

# TurningPoint® AnyWhere

## User Guide



**TurningPoint**  
AnyWhere

Version 2.3

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

**FCC Statement**

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

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

**Canada Statement**

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

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

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# 1 About TurningPoint AnyWhere

## Introduction to TurningPoint AnyWhere

Using a floating toolbar, TurningPoint AnyWhere allows polling from content in whiteboard software, web browsers, PDFs, Word documents and more. No additional preparation necessary. Use existing presentations or classroom materials. No conversion into any other application is required. Assessment and tracking for groups or individuals is also easily accomplished with a powerful reporting engine.

Features include:

- Floating toolbar allows for polling in any program.
- Polling can be opened or closed at any time, regardless of what program is running.
- Displays results graph as an overlay or in a separate window.
- Floating toolbar positioning for convenient viewing of polling tools or other applications.
- Allows for creation of a Participant List, enabling tracking of individual responses.
- Save collected responses and generate reports at a later time.

## System Requirements

### Hardware Requirements

The following hardware specifications are required before installing TurningPoint AnyWhere:

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

### Requirements for Software

The following software application is required to take full advantage of TurningPoint AnyWhere capabilities:

- Mac OS X 10.4 or higher

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## How to Download TurningPoint AnyWhere

To ensure use of the latest version, download TurningPoint AnyWhere from the Turning Technologies web site.

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

## How to Install TurningPoint AnyWhere

TurningPoint AnyWhere can be downloaded from the Turning Technologies web site at [www.turningtechnologies.com/downloads](http://www.turningtechnologies.com/downloads).

- 1 **Run** the TurningPoint AnyWhere Disk Image file (dmg).
- 2 **Click** and **drag** the TurningPoint AnyWhere logo to the folder on the right.

This will place TurningPoint AnyWhere in the Applications folder.

TurningPoint AnyWhere is now ready for use.

- 3 **Eject** the Disk Image File.

---

## How to Open TurningPoint AnyWhere

- 1 **Click** the TurningPoint AnyWhere icon.

TurningPoint AnyWhere will now open

# The TurningPoint AnyWhere Showbar

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

- A Start/Stop Polling button to control when to open or close polling.
- A Chart button to display dynamic charts that adjust as responses are received.
- The Responses and Feedback areas indicate when a response or feedback has been received.

## Touring the TurningPoint AnyWhere Showbar

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

Close	Closes the TurningPoint AnyWhere Showbar. However, this button does not close the TurningPoint AnyWhere application.
Open Polling	Opens polling allowing participants to responding to questions.
Close Polling	Closes polling and prevents participants from responding to questions.
Display Results Window	Displays or hides the polling results window.
Action Button	Allows the user to display or hide the polling results window, Connection Info window, Question Info window, and the Presentation Window.
Response Counter	Displays the number of responses received. The text of the Response Counter is green when polling is open and white when polling is closed.
User Feedback Counter	Displays User feedback Counter and the number of User Feedback received.The text of the feedback counter is green when polling is open and white when polling is closed.
Select question from Question List	With a Question List loaded, all available questions in that list are displayed for use in the selection dropdown menu.
Display Presentation Window	Displays User feedback Counter and the number of User Feedback received.The text of the feedback counter is green when polling is open and white when polling is closed.

# 2 Response Device Configuration

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

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

**Note** TurningPoint AnyWhere supports only the ResponseCard family of keypads.

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## How to Configure Radio Frequency or Infrared ResponseCards

To set up the response devices...

- 1 Connect the **device receiver** to the USB port of the presentation computer.

The device is now ready for use.

**Important** If you are using a receiver licensed for TurningPoint 2003 or 2006 you must upgrade your license code. Contact your Account Executive or Customer Service to receive a new license code for TurningPoint 2008. Please see **Contacting TurningTechnologies Customer Service** on page 29.

### Next Steps

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

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## How to Configure ResponseWare

This section covers the steps to setup TurningPoint AnyWhere for communication with the ResponseWare server. You must have a ResponseWare account to complete the steps below.

- 1 Click **Window** and select **ResponseWare** from the TurningPoint AnyWhere menu bar.

The main ResponseWare screen opens.

- 2 Enter your ResponseWare **Username**, **Password** and the **Event Code** if applicable.

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

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

You are now connected to the ResponseWare server.

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## How to Test the Response Devices

- 1 Click the TurningPoint AnyWhere menu on the toolbar and select Preferences.

The TurningPoint AnyWhere Preferences window opens, displaying two tabs: Settings and Polling Test.

- 2 Click the **Polling Test** tab.

TurningPoint AnyWhere displays the Polling Test screen. Use this screen to verify that TurningPoint AnyWhere can receive responses from the devices.

- 3 Click **Start Test**.

TurningPoint AnyWhere is now ready to accept responses from the response devices.

- 4 Press a button on a ResponseCard or send a response from ResponseWare.

TurningPoint AnyWhere displays the Device ID, and the key entry from each response device in the order in which they were tested. The number of devices that have been tested appears to the right of the text Devices in the left column.

**Important** If using an IR system, be sure to have a clear line of sight to the IR Receiver.

- 5 Click **End Test**.

TurningPoint AnyWhere ends Polling Test.

- 6 **Close** the Preferences window.

The response device testing is now complete.

# 3 Participant Lists

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

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

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## How to Create a Participant List

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

- 1 Click **Participant Lists** and select **Create Participant List** from the TurningPoint AnyWhere menu bar.

The TurningPoint AnyWhere Participant List Assistant window opens.

- 2 Select a template to be used for the new Participant List.

### Participant List template choices include:

Education	Contains standard student information used for K-12 and higher education presentations, such as name and student ID.
Corporate	Contains entries for the information most often used in corporate feedback meetings including name, company name, telephone numbers, etc.
All Available Fields	Contains all information entries defined for use with TurningPoint AnyWhere.
Blank	Allows personalized Participant List to be created
Custom	Allows previously created templates to be selected from the list

**3** Click **Continue**.

TurningPoint AnyWhere displays the Participant List information entries (called fields). All entries that make up the template appear in the Selected Fields region on the right. Use this page to add, delete, or reorder the entries that make up the template.

**4** Click **Continue**.

The Participant List Summary screen displays the file name and number of fields.

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

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

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

- a. To load and use the newly created Participant List, Click the Action button in the lower left corner. Choose **Save and Use in Next Session**

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

**7** Select a field and type in the participant information.**8** Press **Enter** on the keyboard to go to the next row.**9** Repeat step 7 - 8 until all participant information has been entered.**10** Click **Done**.

**Tip** To save the Participant List AND automatically load it for polling, click File and select Save and Load.

The Participant List Information is automatically saved.

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## How to Edit a Participant List

After a Participant List has been imported or created with the Participant List Assistant, changes can be made to a Participant List or deleted altogether.

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

- 1 Click **Participant Lists** and select **Edit a Participant List** from the menu bar.
- 2 Select the desired Participant List and click **Open**.
- 3 To edit existing participant information, select the field and enter the new information.
- 4 Rename a field or group:
  - a Select the field or group to be renamed.
  - b Click the Action Menu in the bottom left-hand corner of the window and select **Rename Field**.
  - c Select **Rename Field**.

A text entry window opens.
  - d Enter the new name of the field
  - e Click **Change**.
- 5 Remove a field or group:
  - a Select the field or group to be removed.
  - b Click the Action Menu in the bottom left-hand corner of the window and select **Delete Field**.
- 6 Rearrange the column order of the Participant List:
  - a Select the column to be moved.
  - b Drag and drop the column to the new location.
- 7 Click **Done**.
- 8 Click **Save** to keep the changes.

---

## How to Load a Participant List

- 1 Click **Participant List** on the TurningPoint AnyWhere menu bar.
- 2 Select the Participant List to be used with the current session.

*Tip* To have a Participant List automatically created based on responding participants, select Auto in the Participant List dropdown menu. (This is the default option in TurningPoint AnyWhere).

Select Anonymous if you do not want to track participant information..

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## Real-Time Registration Tool

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

- 1 Click **Participant List** and select an available **Participant List** containing the participants that will be registering their response devices.
- 2 Click **Participant List** and select **Real-Time Registration Tool**.
- 3 Click **Play** to open registration to participants.
- 4 Participants press the corresponding key that matches their name.
- 5 Once all of the participants have responded, click **Pause**.
- 6 Close the Real-Time Registration Tool by clicking the close button in the upper left-hand corner of the window.
- 7 Click **Save** to keep the participant list with the updated participant information and close the real-time registration tool.

---

## Verify Participants and Device IDs

A Participant List that contains the participant names and Device IDs is required. For instructions on how to create a participant list see *How to Create a Participant List* on page 8.

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

---

## How to Delete a Participant List

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

**Caution** This action cannot be undone within TurningPoint AnyWhere. Recovery of the Participant List can be done from the **Trash Can**.

# 4 Question Lists

Question Lists allow you to define questions, and set correct answers ahead of time for polling. The question and answer choices are displayed in a separate window.

---

## Setting up a Question List

- 1 Click **Question List** and select **New Question List**.
- 2 Enter the question text and response choice(s).
  - a To add additional response choices, click (+) at the bottom of the response choices.
  - b To add additional questions, click (+) at the bottom of the questions.
  - c To add a Countdown Timer, check the box to the left of “Display Countdown Timer”, then enter number of seconds for the timer.
  - d To add a correct answer indicator, check the box to the left of “Display Correct Answer Indicator”.
  - e To set response choice answer values, select the drop down box on the right of each response choice and select the appropriate value.
  - f To align a question to a Standard, click **Edit Standards...** in the bottom right of the screen. Then select the corresponding standard for the question.
- 3 Click the Action button on the bottom left of the screen and select **Save As** to save the Question List.

---

## How to Use a Question List

Opening a Question List loads the questions into the TurningPoint AnyWhere showbar.

Opening a Question List...

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

Using a Question List in a polling session...

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

**Note** The next question in the Question List will automatically be loaded once polling is closed. To poll on a topic without a question, select **Blank** at the bottom of the Question List.

Close a Question List...

- 1 Click the Close button (X) on the right side of the question list on the Showbar.

---

## How to Parse Content Into a Question List

- 1 Click **Question List** and select **Open Question List...** or **New Question List...**
- 2 Click the **Action button** in the lower left corner.
- 3 Choose one of the following:
  - Parse TurningPoint XML File - Description
  - Parse QuestionPoint File - Description
  - Parse QTI File - Description
- 4 Select the file and Click Open.

**Note** If parsing in incompatible questions, a warning dialogue box will display the questions being omitted.

- 5 Save the Question List.

---

## How to Print a Question List

- 1 Click **Question List** and select **Open Question List...**
- 2 Click the **Action button** in the lower left corner.
- 3 Click **Print**.

---

## How to Edit a Question List

- 1 Click **Question List** and select **Edit Existing Question List** or **Edit Current Question List** if the Question List you want to edit is opened in the Showbar.
- 2 Select a Question List.
- 3 Click **Open**.
- 4 Enter the question text and response choice(s).
  - a To add additional response choices, click (+) at the bottom of the response choices.
  - b To add additional questions, click (+) at the bottom of the questions.
  - c To add a Countdown Timer, check the box to the left of “Display Countdown Timer”, then enter number of seconds for the timer.
  - d To add a correct answer indicator, check the box to the left of “Display Correct Answer Indicator”.
  - e To set response choice answer values, select the drop down box on the right of each response choice and select the appropriate value.
  - f To align a question to a Standard, click **Edit Standards...** in the bottom right of the screen. Then select the corresponding standard for the question.
- 5 Click the Action button in the lower left corner and select **Save**.
- 6 **Close** the Question list when complete.

# 5 Polling

This section covers the many different options available for polling. By default, clicking the **Open Polling** button on the TurningPoint AnyWhere showbar will allow the participants to respond with 1 (A) - 10 (J). TurningPoint AnyWhere also offers customizable options to limit the number of response choices.

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

- 1 Click **Open Polling** on the showbar.
  - The Open Polling button now becomes the Stop Polling button.
  - Click the **Chart button** on the TurningPoint AnyWhere showbar to bring up a dynamic chart that will adjust to the responses being received. The chart will remain on screen until you click the Chart button again.
  - A Countdown timer can be added by clicking Polling and selecting Countdown Timer from the menu bar or pressing the user defined hot key sequence. The default time on the Countdown Timer is 30 seconds unless changed in the preferences or Question list.
- 2 After the participants have responded, click the **Close Polling** button.

Polling closes and the chart is displayed.

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## How to Add a Question on the Fly

- 1 Click and hold the **Open Polling Button**.
- 2 Select the polling option from the menu.

Polling automatically opens after a selection is made from the Polling menu.

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

Polling closes and the chart is displayed.

## Anonymous Polling

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

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

Polling will now open.

- To view the Dynamic Chart, click on the Display Results Window button on the showbar. The Dynamic Chart will show all responses in real-time on the chart.
- 4 After the participants have responded, click the **Close Polling** button.

Polling closes and the graph will be displayed.

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

## On-the-fly Questions

On-the-fly questions allow for Custom Questions, Anonymous questions if using a Participant List, questions with 2-10 answer choices, fill in the blank, and numerical responses be presented to the audience.

Creating an On-the-fly question

- 1 Click **Polling** then select the appropriate question type.
- 2 Enter Question and Answer text if using a Custom Question.

Setting response choices to correct or incorrect.

- 1 Click **Chart** on the TurningPoint AnyWhere show bar.
- 2 Click the bar of the correct response choices.
- 3 Repeat the last step if there are additional correct response choices.

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## How to Add a Countdown Timer

Countdown timers provide a visual indicator of how much time is left for the audience to respond. The default time on a countdown timer is 30 seconds. If a Countdown timer is used, polling is automatically closed when the timer reaches zero.

- 1 Open polling
- 2 Click **Polling** and select **Countdown Timer**
- 3 Click **+** to add time to the countdown or **-** to deduct time from the countdown. +/- 5 seconds per click.

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## How to Add a Response or Non Response Grid

- 1 Click the **Gear Icon** on the ShowBar and select **Show Response Grid** or **Show Non Response Grid**.
  - A shortcut key can be specified in the TurningPoint AnyWhere settings.

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## How to reset a Session

Reset Session clears all response data.

- 1 Click **File** and select **Reset Session**

# 6 Session Management

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## How to save a session

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

---

## Continuing a Prior Session

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

- 1 Click the TurningPoint Anywhere **Status Item** and select **Continue Prior Session....**
- 2 Select a Session.
- 3 Click **Open**.

---

## Messaging and Feedback

The Messaging featured allows the presenter and participants to communicate via text messaging between supported devices.

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

- 1 User Feedback will be indicated on the TurningPoint AnyWhere Showbar.

Each time a new message or feedback is sent, the counter on the showbar will increase by 1.

- 2 Click **Window** and select **Messaging and Feedback**.

The Messaging and Feedback window will open and display which participant sent feedback.

- 3 Enter the text of your message/reply.

- 4 From the Send message to drop-down menu choose to send the response to All Devices or a Specific Device.

- If you choose to send the response to a specific device you must enter the Device ID in the text box to the right of the drop-down menu.

- 5 Click **Send Message**

- 6 To clear all message history, click **Clear History**.

**Note** Individuals and whole group messaging can be switched on the fly by selecting All Devices or Specific Device ID in the Send message to drop down box.

# TurningPoint AnyWhere Session Viewer

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

## Questions

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### How to Edit Questions and Answers

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

- 1 Click **Window** and select **Session Viewer**.
- 2 Click the **question** to be edited in the left pane.
  - The Question and Answer text boxes are displayed for that question.
  - Click the display graph icon to view the results from the question.
  - Click the display screenshot icon to view the question screenshot.
- 3 Click in the **Question Text** text box and enter the question text.
- 4 Click in the **Answer Text** text box and enter the question text.
- 5 Click in the **Answer Value** drop down box to set a response choice to correct or incorrect.

## Participants

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

Use the Participant Menu button on the bottom left hand of the session viewer to edit the current participant list. For detailed instructions see *How to Edit a Participant List* on page 10.

# 7 Reports

## How to Generate a Report

- 1 Click **Window** and select **Reports**.

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

- 2 Select **current session** (if not yet saved) or a **saved session**.

**Note** Sessions saved in other locations can be selected to generate a report by browsing to the other location and selecting the session file.

- 3 Once a session is selected, the Individual Results report is automatically displayed.
- 4 Other reports can be selected at the top of the Reports window.

Report	Description
Individual Results	Displays the participant response for each question, along with the question text.
Individual Score	Displays the participant response for each question, along with the question text and the participants score.
Results by Question	Displays the question and answer text, along with the overall responses of the participants.
Results by Question with Screenshots	Displays the question and answer text, along with the overall responses of the participant. A screenshot of the desktop also appears below each question.
Individual Standards	Displays the question and answer text along with the standard assigned to the question. All results are grouped by participant
Overall Standards	Displays the standards and the question and answer text, along with the overall responses of the participants.

- 5 Click **Print** to print the report.
- 6 Click **Save** to save the report.

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

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## How to Extract Screenshots

Screenshots are useful for relating response data to the content on screen at the time of polling. TurningPoint AnyWhere allows extracting for easy data analysis.

- 1 Save the session

See *Saving session files* on page 17.

- 2 Click **Window** and select **Extract Screenshot** from the TurningPoint AnyWhere menu bar.

A list of session files located in Documents/TurningPoint AnyWhere/Sessions is displayed. Navigate to any location for Session Files.

- 3 Select the Session File.

- 4 Set the **Output Directory**.

- 5 Click **Open**.

- 6 Click **Extract**.

Depending on the number of screenshots being extracted, this may take a few moments.

A message box will alert you when the screenshots have been extracted.

- 7 Click **OK**.

# 8 Integrations

TurningPoint AnyWhere integrates with the following Management Systems:

- Blackboard
- Moodle
- Performance Matters
- Sakai
- Turning Technologies Web Registration Utility
- WebCT 6/Vista Editions

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## Using the Export Assistant

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

- 1 Click **File** and select **Export Session Data...**
- 2 Select an **Export Scheme**.
- 3 Select a **Session**.

*Note* A prior Session can be imported if needed.

- 4 Click **Continue**.
- 5 In the **Question and Answers** tab, select the **questions** from the session to be included in the export. All are included by default.
- 6 In the **Participant Information** tab, select to include or exclude **participant information** for the export. It is included by default.
- 7 In the **Responses** tab, select to include or exclude **response information** for the export. It is included by default.

- 8 In the **Scores** tab, select to include or exclude **scoring information** for the export. It is included by default. Grade Scales, Bonus Questions and Scoring Options may also be set on this screen.
- 9 Click **Continue**.
- 10 Choose the proper Data Delimiter, Join Characters, and Text Qualifier.
- 11 Click **Continue**.
- 12 Verify that the information on the preview screen is correct.
- 13 Click the **Action Button** and choose **Save Export**.
- 14 **Name** the Export file and select a **Save Location**.
- 15 Click **Save**.
- 16 Click **Close**.

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## How to Log in to a LMS

- 1 Click **Window** and select **LMS integrations...**
- 2 Select your LMS system in the **Management System** dropdown box.
- 3 Enter the **LMS server address**.
- 4 Click **Connect**.
- 5 Select your institution from the **Institution** dropdown box.
- 6 Enter the **Username and Password**.
  - To have the information that has been entered to be saved for future use, check **Remember this information**.

7 Click **Continue**.

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

8 Choose a task

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

b Select **Export Grades/E-mail Student Grades** to export a session and e-mail student grades.

9 Click **Continue**.

---

## How to Import a Participant List

1 Select a **Course**.

2 Click **Continue**.

3 Name the Participant List and select the save location.

4 Click **Save**.

5 Click **Done**.

---

## How to Export Grades/E-mail Student Grades

1 Select a **Course**.

2 Click **Continue**.

3 Click **Select Session**.

4 Select the TurningPoint AnyWhere session to export.

- 5 Enter the Column Header and the Maximum Value for the session.
  - a Check **Email individual reports to students through LMS** to email the students their session results.
  - b Enter instructor **Email address**, this address will be displayed to the students as the sent from address.
  - c Check **Include Common Message** to send a message to the students in their report.

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

- d Select the location of the message to the students that is to be at the top or the bottom of the report.
- 6 Click **Continue**.
- 7 Click **Done**.

# 9 Preferences

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## How to Open the Preferences Window

- 1 Click **TurningPoint Anywhere** on the toolbar and select **Preferences....**

## TurningPoint AnyWhere Preferences

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

### Application Settings

#### Application Settings

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

#### Miscellaneous

Setting	Description
Correct Point Value	Determines the default point value for correct answers. Values can range from 10,000 to negative 10,000.
Incorrect Point Value	Determines the default point value for incorrect answers. Values can range from 10,000 to negative 10,000.

Setting	Description
Countdown Timer Duration	Allows you to specify the default time setting for the countdown timer.
Default Answer Count	Allows you to specify the default number of answer choices.

### Shortcut Keys

Setting	Description
Start/Stop Polling	Allows you to specify a keyboard shortcut to start/stop polling.
Show/Hide Response Grid	Allows you to specify a keyboard shortcut to show or hide the Response Grid.
Show/Hide Nonresponse Grid	Allows you to specify a keyboard shortcut to show or hide the Nonresponse Grid.
Show/Hide Countdown Timer	Allows you to specify a keyboard shortcut to display or hide the countdown timer.
Play/Pause Countdown Timer	Allows you to specify a keyboard shortcut to start or pause the countdown timer.

## Presentation

### Presentation

Description	Setting
Display Question and Answers	If set to True, will display question and answers in a presentation style when polling is open.
Question Font	Allows you to select the default font type for the presentation question.
Answer Font	Allows you to select the default font type for the answers.
Responses	Allows you to set the default number of responses a participant is allowed to send for one question.
Allow Duplicates	Determines if the same response is allowed to be sent multiple times.
Multiple Response Divisor	Determines whether the divisor used to calculate the percentages on a multiple response question will be the total number of responses received or the total number of devices that participated. The default is set to Devices

## General

### General Settings

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

### Chart Settings

Setting	Description
Chart Type	Allows you to specify the default chart type that is displayed when polling is closed.
Results Window Type	Allows you to specify a Transparent or Opaque Panel for the Results Window.
Display Font	Allows you to specify the font used for the chart labels.
First - Tenth Chart Color	Allows you to specify a color for the chart bar.

### Fill in the Blank / Numeric Response Slides

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

## Response/Non Response Grid Settings

Setting	Description
Grid Font Size	Allows you to specify the size of the font that appears on the response grid.
Grid Rotation Interval	The number of seconds a page of the response grid is displayed on the screen before moving to the next page.
Display Participant Names	Allows you to specify the text that appears in the response grids.
Cell Color 1 - 4	The colors of the cell that display when a response is received or has been changed.

## Response Devices

### Response Device General

Setting	Description
Force Channel Change	When set to True, allows you to retain the channel as set in the ResponseCard channel settings. If set to False, the channel will default to the last used channel on the ResponseCard RF Receiver.
Enforce Participant List	When set to True, allows you exclude the responses from participants who are not in the loaded Participant List. If set to False, all participants' responses will be accepted and appended to the end of the list.
Overwrite User Information	When set to True, allows User Information from a ResponseCard XR to overwrite information in a loaded participant list. If set to False, the User Information will be written only if that information is currently blank.
Invalid Response Notification	When set to True, allows the ResponseCard to blip red a few times to indicate an invalid response was chosen or green to indicate a valid response was chosen.

### ResponseCard Channels

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

## Polling Test

For step-by-step instructions on running a polling test see *How to Test the Response Devices* on page 7.

# 10 Important Note for Keynote® Users

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

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

# Contact Us

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

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

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