TurningPoint 5 is an Audience Response software package offered by Turning Technologies, allowing you to receive immediate feedback from polling participants through the use of clickers. The software provides the capability to upload grades directly to myCourses or to import sessions into the software’s Results Manager. This version of the software consolidates PowerPoint Polling (previously TurningPoint), Anywhere Polling (previously TurningPoint Anywhere), Self-paced Polling, quizzing functions (previously TurningKey) and the Results Manager into a single interface. The ResponseCard NXT is Mississippi State University’s compatible clicker to use along with this software.

Objectives

- Register Audience Response clickers in myCourses
- Manage and import class rosters
- Set up participant lists
- Create content and deliver a lesson using PowerPoint Polling and Anywhere Polling
- Import/export session grades into myCourses
- Create a question list/quiz
- Administer a test/poll
- Edit and manage sessions
- Generate reports from polling/quiz sessions

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Getting Help @ The Center

The Center for Teaching and Learning is dedicated to providing individualized assistance to help faculty with the incorporation of instructional technology into their courses. Instructors may choose to come by at their convenience or schedule an appointment at the 2205 Mitchell Memorial Library location, open Monday through Friday, 8:00 am to 5:00 pm. For more information or to make an appointment, call 325-2083 or email help@ctl.msstate.edu. To reach help outside of CTL’s normal office hours, please call the HelpDesk at 662-325-1403.
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## Getting Started

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TurningPoint- Getting Started

The Center for Teaching and Learning

Accessing Turning Point

Accessing from Classroom Lectern

TurningPoint software is already installed on the classroom lectern computers. You will not need to install the software on these computers.

Downloading/Installing TurningPoint on Laptop/Office Computer

1. Go to http://its.msstate.edu
2. Click the Software link located on the top menu bar.
3. Click Downloads/Media Requests from the list of Software options.
4. Scroll down the page and click the Turning Technologies link.
5. A drop-down menu will appear. Click Request Software.
6. Accept the terms and conditions of the license agreement.
7. Select the appropriate operating system link (Windows or Mac) and a pop-up window will prompt you to enter your netId and password and submit.
8. Click the link to download the software.
9. Save the file to a specified location.
10. Locate the saved file and double-click the installer file that was downloaded.
11. Follow the steps in the installation process.
12. The default installation settings will install a shortcut to TurningPoint on your desktop.
Opening TurningPoint

To open TurningPoint, double click the TurningPoint icon.

Saving Files

It is important to save your participant list, session files, quizzes, and content files to a file folder where you can easily access the files. If you are using a jump drive, remember to save your files in a folder created on that drive. *When using the university lecterns, the desktop will be cleared at the next log-in and no data saved to the desktop will be available after logging out.* You may also save the files to the P: drive.

1. If using a personal computer, TurningPoint offers a default location for saving files. To set your default save location, open TurningPoint. On the main menu, click the **Preferences** tab.

2. A pop-up window will appear. Under the **Software** tab, click the gray button next to the **Default Save Location**. Browse for the folder that you wish to save your TurningPoint files and Click **OK**.

Note: If you are using a lectern, your files will clear off of the desktop at the next log-in. It is recommended that you use either the P drive and/or a jump drive to import and export files to the desktop for using during instruction and transferring back to the jump drive and/or P: drive after class.
Basic File Extensions

tplx: TurningPoint participant list file.
The participant list can be manually created or uploaded from myCourses and then loaded into either PowerPoint polling, Anywhere Polling, or the Self-paced polling functions.

tpqx: TurningPoint question list file.
The question list can be imported from previous versions of TurningPoint or a new question list can be created and used in all three functions of TurningPoint.

tpzx: TurningPoint Anywhere Polling session file.
The session is created when the session is completed and is saved.

When you create a lesson in PowerPoint with the TurningPoint program, save the file in a folder on your computer. Save the Participant List in that folder as well as the Session files. This will allow you to drag the folder containing the TurningPoint Session files into a jump drive or P drive to be transported to the lectern from which to instruct.

When the lesson is finished, copy the session files back to your jump drive to edit or upload from your office with ResultsManager.
myCourses Setup

Instructor Setup

You will need to add the Turning Technologies tool to your course. You should also notify students to register their clickers within myCourses. When student devices are registered in myCourses, instructors may easily download a participant list for each class/session and upload session grades into myCourses.

2. Log in with your NetID and NetPassword.
3. Select the course from the course list that will be utilizing TurningTechnologies response devices.
4. By default, TurningTechnologies is listed as being available to students under the Tools options. To ensure this is selected, under the Course Management section, select Customization, then Tool Availability.
5. Scroll down, and ensure that the TurningTechnologies Registration Tool is selected and checked as “Available.” Click Submit.
6. Both you and your students will now see the TurningTechnologies Tool within the Tool List

Note: If desired, you may also create a content folder within your course for the tool to appear on your menu bar, or you can place the tool within a created folder (i.e., “Getting Started”) along with files such as the student factsheet on how to register a device (available at ctl.msstate.edu), your course syllabus, etc. Please see the myCourses/Blackboard training documentation on how to create a new folder and/or how to link the tool to an existing folder. You will need to show the students on the first day of class how to access and register their tools within myCourses.
myCourses Demo Student Clicker Registration

The student view in myCourses will allow the instructor to see his or her course as his or her students see it. You can use the student view to perform a mock clicker registration, go through lessons as a student, and upload a grade to the demo student account. Please note that in Blackboard Learn, the demo student’s scores will count towards your total student averages, and you should delete the demo student grade(s) if you would like to use this total student average for meaningful comparison and analysis. To access student view:

1. Log in to myCourses at mycourses.msstate.edu with your NetID and NetPassword.
2. Click on the course in which you wish to test student view.
3. Within the course, click “Go to Student View,” located at the top right hand corner of the page.

![Go To Student View](image)

4. Locate the TurningPoint registration tool. If you have not created a content folder for the students to access the tool, you can always access the tool by clicking the Tools link on the menu bar and scrolling down until you see the TurningTechnologies Registration Tool link. Click on the link.

![Turning Technologies Device Registration](image)

5. Enter the Response DeviceID, located on the back of the student clicker device under the Bar Code. Click Register. Once confirmation is received that your device has been registered, click the home button to return to your course.

Note: Once a student has registered his or her device in one course, it will be registered for all courses in which he or she is enrolled.
Configuring Instructor Response Device (USB Receiver)

Each classroom technology lectern will have a receiver built in. The channel for the receiver will remain the same. You should announce the channel from which you are presenting to the students so that they may change the channel on their clicker devices.

If you are instructing or presenting from a personal computer with TurningPoint downloaded, you may change the channel to whatever you desire. There are 82 channel options, with channel 41 being the default channel.

To change the receiver channel within the main TurningPoint window:

1. Plug in the **USB Receiver** and open TurningPoint.
2. Your receiver’s channel number will be listed above the application dashboard (41 is the default channel).
3. **Click** on the receiver channel. A separate window will appear.
4. Under **Connections**, and **Receiver**, select your desired channel from the drop-down list.
5. Under Polling Connections, you should ensure that the item **“Invalid Response Notifications”** is checked. When this setting is enabled, students are made aware when they respond with an invalid answer option. You should NOT check “Enforce Participant List,” especially during the beginning of the semester as students and clicker users that are not on your myCourses roster/participant list will not be able to enter a session. If checked, the “Force Channel Change” button will allow you to retain the channel as set in the ResponseCard channel settings. If not checked, the channel will default to the last used channel on the ResponseCard receiver.
6. **Click Close**. Your channel and selected settings should change in the main window.
Overview of TurningPoint Main Window Functions

**Polling tab:** Access the TurningPoint applications, including PowerPoint Polling, Anywhere Polling, and Self-Paced Polling; Select participant list and content to use; Change receiver channel number.

**Content tab:** Create new Question Lists and PowerPoint content files and/or import existing TurningPoint files into the TurningPoint interface

**Manage tab:** Create new or import participant lists from myCourses; Export and import session files; Manage/edit results through Turning Technologies software or export session files/results to myCourses; Generate reports for individual and question statistics
Participant List - Importing from myCourses into Main Interface

Creating a participant list before delivering a lesson allows the instructor to track student responses during the lesson and to determine who has not responded. Instructors are allowed to manually create new participant lists or to download from myCourses. We will import lists from myCourses each time to control which students are in the participant list. These participant lists will work in PowerPoint polling, Anywhere Polling, and Self-Paced Polling.

To import a participant list from myCourses:

1. **Open** TurningPoint. Click on the **Manage** tab.
2. Under the **Participant List** drop-down menu, select **New**.
3. Select the option to **Download from Integration** and click **Create List**.
4. From the **Integration** List, select **Blackboard**.
5. Enter the server address as: **https://mycourses.msstate.edu**
6. Enter your **netId** as your **username** and your **net Password** for the **password**. Click **Connect**.
7. Select the course(s) from which you wish to import participant lists and click **Import**. You will receive confirmation of the participant list downloads. Click **OK**.
8. Your participant list has been created and is temporarily stored in the TurningPoint software. If you would like to save your participant list, highlight the list in the menu, and select **Export** from the **Participant List drop-down menu** (Recommended).
9. Select the participant list you would like to export/save and click the button next to “Export to Directory” and select the location that you would like to save your file. It is recommended that you save all files into one folder for easy access. Click the Save button. Please note, if using a lectern computer, files saved to the desktop will not be available. Please utilize the P drive or a jump drive.

You can also edit your participant list within the Manage tab. However, if a student device ID is entered incorrectly, the student should re-enter the ID into myCourses so that the participant list is updated and can be easily synced into sessions and the myCourses gradebook.

Steps on how to import your saved participant list files into each of the applications will be discussed in the individual application guides.
Question Lists- Creating a New Question List in the Main Interface

You can create a new question list to use in PowerPoint Polling, Anywhere Polling, or Self-Paced Polling. You can also create the questions within PowerPoint Polling and Anywhere Polling (on-the-fly questions only). However, it is recommended that you use the question list format within the TurningPoint dashboard for ease of transfer and use.

To create a new question list in the TurningPoint dashboard:

1. **Open** TurningPoint. Click on the **Content** tab. From the Content drop-down menu, select **New**, then **Question List**.

2. Give your question list a meaningful name and click **Save**.
3. Within the quiz interface, you can add text to the question bank and explore several question, polling, and scoring options. From the drop-down list, select your question-choice type and the number of answer choices that the question will have.

Available Question Types:

- **Multiple Choice**
- **Short Answer** - multiple correct answers should be separated by a semicolon with correct answers being limited to 16 characters
  
  Supported symbols: space . , ‘ “ ? ! @ # $ % ^ & * () _ + - = / < >

- **Numeric Response**
- **True/False**
- **Matching** - Allows for duplicate answers and is order specific
- **Essay** - Essay responses are not graded by TurningPoint. Individual responses can be viewed in the individual results report in the Manage tab of Turning Point.

The following example displays a question with a multiple-choice format. To enter a question into the list, double-click in the field “Enter question text.”
4. Within the question editor, type the text of your question. You will click on the answer options to enter text in those fields as well.

On the right-hand side of the page, you will see the options for Questions, Polling, and Scoring. The options will vary by question type, but the most common are the following:

**Question Options:**
- **Anonymous** - Not identified by participant
- **Multiple response** - Allows clicker to enter more than one answer at a time (can also set how many responses to allow and allow for duplicates)

**Polling Options:**
- **Show Results** - Displays results to class
- **First response only** - Accepts only the student’s first response (cannot be used simultaneously with multiple response option)
- **Correct Answer Indicator** - Displays correct answer to students after polling is closed
- **Countdown Timer** - Can be set and used during polling
- **Response grid** - Provides more detailed information on responses/non-responses while polling

**Scoring Options:**
- **Correct point value** - given for questions that are answered correctly; can be set for values between -10,000 and 10,000
- **Incorrect** - given for questions that are answered incorrectly; can be set for values between -10,000 and 10,000
- **Speed scoring** - Awards points proportionately based on how quickly a student responds (ie, in 10 second countdown, a correct response with 5 seconds remaining is rewarded ½ the points)
- **Show advance scoring** - Allows you to edit point values for all responses (i.e., partial credit)
5. To add a new question, select the Question drop-down menu, and select Add. You may select your question type and edit the question as shown above.

**Question Types:**

**Multiple Choice Question**
Multiple choice questions are the default question type in the system. To assign a correct answer, click the dropdown box to the left of the correct answer (ie, answer “A”). All other answers will default to incorrect.

**Short Answer Question**
The default point value for correct answers is “1” and default point values for incorrect answers is “0.” Under “Answer Value,” choose whether or not the keywords will provide a correct answer. Enter the correct answer or variation(s) of the correct answer in the Correct Keywords box. Note: Acceptable words to receive credit as a correct answer should be separated by a semicolon.

**Numeric Question**
Enter your correct answer in the Acceptable Value box. You can also set an acceptable range of values. If students answer within this range, they will get credit for a correct answer. You may also choose whether or not the answer value will provide a correct answer.

**True/False Question**
Select your answer to the question as either “True” “False” or “No Correct” answer.

**Essay Question**
You may enter your question only, with an option to make the question answered anonymously, accept first responses only, add a countdown timer, or a response grid. Please note that Turning Technology will not grade the essay questions. The results will be available in the Individual Results Report/Score Report under the Manage tab for the completed session.
Matching Question
Within the question editor, first select how many matches and choices you will have.

Next, within the answer options, enter your answer text for each of the matches.

Demographic Assignment
Allows users to enter in demographic questions by how they would like to group the audience (i.e., “What year are you?” Freshman, Sophomore, etc). Questions can be labeled for use with the report tool.

Priority Ranking
You may insert ranking questions into your question bank, with responses being weighted and ranked. First responses are weighted more than second, second more than third, etc. For example, if you ask for someone’s top two favorite sports teams, the first response given will be weighted the most heavily. You may also change the weight that each response receives.
Question List- Saving a Question List

When you are finished editing your question list:

1. Click the **Save and Close** button found at the bottom of the main page.

2. You will be taken to a Question List Overview, where you can scroll through your questions and edit the question list.

3. When you are finished editing, **Export** the question list file to the location where you have saved your other TurningPoint lists (participant lists, session files, etc). Please remember that the university lectern desktops will clear. It is recommended that you save your files in one folder, either on the P drive or a jump drive, where you can easily locate and access these files.

4. To export the file, select the question list that you would like to export and click the drop-down folder beside “**Content.**” Select **Export**.

5. **Select** the Question List you would like to Export.

6. Browse for the folder you would like to save your file in by clicking next to **Export to Directory**. Browse for your folder and click **OK**.
Question List- Printing a Question List

Within the print function, you can print each of the following three different versions of your question list:

- **Student copy** (test version) - Question and answer choices only
- **Teacher copy** - Test version with answer choices correctly marked and assigned point values displayed
- **Answer key** - Provides answers only

To print the Question List:

1. Within the content tab and frame, double-click the quiz/question list that you would like to print. An editing window will appear.
2. In the editing window, click the **Print** icon.
3. Choose the version (Student copy, Teacher copy, or Answer Key) that you wish to print and click the **Print** button.
TurningPoint- Anywhere Polling

TurningPoint Anywhere is one of the applications included within the TurningPoint 5 Audience Response Systems package. Anywhere Polling can be used to poll within any application, including web pages, videos, and documents to receive immediate feedback from participants. The system uses a floating interactive toolbar and should be used with the Response Card NXT clickers.
Opening Anywhere Polling

1. To open Anywhere Polling, double click the TurningPoint icon.

2. Before launching Anywhere Polling, be sure to import your participant list and question list into the TurningPoint main-frame (see Getting Started section).

3. To import your participant list, please see previous instructions. To import a question list, click on the “Content” tab. Under the Content drop-down list, click “Import.” Access the file folder which contains your TurningPoint files and select the question list that you would like to use. Click Open. Please note that you can also create on-the-fly questions within Anywhere Polling.

4. Before selecting the Anywhere Polling option, make sure that your participant list and question list are highlighted on the Polling tab.

5. With your participant list and question list highlighted in the Polling tab, click on Anywhere Polling. The TurningPoint floating toolbar will appear on your screen.
Anywhere Polling Floating Toolbar

Press Play to Begin Polling

Press Stop to Stop Polling and display results. To advance to the next question, simply open polling (click play again).

Settings
- Mark Question as Anonymous - Allows Participants to Answer Question Anonymously
- Session:
  - Continue Prior Session
  - Reset Session
- Save Session
- Save as New Session
- Participant List - Displays selected participant list (from main frame)
- Question List - Displays selected question list (from main frame); Allows users to Display Question List or Close Question List
- Preferences - Displays Anywhere Polling Chart preferences; Change chart colors, labels, values, default chart types, how to divide responses, and to show results; Change competition settings; Change presentation settings (see section on)
- Close - Closes entire Anywhere polling application
Main Menu Bar

Charting Options: Displays chart of answers, percentage correct, etc.; Allows you to set correct answer (if not done through question list), edit percentage formatting

Presentation Window: Click to show for all questions; Non-prepared questions will show by default the text “question 1

Non-response grid: Displays the participants who have not responded

Countdown Timer: Can be set in default settings tab for each question or can be incremented up and down with the option to pause.

Display Channel: Displays the channel the instructor is using to the class.

Send messages to an individual or all users’ devices.
Receiver Channel
Each classroom technology lectern will have a receiver built in. The channel for the receiver in the lectern will stay the same. The students should be made aware of the channel from which the instructor is presenting.

If instructing from a laptop, you can change your channel to what you desire it to be. There are 82 Channels to which your receiver can be set. You may change the receiver channel in either the main TurningPoint page or within the individual applications.

To change within TurningPoint Anywhere Polling:

1. Click on the Settings button. Select the Preferences option.
2. Under the Connections tab, select a channel number under Receiver.
3. Click the Close button.

Note: Under Polling Connections, you should ensure that the item “Invalid Response Notifications” is checked. When this setting is enabled, students are made aware when they respond with an invalid answer option. You should NOT check “Enforce Participant List,” especially during the beginning of the semester as students and clicker users that are not on your myCourses roster/participant list will not be able to enter a session. If checked, the “Force Channel Change” button will allow you to retain the channel as set in the ResponseCard channel settings. If not checked, the channel will default to the last used channel on the ResponseCard receiver.
Polling with a Question List

1. Ensure that your question list is loaded (see Opening AnywherePolling). When your question list is loaded, it will appear as a part of the TurningPoint Anywhere Polling showbar.

2. Click the **Start Polling** button to begin polling the first question.

   The question will appear on a white background, similar to a PowerPoint Slideshow. Question display settings can be adjusted within Settings/Presentation.

3. Click **Stop Polling** to display the results.

4. Repeat steps 2-3 for the remaining questions in the question list.
Creating and Delivering on the Fly Questions

TurningPoint Anywhere Polling can also be used to deliver a lesson without preparing questions in advance (aka, polling with on the fly questions).

You will still need to import your participant list if you would like to track and record students’ responses while polling (see section on Importing Participant List). The system will take a screen shot each time you poll (ie what website you were on, document, etc).

The following are question types for using TurningPoint Anywhere Polling:

- **Custom**: Customize a multiple choice question. The Presentation window will display with the question and answer choices. (Recommended option for creating on the fly questions as this is the only option that records the text of the slides for reviewing).
- **Multiple Response**: Allows you to poll questions that allow for more than one response. The presentation window will not display during the question.
- **2-10 Answers**: Allows you to poll multiple choice questions with anywhere from 2 to 10 answers. The presentation window will not display during the question.
- **Short Answer**: Allows you poll a short answer question with up to 16 characters for response. The presentation window will not display during the question.
- **Numeric Response**: Allows you to poll numeric response questions. The presentation window will not display during the question.
- **Essay**: Allows you to poll numeric response questions. The presentation window will not display during the question. (Not recommended as it takes considerable time to click text within the Clicker system).

To create on-the fly questions in Anywhere Polling:

1. Open the application (ie, website, document) you would like to poll (optional).
2. Click the drop-down button beside the play button. Select **Custom** (recommended for on-the fly questions).
3. Populate the question and answer fields (with each answer option on a separate line).
4. Click **Start Polling**. With the Custom on the fly question, the presentation screen displays (other types do not).
5. After all participants have responded, click the **Close Polling** button.

Note: On the fly-questions do not have a correct answer marked initially. You will need to mark the correct answer on the charting tool.
The Chart Window

Changing the Display Percentage Format

TurningPoint Anywhere Polling Results Charts can be modified by changing the display format of the percentages. Values can be set to:

- 0% (Percentage with no decimal places)
- 0.0% (Percentage with one decimal place)
- 0.00% (Percentage with two decimal places)
- 0 (Absolute count)

To change the display percentage format:

1. Within the chart that displays after a question is closed, click the #/% button on the bottom left corner of the window.
2. Select the type of percentage display that you wish to show.
TurningPoint- Anywhere Polling

Setting/Changing a Correct Answer for a Question List

TurningPoint Anywhere Polling Results Charts can also be used to modify and set a correct answer.

1. Within the chart that displays after a question is closed, click the check mark/x button on the bottom left corner of the window.

2. If a question list is loaded with a correct answer option already selected, the correct answer will be displayed with a green bar and a check mark. Incorrect answers will be displayed with a red bar and an x.

3. To change, click the bar of the answer that is correct and make sure all other incorrect answers are marked as incorrect.
Setting/Changing a Correct Answer for an On-the-Fly Question

1. Within the chart that displays after a question is closed, click the check mark/x button on the bottom left corner of the window.

2. Each of the bars will turn gray.

3. Click the bar of the answer that is correct. When you set a correct answer, all other answers are marked as incorrect. You can set more than one answer as correct by clicking each answer that you want to be correct.
Adding a Countdown Timer to Questions

1. To poll a question with a timer, click the Start button (alternately, you may change the options within Settings/Presentation- this option will add the timer for all questions).

2. To activate the timer, click the Countdown Timer button found on the menu bar.

3. Click (+) to add time to the countdown timer or click (-) to deduct time from the countdown in five second increments. You may also pause the timer.

4. Once the countdown timer runs out, the question ends. You may also end the question before the timer runs out.

Adding a Response Grid

The TurningPoint Response Grid can be very helpful to the instructor who wants to see who has or has not responded to a polled question. To poll a question with the Response Grid:

1. Click the Start button (alternately, you may change the options within Settings/Presentation- this option will add the timer for all questions).

2. To display the Non-Response grid, click the Response Grid button.

3. Once a participant answer the question being polled, his or her name will appear in a different color (default-green) on the Response Grid. Non-responders’ ID’s will appear in a gray color.

4. You will need to activate the Response Grid button for each question. You may also change between viewing Responses or Non-responses (see Changing the Anywhere Default Presentation Settings)
Changing the Default Anywhere Polling Presentation Settings

You may also change the default presentation settings within TurningPoint Anywhere.

To change the default settings:

1. Click the **Settings** button, located on the Anywhere floating toolbar.

2. Under Preferences, scroll down to the **Presentation** section.

When selected, any of the following responses will become the default option when presenting in TurningPoint Anywhere:

- **Accept First Response Only**- only allows students to enter one unchangeable response
- **Countdown Timer**- You may customize the countdown time from 1 to 999 seconds. You will still need to manually add the timer to each question.
- **Include Screenshots**- Display screenshots of what appeared on your screen when the question polling began within Results Manager
- **Point Values**- Change the default point values for correct/incorrect responses
- **Quick Poll Answers**- Change default number of answer responses
- **Quick Poll Font**- Change default display font
- **Bullet Format**- Change default bullet display
- **Response Grid**- Change the Response Grid type from Response to Non-Response or Table setting
- **Show Question List**- Display Question List
- **Show Presentation Window**- Displays the Presentation Window
Sessions

After a polling session, you should save the session. Resetting a session will erase all response data and start over with a new session. If you reset a session without first saving the session, you will lose all data gathered from polling. You can also choose to continue a prior saved session. TurningPoint Anywhere will warn you if you are about to exit a session that has not been saved.

Saving an Anywhere Session

1. Click the **Settings** button located on the Anywhere floating toolbar.
2. Mouse over the session and select **Save as New Session**.

3. Browse to the location of your TurningPoint file folder. Give the file a meaningful name and click the **Save** button. Please note, if using a lectern computer, files saved to the desktop will not be available. Please utilize the P drive or a jump drive.

Note: If you attempt to close Anywhere Polling without saving the session, you will be notified and prompted to save the session.
Resetting an Anywhere Session

Resetting your session will remove all session data. If you choose not to save your data, all questions polled are erased and cannot be recovered.

1. Click the **Settings** button located on the Anywhere floating toolbar.

2. Mouse over the session and select **Reset Session**.

3. A prompt to save the session data is displayed if unsaved data is detected. Click the **Save** button if you wish to save the current session or click the **Don’t Save** button to reset without saving.

Continuing a Prior Anywhere Session

1. Click the **Settings** button located on the Anywhere floating toolbar.

2. Mouse over the session and select **Continue Prior Session**.

   **Note:** If you have a session in progress, you will be asked to save your current session data before loading a previous session.

3. Browse to the location of your session data file that you would like to continue polling, select the file, and then click **Open** to open the file.
TurningPoint PowerPoint Polling is one of the applications included within the TurningPoint 5 Audience Response Systems package. PowerPoint Polling opens as an add-in to Microsoft PowerPoint. The polling questions are inserted into slides and can be used along with your other lecture slides. The Response Card NXT clickers are to be used with this software at Mississippi State University.
Opening PowerPoint Polling

PowerPoint Polling offers greater flexibility in allowing you to directly import question lists from a saved file location and participant file lists from either a saved file location or an integration list from myCourses. You may also choose to import these files into the TurningPoint dashboard interface and open PowerPoint Polling.

Opening without Opening Participant List and Question List in Dashboard Interface

1. To open PowerPoint Polling, **double click** the **TurningPoint** icon.

2. Click on **PowerPoint Polling**. PowerPoint Polling will open as a plug-in to Microsoft PowerPoint.
Utilizing the Dashboard Interface to Open Participant List and Question List:

1. To open PowerPoint Polling, **double click** the **TurningPoint** icon.

2. Before launching PowerPoint polling, you can import your participant list and question list into the TurningPoint main-frame (see Getting Started section). Unlike TurningPoint Anywhere Polling, you may also directly upload these files from within the PowerPolling application (see Importing Participant Lists and Importing Question Lists in PowerPoint Polling). You can also create slides containing Polling Questions within PowerPoint Polling (see Creating Slides in PowerPoint Polling).

3. If you do not wish to open your question list and participant list from directly within PowerPoint Polling, make sure the files are **selected and highlighted** on the Polling tab within the TurningPoint dashboard interface (see Getting Started for reference).

4. With your participant list and question list (optional) highlighted in the Polling tab, click on **PowerPoint Polling**. PowerPoint Polling will open as a plug-in to Microsoft PowerPoint.
The TurningPoint Ribbon

TurningPoint is a plug-in that is installed into Microsoft PowerPoint. The install creates a tab for the functions of TurningPoint. Click the TurningPoint Tab to access the Ribbon.

Content

- **Insert a New Question**: Insert new interactive questions to the PowerPoint slide deck.

- **Insert Object**: Insert objects to the interactive questions to enhance the polling experience.

- **Insert Competition Slides**: Assign teams, allow point wagers, and display individual or team point accumulations.

- **Import Question List**: Create slides from a Question List from TurningPoint’s content creator.

- **Content Tools**: Enhance an interactive presentation with specialized authoring tools.
TurningPoint- PowerPoint Polling

The Center for Teaching and Learning

Participants

Displays your current Participant List being polled

Load a Participant List- Select a participant list that is not loaded in the default TurningPoint folder (load from saved file location)

Manage Participant List- Create and edit a participant list in TurningPoint’s Participant Editor. Create new participant list from myCourses integration.

Real-Time Registration Tool- Select a participant list and allow the participant to assign their device to their name at the press of a button (not recommended for classroom use, myCourses integration preferred)

Participant Monitor- Monitor updated question and participant information during a slideshow

Polling

Select Polling Type- Poll with live audience or test a presentation with a simulated audience

Receiver Connection- View if a receiver is active by the state of the icon, or press the button to change the channel

ResponseWare Connection- not applicable for MSU

Sessions

Save- Save/store the polling session’s data for future viewing

Reset Session- Reset the session data for a new presentation, or reset the charts to add to the data already loaded.

Continue Prior Session- Select a previously run session file to continue the session

Session Reports- View, print, and export reports on the currently loaded session files
Software

TurningPoint Preferences- Adjust preferences for PowerPoint Polling for the entire TurningPoint application

Turning Point Help- Access the TurningPoint help files and user guide
Receiver Channel
Each classroom technology lectern has a receiver built in. The channel for the receiver in the lectern will stay the same. The students should be made aware of the channel from which the instructor is presenting.

If instructing from a laptop, you can change your channel to what you desire it to be. There are 82 Channels to which your receiver can be set. You may change the receiver channel in either the main TurningPoint page or within the individual applications.

To change channels within TurningPoint PowerPointPolling:
1. On the TurningPoint ribbon, ensure that Live Polling is selected under the Polling section.

2. Double click on the Receiver button located on the TurningPoint ribbon.

3. Under the Connections tab, select a channel number under Receiver.

3. Click the Close button.

Note: Under Polling Connections, you should ensure that the item “Invalid Response Notifications” is checked. When this setting is enabled, students are made aware when they respond with an invalid answer option. You should NOT check “Enforce Participant List,” especially during the beginning of the semester as students and clicker users that are not on your myCourses roster/participant list will not be able to enter a session. If checked, the “Force Channel Change” button will allow you to retain the channel as set in the ResponseCard channel settings. If not checked, the channel will default to the last used channel on the ResponseCard receiver.
Participant Lists

Create a Participant List

Creating a Participant list before delivering a lesson is beneficial. TurningPoint gives the instructor the ability to import an LMS list from myCourses. You are allowed to do the following:

- Track student responses during the lesson.
- See who has not responded by using the tools with the list.
- Upload session results into Results Manager and then import into myCourses

Download a myCourses LMS Participant List

1. To import a participant list click the Manage drop-down list found on the TurningPoint ribbon. Click Create New List.
2. Select Download from Integration and click Create.
3. From the Integration List, select Blackboard.
4. Enter the server address as: https://mycourses.msstate.edu
5. Enter your netId as your username and your net Password for the password. Click Connect.
6. Enter the Integration List, select Blackboard.
7. Select the course(s) from which you wish to import participant lists and click Import. You will receive confirmation of the participant list downloads. Click OK.
8. On the TurningPoint ribbon, select your Participant List from the drop-down participant list menu.

Note:
For the first few weeks of your course, it is a good idea to update your participant list before class each day.
Working with Content
Importing a Question List from a File

PowerPoint Polling can be used to open an existing question list or the user can create new slides or convert an existing presentation into polling-based slides. If a question list was selected while opening PowerPoint Polling, the application will automatically upload the content into slides. You can also import a question list from a saved file from within the PowerPoint Polling application.

To import a question list from a file:

1. On the TurningPoint ribbon, select Import.

2. Browse to the location of your TurningPoint file folder. Select the question list you wish to import and click Open.

3. You will receive a notification that your question list is importing. Your question list will upload into polling slides.
Creating and Saving Slides
Using PowerPoint Polling to create an interactive presentation requires basic PowerPoint knowledge, such as creating slides. There are two ways to create a slide:

- Insert a PowerPoint Polling slide from the TurningPoint Ribbon
- Convert an existing PowerPoint slide into a PowerPoint Polling slide

PowerPoint Polling includes several premade slides for the user to insert:

Types of Slides

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.

Short Answer
A short answer slide contains a question text box, a chart and a list of the six most common responses as the default. The following symbols are supported: . , ‘ “ ? @ # $ % ^ & * ( ) _ + - = / < > \ [ ] { } £ € E

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

True/False
A true/false slide is used for a question with a true or false response.

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

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

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 slide weighs participants’ choices and then ranks them accordingly.

Likert
A likert slide is used to determine varying levels of agreement or disagreement. The slide includes a generically worded question and answers with editable text.

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

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

Competition Slides

Competition slides keep track of the participants or teams with the most points and fastest responses. Answer options should have point values assigned and a correct answer marked in order to compete.

Team Assignment
The team assignment slide assigns participants to teams for competitions and is considered a demographic slide.

Participant Leader Board
Displays the top individual participants ranked by their total points and updates after each question.

Team Leader Board
Displays teams ranked by their total points as an average of the team.

Team MVP Board
Displays the individual participant on each team with the most points.

Fastest Responders
Displays the individual participants who responded correctly and fastest to the most recent question.

Racing Leader Board
Presents team scores in images according to the number of points earned.

Wager
Allows participants to wager a percentage of their points on the next question slide. If the students fail to correctly answer the slide, the points wagered are lost. If the students correctly answer the question, they are awarded that percentage of points. If there is a correct answer value for the question, participants are also awarded those points in addition to the points wagered.
Inserting a Polling Slide (Template)

1. On the TurningPoint ribbon, click **New** and select the **type of slide** you would like to use from the drop-down list (see Types of Slides).
2. Your slide will appear. Depending on the type of slide chosen, your slide will contain a Question Region, Answer Region, Chart Region, and a Slide Preferences pane (options vary by slide).

3. Edit the text in the question region to reflect the question for the audience.
4. Edit the text in the answer region to reflect the choices the participants will have when responding to the question.

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What is Mississippi State's football stadium named?

- A. Davis Wade Stadium
- B. Rebel Smashers Alley
- C. The Dawg-House
- D. The Hump
The Slide Preferences Pane

The slide preferences pane appears as a movable floating tool within the template slides. The slide preferences pane contains options for questions, polling options, and scoring options that vary by the slide type. The instructor can also set or identify a correct answer (if you have imported a question list into PowerPoint Polling, the answers and values will transfer along with the list).

Some of the most common slide preference options are:

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

**Scoring Options**
- Correct Point Value - A point value of the correct answer(s) can be set by entering a value in the box.
- Incorrect Point Value - A point value of the incorrect answer(s) can be set by entering a value in the box.
- Speed Scoring - When checked, point values will decrease relative to the time polling is kept open.
- Answer Value - Answer value can be set by selecting “Correct” or “No Value” from the dropdown 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.

**Content**
- 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.
Setting a Correct Answer and Point Values

The slide preferences pane contains options for questions, polling options, and scoring options that vary by the slide type. The instructor can also set or identify a correct answer (if you have imported a question list into PowerPoint Polling, the answers and values will transfer along with the list).

Default Point Values

By default, answers marked Correct have a point value of 1, and answers marked Incorrect have a point value of 0. The default point values given for a correct answer can be changed in the Scoring Options Section. To change the default point values for a correct or incorrect answer, select the desired field and enter the new value.

Note: Default Point Values are over-ridden when you enter a point value for each answer. Negative values can be entered.

Multiple Responses

1. To change the amount of responses allowed, in the Questions Options category, click beside Multiple Responses, and from the drop-down list select the number of Responses allowed.
TurningPoint- PowerPoint Polling

The Center for Teaching and Learning

Identify a Correct Answer on a Multiple Choice Polling Slide
By default, answers marked Correct have a point value of 1, and answers marked Incorrect have a point value of 0. To mark an answer as correct complete the following step:

1. On the Slide Preferences Pane of the Polling slide, select the correct answer from the Scoring Options tab drop down beside the correct corresponding answer for the slide.

   ![Correct Answer Example]

   Note: All other answer values are set to Incorrect when you assign one answer correct.

   Note: A correct answer does not have to be given and more than one answer can be assigned as correct.

Advanced Scoring

1. On the Slide Preferences Pane of the Polling slide, under the Scoring Options, check the Show Advanced Scoring box and manually enter the point values that you would like to assign for each answer (ie, partial credit for an incorrect answer).
Identify a Correct Answer on a Short Answer Slide

1. On the **Slide Preferences Pane** of the Polling slide, under the **Scoring Options**, set the Answer Value as **Correct** from drop down menu.
2. Enter the **text** for the correct keyword(s). Multiple keywords should be separated with a semicolon.

Identify a Correct Answer on a Numeric Response Slide

1. On the **Slide Preferences Pane** of the Polling slide, under the **Scoring Options**, set either the **Acceptable Value** or the **Acceptable Range** of values for the correct answer.

Note: The slide will show a rank of responses. You only need to enter the question text in the slide and your acceptable keyword(s), value, or range of values in the slide preferences pane. When polling is closed on the question, the responses will be ranked by frequency of response and displayed.
Working with Objects

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

Types of Objects

- **Correct Answer Indicator**
  Allows the participants to see the correct answer on a slide once polling is closed (correct answer must be set beforehand)

- **Charts**
  Displays the results of participant responses (can change default in Preferences tab)

- **Animated Charts**
  Flash objects that appear over SlideShow in full-screen (Adobe Flash must be installed)

- **Countdown Timer**
  Provides participants with a visual clock indicating when polling will close. The countdown timer begins when polling is open and will automatically close polling when it ends.

- **Grids**
  A grid indicates which participant have responded. A grid can automatically be placed on each polling slide created within the Preferences tab.

- **Prompt**
  Prompts provide visual cues that the slides are polling slides to which they should respond (i.e., “Answer Now”)

- **Response Counter**
  Displays the number of responses during the slide show.

- **Stats**
  Display statistics after polling is closed (Mean, Median, Variance, Standard Deviation).
Correct Answer Indicator

For a Single Slide
1. Choose an existing slide to which you wish to add an object.

2. From the TurningPoint ribbon, click the drop-down Object button, mouse over Correct Answer Indicator, and select the type of indicator you wish to use. The indicator will appear next to the correct answer.

For all Slides

1. From within your PowerPoint presentation, hold down the Ctrl key and select the slides to which you wish to add a Correct Answer Indicator.

2. Follow the same procedure as inserting a Correct Answer Indicator for a single slide (Instructions Above).
Inserting Charts

To make a PowerPoint slide interactive, a chart must be on the slide. The template slides contain a chart. If you are converting an existing slide into a Polling slide, you will need to insert a chart (see Instructions for Converting Existing slide into Polling slide)

1. Choose an existing slide to which you wish to add a chart.

2. From the TurningPoint ribbon, click the drop-down Object button, mouse over Charts, and select the type of chart you wish to use. You may select correct answer and polling options under the Slide Preferences pane.

Note: Deleting a chart from a slide will make the slide non-interactive. To hide the chart on a single slide from the Audience, uncheck the “Show Results” option in the Slide Preferences pane.
3. Your slide will now be a TurningPoint slide.

What is Mississippi State's football stadium named?

- A. Davis Wade Stadium
- B. Rebel Smashers Alley
- C. The Dawg-House
- D. The Hump

4. If you need to set point values, change the settings in the Slide Preferences pane.
TurningPoint- PowerPoint Polling

Inserting a Countdown Timer

A countdown timer provides participants with a visual indicating the polling will close as the timer counts down to zero. When the countdown ends, the polling will automatically close.

For a Single Slide
1. Choose an existing slide to which you wish to add a countdown timer.
2. From the TurningPoint ribbon, click the drop-down Object button, mouse over Countdown, and select the type of timer you wish to use.
3. The timer will appear. Either keep the default time or double click the timer icon to change to time allowed.
4. Enter the seconds to allow in the timer. Click the OK button and the new timer value will appear.
TurningPoint- PowerPoint Polling

For all Slides

1. To add a counter to all slides, click the Preferences button, located on the TurningPoint Ribbon.

2. Under the PowerPoint tab, scroll down to the Questions section. Under Countdown timer, select the type of timer you wish to use for all slides. Enter the time you wish to use for all slides within the Countdown Seconds. Click Apply All.

Adding a NonResponse Grid

For a Single Slide

1. Choose an existing slide to which you wish to add a nonresponse grid.

Note: If you use the Non-Response Grid, as students answer the question, their names disappear from the list.
2. From the TurningPoint ribbon, **click** the drop-down **Object** button, mouse over **Grids** and select **Non-Response**.

For all Slides

1. To add a counter to all slides, **click** the **Preferences** button, located on the TurningPoint Ribbon.

2. Under the **PowerPoint** tab, scroll down to the **Questions** section. Click the checkbox beside **Response Grid**. From the dropdown **Response Grid Type**, select **Nonresponse**. The Nonresponse Grid will appear on all polling slides in the presentation window.
Working with Tools

Types of Tools

**Comparative Links**
Displays the results from two separate slides on one slide. If a question is asked at the beginning of the presentation and then again towards the end, a comparative links slide will display the results from each question on the same slide. Presentations must include at least two Multiple Choice polling slides for a comparative link.

**Conditional Branching**
Allows a user to control the order of slides in the presentation based on responses received from participants, based on conditions set up by the user.

**Convert to Picture**
Converts text-based answer options to pictures. Text will be replaced with pictures and answer words should be used as descriptive words and phrases as it will show up on reports. Correct answers should be noted before converting to a picture slide.

**Demographic Comparison**
Uses the information from a demographic assignment slide or a demographic defined in the participant list and links to a Multiple Choice, Priority Ranking or True/False polling slide. A presentation must contain at least one demographic and one polling slide or demographics in the selected participant list to set up a demographic comparison.

**Ranking Wizard**
The Ranking Wizard automatically creates slides to compare items on one to three criteria, then summarizes the results in a chart.

**Standards**
The standards tool allows for the use of downloaded K12 standards or for the creation of a custom standards list for participant evaluation.
TurningPoint- PowerPoint Polling

Convert an Existing PowerPoint Slide Into a TurningPoint Slide

Make an ordinary PowerPoint slide interactive by adding a chart to a slide that already has a question and a list of answers, or by creating a PowerPoint slide with a title and a bulleted or numbered list.

When the slide is converted to a TurningPoint slide, the title will become the question list and the bulleted or numbered list will become the list of answers. Up to ten items may be included in the list.

1. Open TurningPoint and the PowerPoint file to edit. Navigate to the slide to be converted.

   What is Mississippi State’s football stadium named?
   • Davis Wade Stadium
   • Rebel Smashers Alley
   • The Dawg-House
   • The Hump

2. From the TurningPoint ribbon, **click** the drop-down **Object** button, mouse over **Charts** and select the type of chart you wish to use.
3. If you are using an old TurningPoint 2008 file, you will receive an information dialog box. Click **OK** to convert the slide.

![Dialog box](image)

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

OK  Cancel

4. Repeat the steps above to convert additional slides. You can change answer and question options within the Slide Preferences panel.
Save the Presentation Slides

To save a presentation...

1. **Click** the **File Button** and select **Save As** from the PowerPoint menu.

   **Note:** TurningPoint slides are PowerPoint slides. They are saved as pptx files.

2. **Browse** to the location of your TurningPoint files to save the file. **Give the file a meaningful name** and **click the Save button**.

   **Note:** All presentation settings that you set up in a TurningPoint presentation will be recognized when you use the presentation on another computer with TurningPoint installed.

   **Note:** The presentation can safely be opened on computers without TurningPoint installed. Do not edit the TurningPoint slides on a computer without TurningPoint installed. Otherwise, the slides may not function properly the next time the interactive presentation is run.
Running a Presentation Session

The steps to running a TurningPoint Presentation are the following:

1. Open TurningPoint
2. Open the TurningPoint presentation file from your saved folder
3. Import the Participant List/Question List
4. Load the Participant List/Question List into the Session
5. Clear the Session File and Clear All Slides
6. Start the Presentation and Advance Through Slides
7. End the Slide Show
8. Save your Session File to your save folder

Open the TurningPoint Presentation File

1. To open TurningPoint, **double click** the *TurningPoint* icon.
2. Click on **PowerPoint Polling**. PowerPoint Polling will open as a plug-in to Microsoft PowerPoint.
3. Browse to the location of your saved PowerPoint presentation. Select the file and **click** the *Open* button.
4. Your TurningPoint Presentation will open.

Import and Load the Participant List
You must first have a participant list on file. Use the LMS import to create the list. If you do not load a participant list, the session collects anonymous responses and generates an automatic Participant List which is not associated with myCourses. You can drag sessions that were ran in auto into an existing myCourses participant list file within the Polling window of TurningPoint’s main window. See how to create and load the Participant list on Page 42.
Clear Session File and Clear All Slides
Resetting the Session ensures that you are starting a session with a clear session file. Resetting all slides ensures that you are starting a session with no slides that have been previously used for polling.

1. From the TurningPoint Ribbon, **click** the **Reset** button and select **Session**.

Start the Presentation Session
TurningPoint accepts responses provided by your audience, presents the results of the responses, and stores the responses in memory.

There are three ways to begin the session. You can press the F5 key on the keyboard to start from the beginning of the PowerPoint slides, you can use the Office Ribbon, or you can use the Start show button on the bottom menu.

To use the Office Ribbon to start the Presentation Session...

1. **Click** the **Slide Show** tab on the Office Tab list.

2. From the Start Slide Show section, **click** the **From Beginning** button.

You can also use the Start Slide Show button on the bottom menu of the PowerPoint window.

1. **Click** the **Slide Show** tab on the Office Tab list.
Advancing Through Slides

TurningPoint slideshows advance just like any PowerPoint slide show. The variations depend on the objects.

Note: The control of each slide will vary depending on the objects you choose to insert when creating the slides. Some objects may require a second mouse click.

1. Each slide will have the ShowBar displayed. Click the mouse to advance to the next slide.

2. Polling will begin automatically when you advance to a slide with questions. Students may click in their answers as long as they see that polling is open.

Note: Certain controls are available when polling is closed. See the ShowBar section on page 67 to see when each ShowBar button is available.
3. When students are responding to a poll, the response number reflects how many students answered the poll.

4. Click the mouse or spacebar on the keyboard a second time to end polling. The results will be displayed.

5. The ShowBar notifies you that polling is closed.

6. Advance the slides through the show until the slideshow ends or press the Esc key to end the show.
The PowerPoint Polling Showbar

- **Minimize Showbar**: When the showbar is minimized, the responses, polling status and maximize showbar buttons are displayed.
- **Toggle Response Count**: Changes the values displayed on each chart. The values can be represented as response.
- **Repoll the Question**: Clears the responses and accepts new responses from the participants for the currently displayed question. Both the original responses and the new responses are stored in the session file.
- **Show/Hide Response Grid**: Toggles the display of a response grid on the screen to indicate which participants have responded.
- **Insert a New Question**: Select a slide type from the drop-down menu to be inserted into the presentation on-the-fly.
- **Set Anonymous**: Makes the current slide anonymous. Participant information will not be associated with the results.
- **Data Slice**: Allows the chart to display only the section of responses that correlate to chosen responses from previous slides.
- **View Original Chart**: Use this command after using the Toggle Response Count or Data Slice commands to return the chart to its original appearance.
- **Display Participant Monitor**: Opens the participant monitor.
- **Show/Hide Connection Info**: Displays ResponseCard channel number.
- **Display Messaging Window**: Opens feedback monitor.
- **Responses**: Displays number of participants that have responded to current question.
- **Polling Status**: Displays current polling status.
Countdown Inserted While Creating the Slide
1. Advance to a slide containing the countdown or one to which you wish to add a countdown to. Polling will automatically start. After clicking the mouse the second time, your countdown will appear.

What Year was the Golden Egg of the Egg Bowl Created?

1. 1925
2. 1926
3. 1927
4. 1928

Note: A second mouse click will start the countdown timer. Students will be able to answer polling before you start the timer.

Non Response Grid

Non Response Grid Inserted While Creating the Slide

1. Advance to a slide containing the Non Response Grid. The Non Response Grid will automatically appear.
2. As students answer the polled question, their name and serial number will be removed from the grid.

Correct Answer Indicator

A correct answer indicator can only be inserted in preparing each slide.

1. Advance to a slide containing the Correct Answer Indicator. Polling will automatically open.

2. Click the mouse again or press the spacebar to end polling. Your results will be displayed.
3. Click the mouse again or press the spacebar to display the Correct Answer Indicator.

1. Yes
2. No

Repolling a Question

A question slide can be repollled. If you repoll the question slide, the session data gathered from the first poll will stay in memory. The slide is essentially reset when you repoll the question. The student will be graded twice for the slide.

1. After polling has ended for a slide. **Click** the Repoll Question button or hit the F4 Key.

2. The responses are reset to 0 and the Polling is Open.

**Note:** There is no way to mark a correct answer during a slide show. You must wait until the slide show is over and mark your answer as correct. Or, you may end the show, mark the answer, then resume.
**Sessions**

PowerPoint Polling creates session files whenever you run a PowerPoint Polling presentation, and they are stored temporarily. You can, however, save the session in a file for later access.

A PowerPoint Polling Session File contains session data as well as the PowerPoint file associated with the session. With PowerPoint Polling, you can stop and save a session, and pick up where you left off at a later time. Knowing how to save and resume a session gives you greater flexibility during your presentation.

**Manage and Edit Sessions**

**Save Results From a Session**

When you save the session results, PowerPoint Polling will save student responses as well as imbed the PowerPoint file into the session file. PowerPoint Polling will save the PowerPoint with the last settings the PowerPoint file had when you saved it.

1. When your slide show has ended, you will return to the slide show editor in PowerPoint.
2. From the TurningPoint Ribbon, **click** the **Save** button and **Save as a New Session**.

```
3. Browse to the location to save your session file. Give the file a meaningful name. Then **click** the **Save** button.
```

![Save Session](image)
Continue a Prior Session

PowerPoint Polling can resume your presentation using a saved session file. PowerPoint Polling appends new session information to the opened session file, allowing you to save the polling results for the presentation in one file.

When you continue a prior session, TurningPoint will open the session data and open the PowerPoint file that was associated with that data.

Note: Continue a prior session when you are making edits to a session already given or when you are continuing a session that you ended.

Note: When you create your PowerPoint Polling slide shows, a session file is not created at that time. A session file is only created when students respond to answers polled. PowerPoint Polling keeps up with student responses by linking the session file to the Slide Show.

1. To continue a prior session. Open PowerPoint Polling.

2. Click the Continue Prior Session button on the TurningPoint ribbon.

3. TurningPoint will ask you if you would like to save your presentation, click the Don’t Save button.

4. Browse to the location of your session file. Click the Open button.
TurningPoint- PowerPoint Polling

5. TurningPoint opens the session file and the PowerPoint slide show at the same time.

Note: At this point, you can add slides or start the show and poll or re-poll any question.

LMS Integration
Upload Current Session Scores to myCourses

After your session has ended you can upload the session grades to the Results Manager to both edit and upload the session data to myCourses. For information on the Results Manager, see the next section.
TurningPoint- Results Manager

Results Manager is found within the Manage tab of the consolidated dashboard TurningPoint interface. Results Manager allows for the management of session files associated with a participant list, with the content set up like a gradebook. Session and participant data can be edited and uploaded to the myCourses gradebook. The individual applications no longer have an option to directly upload to myCourses, and Results Manager is the consolidated application for editing and uploading participant data. The Response Card NXT clickers are to be used with this software at Mississippi State University.
Opening the Manage Tab

1. To open TurningPoint, **double click** the TurningPoint icon.

2. Click on the **Manage** tab.

Importing a Session into the Manage Tab/Results Manager

1. From the **Manage** tab, click the drop-down **Session** box and select **Import**.

2. Browse to the folder containing your TurningPoint session files. Select the session you wish to import and click **Open**.
3. If you are working from a lectern computer, opt to Leave the File in Place. Click OK.

4. The import summary will display sessions that were selected to import. Click OK.

5. Session files are now displayed on the left-hand panel of the Manage tab.

Exporting a Sessions to myCourses

Session files can be uploaded directly from TurningPoint’s Results Manager to myCourses gradebook, with or without editing the session. To export a session to myCourses, complete the following steps:

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

2. Click Integrations.
3. Select **Blackboard** from the Integration drop-down menu.

4. Enter https://mycourses.msstate.edu as the Server Address.

5. Enter your **NetID** as your username and your **NetPassword** as your password.

6. Click **Connect**.

7. Select **Export Session(s)**.

8. **Check** the Session(s) to be Exported. Check Select All to export all sessions as associated with the participant list or Check Active Participants only to include participants who have an active device in the session.

9. Click **Export**. (A prompt will show the number of columns to be exported to the LMS).

10. Click **Export**.

11. Click **OK**.
12. Log in to your myCourses course to ensure that the session uploaded correctly.

Note: Your columns will be added to the end of the Gradebook. You may have to scroll over to view the columns.
Merging Sessions in the Manage Tab

A single session file can be made by merging multiple session files either by questions, by participants, or by both. Once a session is merged, PowerPoint presentations and screenshots cannot be extracted from session files, and response times are not displayed in the reports. To merge a session, complete the following steps:

1. Ensure all of the session files you would like to merge are imported into TurningPoint. From the Manage tab, click the drop-down button beside Session and select Merge.
2. A window appears listing the Merge Session files.
3. Select the sessions to be merged and select to either Merge by Questions, Merge by Participants (for common participant list), or to Merge by Questions and Participants. Click Merge.
4. Give the file a meaningful name and click Save.
5. If Merge by Participants was selected, the option of adding the merged session to the participant list files is given. All other merged sessions are added to the merged session folder. Once in the merged folder, it cannot be added back to the participant list.
Deleting Sessions in the Manage Tab

1. From the **Manage** tab, select the session that you wish to delete from the panel on the left.
2. From the drop-down **Sessions** list, select **Delete**.
3. A window will appear. If you wish to leave the file on its current computer location but delete it from Turning Point, select Remove Session from TurningPoint. If you would like to delete the file from both its computer location and from within TurningPoint, select Delete Session.
4. Click **OK**.

Editing Sessions in the Manage Tab

**Changing a Session’s Name**

1. From the **Manage** tab, select the session of which you wish to change the name.
2. The Session Overview Screen is displayed. Click the pencil icon on the top left hand side of the screen.
3. Enter a new name in the pop-up box and click **Save**.
Editing a Session

For each session, the instructor can choose to exclude a question(s) from grading, remove questions, adjust scoring, and edit question and answer texts. To edit a session:

1. From the Manage tab, select the session that you wish to edit from the panel on the left.
2. The Session Overview Screen is displayed. Click Edit Session.
3. The Session Editor screen appears.

To Exclude a Question from Grading, select the question to Exclude and click Exclude Grading from the right panel. Scores will appear as zeros/no value.

To change a multiple choice question to a demographic, select the multiple choice question you wish to convert and click Convert to Demographic from the right panel.

In the pop-up box, enter a demographic grouping name and click Convert.
To delete a question, select the question which you wish to delete. Click Question on the toolbar and from the drop-down menu, select Delete.

To adjust answer values, select a question and click Scoring options on the right side of the screen to expand the menu to make adjustments as needed.

To edit the question or answer text, click the pencil icon to the right of the question.

The Question Editor will appear. Type in the new text and click Close to return to the question list.
Results Manager
The Results Manager allows the instructor to manage all session files associated with a participant list, with the set-up resembling a grade book.

Opening Results Manager

1. From the Manage tab, select the participant list (not session) you would like to view. Click on Results Manager.

The Results Manager screen will appear.
Options within Results Manager

**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.

**Attendance**

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.

**Benchmarks**

*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 Defaults. Any changes will be lost and replaced with the default values.
Adding Columns to the TurningPoint Grade Book

1. From the Manage tab, select the participant list (not session) to which you would like to add a column. Click on Results Manager.

2. Select the column that you would like your new column to be added after.


The new column will be placed after the column you selected.

Manually Entering/Changing Grades within Results Manager

1. From the Manage tab, select the participant list (not session) for which you would like to edit a grade. Click on Results Manager.

2. Locate the participant and the session column for which you would like to manually change the grade. Double click within the cell and enter the new grade.
Excluding a Session from Total Performance Points Calculations

1. From the Manage tab, select the participant list (not session) for which you would like to exclude a session. Click on Results Manager.

2. Select the session title column that you wish to exclude from total performance points. Within the panel on the right side of the screen, select Exclude Session.
TurningPoint- Results Manager

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Attendance Points

You can set or adjust attendance points for each session or you may change the default values within the Results Manager Overview section.

To adjust attendance points for each session:

1. From the Manage tab, select the participant list (not session) for which you would like to adjust attendance points. Click on Results Manager.

2. Select the session title column for which you wish to adjust attendance points. Within the panel on the right side of the screen, expand the Attendance header.

3. Enter your Attendance Points and Threshold for the Session values. For example, if you have three questions and set your threshold at 50%, the students will need to answer at minimum two questions to receive the attendance point value you set.
Viewing Overall Student Grade in TurningPoint

1. Ensure all sessions with which you wish to work are loaded within TurningPoint. From the Manage tab, select the participant list (not session) which you would like to view. Click on Results Manager.

2. Select the participant you would like to view by clicking the participant’s row. On the panel located on the left side of the screen, expand the Grade Overview Window.
Updating a Participant List from myCourses

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

2. Click **Integrations**.

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

4. Enter **https://mycourses.msstate.edu** as the Server Address.

5. Enter your **NetID** as your username and your **NetPassword** as your password.

6. Click **Connect**.
7. Select **Update Participant List** and click **Update List**.

8. Click **Close** to return to Results Manager.
Viewing/Printing Reports

TurningPoint offers six types of reports: Results by Question, Results by Participant, Results Detail, Results by Demographic, Comparative Results, and a Session Log Report.

To access a report:

1. From the **Manage** tab, select the session from which you wish to generate a report.

2. Click the **Reports** button.

3. From the drop-down menu, select which type of report you would like to generate.

4. To print, click the **print button** located at the top of the page. Choose to either preview or print the report.
Migrating Previous Turning Technologies Files into TurningPoint 5

Questions lists, participant lists and session files created with previous Turning Technologies products can be imported into TurningPoint. Once the files have been converted to the new format, they cannot be used with previous versions of Turning Technologies products.

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.

To import a session from another file location:
1. **Open** Turning Point and select the **Manage** tab.
2. Click **Session** and select **Import** from the drop down menu.
3. **Browse** to the location of the session. Select the session and click **Open**.

4. **Select** either:
   - 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.
   - or
   - 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.

5. **Click OK**. The sessions are now displayed on the left hand 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.

To import an old question list or answer key:

1. **Open** Turning Point and select the **Content** tab.
2. **Click Content** and select **Import** from the drop down menu.
3. **Browse** to the location of the files. Select the files and click **Open**. (Answer key files with a tky extension are considered question list files)
4. **Click Yes** when the dialog box appears.
Converting TurningPoint 2008 Presentations

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

To import an old TurningPoint Power Point presentation:

1. **Open** Turning Point and select the **PowerPoint Polling**. PowerPoint Polling opens with a TurningPoint plug-in on the ribbon bar.

2. **Open** the old presentation file. A Conversion Warning Message will appear. Click **OK** to convert.

3. **Save** the presentation with your other TurningPoint files.
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