TurningPoint for Mac
User Guide

Version 5.2
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1 Welcome to TurningPoint! ...................... 8
   What's New in TurningPoint 5 .................. 9
   Technical Requirements ...................... 10
      Requirements for Software and Hardware ...... 10
      Compatible Devices ......................... 10
   Getting Started .............................. 11
      Download and Setup ........................ 11
         Downloading TurningPoint ................ 11
         Opening TurningPoint ..................... 12
      Configuring Automatic Updates .............. 12
   Device Setup .................................. 13
      Changing the Channel on the Receiver ........ 13
      Locking the Receiver Channel ............... 14
      Setting Up ResponseWare .................... 15
      Testing the Polling Connections ............ 17
      Pairing a PresenterCard ..................... 19
      Migrating Previous Turning Technologies Files .... 21
      Importing Participant Lists ................ 21
      Importing Session Files ..................... 22
      Importing Question Lists or Answer Keys .... 22

2 Content ........................................ 24
   Managing Content ............................. 25
      Organizing Content Into Folders .......... 25
      Exporting Content .......................... 26
      Importing Content .......................... 27
      Deleting Content ............................ 28
      Refreshing Folder Content .................. 28
   Question Lists ................................. 29
      Creating a New Question List ............... 29
      Question Types and Options ................. 31
         Multiple Choice .......................... 32
         Short Answer .............................. 33
         Numeric Response .......................... 35
         True/False ................................. 37
         Matching .................................. 38
         Essay ....................................... 40
         Demographic Assignment ................. 41
         Priority Ranking ......................... 42
      Editing Question List Content .............. 43
      Updating Question Preferences within the Question List Editor .... 46
      Importing Questions Into a Question List ...... 47
      Applying New Question List Preferences to Existing Questions ........ 49
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing a Question List</td>
<td>50</td>
</tr>
<tr>
<td>Versions for Self-Paced Polling</td>
<td>51</td>
</tr>
<tr>
<td>Adding a Version</td>
<td>51</td>
</tr>
<tr>
<td>Editing a Version</td>
<td>53</td>
</tr>
<tr>
<td>Renaming a Version</td>
<td>54</td>
</tr>
<tr>
<td>Deleting a Version</td>
<td>55</td>
</tr>
<tr>
<td>Standards</td>
<td>56</td>
</tr>
<tr>
<td>Downloading Standards</td>
<td>56</td>
</tr>
<tr>
<td>Assigning Standards Using a Downloaded Standards List</td>
<td>58</td>
</tr>
<tr>
<td>Creating a Custom Standards List</td>
<td>59</td>
</tr>
<tr>
<td>Assigning Standards Using a Custom Standards List</td>
<td>61</td>
</tr>
<tr>
<td>3 Participant Lists</td>
<td>63</td>
</tr>
<tr>
<td>Creating Participant Lists</td>
<td>64</td>
</tr>
<tr>
<td>Manually Creating a Participant List</td>
<td>64</td>
</tr>
<tr>
<td>Downloading a Participant List from an Integration</td>
<td>66</td>
</tr>
<tr>
<td>Modifying Participant Lists</td>
<td>68</td>
</tr>
<tr>
<td>Editing Participant List Information</td>
<td>68</td>
</tr>
<tr>
<td>Importing a CSV or TXT File</td>
<td>69</td>
</tr>
<tr>
<td>Exporting to a CSV, HTML or Template File</td>
<td>70</td>
</tr>
<tr>
<td>Importing a Template File</td>
<td>71</td>
</tr>
<tr>
<td>Demographics</td>
<td>72</td>
</tr>
<tr>
<td>Adding Demographics to a Participant List</td>
<td>72</td>
</tr>
<tr>
<td>Editing Demographics in a Participant List</td>
<td>73</td>
</tr>
<tr>
<td>Removing Demographics from a Participant List</td>
<td>73</td>
</tr>
<tr>
<td>Managing Participant Lists</td>
<td>74</td>
</tr>
<tr>
<td>Changing a Participant List Name</td>
<td>74</td>
</tr>
<tr>
<td>Exporting Participant Lists</td>
<td>75</td>
</tr>
<tr>
<td>Importing Participant Lists</td>
<td>75</td>
</tr>
<tr>
<td>Duplicating a Participant List</td>
<td>76</td>
</tr>
<tr>
<td>Printing a Participant List</td>
<td>77</td>
</tr>
<tr>
<td>Deleting a Participant List</td>
<td>78</td>
</tr>
<tr>
<td>4 Preferences</td>
<td>80</td>
</tr>
<tr>
<td>Opening the TurningPoint Preferences</td>
<td>81</td>
</tr>
<tr>
<td>Software</td>
<td>83</td>
</tr>
<tr>
<td>Administration</td>
<td>84</td>
</tr>
<tr>
<td>Shortcut Keys</td>
<td>85</td>
</tr>
<tr>
<td>Connections</td>
<td>86</td>
</tr>
<tr>
<td>Response Devices</td>
<td>87</td>
</tr>
<tr>
<td>PresenterCard</td>
<td>88</td>
</tr>
<tr>
<td>PresenterWare</td>
<td>88</td>
</tr>
<tr>
<td>PowerPoint</td>
<td>90</td>
</tr>
<tr>
<td>Charts</td>
<td>91</td>
</tr>
<tr>
<td>Questions</td>
<td>92</td>
</tr>
</tbody>
</table>
6 Anywhere Polling ...................... 144
Polling ........................................ 145
  Running a Session ......................... 145
About the Anywhere Polling Showbar .... 147
About the Chart Window .................. 149
Quick Poll Question Types ................ 151
Marking a Question as Anonymous ...... 154
Using the Real-Time Registration Tool .. 154
Messaging ..................................... 156
Sessions ....................................... 157
  Saving an Anywhere Polling Session ... 157
Resetting an Anywhere Polling Session 158
Continuing a Prior Anywhere Polling Session .... 158

7 Self-Paced Polling ................. 159
Setting Up Self-Paced Polling .......... 160
Viewing the Compact Mode ........... 161
Manually Setting a Timer ............ 161
Polling ........................................ 163
  Self-Paced Polling ....................... 163
Viewing the Live Results Monitor ... 164
Sessions ....................................... 167
  Saving a Self-Paced Polling Session 167
Resetting a Self-Paced Polling Session 168
Continuing a Self-Paced Polling Session ... 168

8 Sessions ................................. 169
Individual Session Management ........ 170
  Importing Sessions ....................... 170
Exporting Sessions ....................... 171
Extracting Session Information ...... 172
Creating a Participant List from an Auto Session .... 173
Merging Sessions ......................... 174
Deleting Sessions ......................... 175
Changing a Session Name ............. 176
Editing a Session ......................... 176
Results Manager .............................. 180
  Overview .................................. 181
    Opening the Results Manager Overview ... 181
    Adding a Manual Grade Column .......... 185
    Reordering the Session Columns ...... 186
    Overwriting Session Scores ........... 188
Sessions ..................................... 188
  Excluding a Session ..................... 188
Setting Session Performance Points .... 189
10 Contact Us ................................. 227
   Online Assistance ............................. 227
   Customer Support ............................ 228

11 Glossary ................................. 229
Welcome to TurningPoint!

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:

- Mac OS X 10.6 or higher
- Microsoft Office 2011 (for PowerPoint Polling and viewing exported reports in Excel)
- Intel processor 2GHz or higher
- 512 MB RAM
- 70 MB hard disk space
- Standard USB 2.0 port (for USB-based hardware devices)
- Ethernet or 802.11 compatible wireless network card required if ResponseWare is in use
- Java 6 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)
- 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* before downloading TurningPoint.

**How to download TurningPoint...**

2. Click *TurningPoint* and then click the link to download the Mac 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

The TurningPoint software is downloaded as a DMG file.

How to open TurningPoint...

1  Double-click the DMG file.

2  Drag and drop the TurningPoint icon to the Applications folder.

   Note
   It is recommended to create an alias and add it to the Dock.

3  Double-click TurningPoint.

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.

How to configure automatic updates...

1  Open TurningPoint.

2  Click the TurningPoint logo located on the bottom of the Dashboard.

   The About TurningPoint window is displayed.

   About TurningPoint

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   Check for Updates...  Privacy  License Agreement

   www.TurningTechnologies.com

   TurningPoint
   Version: 5.2.0.3037
   Languages: English
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 once every 24 hours. Users may experience a 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 response devices (ResponseCards) that communicate through a receiver or the internet with web enabled devices (ResponseWare). A list of the compatible devices can be found on page 10.

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.

**How to change the channel on the receiver...**

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.

**Next Steps**

Once the receiver has been setup it is now possible to begin *Testing the Polling Connections*. 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 down the channel to prevent users from changing channels in shared environments.

**How to lock the receiver channel...**

1. Open TurningPoint as the **Administrator**.
2. Click **Preferences** in the bottom right corner.
3. Select **Connections**.
4. In the ResponseDevices section, select the desired **channel** and, optionally, select **Force Channel Change**.
5. Click **Lock Receiver Channels**.

---

**Lock Receiver Channels**

![Image of Lock Receiver Channels window]
6 Click Close.

Note
To remove the channel lock, run TurningPoint as the Administrator and click 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.

How to setup ResponseWare...

1 Click Click to Connect below ResponseWare.

   The ResponseWare window opens.

   ResponseWare

2 Enter the ResponseWare Username and Password in the fields provided.
3 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 login to the session with their Participant ResponseWare account.

4 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.

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

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

6 Click **Login**.

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

   **ResponseWare Web - License Agreement**

   ![License Agreement Window]

   a **Check** 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.

   **ResponseWare**

   ![ResponseWare Window]
7 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.

**Next Steps**

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 device receiver is properly installed and the compatible response device to be tested is available.

**How to test the polling connections...**

1 If using ResponseCards, **plug in** the receiver, open **TurningPoint** and click on the channel number below **Receiver**. If using ResponseWare, open **TurningPoint** and click on the **Session ID** below **ResponseWare**.
The Preferences window opens.

**TurningPoint Preferences Window**

2 Click **Test**.

The Polling Test window opens.

**Polling Test**

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 the same channel, the response will appear in the polling test.

![Polling Test - Responses Received](image)

4. When finished with the polling test click **Close**.

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.

**How to pair a PresenterCard...**

1. **Plug in** the receiver and open **TurningPoint**.

2. Click the **channel number** below **Receiver**.
The Preferences window opens.

### TurningPoint Preferences Window

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.

### Pair PresenterCard

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.

Next Steps

For information on how to configure the programmable buttons, see PresenterCard in Chapter 4: Preferences on page 88.

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 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

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.

How to import existing participant lists...

1. Select the Manage tab.
2. Click Participant List 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.

**How to import sessions from another location...**

1 Select the **Manage** tab.

2 Click **Session** 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.

**How to import existing question lists or answer keys...**

1 Select the **Content** tab.
2 Click **Question List** 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 46.
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.

How to organize content into folders...

1. Select the Content tab.
2. Click Folder and select New.
   
   The New Folder window opens.

   ![New Folder Window](image)

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 Folder 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 Folder and select Delete.

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

Next Steps

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.

**How to export content...**

1 Select the Content tab.

2 Click Content and select Export.

   The Export Question Lists window is displayed.

3 Check the content to be exported.
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.

**How to import content into TurningPoint...**

1 Select the **Content** tab.

2 Click **Content** and select **Import**.

3 Select the file(s) and click **Open**.

**Tip**
Select more than one file by holding down the Shift or Command 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** in Chapter 2: Content on page 25.
Deletion Content

To delete content from TurningPoint, follow the steps below.

How to delete content from TurningPoint...

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

Refreshing Folder Content

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.

How to refresh folder content...

1. Select the Content tab.
2. Click Folder and select Refresh.
   Any changes that were made in the folder structure of the content 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 in Chapter 5: PowerPoint Polling on page 105.

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 27.

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.

How to create a new question list...

1. Select the Content tab.
2. Click Content, mouse over New and select Question List.
The Question List window opens.

**Question List Window**

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**
If any non-text field items are skipped over while tabbing, verify that **All Controls** is selected in **System Preferences > Keyboard > Keyboard Shortcuts**.

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.

How to assign multiple choice question options...

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 slide 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: Response Limit, Allow Duplicates and All or Nothing Scoring.

Polling Options

- **Show Results** - When checked, the chart is displayed after polling.
- **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 43.

**Short Answer**

A short answer question requires the 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.

**How to assign short answer question options...**

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.

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.

---

**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 \ £ €
```
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 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.

**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.

**How to assign numeric response question options...**

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 either 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 43.
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.

How to assign true/false question options...

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 43.

**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.

**Note**

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.

**How to assign matching question options...**

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 43.
**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.

**How to assign essay question options...**

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 43.
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.

How to assign demographic assignment question options...

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 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 43.
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.

How to assign priority ranking question options...

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 43.
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.

How to edit question list content...

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 31.

3 Optionally, set the Question, Scoring and Polling Options in the panel on the right. Click the arrow next to the category to view the available options. For more information, see Question Types and Options on page 31.

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.

**Question List HTML Editor**

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

**HTML Editor Toolbar**

- The buttons 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 buttons 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.
d) Click the **Insert custom character icon** 🌑 to select a special character.

### Select Special Character Window

![Select Special Character Window](image)

- e) Click the **Insert horizontal ruler icon** ─ to include a line separator in the question or answer options.
- f) Click the **Insert equation icon** 🏁 to include an equation in the question or answer options.
  
  After the equation has been created click **Accept** to place the equation in the question or answer text.

### WIRIS Editor

![WIRIS Editor](image)

- 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.
Optionally, questions may be added, deleted, duplicated or rearranged within the question list.

a To add a question, select a question, click **Question** on the toolbar and select **Add**. (Or, select a question and press Cmd + N on the keyboard.) The new question will be added directly below the selected question.

b 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.)

c To duplicate a question, select a question, click **Question** on the toolbar and select **Duplicate**. (Or, select a question and press Cmd + D on the keyboard.)

d 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**, **Anywhere Polling** or **Self-Paced Polling**.

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**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.

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**Updating Question Preferences within the Question List Editor**

A user 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.

**How to update question preferences within the Question List Editor...**

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.

**Update Question List Preferences**

4. Edit preferences as necessary.

*Note*
Question and answer fonts must be changed on a single question basis in the Question List Editor.

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.

**How to import questions into a question list...**

1. Click **Question** 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 steps 1 - 5 to import additional questions.

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

**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.

**How to apply new question list preferences to existing questions...**

1 Click **Content**, mouse over **New** and select **Question List**.

2 Name the **Question List**.

3 Adjust the **Preferences** and **Polling** sections as needed.

4 Click **Save**.

5 Click **Question** 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.

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 22.
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 question list must be open. If a question list is not open, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

**How to print a question list...**

1. From the Question List Editor toolbar, click **Print**.
   
The Question List Print Options window is displayed.

2. Optionally, select a **version** from the Versions 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.

**Note**
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.

**Prerequisites**

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

**How to add a version to a question list...**

1. Click **Version** 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 question 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 **Add Version** 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.
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.

How to edit a version...

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.

   **Edit Version Window**

   - The panel on the left displays questions from the master list that are not being used in the current version.
   - The panel on the right 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 on the right.
   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 on the left.
   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 panel on the right.
   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 Changes 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.

How to rename a version...

1 From the question list editor toolbar, click Version and select Rename.
   The Rename Versions window is displayed. All of the versions associated with the question list are listed in the window.

   Rename Versions

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.

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.

How to delete a question list version...

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 Delete Version 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

TurningPoint’s Standards tool allows a user to download K-12 standards (per state or country, topic, subject and grade level) or to 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 question list must be open. If a question list is not open, select the Content tab, select the question list and click Edit Question List on the Question List Overview screen.

**How to download standards...**

1. Click **Standards** on the bottom left of the question list editor screen.
The Standards screen is displayed.

2 Click **Add/Remove/Update Standards**.

The Standards Selection window is opened.

3 Check the **standard(s)** to be downloaded.

   **Note**
   To remove standards, uncheck the box.

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.
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 176.

**Prerequisites**

A question list must be open. If a question list is not open, select the Content tab, select the question list and click Edit Question List on the Question List Overview screen. At least one standard group must be downloaded.

**How to assign standards using a downloaded standards list...**

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.

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*. 

---

**Downloaded Standards**

![Downloaded Standards](image)
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 panel on the left.

7 Select a **standard** from the list. **Double-click** the standard to apply it to the selected question.

   **Tip**
   Multiple standards can be selected by holding the Shift key while selecting standards. Multiple questions can also be selected by holding the Shift key while selecting questions.

8 Repeat steps six and seven 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.

**Prerequisites**

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

**How to create a custom standards list...**

1 Click **Standards** on the bottom left of the question list editor screen.
The Standards screen is displayed.

2 Select the **Custom Standards** tab.

**Custom Standards**

- The drop-down menu displays the current standards list associated with the question list.
- The **New** button allows a user to create a custom standards list.
- The **Import** button allows a user to import a standards list from another location on the computer or network.
- The **Export** button allows a user to export a standards list to another location on the computer or network.
- The **Delete** button 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:
   a Click **Add Category** or **Add Standard**.
   b Enter a **name** in the box provided and click **Save**.
c Repeat steps a - 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 When finished, click Close.

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.

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 176.

Prerequisites

A question list must be open. If a question list is not open, select the Content tab, select the 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 59.

How to assign standards using a custom standards list...

1 Click Standards.

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. **Double-click** the standard to apply it to the selected question.

**Tip**
Multiple standards can be selected by holding the Shift key while selecting standards. Multiple questions can also be selected by holding the Shift key while selecting questions.

6 Repeat steps four and five 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.
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 in Chapter 8: Sessions on page 180.

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.

How to create a new participant list...

1. Select the Manage tab.

2. Click Participant List and select New.

   The Create Participant List window opens.

   ![](image)

3. Name the participant list, select Create Manually and click Create List.
The Participant List Editor is displayed.

4 Double-click a cell and enter the participant information.

**Tip**
If there is a CSV or TXT file that already contains the participant information, drag and drop the file into this window. For more information, see *Importing a CSV or TXT File* on page 69.

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 68.
Creating Participant Lists

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.

To import a participant list with an exported file from an Integration, see Importing Participant Lists on page 75.

How to download a participant list from an integration...

1. Select the Manage tab.

2. Click Participant List and select New.

   The Create Participant List window opens.

   Create Participant List

   Name: New List 7-9-2012 3:46 PM

   [Optional fields: Create Manually (includes .csv, .txt, and .csv exports) and Download from Integration (Sisboard, Moodle, Acreity, etc.)]

   Create List  Cancel

3. Select Download from Integration and click Create List.
Creating Participant Lists

The Connect to Integration window opens.

Connect to Integration

4 Select the Integration from the drop-down menu.

5 Enter the Server Address, Username and Password.

6 If applicable, select the Institution from the drop-down menu.

7 Click Connect.

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

8 Select the course(s) to import.

9 Click Import.

   A confirmation box of the import is displayed.

10 Click OK.

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

11 Select the participant list to view the participant information.

Next Steps

To edit participant list information, see Modifying Participant Lists on page 68.

Warning

Do not alter the User ID when editing a participant list from an LMS. Editing the User ID may cause issues when uploading the results to the LMS.
Modifying Participant Lists

After a participant list has been created, changes may be made to suit a user’s 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.

How to edit participant list information...

1 Select the Manage tab.

2 Select a participant list and click Edit Participants.

   The Participant List Editor is displayed.

3 Double-click a cell and edit the participant information.

4 To add a participant, click Participant and select Add.

5 To remove a participant, select the participant, click Participant and select Remove.

6 To add a column, click Column 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. A voting weight of “2” would be equal to two votes.
7. To remove or edit a column, select the column header, click Column 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.

How to import participant list information from a CSV or TXT file...

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 TXT file 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.

**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.

**How to export participant list information to a CSV, TXT or Template file...**

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.

   - **HTML** - An HTML file can be opened with an internet browser.

   - **Template** - The template file contains all of the fields in the participant list. Importing a template into a participant list makes creating a new participant list with the same fields easier. For more information on how to import a template, see Importing a Template File 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 or HTML, it can be imported into another program such as a gradebook.

---

**Importing a Template File**

Importing a template file will overwrite the existing columns.

**How to import a template file...**

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 extension) 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.

How to add demographics to a participant list...

1. Select the Manage tab.
2. Select a participant list and click Edit Participants.
   
   The Participant List Editor is displayed.
3. Click Demographic and select Add.
4. Enter the Demographic Grouping name.
   
   The demographic grouping name allows for organization of demographic information. (example: gender)
5. Enter text for individual demographic Group Options. (example: male, female)
6. Click Add.
7. Repeat steps five and six 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.

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.

**How to edit demographics in 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 the **demographic column header**.

4 Click **Demographic** 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**

To remove a demographic from a participant list, follow the steps below.

**How 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 the **demographic column header**.

4 Click **Demographic** 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 on the Polling tab so that they are easily identifiable for polling sessions.

How to change a participant list name...

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.

   ![Edit Participant List](image)

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 on one computer for use on another computer.

How to export a participant list...

1. Select the Manage tab.
2. Click Participant List and select Export.
3. Select the participant list(s) to be exported.
4. Click ..., navigate to the save location and click Open.
5. Click Save.

The selected participant list(s) 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.

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.

How to import a participant list...

1. Select the Manage tab.
2. Click Participant List and select Import.
The Import Participant List window opens.

3 Select one of the following options:
   - **TurningPoint Participant List**
   - **File from Integration** - Select the file format 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 68.

**Duplicating a Participant List**

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

**How to duplicate a participant list...**

1 Select the **Manage** tab.

2 Select a **participant list** and click **Edit Participants**.

   The Participant List Editor is displayed.

3 Click **Participant** 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 68.
To print a participant list, follow the steps below.

**How to print a participant list...**

1. Select the **Manage** tab.
2. Select a **participant list** and click **Edit Participants**.
   The Participant List Editor is displayed.
3. Click **Print**.
   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**.
   - Optionally, a print preview can be displayed by clicking **Preview**. The participant list can also be printed from the preview window.
7. Click **Save and Close** to close the participant list and return to the Participant List Overview screen.
Participant lists that are no longer used 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.

How to delete a participant list...

1. Select the **Manage** tab.
2. Select the **participant list** to be deleted.
3. Click **Participant List** and select **Delete**.

   If a participant lists does not contain associated session data, click **Delete**.

   If a participant list has session data associated with it, a prompt is displayed with options for the session data.

![Delete Participant List](image)

- Select one of the following options:
  - **Move Sessions to Auto** - Remove the participant list, and move all sessions to “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 Trash

**Warning**

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

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

The TurningPoint preferences are organized into five categories:

- **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.

How to open the preferences window in TurningPoint...

1. Open TurningPoint.

2. Click Preferences 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 toolbar.

   - To open Preferences in the Anywhere polling environment, click the Options button and select Preferences.

   - To open Preferences in the Self-Paced polling environment, click TurningPoint 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 preferences apply to the overall TurningPoint software and are grouped into two sections:

- **Administration**
- **Shortcut Keys**

![TurningPoint Software Preferences](image)
Administration

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

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

A backup session is automatically saved when a user decides to not save a session file.

- **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.

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, Option or Command.

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.

• **Start/Stop Polling** - This shortcut applies to the Anywhere Polling environment.

• **Toggle Responses** - The 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 three sections:

- **Response Devices**
- **PresenterCard**
- **PresenterWare**

![TurningPoint Connections Settings](image-url)
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 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 17.

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 *Pairing a PresenterCard* on page 19.

**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.

Bonjour Name

Optionally, enter your computer’s Bonjour name.

Tip
For more information about PresenterWare, including configuring a device, please see PresenterWare User Guide www.turningtechnologies.com/user-guides.
PowerPoint preferences only apply to the PowerPoint polling environment and are grouped into three sections:

- **Charts**
- **Questions**
- **Presentation**

**TurningPoint PowerPoint Preferences**

*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.

Chart Colors

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

- **PowerPoint Scheme** - Uses the selected PowerPoint color scheme.
- **Defined** - Uses user defined chart colors.

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 after polling or during polling.

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].

Countdown Timer

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

- **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.
Response Grid

When checked, a response grid is automatically inserted onto each new polling slide. 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.

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:

- **Response Limit** - 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.
Point Values

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

Prompt

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

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

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.

**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 172.
Anywhere

Anywhere preferences only apply to the Anywhere polling environment and are grouped into three sections:

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

TurningPoint Anywhere Preferences
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:

- 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.

Fastest Responders

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

- **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.

Participant Scores

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

- **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 Calculation** - 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.

Team Scores

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

- **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 Calculation** - 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.

Countdown Timer

Determines if a countdown timer will be displayed.

- 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 172.

Point Values

Determines the correct and incorrect 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.

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.

- **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.

Response Grid

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.

**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.

**Use Floating Windows**

When checked, normal windows such as the presentation window or ResponseWare login window no longer take focus away from other applications.
Self-Paced

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

- Login

TurningPoint Self-Paced Preferences
Login

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

**Participant Login**

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

- **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.

**Test Time Limit**

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

- **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.

**Completed Test Message**

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.

- **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.
This chapter covers the following sections of the PowerPoint Polling environment:

- **Content**
- **Tools**
- **Polling**
Opening the PowerPoint Polling Environment

The PowerPoint Polling environment is integrated directly into PowerPoint.

How to open the PowerPoint Polling environment...

1. Open TurningPoint.

2. Optionally, select a participant list and/or question list or PowerPoint presentation from the left panels.

   If a question list was selected, 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 Chapter 3: Participant Lists. For more information on question lists, see Question Lists on page 29.

3. Click PowerPoint Polling.

   PowerPoint opens with TurningPoint.

   **TurningPoint Toolbar (Office 2011)**

   ![TurningPoint Toolbar](image)

   **Tip**

   If using a display setting of 1024 x 768, the TurningPoint Toolbar may exceed the width of the screen. To view the full toolbar, ensure that TurningPoint is selected, click View from the menu bar and select Toggle Compact Mode.

Next Steps

Polling slides can be created directly in PowerPoint.
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:

• *Slide Types and Slide Preferences*

• *Objects*

This section also explains the different ways to create polling content:

• *Inserting a Polling Slide*

• *Converting a PowerPoint Slide into a Multiple Choice Polling Slide*

• *Question Lists*

**Inserting a Polling Slide**

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

**How to create a polling slide in PowerPoint...**

1. From the TurningPoint toolbar, click **New** and select a **slide type**.

   ![New Slide Menu (Office 2011)](image)

   There are nine slide types available. For more information, see *Slide Types and Slide Preferences* on page 108. For information on how to change the chart type, see *Inserting a Chart/Changing the Chart Type* on page 120.
2 Enter the question text and answer text if available.

**Note**
All slides will automatically refresh when launching the TurningPoint slide show.

3 **Repeat** steps 1 - 2 as many times as needed to create the PowerPoint Polling presentation.

**Note**
When editing a slide, or a slide’s preferences, verify that the Preferences panel reflects the appropriate slide number. If it does not, select the desired slide and click once on the Preferences panel. The Preferences panel heading now coincides with the selected slide.

4 When finished, **save** the PowerPoint presentation.

**Warning**
If a slide is copied and pasted, it is necessary to click Refresh after pasting the new slide and before performing any slide or slide preference edits.

**Next Steps**
Enhance the presentation by adding Objects.

---

**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.

**How to convert a PowerPoint slide into a polling slide...**

1 Select the **PowerPoint slide(s)** in the presentation that you want to convert into a polling slide(s).

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

3 **Repeat** this procedure to convert additional PowerPoint slides.

4 When finished, **save** the PowerPoint presentation.
Next Steps

Enhance the presentation by adding **Objects** to help increase participation.

**Converting a Multiple Choice Slide into a Demographic Slide**

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

**How to convert a multiple choice slide to a demographic slide...**

1. Select the **Multiple Choice slide(s)** in the presentation that you want to convert into a Demographic slide(s).

2. Click **Convert to Demographic** at the bottom of the Slide Preferences Panel.
The following message is displayed.

**Convert to Demographic**

3  Click **Convert** to continue.

4  **Demographic Options** now appears as a section within the Slide Preferences Panel. Click the arrow to expand. For more information on demographic polling slides, see *Slide Types and Slide Preferences* on page 108.

**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**
Each slide type has preferences that are specific to the type of slide being used. For information on setting default preferences, see *Chapter 4: Preferences*.

**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 slide 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 during or after polling.
- **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.

• **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.

![Short Answer](image)

**Note**

The following symbols are supported:
ResponseCard NXT as of firmware version 1.0.1
. , " ? @ # $ % ^ & * ( ) _ + - = / < > [ ] { } £ €
ResponseCard XR as of firmware version 1.2.1
. , + - * / % ( ) ^ @ ! £ €

**Short Answer Slide Preferences:**

**Question Options**

• **Anonymous** - A slide 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.
**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](image)

**Numeric Response Slide Preferences:**

**Question Options**

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

**Polling Options**

- **Show Results** - When checked, the chart is displayed either during or after polling.

- **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](image)

**True/False Slide Preferences:**

**Question Options**

- **Anonymous** - A slide 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 either during or after polling.

- **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](image)

**Essay Slide Preferences:**

**Question Options**

- **Anonymous** - A slide 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.

**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 groups.

Demographic Assignment Slide Preferences:

Demographic Options

- **Demographic Grouping** - Categorize the demographic options for easier reporting.
- **Save to participant list** - The demographic 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 either during or after polling.
- **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**

- **Show Results** - When checked, the chart is displayed either during or after polling.
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

Likert Slide Preferences:

Question Options

- **Anonymous** - A slide 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: Response Limit, Allow Duplicates and All or Nothing Scoring.

Polling Options

- **Show Results** - When checked, the chart is displayed either during or after polling.
- **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.
- **Convert to Demographic** - When selected, the slide becomes demographic. A demographic grouping must be assigned in the Preferences Panel.
Ice Breaker

An ice breakerslide 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.

**Analogy and Word Scramble**

Ice Breaker Slide Preferences:

**Question Options**

- **Anonymous** - A slide 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: Response Limit, Allow Duplicates and All or Nothing Scoring.

**Polling Options**

- **Show Results** - When checked, the chart is displayed either during or after polling.
- **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.
- **Convert to Demographic** - When selected, the slide becomes demographic. A demographic grouping must be assigned in the Preferences Panel.
Objects

Objects may be added to each slide in several ways. This section covers adding objects to a slide through the TurningPoint 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* in Chapter 4: Preferences on page 90 for more information.

- Objects may also be set during question list creation. For more information, see *Chapter 2: Content*.

- Objects can be added to a slide through the TurningPoint toolbar.

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

- *Inserting a Correct Answer Indicator*
- *Inserting a Chart/Changing the Chart Type*
- *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 the participants to see the correct answer(s) 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.

**How to add a correct answer indicator to a PowerPoint Polling slide...**

1. Select the polling slide.

  *Tip*
  
  Select more than one slide by holding down the Cmd or Shift key on the keyboard.
From the TurningPoint toolbar click **Objects**, mouse over **Correct Answer Indicator** and select the **desired indicator**.

Correct Answer Indicator Menu (Office 2011)

There are six types of correct answer indicators available.

<table>
<thead>
<tr>
<th>Rectangle</th>
<th>Checkmark</th>
<th>Smiley</th>
<th>Star</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Answer 1</td>
<td>✔️ A. Answer 1</td>
<td>😊 A. Answer 1</td>
<td>☆ A. Answer 1</td>
</tr>
</tbody>
</table>

- 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. Control-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 display options, such as colors, labels and value, can be defined in the Preferences. For more information on how to set default chart options, see PowerPoint in Chapter 4: Preferences on page 90.

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.

How to add a chart or change the current chart type on a PowerPoint Polling slide...

1. Select the polling slide.

   **Tip**
   Select more than one slide by holding down the Cmd or Shift key on the keyboard.

2. From the TurningPoint toolbar click Objects, mouse over Charts and select the chart.

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

   ![Charts Menu (Office 2011)](image)

   - Vertical
   - 3D Pie
   - Doughnut

• 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 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* in Chapter 4: Preferences on page 90.

**How to add a countdown timer to a PowerPoint Polling slide...**

1. Select the polling slide.

   **Tip**
   Select more than one slide by holding down the Cmd or Shift key on the keyboard.

2. From the TurningPoint toolbar click **Objects**, mouse over **Countdown** and select the desired countdown timer.
There are four countdown timers available.

- 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.

**Countdown Properties**

a To adjust the time, enter a value into the Countdown Seconds box. A valid entry is 1 - 999.

b 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. Control-click on the object and select a formatting option from the menu.

c To change the countdown time, insert a new countdown timer. Changing the time on the existing object will not alter the time value.

*Tip*

To adjust the time on all countdown timers, click the Preferences icon on the TurningPoint toolbar. Select PowerPoint from the left menu, check Countdown timer, adjust the time and click Apply All.

d The countdown timer begins when polling opens.
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* in Chapter 4: Preferences on page 90.

**How to add a grid to a PowerPoint Polling slide...**

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

A placeholder is inserted for the grid.

There are three grids available:

- **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** - The response grid displays the participant name by default. As the 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* in the preferences. As the participants respond a Device ID will appear 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.

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

3. While polling is open, hold the mouse over the grid to access the grid controls.

Grid Controls

![Grid Controls](grid_controls.png)

a. Click the left or right arrows under Rotate to view more participants.

b. 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* in Chapter 4: Preferences on page 90.

**How to add a prompt to a PowerPoint Polling slide...**

1. Select the polling slide.

2. From the TurningPoint toolbar click Objects, mouse over Prompt and select the desired prompt.

![Prompt Menu](prompt_menu.png)

There are four prompts available.

- **Bevel**
  - *Answer Now*

- **Explosion**
  - *Answer Now*

- **Speech**
  - *Answer Now*

- **Marquis**
  - *Answer Now*

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

*Tip*
Prompts can be formatted like regular PowerPoint objects. Control-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. If there are 32 participants in the participant list, the response counter displays “0 of 32”, continues to count as the responses are received and closes polling when the 32nd response is received.

**How to add a response counter to a PowerPoint Polling slide...**

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

   ![Object Menu (Office 2011)](image)

A placeholder is inserted for the response counter.

**Response Counter**

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

*Tip*
The response counter can be formatted like regular PowerPoint objects. Control-click on the object and select a formatting option from the menu.
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.

How to add a stats object to a PowerPoint Polling slide...

1. Select the polling slide.

2. From the TurningPoint toolbar click **Objects**, mouse over **Stats** and select the **desired stat**.

There are four stats available.

- **Mean**
  - Mean =

- **Median**
  - Median =

- **Variance**
  - Variance =

- **Standard Deviation**
  - Standard Deviation =

- 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.

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

  **Tip**
  Stats can be formatted like regular PowerPoint objects. Control-click on the object and select a formatting option from the menu.
The PowerPoint Polling tools are advanced features that can be used to enhance the presentation.

There are three tools available:

- Convert to Picture
- Standards
- Import

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.

**How to convert a text-based slide to a picture slide...**

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 and essay slides do not support the Convert to Picture tool.
2. Use **PowerPoint’s Insert > Picture** menu to insert one picture for each answer choice, or drag and drop images onto the slide.

   **PowerPoint’s Insert > Picture (Office 2011)**

   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 proper answer choice follow these steps:
   
   a. Click outside the slide to ensure that no objects on the slide are selected.
   
   b. Click the **picture** that corresponds to the first answer choice.
   
   c. Hold down the **Shift** or **Command** on the keyboard and click the **second picture**.

      Now both the first and second pictures are selected.

   d. Repeat **step c** for each additional picture until all of the pictures have been selected.

   **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 **Tools** on the TurningPoint toolbar and select **Convert to Picture**.

   **Tools Menu > Convert to Picture (Office 2011)**

   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 108.
Standards

The standards tool allows for the use of downloaded K12 standards (per state or country, topic, subject and 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** in Chapter 2: Content on page 56.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standards assigned in a question list and imported into PowerPoint do not need to be reassigned.</td>
</tr>
</tbody>
</table>

Import

Use the Tools icon on the TurningPoint toolbar 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.

**How to import a question list file into a polling presentation...**

1. Click **Tools** on the TurningPoint toolbar.
2. Browse to the location of the **question list file**.
3. Select the **question list file** and click **Open**.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only one question list file may be selected at a time.</td>
</tr>
</tbody>
</table>

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 108.
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 button on the TurningPoint toolbar allows users to prepare the presentation for polling.

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

How to reset a PowerPoint Polling session...

1. Click **Reset** on the TurningPoint 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 134.

---

**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.

**How to continue a prior PowerPoint Polling session...**

1 Click **Continue Prior Session** from the TurningPoint toolbar.

2 Select the **session file** to be continued and click **Open**.

   TurningPoint opens the previously saved session file.

   **Important**

   If a new presentation is opened while continuing a session, click the **Refresh** button prior to making any edits to the new presentation.

**Next Steps**

Now that the previous session is open, it can now be continued. For more information on running a session, see **Running a Slide Show** on page 134.

---

**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.
Prerequisites

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 *Chapter 3: Participant Lists*.

Make any edits to the participant list prior to using the Real-Time Registration tool.

**How to use the Real-Time Registration tool...**

1. Select a **participant list**.

2. Click the **Real-Time Registration** icon on the TurningPoint 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.


   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 193.
Polling

Running a Slide Show

Use the TurningPoint 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 105.

How to run a PowerPoint Polling Slide Show...

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 15.

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 a question list was selected, 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 was not selected before PowerPoint was opened.

5. Verify the correct participant list is loaded.

6. Start the Slide Show from the TurningPoint toolbar. Starting the Slide Show from the PowerPoint toolbar will result in the Slide Show running as non-interactive.

7. Click Start to open polling.

8. Click Stop to close 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.

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 143.

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.

### PowerPoint Polling Showbar

Below is a description for each button on the showbar:

- **Minimize Showbar**: When the showbar is minimized, the Start/Stop, responses, polling status and maximize showbar buttons are displayed.

- **Start**: Select the Start button to open polling.

- **Stop**: Select the Stop button to close polling.

- **Toggle Response Count**: Toggle Response Count changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.

- **Repoll Question**: Repoll Question 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 Show/Hide Response Grid 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 in *Questions* on page 92.
<table>
<thead>
<tr>
<th>Polling</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insert New Question</strong></td>
<td>Select a slide type from the drop-down menu to be inserted into the presentation.</td>
</tr>
<tr>
<td><strong>Set Anonymous</strong></td>
<td>Makes the current slide anonymous. Participant information will not be associated with the results.</td>
</tr>
<tr>
<td><strong>Data Slice</strong></td>
<td>Data Slice allows the chart to display only the section of responses that correlate to chosen responses from previous slides.</td>
</tr>
<tr>
<td><strong>View Original Chart</strong></td>
<td>Use this command after using the Toggle Response Count or Data Slice commands to return the chart to its original appearance.</td>
</tr>
<tr>
<td><strong>Display Participant Monitor</strong></td>
<td>Display Participant Monitor opens the participant monitor.</td>
</tr>
<tr>
<td><strong>Show/Hide Connection Info</strong></td>
<td>Show/Hide Connection Info displays the ResponseCard channel number. The ResponseWare logon information is also displayed if applicable.</td>
</tr>
<tr>
<td><strong>Display Messaging Window</strong></td>
<td>Display Messaging Window opens the feedback monitor.</td>
</tr>
<tr>
<td><strong>Responses</strong></td>
<td>Responses displays the number of participants that have responded to the current question.</td>
</tr>
<tr>
<td><strong>Polling Status</strong></td>
<td>Polling Status displays the current polling status.</td>
</tr>
</tbody>
</table>
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.

How to view a response grid...

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 123 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 it is helpful in tracking how participants are responding during a presentation. The participant monitor can be accessed from the showbar or from the TurningPoint 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 and run the presentation in Presenter View. Find more information about setting up a second monitor in Apple Support.

How to use the participant monitor...

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.

**Participant Monitor**

- 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 Note to Leader function on the ResponseCard NXT or through the ResponseWare application while polling is open.

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’ under the Administration panel.

**How to view the messaging window...**

  1 Click the Display Messaging icon from the showbar.
The Messaging Window opens.

**Messaging Window**

![Messaging Window Image]

The message history appears in the top panel.

**Note**

Replies can only be sent to participants using the ResponseWare application as a response device. 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 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.

**Inserting New Slides During the Presentation**

TurningPoint gives the user 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.

**How to add a new slide during the presentation...**

1. Click the **Insert New Slide** icon from the showbar.
Polling

The insert new slide menu opens from the showbar.

Insert New Slide Menu

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.

Custom Slide

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 Start Polling.

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.

**How to use the data slice feature...**

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.

   **Data Slicing Setup**

   ![Data Slicing Setup Window]

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.

   **Data Slicing - Session Data**

   ![Data Slicing - Session 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.

### Data Slice Drop-down Menu

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

### Data Slicing Setup - Participant Groups

   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 a data slice drop-down menu that allows for the selection of a different group.

### Data Slice Drop-down Menu

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.

**How to save a PowerPoint Polling session...**

1. Click **Save** and select **Save Session**.

   *Warning*
   
   Saving the PowerPoint presentation *does not* save the session data.

   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.

2. **Name** the session file and click **Save**.

3. **Close** the PowerPoint application 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 170 or *Results Manager* on page 180. For more information on generating reports, see *Reports* on page 214.
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 Anywhere 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.

**Tip**
If polling over a PowerPoint or Keynote presentation, select the **Use Floating Windows** preference to prevent the presentation from exiting the slide show when the Anywhere presentation window is displayed.

How to run an Anywhere Polling session...

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 15.

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 147.

**Anywhere Polling Showbar**

![Anywhere Polling Showbar Image]

*Note*

If a question list was selected 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, select **View** from the menu bar and choose **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 149.

**Chart Window**

![Chart Window Image]
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 Chapter 8: Sessions for more information.

About the Anywhere Polling Showbar

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

**Anywhere Polling Showbar**

- **Open/Close Polling**
  
  The open polling button allows participants to respond to a question. The close polling button closes polling and opens the chart window.

- **Quick Poll Menu**
  
  The quick poll menu 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**
  
  Responses displays the number of devices that have responded to the current question.

- **Question List**
  
  When a question list is selected for polling, the questions can be viewed from the drop-down menu. Click the X to close the question list view.
Options

From the options menu a user can perform the following tasks:

- 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 in Chapter 4: Preferences on page 95.

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 in Chapter 4: Preferences on page 95.

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 156.

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*
Control-click on a bar of the chart to mark the answer as correct.

The Show/Hide Chart Options button toggles the display of the chart options.

The Compete button gives the presenter the option to view the following items:

- 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 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 Response Data View 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 Correct and Incorrect Comparison 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 Compare with question 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 Table 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.

Custom Question

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

Mark Question as Anonymous

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.

Multiple Response Question
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

```
. , ' “ ? @ # $ % & * ( ) _ + - = / [ ] {} √ £ €
```

ResponseCard XR as of firmware version 1.2.1

```
. , + - * / % ( ) ^ @ ! & ° €
```

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 ten 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.

**How to mark a question as anonymous...**

1. Click **Options**.
2. Select **Mark Question as Anonymous**.
3. Repeat the steps above anytime 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.

**Prerequisites**
A participant list that contains names or User IDs (Device IDs are optional) is required. For more information on creating a participant list, see **Chapter 3: Participant Lists**.

**How to use the Real-Time Registration tool...**

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.

Real-Time Registration Tool

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 193.
Participants can send feedback to the presenter by using the Note to Leader function on the ResponseCard NXT or through the ResponseWare application. An exclamation point (!) appears when a message has been received.

**How to view the messaging window...**

1. Click the **Display Messaging** icon from the showbar.
   - The Messaging Window opens.

   ![](messaging_window.png)

   The message history appears in the top panel.

   **Note**
   Replies can only be sent to participants using ResponseWare as a response device. 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 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 screen shots 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.

How to save an Anywhere Polling session...

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.

**How to reset an Anywhere Polling session...**

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.

**How to continue a prior Anywhere Polling session...**

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 145.
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.

How to set up self-paced polling...

1. Plug in the receiver.

2. Open TurningPoint, select a Participant List and a Question List.

   Note
   For information on participant lists, see Chapter 3: Participant Lists. And for more information on question lists, see Chapter 2: Content.

3. Click Self-Paced Polling.

   The TurningPoint Dashboard closes and the polling application opens.

4. Click Accept Logins.

   a. Select the Participant Login option from the drop-down menu.
b Select the **Time Limit** from the drop-down menu.

c Select the **Completed Test Message** from the drop-down menu.

**Tip**
The default login options can be set in the preferences. For more information, see *Self-Paced* in Chapter 4: Preferences on page 101.

5 Click **OK**.

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**.

### 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 button and timer.

**How to view the compact mode...**

1. From the menu bar, click **View** and select **Toggle Compact Mode**.

2. To return to full mode, click **View** and select **Toggle Compact Mode**.

### Manually Setting a Timer

Test time limits may be set manually or changed if the time limit was incorrectly set.

**How to set up a test timer...**

1. Click **Window** from the Self-Paced Testing menu bar and select **Timer**.
Manually Setting a Timer

The Timer Options window opens.

**Timer Options**

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* have already been completed, skip to step 6.

**How to poll with Self-Paced Polling...**

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 **Accept Logins**.

**Note**
If **Show Login Window** is unchecked in the preferences, skip to step 6.

a Select the **Participant Login** option from the drop-down menu.

b Select the **Time Limit** from the drop-down menu.

c Select the **Completed Test Message** from the drop-down menu.

5 Click **OK**.

At this time participants may log into the test.

6 Click **Start Polling**.

Participants may now begin the test. Once they have finished the test, they can submit their results from the response device.

7 Click **Stop Polling** once all the results have been received.

8 Click **Save** 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 Turning 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 170 or **Results Manager** on page 180.

---

**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.

**How to view the live results monitor...**

1 While a test is being administered, click **Live Results** on the Self-Pace Polling toolbar.
The Live Results Monitor window opens.

### Live Results Monitor

2. Click **Individual Progress** to view progress by participant.

   The test version, score and overall progress for each participant is displayed. Green check marks indicate the participant answered the question correctly and red X’s indicate the participant answered incorrectly. A dash represents an unanswered question, while a circle with a line through it indicates the question had neither a correct or incorrect answer value. Hover the mouse over the check marks, X or circle to see the participant’s response.

3. Click **Overall Progress** to view progress by test version.

   The test version numbers are listed, as well as the average number of answered questions and the average score. At the bottom of the window the statistics for the entire test are displayed.

4. Click **Messaging** to view feedback submitted by participants.
Participants can send feedback to the presenter at anytime by using the Note to Leader function on the ResponseCard NXT.

**Note**
Replies can not be sent to the participants.
Click **Clear History** to remove all messages from the participants.
Sessions

The Session menu on the Self-Paced Polling menu bar provides the following options:

• **Saving a Self-Paced Polling Session**
• **Resetting a Self-Paced Polling Session**
• **Continuing a Self-Paced Polling Session**

### Saving a Self-Paced Polling Session

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

**How to save a Self-Paced Polling session...**

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 170 or **Results Manager** on page 180. For more information on generating reports, see **Reports** on page 214.
Resetting a Self-Paced Polling Session

Resetting a Self-Paced Polling session permanently deletes the responses from the current session.

How to reset a Self-Paced Polling session...

1. From the menu bar, click File 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.

How to continue a Self-Paced Polling session...

1. From the menu bar, click File 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.
This chapter covers the following sections:

- *Individual Session Management*
- *Results Manager*
Individual Session Management

This section covers the following topics:

- Importing Sessions
- 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.

**How to manually import a session...**

1. From the Manage tab, click Session and select Import.
2. Browse to the location of the session(s).
3. Select the session(s) and click Open.
4. Click OK.
   - The import summary displays the status of each session or sessions that were selected for import.
5. Click OK.
Next Steps

The session(s) are now displayed in the panel on the left. 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.

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 210.

How to export a session...

1. From the Manage tab, click Session and select Export.

The Export Session window opens.
Individual Session Management

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.

**How to extract session information...**

1 From the **Manage** tab, select a **session** from the panel on the left.

2 Click **Session** and select **Extract**.

   The Extract window opens.

   **Extract**

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 that were 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 that were 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 was ran on Auto.

**How to create a participant list from an Auto session...**

  1 From the **Manage** tab, expand **Auto**.
  2 Control-click the appropriate session and select **Move to New Participant List**.

    The following window is displayed.

    ![Create Participant List](image)

    3 Name the new list and click **Create List**.
The session is moved along with the new list under the Manage tab.

4 Select the new list and click **Edit Participants**. For more information about editing participant lists, see *Editing Participant List Information* on page 76.

**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.

*Note*

PowerPoint presentations and screenshots cannot be extracted from the merged session file and response times will not be displayed in the reports.

**How to merge sessions...**

1 From the **Manage** tab, click **Session** and select **Merge**.

   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:
• Select **Merge by Question** 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.

• Select **Merge by Participant** when the sessions include a common participant list or devices. This will result in cumulative results for each participant.

• Select **Merge by Participants and Questions** when the sessions share a common question list or PowerPoint presentation. The participants will be merged into one list.

4 Click **Merge**.

5 Name the merged file and click **Save**.

A new category is created in the panel on the left named “Merged”. All of the merged session files are placed in this category. If the sessions were merged by participants or questions, the merged session may be added to the participant list category or the merged folder. Once the file is in the merged folder, it cannot be added to the participant list.

**Deleting Sessions**

A session can be deleted from the computer or the sessions list on the Manage tab.

**How to delete a session...**

1 From the **Manage** tab, select a **session** from the panel on the left.

2 Click **Session** 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 Trash.
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 window. Changing the session name only changes the name in the Manage tab; it does not change the file name.

**How to change the session name...**

1. From the **Manage** tab, select a **session** from the panel on the left.
   
   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.

**How to edit a session...**

1. From the **Manage** tab, select a **session** from the panel on the left.
The Session Overview screen is displayed.

**Session Overview**

- 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 calculation for the average score 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.

**Session Editor Screen**

a To exclude a question from grading, select a question and click **Exclude from Grading** on the panel on the right. 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 panel on the right. 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** to the panel on the right. 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 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** in Chapter 2: Content on page 56.

3 Click **Save and Close** to save any changes made to the session file.

**Next Steps**

Question lists can be extracted from an edited session. The extracted question list will contain all changes made while editing the session. For more information on extracting a question list, see **Extracting Session Information** on page 172.
Results Manager

Results Manager allows for the management of all session files associated with a participant list. The content of Results Manager is setup like a grade book. From within Results Manager, session and participant data can be viewed along with information on the standing of each participant.

This section covers the following topics:

- Overview
- Sessions
- Participants
- Unassigned Devices
- Removed Participants
- Export
- Integrations
- Archiving
Overview

The Results Manager screen displays all 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 white backgrounds represent individual sessions or manual columns. Session columns are arranged by the order in which they were added to the TurningPoint Session 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.

Columns with the shaded background are compiled by TurningPoint and can be hidden.

The panel on the right-side of the screen changes depending on the area selected in the Results Manager Overview.

Changes made to the Results Manager screen are automatically saved by TurningPoint.

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 display options can be changed to display a number of different data sets. TurningPoint will remember the columns that were last selected each time the Results Manager is opened.

How to open the Results Manager Overview...

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 panel on the right and adjust the options as necessary.

**View Options**

- **Show All Columns** - Click the button to display all possible columns in 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 to the Performance Scale column. For instructions on how to set the Performance Scale, see step 4.

3 Expand the **Attendance** category in the panel on the right.

Attendance points can be set for all new sessions. The attendance points will not be applied to the session until Results Manager is opened at least once with the session present. Attendance points will be added to the total points for the session file.

- **Attendance Points** - 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 in the panel on the right.

- **Benchmark** - 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.

### Performance Scale

<table>
<thead>
<tr>
<th>Range 1</th>
<th>90 % and up</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range 2</td>
<td>80 % to 90%</td>
<td>B</td>
</tr>
<tr>
<td>Range 3</td>
<td>70 % to 80%</td>
<td>C</td>
</tr>
<tr>
<td>Range 4</td>
<td>60 % to 70%</td>
<td>D</td>
</tr>
<tr>
<td>Range 5</td>
<td>1 % to 60%</td>
<td>F</td>
</tr>
<tr>
<td>Range 5</td>
<td>0 % to 1%</td>
<td>INC</td>
</tr>
</tbody>
</table>

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 a polling environment. These values will be added to overall average scores and will be included in the export options.

**How to add a manual grade column...**

1. From the **Manage** tab, select a **participant list** and click **Results Manager**.

2. Select a **column** and click **Column**.

   The new grade column will be added after the selected column.
3 Enter the column **name**, **date**, **performance points value** and **attendance points value**.

### Adding a Manual Grade Column

![Manual Column](image)

**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.

**How to reorder the session columns...**

1 From the **Manage** tab, select a **participant list** and click **Results Manager**.

2 Click **Columns** and select **Reorder Grade Columns**.
The Reorder Grade Columns window is displayed.

Reorder Grade Columns

3 Use the **up and down arrows** to reorder the sessions. Alternatively, sessions can be dragged and dropped into placed 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 the manipulation of scores when needed. This is useful if grading on a curve or if a new score needs entered for a specific participant.

How to overwrite session scores...

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 grade book 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.

How to exclude a session...

1. From the Manage tab, select a participant list and click Results Manager.
2. Select a session header.
3. Check Exclude Session in the panel on the right.
Sessions can be included again by unchecking the exclude box at any time. Session columns will be grayed out to denote exclusion.

**Excluding a Session**

![Excluding a Session](image)

**Setting Session Performance Points**

The session performance points are the total number of points possible for the selected session.

**How to set the session performance points...**

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 panel on the right.
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.

### 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 181.

**How to set attendance points...**

1. From the Manage tab, select a participant list and click Results Manager.
2. Select a session header.
3. Expand the Attendance category in the panel on the right.
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.

**Setting Attendance Points**

---

**Participants**

Minor adjustments can be made to participant list data from Results Manager. For full participant list management information, see *Participant Lists* on page 63. 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*
- *Saving Device IDs from the Real-Time Registration Tool*
- *Adding or Removing Devices*
- *Viewing Grade Overview Information*
- *Removing a Participant from a Single Session*
- *Removing a Participant from Results Manager*
- *Deleting a Removed Participant*
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 export sessions correctly.

**How to edit participant information...**

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 panel on the right.
4. Make desired modifications to the participant’s **First** or **Last name** or **User ID**.

![Editing Participant Information](image)
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.

How to save device IDs from the Real-Time Registration Tool...

1. From the Manage tab, select a participant list and click Results Manager.
2. Select the session header that contains the results of the Real-Time Registration session.
3. Click Save Device IDs in the panel on the right.
4. Click Yes to save the Device IDs.
5. Click OK on the confirmation box.

Adding or Removing Devices

Device IDs can be added to a participant from Results Manager.

How to add or remove a device for a participant...

1. From the Manage tab, select a participant list and click Results Manager.
2. Select a participant row.
3. Expand the Devices category in the panel on the right.
4 To add a device, click the ( + ) button, enter the **Device ID** and click **OK**.

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.

**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.

**How to view the grade overview...**

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 panel on the right.

**Viewing Grade Overview Information**
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.

How to remove a participant from a single session...

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 panel on the right.
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.

Next Steps

To assign the device to a participant, see Assigning a Single Session to a Participant on page 200.
Removing a Participant from 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.

How to remove a participant 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 in the panel on the right.

Removing a Participant

Next Steps

To view a removed participant, see Viewing Removed Participants on page 202. To reinstate a participant, see Reinstating a Participant on page 202.

Deleting a Removed Participant

A participant can be permanently deleted after it is removed from Results Manager.

How to delete a removed participant...

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 appropriate participant under the Removed Participants section.

4 Click **Delete Participant** in the panel on the right.

---

**Note**

The Device ID and associated scores will remain stored under Unassigned Devices after the removed participant is permanently deleted from Results Manager.
Unassigned 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:

- **Assigning an Unassigned Device**
- **Viewing the Grade Overview**
- **Assigning a Single Session to a Participant**

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.

**How to assign an unassigned device...**

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 in the panel on the right.
4. Select the appropriate participant from the Choose Participant drop-down menu and click **Assign to Participant**.

![Assigning an Unassigned Device](image)
5 If the participant is not in the participant list, a new participant can be created.

**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 panel on the left.

**Creating a Participant**

b Enter the **participant information**.

c Click **Save**.

**Viewing the Grade Overview**

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 participant.

**How to view the grade overview...**

1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
2 Select the **unassigned device** and expand the **Grade Overview** category in the panel on the right.

### Viewing the Grade Overview

![Grade Overview Image]

### Assigning a Single Session to a Participant

A device from the unassigned devices can be assigned to a participant for a single session.

**How to assign a single session to a participant...**

1. From the **Manage** tab, select a **participant list** and click **Results Manager**.
2. Locate the **unassigned device** and the **session column**.
3. Select the **score**.

**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 panel on the right. This information will only appear if the information was entered on a ResponseCard NXT, ResponseCard XR or ResponseWare.
4 Expand the **Session Information** category in the panel on the right.

**Assigning a Single Session to a Participant**

5 Select the appropriate **student** from the Choose Participant drop-down menu and click **Assign Session to Participant**.

### Removed Participants

Participants that have been removed from the participant list are placed in the Removed Participant category.

This section covers the following topics:

- **Viewing Removed Participants**
- **Reinstating a Participant**
- **Viewing the Participant Information**
- **Viewing the Grade Overview**
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.

How to view removed participants...

1. From the Manage tab, select a participant list and click Results Manager.

2. Check Show Removed Participants at the bottom of the screen.

Reinstating a Participant

A participant that has been removed may be reinstated in the participant list.

How to reinstate a participant...

1. From the Manage tab, select a participant list and click Results Manager.

2. Check Show Removed Participants at the bottom of the screen.
Select the **removed participant row** and click **Reinstate Participant** in the panel on the right.

### Viewing the Participant Information

The participant information displays the first name, last name and User ID of the selected participant. This information can be edited.

**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.

**How to view the participant information...**

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 expand the **Participant Information** category in the panel on the right.

### Viewing the Participant Information

![Image of TurningPoint interface with Participant Information highlighted]

4 Optionally, edit the **First Name**, **Last Name** or **User ID**.

### Viewing the Grade Overview

The grade overview displays the number of sessions the participant attended, the performance points, attendance points and total points earned by participant.

**How to view the grade overview...**

1 From the **Manage** tab, select a **participant list** and click **Results Manager**.

2 Check **Show Removed Participants** at the bottom of the screen.
Select the **removed participant row** and expand the **Grade Overview** category in the panel on the right.

### Viewing the Grade Overview

![Grade Overview](image)

### 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.

**How to export a participant report...**

1. From the **Manage** tab, select a **participant list** and click **Results Manager**.
2. Click **Export** 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.
   - 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.

**How to export a session to an export scheme...**

1. From the **Manage** tab, select a **participant list** and click **Results Manager**.
2. Click on a **session header**.
3. Click **Export** and select **Session**.
   
   The Export Session to Data Scheme window opens.

   ![Export Session to Data Scheme](image)

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.

---

**Next Steps**

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.

How to export the Results Manager Overview...

1. From the Manage tab, select a participant list and click Results Manager.

2. Click Export 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 181.
   
   • **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.

**How to update participant lists from an LMS...**

1. From the **Manage** tab, select a **participant list** and click **Results Manager**.

2. Click **Integrations**.

   The Connect to Integration window opens.

3. Select the **Integration** from the drop-down menu.

4. Enter the **Server Address**, **Username** and **Password**.

5. Select an **Institution** from the drop-down menu, if applicable.
6 Click Connect.
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 IT that the integration is setup before attempting to use the integration in TurningPoint.

How to export sessions to an LMS integration...

1 From the Manage tab, select a participant list and click Results Manager.
2 Click Integrations.

   The Connect to Integration window opens.

   Connect to Integration

3 Select the Integration from the drop-down menu.
4 Enter the Server Address, Username and Password.
5 Select an Institution from the drop-down menu, if applicable.
6 Click Connect.
7 Select Export Session(s).
8 Check the session(s) 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(s) can be archived when it is no longer needed. Archiving a participant list is useful when a user no longer wishes to view it and its associated session(s), but would like to store it in a specified location.

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.

How to archive a list...

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.

**How to restore an archived participant list...**

1. From the **Manage** tab, select **Participant List**.
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.
There are six types of reports available:

- *Results by Question*
- *Results by Participant*
- *Results Detail*
- *Results by Demographic*
- *Comparative Results*
- *Session Log Report*

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.

How to generate reports...

1. From the Manage tab, select a **session** from the panel on the left.

   The Session Overview screen is displayed.

   ![Session Overview Image]

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.

![Select Report Type](image)

- 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.

**Next Steps**
For more information about the types of reports available, see Chapter 9: Reports.

**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.

**How to export a report...**

1. 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.

2. **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.

**How to print a report...**

1. 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: \( D = \frac{c}{n} \)

• **D** = Difficulty Index

• **c** = Number of participants that answered the question correctly

• **n** = Total number of active participants

The **Discrimination Index**\(^1\) 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*

• Standard Deviation

\[
\text{standard deviation } (\sigma) = \sqrt{\left( \sum ((x - \mu)^2) / n \right)}
\]

• *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:

\[
\text{discrimination index} = \frac{(M_p - M_q)}{\sigma} \sqrt{\left( \frac{(N_p \times N_q)}{(N_p + N_q) \times (N_p + N_q - 1)} \right)}
\]

• *M_p* = mean total score of the group of Participants that answered question the 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

\(^1\) Hopkins, 256 - 260.
• 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.
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 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 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.
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 panel on the right.

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.

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.
If you have questions or concerns, additional resources are available online or by calling a Turning Technologies representative.

**Online Assistance**

Turning Technologies offers online assistance through its website at [www.turningtechnologies.com](http://www.turningtechnologies.com).

Go to the Support tab on the website to find more information about using TurningPoint, such as support guides and manuals, online tutorials and product training.
Customer Support

Turning Technologies’ Customer Service Department offers first class technical support second to none.

Technical Support is available Monday - Friday, 7:00 a.m. - 9:00 p.m. EST.

For your convenience we offer several methods of communication for technical support. From within the contiguous United States, you can reach Customer Service toll-free by calling 1.866.746.3015.

If calling from outside the United States please call +1.330.746.3015.

Customer Service may also be reached via e-mail at support@turningtechnologies.com.

Mailing Address:

Turning Technologies

255 West Federal Street

Youngstown, Ohio 44503
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.

**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 *Chapter 6: Anywhere Polling*.

**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* in Chapter 6: Anywhere Polling on page 147.

**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.

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].

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 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 in Chapter 9: Reports on page 225.

Compete

The Compete button on the Anywhere Polling chart window allows a user to insert a Team Leaderboard, Participant Leaderboard and Fastest Responders slide.

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 Chapter 2: Content.
**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* in Chapter 5: PowerPoint Polling on page 127.

**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.

**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 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.
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* in Chapter 8: Sessions on page 209.

**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.
**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.

**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* in Chapter 8: Sessions on page 174.

**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. For more information, see *Messaging* in Chapter 5: PowerPoint Polling on page 138, *Messaging* in Chapter 6: Anywhere Polling on page 156 or *Viewing the Live Results Monitor* in Chapter 7: Self-Paced Polling on page 164.

**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.
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.

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.

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 in Chapter 5: PowerPoint Polling on page 137.

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 189.

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 toolbar that is embedded into PowerPoint. For more information, see Chapter 5: PowerPoint Polling.

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 in Chapter 5: PowerPoint Polling on page 135.

Preferences

The various settings that control the behavior of the software and each polling environment are referred to as Preferences. For more information, see Chapter 4: Preferences.
**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* in Chapter 2: Content on page 42.

**Prompt**

An object that can be added to a PowerPoint Polling slide which alerts the participants that the current slide is a polling slide.

**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.

**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. For more information, see *Using the Real-Time Registration Tool* in Chapter 5: PowerPoint Polling on page 132 or *Using the Real-Time*
Registration Tool in Chapter 6: Anywhere Polling on page 154.

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 in Chapter 2: Content on page 28.

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 Chapter 9: Reports.

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 180.

**RF**

RF is the abbreviation for Radio Frequency. This refers to all Turning Technologies RF receivers and response devices.

**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.

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 56.

- 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.

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.
**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](http://turningtalk.turningtechnologies.com) to view shared content, forums and QuestionPoint.

**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.

**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.

**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.