



# How to Use Tools

TurningPoint offers several tools that allow you to use powerful advanced features:

- Create reports of presentation and response data
- Manage session files and extract and export information
- Create and assign standards for evaluating participants
- Create comparative links for comparing the responses from several slides in a single chart in your presentation

## Chapter 7: How to Use Tools

- Use conditional branching to control the order of slides in your presentation based on responses

The TurningPoint Report Wizard allows you to view, export, and print a wide variety of reports based on the responses you received during a presentation session. The reports are Word or Excel files with information about the questions and answers, participants, and responses gathered in your presentation. Nineteen reports are available for reporting on the entire audience, by individual participants, by groups, by standards, and on the basis of demographics. If you have specified correct answers or point values, you can “grade” participants and groups, verify that standards are met, and provide valuable feedback to participants. (Find more information on setting correct answers and points in **Correct Answers and Points** on page 54 Find more information about creating reports in **Types of Reports** on page 166).

You can also use the Report Wizard to export or extract a variety of additional information from session files. Your TurningPoint session files contain a great deal of information: questions and answers, response data, Participant List information, and even the PowerPoint slides with all their contents and formatting. You can manage and manipulate this information in several ways:

- Export the data in formats you can use in other applications
- Merge multiple sessions together
- Extract the Participant List, PowerPoint presentation, or response data
- Make modifications to data, such as excluding a question or making a question demographic
- Share session files by email

Find more information in **Session Files** on page 176.

The Standards tool enables you to use reports to evaluate the performance of participants based on standards. You can set up a list of standards, associate those standards with questions, and then evaluate the performance of the audience as a whole, by groups, or by individuals on each standard. Find more information in **Standards** on page 198.

The Comparative Links and Conditional Branching tools allow you to add advanced functionality to your presentation.

The Comparative Links tool is used to compare the results from several slides in a single chart in your presentation. For example, you might ask several similar questions in succession, and then wish to compare the responses from each question on a single slide. By creating comparative links between the slides, a single slide's chart can show the results from up to three additional questions. Find more information in **Comparative Links** on page 203.

The Conditional Branching tool allows you to control the order of slides based on the responses to a question. For example, you could have the audience vote on which topics to cover in your presentation, or you could continue with a different topic when the audience demonstrates a sufficient understanding of the current one by answering a question correctly. Find more information in **Conditional Branching** on page 206.

The Tools menu also includes several tools that are described in other chapters:

- The TurningPoint Parser, which allows you to automatically create presentations from XML or Word

documents. Find more information in **TurningPoint Parser** on page 75.

- The Ranking Wizard, which allows you to create slides to rank items on several criteria. Find more information in **Ranking Wizard** on page 77.
- The WebCT Wizard, which allows you to import Participant List information from WebCT. Find more information in **Transfer Data with a Course Management System** on page 127.

# Types of Reports

The reports you can create from your TurningPoint session data are described in the following sections:

- The Results by Question reports (2 reports), which show a summary of responses for each question, on page 167.
- The Ranking and Moment to Moment reports (2 reports), which give the results of ranking or moment to moment slides, on page 168.
- The Outline report, which gives an outline of slide questions and answers, on page 168.
- Demographic reports (2 reports), which show a summary of responses for each question broken down by demographic groups, on page 168.
- The Response Data Export report, which gives the raw response data, on page 169.
- The Participant List reports (2 reports), which show the participant data from the Participant List, on page 169.

- The Participant Results reports (3 reports), which show each participant's responses, on page 170.
- The Results by Participant report, which shows a summary of responses for each question for each individual participant, on page 170.
- The Participant Questions and Comments report, which shows questions and comments sent by vPad participants during the presentation, on page 171.
- The Results by Group report, which shows a summary of correct responses for each question by demographic groups, on page 171.
- Standards reports (3 reports), which show response information based on standards identified for each question, on page 171.

Find instructions for generating these reports in **View a Report** on page 172.

## Results by Question Reports

The Results by Question and Graphical Results by Question reports show a summary of responses for each question. Each of these reports creates an Excel file.

The reports include the following information for each question:

- the answers
- an indication of the correct answer(s)
- the number of responses for each answer
- the percentage of responses for each answer

Additionally, the Graphical Results by Question report shows a pie chart of the responses for each answer.

## Ranking and Moment to Moment Reports

The Ranking and Moment to Moment reports each show a summary of ranking or moment to moment slides, respectively. Each of these reports creates an Excel file.

The Ranking report includes the following information:

- a list of the ranking criteria
- a list of the ranked items and the rank assigned for each criterion
- the chart showing the ranking

The Moment to Moment report includes the chart showing the moment to moment rating results.

## Outline Report

The Outline report gives an outline of slide questions and answers in a Word file. The outline include an indication of the correct answer(s).

## Demographic Reports

The Demographic Comparison and Graphical Comparison reports show a summary of responses for each question broken down by demographic groups. Each of these reports creates an Excel file.

The Demographic Comparison includes the following information for each question:

- the answers

- the number of responses for each answer from each group
- the total number of responses from each group

The Graphical Comparison includes the following information for each question:

- the answers
- an indication of the correct answer(s)
- the percentage of responses for each answer from each group
- a vertical bar chart of the responses for each answer from each group

When generating the Graphical Comparison report, you have the option of creating page breaks between each question.

## Response Data Export Report

The Response Data Export report gives the raw response data in an Excel file. It creates a table of values in Excel giving the numerical response values for each device number.

## Participant List Reports

The Participant List reports show the participant data from the Participant List in either a Word file or an Excel file. The report shows device number and location and any of the fields defined in the Participant List (name, contact information, demographic groups or teams, etc.).

## Participant Results Reports

The Participant Results, Graded Participant Results (correct/incorrect), and Graded Participant Results (point values) reports show each participant's responses in an Excel file.

Each report includes the following information for each participant:

- device number and location
- first and last name (if specified in the Participant List)
- the numerical value of the participant's response to each question

Additionally, the graded reports show the following:

- an indication of whether the response is correct or incorrect
- total percent correct (for the correct/incorrect version of the report) or total number of points (for the point values version of the report)

## Results by Participant Report

The Results by Participant report shows a summary of responses for each question for each individual participant. This report creates an Excel file.

The report includes the following information for each participant for each question:

- the question
- the numerical value of the participant's response
- an indication of whether the response is correct or incorrect

- the correct answer

When generating the Results by Participant report, you have the option of creating page breaks between each participant's section.

## Participant Questions and Comments Report

The Participant Questions and Comments report shows any comments or questions sent by vPad participants during the presentation. This report creates an Excel file.

## Results by Group Report

The Results by Group report shows a summary of correct responses for each question by demographic groups. This report creates an Excel file.

The report includes the following information for each question:

- the answers
- an indication of the correct answer(s)
- the percentage of correct responses from each demographic group

## Standards Reports

The Overall Standards, Individual Standards, and Group Standards reports show response information based on standards identified for each question. These reports create Excel files.

## Chapter 7: How to Use Tools

The Overall Standard report is very similar to the Results by Question report but includes additional information relating to standards. It includes the following information for each standard:

- the overall percentage of correct responses for all questions that are associated with the standard
- the questions associated with the standard
- the answers for each question
- an indication of the correct answer(s)
- the number of responses for each answer
- the percentage of responses for each answer

The Individual Standards report includes the following information for each individual participant for each standard:

- the participant's percentage of correct responses for all questions that are associated with the standard
- the questions associated with the standard
- the answers for each question
- an indication of the correct answer(s)
- an indication of the participant's response and whether it was correct

When generating the Individual Standards report, you have the option of creating page breaks between each participant's section.

The Group Standards report displays the percentage of correct responses from each group for each standard.

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### View a Report

You can create reports using the Report Wizard, available in the Tools menu in the TurningPoint toolbar.

**Before You Begin**

Create a session file by running a presentation session and saving the file. Find more information in **Chapter 6: How to Run a Presentation Session**.

**Step by Step Instructions**

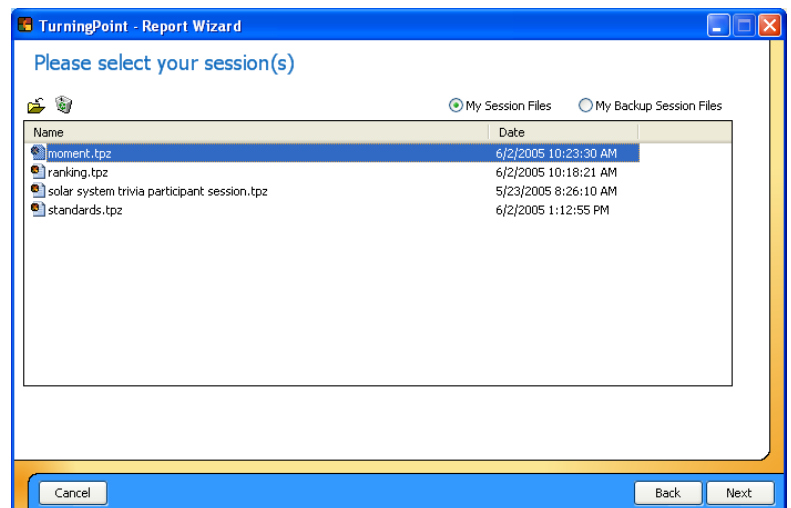
- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Generate Reports from the list of options.
- 4 Select the Next button to continue.

To view a report...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

**Report Wizard: Select Session**

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 159.

## Chapter 7: How to Use Tools

- 5 Choose a session file in one of the following ways:
  - Select the Use Current Session check box to use the session currently open in PowerPoint.
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.
- 6 Select the Next button once you have selected a session file.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

This option is available only if you have a TurningPoint presentation open and response data has been collected.

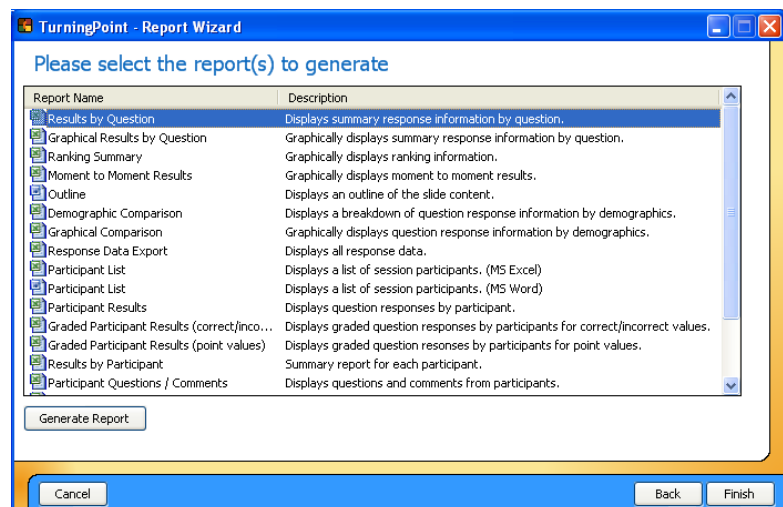
To display the session files from your Sessions folder in the list of files, select My Session Files.

To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

The Report Wizard window displays a list of the reports you can generate from your session file.

### Report Wizard: Generate Reports



- 7** Select the type of report you would like to generate.
  
- 8** Specify whether to include page breaks in the report by checking the Insert Page Breaks check box (if available).
  
- 9** Select the Generate Report button.
  
  
  
  
  
  
  
  
  
  
- 10** When you are finished creating reports, select the Finish button to close the Report Wizard.

Each report is listed by name with a short description. The icon next to each report indicates whether it generates an Excel file or a Word file. Some reports are available in both forms.

Find more information in ***Types of Reports*** on page 166.

Depending on the type of report you select, the Include Page Breaks check box may be displayed next to the Generate Reports button.

You can select multiple report by holding the Ctrl key on your keyboard and selecting reports. If you select multiple reports to generate, each report becomes a separate sheet in a single Excel workbook.

If you check the box, TurningPoint will create page breaks at convenient places in the report for ease of printing.

TurningPoint creates the report and opens it in Microsoft Excel or Word.

This may take some time, especially if there are a large number of questions or participants in the session.

You can generate as many reports as you like. When one report is finished being created, select another type of report from the list and select the Generate Report button again.

**Next Steps**

You can use Excel or Word to edit, save, or print the reports.

# Session Files

When you complete a presentation, you save the data in a TurningPoint session file (extension .tpz). Find more information on how to save a session in ***Save Results from a Session*** on page 159.

The session file contains all the information about your presentation, including the response data, the Participant List, and even the PowerPoint slides. This information is used to generate reports (find more information in ***Types of Reports*** on page 166). You can also do the following:

- Export session data to a text file. Find more information in ***Export Session Data*** on page 177.
- Merge two session files. Find more information in ***Merge Session Files*** on page 187.
- Extract the Participant List. Find more information in ***Extract Participant List*** on page 189.
- Extract the PowerPoint presentation. Find more information in ***Extract PowerPoint Presentation*** on page 190.
- Extract the session data as an XML file. Find more information in ***Extract Session Data as XML*** on page 192.
- Email the session using Outlook. Find more information in ***Email Session using Outlook*** on page 193.

- Make edits to the session data. Find more information in ***Edit Session Data*** on page 196.

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## Export Session Data

You can export the data from a session file into a text file. You can use the text file to import the data into a variety of other applications.

You can choose to export the data from the session file in one of two ways:

- Export some or all of the session data to a text file where you determine the contents and format.
- Export the session data using a predefined scheme for certain gradebook applications.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Export Session Data from the list of options.
- 4 Select the Next button to continue.

To export session data into a text file...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in ***Save Results from a Session*** on page 159.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

## Chapter 7: How to Use Tools

- 5 Choose a session file in one of the following ways:
  - Select the Use Current Session check box to use the session currently open in PowerPoint.
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.
- 6 Select the Next button once you have selected a session file.

This option is available only if you have a TurningPoint presentation open and response data has been collected.

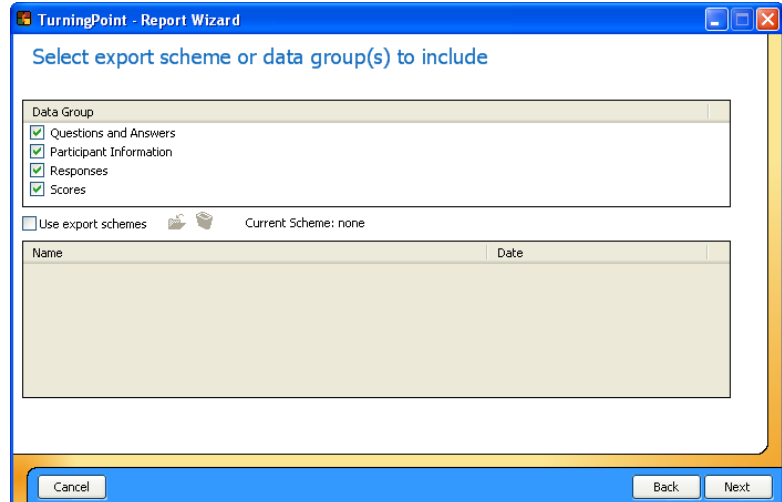
To display the session files from your Sessions folder in the list of files, select My Session Files.

To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

The Report Wizard window displays lists of the data and formats you can use to export the session file.

### Report Wizard: Select Export Scheme or Data Groups



- 7** Choose one of these two ways to export the data:
- Check some or all of the boxes in the Data Group list to manually specify the contents and format of the exported text file.
  - Check the Use Export Schemes box to select a pre-defined export scheme for a gradebook application from the Export Schemes list.

The following data is available for export:

- The text of questions and answers.
- Participant information, such as names and groups, defined in the Participant List.
- Participant's responses to the questions.
- Participant's scores.

Export schemes for several gradebook applications are available, including Angel, Easy Grade Pro, Gradebook for Windows, Gradekeeper for Windows, GradeQuick, MicroGrade, and Teacher's Marksheet.

Export schemes are saved as .tpx files in the Export Schemes folder, which is located in your TurningPoint folder. You can use an export scheme you have copied from elsewhere by selecting the Load an Export Scheme button (shaped like a folder).

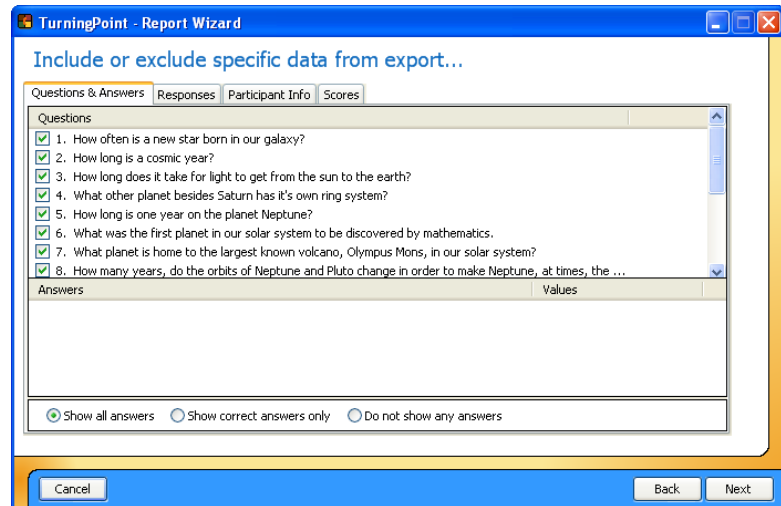
Using an export scheme automatically specifies the settings available to you in the next steps to match the format required by the application you are exporting to. You may still choose to modify some settings, to specify a grading scale, for example.

## Chapter 7: How to Use Tools

- 8 Select the Next button to continue.

The Report Wizard window displays a tabbed view for you to specify the data to be used.

### Report Wizard: Include or Exclude Data— Questions & Answers tab



There are four tabs, one for each of the main groups of data you specified whether to include in the exported file. In each area you chose to include, you should review and modify the settings on the corresponding tab. The next few steps explain the settings on each tab.

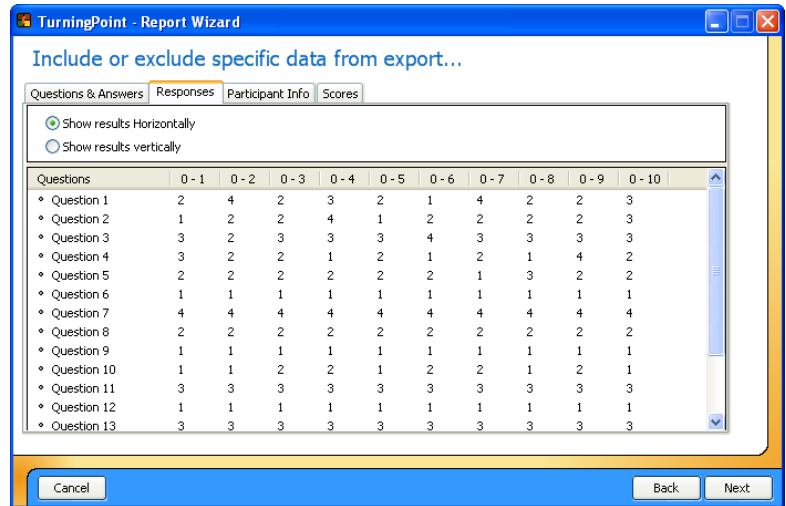
- 9 If you chose to include the question and answer data, specify which particular questions to include by checking the boxes on the Questions & Answers tab.

By default, all questions are checked and will be included.

10 Select the Responses tab.

The Report Wizard Window displays the Responses tab.

**Report Wizard: Include or Exclude Data—Responses tab**



11 If you chose to include the responses, choose whether to group responses by question or by participant by selecting Show Responses Horizontally or Show Responses Vertically on the Responses tab.

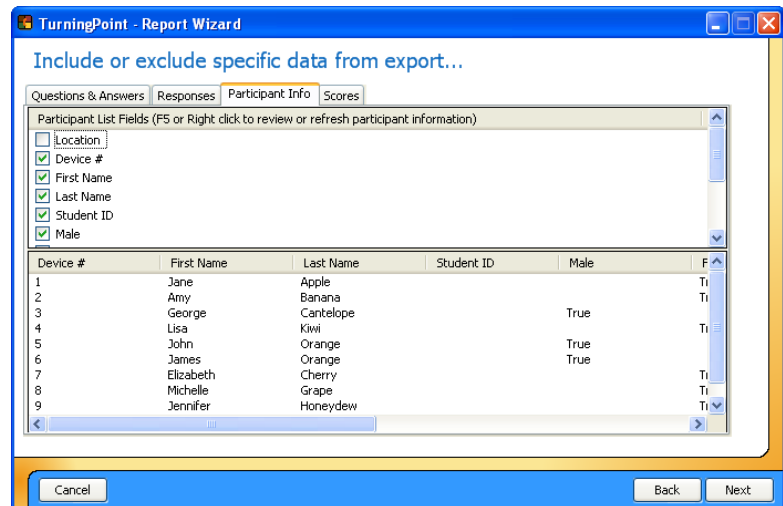
Show Responses Horizontally will group the response data by question in the exported file. Show Responses Vertically will group the response data by participant in the exported file.

## Chapter 7: How to Use Tools

- 12 Select the Participant Info tab.

The Report Wizard Window displays the Participant Info tab.

### Report Wizard: Include or Exclude Data—Participant Info tab



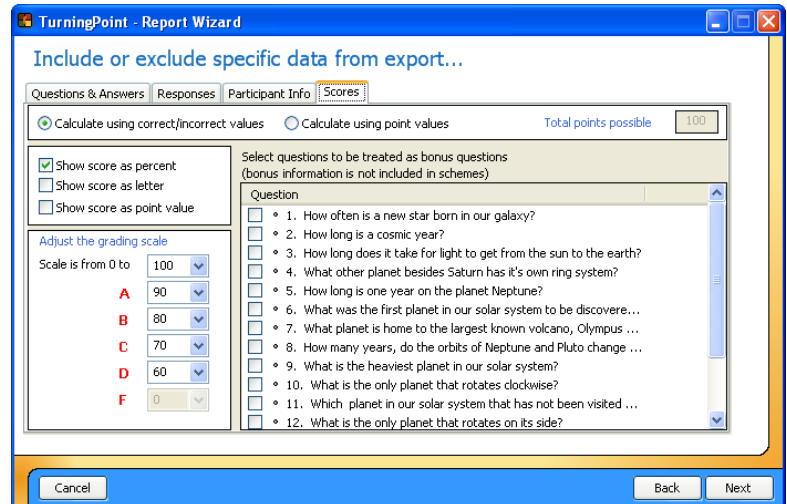
- 13 If you chose to include the participant information, choose which fields from the Participant List to include by checking the boxes on the Participant Info tab.

To view the information from the Participant List, press the F5 key or right-click in the window and select Refresh Participant List Data. This allows you to see the Participant List to help you decide which fields you would like to include in the exported data.

14 Select the Scores tab.

The Report Wizard Window displays the Scores tab.

### Report Wizard: Include or Exclude Data— Scores tab



15 If you chose to include the scores, specify the following settings:

- Select whether to calculate scores based on Correct/Incorrect values or based on point values.
- Select to show scores as percentages, as letter grades, as point values, or any combination by checking the boxes.
- Specify the grading scale by selecting ranges for the letter grades from the drop-down menus.

If you base scores on Correct/Incorrect values, the percentage score is calculated by dividing the participant's number of correct answers by the number of total answers. If you base scores on point values, the percentage score is calculated by dividing the participant's number of correct answers by the point value you specify in the box provided. You may include any or all of these ways of representing the scores in the exported file.

The default ranges show a typical grading scale. You can alter the grading scale by selecting a new range. To change values upward (grade on a stricter scale), start from A and work your way down

## Chapter 7: How to Use Tools

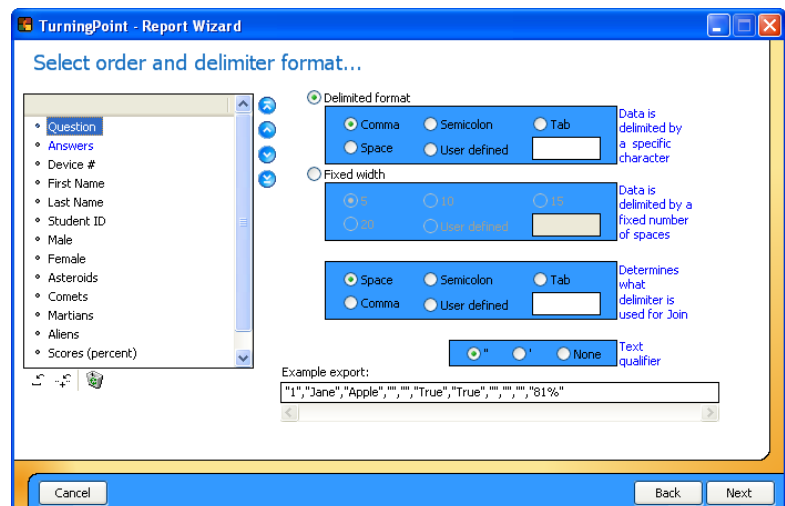
- Designate questions as bonus questions (not to be included in the score totals) by checking the boxes.
- 16** When you have finished modifying the settings on the applicable tabs, select the Next button.

the list to specify the ranges. To change values downward (grade on an easier scale), start from D and work your way up the list.

Questions you designate as bonus questions are not included in the total number of questions for calculating scores, but are included in a participant's number correct.

The Report Wizard window displays a set of settings for specifying the format of the exported file.

### Report Wizard: Select Format



There is an example entry at the bottom of the window showing a sample based on the settings specified. Observe this example as you change the format settings in the next few steps to ensure it matches your expectations.

- 17** Specify the order of the fields in the exported file by moving the fields up and down the list by selecting the Move Up and Move Down buttons.

Additionally, you can join two fields together or include blank fields in the exported file. Use the Insert A Blank Field and Insert a Join Field buttons below the list of fields to insert a join field or a blank field. You can move join fields and blank fields up and down the list just like the other fields.

A join field joins the previous field and the following field into a single field. You might wish to do this with the First Name and Last Name fields, for example.

A blank field simply puts a blank separator between fields. Depending on how you will use the exported file, you may need to separate some data with blank fields.

- 18** Specify whether to create a delimited or fixed-width file.

A delimited file includes a “delimiter” between each of the fields. You can select a comma, semicolon, tab, space, or other delimiter.

A fixed-width file uses fields of a specified width (number of characters). You can choose a width for the fields.

The format you choose depends on how you will use the exported file.

- 19** Specify whether to use double quotes, single quotes, or no quotes to enclose the text in fields.

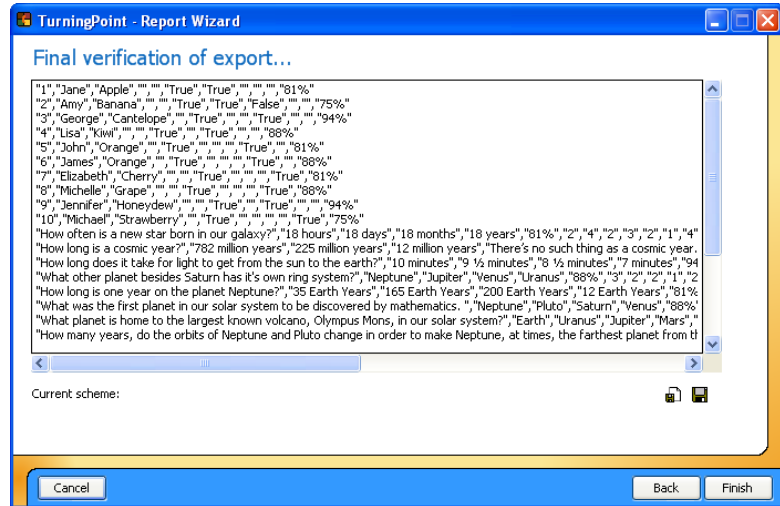
**Note** You should use either double or single quotes for the text qualifier if you are exporting a fixed-width file or using spaces as delimiters in a delimited file. Without quotes, the field boundaries in the exported file will be impossible to interpret correctly.

## Chapter 7: How to Use Tools

- 20** When you have finished modifying the settings for the format of the file, select the Next button.

The Report Wizard window displays the data in the format to be exported.

### Report Wizard: Verification



Below the data are two buttons. The first, shaped like a document and a disk, saves the export file. The second, shaped like a disk, saves the format as an export scheme you can reuse for other session files.

- 21** To save your export data, select the Save button (shaped like a document with a disk).
- 22** Specify a name and location for the exported file.
- 23** Select the Save button.

A dialog opens for you to specify a location and filename for the exported file.

The file is saved and the dialog closes.

Optionally, you can also select the Save Export Scheme button (shaped like a disk) to create an export scheme you can reuse to save the data from other session files in the same format. Specify a location and filename for the export scheme in the same way.

- 24 Select the Finish button to exit the Report Wizard.

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## Merge Session Files

You can merge multiple session files together to create a single session file, from which you can generate reports and extract data.

This is especially useful if you have session files from multiple presentations given to the same participants. You can aggregate the data from all the presentations into a single file with all the responses from each participant.

Conversely, if you gave the same presentation to several groups of participants, you could aggregate the responses from all participants into a single session file.

### Before You Begin

All the session files you wish to merge must be in a single location (usually your Sessions folder). If the session files are in different locations, move them all to your Sessions folder before you begin.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.

To merge session files...  
The Tools menu opens.
- 2 Select Turning Reports from the Tools menu.

The Report Wizard window opens, displaying a list of options for using the data in session files.
- 3 Select Merge Session Files from the list of options.
- 4 Select the Next button to continue.

The Report Wizard window displays a list of the session files in your Sessions folder.  
You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session

## Chapter 7: How to Use Tools

Files. Find more information about where your session files are stored in **Save Results from a Session** on page 159.

- 5 Select one of the session files to be merged in the list.
- 6 Select additional files to be merged in the list by holding down the Control key and clicking on the files.
- 7 Optionally, check the box to include the PowerPoint presentations in the merged session file.
- 8 Select the Merge button below the list of files.
- 9 Specify a name and location for the exported file.

Repeat this step until all the files you would like to merge are selected.

If you include the presentations in the merged session file, the slides from the presentations of each of the merged files are put together into a single presentation saved in the merged session file. This may greatly increase the size of the merged session file.

A dialog opens for you to specify a location and filename for the merged session file.

**Note** You should use the file extension .tpz for session files.

- 10 Select the Save button.
- 11 Select the Finish button to exit the Report Wizard.

The file is saved and the dialog closes.

### Next Steps

You can now generate reports or extract other data from the merged session file, just as if it were an original session file.

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## Extract Participant List

You can extract the Participant List from a session file. This is especially useful if you have a session file but have lost the Participant List file or if you set up the list on a different computer.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Extract Participant List from the list of options.
- 4 Select the Next button to continue.
- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.

To extract a Participant List...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 159.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

To display the backup session files in the list of files, select My Backup Session Files.

## Chapter 7: How to Use Tools

- Import a session file from another location.

Use the Import Session button to open a file dialog to locate and select the session file.

- 6 Select the Extract Participant List button below the list of files.

A dialog opens for you to specify a location and filename for the Participant List file.

- 7 Specify a name and location for the exported file.

**Note** You should use the file extension .tpp for Participant List files.

- 8 Select the Save button.

The file is saved and the dialog closes.

- 9 Select the Finish button to exit the Report Wizard.

### Next Steps

You can now edit the Participant List or use it in a presentation. Find more information in **Chapter 5: How to Track Participants and Teams**.

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## Extract PowerPoint Presentation

You can extract the PowerPoint presentation from a session file. This is especially useful if you have a session file but have lost the corresponding PowerPoint presentation or if you created the presentation on a different computer.

### Step by Step Instructions

To extract a PowerPoint presentation...

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

- 3 Select Extract PowerPoint Presentations from the list of options.
- 4 Select the Next button to continue.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 159.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.

To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

- 6 Select the Extract PowerPoint Presentation button below the list of files.
- 7 Specify a name and location for the exported file.

A dialog opens for you to specify a location and filename for the PowerPoint presentation.

**Note** You should use the file extension .ppt for PowerPoint presentations.

- 8 Select the Save button.

The file is saved and the dialog closes.

- 9 Select the Finish button to exit the Report Wizard.

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### Extract Session Data as XML

You can extract the session data into an XML file. The XML file is a text markup format that you can use to exchange and manipulate the data.

#### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Extract Session XML file from the list of options.
- 4 Select the Next button to continue.

To extract the session data XML file...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 159.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.
- 6 Select the Extract Session XML File button below the list of files.
- 7 Specify a name and location for the exported file.
- 8 Select the Save button.
- 9 Select the Finish button to exit the Report Wizard.

To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

A dialog opens for you to specify a location and filename for the XML file.

The file is saved and the dialog closes.

## Email Session using Outlook

You can use the Report Wizard to quickly and easily send one or more session files by email using Microsoft Outlook.

### Before You Begin

To use this feature, you must have Microsoft Outlook installed and set up on your computer.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.

To email a session file using Outlook...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

## Chapter 7: How to Use Tools

- 3 Select Send Sessions Using Outlooks from the list of options.
- 4 Select the Next button to continue.

- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in ***Save Results from a Session*** on page 159.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

You may select multiple files by holding down the Control key and clicking on the file.

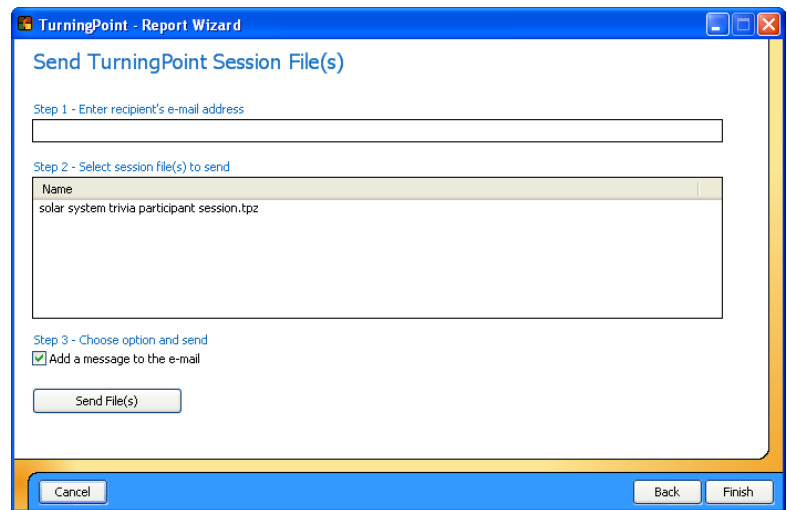
To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

- 6 When you have selected all the files you would like to send, select the Next button to continue.

The Report Wizard window displays the next page, allowing you to specify the recipient(s) and send the email.

**Report Wizard: Send Session using Outlook**



- 7 Enter the email address you want to send the session file(s) to in the box provided.
- 8 Specify whether you would like to add a message to the email by checking the box.
- 9 Select the Send File(s) button.
- 10 Select the Finish button to exit the Report Wizard.

You may enter more than one email address. Separate multiple email addresses by semicolons.

If you choose not to add a message, the body of the email will be left blank.

If you chose not to add a message, the email is sent and a dialog is displayed indicating that the email was successfully sent.

If you chose to add a message, a new email message is opened in Outlook, addressed to the recipients you specified and with the session file(s) attached. Type a message in the body of the email and send it as you normally would.

## Edit Session Data

You can edit session data after the session is saved. You can choose to exclude a question, make a question demographic, or change answer values.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Edit Session from the list of options.
- 4 Select the Next button to continue.

To edit session data...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 159.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.

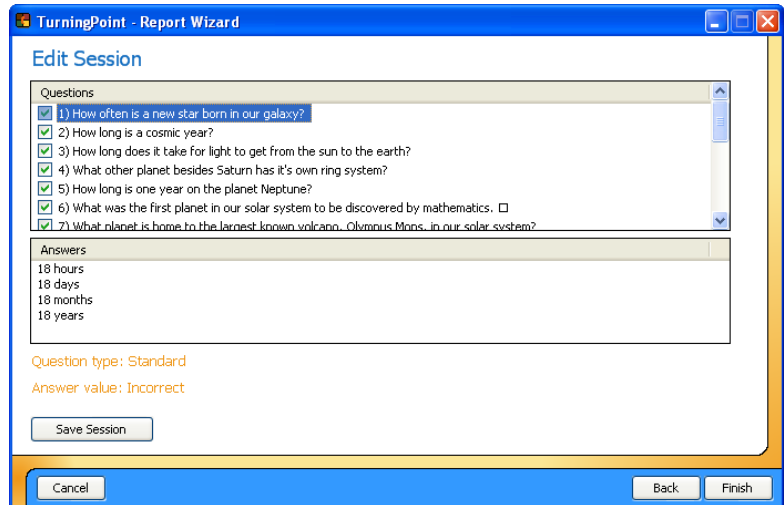
To display the backup session files in the list of files, select My Backup Session Files.

- Import a session file from another location.
- 6 Select the Next button to continue.

Use the Import Session button to open a file dialog to locate and select the session file.

The Report Wizard window displays options for editing the session file.

### Report Wizard: Edit Session



The window shows a list of all questions in the session. Below the list of question is a list of answers, which shows the answers for the question selected in the list above.

- 7 Uncheck the box next to any question in the list that you would like to exclude from the session.
- 8 If you would like to designate a question as demographic, right-click on the question and select the option to make the question demographic from the contextual menu that appears.

Excluding a question will omit all data about that question from the session file.

Demographic questions can be used in reports. Find more information in **Types of Reports** on page 166.

## Chapter 7: How to Use Tools

- 9 If you would like to change an answer value, right-click on the answer in the answer list and select an option from the contextual menu that appears.
- 10 When you are finished making changes to the session data, select the Save Session button below the list of answers.
- 11 Specify a name and location for the exported file.
- 12 Select the Save button.
- 13 Select the Finish button to exit the Report Wizard.

You can mark the answer Correct or Incorrect, assign a point value, or clear the answer value (set to No Value). Find more information in **Correct Answers and Points** on page 54.

A dialog opens for you to specify a location and filename for the session file.

**Note** You should use the file extension .tpz for session files.

The file is saved and the dialog closes.

# Standards

TurningPoint's standards tools allow you to create lists of standards on which participants can be evaluated. For training, teaching, or testing, standards help you organize the material in your presentation into subject areas, competencies, or other standards which the participants should meet. You can then view participants' results by standards using TurningPoint reports. Find more information in **Types of Reports** on page 166.

## Create a Standards List

Before you can assign standards to slides in a presentation, you need to create a list of the standards you will be using.

### Step by Step Instructions

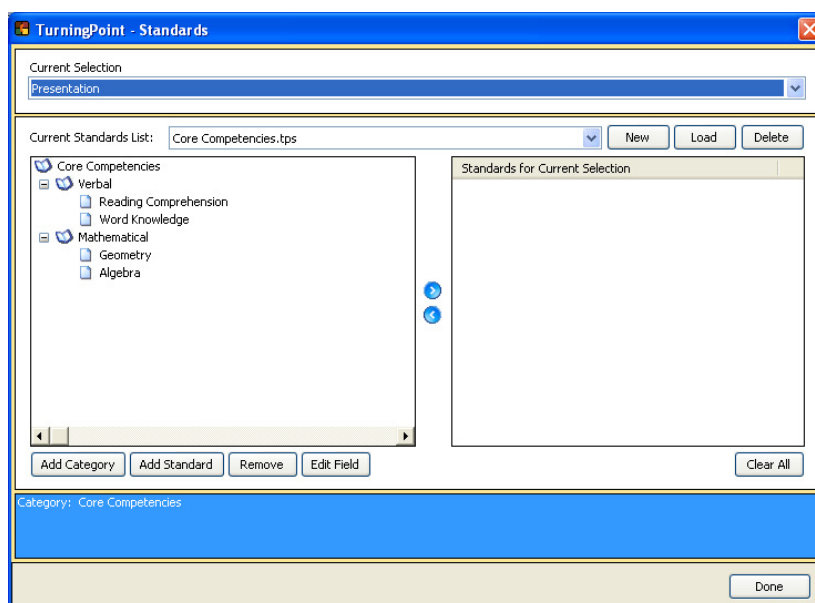
- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Standards from the Tools menu.

To create a Standards List...

The Tools menu opens.

The Standards window opens.

### Standards window



The Current Standards List drop-down menu displays the selected Standards list. If you select the menu, it displays all the Standards Lists in your Standards folder for you to choose from. The New button allows you to create a new Standards List in your Standards folder. The Load button allows you to import a Standards List to your Standards folder from

## Chapter 7: How to Use Tools

- 3** Select the New button.
- 4** Enter a name in the box provided and select the OK button.
- 5** To add a category or a standard, complete the following steps.
  - a** Select the parent category in which to include the category or standard you wish you add.
  - b** Select the Add Category or Add Standard button.
  - c** Enter a title in the box provided and select the OK button.
  - d** Repeat steps a–c until you have added all the categories and standards you need.
- 6** When you are finished creating your Standards List, select the Done button.
- 7** Select the Yes button.

elsewhere. The Delete button allows you to delete a Standards List from your Standards folder.

TurningPoint prompts you to enter a new name for the Standards List.

TurningPoint creates the Standards List in your Standards folder, selects it in the Current Standards List drop-down menu, and displays the new Standards List in the left-hand pane of the Standards Window.

The new Standards List has a top-level category with the same name as the list.

Categories arrange standards into a hierarchy.

TurningPoint prompts you to enter a title for the category or standard.

TurningPoint adds the category or standard to the parent category you selected.

You can delete a category or standard from the list using the Remove button. You can change the title of a category or standard using the Edit Field button.

TurningPoint indicates that you have made changes to the Standards List and asks if you would like to save your changes.

The changes are saved to your Standards List file and the Standards window closes.

**Next Steps**

To associate standards with slides, follow the instructions in ***Assign Standards to Slides*** on page 201.

---

## Assign Standards to Slides

Assigning standards to slides allows you to use TurningPoint reports to assess participants' performance on slides relating to the standards.

**Before You Begin**

You should create or obtain Standards Lists to be assigned to the slides. Find more information in ***Create a Standards List*** on page 199.

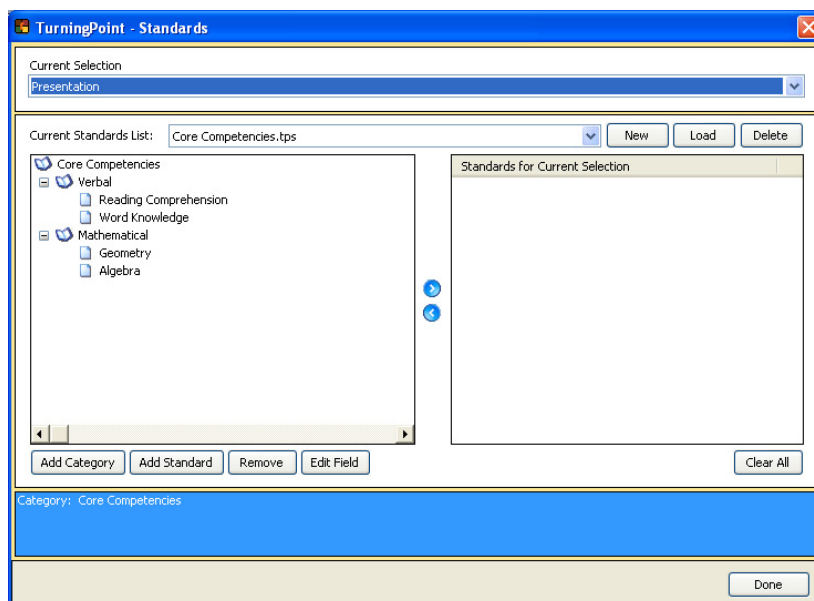
**Step by Step Instructions**

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Standards from the Tools menu.

To assign standards to slides...

The Tools menu opens.

The Standards window opens.

**Standards window**

## Chapter 7: How to Use Tools

- 3** Select a slide to assign a standard to using the Current Selection drop-down menu.
- 4** Select a Standards List in one of the following ways:
  - a** Select a Standards List from the Standards folder using the Current Standards List drop-down menu.
  - b** Select a Standards List from elsewhere using the Load button.
- 5** Select a standard from the list.
- 6** Select the right arrow button (>) to assign the standard to the slide.
- 7** Repeat these steps beginning with step 3 to add standards to additional slides.

Alternatively, you can select Presentation in this menu to assign the standard to the entire presentation.

The categories and standards are displayed in the left-hand pane of the Standards window.

The Standards List file is copied to your Standards folder and the categories and standards are displayed in the left-hand pane of the Standards window.

The standard is displayed in the list of standards applying to the current selection in the right-hand pane of the Standards window.

You can remove a standard using the left arrow button (<).

You can assign multiple standards to each slide. You can also use multiple Standards Lists.

If you would like to start over, you can select the Clear All button to clear all standards from all slides in the presentation.

- 8 When you are finished assigning standards to your slides, select the Done button.

**Next Steps**

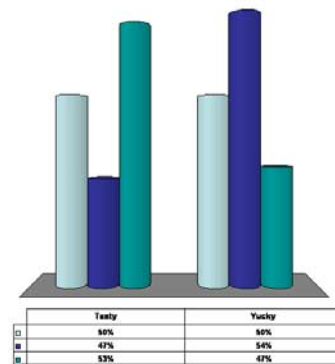
Several reports allow you to assess participants' performance on the standards you assigned. Find more information in *Types of Reports* on page 166.

# Comparative Links

You can use comparative links to compare the responses from several slides on a single slide's chart.

This is a sample chart comparing the responses from three slides.

**Chart with Comparative Links**



The bars are grouped by answer. Each answer's bars include the results for the current slide at the left (or top,

depending on the chart type), then the results for each linked slide in the order that the links are assigned.

A slide can contain up to three comparative links, so you can compare up to four questions. Generally, each question you compare should have the same number of answers, since the first answer in the answer region is compared to the first answers on the linked slides, the second answer to the second answers on the linked slides, and so on.

---

### Set Up Comparative Links

Set up comparative links using the Comparative Links window, available from the Tools menu in the TurningPoint toolbar.

#### Before You Begin

Before you set up a comparative link, first create the slides you would like to be compared. A slide can contain one to three comparative links, so you can compare up to four questions.

Generally, the slides being compared should each have the same number of answers.

For the slide on which the comparison will be displayed, use a vertical, horizontal, offset, or donut chart. Comparisons cannot be displayed using 3D pie or distributed pie charts.

The slide on which the comparison will be displayed should come after the slides it is being compared to, so that the results of those slides are available for display.

#### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.

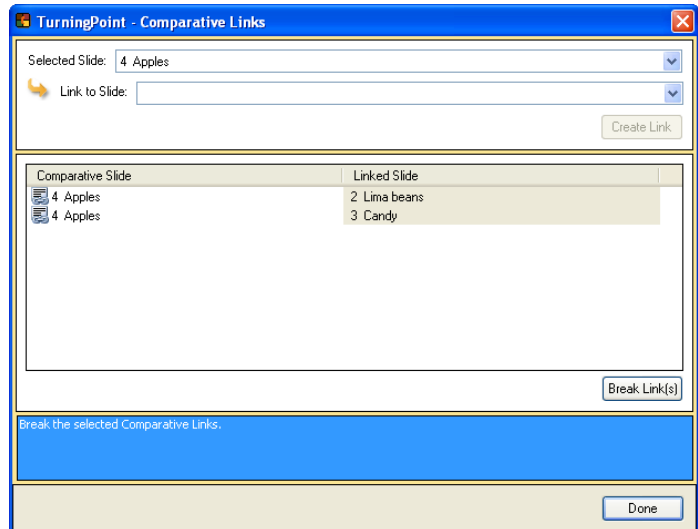
To create a comparative link...

The Tools menu opens.

- 2 Select Comparative Links from the Tools menu.

The Comparative Links window opens.

**Comparative Links window**



- 3 Select the slide to include the comparison in the Selected Slide drop-down menu.
- 4 Select a slide to compare with in the Link to Slide drop-down menu.
- 5 Select the Create Link button to create the comparative link.
- 6 Select the Done button.

The link is displayed in the list of comparative links.

The Comparative Links window closes. TurningPoint adds the comparative link to the slide. (The comparison will not be visible until you run the presentation session and collect data.)

**Next Steps**

When you run your presentation session, the charts in slides containing comparative links will automatically show comparisons of the data for the linked slides.

You can add additional comparative links by repeating these steps. You can add up to three links to a slide.

You can delete comparative links by selecting the link in the Comparative Links window and selecting the Break Link(s) button.

# Conditional Branching

Conditional branching allows you to control the order of slides in your presentation based on the responses received from the audience.

For example, at the beginning of your presentation you might ask the participants to vote whether you'll cover topic A or topic B. Depending on the results of the vote, the presentation will skip ahead to the slides for topic A or topic B.

Or, you might ask a question covering a specific subject area to assess whether the participants understand the subject. If most of the participants respond correctly, you can skip ahead to the next section of material.

---

## Set Up Conditional Branching

You set up conditional branching by defining a condition, which, if satisfied, advances to the slide you specify. Each condition consists of a comparison. The number or percentage of responses for a particular answer (or all correct answers) is compared with a specific value, or with the majority of responses for that slide.

Set up conditional branching using the Conditional Branching window, available from the Tools menu in the TurningPoint toolbar.

### Before You Begin

Before setting up conditional branching, you should create the slides for the branches of your presentation and plan their order.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Conditional Branching from the Tools menu.

To set up conditional branching...

The Tools menu opens.

The Conditional Branching window opens.

### Conditional Branching window

Logical Operator	Branch Item	Comparison Operator	Condition	Value
None	[selected]	None	None	

Logical Operator	Branch Item	Comparison Operator	Condition	Slide Index

- 3 Select the slide where the branch will begin in the Selected Slide drop-down menu.

You will specify where to branch (which slide to show next) based on the outcome of the selected slide's polling.

## Chapter 7: How to Use Tools

- 4 Specify the condition using the drop-down menus, as described in the following steps.
  - a In the Logical Operator drop-down menu, select None for the first condition you specify.
  - b In the Branch Item drop-down menu, select the answer you would like to use for the comparison.
  - c In the Comparison Operator drop-down menu, choose a mathematical operator to use in the comparison.
  - d In the Condition drop-down menu, choose whether you want to specify a number or percentage of respondents, or compare to the majority response.
  - e If you chose Responses or Percentage in the Condition drop-down menu, enter a value in the box provided.

Find some examples of conditions in the examples following these instructions.

Logical operators are only needed to logically combine several conditions. If you are continuing a multiple condition, select AND to specify that both this condition and the previous condition should be met, or select OR to specify that either condition can be met.

The number or percentage of responses for the answer will be used in the comparison. You can choose any of the answers on the slide, or Total Correct. Total Correct uses the total number or percentage of responses for all correct answers on the slide.

You can choose from greater than (>), less than (<), equal to (=), not equal to (<>), greater than or equal to (>=), or less than or equal to (<=).

You will enter a value for the number or percentage to be compared to in the next step.

If you choose Majority, the number of responses for the answer you selected in Branch Item will be compared to the answer that received the most responses on the slide. If you choose Majority, you may only choose equal to (=) or not equal to (<>) for the Comparison Operator.

If you chose Responses, enter a number of responses (from 0 to the total number of participants). If you chose percentage, enter a percentage of responses (from 0 to 100).

- 5 In the Branch to Slide drop-down menu, select a slide to branch to if the condition is fulfilled.
- 6 Select the Add button to add the condition to the slide.
- 7 You can add multiple conditions to a slide.
  - To logically combining several conditions, add another condition starting with a logical operator.
  - To add an independent condition, add another condition with no logical operator and a specified slide to branch to.

You can branch to any slide in your presentation.

Alternatively, you can select None in the Branch to Slide drop-down menu if you would like to logically combine this condition with the next. The next condition will specify the slide to branch to. Find more information in step 7.

The condition appears in the list of conditions in the Conditional Branching window.

You can logically combine several conditions, specify several logically independent conditions, or a combination.

Begin in step 4 and specify a logical operator to combine the conditions. You may logically combine several conditions if you include a logical operator for each successive condition and specify a slide to branch to in the final condition.

Conditions are evaluated in order using the logical operators.

Begin in step 4 and specify None as the logical operator. You may include several independent conditions for a slide, and therefore branch to several different places in your presentation, by repeating these steps.


Conditions are evaluated in order. When more than one condition is satisfied, the first condition satisfied is used for branching.

## Chapter 7: How to Use Tools

- 8 Select the Done button in the Conditional Branching window when you are finished.


**For Example** The following examples illustrate several possible conditions.

### Example 1

Logical Operator	Branch Item	Comparison Operator	Condition	Slide Index
 None	1 Yes	=	Majority	5



The condition set up in Example 1 essentially says: “If the majority of participants respond ‘Yes,’ continue with slide 5.”

### Example 2

Logical Operator	Branch Item	Comparison Operator	Condition	Slide Index
 None	Total Correct	>=	Responses (10)	4

“If 10 or more participants respond correctly, continue with slide 4.”

### Example 3

Logical Operator	Branch Item	Comparison Operator	Condition	Slide Index
 None	1 Project A	<	Responses (10)	None
 AND	2 Project B	<	Responses (10)	7

Example 3 illustrates a logical combination of 2 conditions: “If fewer than 10 participants respond with the answer ‘Project A’ AND if fewer than 10 participants

respond with the answer 'Project B,' continue with slide 7."

### Next Steps

When you run your presentation session, the slides set up for conditional branching will advance to the slide you specified if the condition is met.

You can remove a condition by selecting it in the list in the Conditional Branching window and selecting the Remove button.

## Chapter 7: How to Use Tools