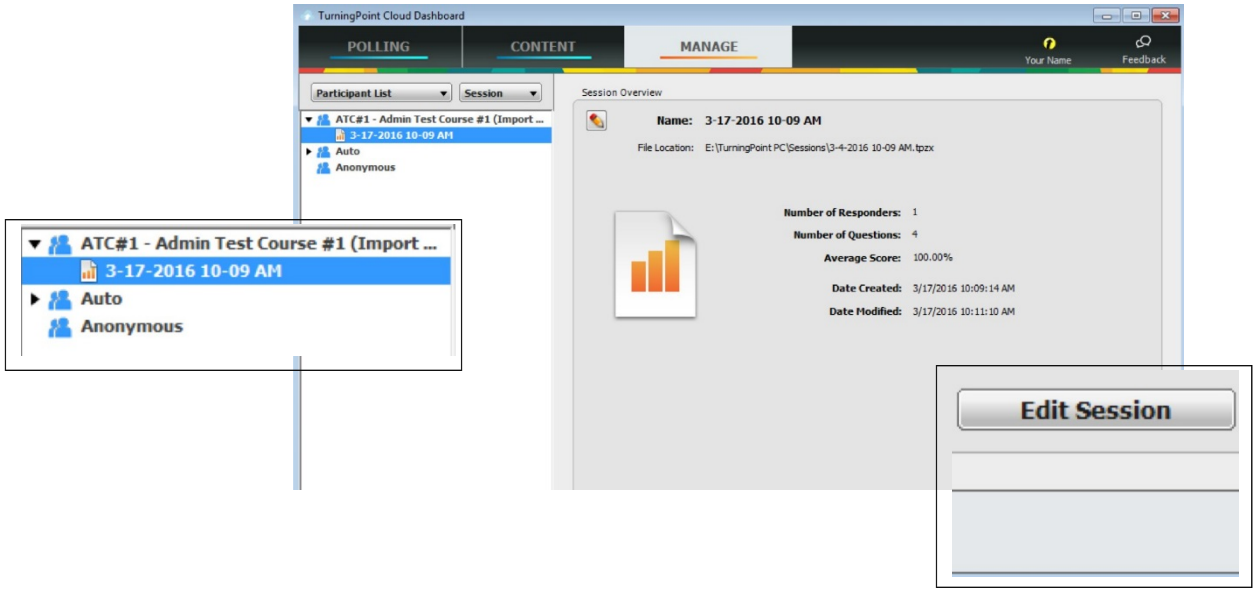
Display Participant Monitor – Opens the participant monitor.

Connection Info – Shows the connection information.

Display messaging – Displays the messaging window.

10. Managing Data Sessions

10.1. Managing a Session after Polling



1. Select a session to load

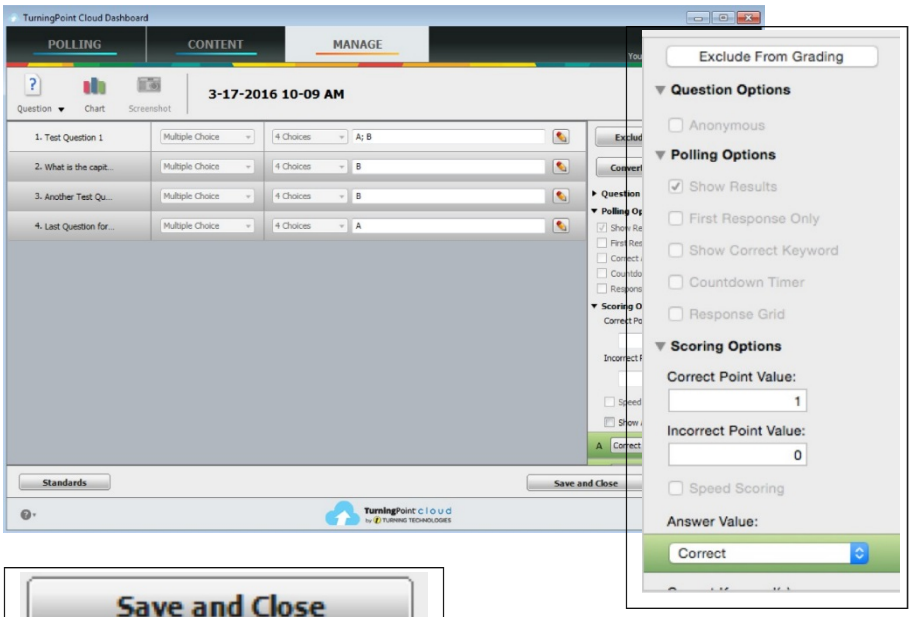
Navigate to the **Manage** tab and click on the black triangle next to a participant list to view the session files associated with it.

Select a session under the participant list and click **Edit Session**. This will open a new window with the session's information.

2. Edit a saved session file

You may click on any question and use the toolbar on the right side of the window to:

1. Change answer to correct or incorrect
2. Change the point value for correct answer
3. Exclude the question from be graded

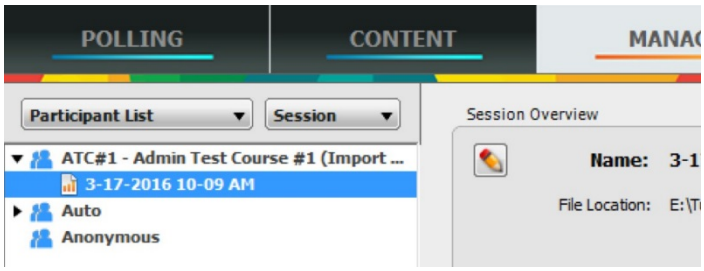


After you're done, you may click on **Save and Close.** The changes are only made to the selected session in the specific participant list.

10.2. Renaming Session and Generating Reports

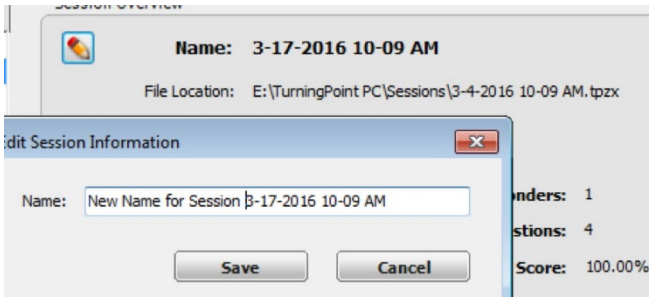
1. Select the appropriate Participant List and Session

Start by navigating to the **Manage** tab and selecting the correct participant list and correct session. A black arrow next to a participant list indicates there is a session associated with it.



2. Editing name of the session

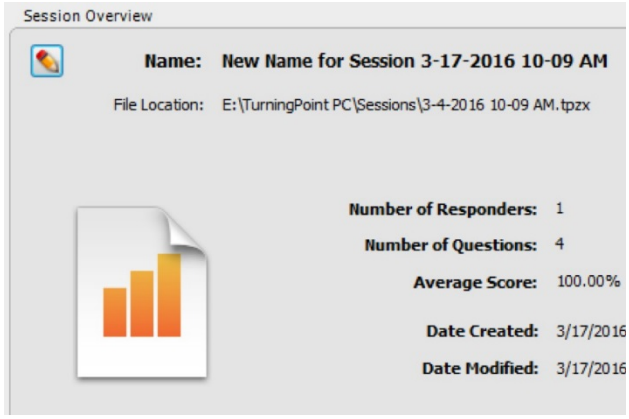
To rename your session, click the **Edit** ( ) button and save it. Review the information in your Session Overview and make sure it is correct.



3. Generating the session reports

After checking the information of your session, click on **Reports** to generate a report.

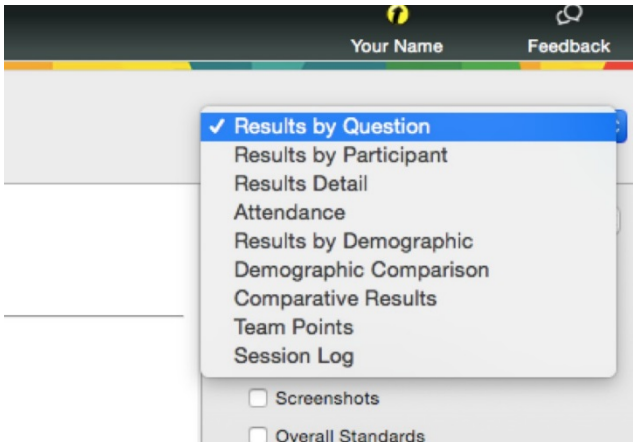
If you realize that there were mistakes in the questions or answers, you may make changes by clicking on **Edit Session**, and then re-generate the Report. The changes should take effect in the new report.



4. Managing session reports

Within the reports, you may select different types of reports by clicking the dropdown menu in the top-right of the window (**Results by Question).**

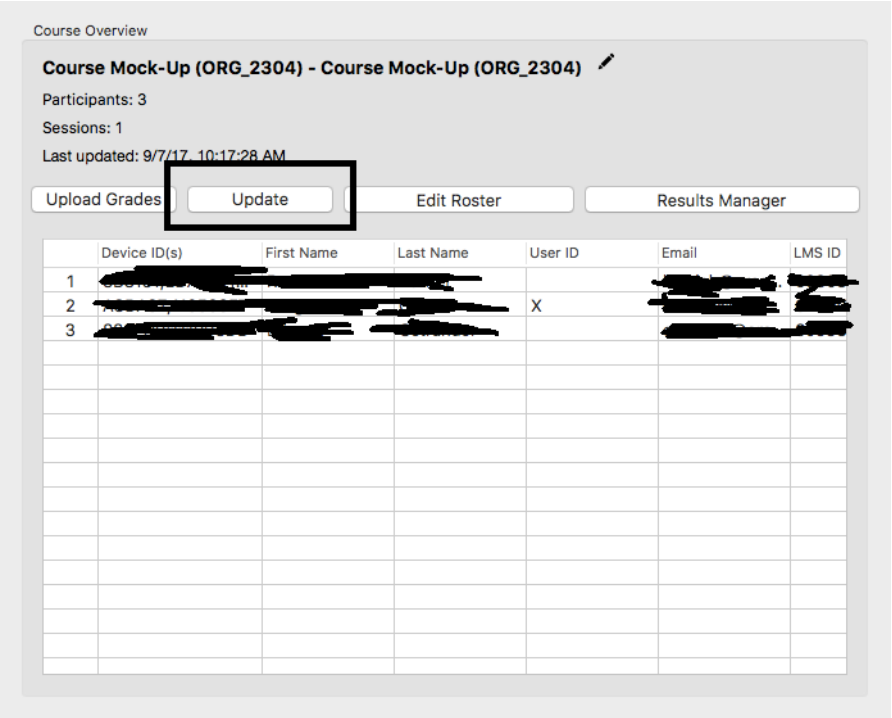
The reports are defaulted to Results by Question but you may choose a different one if desired.



To export a report, click **Export**, choose **Excel**, and then **Export Workbook**. A copy of the report will be saved in Excel format to your session folder on the flash drive.
***Excel is required to export a report**.

Click **Close** on the bottom-right to exit when done.

11. Updating Participant List

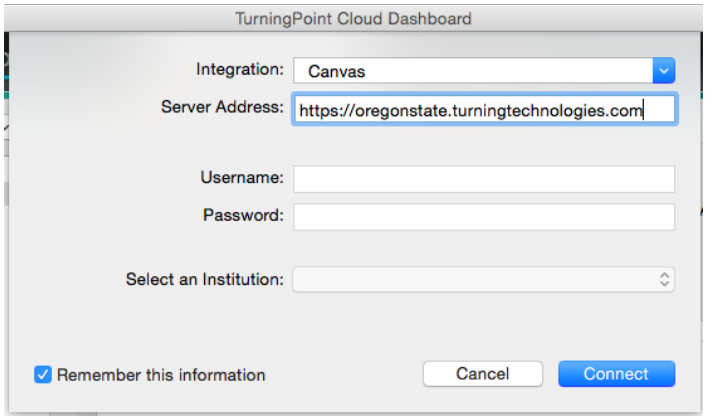


1. Updating the Participant List

In the Participant List Overview, select **Update.**

This will ensure that your participant list is the most recent from Canvas.

2. Connecting to Canvas with Credentials



Click on the *Integration* dropdown menu and select **Canvas** as your LMS.

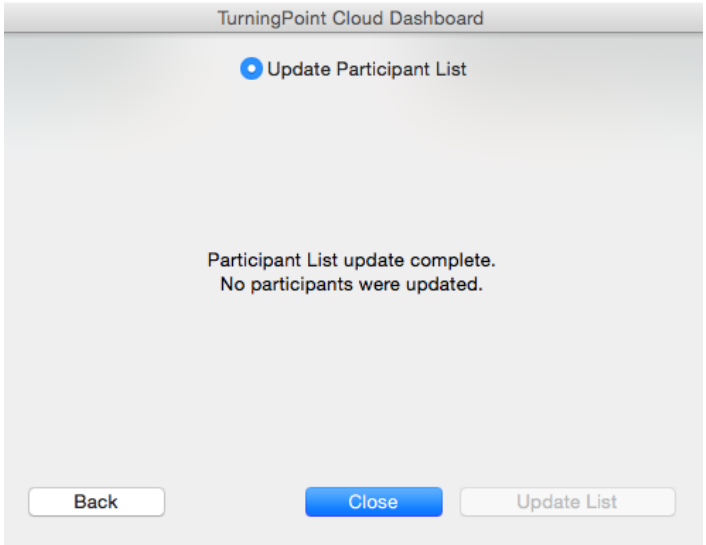
Enter the server address as:
https://oregonstate.turningtechnologies.com

Select Remember this information so you don't need to re-type the server address.

Click **Connect** and a pop-up window should come up.

Enter your **ONID Username** and **ONID password** in the username and password fields.

Click **Authorize** and a new pop-up window to **Update Participant** should come up.

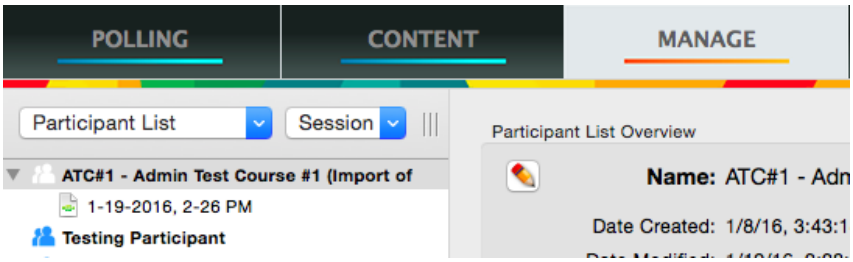


Select the appropriate participant you would like to update and click **Update List**.

Exporting session results to Canvas

1. Exporting sessions to Canvas

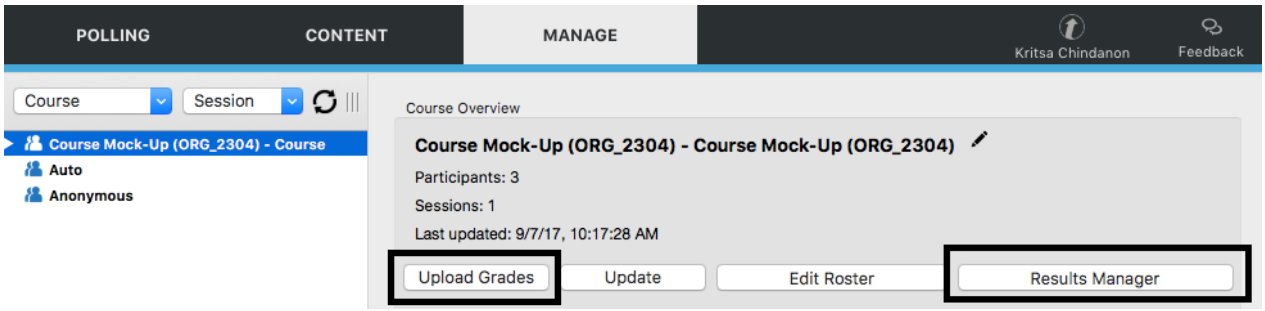
Once you finish viewing your reports, close your session so that you are back to the **Session Overview** window. Now select the **Participant List** where your session is located.



2. Participant List Overview

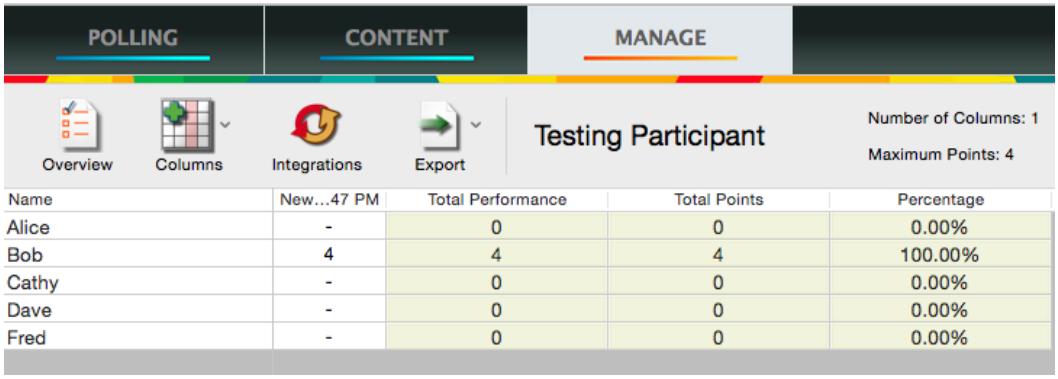
Once you click the Participant List, you should be able to review the information on the right-side (**Participant List Overview**).

When done reviewing, you can upload grades to Canvas using either **Upload Grades or Results Manager**. If you choose "**Upload Grades**", a window should pop up for you to **Connect to Integration** (Proceed to step 4).



3. Results Manager

In the Results Manager, you should see a summary of all your sessions. When done reviewing the session information and point distributions, click on **Integrations** at the top.



Name	New...47 PM	Total Performance	Total Points	Percentage
Alice	-	0	0	0.00%
Bob	4	4	4	100.00%
Cathy	-	0	0	0.00%
Dave	-	0	0	0.00%
Fred	-	0	0	0.00%

A window should pop up for you to **Connect to Integration**.

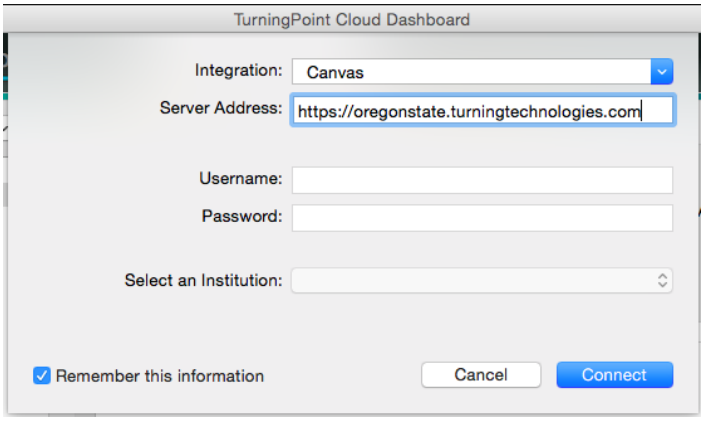
4. Connecting to Integration (Canvas)

Click on the *Integration* dropdown menu and select **Canvas** as your LMS.

Enter the server address as:
https://oregonstate.turningtechnologies.com

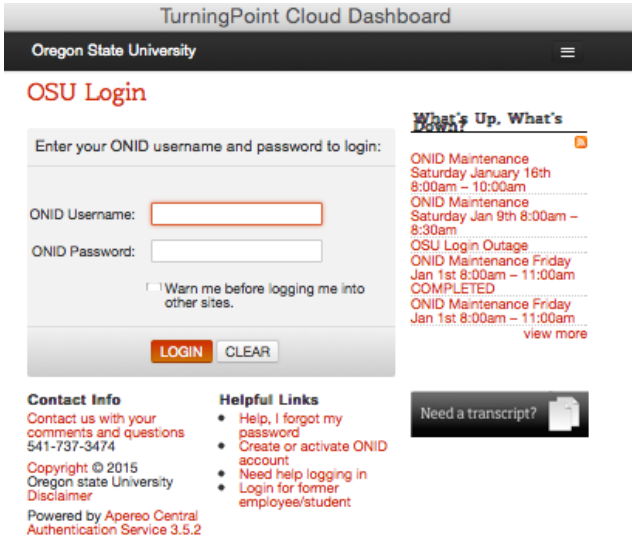
Select Remember this information so you don't need to re-type the server address.

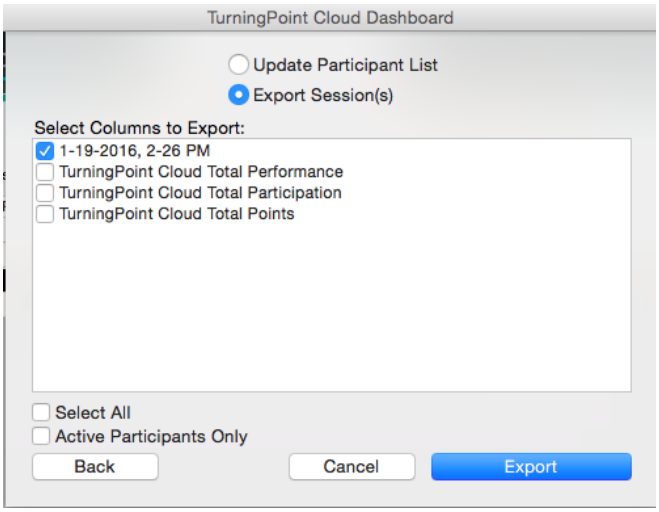
Click **Connect** and a pop-up window should come up.

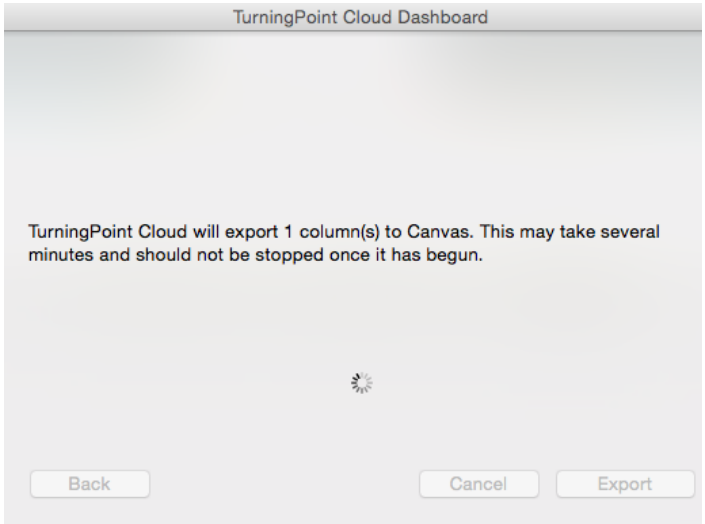


Enter your **ONID Username** and **ONID password** in the username and password fields.

Click **Authorize** and a new pop-up window to update participant or **Export Session** should come up.







5. Exporting the Sessions to Canvas

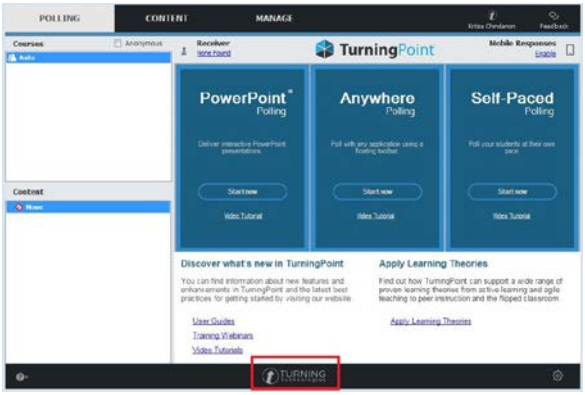
Choose **Export Session(s)** and select the sessions (columns) you would like to transfer to Canvas and then click on *Export*. This will create a new column(s) in the grade center of Canvas.

Updating the Software

1. Initiate the Update

Click on the **TurningPoint logo** near the bottom of the window.

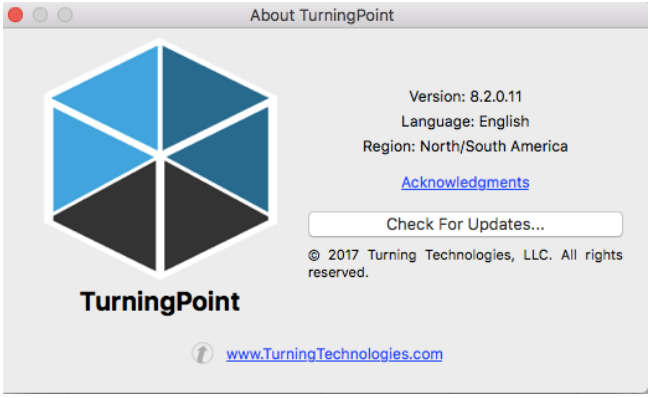
Then a pop-up window should show you the version of TurningPoint software you currently have.



2. Checking for Updates

Click on **Check For Updates…**

If there is a new update, you should see the window that has the new update version.

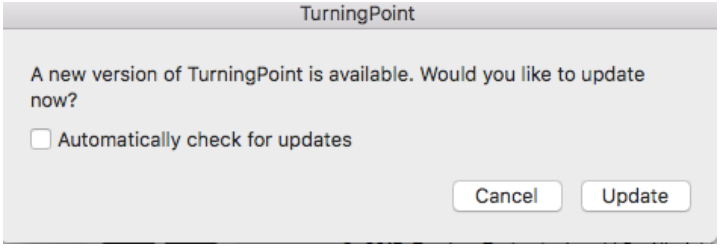


3. Installing the Update

Click **Install Update**.

Just wait for the software to update by itself.

Once the update is done it will prompt you to relaunch, click on **Install and Relaunch**.



4. Relaunch to Finish the Update

When the software relaunches, you should see the login screen for the TurningPoint software.

*To check if your software updated, redo the steps to updating the software and if it says that your software is up to date, then you have the newest software.