



TurningPoint[®]
AnyWhere[™]

For Mac Users

© 2009 Turning Technologies, LLC. Portions Responsive Innovations, LLC and Apple Inc.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Turning Technologies, LLC. All rights reserved.

Turning Technologies, LLC, 255 West Federal Street, Youngstown, OH 44503 USA.

TurningPoint® AnyWhere™ is a registered trademark of Turning Technologies, LLC. Other trademarked product names mentioned in this manual are owned by their respective companies.

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

Contents

About TurningPoint Anywhere for Mac	1
Introduction to TurningPoint AnyWhere for Mac	1
System Requirements	2
How to Download TurningPoint AnyWhere for Mac	2
Installing TurningPoint Anywhere for Mac	3
Opening TurningPoint Anywhere for Mac	3
The TurningPoint AnyWhere Showbar	3
Setting Up the Hardware	4
Setting Up the Response Devices.	4
Testing ResponseCard Communication	5
Setting Up ResponseWare Connections.	6
Participant Lists	7
Create a Participant List	7
Modify a Participant List	8
Loading a Participant List	9
Deleting a Participant List	10
Running a Successful Session	11
Setting up polling.	11
Setting up a Question List	12
Using a Question List	12
Saving session files	13
Continuing a Prior Session	14
Messaging and Feedback	15
Resetting a Session.	15
Session Management	16
TurningPoint Anywhere Session Viewer	16
Adding Question Text and Response Choices to a Session.	17
Viewing graph results for a question	18
Viewing the screenshot for a question.	18
Session Viewer - Participants	19
Extracting Screenshots from a Session.	19

Contents Cont

- Reports 21**
 - Generating Reports from saved Session files 21

- Learning Management System Integrations . 22**
 - Connecting to an LMS 22
 - Import Participant Lists from a LMS to TurningPoint AnyWhere for Mac 23
 - Export Grades/E-mail Student Grades from TurningPoint AnyWhere for Mac to your LMS 23

- Important note for Keynote® users 24**
 - Important note for Keynote® users 24

- Contact Us 25**

About TurningPoint Anywhere for Mac

Introduction to TurningPoint AnyWhere for Mac

Using a floating toolbar, TurningPoint AnyWhere for Mac 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 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.

System Requirements

TurningPoint Anywhere for Mac is designed for use on computers with typical abilities. You do not need the very latest technology nor a large amount of hard disk space to use TurningPoint Anywhere for Mac. There are, however a few requirements that you should check before installation. The requirements for hardware and software are detailed in the following sections.

Hardware Requirements

The following hardware specifications are required before installing TurningPoint Anywhere:

- G3 processor or better / Intel processors fully supported (Universal Binary)
- 256 MB RAM (512 MB recommended)
- 10 MB hard disk space
- Available USB 1.1 or USB 2.0 port

Requirements for Software

The following software application is required to take full advantage of TurningPoint Anywhere for Mac capabilities:

- Mac OS X 10.4 or higher

How to Download TurningPoint AnyWhere for Mac

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

Step by Step Instructions

- 1 Go to <http://www.turningtechnologies.com/groupresponsesystems/support/downloads.cfm>.
- 2 Click **TurningPoint AnyWhere for Mac**.
 - 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 for Mac.

Installing TurningPoint Anywhere for Mac

TurningPoint Anywhere for Mac can be downloaded from our web site at www.turningtechnologies.com/downloads.

Step by Step Instructions

- 1 Run** the TurningPoint Anywhere for Mac Disk Image file (dmg).
 - This file may be downloaded from our web site at www.turningtechnologies.com/downloads.
- 2 Click** and **drag** the TurningPoint Anywhere logo to the folder on the right.
 - This will place TurningPoint Anywhere in your Applications folder.
 - TurningPoint Anywhere for Mac is now ready for use.
- 3 Eject** the Disk Image File.

Opening TurningPoint Anywhere for Mac

Step by Step Instructions Launching TurningPoint Anywhere for Mac

- 1 Click** the TurningPoint Anywhere for Mac icon.
 - TurningPoint Anywhere for Mac will now open

The TurningPoint AnyWhere Showbar

The Showbar provides access to all features that are needed while polling your audience. These features include the following:

- 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.

Setting Up the Hardware

Setting Up the Response Devices

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

TurningPoint Anywhere supports a variety of response devices including infrared and radio frequency ResponseCards, as well as ResponseWare App.

Note TurningPoint Anywhere supports only the ResponseCard family of keypads.

Step by Step Instructions To set up the response devices...

- 1 **Connect** the device receiver to the USB port of the presentation computer.
 - The device is now ready for use.

Important If you are using a receiver licensed for TurningPoint 2003 or 2006 you must upgrade your license code. Contact your Account Executive or Customer Service to receive a new license code for TurningPoint 2008. **Contacting TurningTechnologies Customer Service** on page 95.

Testing ResponseCard Communication

This section covers the steps to test communication between the ResponseCards and the ResponseCard Receivers.

Step by Step Instructions To check device communication...

- 1 Select **Preferences** from the TurningPoint AnyWhere menu in the toolbar.
 - The TurningPoint Anywhere Preferences window opens, displaying two tabs: Settings and Polling Test.
 - 2 Click the **Polling Test** tab.
 - TurningPoint Anywhere displays the Polling Test screen. Use this screen to verify that TurningPoint Anywhere can receive responses from the devices.
 - 3 Click **Start Test**.
 - TurningPoint Anywhere is now ready to accept responses from the response devices.
 - 4 Press a key on **each response device** to be used.
 - TurningPoint Anywhere displays the Device ID, and the key entry from each response device in the order in which they were tested.
- Important*** If using an IR system, be sure to have a clear line of sight to the IR Receiver.
- 5 Click **End Test**.
 - TurningPoint Anywhere ends Polling test.
 - 6 **Close** the Preferences window.
 - The response device testing is now complete.

Setting Up ResponseWare Connections

This section covers the steps to setup TurningPoint Anywhere for communication with the ResponseWare server.

Step by Step Instructions

- 1 Click **Window** and select **ResponseWare** from the TurningPoint AnyWhere menu bar.
 - The main ResponseWare screen opens.
- 2 Enter your ResponseWare Username, Password and the Event Code if applicable.
- 3 Click Login.
- 4 Read the Privacy Statement and the Terms of use Agreement and click Accept if you agree.
 - You are now connected to the ResponseWare server.

Participant Lists

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 the Device ID.

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.

Create a Participant List

Your Participant List must not exceed the number of devices licensed for use. If you are not sure of the number, check the number of devices and then perform the following steps on the computer to be used for presentations after you setup your response devices.

Step by Step Instructions To create a Participant List...

- 1 Click **Participant Lists** and select **Create Participant List** from the TurningPoint AnyWhere menu bar.
 - The TurningPoint Anywhere Participant List Assistant window opens.
- 2 Select a template to be used for the new Participant List.
 - Participant List template choices include:
 - Education—contains standard student information used for K–12 and higher education 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.
 - All Available Fields—contains all information entries defined for use with TurningPoint Anywhere.
 - Blank—allows you to create a personalized Participant List and to name the template.
 - Custom—allows you to select a previously created template from the list.
- 3 Click **Continue**.
 - TurningPoint Anywhere displays the Participant List information entries (called fields). All entries that make up the template appear in the Selected Fields region on the right. Use this page to add, delete, or reorder the entries that make up the template.
- 4 Click **Continue**.

- TurningPoint Anywhere displays the Participant List summary screen displaying the file name and number of fields.

5 Click **Finish** to save the Participant List.

- TurningPoint Anywhere opens the Participant Information window where you can type, edit, or paste information.

6 Click **Done** to close the Participant Information window.

Modify a Participant List

After you have imported a Participant List or created one with the Participant List Assistant, you can make changes to a Participant List or delete it altogether.

Follow these steps if you would like to make changes to an existing Participant List. You can change the recorded Device ID for a participant by modifying the list.

Step by Step Instructions To modify a Participant List...

1 Click **Participant Lists** and select **Edit a Participant List** from the menu bar..

2 Select the desired Participant List, and click **Open**.

- Displays the Participant List data in the Participant Information window.

3 Optionally, edit the existing data in the white fields by selecting the entries and typing new information.

4 Optionally, click on a Field/Group that you want to rename and select Rename Field/Group from the Action Menu.

a Select the **field** that you want to **rename**.

b TurningPoint Anywhere displays the available editing options.

c Select Rename Field.

- A text entry window opens.

d Enter the new name of the field

e Select **Change**.

- renames the selected field.

5 Optionally, click on a Field/Group that you want to remove and select Remove Field/Group from the Action Menu.

a Select the **Field** that you want to **remove**.

b Select the **down arrow** at the bottom of the window.

- TurningPoint Anywhere displays the available editing options.

c Select **Delete Field**.

6 Optionally, rearrange the column order in your Participant List.

a Select the column you would like to be moved.

- b** Drag and drop the column in its new location.
- 7** Select **Done**.
- 8** Click **Save** to save your changes.

Loading a Participant List

Follow these steps if you want to know how individuals responded to the materials being presented. These steps will also cover how to automatically generate a Participant List based on the participants that responded during the session. These steps will also cover anonymous polling.

Step by Step Instructions Loading a Participant List

- 1** Click **Participant Lists** from the TurningPoint Anywhere menu bar.
 - A dropdown menu will display the various Participant List options.
- 2** Select the **list** to be loaded for the current session
 - The selected list will be used for the session.

Tip To have a Participant List auto generated based on responding participants, select Auto in the Participant Lists dropdown menu. (This is the default option in TurningPoint Anywhere).

Alternatively, you can also choose Anonymous mode for responses to be collected but not associated to any participants.

- 3** Click Participant Lists on the TurningPoint AnyWhere menu bar to confirm which list is loaded.
 - The list that is currently loaded will have a check mark to the left of it.

Note Participant Lists can be changed at anytime as long as there is not a session running. Follow steps 1-2 above to change participant lists.

Deleting a Participant List

Follow these steps to delete an existing Participant List.

Step by Step Instructions Deleting a Participant List

- 1 Click **Participant Lists** and select **Delete Participant List...** from the menu bar
- 2 Select the Participant List to be deleted
- 3 Click **Delete**.

Caution This action cannot be undone within TurningPoint Anywhere. You can however recover the Participant List from the Trash Can.

Running a Successful Session

Setting up polling

There are a few options when it comes to polling. By default, you can click on the Open Polling button on the TurningPoint Anywhere showbar and the participants will be allowed to respond with responses 1 (A) - 10 (J). There are also customizable options to limit the number of response choices. This section covers the many different options available for setting up polling.

Step by Step Instructions Opening polling in the default mode

1 Click **Open Polling** on the showbar.

- Polling will now open.
- If you wish to view the Dynamic Chart, click on the Display Results Window button on the showbar. The Dynamic Chart will show all responses in real time on the chart.

2 After your participants have responded, click the **Close Polling** button.

- Polling closes and the graph will be displayed.

Alternatively, polling can be started with the following method.

Step by Step Instructions Opening polling in a user selected mode.

1 Click and hold on the **Open Polling Button**, select the appropriate option

2 Select the polling option from the menu.

- Options to poll between 1 and 10 response choices and fill in the blank, custom... are displayed.
- Polling will automatically open after you have made a selection from the Polling menu.

3 After your participants have responded, click Close Polling.

- Polling closes and the graph is displayed.

Setting up a Question List

Question lists allow you to setup predefined questions to ask your audience. Questions lists allow to predefine a correct answer. TurningPoint Anywhere displays the question and response choices in a Presentation window.

Step by Step Instructions Creating a new Question List.

- 1 Click **Question List-> New Question List**.
- 2 Enter your question text and response choice(s).
 - a To add additional response choices, click (+) at the bottom of the response choices.
 - b To add additional questions, click (+) at the bottom of the questions, to the left of the gear icon.
 - c To add a correct answer indicator, check the box to the left of “Show correct answer indicator(s)”.
 - d To set response choice answer values, select the drop down box on the right of each response choice and set it to the appropriate value.
- 3 Save the Question List by clicking on the gear icon on the bottom left of the screen and select **Save As**.

Using a Question List

Opening a Question List loads the questions into the TurningPoint Anywhere showbar Question List dropdown box. This allows for quick access to your questions at anytime from TurningPoint Anywhere.

Step by Step Instructions Open a Question List.

- 1 Click **Question List-> Open Question List...**
- 2 Select your Question List file, click **Open**.

Step by Step Instructions Using a Question List in a polling session.

- 1 Select a question from the Question drop down menu.
- 2 Open Polling.
- 3 Collect responses.
- 4 Close Polling.

Note The next question in the Question List will automatically be loaded once polling is closed. If you want to poll on a topic with out a question, select **Blank** at the bottom of the Question List.

Step by Step Instructions Close a Question List.

- 1 Click **Question List**-> **Close Question List**

Saving session files

The Save Session feature allows you to save the session files for review at a later time. Use TurningPoint AnyWhere's reporting feature to review the results.

Step by Step Instructions Saving TurningPoint Anywhere Session files

- 1 Click Status Item > Save Session As
- 2 Enter a file name for the Session file.
- 3 Select the save location.
- 4 Click **Save**.

Continuing a Prior Session

Continuing a prior session allows you to continue polling and save session data to a session that already exists.

Note You must have a saved session file to continue a prior session. To save a session, follow the steps on page 13.

Step by Step Instructions Continuing a Prior Session

- 1 Click **Status Item > Continue Prior Session...**
- 2 Select Session.
- 3 Click **Open**.

Messaging and Feedback

The Messaging featured allows the presenter and participants to communicate back and forth via text messaging between supported devices. Supported devices include ResponseWare.

The feedback feature is used for prompting the presenter that a participant has a question or needs clarification on the question being asked. Each participant may send user feedback once per question unless using ResponseWare. If ResponseWare is used, there is no limit to the amount of feedback that can be sent. The feedback option is supported by all devices.

Step by Step Instructions Viewing participant messages and feedback.

- 1 User Feedback will be indicated on the TurningPoint Anywhere Showbar.
 - Each time a new message or feedback is sent, the counter on the showbar will increase by 1.
- 2 Click Window > Messaging and Feedback.
 - The Messaging and Feedback window will open and display which participant sent feedback. If they are on a device capable of text messaging and send a message, the presenter's text will also appear in this window.
- 3 Enter the text of your message/reply
- 4 Select where to send the message.
 - You can send messages to either all participants or specific individuals. All Devices
- 5 Click Send Message
- 6 To clear all message history, click Clear History

Note You can switch between individuals and whole group messaging on the fly.

Resetting a Session

Reset Session clears all response data and resets the participant list.

Step by Step Instructions Resetting a Session

- 1 Click **File > Reset Session**

Session Management

TurningPoint Anywhere Session Viewer

The TurningPoint Anywhere Session Viewer allows the presenter to add user friendly text for question and response choices, add response choices, set values such as correct and incorrect to response choices as well as view participant response data.

Questions	Displays the questions that were asked in a session. By default, the questions will be named Question 1, Question 2, Question 3, etc. Answers will be named Answer 1, Answer 2, Answer 3, etc. This screen allows you to customize the text for questions and answers for more meaningful data on reports.
Participants	Displays all devices that responded during the session. If you are using a participant List, that information also appears on this screen. You may also select an individual participant and view their responses..
Display Graph	Displays graph results for the selected question.
Display Screenshot	Displays the screenshot that was automatically taken when polling closed.
Delete Response Choice	Deletes the selected Response Choice from the list of responses.*Note: In order to delete a Response Choice, it must not have been selected by any participants during the session.
Add Response Choice	Add Response Choice allows you to add additional Response Choices for a maximum of 10 Response Choices per question.

Adding Question Text and Response Choices to a Session

This section covers how to add question and answer text to the session. Adding question and answer text will provide you with more meaningful data for reporting purposes.

Step by Step Instructions Adding question and answer text to a session...

- 1 Click Window > Session Viewer
- 2 Click the question you want to name in the left pane.
 - The Question text box as well and Answer texts boxes are displayed for that question.
- 3 Click in the Question Text Text Box, Enter your question text
- 4 Click in the Answer Text Text Box, Enter your user friendly question text
- 5 Click in the Answer Value Drop Down Box to set a response choice to correct or incorrect.
 - Changing the value of a response choice to Correct or Incorrect will allow for scoring in the various reports for TurningPoint Anywhere.

Viewing graph results for a question

The Display Graph feature allows for the results to be displayed in its original graph form.

Step by Step Instructions To display the graph results of a selected question in the session viewer.

- 1 Select a question
- 2 Click on the Display Graph icon on the far left
 - The graph is displayed on screen for the selected question.

Viewing the screenshot for a question

The Display Screenshot feature displays the screenshot that was automatically taken when polling was closed. This feature is helpful as it provides you with what was on screen at the time polling closed.

Step by Step Instructions To display the screenshot of a selected question.

- 1 Select a question
- 2 Click on the Display Screenshot icon on the left
 - The screenshot is displayed for the selected question.

Session Viewer - Participants

The Participants section of the Session Viewer allows you to review how each participant responded during the session. Along with the responses for each participant, the Session Viewer also displays the overall percentage of correct answers given and the total number of points each individual scored during the session. In the Participant section, you can also add additional data fields, delete a participant and save the list as a new participant list.

Step by Step Instructions

- 1 Click Participants
- 2 Click on a Device ID to view participant responses
 - This displays all of the responses made during polling for that participant.
- 3 Click Edit
 - This activates the edit mode within the Participant List. This step is required to be able to edit the list. Otherwise, the list is protected and no changes can be made.
- 4 Click Action Button
 - The Action Button displays all options for this screen. Options include Add Field, Rename Field, Delete Field, Delete Participant, and Save Participant List As...

Extracting Screenshots from a Session

Screenshots are useful for relating response data to the content on screen at the time of polling. TurningPoint Anywhere allows you to extract these for easy data analysis.

Step by Step Instructions

- 1 Save the session
 - See **Saving session files** on page 45.
- 2 Click **Window** and select **Extract Screenshot** from the the TurningPoint AnyWhere menu bar.
 - The Open File dialog box appears.
- 3 Select the Session File.
 - A list of session files located in Documents/TurningPoint Anywhere/Sessions is displayed. You can navigate to any location for Session Files.
- 4 Set the Output **Directory**.
- 5 Click **Open**.

6 Click **Extract**.

- TurningPoint Anywhere will prompt you when the extraction is completed along with the number of images copied from the session.

7 Click **OK**.

Reports

Generating Reports from saved Session files

Step by Step Instructions

1 Click **Window > Reports**

- The TurningPoint Anywhere Reports window opens and displays the available reports and sessions.

2 Select either the current session (if you have not yet saved) or a saved session.

- The sessions available for reports are listed down the left side of the Reports window.

Note Sessions saved in other locations can be selected to generate a report.

3 Once a session is selected, the Individual Results report is automatically displayed.

4 Other reports can be selected at the top of the Reports window.

- a** Individual Score Report
- b** Results by Question Report
- c** Results by Question with Screenshots Report

5 Reports can then be printed by clicking **Print**.

6 Reports can then be saved by clicking **Save**.

- Reports can be saved in HTML (web page), CSV (Comma Delimited), or PDF.

Learning Management System Integrations

The TurningPoint Anywhere LMS integration allows you to save class rosters for both Blackboard® and WebCT®. The LMS integration also allows you to post session scores to the Blackboard or WebCT

Connecting to an LMS

Step by Step Instructions

- 1 Click **Window > LMS integrations...**
 - The LMS integration Assistant will open.
- 2 Select your LMS system in the **Management System** dropdown box.
- 3 Enter the LMS server address.
- 4 Click **Connect**.
- 5 Select your institution in the **Institution** dropdown box.
- 6 Enter your **Username and Password**.
 - a. If you want all of the information that you have entered to be remembered for future use, check **Remember this information**.
- 7 Click **Continue**.
- 8 Choose task
 - a Select **Import Participant List** to import a Participant List from your LMS.
 - b Select **Export Grades/E-mail Student Grades** to export a session and e-mail student grades for your class.
- 9 Click **Continue**.

Import Participant Lists from a LMS to TurningPoint AnyWhere for Mac

Step by Step Instructions Importing Participant Lists from a LMS form the LMS Assistant.

- 1 Select your **Course**.
- 2 Click **Continue**.
- 3 Name the Participant List you are saving.
- 4 Select the save location.
- 5 Click **Save**.
 - The course Participant List is now saved.
- 6 Click **Done**.

Export Grades/E-mail Student Grades from TurningPoint AnyWhere for Mac to your LMS

Step by Step Instructions Exporting Grades/E-mailing student grades from a LMS form the LMS Assistant.

- 1 Select your **Course**.
- 2 Click **Continue**.
- 3 Click **Select Session**.
- 4 Select the TurningPoint AnyWhere session to export.
- 5 Enter the Column Header and the Maximum Value for the session.
 - a Check **Email individual reports to students through LMS** if you wish to email the students their session results.
 - b Enter your **Email address**, this address will be displayed to the students as the sent from address.
 - c Check **Include Common Message** if you want to send a message to your students in their report.
 - ***Note:** This message will be sent to every student in the course roster!
 - d Select the location of your message to the students to be at the top or the bottom of the report.
- 6 Click **Continue**.
- 7 Click **Done**.

Important note for Keynote® users

Important note for Keynote® users

TurningPoint Anywhere for Mac supports the use of Keynote. However, in order to access the showbar while in a Keynote presentation, you must follow the steps below. This is a one time setup.

Step by Step Instructions

- 1 Click Keynote located in the toolbar -> Preferences...
- 2 Click Sideshow.
- 3 Check Allow Exposé, Dashboard and others to use the screen.
- 4 Click Close.

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.

If calling from outside the United States please call +1330.746.3015.

Customer Service may also be reached via e-mail at support@turningtechnologies.com. Please note, it may take up to 2 business days for a reply if contacted via e-mail.