



TurningPoint[®]
AnyWhere[™]

For Mac Users

Version 2.2

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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.

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1 About TurningPoint AnyWhere for Mac

Introduction to TurningPoint AnyWhere for Mac

Using a floating toolbar, TurningPoint AnyWhere for Mac allows polling from content in whiteboard software, web browsers, PDFs, Word documents and more. No additional preparation necessary. Use existing presentations or classroom materials. No conversion into any other application is required. 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.
- Polling can be opened or closed at any time, regardless of what program is running.
- Displays results graph as an overlay or in a separate window.
- Floating toolbar positioning for convenient viewing of polling tools or other applications.
- Allows for creation of a Participant List, enabling tracking of 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. The very latest technology nor a large amount of hard disk space is required to use TurningPoint AnyWhere for Mac. There are, however a few requirements that should be 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 use of the latest version, download TurningPoint AnyWhere for Mac from the Turning Technologies web site.

- 1 Go to <http://www.turningtechnologies.com/downloads>.
- 2 Click **TurningPoint AnyWhere - Mac**.
 - Release notes are available in PDF format to the right of the download link.
- 3 Enter the **required information** and click **Submit**.

Installing TurningPoint AnyWhere for Mac

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

- 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 the Applications folder.

TurningPoint AnyWhere for Mac is now ready for use.

- 3 Eject the Disk Image File.

Opening TurningPoint AnyWhere for Mac

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 the audience. These features include the following:

- A Start/Stop Polling button to control when to open or close polling.
- A 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.

2 Opening TurningPoint AnyWhere

Opening TurningPoint AnyWhere for Mac

Launching TurningPoint AnyWhere for Mac

- 1 Double click the **TurningPoint AnyWhere for Mac icon** on the Dock.
 - TurningPoint AnyWhere for Mac may also be opened from the Applications folder.

Touring the TurningPoint AnyWhere Showbar

When TurningPoint AnyWhere is launched, the program opens and the TurningPoint AnyWhere showbar is displayed in the upper right corner of the screen. The table below defines what each button on the showbar does:

| | |
|------------------------|---|
| Close | Closes the TurningPoint AnyWhere Showbar. However, this button does not close the TurningPoint AnyWhere application. |
| Open Polling | Opens polling allowing participants to responding to questions. |
| Close Polling | Closes polling and prevents participants from responding to questions. |
| Display Results Window | Displays or hides the polling results window. |
| Action Button | Allows the user to display or hide the polling results window, Connection Info window, Question Info window, and the Presentation Window. |

| | |
|------------------------------------|---|
| Response Counter | Displays the number of responses received. The text of the Response Counter is green when polling is open and white when polling is closed. |
| User Feedback Counter | Displays User feedback Counter and the number of User Feedbackreceived.The text of the feedback counter is green when polling is open and white when polling is closed. |
| Select question from Question List | With a Question List loaded, all available questions in that list are displayed for use in the selection dropdown menu. |
| Display Presentation Window | Displays User feedback Counter and the number of User Feedbackreceived.The text of the feedback counter is green when polling is open and white when polling is closed. |

3 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.

Note TurningPoint AnyWhere supports only the ResponseCard family of keypads.

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. Please see **Contacting TurningTechnologies Customer Service** on page 29.

Testing ResponseCard Communication

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

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. The number of devices that have been tested appears to the right of the text Devices in the left column.

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.

- 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.

Note If the presenter is using a Reserved Session ID, enter that ID into the Event Code box. For instruction on reserving a Session ID, see the **ResponseWare for Account Administrators User Guide** available at www.turningtechnologies.com

- 3 Click **Login**.
- 4 First time users, read the Privacy Statement and the Terms of use Agreement and click **Accept** if you agree.

You are now connected to the ResponseWare server.

4 Participant Lists

Participant Lists identify the members of the audience— students, trainees, survey respondents—who will use a response device during a presentation. The participant name and required information is stored along with the Device ID.

A Participant List may be created and used with one interactive presentation. Doing so allows the use of the presentation with multiple audiences and track session results per audience.

Create a Participant List

A Participant List must not exceed the number of devices licensed for use. If the number of devices is not known, check the number of devices and then perform the following steps on the computer to be used for presentations after setup of the response devices.

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 personalized Participant List to be created.
- Custom—allows previously created templates to be selected 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 a Participant List has been imported or created with the Participant List Assistant, changes can be made to a Participant List or deleted altogether.

Follow these steps if to make changes to an existing Participant List. The recorded Device ID for a participant can be changes by modifying the list.

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, to rename a field or group, click on a Field/Group and select Rename Field/Group from the Action Menu.

- a Select the field 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, To remove a field or group, click on a Field/Group and select **Remove Field/Group** from the Action Menu.
 - a Select the Field 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 of the Participant List.
 - a Select the column to be moved.
 - b Drag and drop the column in its new location.
- 7 Select **Done**.
- 8 Click **Save** to keep the changes.

Loading a Participant List

Follow these steps 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.

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, Anonymous mode may be chosen 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.

Real-Time Registration Tool

The Real-Time Registration Tool provides a fast, simple way to create a participant list for smaller audiences (ideally less than 50 participants). Registration only takes a few moments, eliminating the need for a permanent participant list. The steps below can be performed before each class to ensure each participant has the appropriate response device.

- 1 Click **Participant List** and select an available **Participant List** containing the participants that will be registering their response devices.
- 2 Click **Participant List > Real-Time Registration Tool**.
- 3 Click **Play** to open registration to participants.
- 4 Participants press the corresponding key that matches their name.
- 5 Once all of the participants have responded, click **Pause**.

- 6 Close the Real-Time Registration Tool by clicking the close button in the upper left-hand corner of the window.
- 7 Click **Save** to keep the participant list with the updated participant information.

The Real-Time Registration Tool window closes.

Verify Participants and Device IDs

A Participant List that contains the participant names and Device IDs is required. For instructions on how to create a participant list see **Create a Participant List** on page 9.

This section describes how to view the Participant List Display.

- 1 Click **Participant List** and select a saved list.
- 2 Click **Window** and select **Participant Display**.

Deleting a Participant List

Follow these steps to delete an existing 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. Recovery of the Participant List can be done from the **Trash Can**.

5 Running a Successful Session

Setting up polling

There are a few options when it comes to polling. By default, by clicking on the **Open Polling** button on the TurningPoint AnyWhere showbar, 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.

Tip If the Showbar is not visible, click on the TurningPoint AnyWhere Status Item and mouse over Window and select Showbar.

Opening polling in the default mode

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

Polling will open.

- 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.
 - A Countdown timer can be added by clicking Polling and the Countdown Timer from the menu bar or pressing the user defined hot key sequence. The default time on the Countdown Timer is 30 seconds unless changed in the preferences or Question list.
- 2 After the 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.

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, custom..., fill in the blank, and Numeric Response are displayed.

Polling will automatically open after a selection is made from the Polling menu.

- 3 After the participants have responded, click **Close Polling**.

Polling closes and the graph is displayed.

Anonymous Polling

Anonymous Polling allows for responses to be collected but not linked to participants. The Device ID is not stored with response data when a question is polled anonymously.

- 1 Click **Polling**.
- 2 Select **Anonymous Question**.
- 3 Click **Open Polling** on the showbar.

Polling will now open.

- 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.
- 4 After the participants have responded, click the **Close Polling** button.

Polling closes and the graph will be displayed.

Note The steps above must be followed each time an anonymous question is to be polled. The Anonymous feature is turned off each time polling is closed.

Setting up a Question List

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

Creating a new Question List.

- 1 Click **Question List-> New Question List**.
- 2 Enter the 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 Countdown Timer, check the box to the left of “Display Countdown Timer”, then enter number of seconds for the timer to run.
 - d To add a correct answer indicator, check the box to the left of “Show correct answer indicator(s)”.
 - e 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.
 - f To align a question to a Standard, Click Edit Standards... in the bottom right of the screen. Then select the corresponding standard for that question.
- 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.

Open a Question List.

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

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. To poll on a topic without a question, select **Blank** at the bottom of the Question List.

Close a Question List.

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

Parsing content into 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.

Open a Question List.

- 1 Click **Question List-> Open Question List...** or **New Question List...**
- 2 Click the Action button in the lower left corner.
- 3 Choose the Parser for the content to be Parsed into the Question List.
- 4 Select the file, Click Open. If parsing in incompatible questions, a warning dialogue box will display the questions being omitted.
- 5 Save the Question List.

Saving session files

The Save session feature allows the saving of the session files for review at a later time. Use TurningPoint AnyWhere's reporting feature to review the results.?

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 the continuation of polling and saving the session data to a session that already exists.

Note A saved session file must exist to continue a prior session. To save a session, follow the steps on page 17.

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.

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.

- 3 Enter the text of your message/reply
- 4 Select where to send the message.

Messages may be sent to either all participants or specific individuals.

- 5 Click **Send Message**
- 6 To clear all message history, click **Clear History**.

Note Individuals and whole group messaging can be switched on the fly.

Resetting a Session

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

Resetting a Session

- 1 Click **File > Reset Session**

6 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 customizing of the text for questions and answers for more meaningful data on reports. |
| Participants | Displays all devices that responded during the session. If using a Participant List, that information also appears on this screen. An individual participant may also be selected and their responses viewed.? |
| 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 | Allows 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 more meaningful data for reporting purposes.?

Adding question and answer text to a session...?

- 1 Click **Window > Session Viewer**.
- 2 Click the **question** to be named 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 the question text.
- 4 Click in the **Answer Text** text box, enter 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.

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 displays what was on screen at the time polling closed.

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 the review of how each participant responded during the session. Along with the responses for each participant, the Session Viewer also display the overall percentage of correct answers given and the total number of points each individual scored during the session. In the Participant section, additional data fields can be added, participant can be deleted and the list can be saved as a new participant list.

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. Other wise, 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 extracting for easy data analysis.?

1 Save the session

See **Saving session files** on page 17.

2 Click **Window** and select **Extract Screenshot** from 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. Navigate to any location for Session Files.

- 4 Set the **Output Directory**.
- 5 Click **Open**.
- 6 Click **Extract**.

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

- 7 Click **OK**.

Using the Export Assistant

The Export Assistant allows Session Data to be exported as a Text document that can be imported into a number of other systems such as a LMS.

- 1 Click **File -> Export Session Data...**
- 2 Select an **Export Scheme**.
- 3 Select a **Session**.
 - a. A prior Session can be imported if needed.
- 4 Click **Continue**.
- 5 In the **Question and Answers** tab, select the **questions** from the session to be included in the export. All are included by default.
- 6 In the **Participant Information** tab, select to include or exclude **participant information** for the export. It is included by default.
- 7 In the **Responses** tab, select to include or exclude **response information** for the export. It is included by default.
- 8 In the **Scores** tab, select to include or exclude **scoring information** for the export. It is included by default. Grade Scales, Bonus Questions and Scoring Options may also be set on this screen.
- 9 Click **Continue**.
- 10 Choose the proper Data Delimiter, Join Characters, and Text Qualifier.
- 11 Click **Continue**.
- 12 Verify that the information on the preview screen is correct.

- 13 Click the **Action Button** and choose **Save Export**.
- 14 **Name** the Export file and select a **Save Location**.
- 15 Click **Save**.
- 16 Click **Close**.

7 Reports

Generating Reports from saved Session files

1 Click **Window > Reports**

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

2 Select either the **current session** (if 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

Note The Individual Results and Individual Score reports both have the option to display all participant data on the report. By default, only the Participant Name, Device ID, and User Data is displayed.

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.

8 Learning Management System Integrations

The TurningPoint AnyWhere LMS integration allows saving class rosters for Blackboard®, WebCT®, and Sakai®. The LMS integration allows posting session scores to the LMS.

Connecting to an LMS

- 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. To have the information that has been entered to be saved for future use, check **Remember this information**.

- 7 Click **Continue**.

Note To Blackboard Users: If the institute is using a Single Sign On Server or if the LMS Integration can not login to Blackboard, the institute's Blackboard website will be displayed for login.

- 8 Choose task

- a Select **Import Participant List** to import a Participant List from an LMS.

- b** Select **Export Grades/E-mail Student Grades** to export a session and e-mail student grades for the class.
- 9** Click **Continue**.

Import Participant Lists from a LMS to TurningPoint AnyWhere for Mac

Importing Participant Lists from a LMS from the LMS Assistant.

- 1** Select the **Course**.
- 2** Click **Continue**.
- 3** Name the Participant List being saved.
- 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

Exporting Grades/E-mailing student grades from a LMS from the LMS Assistant.

- 1** Select a **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** to email the students their session results.
 - b** Enter instructor **Email address**, this address will be displayed to the students as the sent from address.

c Check **Include Common Message** to send a message to the students in their report.

***Note:** This message will be sent to every student in the course roster!

d Select the location of the message to the students that is to be at the top or the bottom of the report.

6 Click **Continue**.

7 Click **Done**.

9 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, follow the steps below. This is a one time setup.

- 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, Customer Service can be reached toll-free by calling 1-877-726-4602.

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.