



About TurningPoint

Welcome to TurningPoint, the easiest, most powerful, fully interactive group response system available. Designed to use with PowerPoint, TurningPoint enables two-way communication between a speaker and a large group. TurningPoint offers the ability to collect, evaluate, and record responses from everyone in the audience, transforming a lecture, workshop, or meeting into a more effective learning environment for everyone in the room. By engaging each participant, TurningPoint creates a unique session every time, recording response data that

Chapter 1: About TurningPoint

can be used immediately or later for grading, polling, and demographic research.

Whether you want to gauge an audience's opinion or quickly assess your students' understanding on important points in a lecture, TurningPoint enables you to ask and receive a response at the very moment you want to ask most. The audience uses response devices to submit answers to questions you have created. Then, TurningPoint gathers responses from each participant and quickly translates them into measurable results in the form of test scores, charts, and graphs.

After a presentation, TurningPoint helps you store the data for later access or for use in reporting or grading.

This chapter provides an overview of the product and its capabilities and includes the system requirements, the steps for installing TurningPoint on your computer, and some resources available to you for customer support.

Product Introduction

TurningPoint smoothly integrates with PowerPoint to create a more interactive and memorable presentation. To use TurningPoint, you need a computer running Microsoft Windows 2000 or newer with Microsoft PowerPoint 2000 or newer installed. (Find additional information in **System Requirements** on page 3.) All TurningPoint options are accessed through the TurningPoint toolbar.

The TurningPoint toolbar can be found in PowerPoint beneath the standard PowerPoint toolbar after

TurningPoint is installed. This toolbar offers you all the options you need to create interactive slides, set up and run a presentation, and generate reports. Easy-to-use features such as the Response Device Wizard and Participant List Wizard help you quickly get started.

Additional TurningPoint features include participant monitoring and reporting tools. TurningPoint also provides the ability to connect to an educational institution's WebCT or Blackboard server or to use Turning Technologies' Enterprise Manager to streamline the creating of Participant Lists and reporting of classroom results and grades.

System Requirements

TurningPoint is designed for use on computers with typical abilities. You do not need the very latest technology or a large amount of hard disk space to use TurningPoint. There are, however, a few requirements that you should check for before installation. The requirements for hardware and software are detailed in the following sections.

Requirements for Hardware

The following hardware specifications are required before installing TurningPoint on a computer:

- Intel or AMD 650 Mhz class processor
- 128 MB RAM

- 100 MB hard disk space (an additional 28 MB is required if you do not have Microsoft .NET Framework 1.1 installed)
- 800x600 resolution at 24-bit color (1024x768 resolution at 32-bit color or higher recommended)
- Standard USB 1.1 support

Requirements for Software

The following software applications are required to take full advantage of TurningPoint capabilities:

- Microsoft Windows 2000 Professional or newer
- Microsoft PowerPoint 2000 or newer
- Microsoft Excel, Word, Outlook 2000 or newer (for use with TurningPoint reports)

How to Install TurningPoint

In a few simple steps, TurningPoint can be installed on your computer. The installation process takes just a few minutes, and then you will be ready to create a TurningPoint presentation.

Before You Begin

Check the hardware and software specifications outlined in **System Requirements** on page 3. A computer must meet these systems requirements before installation.

Step by Step Instructions

- 1** Install TurningPoint in one of two ways:
 - From the TurningPoint download web page, click the link to download the latest edition of TurningPoint.
 - To install from a CD, insert the CD on the computer.
- 2** If an older version of TurningPoint is installed, the InstallShield Wizard window displays a message requesting to run TurningPoint Update Utility prior to installation.
 - a** Select OK to run the TurningPoint Update Utility.
 - b** Select the Yes button to import the old settings. Or, select the No button.
 - c** Select the OK button to close the TurningPoint Update Utility.
- 3** Select the Next button to continue the installation with the InstallShield Wizard.

To install TurningPoint software on a computer...

Use your web browser to download the file to your computer. When the download is complete, double-click the setup icon to launch the InstallShield Wizard.

After you insert the CD, the InstallShield Wizard launches automatically.

TurningPoint Update Utility allows you to import the settings from the older version.

If you do not have an older version of TurningPoint installed, the InstallShield Wizard skips the TurningPoint Update Utility. Continue with step 3.

The Update utility asks whether you would like to import the settings from the previous version of TurningPoint.

TurningPoint Update Utility runs and then displays a window to notify the process is complete.

You are returned to the InstallShield Wizard to continue the installation.

The next page displays the license agreement. Use the scrollbar to read the license agreement on the screen or select the Print button to send the text to a printer.

Chapter 1: About TurningPoint

- 4** Select the button labeled “I accept the terms in the license agreement” if you accept these terms.

Accepting the terms of the license agreement permits you to continue with the process of installing TurningPoint.
- 5** Select the Next button.

The next page displays personal information entry fields.
- 6** Type your name and company in the fields.
- 7** Select the Next button.

The next page asks where you would like to save the program on the computer.
- 8** Specify a location to install TurningPoint.

For general use, leave the location at the default location, which is C:\Program Files\TurningTechnologies\TurningPoint2006\
For custom use, select the Change button to alter the location. If you select the Change button, the next page asks you to choose a location. Select the Browse button, navigate to the desired location, and then select the OK button.
- 9** Select the Next button.

The next page confirms that the computer is ready to install TurningPoint.
- 10** Select the Install button.

The computer installs TurningPoint to the location you specified and displays the Finish button on the page when it completes the process. It also creates the TurningPoint folder in your My Documents folder. Your TurningPoint settings, session files, Participant Lists, and other data are stored in this folder.
- 11** Select the Finish button.

The final page displays a message that the installation is complete. Select the Launch TurningPoint checkbox if you would like to immediately open the program.

The TurningPoint shortcut icon appears on your desktop and points to the location where you installed

Tour of the TurningPoint Toolbar

TurningPoint on the computer. Double-click the icon to open the program.

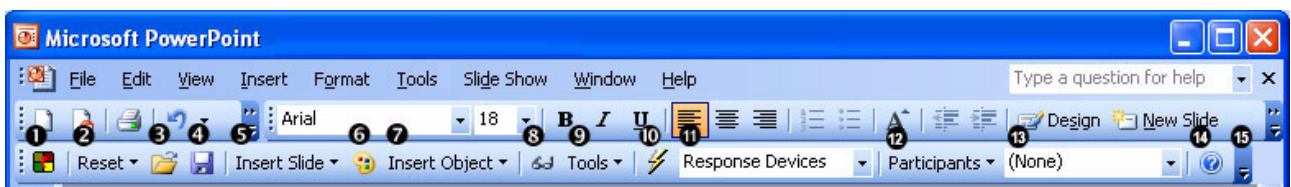
TurningPoint Shortcut Icon



Tour of the TurningPoint Toolbar

When you open TurningPoint, PowerPoint opens and the TurningPoint toolbar is displayed beneath the PowerPoint standard and formatting toolbars in the upper region of the window, as the following image depicts.

TurningPointToolbar



The following descriptions define the buttons that make up the tools in the TurningPoint toolbar. The numbered labels in the previous image show you the location of each tool.

1 Activate/Update

Allows you to submit the license information for TurningPoint software and upgrades. Find information about installation and customer support in **Chapter 1: About TurningPoint**.

Chapter 1: About TurningPoint

- 2** Reset Returns the response tallies from the audience to zero for all slides in the session or only the current slide. Find information about polling the audience in **Chapter 6: How to Run a Presentation Session**.
- 3** Continue Prior Session Opens a previously saved session. A session is a run-through of a presentation where an audience has submitted responses to some or all of the questions. Find information about continuing a prior session in **Chapter 6: How to Run a Presentation Session**.
- 4** Save Session Stores the current session for retrieval later. Find information about saving sessions in **Chapter 6: How to Run a Presentation Session**.
- 5** Insert Slide Displays a menu of TurningPoint slides that you select to create a presentation. Find information about TurningPoint slides in **Chapter 3: How to Create Slides**.
- 6** Convert to Picture Slide Use to assign and order pictures as answers instead of text. Find information about picture slides in **Chapter 3: How to Create Slides**.
- 7** Insert Object Displays a menu of items that you select to enhance a slide. Find information about slide options in **Chapter 3: How to Create Slides**.
- 8** Display Settings Allows you to create and edit the default settings for the presentation or a specific slide. Find information about applicable settings throughout this guide, and information about modifying settings in **Chapter 3: How to Create Slides**.
- 9** Tools Provides advanced options to set up, create a presentation, and report data. Find information about advanced options in **Chapter 7: How to Use Tools**.
- 10** Display Response Device Wizard Allows you to identify and test communication with the response devices. Find information about response devices in **Chapter 4: How to Set Up Response Devices**.

- 11 Select Input Source Selects the type of response devices to be used with the presentation. Find information about response devices in **Chapter 4: How to Set Up Response Devices**.
- 12 Participants Provides options to be used with Participant Lists. Find information about these options in **Chapter 5: How to Track Participants and Teams**.
- 13 Select a Participant List Assigns a Participant List to a session. Find information about participant lists in **Chapter 5: How to Track Participants and Teams**.
- 14 Display TurningPoint Help Opens the online help file.
- 15 Toolbar Options Customizes the PowerPoint and TurningPoint toolbars.

Customer Support Resources

This guide defines and demonstrates many of the tools and functions that TurningPoint gives you. If you have questions and concerns, additional resources are available to you online or by calling a Turning Representative.

Online Assistance

Turning Technologies offers assistance to customers online through the Turning Technologies Web Site. To access the web site, go to <http://www.turningtechnologies.com>.

Chapter 1: About TurningPoint

Go to the Downloads section of the Turning Technologies Web Site to find valuable information about using TurningPoint. The Downloads section provides a link to the Quick Start TurningPoint Users Guide. Select the link to download the users guide for viewing or printing. In the Downloads section, you also find a link to access Web-Based Training.

Web-Based Training is a series of a online videos that demonstrate many aspects of TurningPoint. Select the link to access Web-Based Training. You may need to enter a user name and password. To register a user name and password, select the Register Now link, and complete the form. Registration is free.

The videos in the Web-Based Training series cover the following topics:

- Installation (Software and Hardware)
- Quick Start
- Creating an Interactive Presentation
- Running an Interactive Presentation
- Response Reminders Modifying and Formatting
- Options and Settings
- Post Presentation

Customer Support

To speak with a Turning Representative call our toll-free phone number: 1-866-746-3015. By E-mail, send your inquiry to support@turningtechnologies.com.

Office Hours:

Monday through Friday, 8:00 AM to 5:00 PM (EST)

Mailing Address:

Turning Technologies, LLC
241 Federal Plaza West
Youngstown, OH 44503

Turning Technologies, LLC offers complete TurningPoint training. Our trainers are ready to hit the road to fulfill your training needs at your location. Or if you desire, send your team to our state-of-the-art training facility in Ohio.

Typical training sessions last from two to six hours depending on your intended use of TurningPoint and skill level with Microsoft Office products. For Training Services, call 1-866-746-3015 for details.

Where Do I Go From Here?

If you are new to TurningPoint, this manual will help you on your way. Read through **Chapter 2: Getting Started with TurningPoint** to receive a general overview of working with this product.

Are you a returning user? Details of the new TurningPoint features are sprinkled throughout this document. **What's New in 2006** on page iii outlines these new features, while the Table of Contents or Index should help you find them quickly.

Chapter 1: About TurningPoint