User Guide

TestingPoint

Version 1.2

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

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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1 About TestingPoint

Easily develop and administer tests with TestingPoint, Turning Technologies' test generation software. TestingPoint provides an easy-to-use and time saving assessment tool. 100% native to Microsoft® Word, teachers and administrators can now quickly author and format tests and assignments in Word using the TestingPoint add-in.

Using the self-paced testing ResponseCard XR or XL response devices, students and meeting attendees record their responses and submit their answers electronically to TestingPoint. Subsequently, educators and trainers are able to grade assignments in seconds with the click of a button. This streamlined assessment process enables teachers and trainers to apply formative assessment techniques, where they can use student feedback, adapt the curriculum, and better meet their students' learning needs. In other words, teachers can begin their lessons knowing which key concepts require review and clarification, and which concepts are already well understood. This saves hundreds of hours per year in administrative and lecturing time.

TestingPoint is available for download from the Turning Technologies Web site. The chapters of this guide demonstrate the tools and features you need to create, administer tests and generate reports from start to finish.

Product Introduction

TestingPoint smoothly integrates with Microsoft Word to allow a more interactive and manageable testing environment. (Find additional information in ***System Requirements*** on page 7.) All TestingPoint options are accessed through the TestingPoint Toolbar.

After TestingPoint is installed, the TestingPoint Toolbar appears in Microsoft Word beneath the standard Word Toolbar. This toolbar offers you all the options you need to create tests in Word, administer tests, and generate reports. Easy-to-use features such as the Participant List Wizard, also used in TurningPoint 2008, help you quickly get started.

Other TestingPoint features include reporting tools, the ability to use and re-use question banks, and integration with various testing standards. You can also interact with TurningPoint 2008 to import and export files, streamline the creation of Participant Lists, report classroom results and grades, and import TurningPoint sessions.

System Requirements

TestingPoint is designed for use on computers with typical capabilities. You do not need the very latest technology or a large amount of hard disk space to use TestingPoint. There are some basic requirements for hardware and software however. These are detailed in the following sections.

Requirements for Hardware

The following hardware specifications are required before installing TestingPoint on a computer:

- Intel or AMD 600 MHz class processor
- 256 MB RAM (256MB or more, of available RAM recommended)
- 60 MB hard disk space (an additional 32 MB is required if you do not have Microsoft .NET Framework 2.0 installed)
- 1024x768 resolution at 32-bit color or higher
- Standard USB 1.1/2.0 port (for USB-based hardware devices)

Requirements for Software

The following software applications are required to take full advantage of TestingPoint capabilities:

- Microsoft Windows 32 bit or 64 bit XP, Vista or 7
- Windows Office XP, 2003, or 2007

Initial Setup

There are two basic steps to consider before you begin using TestingPoint. This section describes how to:

- ***Install TestingPoint***
- ***Open TestingPoint within Microsoft Word***

Install TestingPoint

In a few simple steps, you can install TestingPoint on your computer. The installation process takes only a few minutes, and then you will be ready to create a TestingPoint test.

Before You Begin

Check the hardware and software specifications outlined in System Requirements. A computer must meet these requirements before installation.

To install TestingPoint software on a computer...

1. You can install TestingPoint in one of two ways:

   - Download the latest version of TestingPoint from the Turning Technologies Web site. (Recommended.)

     The Turning Technologies Web site is located at http://www.turningtechnologies.com. Use your web browser to download the file to your computer. When the download is complete, double-click the setup icon to launch the InstallShield Wizard.

   - Or to install from a CD, insert the CD into the computer.

     After you insert the CD, the InstallShield Wizard launches automatically.

2. Click **Next** to continue the installation with the InstallShield Wizard.

   The next page displays the license agreement. Use the scrollbar to read the license agreement on the screen, or select the Print button to send the text to a printer.

3. Select **I accept the terms in the license agreement** if you accept these terms.

   Accepting the terms of the license agreement permits you to continue with the process of installing TestingPoint.

4. Click **Next**.

   The next page displays the customer information entry fields.

5. Type your **name and organization** in the respective fields.

6 Click **Next**.

The next page confirms that the computer is ready to install TestingPoint.

7 Click **Install**.

The computer installs TestingPoint in the location you specify, and displays the Finish button on the page when it completes the process.

8 Click **Finish**.

- Also select the **Launch TestingPoint** checkbox if you would like to immediately open the program.

  The TestingPoint shortcut icon automatically displays on your desktop and points to the location where you installed the program on your computer.

Open TestingPoint within Microsoft Word

TestingPoint runs within Microsoft Word. Both will open automatically (with the TestingPoint Toolbar displayed below Word's standard and formatting Toolbars) when you open TestingPoint. You will have a choice about how TestingPoint starts up. You may determine this immediately or change it later through the Settings window.

To open TestingPoint...

1 Double-click the **TestingPoint Icon** on the desktop.

The TestingPoint application opens within Microsoft Word. The TestingPoint startup window displays.

2 You may choose to **Create a New Test, Open an Existing Test, Import from Question Bank,** or **Cancel**.

Choose **Create a New Test** to open a Microsoft Word document with a pre-inserted TestingPoint test header.

Choose **Open an Existing Test** to open an existing TestingPoint test document.

Choose **Import from Question Bank** to import test questions from a pre-existing question bank document.

Choose **Cancel** to close the TestingPoint startup window.

- Select the checkbox at the bottom of the Startup window to not display the Startup window when opening TestingPoint.

  If the checkbox is selected, TestingPoint startup window does not open the next time you start TestingPoint.

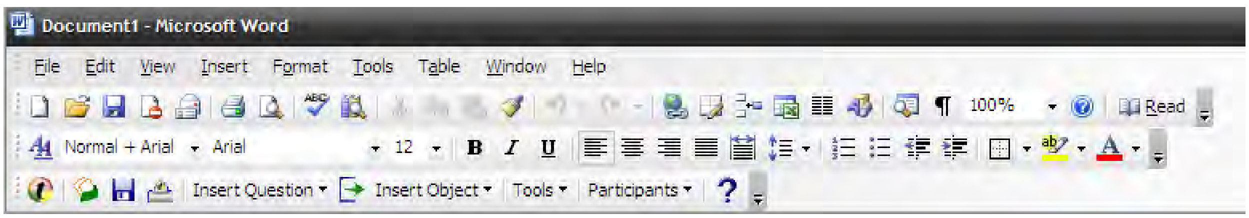
  To display the startup window again click Tools on the TestingPoint Toolbar and select Settings. Under the Misc settings change Show Startup Screen to True.

A Tour of TestingPoint

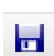
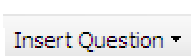
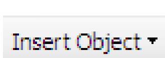
When using TestingPoint, you will need to be familiar with a few windows, interaction points, and documents during the process of creating, saving, and administering tests. The rest of this guide will explore these in more detail, but a few are highlighted below.

When you launch TestingPoint, Microsoft Word opens. The TestingPoint Toolbar is displayed beneath the Microsoft Word standard and formatting Toolbars in the upper region of the window, as the following image depicts.

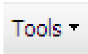
TestingPoint Toolbar



The following descriptions define the buttons that make up the tools in the TestingPoint Toolbar.

About TestingPoint 	Provides the software version number and language information. It also provides a mechanism to supply feedback on the product directly to Turning Technologies.
Open Test 	Opens a previously saved TestingPoint Test.
Save as Test or Question Bank 	Allows you to save an active TestingPoint document as a Test or a Question Bank.
Print Test 	Allows you to print and randomize the test questions.
Insert Question 	Displays a menu of TestingPoint question types that you can insert into a Test or Question Bank document.
Remove Question 	Allows you to remove a question from an active Test or Question Bank document.
Insert Object 	Inserts an Object, such as a Test Header or Comment, into an active TestingPoint document.

Tools



Provides advanced options to determine TestingPoint settings, import questions and standards, and generate reports. Also accesses the Turning Test Administrator, which is the classroom test-taking interface.

Participants

Provides options for creating, editing, importing, and deleting Participant Lists.

TurningTalk

Opens the TurningTalk User Community, a social learning community for users of Turning Technologies products and services.

TestingPoint Help

Opens the TestingPoint online help file.

Toolbar Options

Customize the Microsoft Word Toolbar.

TestingPoint Test Documents

TestingPoint uses Microsoft Word to generate tests. The tests can be configured to contain test instructions or a personalized test header. To learn more about how to configure test headers or instructions, refer to ***Creating a Test Document*** on page 18. TestingPoint generates question templates for multiple choice, multiple response, fill in the blank, essay, short answer, numeric response, and matching question types. When creating a test, TestingPoint will group each question added to the test based on the question type. To learn more about test questions, refer to ***Types of Questions*** on page 15.

The Turning Test Administrator

Once the test has been distributed to the participants, run the Test Administrator from the presentation computer to gather test results. The Test Administrator has a menu bar and three display panels:

Session Details - Displays the test name, start and end times, number of responses received and test instructions.

Question Details- Displays the test questions, average score and possible points per question.

Participant Details- Displays the participant list selected for the current test.

Radio Frequency ResponseCard and Receiver

During the test, students key answers into their response devices, then transmit the answers to the receiver connected to the host computer. Both the ResponseCard XR - using radio frequency technology, and the ResponseCard XL - using infrared technology, can be used with TestingPoint. Both devices can save answers for an entire test session, so students only need to transmit answers once.

Radio Frequency Receiver and ResponseCard XR

Infrared Receiver and ResponseCard XL

Set Up ResponseCard® XR and XL Response Devices

Turning Technologies' ResponseCards are compact response devices that use radio frequency or infrared technology to send audience responses. They also allow for self-paced testing by letting students enter responses to many different questions on the card's multi-line LCD, then transmitting all the answers at once.

Students taking a test must use a ResponseCard to store and transmit their responses to TestingPoint. The ResponseCards communicate with TestingPoint through the ResponseCard Receivers. The receiver is attached to the computer running the TestingPoint software.

Prior to administering a test, you must connect the receiver to the computer. It is recommended to check device communication in a polling test to ensure that the device is recognized by the application.

To setup response devices…

1 **Attach an IR or RF receiver** to a USB port on the computer.

The receiver connects directly to the computer's USB port. Windows detects the receiver and automatically installs the proper device drivers.

2 **Open TestingPoint**.

> ***Note*** It is recommended to test all response devices to ensure they can communicate with the software when transmitting responses. This should be done the first time you connect the receiver.

Next Steps

The Device ID needs to be included in the Participant List for each participant to ensure the correct participant receives credit for their responses. The device ID is the six-digit number on the back of the ResponseCard, under the barcode.

For Additional Assistance

To speak with a Turning Technologies Representative call our toll-free phone number: 1-866-746-3015. By E-mail, send your inquiry to support@turningtechnologies.com.

Office Hours:

Monday through Friday, 7:00 AM to 9:00 PM (EST)

Mailing Address:

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

Assistance is also available to customers online through the Turning Technologies Web site. To access the Web site, go to http://www.turningtechnologies.com.

2 Creating and Saving Tests

The first step in using TestingPoint is to create and save a test that you will eventually print and give to the audience. TestingPoint features eight different types of questions you can insert into tests, which allows great flexibility in creating and administering tests.

In this chapter, you will learn about the types of test questions, how to insert questions into test documents, how to create and save tests, and how to assign answer values.

Types of Questions

TestingPoint allows you to insert eight different types of questions into your test from a drop-down menu on the TestingPoint Toolbar.

TestingPoint has three basic categories of questions: those that are answered with a single alpha-numeric keypad entry, such as a number or letter; those that are answered with multiple alpha-numeric keypad entry - which are questions with more than one answer; and those that are answered with longer alpha-numeric entries - such as keywords.

The types of questions you can insert into your test depend on the specific response devices your audience uses during test administration. ResponseCard XL response devices support single keypad entries only, but ResponseCard XR response devices support single keypad entries, multiple key entries, as well as longer alpha-numeric keyword entries.

Single Key Entry Questions

This section describes simple alpha-numeric keypad entry questions, including:

- Multiple Choice
- True / False

Multiple Choice

Multiple Choice questions contain an area to type the question text, and allow from 2 to 10 answer choices.

True / False

True / False questions contain an area to type the question text, and an answer section with two pre-populated answer choices (True and False).

Multiple Key Entry Questions

This section describes multiple alpha-numeric keypad entry questions, including:

- Multiple Response
- Matching

Multiple Response

Multiple Response questions contain an area to type the question text, and allow from 2 to 10 answer choices. Multiple responses may be accepted for Multiple Response questions, and multiple answers may be counted as correct.

Matching

Matching questions contain an area to type the question text, and two columns to type the answer choices, 2 to 10 answer choices are permitted in each column. You determine which answer from the right column correctly matches the word or phrase entered in the left column.

Keyword-Based Questions

This section describes keyword-based questions, including:

- Short Answer
- Numeric Response
- Fill in the Blank
- Essay

> ***Note*** These question types are only compatible with the ResponseCard XR. They are not compatible with the ResponseCard XL. For each question, participants input keyword answers through their ResponseCard XR response devices.

Short Answer

Short Answer questions contain an area to type the question text.

Numeric Response

Numeric Response questions contain an area to type the question text.

Fill in the Blank

Fill in the Blank questions contain an area to type the question text.

Essay

Essay questions contain an area to type the question text.

Creating a Test Document

A TestingPoint test is created by inserting questions or objects (such as Test Headers or Comments) into a Microsoft Word document. The following section describes how to create and save a test document.

How to Insert a Test Question

TestingPoint has eight different question types to choose from.

To insert a test question...

1 Open **TestingPoint**.

Microsoft Word opens and displays the TestingPoint Toolbar directly below the standard and formatting toolbars.

2 **Open an existing test document, or create a new test**.

3 Click **Insert Question** on the TestingPoint Toolbar.

4 Select a question type.

For Multiple Choice, Multiple Response, and Matching questions, a dialog window displays formatting options, such as:

- the number of answer choices (2 to 10)
- the number of answer columns (1 to 3)

For Multiple Response questions only, the number of responses allowed (1 to 10).

For Numeric Response questions only, the dialog window displays an acceptable value or range option. It is possible to have both an acceptable value and to set a range.

5 Make the **formatting selections** and click **OK**.

The selected question is inserted into the document.

Note When adding more than one of the same question type, they will be grouped under their particular question type label. For example, Multiple Choice questions will all appear together under the Multiple Choice label, and Matching questions will all appear under the Matching label.

6. Select the **bracketed text** placeholders in the **Question and Answer** sections, and type in the questions and answers.

7. **Repeat** this process for as many questions as you would like to include in your test.

How to Insert a Picture Question

TestingPoint supports the inclusion of pictures or visual objects in the answer section for Multiple Choice, Multiple Response, and Matching Questions.

To insert a picture question...

1. Click **Insert Question** on the TestingPoint Toolbar.

2. Select either a **Multiple Choice, Multiple Response, or Matching question**.

3. Along with any other formatting selections, select the **Format to use picture or equation choices** checkbox and click **OK**.

   The question type selected is inserted into the document and is formatted to allow a picture or visual object in the answer areas.

4. In the **Question section**, type the question text.

5. In the Answer section, insert **pictures or objects** using Word’s Insert > Picture menu.

   Insert a picture for each answer space.

   You can select one of the sizing or corner handles to drag and resize the picture. Find more information about pictures in the Microsoft Word Help file.

6. **Repeat** this process for as many picture questions as you would like to include in the test.

How to Remove a Question

TestingPoint questions must be deleted using the Remove Question button on the TestingPoint Toolbar.

To remove a question...

1 Select the text of the question you would like to remove.

2 Click **Remove Question** on the TestingPoint Toolbar.

A dialog box displays confirming your selection.

3 Click **Yes** to remove the question from the test.

> ***Note*** Question labels cannot be deleted using the Remove Question button. Question labels must be "cut" from the document. Find more information about tables in the Microsoft Word Help file.

How to Insert a Test Header

Objects are optional fields you can insert into your test to provide structure, clarity, and additional information. There are two kinds of objects: Test Headers and Comments.

Test Headers appear at the beginning of test documents and have editable areas for the test title and instructions, and space for test-takers to record their name and date. By default, TestingPoint is configured to insert a Test Header at the beginning of each test.

To insert a Test Header...

1 Click **Insert Object** on the TestingPoint Toolbar and select **Test Header**.

A Test Header box is inserted at the top of the open test document.

The Test Header has two active areas with bracketed placeholder text for the test title and any test instructions.

2 Select the bracketed text areas, and **enter the text for the test title and instructions**.

How to Insert a Comment

Comments are text areas you can place anywhere in a test document to provide test-takers with additional information.

To insert a Comment...

1. Place the cursor at a point in the test document where you would like to insert a Comment.
2. Click **Insert Object** on the TestingPoint Toolbar and select **Comment**.

   The Comment box displays in the document where you placed your cursor.
3. Select the bracketed text area, and enter the text in the Comment box.

Saving a Test or Question Bank

TestingPoint provides you with two options for saving a test document. The test document can be saved as a test with a .txlt extension, or as a question bank with a .txlq extension.

Saving a test document as a question bank will allow you to easily input questions you have already created into another test document. For more information on importing from a question bank see ***Import Questions from a Question Bank*** on page 72.

How to Save a TestingPoint Document

After creating a test, you will need to save it as a TestingPoint test document.

To save a test document...

1. Click **Save as a Test** or **Question Bank** on the TestingPoint Toolbar.

   A window opens which prompts you to save the document as either a Question Bank or a Test.

2. Select the radio button for **Test** or **Question Bank**, and click **OK**.

   The **Save As Test or Question Bank** dialog window opens. Testing Point defaults to save Test documents in the TestingPoint / Documents folder that was automatically created when the application was installed.

   (To save the file in an alternate location on the computer, navigate to that location in the dialog window.)

3. **Type a file name** for the Test document in the space provided.

   Keep the *.txlt extension in the filename for the document to ensure that TestingPoint will be able to open the test file.

4. Click **Save**.

How to Assign Correct Answers or Point Values

Once all the questions are inserted into your test, you can identify correct and incorrect answers, and assign point values to questions. Test question settings are modified through the Settings window.

> ***Note*** TestingPoint does not grade Short Answer or Essay questions due to the fact that those answers could be left open to interpretation. You are therefore unable to assign answer values or keywords.

To open the Settings window, select Tools > Settings from the TestingPoint Toolbar.

Identify a Correct Answer for Multiple Choice, Multiple Response, or True/False Question

You can specify whether answers in your TestingPoint questions are correct or incorrect. These answers are used to grade the tests that you administer and generate various reports about how respondents performed. Depending on the type of question, you will have different options for setting values.

To mark an answer correct through the settings window...

1. From the TestingPoint Toolbar, select **Tools > Settings**.

   The Settings window opens.

2. In the left pane of the window, **identify the question** for which you would like to set a correct answer.
3. Select the **Answer** you want to identify as correct.

   The Answer Settings display in the right hand window.

4. Select **Correct** from the Answer Value drop-down menu.
5. **Repeat steps 3 and 4** for each remaining Multiple Choice, Multiple Response, or True / False question.

6 Click **Done** to save your changes.

> ***Note*** You can also assign a correct answer by highlighting the answer choice, right-clicking and selecting Correct from the menu.

Identify a Correct Answer for a Fill in the Blank Question

Fill in the Blank Questions are keyword-based questions. Essay and Short Answer are also keyword-based, but they are not graded by TestingPoint.

To mark an answer correct for Fill in the Blank questions through the settings window...

1 From the TestingPoint Toolbar, select **Tools > Settings.**

The Settings window opens.

2 In the left pane of window, select the Fill in the Blank question to which you would like to assign keywords.

The Question and Answer settings for that question display in the right pane of the window.

3 Under Question Settings, select **Keywords**.

4 Type the word(s) to include as keywords in the provided space for the fill in the blank question.

Separate multiple keywords with semi-colons. Responses containing any of the keywords will be counted as correct.

5 In the right-hand pane, under the Answer Settings heading, select the **Answer Value** drop-down menu.

6 Select an answer value from the drop-down menu.

Choose **Correct** if you would like TestingPoint to mark answers containing any of the keywords correct.

Choose **No Value** if you choose not to award any value to the keywords.

You may also enter a point value for the answer. Choose **Enter a point value**.

7 Repeat steps 2 through 6 for each remaining keyword-based question.

8 Click **Done** to save the changes.

Identify Correct Answers for Numeric Response Questions

When the Numeric Response question was inserted in the test an acceptable value or range or both were set. To change the values follow the instructions below.

To mark an answer correct for a Numeric Response question through the settings window...

1 From the TestingPoint Toolbar, select **Tools > Settings.**

The Settings window opens.

2 In the left pane of window, select the Numeric question to which you would like to assign values.

The Question and Answer settings for that question display in the right pane of the window.

3 Under Question Settings, select **Range**.

4 In the box provided enter the **Acceptable Value** or set a **Minimum** or **Maximum** value for the range. Both options may be used.

5 Click **Save**.

6 Click **Done** to save the changes.

Identify Correct Answers for Matching Questions

Matching questions have two answer columns and as many answer rows as you have selected from 2 to 10. To set correct answers for a Matching question for each of the answer rows, select which of the answers in the second column corresponds to the answer in the first column.

To mark an answer correct for a Matching question through the settings window...

1 From the TestingPoint Toolbar, select **Tools > Settings**.

The Settings window opens.

2 In the left pane of the window, identify the Matching question for which you would like to set correct answers.

3 Select the **Answer** for which you want to make a correct match.

The Answer Settings displays in the right hand window.

4 From the **Correct Match** drop-down menu, select the matching answer in the second column for the answer in the first column you selected.

Choose from the values in the drop-down menu.

5 Repeat steps 3 and 4 for each remaining answer row in the question.

6 Click **Done** to save the changes.

Set Point Values for Questions

You can enter the number of points that will be awarded (or subtracted) for each answer to a question. TestingPoint accepts a range of point values from negative 10,000 to 10,000. The default point value for a Correct answer is 1, while an Incorrect answer has a default point value of 0.

You can also assign different point values to different questions in a test (if one question is considered easier or more difficult than another, for example).

To set a point value for a question...

1 From the TestingPoint Toolbar, select **Tools > Settings**.

The Settings window opens.

2 To assign the same point value to each question in the whole test:

a In the left pane, select **Test** from the Settings hierarchy.

The available test settings display in the right pane of the window.

b Under the Answer settings, select **Correct Point Value**.

A text box opens allowing you to enter a point value for correct answers. The point value can range from negative 10,000 to 10,000.

c Enter the Correct Point Value.

d Click **Apply to All**.

TestingPoint sets the correct point value for the test.

To set incorrect point values for the entire test, go to step e. If you are done setting point values, go to step 4.

e Under the Answer settings, select **Incorrect Point Value**.

A text box opens allowing you to enter a point value for incorrect answers.

f Enter the Incorrect Point Value.

g Click **Apply to All**.

TestingPoint sets the incorrect point value for the presentation.

To set point values for a specific question go to step 3. If you are finished setting point values, go to step 4.

h Click **Done**

3 To assign individual point values to a specific question through the settings window:

a In the left pane of the window, select the question for which you would like to set a point value.

The available question settings display in the right pane of the window.

b Under the Question settings, select Correct Point Value.

A text box opens allowing you to enter a point value for correct answers. The point value can range from negative 10,000 to 10,000.

c Enter the Correct Point Value.

The correct point value is set. To set incorrect point values, go to step d. If you are finished setting point values, go to step 4.

d Under the Question Settings, select Incorrect Point Value.

A text box opens allowing you to enter a point value for incorrect answers. The point value can range from negative 10,000 to 10,000.

e Enter the incorrect point value.

The incorrect point value is set.

Repeat step 3 for each question for which you want to assign individual point values. You can change an answer's point value by repeating these steps for the same question and entering a new point value.

f Click Done

3 Track Participants and Teams

Participant Lists identify the members of your class who will use a response device to respond to test questions.

The participant name and other required information is stored along with the Device ID, a unique identifier for a response device. The Device ID is printed on the device tag, which is located on the back of the device.

Participant List Wizard

Create a Participant List using the Participant List Wizard.

You may create multiple Participant Lists to be used with the same test. One Participant List contains information about one audience group. Creating multiple Participant Lists allows you to capture responses from multiple audiences.

- ***Create a Participant List Using Participant List Wizard***

Create a Participant List Using Participant List Wizard

The Participant List Wizard guides you through the creation of a Participant List. The number of responses TestingPoint will accept is equal to the number of participants. You can control the number of responses to your tests by selecting to enforce a Participant List.

You can choose from using standard list templates or create one of your own to store as much information about your audience as you need.

To create a Participant List…

1. Click Participants on the TestingPoint Toolbar and select Participant List Wizard.

   The TestingPoint Participant List Wizard window opens presenting the option to use a pre-defined Participant List template or to create a custom template. Custom templates created in the past will appear in the My Custom Templates region when the Custom Template button is selected.

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 tests, such as name and student ID.
   - Corporate—contains entries for the information most often used in corporate feedback meetings including name, company name, telephone numbers, etc.
   - Available Fields—contains all information entries defined for use with TestingPoint.
   - Custom—allows you to create a personalized Participant List and to name the template or it allows you to select a previously created template from the list.

3. Click Next.

   If you opted to create a custom template, TestingPoint prompts you to name the template. Enter a name and click OK.

   TestingPoint 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. You may choose to customize the list of Selected Fields.

- To remove an entry from the template, select it under the Selected Fields region and click the left arrow button (<).

> ***Note*** Alternatively, double click on an entry to remove it from the Select Fields region.

- To add an entry to the template, select the desired entry from the Available Fields region, and click the right arrow button (>).

> ***Note*** Alternatively, double click on an entry to add it to the Select Fields region.

- To change the order of the selected Fields click the up and down buttons.
- To add an entry to the template not listed under the Available Fields region, type the field name in the Add a custom field box and click Add.

5 Click Next.

TestingPoint displays the Groups entry box. Use this screen to add Groups to your Participant List. Groups provide categorization for greater reporting opportunities, such as demographic reports or team competitions.

6 You may choose to enter in a group name and click Add.

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

To remove a group, select it and click Remove.

a. Place checkmarks next to the groups to designate them as teams.

7 Click Next.

TestingPoint displays the Participant List summary page.

You have the option to revise your Participant List Settings.

The settings you can change include the Participant List file name, number of fields, and number of groups. For file name select the old file name and enter a new one in the box provided. For Number of Fields or Number of Groups, select the link to be returned to the screen and make edits.

8 Click Finish to create the Participant List.

TestingPoint displays the Participant Information window where you can enter, paste, edit or import data. You can also Add/Remove or Rename Fields and Groups from this window. Find more information on editing a Participant List in ***Modify a Participant List*** on page 32.

If you made changes to an existing template, you are prompted to save the revised template.

If you select the Yes button to name and save the template, the custom template will be available under My Custom Templates.

9 Add names and other participant information to the new Participant List or import participant information from a .txt, .csv or Excel file:

a Click **Import** on the menu bar and select **Excel/Delimited Text File**.

b **Browse** to the location of the file and click **Open**.

The Delimited File Import window opens.

c In the Options section select one of the following:

Comma Delimited

Tab Delimited

Other - If selecting other, enter the delimited character in the box provided.

d Select the **Text Qualifier** if necessary.

e Select the **Starting Row**. If the .txt or .csv file contains a header row, it may be necessary to start with the second row.

f Select the **Starting Column**.

Tip A preview of the selected file is displayed in the bottom half of the Delimited File Import window. If you are unsure of what to set as the Starting Row/Column, refer to the preview window for guidance.

g Click **Import**.

The file is imported and displayed in the Participant Information window.

h Optionally, edit student information as necessary.

10 Click Done or File > Save to save the data in the Participant List.

TestingPoint adds the new Participant List to TestingPoint Toolbar in the Select a Participant List drop-down menu.

Next Steps

Find more information on editing and deleting your Participant Lists in ***Manage Participant Lists*** on page 32.

Manage Participant Lists

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

This section describes how to:

- ***Modify a Participant List***
- ***Verify Participants and Device IDs***
- ***Delete a Participant List***

Modify a Participant List

Follow these steps to make changes to an existing Participant List.

Before You Begin

A Participant List has a .tpl extension (TestingPoint participants format). You must import the Participant List or create a list using the Participant List Wizard before editing it with TestingPoint.

To modify a Participant List…

1. Click Participants on the TestingPoint Toolbar and select Edit a Participant List.

   TestingPoint displays a window of Participant Lists saved in My Documents/TestingPoint/Participants.

2. Select the desired Participant List and click Open.

   TestingPoint displays the Participant List data in the Participant Information window.

3. Edit the data by selecting the entries and typing new information.
4. You may choose to add a new participant by right-clicking in the numbered column and selecting Add Participant.
5. You may choose to remove a participant by right-clicking in the numbered box of that participant and selecting Remove Participant(s).
6. You may choose to add a new column by right-clicking on an existing column and selecting Add Field/Group > Add Field. The column will be added to the right of the existing column.
   a. Alternatively, select a column in the Participant Information window.

      TestingPoint inserts the new field to the right of the selected column.

   b. Click Edit on the menu bar, mouse over Add Field/Group and select Add Field.

An Add Participant Information window opens.

c Enter the name of the new field in space provided under Add a custom field.

d Click Add.

TestingPoint adds the newly created field to the Selected Fields list.

e Repeat steps d and e to add additional fields.

f Click Finish.

TestingPoint adds the fields to your Participant List.

7 You may choose to add a group by right-clicking on an existing column and select Add Field/Group > Add Group. The Group will be added to the right of the existing column.

TestingPoint automatically designates a group as a demographic.

a Alternatively, click Edit on the menu bar, mouse over Add Field/Group and select Add Group.

b Enter the name of the new group in space provided under Create a new group.

c Click Add.

TestingPoint adds the newly created group to the Included Groups list.

d Place checkmarks next to the groups to designate them as teams.

e Repeat steps d and e to add additional groups.

f Click Finish.

8 You may choose to rename a Field/Group by right-clicking the Field/Group and selecting Rename Field/Group.

a Alternatively, select the field or group that you want to rename.

b Click Edit on the menu bar and select Rename Field/Group.

A text entry window opens.

c Enter the new name of the Field/Group.

d Click OK.

TestingPoint renames the selected field or group.

9 You may choose to remove a Field/Group by right-clicking on the Field/Group and selecting Remove Field/Group.

a Alternatively, select the Field/Group that you want to remove.

b Click Edit on the menu bar and select Remove Field/Group.

TestingPoint deletes the selected field.

10 You may choose to Freeze a column by right-clicking on the column and selecting Freeze Column.

a Alternatively, select the column that you want to Freeze.

b Click Edit on the menu bar and select Freeze Column(s).

TurningPoint locks the column that you selected and limits your ability to rearrange the column order as outlined in step 11. You will not be able to move any columns from the left of the frozen column to the right of the frozen column in the Participant Information window. Conversely, you will not be able to move any columns from the right of the frozen column to the left of the frozen column in the Participant Information window.

11 You may choose to rearrange the column order in your Participant List.

a Place a checkmark in the box next to Check to rearrange column order located at the bottom of the window.

TestingPoint limits the editing abilities while this function is active.

b Select the column you would like to be moved.

c Drag and drop the column in its new location.

12 Click File > Save.

A confirmation message displays.

a. Click OK.

13 Click Done.

The Participant Information window closes.

Verify Participants and Device IDs

This section describes how to view the Participant List Display.

Before You Begin
You will need a participant list that contains the participant names and Device IDs. For instructions on how to create a participant list see ***Create a Participant List Using Participant List Wizard*** on page 29.

1. Open the Test Administrator by selecting, Tools > Test Administrator. Select the Participant List and the Test.
2. Click Participants on the TestingPoint Toolbar and select Participant List Display.

Delete a Participant List

This section describes how to remove a Participant List from TestingPoint.

Before You Begin
Deleting a Participant List sends the file to the computer's Recycle Bin. Save a backup copy in another location if you would like to be able to access the file later.

To delete a Participant List…

1. Click Participants on the TestingPoint Toolbar and select Delete a Participant List.

   TestingPoint displays a window listing all Participant Lists that have been created or imported.

2. Select the file name of the Participant List you wish to remove.
3. Click Delete.

   A window display confirming that you want to delete the selected Participant List.

4. Click Yes to delete the Participant List.

   TestingPoint removes the file from the list.

> ***Tip*** To retrieve a Participant List after deleting it, open the computer's Recycle Bin, find the file and select it. Either select to Restore Item or drag and drop the file from the Recycle Bin to a new location. If you choose to drag and drop the file to a new location, It will not be available to TestingPoint unless you import the file.

Set Up Team Competitions

TestingPoint can enhance group interaction. Team competitions are a fun way to encourage this interaction. Set up team competitions through the Participant List Wizard. You can create a Participant List that enables you to assign participants to teams who will compete for the highest score during your test.

You can also edit an existing Participant List and add Groups as teams using the Add Group feature, and checking the appropriate checkboxes next to the Group names.

For participants or teams to accumulate scores, you will have to assign point values to correct answers.

This section describes how to:

- ***Add Teams to a Participant List***

Add Teams to a Participant List

You can create a Participant List that can enable team competitions by following the steps below. You can also edit an existing Participant List and add Groups as teams using the Add Group feature, and checking the appropriate checkboxes next to the Group names.

Before You Begin

These steps create a new Participant List that assigns participants to teams before the test, and allows you to edit a existing Participant List to include Teams.

To set up team competitions…

1. Follow step 1 through step 5 in ***Create a Participant List Using Participant List Wizard*** on page 29.

   In the Participant List Wizard window, TestingPoint displays the Groups entry box. Use this page to add groups to your Participant List.

2. Enter a group name in the Create a new group field, and click Add. Repeat for all desired team names.

   TestingPoint displays all groups in the Included Groups list. These groups can represent any type of grouping you wish to assign participants to, such as teams, class level, or any other demographic information.

3. Choose the groups in the column to the right that you want to designate as teams competing by selecting the appropriate checkboxes.

4. Click Next.

   TestingPoint displays the Participant List summary screen.

5. Click Finish to create the Participant List and save it to a file.

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, thus 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.

How to Use the Real-Time Registration Tool

Before You Begin

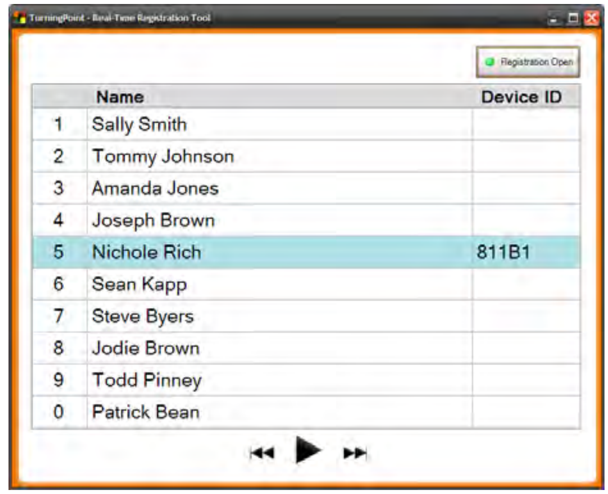
You will need a participant list that has the participant names but does not contain Device IDs. For instructions on how to create a participant list see ***Create a Participant List Using Participant List Wizard*** on page 29.

To verify Participants and Device IDs...

1. Open the Test Administrator by selecting, Tools > Test Administrator. Select the Participant List and the Test.
2. Click Load Participant List.
3. Click Participants on the Test Administrator Toolbar and select Real-Time Registration Tool.
4. Click Registration Closed. The button label changes to “Registration Open” and the participants can begin to register their devices.
5. Each participant will need to locate their name.

6 Each participant must press the number on their response device that corresponds with the number to the left of their name.

Real-Time Registration Tool with Responses



The Device ID for the participant will now appear in the Device ID column.

If more than 10 participants are in the Participant List, use the forward and back buttons to scroll page by page to see the remaining participants. Clicking the play button will automatically scroll through the participants.

7 Once all of the participants have responded, click Registration Open.

8 Close the Real-Time Registration Tool by clicking the red (X) in the upper right-hand corner of the window.

9 Click Yes to save the participant list with the updated participant information.

The Real-Time Registration Tool window closes.

4 Administering Tests

Prior to using TestingPoint to administering a test, you must have:

- created a test;
- imported an existing assessment into and modified it for use with the system;
- created an answer key for an existing assessment.

After the test is created, you are now ready to administer it using TestingPoint. The tasks involved in administering an test include:

- distributing the test to the students;
- identifying the amount of time the students have to take the test and enter their results in the response device;
- having the students transmit their responses;
- saving the results for all students in a session file;
- generating reports based on the results from the students.

About the Turning Test Administrator

The Test Administrator is the interface through which you receive test responses, save results and generate reports. From the Test Administrator you can also create, load or edit answer keys and edit session information such as question and answer text.

Enter The Turning Test Administrator

The Turning Test Administrator can be accessed through the TestingPoint Toolbar or through the Windows Start Menu.

How to enter the Turning Test Administrator...

1. Click **Tools** on the TestingPoint Toolbar and select **Turning Test Administrator**.

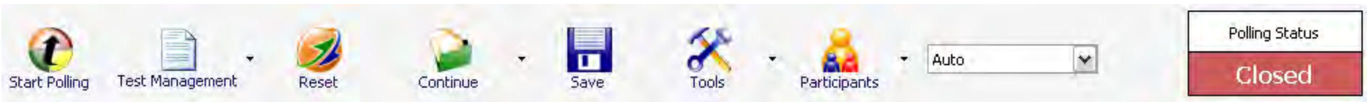
   The Turning Test Administrator window opens and the Turning Test Administrator - Quick Launch window opens.

2. Select **Test** or **Answer Key** by choosing the appropriate radio button and selecting the test or answer key file from the drop down menu.
3. Select a **Participant List** from the select a participant list drop down menu.
4. Click **Start**.

Turning Test Administrator Toolbar

The Turning Test Administrator Toolbar provides you with all of the options necessary for completing an assessment. From this toolbar you can customize the look of the Test Administrator and create, load and edit answer keys.

Turning Test Administrator Toolbar



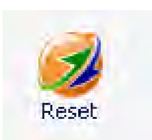
Start/Stop Polling

This button allows you to start or stop polling.

Test Management

This button allows you to open a test or create, load or edit an answer key.

Reset Session



Resetting a session clears all received responses from the current test session.

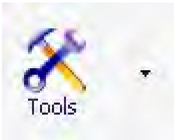
Continue Prior Session

Allows you to open a test or answer key session again. This option is useful for “make-up” tests if a participant was absent from the test session. The transmitted responses will be appended to the test session.

Save Session

This button saves your test session. Saving the session allows you to generate reports at a later time.

Tools

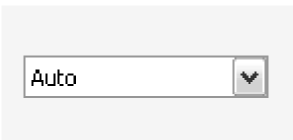


This button provides you with options for generating reports. It also provides access to the Test Administrator settings, the Session Viewer and LMS Integrations.

Participants

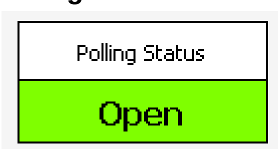
This button provides you with the options to create, edit, import or delete a participant list. It also provides access to the Participant List Display and the Real-Time Registration Tool.

Participant Drop-down



From this drop-down you can select the participant list to be associated with the test session.

Polling Status Icon



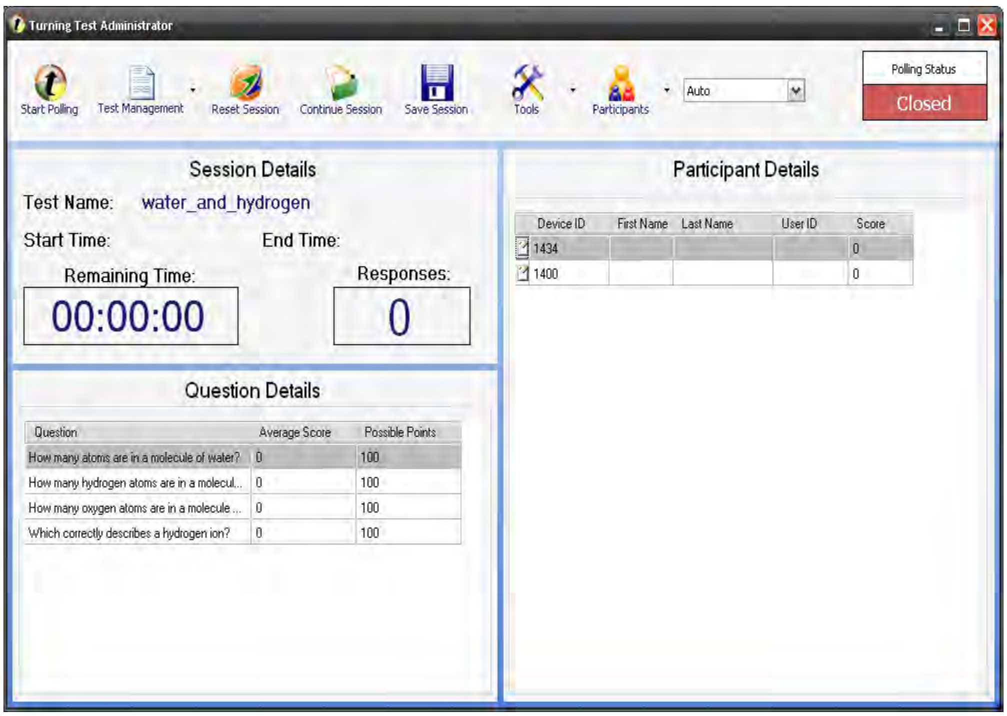
Indicates whether polling is open or closed.

Turning Test Administrator Window

The Turning Test Administrator consists of four main elements:

- Turning Test Administrator Toolbar
- Session Details Panel
- Question Details Panel
- Participant Details Panel

Turning Test Administrator Window



Session Details

The Session Details Panel provides information about the current test or answer key, such as:

- Test Name
- Start Time
- End Time
- Remaining Time
- Number of Responses

Question Details

The Results by Question Panel displays the test questions, average scores and possible points per question. The average scores column adjusts as results are transmitted to the Test Administrator.

Participant Details

The Participant List Panel displays predetermined information from the selected participant list, such as:

- Device ID
- First Name
- Last Name
- User ID
- Score

Using an Answer Key with the Test Administrator

The answer key tool provides you with an alternative to creating a TestingPoint test if you have assessments that were not created with the TestingPoint application.

Create an Answer Key

An answer key file can be created for a single test, or a test with multiple versions.

To create an answer key...

1. Open the Test Administrator and click Cancel on the Quick Launch Window.
2. Click **Test Management** on the Test Administrator Toolbar mouse over **Answer Key** and select **Create Answer Key**.
3. Enter the **Number of Answer Key Versions** in the box provided.
4. Enter the **Number of Questions** in the box provided.
5. Enter the **Default Correct Point Value** in the box provided.
6. Enter a three-digit test **Version Code** for each test in the blue box to the right of *Version Code*.
7. Enter the **correct answer** for each question in the box provided.

   The proper format is a “Capital Letter.”

> ***Note*** The proper answer format for questions with more than one answer must be in all capital letters with NO spaces. For example: ABCDF.

8. Once all of the correct answers have been entered for the test, click **Save**.
9. **Name** the answer key file and click **Save**.

Load an Answer Key

To start a new test session by loading an answer key, follow the steps listed below.

1. Click **Test Management** on the Test Administrator Toolbar, mouse over **Answer Key** and select **Load Answer Key as Test**.
2. Select the **answer key file** you wish to use and click **Open**

   The Answer Key Details panel displays the key name, and the Overall Key Details panel adjusts to display the answer key information.

Edit an Answer Key

To edit an answer key, follow the steps listed below.

1. Click **Test Management** on the Test Administrator Toolbar mouse over **Answer Key** and select **Edit Answer Key**.
2. Select the **answer key file** you wish to edit and click **Open**
3. You are now able to edit the number of test version, test questions, correct answers and number of answers for the test.

Transmitting Results to the Test Administrator

In order for TestingPoint to grade your responses you must transmit the results to the Test Administrator. The following sections outline how to do this with the ResponseCard XR.

Responding to Test Questions with the ResponseCard XR

Students can enter answers to questions in their ResponseCard XR response device. You enter the student and response device ID in your Participant List. TestingPoint uses this information to create reports.

The ResponseCard XR features an LCD display as well as a keypad. The students use the keypad to control the response device and enter their responses. The responses and all other messages are shown on the LCD display.

To enter responses in the ResponseCard XR…

1. Press any button on the ResponseCard XR to turn on the device.

   The Main Menu Displays.

2. Press the **Yes/Down Arrow** button until **Test/Homework** is selected.
3. Press the **Enter** button.

   The Test/Homework screen displays, and the following options display:

4. Press the **1/A button** to create a new test.

   The Test Version screen displays.

5. Use the number pad on the ResponseCard to enter the three-digit **Test Version** number.
6. Once you have selected your test version number, press **Enter** on the ResponseCard XR.

   A confirmation screen displays.

7. Select the **Yes** button if the information in the confirmation screen is correct.

   The question screen displays.

8. Enter question responses using the ResponseCard XR.

   The screen displays Storing... and the response is saved on the response device.

   - Enter single digit numerical responses using the key pad.

     1 displays at the top of the screen.

- Press the **Ans Mode button once** to enter multi-digit responses.

  123 displays at the top of the screen.

- Press the **Ans Mode button twice** to enter multi-digit alphabetical responses.

  123 ABC displays at the top of the screen.

- Press the **Ans Mode button three times** to enter single digit alphabetic responses.

  A displays at the top of the screen.

Transmitting Response Data with the ResponseCard XR

Once you have chosen answers to a test, you must transmit them to a Turning Receiver so that they can be compiled and assessed.

How to Transmit Response Data...

1. Once all questions have been answered, press the **Menu** button.

   Three options displays on the screen.

2. You are prompted to **Leave Test Mode**. Press **Yes**.
3. Press the **1/A** button to send test responses to the test administrator.

   Test/Homework Send Successfully! displays.

4. Press the **2/B** button to save test responses to the keypad.

   Test Saved Successfully! displays.

5. Press the **3/C** button to delete the responses that have been entered during the testing session.

   A confirmation screen displays.

TestingPoint Sessions

This section covers:

- ***How to Save Session Files***
- ***How to Export Session Data as a CSV File***

How to Save Session Files

TestingPoint displays the number of responses that have been received from the students. When all students have transmitted their responses, you should save their responses to a session file. Session files are used to generate reports showing how well the students performed on the assessment individually and as a whole.

To save session files…

1. Ensure all student responses have been accepted.
2. Click the **Stop Polling Icon** on the Test Administrator Toolbar to stop the test.
3. Click the **Save Session Icon** on the Test Administrator Toolbar.

   A Save Session Dialog Box appears.

4. Choose a name and location for the session, then click **Save**.

   The session is saved to the specified location.

How to Export Session Data as a CSV File

You can export data from a TurningPoint, TurningPoint Anywhere, or TestingPoint session file into a text file. You can use the text file to import the data into a variety of other applications.

To Export Session Data as a CSV File...

1. Click **Tools** on the Test Administrator Toolbar and select **Export CSV**.
2. Select a **session** to export to CSV.
3. Choose the format to export the CSV data.
4. Click **Export**.
5. Specify a **name** and **location** for the exported file and click **Save**.

   The file is saved, and the dialog box closes. A confirmation will be displayed that the data was exported successfully.

6. Click **OK** to close the confirmation box.

Configuring the Test Administrator

The Turning Test Administrator has many options that allow administrators to control how the ResponseCards function, and how testing information is collected and managed. You can configure these options using the Settings tool.

Open the Testing Administrator Settings

Before You Begin
Polling must be closed to access the Test Administrator Settings.

1 Click **Tools** on the Test Administrator Toolbar and select **Settings**.

Test Administrator Settings

The Settings tab displays a screen that allows you to configure several types of settings. The settings are grouped by type and listed alphabetically. The name of each setting is in the left portion of the window and its value is in the right. Some settings may allow you to enter a value, while others will offer a drop-down menu to select from several choices.

The Common Settings and All Settings radio buttons allow you to select a level of detail for customization. The Common Settings radio button displays the most commonly modified settings. The All Settings radio button reveals additional settings for more in-depth customization.

The Defaults button allows you to return your settings to the default installation state.

The Settings tab allows you to configure the following settings:

- Backup Settings
- General Settings
- Response Device Settings

Backup Settings

Setting	Description
Backup Maintenance	Allows you to specify the number of days the Backup Session files will remain in the Backup folder before being automatically deleted.
Backup Sessions	Allows you to determine if TestingPoint will automatically backup unsaved sessions files. If set to True, unsaved session files will be automatically backed up and saved to the “Backup” folder within the TestingPoint directory.

General Settings

Setting	Description
Save Directory	Determines where the default save location for TestingPoint files.
Include test with session	Determines whether the test file is saved in the session file with the response data.

Response Device Settings

Setting	Description
Force Channel Change	When set to True, allows you to retain the channel 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	When set to True, allows you to exclude the responses from participants who are not in the selected Participant List. If set to False, all participants’ responses will be accepted and appended to the end of the list.
Overwrite User Information	When set to True, allows User Information from a ResponseCard XR or ResponseWare App 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.
Empty (Receiver Number)	Allows you to specify the radio frequency channel for ResponseCard XR devices.

Polling Test

The main Polling Test tab region displays technical information, such as Device ID, channel number, response data, and user information in the region at the bottom of the Polling Test tab. Select the Magnify Response checkbox to view an enlarged version of user responses.

Set Timing Options

The Timing Options allow you to determine an end time for the assessment. Through the Timing Options window, you can opt to not have an end time or specify a length of time. Once the specified time has expired, polling will automatically close.

To specify an end time…

1. Click **Tools** on the Test Administrator Toolbar and select **Timing Options**.
2. Choose a **test length** from the drop down menu. Test length options range from 15 minutes to 3 hours, with 15 minute increments.
3. Click **Close**.

5 Reports

Reports allows you to generate and view a wide variety of reports based on the responses you received during your TestingPoint session. The reports are generated as printable Word documents or Excel worksheets with information about the questions and answers, participants, and responses gathered in your test. Reports displays a hierarchical menu of reports organized by category, such as Results by Question Reports and Demographic Reports. If you click on one of these categories, the Turning Reports screen displays subheadings of specific report titles, and shows samples of each selected report.

Twenty-two reports are available for reporting on the entire audience, by individual participants, by standards, and on the basis of demographics. If you have specified correct answers or point values, you can “grade” participants and groups, verify that standards are met, and provide valuable feedback to participants.

View a Report

You can create reports using Reports available in the Tools menu in the TestingPointToolbar.

This section describes how to:

- ***View a Report***
- ***View and Save a Report from an Answer Key Test***

View a Report

Use Reports to generate reports.

To view a report…

1 Click Tools on the TestingPoint Toolbar and select Reports.

The Turning Reports window opens, displaying two tabs: Sessions and Reports.

2 Select the Sessions tab.

The Turning Reports window displays a list of the session files in your Sessions folder.

3 Choose a session file.

You may choose a session file in one of the following ways:

- Select the Current Session (in red text) to use the session currently open.

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

- Select a session file from the list of files in your Sessions folder.

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

- Select a session file from your backup session files.

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

- Import a session file from another location.

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

4 Select the Reports tab once you have selected a session file.

The Turning Reports window displays a list of the categories of reports you can generate from your session file.

Each category of reports is listed by name. You can double-click the category or click on the plus sign beside the category to view a list of reports in each category. The icon beside the report name indicates whether it generates an Excel file or a Word file.

When you select a report, you can see a sample preview of the report on the right-hand side of the Turning Reports window.

5 Select the type of report(s) you would like to generate by selecting the check box next to the report name.

Find more information in ***Types of Reports*** on page 57.

You can select multiple reports by selecting multiple check boxes. You can also select an entire category of reports by selecting the check box for the category.

You can change numeric responses to alphabetic responses by checking the Change numeric responses to alphabetic responses check box.

6 Specify whether to include page breaks in the report by checking the Include Page Breaks check box (if available).

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

7 Select the Generate Report button.

Turning Reports generates the report(s) and opens it in Microsoft Excel or Word, whichever is appropriate.

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

> ***Note*** If you selected to generate multiple reports, one Excel file is created with worksheets for each report.

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

> ***Note*** Alternatively, you can generate a report by double clicking on the report name. Only that report will be generated. Any other reports that were selected will have to be generated by double clicking each report or selecting the Generate Report button to generate them all.

8 When you are finished creating reports, select the Exit button to close the Turning Reports window.

Next Steps

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

View and Save a Report from an Answer Key Test

Participant results are available in an HTML format for Answer Key tests.

Before You Begin

Response data from an answer key must have been submitted to the Turning Test Administrator.

1. **Stop** the test once all the participants have responded and click **Save** on the Test Administrator Toolbar.
2. Click **Tools** on the Test Administrator Toolbar and select **Answer Key Results**.

   The participant name and score are displayed in an HTML format.
3. Click **Save as CSV or Save as HTML**.
4. **Name** the file and click **Save**.
   - Click **OK** on the confirmation box.
5. Double-click the file to open it. The HTML file opens with a web browser and the CSV file opens with Notepad.

Types of Reports

This section describes:

- ***Results by Question Reports*** (2 Reports)
- ***Demographic Reports*** (2 Reports)
- ***Participant Results Reports*** (4 Reports)
- ***Results by Participant Reports*** (4 Reports)
- ***Participant List Reports*** (2 Reports)
- ***Standards Reports*** (2 Reports)
- ***Comparative Scoring Reports*** (2 Reports)
- ***Percentile Reports*** (2 Reports)
- ***Other Reports*** (2 Reports)
  - ***Attendance Report***
  - ***Response Data Export Report***

Results by Question Reports

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

Graphical Results by Question Report

The report includes the following information for each question:

- the answers
- an indication of the correct answer(s)
- the number of responses for each answer
- the percentage of responses for each answer
- pie chart with a percentage of the responses per answer

Results by Question Report

The report includes the following information for each question:

- the answers
- an indication of the correct answer(s)
- the number of responses for each answer
- the percentage of responses for each answer
- the total count of participants that responded to the question

Demographic Reports

The Demographic Comparison and Graphical Demographic Comparison Reports show a summary of responses for each question broken down by demographics. Each of these reports creates an Excel worksheet.

Demographic Comparison Report

The Demographic Comparison Report includes the following information for each question:

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

Graphical Demographic Comparison Report

The Graphical Demographic Comparison includes the following information for each question:

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

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

Participant Results Reports

The Participant Results, Graded Participant Results (correct/incorrect), Graded Participant Results (point values), and Graded Participant Results (ratio) Reports show a detailed question by question breakdown of responses. When generating these reports you have the option of displaying the entire question or excluding the question text. Each of these reports creates an Excel worksheet.

Participant Results Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question

Graded Participant Results (correct / incorrect) Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question
- an indication of whether the response is correct or incorrect
- total percent correct

Graded Participant Results (point values) Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question
- an indication of whether the response is correct or incorrect
- the total number of points

Graded Participant Results (ratio) Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question
- an indication of whether the response is correct or incorrect
- the ratio of correct answers to total number of answers for each question

Results by Participant Reports

The Results by Participant, Results by Participant (Answer Detail), Response by Participant (Response Detail), Results by Participant (Score Detail) show a detailed listing of responses for each question from each individual participant. Each of these reports create an Excel worksheet.

When generating these reports, you have the option of creating page breaks between each participant's section.

Results by Participant Report

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

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

Results by Participant (Answer Detail) Report

The Answer Detail Report includes a complete list of answers for each question. The list enables you to match the numerical value of the participant's response (number 1 or 2, etc.) to the actual answer (e.g. yes or no) and highlights the correct answer in green. The report also shows whether responses are correct or incorrect by marking them with a 'c' or an 'i.'

Results by Participant (Response Detail) Report

The Response Detail Report includes the question along with the participant's response. The report displays correct answers in green, incorrect answers in red, the correct answer in brackets for incorrect answers, and calculates the percentage of correct answers and the total points accumulated by each participant.

Results by Participant (Score Detail) Report

The Score Detail Report calculates the percentage of correct answers and total points accumulated by each participant.

Participant List Reports

The Participant List Reports show the participant data from the Participant List in either an Excel worksheet or a Word document.

> ***Note*** If you selected to generate the Word document version of the Participant List along with any other report, the Word document is included as a worksheet in the Excel file.

Participant List (Excel) Report

The report shows Device ID and any of the fields defined in the Participant List (name, contact information, demographic groups or teams, etc.)

Participant List (Word) Report

The report shows Device ID and any of the fields defined in the Participant List (name, contact information, demographic groups or teams, etc.)

Standards Reports

The Group Standards, Individual, and Overall Standards Reports show response information based on standards identified for each question. Each of these reports creates an Excel worksheet.

Group Standards Report

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

Individual Standards Report

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

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

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

Overall Standards Report

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

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

Comparative Scoring Reports

The Individual Scoring and Scoring Distribution Reports show a summary of scoring information based on participant responses in comparison to other participants. Each of these reports creates an Excel worksheet.

Individual Scoring Report

The Individual Scoring Report includes the following information for each participant:

- numeric response labeled correct or incorrect
- question’s overall percentage correct
- participant’s percentage score
- whether the participant’s score puts him/her above or below the class average

Scoring Distribution Report

The Scoring Distribution Report includes the following information:

- the total number of participants
- the score ratios for assessment (number of correct answers to questions)
- the number of participants achieving each score ratio
- the answer value (correct, incorrect, points, no value, keywords)
- acceptable answer choices
- number of responses each answer received

Percentile Reports

The Percentile (correct/incorrect percentage) and Percentile (points) Reports show how participants' responses. The reports include the Device ID, first and last name, and the percentile ranking for each participant grouped by percentiles. You can change the percentiles shown by entering the new percentiles separated by a semicolon in the appropriate box. Each of these reports creates an Excel worksheet.

Percentile (correct/incorrect percentage) Report

The Percentile (correct/incorrect percentage) Report includes the following additional information:

- the total percentage of questions each participant answered correctly

Percentile (points) Report

The Percentile (points) Report includes the following additional information:

- the total points accumulated by each participant

Other Reports

The Other Reports option TestingPoint offers two uncategorized reports: Attendance, Comparative Links, Response Data Export, Ranking Summary, and Statistics Reports. Each of these reports with the exception of the Outline Report creates an Excel worksheet. The Outline Report creates a Word document.

Attendance Report

The Attendance Report provides basic participant information, including name and Device ID, and shows who has attended the test.

Response Data Export Report

The Response Data Export Report gives the raw response data. It creates a table of values displaying the numerical response values for each Device ID.

6 Tools

TestingPoint offers several tools that allow you to use the powerful, advanced features:

- Create and assign standards for evaluating participants
- Create a test from a TurningPoint Session
- Create a test from a QTI, Word, Excel or XML Document
- Create a test from a Question Bank
- Export a test or session into VantagePoint
- Create a test aligned to state standards using QuestionPoint
- Use the Integrations Tool to download participant lists and upload test results to Learning Management Systems

Standards

TestingPoint's standards tools allow you to use built-in standards per state/country, type, subject and grade level or create your own lists of standards on which participants can be evaluated. For training, teaching, or testing, standards help you organize the material in your test into subject areas, competencies, or other standards which the participants should meet. You can then view the participants' results by standards using Reports.

Before you can assign standards to test questions, you need to select from the Built-in Standards or create a list of the standards you will be using.

This section describes how to:

- ***Create a Built-in Standards List***
- ***Create a Custom Standards List***
- ***Assign Standards to Questions***

Create a Built-in Standards List

TestingPoint comes with built-in standards per state, type, subject and grade level. You can create a list of standards using any of these criteria.

To create a Built-in Standards List…

1. Click **Tools** on the TestingPoint Toolbar and select **Standards**.
2. Select the **Built-in Standards Lists** tab.

   A window opens and displays four drop-down menus: state, type, subject, and grade level.
3. Select a state or country from the **Select a state** drop-down menu.
4. Select a type from the **Select a type** drop-down menu.
5. Select a subject from the **Select a subject** drop-down menu.
6. Select a grade level from the **Select a grade level** drop-down menu.

   All of the Standards for the selected state, type, subject, and grade display in the left pane of the Standards window.
7. Select a **standard** from the list.
8. Select the **question** to assign the standard to from the Current Selection drop-down menu.

9 Select the **right arrow button (>)** to assign the standard to a question.

The standard displays in the list of standards in the right of the Standards window.

Remove a standard by selecting the standard on the right of the Standards window, then click the left arrow button (<).

10 Repeat these steps beginning with step 7 to add standards to additional questions.

Assign multiple standards or use multiple Standards Lists.

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

11 When you are finished assigning standards, click **Done**.

Create a Custom Standards List

TestingPoint allows you to create a list of standards to suit your specific needs.

To create a Custom Standards List…

1 Click **Tools** on the TestingPoint Toolbar and select **Standards**.

2 Select the **Custom Standards Lists** tab.

The Select a Custom List drop-down menu displays the current Standards list associated with the active test.

The drop-down menu allows you to choose from the Standards Lists in your Standards folder.

The **Load** button allows you to import a Standards List to your Standards folder from another location on the computer or network.

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

The **New** button allows you to create a custom Standards List.

3 Click **New**.

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

4 Enter a **name** in the box provided and click **OK**.

TestingPoint creates the Standards List in your Standards folder, displays it in the Custom Standards List drop-down menu, and displays the new Standards List in the left-hand pane of the Standards window.

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

5 To add a Category or a Standard, complete the following steps.

a Click **Add Category** or **Add Standard**.

TestingPoint prompts you to enter a title for the Category or Standard.

b Enter a **name** in the box provided and click **OK**.

TestingPoint adds the Category or Standard to the Parent Category you selected.

c Repeat steps a and b to add additional Categories and/or Standards.

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

6 When you are finished creating your Standards List, click **Done**.

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

7 Click **Yes**.

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

Next Steps

To associate standards with questions, follow the instructions in the next section, ***Assign Standards to Questions***.

Assign Standards to Questions

Assigning standards to questions allows you to use Turning Reports to assess participant performance on questions relating to the standards.

Before You Begin

You should create or obtain a Standards Lists to be assigned to the questions. Find more information in ***Create a Built-in Standards List*** on page 68 or ***Create a Custom Standards List*** on page 69.

To assign standards to questions…

1 Click **Tools** on the TestingPoint Toolbar and select **Standards**.

The Standards window opens displaying two tabs: Built-in Standards Lists and Custom Standards Lists.

2 Select either **Built-in Standards Lists** or **Custom Standards List**.

The remaining steps are the same for both applying a Built-in Standards or Custom Standards list.

3 Select a **Standards List** in one of the following ways:

a Select a **Standards List** from the Standards folder using the Current Standards List drop-down menu.

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

b Select a **Standards List** from elsewhere using the Load button.

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

c Use the Built-in Standards List.

4 Choose a question from the **Current Selection** drop-down menu.

5 Select a **standard** from the list.

6 Select the **right arrow button (>)** to assign the standard to a question.

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

Remove a standard by selecting the Standard on the right-hand side of the Standards Window, then click the left arrow button (<).

You can also remove a Standard by highlighting it and pressing the delete key on the keyboard.

7 Repeat these steps beginning with step 4 to add standards to additional questions.

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

> ***Note*** You can assign multiple Standards or use multiple Standards List by starting with step 3.

8 When you are finished assigning standards, click **Done**.

Next Steps

Several reports allow you to assess participant performance on the standards you assigned. Find more information in ***Chapter 5: Reports***.

Import Tests

This section describes how to:

- ***Import Questions from TurningPoint***
- ***Import Questions from a Question Bank***
- ***Import Questions from QuestionPoint***

Using these features of TestingPoint provides a quick way to create test questions from question and answer data, found in other Turning files.

Import Questions from TurningPoint

TestingPoint retains the question settings used in the TurningPoint sessions such as answer value, point value and if a question has been assigned as a demographic question.

To import questions from TurningPoint…

1. Click **Tools** on the TestingPoint Toolbar mouse over **Import** and select **TurningPoint Session**.
2. **Navigate to the session** you would like to import and select it.
3. Click **Open** to continue.

   TestingPoint creates a test from the TurningPoint Session you imported.

Import Questions from a Question Bank

TestingPoint provides you with the ability to create a Question Bank and to then use that Question Bank to insert single or multiple questions into a test.

Before You Begin

Prior to inserting questions from a Question Bank you must have a Question Bank already created. Find more information in ***Creating a Test Document*** on page 18.

To insert a question from a Question Bank…

1. Click **Tools** on the TestingPoint Toolbar and select **Insert from Question Bank**.
2. Navigate to the **Question Bank** from which you would like to insert questions and select it.

3 Click **Open** to continue.

The Import from a Question Bank Window opens.

4 Select the question or questions (by holding Ctrl on your keyboard).

5 Click **Done**.

TestingPoint creates the test.

Import Questions from QuestionPoint

QuestionPoint is a question bank of 30,000 high quality assessment items aligned to state standards, sorted by grade and subject.

Question Point has been integrated with the TurningTalk User Community. You can use the content found in QuestionPoint to create an interactive presentation. For complete information on how to use QuestionPoint, please refer to the QuestionPoint User Guide which can be downloaded from the Turning Technologies website.

To generate a test using QuestionPoint…

1 Click **Tools** on the TestingPoint Toolbar mouse over **Parser** and select **QuestionPoint**.

2 Select the QuestionPoint content file (.tqz).

3 Click **Open**.

4 Click **Yes** to add the content to the current test, **No** to add content to a new test.

5 The QuestionPoint content is now included in the test.

Next Steps

Learn about how to export test information to VantagePoint to assess and compare test results in ***Using VantagePoint with TestingPoint***

Parser Documents

The TestingPoint Parser can import four kinds of documents:

- a QTI document
- an XML document
- a Microsoft Word document (.doc)
- an Excel spreadsheet (.xls)

To be imported by the TurningPoint Parser, these documents must be formatted in the proper way. The following sections describe the proper formatting.

This section describes how to:

- ***Format QTI Documents***
- ***Format XML Documents***
- ***Format Word Documents***
- ***Format Excel Documents***

Format QTI Documents

TestingPoint can convert your Respondus content into an interactive presentation through the QTI parser. Acceptable question formats are:

- Multiple Choice
- Multiple Response
- True/False
- Fill-in-the-Blank

To format Respondus content for the TestingPoint QTI parser...

1. Open your Respondus software with a current personality of **IMS QTI 1.1+**.
2. **Create** or **Edit** your test.
3. Click the **Preview & Publish Tab** and select **Save QTI XML File**.
4. Select **QTI XML zip file**.
5. Click **Save As**.
6. Name the file and click **Save**.

Format XML Documents

The following is a basic shell of the XML document type accepted by the TurningPoint Parser:

```
<slides count=”” id=””>
  <slide id=”” type=”” multiresponse=””>
   <question alias=”” filename=”” imageposition=”” />
   <topic id=””>
  </topic id>
   <answers>
      <answer alias=”” value=”” filename=”” />
    </answers>
  </slide>
</slides>
```

Each element is described below, along with an example and an explanation of the attributes.

> **Note** Remember that the following characters are reserved in XML: < > & ‘ “
>
> Use the XML entities for these characters (`< > & ' "` respectively).

slides

The slides element is the top-level element in the XML document and contains all the information TurningPoint requires to create the interactive presentation. The `slides` element contains a number of `slide` elements.

```
<slides count=”1” id=”86FF9DB9”>
</slides>
```

Attribute	Description
count	The total number of slide elements in the presentation.
id	An optional attribute that contains a unique identifier for the group of slides.

slide

Each `slide` element contains the question and answer information for a single slide.

```
<slide id=”E15F45B” type=”D” multiresponse=”1”>
</slides>
```

Attribute	Description
id	An optional attribute that contains a unique identifier for the slide.
type	Defines what type of slide to create using a single-letter code. The following types are accepted: • Q = standard question slide • P = picture slide • D = demographic slide • S = speed scoring slide • F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • M = moment to moment slide
multiresponse	An optional attribute that contains the number of responses allowed per response device for the slide. Accepted values are 1–10.

question

The `question` element contains the question information (as attributes) and the question text (as content).

```
<question alias=”Gender?” filename=”” imageposition=””>
  What is your gender?
</question>
```

Attribute	Description
alias	An optional attribute that contains an alias for the question.
filename	An optional attribute that contains a filename for a picture that can be included with the question.
imageposition	An optional attribute that sets the question picture position. The following are acceptable values: • L = Left • R = Right • F = Full

topic

The `topic` element contains the question topic.

```
<topic id=””></topic>
```

Attribute	Description
id	An optional attribute that contains a unique identifier for the topic.

answers

The `answers` element contains a number of `answer` elements.

```
<answers></answers>
```

answer

Each `answer` element contains answer information (as attributes) and the answer text (as content) for a single answer.

```
<answer alias=”” value=”” filename=””>
  Female
</answer>
```

Attribute	Description
alias	An optional attribute that contains an alias for the question.
value	An optional attribute that contains a value for the answer. Valid answer values are “Correct”, “Incorrect”, or a point value from negative 10,000 through 10,000.
filename	An optional attribute that contains a filename for a picture that can be used in place of the answer text on the slide. This attribute is used only if the slide type attribute is set to “P”.

Format Word Documents

To create a Word document to be imported by the TurningPoint Parser, you must create an outline using the heading styles built into Word. You can apply the heading styles by either using the drop-down menu in the Formatting Toolbar, or in the Styles and Formatting pane available through the Format menu.

Each question must use the “Heading 1” style. The question is followed by several answers on separate lines using the “Heading 2” style.

In addition to the question and answer text, you can use optional TurningPoint tags to control other settings. Each TurningPoint tag must use the “Heading 3” style. Tags occur at the start of the outline (for tags that apply to the entire presentation) or on the lines immediately following a question or answer (for tags that apply only to a specific question or answer). A tag is formatted in the following way:

```
<tag>value
```

All tags are optional. If omitted, the slide will default to a standard question slide.

The tags are described in the following table.

Tag	Location	Description and Allowed Values
<c>	Start of outline.	The number of slides in the presentation.
<d>	Start of outline or following a question.	Contains the Session ID (if at the start of the outline) or topic ID (if following a question).
<a>	Following a question or an answer.	Contains an alias for a question or an answer.
<t>	Following a question.	Defines what type of slide to create using a single-letter code. The following types are accepted: • Q = standard question slide • P = picture slide • D = demographic slide • S = speed scoring slide • F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • M = moment to moment slide

Tag	Location	Description and Allowed Values
<f>	Following a question or an answer.	The filename of a picture file. If the tag follows a question, the picture will be added next to the question text on the slide. If the slide type is “P” and the tag follows an answer, the picture will replace the answer text on the slide.
<n>	Following a question.	Contains the question picture position. The following are acceptable values: • L = Left • R = Right • F = Full
<m>	Following a question.	Contains the number of responses allowed per ResponseCard for the slide. Accepted values are 1–10.
<p>	Following a question.	Contains the question topic.
<v>	Following an answer.	Contains a value for the answer. Valid answer values are “Correct”, “Incorrect”, or a point value from negative 10,000 through 10,000.

Format Excel Documents

You can format an Excel spreadsheet so that it can be used with the TurningPoint Parser. The TurningPoint Parser will only use the data displayed in the first sheet of an Excel Workbook to create question slides. Figure 3-1 displays a sample Excel spreadsheet that contains information to create four TurningPoint slides.

Figure 3-1

	A	B	C	D	E	F
1	<d>123					
2	Which is a fish?	Sunset	Skier	Fish		
3	<t>P	<f>Sunset.jpg	<f>Freestyle.jpg	<v>c<f>Fish.jpg		
4						
5	What color is a toad?	Green	Tan	Brown		
6	<t>Q<a>Toad color	<v>5	<v>10	<v>10		
7						
8	Which do you prefer?	Mac OS	Windows			
9						
10	When is your birthday?	January - March	April - June	July - September	October - December	
11		<a>Jan-Mar	<a>Apr-Jun	<a>Jul-Sep	<a>Oct-Dec	
12						
13						
14						

Figure 3-1 displays four questions and their corresponding answers. Column A contains Question Text, columns B through K may contain Answer Text. All columns that follow after column K are ignored by the TurningPoint Parser. The text does not have to be in a specific font. If you want to use Questions and Answers only, there must be a blank line after each Answer row. If you wish to use tags, use one row for the Question and Answer Text, one row for all of the tags (multiple tags are allowed per cell, see cell D3 in Figure 3-1), and one blank row below the tags.

Note Make sure to include only one blank row between each tag row and the following Question row. As soon as the TurningPoint Parser detects two blank rows, it will stop searching for text.

The spreadsheet also contains several TurningPoint tags that allow the TurningPoint Parser to process additional information about the format of slides. A detailed listing of the TurningPoint tags and how they are used in figure 3-1 is shown below in figure 3-2. This table explains how the tags are used in figure 3-1 to format interactive slides. The tags are not case sensitive.

Figure 3-2

Tag	Cell #	Description and Allowed Values
<d>	A1	Session ID
	A2, or any untagged row in column A	Question Text

Tag	Cell #	Description and Allowed Values
<a>	A6, or directly below any Question Text	Question Alias Text
<t>	A3 or directly below Question Text	Defines what type of slide to create using a single-letter code. The following types are accepted: • Q = standard question slide • P = picture slide • D = demographic slide • S = speed scoring slide • F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • M = moment to moment slide
	A2, B2, C2, or any cell directly to the right of Question or Answer Text	Answer Text
<f>	B3, C3, D3, or directly below Answer Text	The filename of a picture file. If the tag follows a question, the picture will be added next to the question text on the slide. If the slide type is “P” and the tag follows an answer, the picture will replace the answer text on the slide.
<n>	In the cell directly below the Answer Text	Contains the question picture position. The following are acceptable values: • L = Left • R = Right • F = Full
<m>	In the cell directly below a question	Contains the number of responses allowed per ResponseCard for the slide. Accepted values are 1 to 10.
<p>	In the cell directly below the Question Text	Contains the question topic.
<v>	B6, C6, D6, or preceding any numerical Answer Text	Contains a value for the answer. Valid answer values are c or C for Correct, i or I for Incorrect, or a point value from negative 10,000 through 10,000.

Using VantagePoint with TestingPoint

VantagePoint is a data assessment management system that enables superintendents, curriculum directors, principals, and teachers to view quarterly Adequate Yearly Progress (AYP) and performance reports in real-time at the district, building and classroom level.

VantagePoint allows you to monitor and improve performance on state testing through aggregate tracking and reporting to determine early intervention needs. VantagePoint provides TestingPoint a mechanism by which you can evaluate your class progress by comparing your TestingPoint session against your state's standards.

Upload a Test File to VantagePoint

You must upload your TestingPoint test file to VantagePoint before you can upload your session results. Once the test file has been uploaded, it can be downloaded and used by any teacher in your district.

To upload a test file VantagePoint…

1 Click **Tools** on the TestingPoint Toolbar and select **VantagePoint**.

A window opens and displays text entry boxes for the VantagePoint login information (Server URL, User Name, and Password).

Contact Turning Technologies Customer Support at 1-866-746-3015 to obtain login information.

2 From the VantagePoint window, enter the **Server URL, User Name, Password**.

> ***Note*** After you have successfully logged into VantagePoint once, your URL and Username are saved.

3 Click **Login**.

A window opens and displays the Subject and Academic Term drop-down menus.

4 Select a subject from the **Subject** drop-down menu.

5 Select a term from the **Academic Term** drop-down menu.

6 Select a grade from the **Grade** drop-down menu.

7 Click **Next**.

A window opens and provides you with three options: 1) Upload Test File, 2) Upload Session and 3) Download Test.

8 Select **Upload Test File**.

9 Click **Next**.

10 Enter the **Test Name** in the box provided.

11 You can select to upload either the **Current Test,** which would be the open test document, or **Browse** to a test in another location.

12 Click **Upload**.

You receive confirmation that the test has been uploaded successfully.

13 Click **OK**.

The message box disappears and the VantagePoint window closes.

Upload Session Results to VantagePoint

You can upload session results to VantagePoint in order to assess results and compare them with the results of other testing sessions.

1 Click **Tools** on the TestingPoint Toolbar and select **VantagePoint**.

A window opens and displays text entry boxes for the VantagePoint login information (Server URL, User Name, and Password).

Contact Turning Technologies Customer Support at 1-866-746-3015 to obtain login information.

2 From the VantagePoint window, enter the **Server URL, User Name, Password**.

> ***Note*** After you have successfully logged into VantagePoint once, your URL and Username are saved.

3 Click **Login**.

A window opens and displays the Subject and Academic Term drop-down menus.

4 Select a subject from the **Subject** drop-down menu.

5 Select a term from the **Academic Term** drop-down menu.

6 Select a grade from the **Grade** drop-down menu.

7 Select **Next**.

A window opens and provides you with three options: 1) Upload Test File, 2) Upload Session and 3) Download Test.

8 Select **Upload Session**.

9 Click **Next**.

10 Choose the **Assessment** associated with the session results from the drop-down menu.

11 You can select to upload either the **Current Session** or **Browse** to a saved session in another location.

12 Click **Upload**.

You receive confirmation that the session results have been uploaded successfully.

13 Click **OK**.

The message box disappears and the VantagePoint window closes.

Download a Test from VantagePoint

Once a TestingPoint Test File has been uploaded to VantagePoint, it is available for download by any user within that district.

1 Click **Tools** on the TestingPoint Toolbar and select **VantagePoint**.

A window opens and displays text entry boxes for the VantagePoint login information (Server URL, User Name, and Password).

Contact Turning Technologies Customer Support at 1-866-746-3015 to obtain login information.

2 From the VantagePoint window, enter the **Server URL, User Name, Password**.

Note After you have successfully logged into VantagePoint once, your URL and Username are saved.

3 Click **Login**.

A window opens and displays the Subject and Academic Term drop-down menus.

4 Select a from the **Subject** drop-down menu.

5 Select a term from the **Academic Term** drop-down menu.

Choose from Term 1 through 4.

6 Select a grade from the **Grade** drop-down menu.

Choose from Pre-K to Twelfth grade.

7 Click **Next**.

A window opens and provides you with three options: 1) Upload Test File, 2) Upload Session and 3) Download Test.

8 Select **Download Test**.

9 Click **Next**.

10 Select the **Test Name** from the drop-down menu.

11 Click **Download**.

The VantagePoint window closes and the TestingPoint test opens.

Settings

TestingPoint test settings provide you with a way to manage the settings for your test document.

Open TestingPoint Settings

1. Click **Tools** on the TestingPoint Toolbar and select **Settings**.
2. In the left-hand side of the window, click **Test**.

Test Settings

Test settings provide you with the following options:

Test Settings

Setting	Description
Group Question Type Order	This setting provides you with the ability to arrange the order of your questions.
Different Versions of Test	This setting determines the default number of different test versions when you select Print Test from the TestingPoint Toolbar.

Multiple Choice Settings

Setting	Description
Default Number of Answers	This setting pre-sets the allotment of answer choices inserted with a new question.
Default Number of Columns	This setting pre-sets the number of columns inserted with a new question.
Format to use Picture or Equation Choices	This setting allows you, by default, to format your answer choices for pictures or equations.

Multiple Response Settings

Setting	Description
Default Number of Answers	This setting pre-sets the allotment of answer choices inserted with a new question.
Default Number of Columns	This setting pre-set the number of columns inserted with a new question.
Multiple Response Default	This setting pre-sets the allotment of expected answer choices that a participant may select with a new question.
Format to use Picture or Equation Choices	This setting allows you, by default, to format your answer choices for pictures or equations.

Matching Settings

Setting	Description
Default Number of Answers	This setting pre-sets the allotment of answer choices inserted with a new question.
Format to use Picture or Equation Choices	This setting allows you, by default, to format your answer choices for pictures or equations.

Answer Settings

Setting	Description
Answer Bullet Format	This setting pre-sets the character type that represents your answer options.
Correct Point Value	This setting pre-sets points associated with your correct answer.
Incorrect Point Value	This setting pre-sets points associated with your incorrect answer.

Misc

Setting	Description
Include Document	This setting determines if the Word Document (.doc/.docx) is saved with the Test File (.txlt). It is recommended to set this to True to save extra formatting of questions or objects outside of the TestingPoint tables. If set to False, only TestingPoint questions and objects will appear the next time you open the Test File (.txlt).

Setting	Description
Language	This setting allows you to change TestingPoint to match the supported language versions of Microsoft Windows and Microsoft Office environments.
Show Startup Screen	This setting determines if the startup screen is activated when TestingPoint is launched.

Integrations

TestingPoint integrates with several Learning Management Systems allowing you to:

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

How to Login to a LMS

1. Open the **Test Administrator**.
2. Click **Tools** and select **Integrations**.
3. From the Management System drop-down menu select the LMS.
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 90.

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 ***Chapter 3: Track Participants and Teams***.

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 90.

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**.