

TurningKey for Mac

TurningKey allows instructors to create and deliver new or existing assessments using the student response system. By creating an answer key for a new or existing assessment, instructors can have students utilize the ResponseCard NXT or ResponseCard XR to complete the assessment.



Creating the Answer Key

TurningKey allows an instructor to create an answer key within the software to allow for the use of new and existing assessments with ResponseCard NXT and ResponseCard XR.

- 1 Click **New Key** on the TurningKey toolbar.
- 2 Enter the appropriate information in the fields provided.
 - Select the number of test versions to be created for the answer key. A valid entry is a whole number between 1 and 20.
 - Set the default point values for correct and incorrect answers.
 - Set the default question type.
 - Name the test and enter a description if desired.
- 3 Click **Continue**.

The TurningKey Editor opens. A question list is generated with the number of questions selected in step 2.

The screenshot shows the TurningKey Editor interface. At the top, there is a toolbar with buttons for 'Save', 'Current Version', 'Edit Information', 'Insert Question', 'Remove Question', and 'Standards'. Below the toolbar, there is a 'Version Code' field set to '1' and a 'Hide Point Values' button. The main area contains a table with columns for 'Question Type', 'Correct Answer Properties', 'Correct Value', and 'Incorrect Value'. The table lists seven question types: Multiple Choice, Multiple Response, Fill in the Blank, Numeric Response, Matching, True/False, and Essay. Each row has a corresponding 'Question Type' dropdown, a 'Correct Answer Properties' dropdown, and input fields for 'Correct Value' and 'Incorrect Value'. The 'Essay' row is marked as 'Not included in Grading'.

Question Type	Correct Answer Properties	Correct Value	Incorrect Value
1 Multiple Choice	5 Choices Enter Correct Answer(s)	1	0
2 Multiple Response	5 Responses Enter Correct Answer(s)	1	0
3 Fill in the Blank	Enter Correct Answer(s)	1	0
4 Numeric Response	Min: Enter Min Max: Enter Max	1	0
5 Matching	5 Responses Enter Correct Answer(s)	1	0
6 True/False	<input type="checkbox"/> True <input type="checkbox"/> False	1	0
7 Essay	Not included in Grading		

- 4 If there are multiple versions of the answer key, select the **Version number** from the drop-down menu.
- 5 For each question select the question type from the drop-down menu.
 - Multiple Choice - Choose the number of answer choices and then type the correct response in the answer value area.
 - Multiple Response - Choose the number of answer choices and then type the correct response(s) in the answer value area.
 - Fill in the Blank - Type correct answers in the answer value area. Separate multiple correct keywords with a semicolon (;).
 - Numeric Response - Type the correct answer value in the boxes. If desired a minimum and maximum range can be set for a correct value.
 - Matching - Choose the number of answer choices and then type the correct order the answers must be entered in the answer value area.
 - True/False - Check the appropriate box for the correct answer choice.
 - Essay - Not included in grading.
- 6 If altering point values for questions, click Show Point Values for additional point options.
- 7 Questions can be added or deleted by selecting the question and clicking the appropriate button.
- 8 If there are multiple versions of the answer key repeat steps 4- 7 until all of the answer keys are complete.
- 9 To save the answer key click **Save** on the toolbar and select either **Save** or **Save As...**

Administering a Test

Once an answer key is created, it can be used for assessment.

To load an answer key:

- 1 Click **Open Key** on the TurningKey Toolbar.
- 2 Select the answer key and click **Open**.

To load a Participant List:

- 1 Select a **Participant List** from the drop-down menu.
 - If a Participant List was created in another Turning Technologies product, it can be used with TurningKey. Click Browse to navigate to the appropriate list.

To start the test:

- 1 Click **Open Polling** on the TurningKey Toolbar.
- 2 A window opens that allows you to specify the ResponseCard NXT settings. If participants are using the ResponseCard NXT to take the test, make the appropriate selections.
 - **User ID Login:** Determines if participants will be required to enter a User ID when they log in to the test.
 - **Completed Test Message:** Determines if a participant score is sent to the ResponseCard once the test is sent and the format of the results.
 - **Custom Message:** If Custom was selected as the Completed Test Message, enter the text for the message in the box provided.
- 3 Click **Open Polling**.

While the test is open:

- 1 Student information and status is displayed in the right side of the TurningKey window.
- 2 Real-Time information can be viewed if participants are using the ResponseCard NXT.
 - Click **Window** and select **Live Results & Feedback Monitor**.
- 3 Participants who have submitted their test will have a checkmark in the Received column.

When the test is complete:

- 1 Click **Close Polling** once all participants have submitted a test or when time has concluded for the assessment.
- 2 To save the results click **File** on the TurningKey menu bar and select **Save Session As...**
- 3 Name the file and click **Save**.

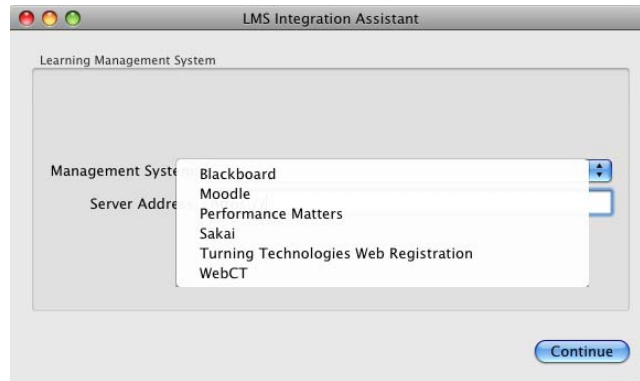
To generate reports:

- 1 Click **Reports** on the TurningKey Toolbar.
- 2 Select a session in the left panel.
- 3 From the drop-down menu, select the desired report.
- 4 Click **Print** to print a copy of the report, or click **Save As...** to save the report as an HTML, PDF or as a CSV file to open it as a spreadsheet.

Using TurningKey with a Learning Management System

TurningKey offers a direct integration with several Learning Management Systems to ease the process of downloading Participant Lists and uploading results to grade books.

If the appropriate integration framework is installed, these integrations can be used in place of creating the roster and exporting the previously discussed data.



To download a Participant List:

- 1 Click **Window** on the TurningKey menu bar and select **LMS Integrations**.
- 2 From the Management System drop-down menu select the desired **Management System**.
- 3 Enter the **Server URL** and click **Continue**.
- 4 Enter the **Username** and **Password** and click **Continue**.
- 5 Select **Import Participant List** and click **Continue**.
- 6 Select the **course** you wish to import a participant list from and click **Continue**.
- 7 **Save** the participant list.

To Upload Results to the grade book:

- 1 Click **Window** on the TurningKey menu bar and select **LMS Integrations**.
- 2 From the Management System drop-down menu select the desired **Management System**.
- 3 Enter the **Server URL** and click **Continue**.
- 4 Enter the **Username** and **Password** and click **Continue**.
- 5 Select **Export Grades/E-mail Student Grades** and click **Continue**.
- 6 Select the **course** you wish to export to and click **Continue**.
- 7 Select the **session** to be uploaded. The Current Session or Saved Sessions can be selected.
- 8 Check the box next to **Add grades shown above to gradebook** and assign a column header and **maximum value**.
 - You may also check the box to e-mail individual results to students through WebCT/Blackboard and enter your e-mail address. You also have the option to Include Common Message.
- 9 Click **Continue**.
- 10 Click **Done** when the data is exported successfully.