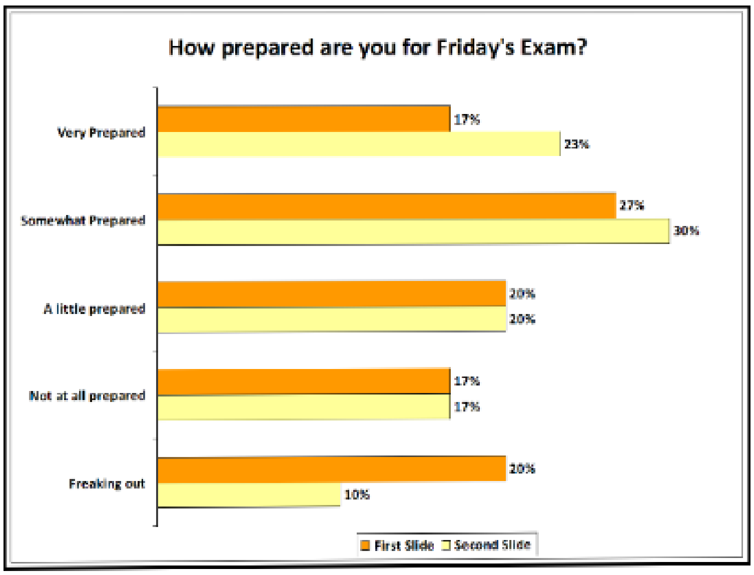
# Additional Topics in TurningPoint 4.3

## Comparative Links

The Comparative Links slide can be used to display the results from two separate slides on one slide.

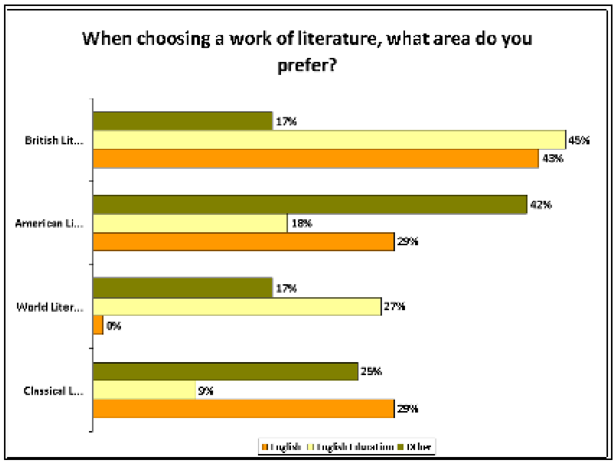



1. Create the two TurningPoint slides you would like to link.
2. Click **Insert Slide** on the TurningPoint Ribbon, and select **Comparative Links**.
3. Select a slide from the **First Slide** drop-down menu.
4. Select a slide to compare with the **Second Slide** drop-down menu.
5. Click **OK**.


The Comparative Link slide is inserted into the presentation. The chart will reflect the results from the first and second slide after response data has been collected.

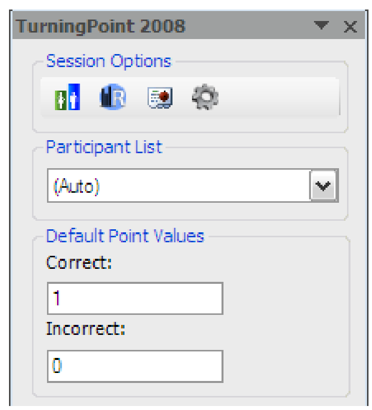
# Demographic Comparisons

The Demographic Comparison slide can be used to display the results of a question slide in terms of certain demographic information gathered from the audience.




How to designate a slide as a demographic:

1. Create a TurningPoint question slide.
2. Click the **Demographic button** under Session Options on the TurningPoint Settings Pane. This can also be done from the Settings window.
3. This slide is now a demographic slide and available for use in a Demographic Comparison slide, as well as enable you to run Demographic reports.




How to Insert a Demographic Comparison slide:

1. Navigate to the slide the Demographic Comparison slide will be inserted after.
2. Click **Insert Slide** on the TurningPoint Ribbon and select **Demographic Comparison** slide.

The Demographic Comparison dialog box opens.


3 Select a **demographic slide** from the first drop-down menu.

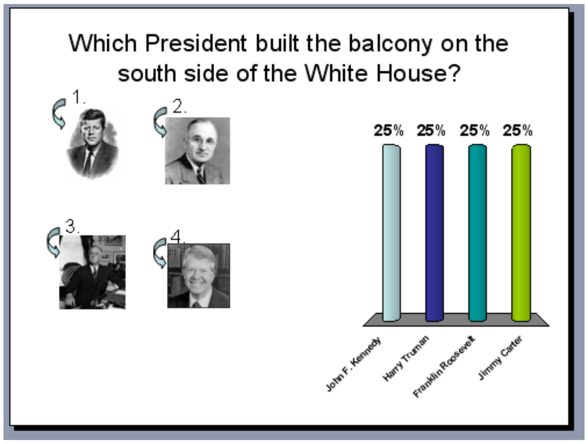
4 Select a **question slide** to link with the demographic slide from the second drop-down menu.

5 Click **OK**.

The Demographic Comparison slide is inserted, displaying the demographic results in a chart. The slide will generate the comparative data when you run the presentation.

# Picture Slides

Instead of using textual answers in the answer region, this feature will permit the use of pictures. This is useful if you pose a question where a visual aid will help the audience choose.




1 Create a **TurningPoint slide**.
   - Since pictures are being used as answers, the horizontal and offset charts will not align correctly with the answers. Use a vertical, 3D pie, distributed pie or doughnut chart.
   - 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 (answer aliases) and answer text in settings and reports.
2 Set **correct answers** and add correct answer indicators if desired.
3 Insert **pictures** to use as answers using the option in **PowerPoint's Insert > Picture menu.**
4 To order the pictures correctly with the answer follow these steps:
   - a Ensure that no objects on the slide are selected by clicking outside the slide.
   - b Click the picture that corresponds to the first answer.
   - c Hold the Control Key, and select the picture that corresponds to the second answer.
   - d Follow the same process for all picture choices.
5 Click **Convert to Picture Slide** on the TurningPoint Ribbon.
6 **Resize** and **arrange** the pictures so that they are properly displayed on the slide, moving the correct answer indicator, if necessary.

After clicking the Convert to Picture slide button, the answer region is hidden and the pictures are numbered with a label, and the chart answers are updated with the answer assigned to them.

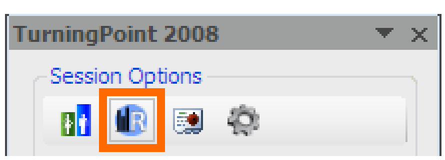
# Priority Ranking

Inserting a Priority Ranking slide allows participants to respond multiple times to a question. The responses are then weighted and ranked accordingly. Priority Ranking slides determine what is most important to participants.


1. Navigate to the slide the Priority Ranking slide will be inserted after.
2. Click **Insert Slide** on the TurningPoint Ribbon and select **Priority Ranking**.

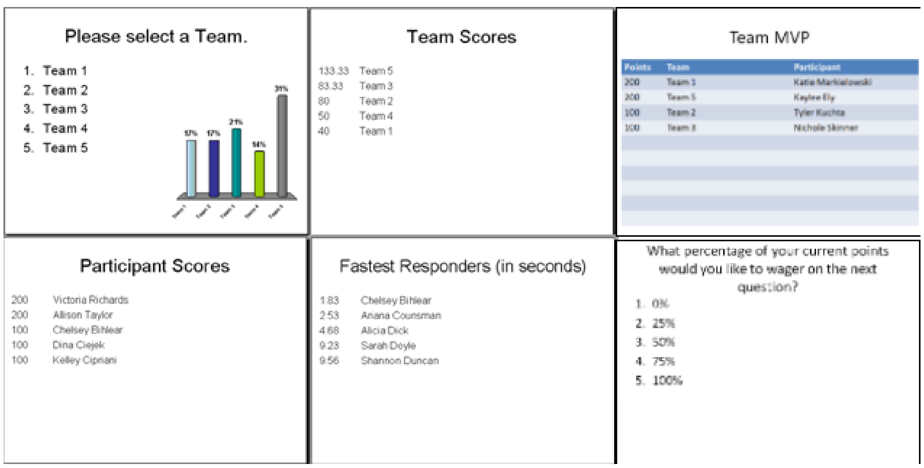
   A pop-up box appears on the screen.
3. Enter the **number of responses** you wish to allow per participant, then click OK.
4. Enter the desired **question** and **responses**.
5. **Poll** participants and ask them to respond the selected number of times. Their responses are weighted and ranked: first responses are weighted more than second, second more than third, etc.

   You can change the values of the Priority Ranking scale in the settings pane. Use the priority ranking button to change the slide between a multiple response slide or a priority ranking slide, if desired.



# TurningPoint Competitions

- The **Team Assignment Slide** allows audience members to choose a team.
- The **Participant Leader Board** displays the top individual participants ranked by their total points.
- The T**eam Leader and Racing Leader Boards** display the top teams ranked by their total points. (The team's points are the average of the team's participants' points.)
- The **Team MVP Slide** displays the individual participant on each team with the most points.
- The **Fastest Responders** displays the individual participants who responded correctly and the fastest to the most recent question. This feature requires a correct response or point value.
- The **Wager Slide** allows participants to wager a percentage of their point on the next question slide.




Running Team Competitions:

1. **Assign teams**, either in a participant list, or using a Team Assignment Slide.
2. Create TurningPoint **questions** with correct answers set and appropriate point values.
3. Insert **Team Leader Board(s)** into presentation.
4. Run the presentation.

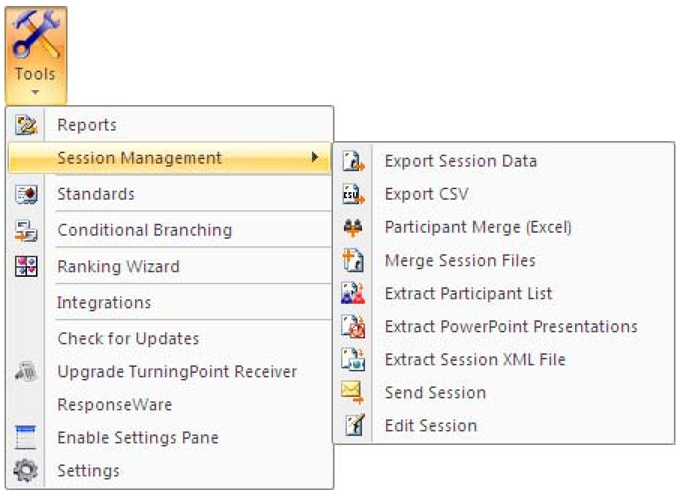
Running Individual Competitions:

1. Select a **participant list**, or set the participant list to "Auto."
2. Create TurningPoint **questions** with correct answers set and appropriate point values.
3. Insert **Participant Leader Board(s)** or **Fastest Responder Slide(s)** into presentation.
4. Run the presentation.

# Session Management

When you complete a session, you save the data in a TurningPoint session file (extension .tpz). The session file contains all the information about your presentation, including the questions and answers, the response data, and the Participant List.

Session Management allows session files to be merged with other session files, and Participant Lists with other Participant Lists to show aggregated results from your presentations. TurningPoint also allows you to share and extract the information in the session files by exporting the data into several formats.




1 Click **Tools** on the TurningPoint Ribbon and mouse over **Session Management**.

2 Select an **option** from the menu.

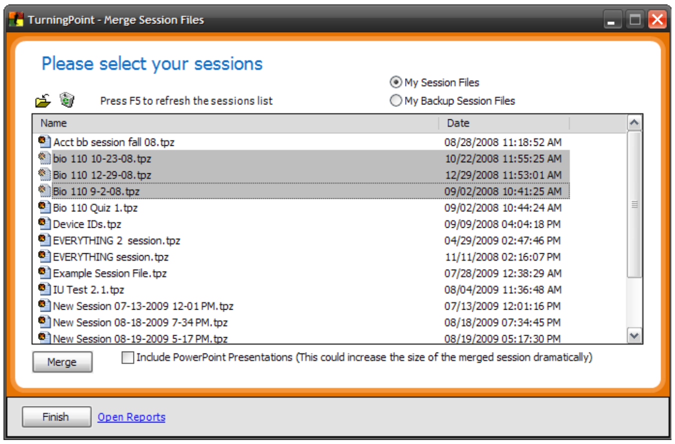
**Example: Merge Session Files**

1 Click **Tools** on the TurningPoint Ribbon and mouse over **Session Management**.

2 Select **Merge Session Files**.

3 Select a **session file** to be merged.

4 Select **additional files** to be merged in the list by holding down the Shift key to select multiple contiguous files, or Control to select multiple files.



5 Click **Merge**.

6 Specify a **name** for the new session file and click **Save**.

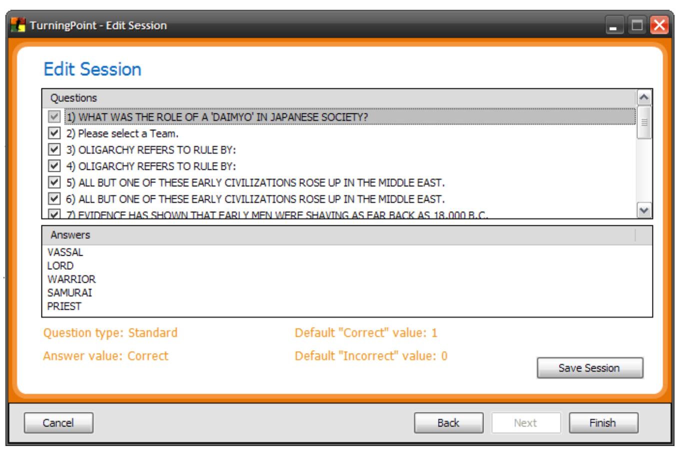
7 Click **OK** when the merge is successful.

**Example: Edit Session**

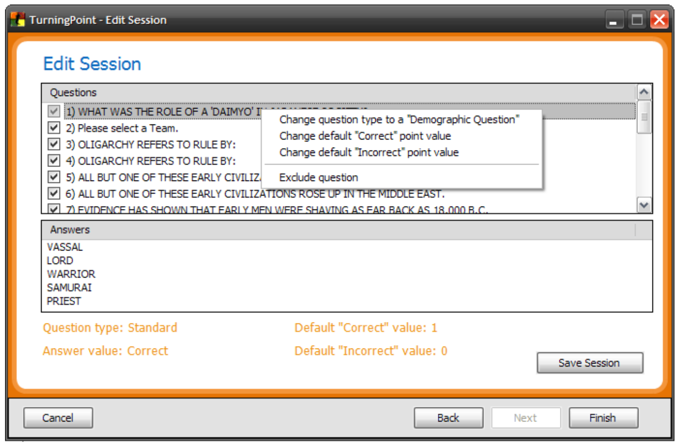
1 Click **Tools** on the TurningPoint Ribbon and mouse over **Session Management**.

2 Select **Edit Session**.

3 Select a **session** to edit and click **Next**.

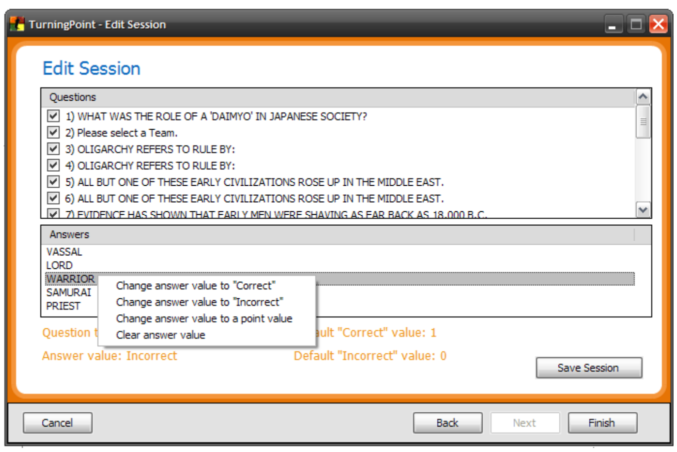


4 If you would like to change the question type or value, **right-click** on the **question** and select the desired option from the contextual menu that opens.




5 If you would like to change an answer value, **right-click** on the **answer** in the answer list and select an option from the contextual menu that opens.

- If adding a keyword to a fill in the blank question, right-click on the answer box and select Change Keyword. Enter any words that should receive correct point value, click OK, then right-click on the answers and choose to “change the answer value to correct.”

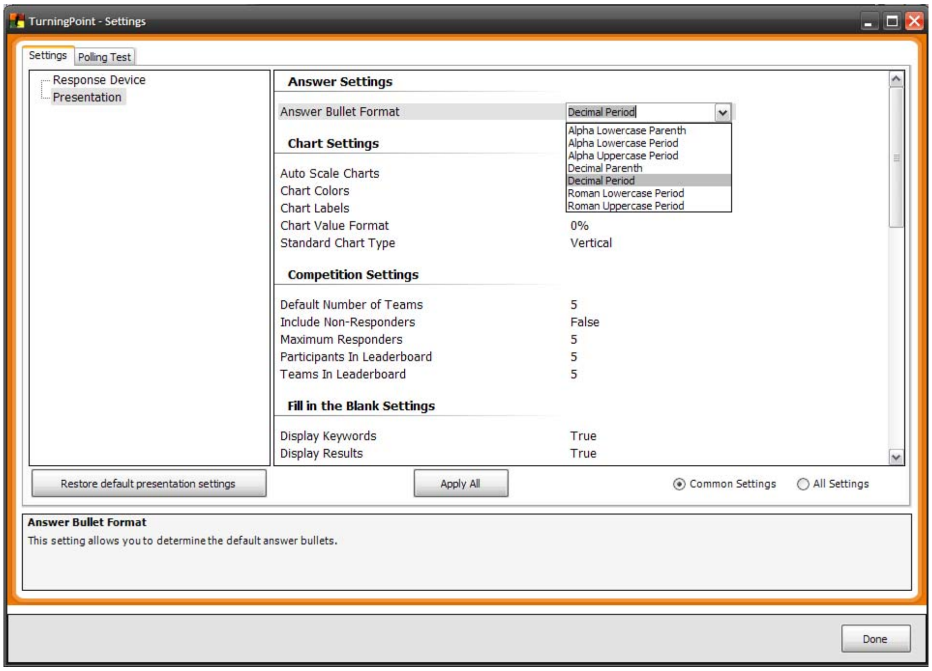



6 When you are finished making changes to the session data, click **Save Session**.

7 **Name** the session. (Change the name in order to create a new session file; otherwise it will replace the original.)

# Presentation Settings

Presentation settings contain settings for the creation of slides, the way they are displayed, and other TurningPoint options. If you change a presentation-level setting, the change applies to all slides you create in the future.




1. Click **Tools** on the TurningPoint Ribbon and select **Settings**.
2. Click **Presentation** in the left panel to display the available settings on the right.
3. If you click the setting name a description of the setting appears in the box below.
4. Click the **setting value** to display the drop-down menu to make changes. (See example above.)
5. Click **Done** to save your changes and close the settings window.

# The TurningPoint Showbar


Below is a table of the most commonly used items on the TurningPoint Showbar.

| Icon | Name | Shortcut Key | Description |
|---|---|---|---|
| | Toggle between % and counts | F2 | Changes the values displayed on each chart. The values can be represented as either numbers or percents. |
| | Data Slicing | F3 | Shows the responses on the chart for the portion of the audience who chose a certain response on another question. Pressing F6 on the keyboard will display the original chart. |
| | Repoll the Question | F4 | Clears the responses and accepts new responses from the audience for the currently displayed question. Both the original responses and the new responses are stored in the session file. To remove an unwanted question from the session file, the session must be edited through the Session Editor. |
| | Insert Slide on the Fly | F5 | Inserts a custom slide on the fly. Optionally, click the down arrow next to the icon to open a drop-down menu allowing you to select the slide type to be inserted into the presentation. |
| | Response Grid | F7 | Opens a response grid on the screen allowing you to see which participants have responded to the question. |
| | Nonresponse Grid | F8 | Opens a response grid on the screen. As each participant responds to a question, their response box is removed from the grid. |
| | Hide/Show the Showbar | F9 | Closes the showbar for the duration of the session. To bring the showbar back, press F9 again. |
| | Countown Timer | | Displays a countdown timer for the current question. |
| user feedback: 0 | User Feedback | F11 | Opens the Feedback and Messaging window. This allows the presenter and participants to communicate when using ResponseWare. |

# File Extensions

There are several file extensions that are specific to Turning Technologies products. Some file types can be shared between products, while others are only available in a specific product.

| File Extension | Type of File | Product |
|---|---|---|
| .tpl | Participant List | TurningPoint<br>TurningPoint AnyWhere<br>TestingPoint |
| .tpz | Session File | TurningPoint<br>TurningPoint AnyWhere<br>TestingPoint |
| .tqz | QuestionPoint Download | QuestionPoint |
| .txlt | TestingPoint Test | TestingPoint |
| .tpx | Export Scheme | TurningPoint<br>TurningPoint AnyWhere<br>TestingPoint |
| .tps | TurningPoint Standards | TurningPoint<br>TurningPoint AnyWhere<br>TestingPoint |
| .tky | Answer Key | TurningKey |
| .tkz | Session File | TurningKey |