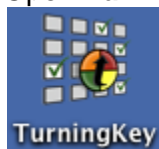


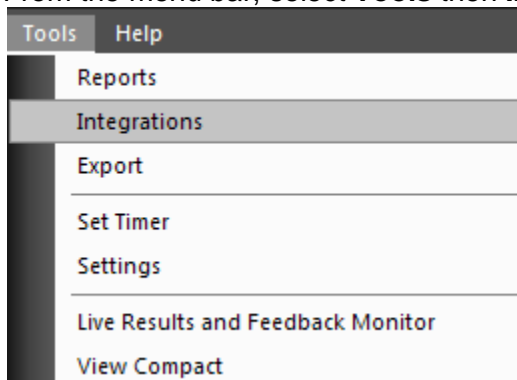
TurningKey with Acuity Quick Start Guide (PC)

Importing Participant List and Answer Key

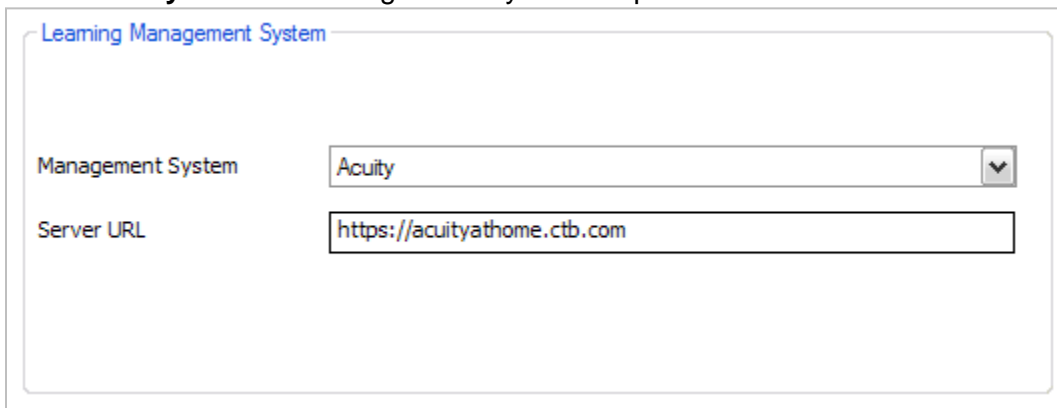
1. Open **TurningKey**.



2. From the menu bar, select **Tools** then **Integrations**.



3. Select **Acuity** from the Management System dropdown list.

The image shows a screenshot of a web form titled "Learning Management System". It contains two input fields: "Management System" with a dropdown menu set to "Acuity", and "Server URL" with a text box containing "https://acuityathome.ctb.com".

- a. If required, change the Server URL to your Acuity server address.

4. Click **Next**.

5. Enter your Acuity **User Name** and **Password**.

Login

User Name:

Password:

Save this information for future use

- a. Check **Save this information for future use** to have your credentials saved.
Note: For security purposes, the password is not saved.

6. Click **Next**.

7. Select **Import Participant List and Answer Key**.

What would you like to do?

Import Participant List and Answer Key

Export Student Data

8. Click **Next**.

9. Select your **District, School, Class, Subject, Assessment, and Assignment(s)**.

Select Assignments

Select a district, school, class, subject, and assessment, and at least one assignment to continue

Test Information

District: XY District 2

School: XY D2 School2

Class: Turning Education

Subject: Language Arts

Assessment: Acuity Indiana LA Grade 5 Diagnostic Form 4

Assignments:

	Assignment Name	Start Date	End Date
<input checked="" type="checkbox"/>	Acuity Indiana LA Grade 5...	11/10/2010	12/01/2010
<input checked="" type="checkbox"/>	Period 1	11/10/2010	12/01/2010

Select All Deselect All

10. Click **Next**.
11. Enter a file name for the **Answer Key**.
12. Click **Save**.
13. Enter a file name for the **Participant List**.

14. Click **Save**.

The files have been successfully imported. To use them in the current session, leave **Load imported participant list and answer key into the current session** checked.

Files Import Successful

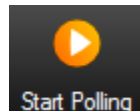
The participant list and answer key have been saved.

Load imported participant list and answer key into the current session

15. Click **Finish**.

Running a TurningKey Session

1. Click **Start Polling**.



2. Set **ResponseCard NXT Settings** for **User ID Login**, **Completed Text Message**, **Custom Message**

Acuity Indiana LA Gra...

Participant List: Acuity Indiana LA Grade 5 Diagnostic Form 4

ResponseCard NXT Setting

User ID Login: Required (clear previous User ID on card) ▼

Completed Test Message: None ▼

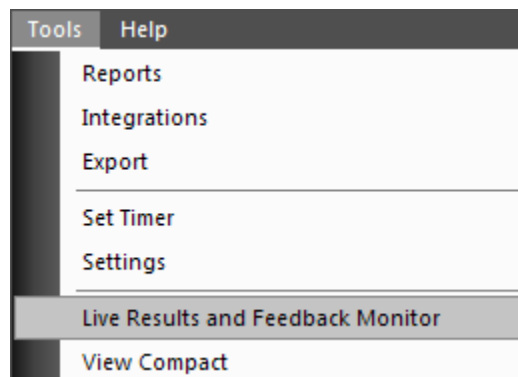
Custom Message:

Prompt before displaying message

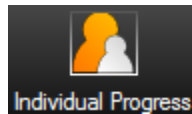
3. Click **OK**.

Students can now take the assessment.

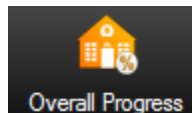
- a. To view the progress of individual students, overall progress of tests or to view feedback, Click on **Tools** and select **Live Results and Feedback Monitor**.



- b. Select one of the following options:



Displays the progress of individual students who are taking the assessment.

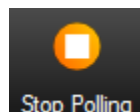


Displays the average number of questions answered and the average score of each version of the assessment.



Displays feedback submitted by students during the assessment.

4. Once all students have completed the assessment, click **Stop Polling**.

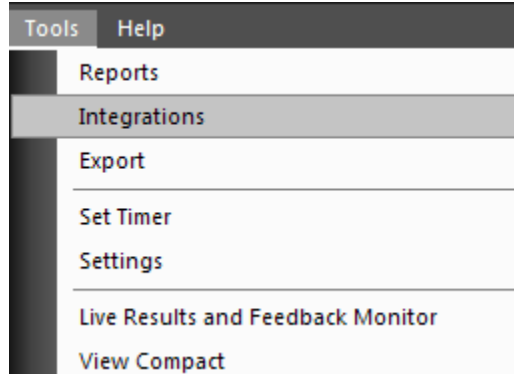


Export Student Data

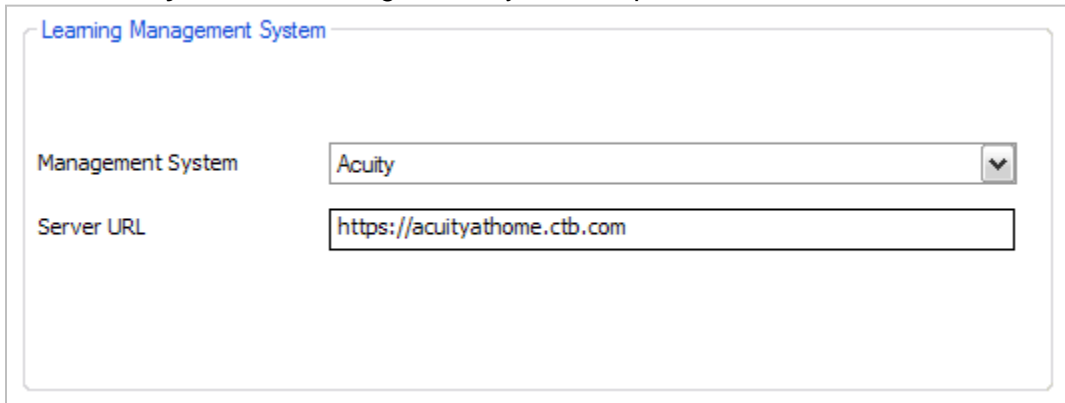
1. Open **TurningKey**.



2. From the menu bar, select **Tools** then **Integrations**.



3. Select **Acuity** from the Management System dropdown list.

The image shows a screenshot of the "Learning Management System" configuration form. The "Management System" dropdown menu is set to "Acuity". The "Server URL" text box contains the address "https://acuityathome.ctb.com".

Learning Management System

Management System

Server URL

- a. If required, change the Server URL to your Acuity server address.

4. Click **Next**.

5. Enter your Acuity **User Name** and **Password**.

Login

User Name:

Password:

Save this information for future use

- a. Check **Save this information for future use** to have your User Name saved.
Note: For security purposes, the password is not saved.

6. Select **Export Student Data**.

What would you like to do?

Import Participant List and Answer Key

Export Student Data

7. Select a **Session** to upload

Select a session to upload

Current Session

Other Session:

Note: Only sessions containing Acuity answer keys and Participant Lists can be uploaded.

8. Click **Finish**.

9. Click **OK**.

Frequently Asked Questions

Q: What will happen if a student enters their student id incorrectly?

A: The card will display “Not an option, please retry” and then prompted to re-enter their student id. If students are experiencing problems, they will need to verify their student id matches the user id in the Participant List. **Note: NXT only*

Q: What if a student is absent during the test?

A: During a session, the student’s current progress in the test is displayed in the Received column in the Participants List section of the screen or in the far left column of the live results monitor. The column will remain empty if the student has not started the test. Once the student has answered at least one question, a ... will appear in the Received column. Once the test has been fully submitted a check mark will appear in the Received column. Those students who were absent can take the test at a later time and those results can be uploaded to Acuity separately.

Q: What happens if the teacher’s computer crashes?

A: Students will be unaffected; they can continue the exam as normal. Restart TurningKey. It will prompt to continue previous session. Click Start Polling to continue the exam. Please note: Student responses sent while restarting TurningKey will not be displayed in the live results monitor. However, they will be received when the students submits the test upon completion of the exam.

Q: Can a test be paused?

A: Testing Session files can be saved and continued at a later time.

Q: How long will a student device retain the data?

A: The last test is stored until the new test is started.

Q: What happens if the student’s device turns off due to dead batteries etc?

A: When a student joins the test they will be notified if their battery is low. Once the low battery indicator appears, the card will have a few hours of remaining power. It is recommended to replace the batteries as soon as possible after the low battery indicator appears. If the batteries drain completely, the card will retain all information in memory until the batteries are replaced.

Q: Do I need a special license code or receiver to use this integration if I’m already a Turning Technologies customer?

A: No, as long as you have our ResponseCards NXT devices all that you need to do is simply plug in your receiver and the integration will work.

Q: Which Turning Technologies input devices and which software does this integration work with?

A: The integration works with the ResponseCard NXT input devices and the TurningKey software only.

Q: How long do the batteries last in the NXT devices?

A: 6-12 months depending on usage. They use standard AAA batteries (2 of them in each device).