

## Using QuestionPoint with TurningKey

A QuestionPoint file may be imported and saved as an answer key for use with TurningKey.

1. Select the desired content from QuestionPoint.
2. Save the content as a .tqz file.
3. Open TurningKey.
4. Click **Load Key (PC)** or **Open Key (Mac)** on the TurningKey toolbar.
5. Select the QuestionPoint file (.tqz) from the saved location.
6. Click **Open**.
7. A dialog box appears stating the test must have a name before continuing. Click **OK**.
  - The TurningKey Information window appears.
8. Enter a name for the test under the Test Information section.
9. Click **OK (PC)** or **Continue (Mac)**.
10. To save the answer key click **Save** on the toolbar and select either **Save** or **Save As....**
11. Name the file and click **Save**.
  - The file is now saved as a TurningKey answer key (.tky).

TurningKey automatically loads the new answer key. To administer the test, select a Participant List and then click Start Polling. If the test is to be administered at a later date TurningKey may be closed. When TurningKey is next opened, click Load Key and select the answer key (.tky) file.