

TurningPoint Getting Started

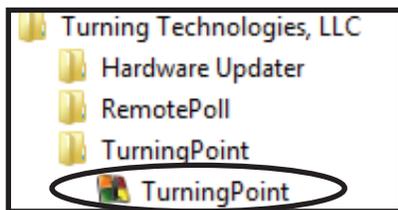


The Center for Teaching and Learning

TurningPoint is a polling system supported by the Center for Teaching and Learning. The software combines PowerPoint Polling, Anywhere Polling, and Self-Paced polling applications into a consolidated, dashboard interface. The response device to be used with this system is the ResponseCard NXT. To use TurningPoint on the lectern, follow these simple steps to get you started quickly.

Before Each Session:

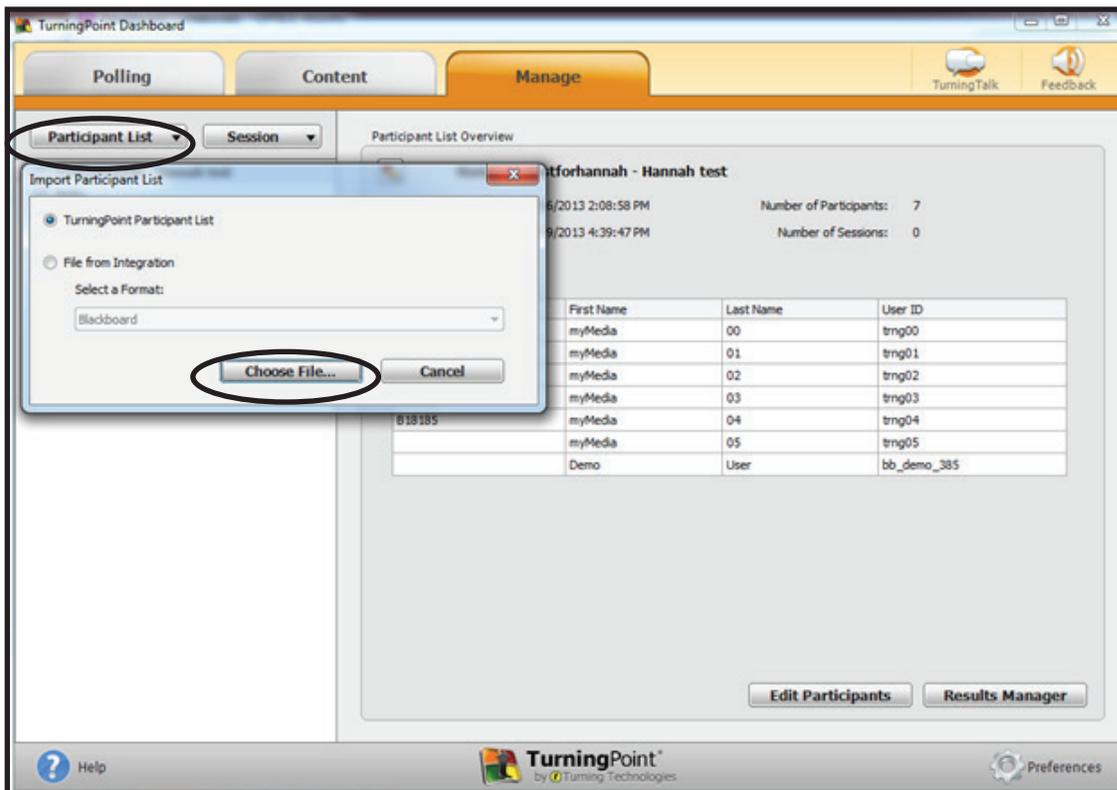
1. Copy your Turning Point class folder from your jump drive or P: drive to your lectern desktop.
2. From the **Start Menu**, open **TurningTechnologies, LLC-TurningPoint-TurningPoint**



3. Note the **Channel Number** displayed within the main page of TurningPoint. You will need to ask students to turn their channels to this number.

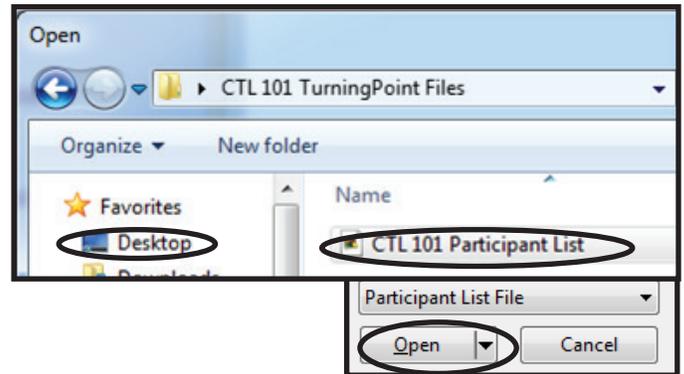


4. From the **Manage** tab, click the **Participant List** menu. From the drop-down list, click **Import**.

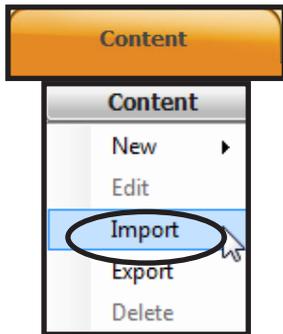


- Browse to your TurningPoint class file folder and select your participant list. Click **Open**.

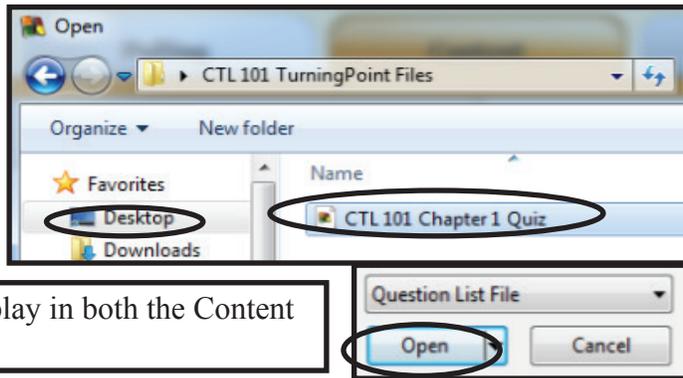
Note: The participant list will display in both the Manage and Polling tabs.



- From the **Content** tab, click **Import** from the drop-down Content menu.

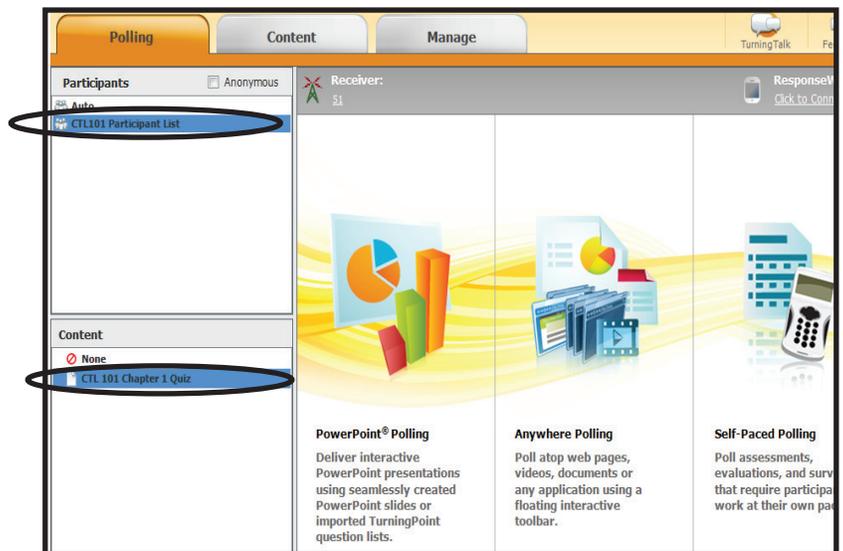


- Browse to your TurningPoint class file folder and select your **question list**. Click the **Open** button.



Note: The question list will display in both the Content and Polling tabs.

- Select** both your participant list and your question list in the Polling tab. **Both** files should be highlighted.



- Select your polling interface by clicking on the application you wish to use to poll your class. Power Point Polling opens as an add-in to PowerPoint and can be combined with other lecture slides. Any where Polling opens as a floating toolbar and can be used across any application or document. Self-paced polling allows students to work at their own pace.

TurningPoint Getting Started

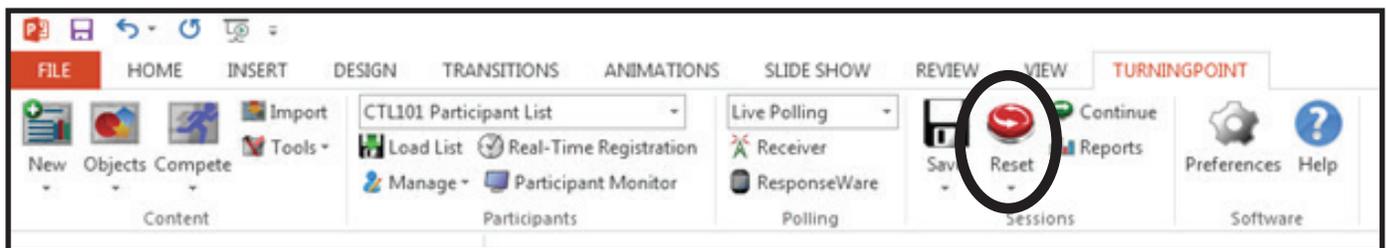


The Center for Teaching and Learning

PowerPoint Polling:

Microsoft PowerPoint is the base of this application within TurningPoint 5. There is no need to be an expert in PowerPoint, but one should be familiar with how to open a presentation, insert slides, start and advance a slideshow, and save a presentation file within Microsoft PowerPoint.

1. Perform steps 1-9, as outlined in the “Before Each Session” section.
2. Within PowerPoint Polling, click the **Reset** button on the TurningPoint ribbon to ensure all responses have been cleared from a previous session.



3. From the drop-down Reset menu, choose to reset the **Session**.
4. Start the TurningPoint presentation with the PowerPoint start slideshow button located at the bottom of the screen.

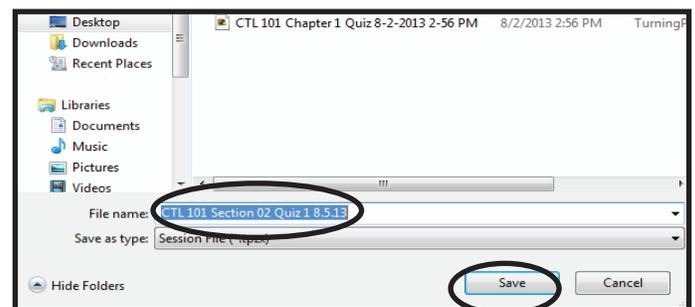


5. Advancing the slide will close the poll to each question by default. Poll your questions until the end of the show.



End of slide show, click to exit.

6. On the TurningPoint Ribbon, click **Save**.
7. Under the drop-down menu, select **Save as New Session**. Browse to your class folder on the desktop and save the file with a meaningful name that will enable you to identify the class and class period.



8. Close PowerPoint.
9. Copy your class folder from the desktop back to your **jump drive** or **P: drive**. Remember, the lectern desktops will clear at the next log-in.

Anywhere Polling:

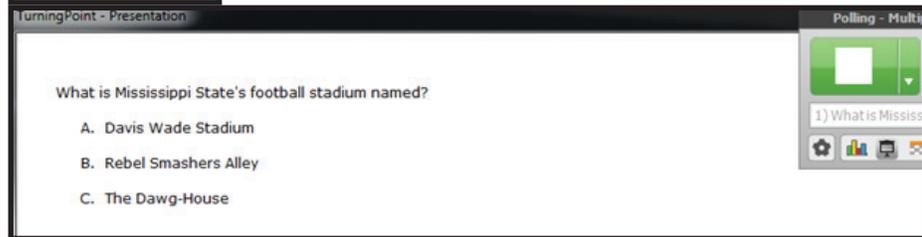
Anywhere Polling can be used to poll within any application, including web pages, videos, and documents to receive immediate feedback from participants.

1. Perform steps 1-9, as outlined in the “Before Each Session” section.

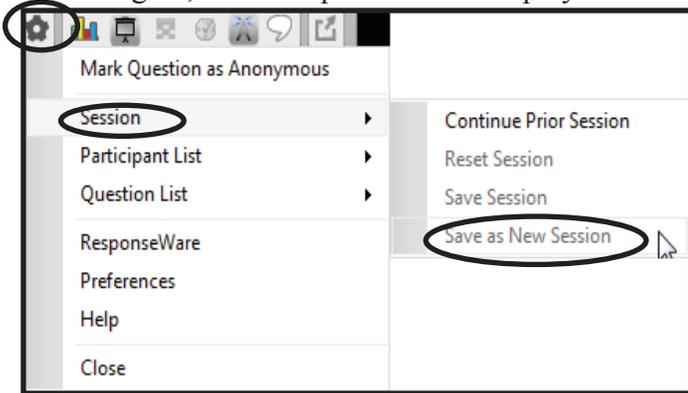
2. Within Anywhere Polling, a floating toolbar will appear. Click the **Display Channel Button** to show the channel.



3. During your lecture, click the **Play** button to start polling anytime you wish to poll a prepared question from the question list. Your question and answer options will appear in the display window by default.



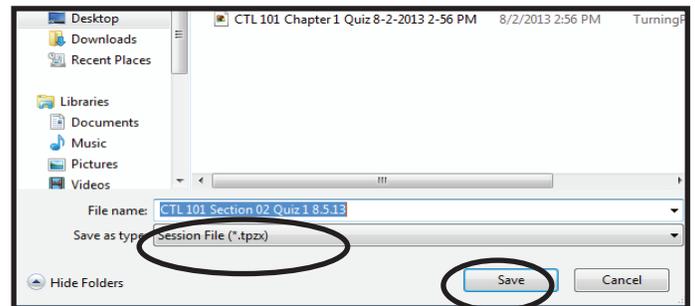
4. Click the **Stop** button to close polling on a question. When you press the play button again, the next question will display.



5. When your session is complete, save the session by clicking on the **Settings** button  Under the **Sessions** tab, select **Save as New Session**.

6. Browse to your class folder on the desktop and **Save** the file with a meaningful name that will enable you to identify the class and class period polled.

7. **Close** TurningPoint Anywhere Polling



8. Copy your class folder from the desktop back to your **jump drive** or **P: drive**. Remember, the lectern desktops will clear at the next log-in.