

TurningPoint® AnyWhere

User Guide



TurningPoint
AnyWhere

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The following regulatory statements apply to radio frequency and XL and XR infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard XL, the ResponseCard XR, and their respective receivers.

FCC Statement

This product has been tested and found to comply with Part 15 of the FCC Rules. Operation is subject to the following conditions: it may not cause harmful interference and must accept interference received, including interference that may cause undesired operations.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Canada Statement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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Technical Requirements

- Requires an RF or IR Receiver or an active ResponseWare account
- Intel or AMD 600 MHz class processor (1 GHz or higher recommended)
- 256 MB RAM
- 60 MB hard disk space (an additional 32 MB is required if you do not have Microsoft .NET Framework 2.0 installed)
- 1024 x 768 resolution on a 32-bit color or higher
- Standard USB 1.1/2.0 port (for USB-based hardware devices)
- Ethernet or 802.11 compatible wireless network card*

*Required if ResponseWare is used.

About TurningPoint AnyWhere

Introduction to TurningPoint AnyWhere

Using a floating toolbar, TurningPoint AnyWhere allows you to poll from content in whiteboard software, web browsers, PDFs, Word documents and more. No additional preparation necessary. Use your existing presentation or classroom materials. No need to convert another program for polling. Assessment and tracking for groups or individuals is also easily accomplished with a powerful reporting engine.

Features include:

- Floating toolbar allows for polling in any PC program.
- Allows you to open or close polling at any time, regardless of what program is running.
- Displays results graph as an overlay or in a separate window.
- Floating toolbar can be positioned at the top of the screen for view of polling and other program.
- Allows for creation of a Participant List, enabling you to track individual responses.
- Save collected responses and generate reports at a later time.

How to Download TurningPoint AnyWhere

To ensure you have the latest version available, download TurningPoint AnyWhere from the Turning Technologies web site.

Step by Step Instructions

- 1 Go to <http://www.turningtechnoloiges.com/groupresponsesystems/support/downloads.cfm>.
- 2 Click **TurningPoint AnyWhere for PC**.
 - Release notes are available in PDF format to the right of the download link.
- 3 Enter the **required information** and click **Submit**.
- 4 An e-mail will be sent to the e-mail address provided. The e-mail will contain further instructions for downloading TurningPoint AnyWhere.

How to Install/Open TurningPoint AnyWhere

Step by Step Instructions *Executable (Setup.exe)*

- 1 Double click on **Setup.exe**.
- 2 Follow the **on-screen installation instructions**.
- 3 Once installed, **double click the shortcut icon** placed on the desktop, to open the program.

The TurningPoint AnyWhere Showbar

- Use the Start/Stop Polling button to control when to open or close polling.
- Use the Chart button to display dynamic charts that adjust as responses are received.
- The Responses and Feedback areas indicate when a response or feedback has been received.
- Access the Main Menu through the white down arrow in the bottom left corner of the showbar.
- The Show/Hide Information button in the bottom right corner hides the Responses and Feedback area.

Response Device Configuration

This section covers

- *How to Configure Radio Frequency or Infrared ResponseCards*
- *How to Configure ResponseWare*

How to Configure Radio Frequency or Infrared ResponseCards

Step by Step Instructions

- 1 Plug in the IR or RF Receiver.
- 2 Click the **Main Menu** button (white down arrow) on the showbar.
- 3 Mouse over **Tools** and select **Settings**.
- 4 Select **Response Devices** from the left panel.
- 5 For RF receivers, select the **Radio Frequency channel number** from the drop-down menu in the right panel next to the receiver device number for Radio Frequency ResponseCards. For IR receivers, verify that the receiver serial number is listed.
- 6 Click **Done**.

Next Steps

Use the polling test to verify the devices have been configured properly.

How to Configure ResponseWare

You must have a ResponseWare account to complete the steps below.

Step by Step Instructions To configure ResponseWare for TurningPoint AnyWhere

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Tools** and select **ResponseWare**.
- 3 Enter the **Server Address**.
- 4 Enter your **Username** and **Password**.
 - Placing a check mark in the box next to Remember me will save your account information.
 - Optionally, enter the Event Code if you are using ResponseWare as a rental account. Refer to the purchase terms of your ResponseWare Web license.
- 5 Click **Login**.

Note A Session ID is now assigned. For information on how to relay this information to your audience see **How to Display Connection Information** on page 23.

- The first time you Login, a window appears with the license agreement. You must accept these terms to continue.
- 6 Click **Close**.

Next Steps

Use the polling test to verify the devices have been configured properly.

How to Test the Response Devices

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Tools** and select **Settings**.
- 3 Select **Polling Test** from the left panel.
- 4 Click **Start Test**.
- 5 Press a button on a ResponseCard or send a response from ResponseWare.
- 6 The Device ID and Response will appear if the connections have been configured properly.

Note If the Device ID and Response do not appear, contact Turning Technologies customer support for assistance.

- 7 Click **End Test** to complete the polling test.
- 8 Click **Done** to close the settings window.

Participants

The following sections describe:

- ***How to Create a Participant List***
- ***How to Load a Participant List***
- ***How to Edit a Participant List***

How to Create a Participant List

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Participant** and select **Create Participant List**.
- 3 Select a **Participant List Template**.

Education	Contains standard student information used for K-12 and higher education presentations, such as name and student ID.
Corporate	Contains fields for the information most often used in corporate feedback meetings including name, company name, telephone numbers, etc.
Available Fields	Contains all information fields defined for use with TurningPoint AnyWhere.
Blank	Allows you to specify the fields in the participant list.
Custom	Allows you to choose a saved or modified template.

- 4 Click **Next**.

The screen displays all of the available fields on the left panel and the selected fields that correspond to the chosen template on the right panel.

You have the option to edit the selected fields:

- Double-click a field on the left to place it under Selected Fields on the right panel.
- Double-click a Selected Field on the right panel to remove it from the list, or click the field and click (-).
- Rearrange the order of the Selected Fields list by clicking the field and dragging it up or down the list.
- Add a custom field by clicking the (+) if a desired field is not listed in the left panel.

5 Click **Next**.

The Participant List Summary Page displays the Participant List name (a default time and date stamp) and the number of fields.

6 **Name** the Participant List.

- Click the number of fields or click Back to return to the field selection window.

7 Click **Finish**.

The Participant Information window displays.

Note A Device ID column is automatically placed as the first column in the participant list. This is a required field for each participant.

8 Select a field and type in the participant information.

9 Press **Enter** on the keyboard to go to the next row.

10 Repeat step 8 - 9 until all participant information has been entered.

- 11 Click **Done**.

The Participant List Information is automatically saved.

How to Load a Participant List

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Participant > Load Participant List** and select one of the following:

Auto	Select an Auto List if you want to collect Device IDs or user information from the ResponseCard XR to build a real-time participant list.
Anonymous	Select an Anonymous List if you do not want to track participant information.
Browse...	Click Browse to select a saved participant list to be used with the session.

How to Edit a Participant List

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Participant** and select **Edit Participant List**.
- 3 Select the **Participant List** and click **Open**.
- 4 There are several editing options available all of which can be accessed from the Participant Menu button in the bottom left corner of the window, or the Edit button on the menu bar.

- **Rename a Field** - Select the field and click the Participant Menu button. and select Rename Field. enter the new name in the box provided, then click OK.
- **Add a Field** - Click the Participant Menu button and select Add Field. Select a Field from the drop-down list or type the name of the new field in the box provided and click Add.
- **Add a Participant** - Select a row by clicking on the row number in the gray area to the far left. Click the Participant Menu button and select Add Participant. A blank row is added to the list below the select row. Enter the new participants information by typing in the blank boxes.
- **Remove a Field** - Select the field you want to remove. The entire column is now highlighted. Click the Participant Menu button and select Remove Field.
- **Remove a Participant(s)** - Select a participant by clicking on the row number in the gray area. You may select more than one participant by holding shift or control when you select participants. Click the Participant Menu button and select Remove Participant(s).
- **Check to rearrange column order** - Click the Participant Menu button and select Check to rearrange column order. A check mark is placed on the menu. Editing functionality is now limited. While this option is checked you can rearrange the columns by clicking the field names and dragging them into the desired order. When the columns have been rearranged, click the Participant Menu button again and select check to rearrange column order to remove the check mark.

5 Save the Participant List.

- To save the list with a different name. Click File and select Save As. Name the list and click save.
- To save the list with the original name. Click File and select Save.

6 Click **Done**.

Note When you click Done, any changes you have made are saved automatically.

Question Lists

Creating a Question List allows you to use TurningPoint AnyWhere as a stand alone polling application.

How to Create a Question List

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Question** and select **New Question List**.
 - The Question Editor opens. Question list options are listed across the top of the window, questions are listed in the left panel. Selecting a question in the left panel display the question and answers in the right panel.
- 3 Type the **question text** in the box at the top of the right panel.
- 4 Type the **answer text** in the boxes provided.
 - Assign a correct answer by selecting Correct from the drop-down menu next to the answer choice. All other answer choices will automatically be designated as Incorrect.
 - You may assign more than one correct answer by selecting Correct from the drop-down menu next to another answer choice.
 - Check the box above the answer options to apply a correct answer indicator that will display next the correct answer after polling has closed. You can apply a correct answer indicator to an individual question or all of the questions in the question list.
- 5 Click the **Add Answer Choice** at the bottom of the right panel to add another answer choice.
- 6 Click the **(X)** next to the answer choice to remove it from the list. You can not remove an answer choice that a participant has responded to, and you can not remove an answer choice from the middle of the list.
- 7 Add another question to the list by clicking the **Add Question** button at the top of the window.
- 8 Click the **Save** button at the top of the window to save the question list.

How to Edit a Question List

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Question** and select **Edit Question List**.
- 3 Select the **question list** (TPQ or TPZ extension) and click **Open**.
- 4 Edit question and answer text by **deleting the existing text and entering new text**.
- 5 To delete a question
 - Select a question from the list in the left panel.
 - Click the Delete Question button at the top of the window.
- 6 Append a question or question list to an exiting question list or session by clicking the **Append Question** button at the top of the window.
- 7 Click the **Save** button at the top of the window to save the question list.

How to Load a Question List

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Question** and select **Edit Question List**.
- 3 Select the **question list** (TPQ or TPZ extension) and click **Open**.

How to Close a Question List

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Question** and select **Close Question List**.

Polling

How to Start/Stop Basic Polling

Step by Step Instructions For polling without a question list...

- 1 Click the **Start Polling** button on the showbar.

Tip You can specify a keyboard shortcut to start polling in the TurningPoint AnyWhere settings. For more information on settings see **Settings** on page 27.

- The Start Polling button now becomes the Stop Polling button.
 - Clicking the Chart button on the TurningPoint AnyWhere showbar brings up a dynamic chart that will adjust to the responses being received. The chart will remain on screen until you click the Chart button again.
- 2 TurningPoint AnyWhere will now receive responses from the participants.
 - 3 Click the **Stop Polling** button to close the poll and display the results of the participants.

Tip You can turn off the charts so they are not displayed automatically when polling closes. This option can be found in the TurningPoint AnyWhere settings. For more information on settings see **Settings** on page 27.

How to Poll a Loaded Question List

Before You Begin

Before polling a question list, you must first create and then load the question list. For more information see **Question Lists** on page 14.

Step by Step Instructions

 For polling with a question list...

- 1 Load a question list. See **How to Load a Question List** on page 15.
 - The questions appear as part of the TurningPoint AnyWhere showbar.
- 2 Use the **Next** and **Previous** buttons to choose the question you want to poll.
- 3 Click **Start Polling**.
 - The question appears on a white background, similar to a PowerPoint Slideshow. You can adjust the question display settings within the TurningPoint AnyWhere Presentation Settings. For more information see **Presentation** on page 28.
- 4 Click **Stop Polling** to display the results.
- 5 Repeat steps 2 - 4 for the remaining questions in the question list.

Note Click the Display icon on the TurningPoint Showbar to hide the question. Click again to display the question. The Display icon is located on the bottom right corner of the showbar, it resembles a projector screen.

- Click the Maximize/Restore icon on the bottom left of the question screen to reduce the window. This will allow you to move the question screen. Click the Maximize/Restore button again will restore the window to full screen mode.
- Click the Showbar icon on the bottom left of the question screen to hide the TurningPoint AnyWhere showbar. Click the Showbar icon again to bring back the showbar.

How to Add a Custom Question on the Fly

While polling with a loaded question list you can add a custom question on the fly.

Before You Begin

Before polling a question list, you must first create and then load the question list. For more information see **Question Lists** on page 14.

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Start Polling** and select **Custom**.
 - The Custom Question window appears.
- 3 Type the **question text** in the *Enter Question Text* box.
- 4 Type the **answer text** in the *Enter Answer Text* box.
- 5 Click **Insert**.
 - You are now able to poll the custom question.

About the Chart Window

The chart window provides you with two types of editing options.

This section explains:

- *How to Change the Display Format of the Percentages*
- *How to Set a Correct Answer*

How to Change the Display Format of the Percentages

Step by Step Instructions

- 1 Click the button on the bottom left hand corner of the chart window.
- 2 Select one of the following:
 - 0% (Percentage: No Decimal Places)
 - 0.0% (Percentage: One Decimal Place)
 - 0.00% (Percentage: Two Decimal Places)
 - 0 (Absolute Count)
- 3 The percentages will be displayed as chosen, until manually changed.

How to Set a Correct Answer

Step by Step Instructions

- 1 Right-click on the bar of the answer choice you want to set as correct.
- 2 Select **Mark Answer (#) as Correct**.

Note You may mark more than one answer as correct.

Sessions

This section describes:

- *How to Save a Session*
- *How to Reset a Session*
- *How to Continue a Prior Session*
- *How to Display Connection Information*
- *How to Send Feedback to ResponseWare Participants*

This section also explains the functionality of the Session Viewer.

How to Save a Session

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Session** and select **Save Session**.
 - A Windows Dialog Box opens to the default save location specified in the TurningPoint AnyWhere Settings. The default session name is a date and time stamp.

- 3 Name the file and click **Save**.

Tip You can save the session in another location by navigating through the *Save in* drop-down before clicking Save.

How to Reset a Session

Resetting a session removes all the response data associated with the current session.

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Session** and select **Reset Session**.
- 3 If unsaved data is detected you are prompted to save the session data.
 - Responses on the showbar is now set to 0 (zero).

How to Continue a Prior Session

TurningPoint AnyWhere can resume a saved session. New session data will be appended to the opened session file, allowing you to save the results in one file.

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Session** and select **Continue Prior Session**.
 - A Windows Dialog Box opens to the default save location specified in the settings.
- 3 Select the desired **session** and click **Open**.

How to Display Connection Information

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **View** and select **Connection Information**.
 - The Connection Information box displays the RF Channel Number and ResponseWare information if TurningPoint AnyWhere has been configured for ResponseWare.
- 3 To close the Connection Information box, repeat steps 1 and 2.

How to Send Feedback to ResponseWare Participants

Participants are able to send messages, or press the (?) button on the ResponseCard while polling is open. If a message has been received the Feedback section of the showbar increases by one. The steps below instruct you on how to view the feedback and respond to the ResponseWare participants individually or as a group.

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **View** and select **Feedback**.
 - The message history appears in the top panel.
- 3 Type a response to a message in the bottom panel.
- 4 From the Send message to drop-down menu choose to send the response to All Devices or a Specific Device
 - If you choose to send the response to a specific device you must enter the Device ID in the text box to the right of the drop-down menu.

5 Click **Send Message**.

- Optionally, click to **Clear History** to delete all messages.

TurningPoint AnyWhere Session Viewer

The Session Viewer is a real-time session editor. Through the Session Viewer you can add question and answer text to polled questions, and make real-time edits to the loaded participant list.

The Session Viewer contains two options for real-time edits:

- **Questions**
- **Participants**

Questions

The question screen consists of two panels. The panel on the left contains the questions and the percentage of participants that answered correctly. The panel on the right contains the question and answers of the question selected from the panel on the left.

How to Edit Questions and Answers

Step by Step Instructions

- 1 Select the **question** in the left panel.
- 2 Type the **question text** in the box at the top of the right panel.
- 3 Type the **answer text** in the boxes provided.
 - Assign a correct answer by selecting Correct from the drop-down menu next to the answer choice. All other answer choices will automatically be designated as Incorrect.
 - You may assign more than one correct answer by selecting Correct from the drop-down menu next to another answer choice.
- 4 Click the **Add Answer Choice** at the bottom of the right panel to add another answer choice.
- 5 Click the **(X)** next to the answer choice to remove it from the list. You can not remove an answer choice that a participant has responded to, and you can not remove an answer choice from the middle of the list.

Participants

The participant section of the Session Viewer allows you to make updates to the participant list currently loaded. By selecting a participant in the left panel you can view their responses in the right panel. The bottom right hand corner of the Session Viewer displays the overall percentage and total points of each participant.

Use the Participant Menu button on the bottom left hand of the session viewer to edit the current participant list. For detailed instructions see ***How to Edit a Participant List*** on page 12 step 4.

Settings

How to Open the Settings Window

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Tools** and select **Settings**.

About TurningPoint AnyWhere Settings

The settings window consists of two panels. the panel on the left lists the setting categories. The panel on the right lists the settings for each category. Click a category on the left panel will populate the corresponding settings on the right panel.

Application Settings

Application Settings

Setting	Description
File Location	This setting allows you to specify the default save location for participant lists and session. Network resources can be specified as default save locations.
Language	This setting allows you to specify which language should be displayed. Changes will take effect after closing the settings window.

Shortcut Keys

Setting	Description
Start/Stop Polling	This setting allows you to specify a keyboard shortcut to start/stop polling.

Miscellaneous

Setting	Description
Show Balloon Tip	This setting allows you to choose whether to display the balloon tip on the status icon.
Background Color	This setting allows you to set the background color of the Showbar and other windows in TurningPoint AnyWhere.

Presentation

Presentation

Description	Setting
Display Question and Answers	This setting, if set to True, will display question and answers in a presentation style when polling is open.
Question Font	This setting allows you to select the default font type for the presentation question.
Answer Font	This setting allows you to select the default font type for the answers.
Fullscreen	This setting, when set to True, will display the question and answers in fullscreen mode.

General

General Settings

Setting	Description
Show Results	This setting, when set to True, will display the chart window when polling is closed.
Include Screen Shots	This setting, when set to True, will take a screen shot of your computer screen when polling closes. The screen shots will be saved with the session file.
Show Status Item	This setting, when set to True, will display the status icon in the system tray.

Chart Settings

Setting	Description
Chart Type	This setting allows you to specify the default chart type that is displayed when polling is closed.
Display Font	This setting allows you to specify the font used for the chart labels.
First - Tenth Chart Color	This setting allows you to specify a color for the chart bar.

Fill in the Blank Slides

Setting	Description
Number of Results	This setting allows you to specify how many unique values will be displayed in the answer table.
Include Other Results	This setting allows you specify if the answer table will display results other than what has been defined in the keywords.
Table Font	This setting allows you to specify the font used for the text on Fill in the Blank slides.

Response Devices

Response Device General

Setting	Description
Force Channel Change	This setting, when set to True, allows you to retain the channel as set in the ResponseCard channel settings. If set to False, the channel will default to the last used channel on the ResponseCard RF Receiver.
Enforce Participant List	This setting, when set to True, allows you to exclude the responses from participants who are not in the loaded Participant List. If set to False, all participants' responses will be accepted and appended to the end of the list.

Setting	Description
Overwrite User Information	This setting, when set to True, allows User Information from a ResponseCard XR to overwrite information in a loaded participant list. If set to False, the User Information will be written only if that information is currently blank.
Invalid Response Notification	This setting, when set to True, allows the ResponseCard to blip red a few times to indicate an invalid response was chosen or green to indicate a valid response was chosen.

ResponseCard Channels

Setting	Description
Receiver Serial #	When a receiver is plugged into the computer the serial number and firmware version number is displayed. Using the drop-down menu you can specify the radio frequency channel number for the receiver.

Polling Test

For step by step instructions on running a polling test see ***How to Test the Response Devices*** on page 9.

Reports

TurningPoint AnyWhere provides you with two different reporting options:

- **HTML Reports**
- **Screenshots**

HTML Reports

How to Generate a Report

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Tools** and select **Reports**.
 - In the left panel TurningPoint AnyWhere displays a list of the saved session files and the current session file. If the session file you wish to generate a report from, is not listed, click Load Session and browse to the saved session file. The file will now be listed under Saved Sessions.
- 3 Select a session in the left panel.
- 4 From the Available Reports drop-down menu, select the desired report.

Report	Description
Individual Results	This report displays the participant response for each question, along with the question text.
Individual Score	This report displays the participant response for each question, along with the question text and the participants score.

Report	Description
Results by Question	This report displays the question and answer text, along with the overall responses of the participants.
Results by Question with Screenshots	This report displays the question and answer text, along with the overall responses of the participant. A screenshot of the desktop also appears below each question.

5 Click **Print** to print a hard copy of the reports.

- The Window Print Options appear. Click Print again, to print the report. To save the report follow **How to Save a Report** on page 33.

How to Save a Report

Step by Step Instructions

1 Follow steps 1 - 4 of **How to Generate a Report** on page 32.

2 Click **Save**.

3 Select **Save as HTML** or **Save as CSV**.

- The HTML file will open in your web browser.
- The CSV file will open in Microsoft Excel. A CSV is a text only file.

4 Specify the **save location** and **name the file**.

5 Click **Save**.

Screenshots

How to Extract Screenshots

Before You Begin

To extract screenshots from a session file, Include Screenshots in the General Settings, must be set to True before you started the session.

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Tools** and select **Extract Screenshots**.
- 3 Click **Browse...** to select a **session file**.
- 4 Click **Browse...** to select a **destination folder** for the screenshots.
- 5 Click **Extract**.
- 6 Click **OK** on the confirmation window.
- 7 Click **Close** or repeat steps 3 - 6 to extract screenshots from more session files.

Note TurningPoint AnyWhere creates a folder within the destination folder named *Images From [Session Name]*. A screenshot from each poll in the session is now saved here.

LMS Integrations

TurningPoint AnyWhere integrates with the WebCT6/Vista and BlackBoard Learning Management Systems allowing you to:

- Import Participant Lists
- Export Grades/E-mail Student Grades

How to Login to a LMS

Step by Step Instructions

- 1 Click the **Main Menu** button (white down arrow) on the showbar.
- 2 Mouse over **Tools** and select **Integrations**.
- 3 From the Management System drop-down menu select **BlackBoard** or **WebCT 6/Vista**.
- 4 Enter the **Server Address** of the LMS and click Connect.
- 5 Select the **Institution** from the drop-down menu.
- 6 Enter the **Username** and **Password** and click **Next**.

Tip Check the box next to *Save this information for future use* to avoid entering the information each time you open the Integrations window.

How to Import a Participant List

Before You Begin

You must complete the steps in *How to Login to a LMS* on page 35.

Step by Step Instructions

- 1 Select **Import Participant List** and click **Next**.
- 2 Select the **course** you wish to import a participant list from and click **Finish**.
- 3 **Save** the participant list.
- 4 You will receive confirmation that the list was successfully imported. Click **OK**.

Next Steps

For more information on participant lists see *Participants* on page 10.

How to Export Grades/E-mail Student Grades

Before You Begin

You must complete the steps in *How to Login to a LMS* on page 35.

Step by Step Instructions

- 1 Select **Export Grades/E-mail Student Grades** and click **Next**.
- 2 Select the **course** you wish to export to and click **Next**.
- 3 Choose the **session file** you want to upload grades from.
- 4 Check the box next to Add grades shown above to WebCT/BlackBoard gradebook and assign a column header and maximum value.
 - You may also check the box to e-mail individual results to students through WebCT/BlackBoard and enter your e-mail address. You also have the option to Include Common Message.
- 5 Click **Finish**.

Contact Us

Turning Technologies Customer Service Department offers first class technical support second to none.

Technical Support is available Monday - Friday, 7am-9pm EST.

From within the contiguous United States, you can reach Customer Service toll-free by calling 1.866.746.3015.

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