

2 Getting Started with TurningPoint

The process to create interactive presentations with TurningPoint is very simple. You can successfully build, deliver, and save the results of an interactive presentation in five easy steps.

From there, with a little more effort, you can customize the slides to include animation, feedback mechanisms, and excitement to your presentation. You can also create reports to view the results of your presentation session.

Chapter 2: Getting Started with TurningPoint

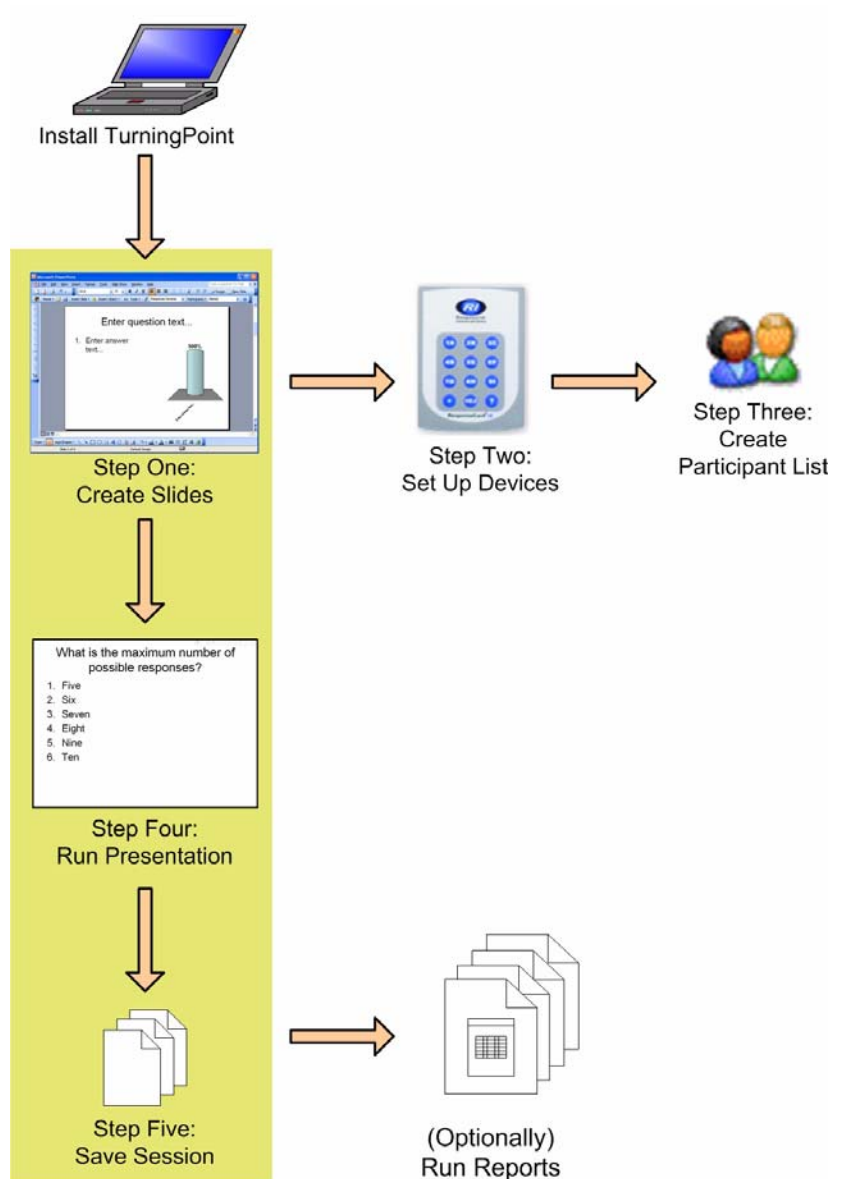
This chapter provides the basics, a tutorial of sorts, for using TurningPoint. Following the five steps to success allows you to create very simple interactive presentation slides, setup the devices, create a Participant List, and use TurningPoint to present those slides.

The advanced features of TurningPoint are detailed in the chapters that follow. You can find information about the contents of those chapters in ***Where Do I Go From Here?*** on page 31.

Five Steps to Presentation Success

Creating an interactive presentation with TurningPoint can be accomplished in five easy steps.

Five Steps to Success



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As the previous diagram depicts, you start by creating the presentation slides. These slides can be as simple or complex as you desire. You can use PowerPoint's features to apply a background, insert graphics, etc. to meet your needs. You will repeat this step many times as you create additional TurningPoint interactive slide presentations.

Next, setup the devices to be used to gather responses from the audience. TurningPoint provides a Response Device Wizard to take care of the hard work. Perform this step when you first setup TurningPoint and then again when you add new response devices.

Then, identify your audience. Create a Participant List using the Participant List Wizard. You can choose from using standard list templates or creating one of your own to store as much information about your audience as is required. Create a Participant List for each audience.

When that's done, you are ready to run the presentation. You'll use PowerPoint's Slide Show functionality for this purpose. Behind the scenes, TurningPoint is gathering, tallying, and storing the responses provided by your audience.

Finally, save the results of your session in a file to be used with TurningPoint's reports to evaluate the audience's responses. Perform this step for each presentation session.

Instructions to perform these five steps to success are detailed in the following sections. Instructions to use the advanced features of TurningPoint are found in the chapters that follow.

Step One: Create Presentation Slides

Using TurningPoint to create an interactive presentation requires some basic PowerPoint knowledge and your imagination. Your slides can simply contain question and answer text. Or, you can add TurningPoint objects to each slide to allow your participants to interact effectively with your presentation. TurningPoint's objects include answer reminders, timers, and response indicators, to name a few.

Before You Begin

Install TurningPoint on the machine to be used to run the presentation. If you have licensed a development copy, install that copy on the machine to be used to develop the interactive slides. The development copy can be installed on as many machines as needed to be used to author the interactive slides. Find installation instructions in *How to Install TurningPoint* on page 4.

You should be familiar with the basics of creating slides using PowerPoint. This manual discusses how to use TurningPoint to create interactive presentation slides.

Step by Step Instructions

- 1 From the TurningPoint toolbar, select the Insert Slide menu to display the list of pre-defined slides.

To create a simple slide...

TurningPoint provides a variety of pre-defined slides for your use. Each slide can be used as-is or customized to behave as you desire.

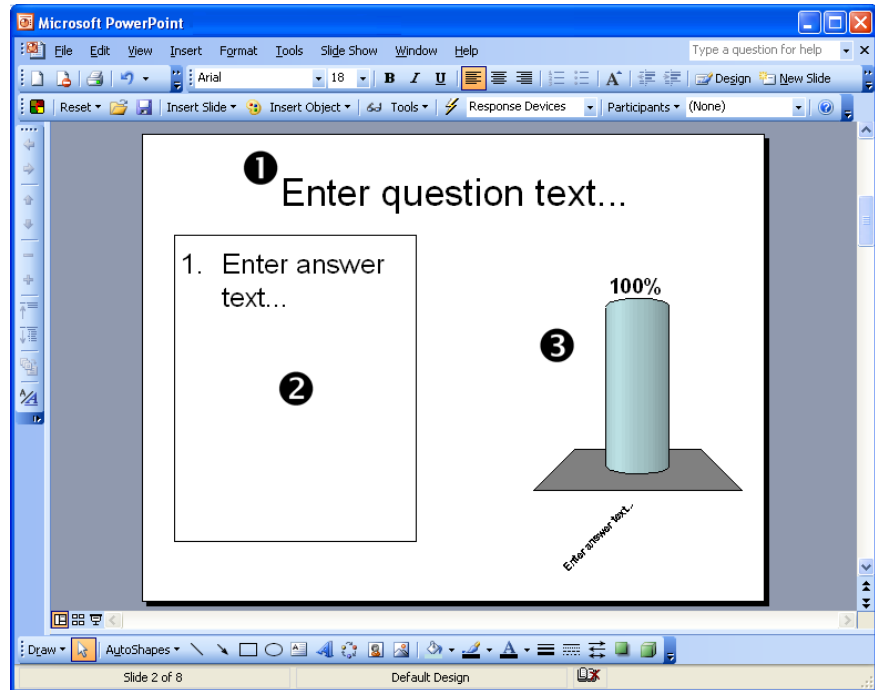
As you move your cursor over the entries in the Insert Slide menu, the slide name is highlighted.

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- 2 Highlight and select the Vertical Slide option.

TurningPoint inserts a Vertical Slide. The slide contains a question region, an answer region, and a vertical bar chart.

Insert Vertical Slide



- 1 The question region.
- 2 The answer region.
- 3 The chart region. This example is a vertical bar chart. TurningPoint displays all charts in this location.

- 3 Select the region labeled "Enter question text..." and type in a question.

When you select the region, the text is highlighted. The highlighted text is replaced with the question text that you enter.

Step Two: Set Up the Response Devices

- 4 Select the region labeled “Enter answer text...” and type in the answers.
- 5 Repeat step 1–step 4 to insert additional slides.
- 6 Save your file before exiting TurningPoint.

This region has the same behavior as the “Enter question text...” region. You can enter a maximum of ten answers per slide.

Note Slides can be customized by adding a variety of animated feedback mechanisms. Find information about these different presentation objects in **Chapter 3: How to Create Slides**.

Step Two: Set Up the Response Devices

Each audience participant uses a device to respond to the questions asked during the presentation.

TurningPoint supports a variety of response devices including infrared and radio frequency keypads as well as networked PDAs, laptops and desktops.

TurningPoint needs to know what types of response devices will be used before you run the presentation. Use the Response Device Wizard to find and test the response devices.

Before You Begin

You must have TurningPoint installed on the computer to be used for the presentations and must have the hardware device receivers and devices available for testing. Run the Response Device Wizard on the presentation machine.

Step by Step Instructions

- 1 Connect the device receiver to the presentation computer.

To set up the response devices...

If you install a serial receiver using the Keyspan USB adapter, Windows will prompt you to install the new hardware device.

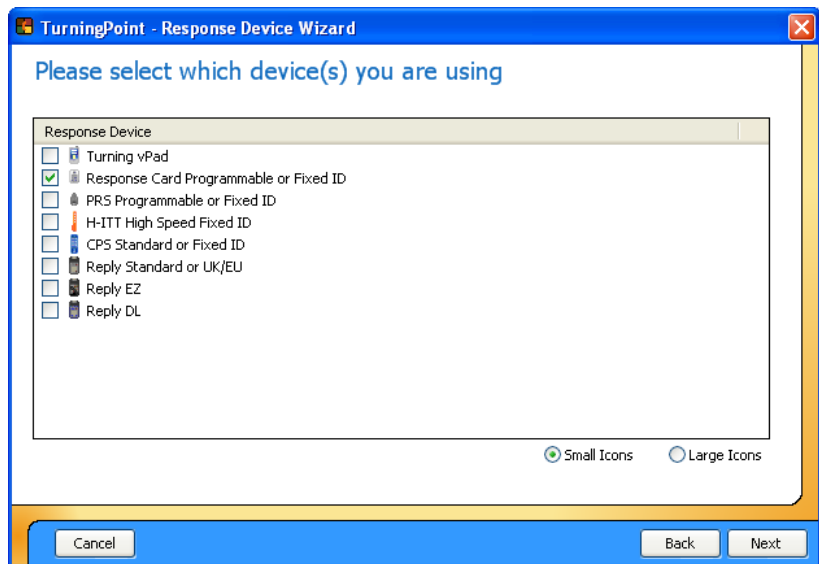
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- 2 If required, install the hardware. Otherwise, go to step 3.
- 3 From the TurningPoint toolbar, select the Display Response Device Wizard button. (Hint: it's the one that looks like a lightning bolt.)

Insert the hardware installation CD into your CD-ROM drive and follow the instructions in the installation setup. If you need assistance, refer to **Chapter 4: How to Set Up Response Devices**.

The TurningPoint Response Device Wizard window opens. All devices that you are able to use with TurningPoint are shown.

Response Device Wizard: Select Devices



- 4 Select the box next to the device to select one or more device types to be setup.

You can choose to view the device list by name or by picture.

- To view the devices by device name, select the Small Icons option at the bottom right of the entry list.
- To view the devices by picture, select the Large Icons option.

Step Two: Set Up the Response Devices

- 5 Select the Next button.

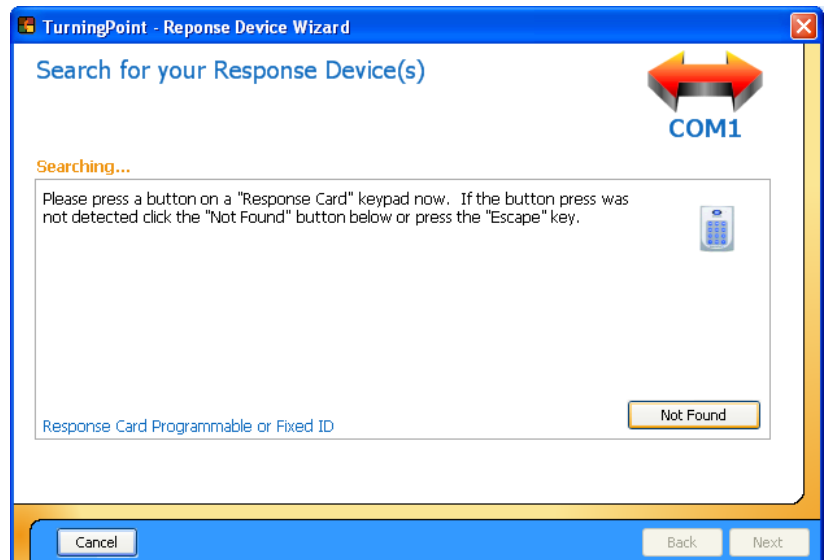
TurningPoint searches your computer to locate the ports where it finds connections for the device receivers and displays the list of ports.

Note A vPad is a software version of a response device. The vPad must be identified for use during device setup as well. Find more information on device setup in **Chapter 4: How to Set Up Response Devices**.

- 6 Select the checkbox next to the ports where the response devices are connected.
- 7 Select the Next button one more time.

TurningPoint searches for the response devices.

Response Device Wizard: Search for Devices



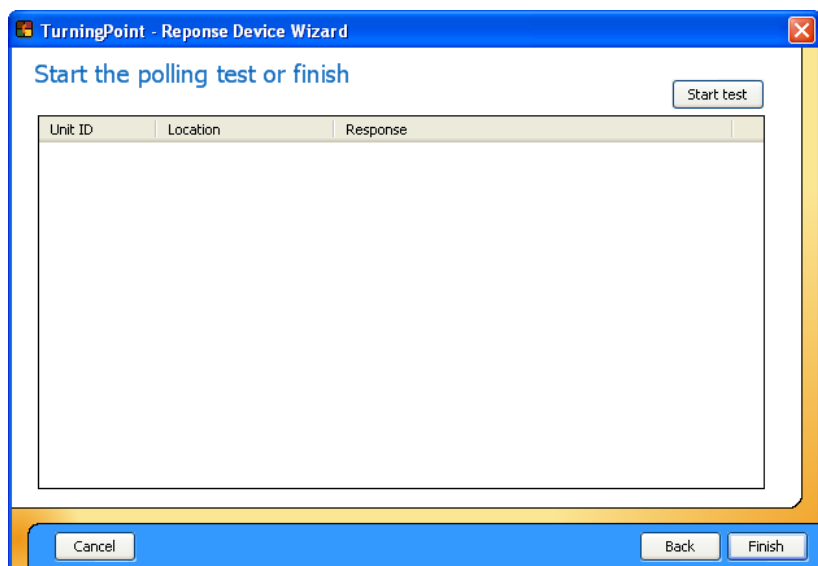
- 8 Press a key on one response device of each type to be used to enable TurningPoint to see the device.

If TurningPoint doesn't find the response device on the first attempt, select the Not Found button and try again.

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- 9 Select the Next button.
 - 10 Enter the number of devices to be used.
 - 11 Select the Next button again.
- TurningPoint displays a Done searching... message when the devices have been found successfully.
- TurningPoint identifies the number of response devices licensed for use with the software.
- The number entered in the Ending Keypad Number region cannot exceed the number of licensed devices.
- TurningPoint displays the Polling screen. Use this screen to verify the devices are set up correctly and that TurningPoint can receive responses from the devices.

Response Device Wizard: Polling Test



- 12 Select the Start Test button.
 - 13 Press a key on each response device to be used.
 - 14 Select the End Test button.
- TurningPoint is now ready to accept responses from the response devices.
- TurningPoint displays an entry for each response device, in the order in which they were tested, and the key number pressed on each response device.
- This action ends the Polling test.

Step Three: Create a Participant List

15 Select the Finish button.

The response device setup is now complete.

Note Run the Response Device Wizard again when you need to make changes to the number or type of devices being used with your presentations.

Step Three: Create a Participant List

Participant Lists identify the members of your audience—your students, your trainees, your survey respondents—who will use a response device during your presentation. The participant name and required information is stored along with information about their assigned device, which is identified by number (for example, 1, 2, 3, and so on) and by device ID. The device ID is a 6-digit number printed on the device tag.

You may create multiple Participant Lists to be used with one interactive presentation. Doing so allows you to use the presentation with multiple audiences and track the session results per audience.

Before You Begin

Your Participant List must not exceed the number of devices licensed for use. If you are not sure of the number, perform the following steps on the computer to be used for presentations after you have run the Response Device Wizard.

Alternatively, you can use TurningPoint to create a Participant List on a machine that is licensed for slide development only. Find instructions to do this in **Chapter 5: How to Track Participants and Teams**.

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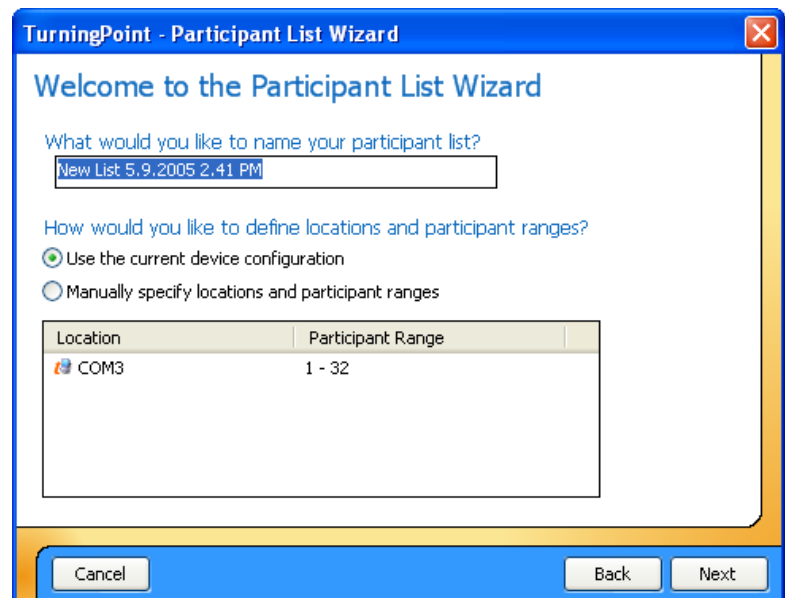
Step by Step Instructions

- 1 From the TurningPoint toolbar, select Participants > Participant List Wizard.

To create a Participant List...

The TurningPoint Participant List Wizard window opens.

Participant List Wizard



- 2 Type the name of your Participant List.

TurningPoint provides a name using the current system date and time. You can type a more meaningful name or use the default.

Step Three: Create a Participant List

- 3 Select the device to be used to create the Participant List.
 - Select the Use the current device configuration option to use the identified device.
 - Select the Manually specify locations and Participant ranges option to alter the participant ranges.
- 4 Select the Next button.
- 5 Select a template to be used to create your own Participant List.

TurningPoint displays the Participant List templates.

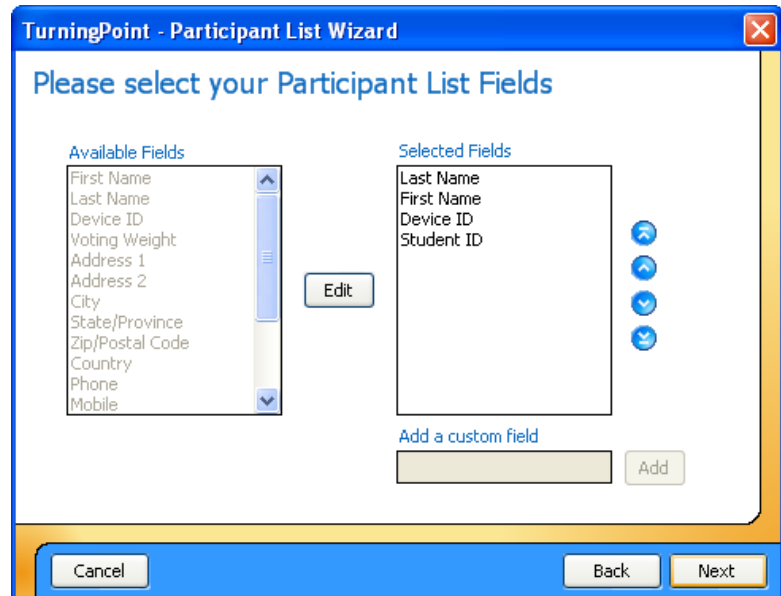
Participant List template choices include:

- Education—contains standard student information used for K–12 presentations, such as name and student ID.
- Corporate—contains entries for the information most often used in corporate feedback meetings including name, company name, telephone numbers, etc.
- Available Fields—contains all information entries defined for use with TurningPoint.
- Custom—allows you to choose what information should be included with your Participant List and to name the template.

- 6 Select the Next button to continue.

TurningPoint displays the Participant List information entries (called fields). Use this screen to customize a pre-defined template or to select the fields to be included in your Custom template.

Participant List: Add or Remove Fields



- 7 Optionally, select the Edit button to activate the fields list.

The Edit button is replaced by right (>) and left (<) arrow buttons. Use these buttons to add or delete selected fields from the template.

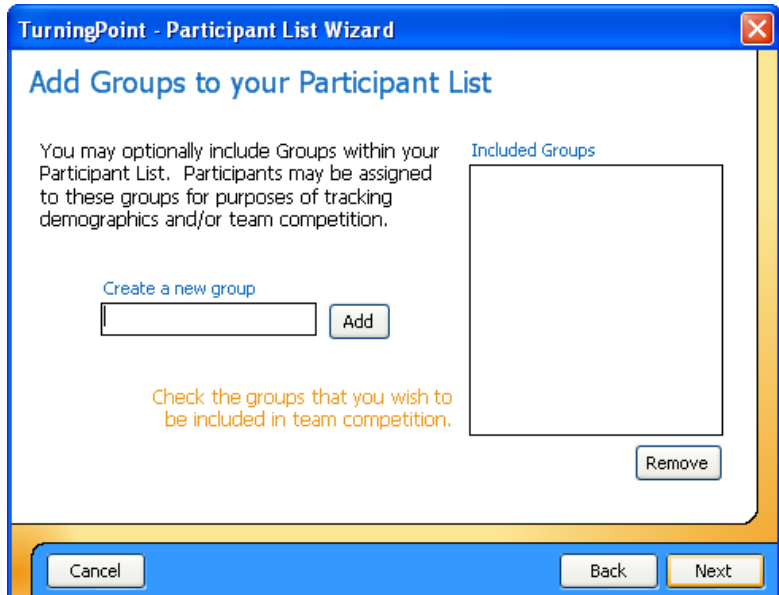
Note Find instructions to customize Participant List templates in **Chapter 5: How to Track Participants and Teams**.

- 8 Select the Next button to continue.

TurningPoint displays the Groups entry box. Use this screen to add Groups to your Participant List. Groups provide categorization for greater reporting opportunities.

Step Three: Create a Participant List

Participant List Wizard: Add Groups



- 9 Optionally, type in a Group name and select the Add button.
- 10 Select the Next button.
- 11 Optionally, edit the Participant File composition.
- 12 Select the Finish button to create the Participant List and save it to a file.

TurningPoint displays all Groups in the Included Groups list. Repeat this step to add additional groups.

TurningPoint displays the Participant List summary screen.

The settings you can change include the Participant List file name, number of participants, number of fields, and number of groups. Select the link next to the setting to be returned to the screen and make your edits.

Note Find more information about Participant Lists in **Chapter 5: How to Track Participants and Teams**.

Step Four: Run a Presentation Session

TurningPoint uses PowerPoint's Slide Show capabilities to present the interactive slides you have created. You test your slides during development and run the presentation for your audience by executing the following steps.

Before You Begin

You must have run the Response Device Setup Wizard and the Participant List Wizard successfully before attempting to run the presentation.

Step by Step Instructions

To run a presentation session...

- 1** From the PowerPoint menu, select File > Open and select the TurningPoint presentation to be used.
- 2** From the TurningPoint toolbar, select the Response Device menu and select the device to be used.
- 3** From the TurningPoint toolbar, select Reset > Session.

TurningPoint allows you to select how responses will be provided during the presentation. Your choices are:

- Response Devices—a response device will be used during the presentation. The response devices must have been setup using the Response Device Wizard.
- Keyboard Keys 1–9—you will provide input to the presentation using the keyboard keypad or number keys.
- Simulated Data—TurningPoint provides random responses to the presentation.

This command clears any active sessions from memory and allows polling to take place.

Step Five: Save Session Results

- 4 From the TurningPoint toolbar, select the drop down to the right of the Participants drop down and select the Participant List to be used.
- 5 From the PowerPoint menu, select Slide Show > View Show.
- 6 Use the left mouse button to control the progress of the slide show. For each slide:
 - a Click once to open polling.
 - b Click a second time to close polling and display the results.
 - c Click again to advance to the next slide.
- 7 Click at the end of the slides to exit from the Slide Show.

The default Participant List is shown as (None). TurningPoint shows all Participant Lists available on the computer in this list.

The first slide of the presentation is shown.

Polling is the mechanism by which TurningPoint accepts and tallies responses provided by the audience using the Response Devices.

TurningPoint receives responses when polling is open.

No responses are accepted when polling is closed.

Note Your presentation may have additional features, such as animation, that cause it to behave differently at runtime from the default behavior. Find more information in **Chapter 6: How to Run a Presentation Session**.

Step Five: Save Session Results

TurningPoint stores the results from your session. These results can be reviewed at a later date and used with TurningPoint's reporting feature in a variety of ways.

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The session results are stored in your computer's memory until you save them to a file. This section provides instructions to do just that.

Step by Step Instructions

- 1 From the TurningPoint toolbar, select the Save Session button. (Hint: it looks like a disk.)
- 2 Type a file name to be used to store the session results.
- 3 Select the Save button.
- 4 From the TurningPoint toolbar, select the Reset > Session command.
- 5 Because you have saved the Session results, select No at the Save Session prompt.

To save the session results...

TurningPoint opens the Save Session dialog box.

TurningPoint names session files using the current system date and time. Providing your own name for the file allows you to retrieve the file more easily.

This command clears TurningPoint of the existing session results and allows you to run the presentation again to capture new results.

TurningPoint will prompt you to save the session data.

Note TurningPoint prompts you to save existing session results every time you reset the session and when you exit from TurningPoint.

Next Steps

You are able to run reports to review the responses provided by each participant for your presentation. The TurningPoint reports use the saved session file. Find information on Turning Reports in **Chapter 7: How to Use Tools**.

Where Do I Go From Here?

The answer to that question depends upon what you want to do. Following is a listing of the remaining chapters in this book along with information about what to find in each chapter.

Chapter Name	Description
<i>How to Create Slides</i>	<p>This comprehensive, instructional chapter provides details of not only how to create a slide, but also how to add TurningPoint's custom features to the slide to meet your needs.</p> <p>Read this chapter to understand how to add objects such as response timers and indicators, how to set slide defaults, how to convert existing slides into interactive TurningPoint slides, and more.</p>
<i>How to Set Up Response Devices</i>	<p>Device setup is easy. However, if you need more help than what is included in this Getting Started chapter, you'll find it here.</p>
<i>How to Track Participants and Teams</i>	<p>Participant Lists can use the default templates or can be customized to include information according to your needs or requirements.</p> <p>Read this chapter to understand how to create custom Participant Lists, how to create Groups, how to modify or delete a Participant List, and how to download participant information from other sources.</p>
<i>How to Run a Presentation Session</i>	<p>Would you like to establish presentation session default behaviors? Have you included animation in your slides? Would you like to add slides during your presentation?</p> <p>This chapter focuses on the behavior of your slides during a Slide Show presentation and identifies how you, the presenter, interact with TurningPoint during a "live" session.</p>

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Chapter Name	Description
<i>How to Use Tools</i>	The tools discussed in this chapter include how to generate reports, how to set up standards for your slides, and how to set up advanced features such as Comparative Links and Conditional Branching.
Appendices	The appendices include a guide to <i>Frequently Asked Questions</i> and a detailed demonstration of <i>TurningPoint Parser Documents</i> .