TurningPoint® AnyWhere

User Guide

Version 2.3

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.

1 Technical Requirements

- Microsoft Window 32 or 64 bit XP, Vista or 7
- Intel or AMD 600 MHz class processor (1 GHz or higher recommended)
- 256 MB RAM
- 60 MB hard disk space (an additional 32 MB is required if you do not have Microsoft .NET Framework 2.0 installed)
- 1024 x 768 resolution on a 32-bit color or higher
- Standard USB 1.1/2.0 port (for USB-based hardware devices)
- Ethernet or 802.11 compatible wireless network card*
- Requires an RF or IR Receiver or an active ResponseWare account

*Required if ResponseWare is used.

2 About TurningPoint AnyWhere

Introduction to TurningPoint AnyWhere

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

Features include:

- Floating toolbar will poll with ANY PC application
- Open and close polling at any time, regardless of program
- Dynamic charting will appear in new window and update with results
- Reports are available in CSV as well as HTML format
- Allows for creation of a Participant List, enabling presenter to track individual responses
- Session Viewer enables editing of current session
- Create and load question lists for advanced polling preparation

How to Download TurningPoint AnyWhere

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

1. Go to http://www.turningtechnologies.com/downloads.
2. Click **TurningPoint AnyWhere** product under the PC Software section.
   - 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 Open TurningPoint AnyWhere

1. Double click on the downloaded zipped file.
2. Copy Folder to the desired destination. The folder can be placed on the desktop in My Documents, or on a flash drive.
3. Once copied, open the folder and double-click **TurningPoint AnyWhere.exe**.

Note Create a short-cut for TurningPoint AnyWhere.exe on your desktop for quicker access to the application.

Warning Do not move TurningPoint AnyWhere.exe out of the folder. TurningPoint AnyWhere will not function properly if this file is moved.

The TurningPoint AnyWhere Showbar

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

3 Response Device Configuration

This section covers

- ***How to Configure Radio Frequency or Infrared ResponseCards***
- ***How to Configure ResponseWare***
- ***Note for Customers Using ResponseCard Receiver Part Number RRRF-01 or RRLR-01 or USB IR Receivers***

How to Configure Radio Frequency or Infrared ResponseCards

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

Next Steps

Use the polling test to verify the devices have been configured properly. See ***How to Test the Response Devices*** on page 9 for more information.

How to Configure ResponseWare

You must have a ResponseWare account to complete the steps below. If you do not have a ResponseWare account, please contact your Turning Technologies representative.

To configure ResponseWare for TurningPoint AnyWhere

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Tools** and select **ResponseWare**.

3 Enter the **Server Address**.

4 Enter your **Username** and **Password**.

- Placing a check mark in the box next to Save Information will save your account information.

5 Select to **Allow Guests** or **Require Login**.

6 If a **Reserved Session ID** was created through www.rwpoll.com, enter it in the Reserved ID box.

> ***Note*** Reserved Session IDs are custom IDs that allow presenters to keep the same Session ID. It also allows presenters to assign a Session ID in advance to notify remote users ahead of time.

7 Click **Login**.

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

8 Click **Close**.

Next Steps

Use the polling test to verify the devices have been configured properly. See ***How to Test the Response Devices*** on page 9 for more information.

How to Test the Response Devices

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

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

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

Note for Customers Using ResponseCard Receiver Part Number RRRF-01 or RRLR-01 or USB IR Receivers

Customers who have a ResponseCard Receiver with a part number on the back label of **“RRRF-01”** or **“RRLR-01”** or USB IR Receivers or have never installed any Turning Technologies products on the computer follow the instructions below.

1. Go to **C:\Program Files\Turning Technologies\TurningPoint AnyWhere 2008** or the specified install location and double click the **ftdi.exe** file.

   The InstallShield Wizard opens.

2. Click **Next** to continue.
3. Select **I accept the terms in the license agreement** if you agree to these terms.
4. Click **Next**.
5. Enter the **Customer Information** and click **Next**.
6. Select the Destination Folder and click **Next**.
7. Click **Install**.
8. Click **Finish** once the install process has completed.

4 Participants

The following sections describe:

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

How to Create a Participant List

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Participants** and select **Create Participant List**.

3 Select a **Participant List Template**.

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

4 Click **Next**.

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

You have the option to edit the selected fields:

- Double-click a field on the left to place it under Selected Fields on the right panel.
- Double-click a Selected Field on the right panel to remove it from the list, or click the field and click (-).

- Rearrange the order of the Selected Fields list by clicking the field and dragging it up or down the list.
- Add a custom field by clicking the (+) if a desired field is not listed in the left panel.

5 Click **Next**.

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

6 **Name** the Participant List.

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

7 Click **Finish**.

The Participant Information window displays.

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

8 Select a field and type in the participant information.

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

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

11 Click **Done**.

The Participant List Information is automatically saved.

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

How to Load a Participant List

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Participants** and **Load Participant** List and select one of the following:

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

How to Edit a Participant List

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Participant** and select **Edit Participant List**.
3. Select the **Participant List** and click **Open**.
4. There are several editing options available all of which can be accessed from the Participant Menu button in the bottom left corner of the window.
   - **Add a Field** - Click the Participant Menu button and select Add Field. Select a Field from the drop-down list or type the name of the new field in the box provided and click Add.
   - **Rename a Field** - Select the field and click the Participant Menu button, select Rename Field, enter the new name in the box provided, then click OK.
   - **Remove a Field** - Select the field you want to remove. The entire column is now highlighted. Click the Participant Menu button and select Remove Field.
   - **Add a Participant** - Select a row by clicking on the row number in the gray area to the far left. Click the Participant Menu button and select Add Participant. A blank row is added to the list below the select row. Enter the new participant information by typing in the blank boxes.
   - **Remove a Participant(s)** - Select a participant by clicking on the row number in the gray area. You may select more than one participant by holding shift or control when you select participants. Click the Participant Menu button and select Remove Participant(s).
   - **Check to rearrange column order** - Click the Participant Menu button and select Check to rearrange column order. A check mark is placed on the menu. Editing functionality is now limited. While this option is checked you can rearrange the columns by clicking the field names and dragging them into the desired order. When the columns have been rearranged, click the Participant Menu button again and select check to rearrange column order to remove the check mark.
5. Save the Participant List.

- To save the list with a different name. Click File and select Save As. Name the list and click save.
- To save the list with the original name. Click File and select Save.
- To save the list with the original name AND load the Participant List for polling. Click File and select Save and Load.

6 Click **Done**.

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

How to Verify Participants and Device IDs

You will need a participant list that contains participant names and Device IDs.

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Participants** and select **Participant List Display**.

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.

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Participants** and **Load Participant** List and select a participant List.
3. Click the **Main Menu** button (down arrow) on the showbar.
4. Mouse over **Participants** and select **Real-Time Registration Tool**.
5. Click **Registration Closed**. The button label changes to Registration Open and the participants can begin to register their devices.
6. Each participant must locate their name and press the number on their response device that corresponds with the number to the left of their name.

   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. Click 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.

5 Question Lists

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

How to Create a Question List

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Question List** and select **New Question List**.

- The Question Editor opens. Question List options are displayed across the top of the window, questions are listed in the left panel. Selecting a question in the left panel displays the question and answers in the middle panel. Question and Presentation Properties can be set in the right panel.

3 Type the **question text** in the box at the top of the middle panel.

> ***Note*** Questions can also be added to a Question List by importing them from another source. For more information see ***Importing Questions*** on page 20.

- Checking the box next to Anonymous in the Question Properties will not associate response data to an individual participant for that question only.
- To change the default correct point value of 1 or the default incorrect point value of 0, enter the new values in the text boxes provided under Question Properties.
- From the Responses drop-down menu select the number of responses allowed for the question. The default is 1.
- The Allow Duplicates determines if a participant may submit the same answer choice more than once for a question.

4 Type the **answer text** in the boxes provided.

- Assign a correct answer by selecting Correct from the drop-down menu next to the answer choice. All other answer choices will automatically be designated as Incorrect.
- You may assign more than one correct answer by selecting Correct from the drop-down menu next to another answer choice.
- Check the box labeled Display Correct Answer in the right-hand panel under Presentation Properties to apply a correct answer indicator that will display next to the correct answer after polling has closed.
- Check the box labeled Display Countdown Timer in the right-hand panel under Presentation Properties to automatically display a countdown timer when polling for the question is started.

5 Click **Add Answer Choice** at the bottom of the middle panel to add another answer choice.

6 Click the **(X)** next to the answer choice to remove it from the list. You cannot remove an answer choice that a participant has responded to, and you cannot remove an answer choice from the middle of the list.

7 Add another question to the list by clicking the **Add Question** button at the top of the window and selecting the desired question type.

8 Click the **Save** button at the top of the window to save the Question List or click **Save and Load** to automatically load the Question List for polling.

How to Edit a Question List

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Question List** and select **Edit and Load Question List** or **Edit Current Question List** if the Question List is already loaded.
3. Select the **question list** (.tpq or .tpz extension) and click **Open**.
4. Edit question and answer text by **deleting the existing text and entering new text**.
5. To delete a question
   - Select a question from the list in the left panel.
   - Click the Delete Question button at the top of the window.

6 Add a question to an existing Question List or session by clicking the **Add Question** button at the top of the window and selecting the desired question type.

> ***Note*** Questions can also be added to a Question List by importing them from another source. For more information see ***Importing Questions*** on page 20.

7 Click the **Save** button at the top of the window to save the Question List.

How to Load a Question List

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Question List** and select **Load Question List**.
3. Select the **question list** (.tpq or .tpz extension) and click **Open**.

How to Close a Question List

1. Click the **(X)** next to the Question List displayed on the Showbar.
2. Optionally, click the **Main Menu** button (down arrow) on the showbar, mouse over **Question List** and select **Close Question List**.

Importing Questions

Questions for a Question List can be imported from:

- Another Question List
- Another Session file
- QuestionPoint
- QTI Document
- XML Document

For complete information on how to use QuestionPoint, please refer to the QuestionPoint User Guide which can be downloaded from the Turning Technologies web site.

How to Import Questions into a Question List

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Question List** and select either **New Question List or Edit Current Question List** or **Edit and Load Question List**.
3. Click **Import Question** and select the type of import.

   A Windows dialog box opens.
4. Select the file and click Open.
   - Question Lists have a .tpq extension
   - Session files have a .tpz extension
   - QuestionPoint files have a .tqz extension
   - QTI Documents have a .zip extension
   - XML Documents have a .xml extension
5. The questions are added to the Question List and appear in the left-hand pane in the Question Editor.

How to Format QTI Documents

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

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

1. Open the Respondus software with a current personality of **IMS QTI 1.1+**.
2. **Create** or **Edit** the 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**.

How to 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 Web 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 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”.

Standards

TurningPoint AnyWhere's standards tools allow you to use built-in standards (per state or country, topic, subject and grade level) or to 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 presentation into subject areas, competencies, or other standards which the participants should meet. You can then view participants' results by standards Reports.

Before you can assign standards to 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:

- ***Assign Standards Using a Built-in Standards List***
- ***Create a Custom Standards List***

Assign Standards Using a Built-in Standards List

TurningPoint comes with built-in standards per state or country, topic, subject, and grade level. You can assign these built-in standards to individual slides or to the entire presentation.

To create a Built-in Standards List…

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Question List** and select **New Question List** or **Edit Current Question List** or **Edit and Load Question List**.
3. Click the **Standards** button on the Question Editor Toolbar.
4. Select the **K-12 Standards tab** in the right panel.
5. Select a state from the **Select a state or country…** drop-down menu.
6. Select a subject from the **Select a subject...** drop-down menu.
7. Select a grade from the **Select a grade…** drop-down menu.
8. Select a topic from the **Select a topic…** drop-down menu.

   All of the standards for the selected state or country, subject, grade, and topic display in the left pane of the Standards window.

9 Select the **question** in the left panel of the Question Editor.

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

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

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

Remove a standard using the left arrow button (<).

12 Repeat these steps beginning with step 9 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 of the questions in the Question List.

13 When you are finished assigning standards, click **Save** to save the changes to the question list or **Save and Load** to load the question list for polling.

Create a Custom Standards List

TurningPoint AnyWhere allows you to create a list of standards to suit your specific needs. You can also remove categories and standards using the delete keys on your keyboard.

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Question List** and select **New Question List** or **Edit Question List** or **Edit and Load Question List**.

3 Click the **Standards** button on the Question Editor Toolbar.

4 Select the **Custom Standards Lists tab** in the right panel.

The Current Selection drop-down menu displays the selected Standards list. 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 into your Standards folder from elsewhere. 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.

5 Click **New**.

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

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

TurningPoint AnyWhere creates the Standards List in your Standards folder, displays it in the Current Selection 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 (Parent) category with the same names as the list.

Categories arrange standards into a hierarchy.

7 To add a category or a standard, complete the following steps.

a Click Add Category or Add Standard.

TurningPoint AnyWhere prompts you to enter a title for the category or standard.

b Enter a title in the box provided and click OK.

TurningPoint AnyWhere 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 title of a category or standard using the Edit Field button.

8 The Standards can now be added to the questions.

9 Select the **question** in the left panel of the Question Editor.

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

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

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

Remove a standard using the left arrow button (<).

12 Repeat these steps beginning with step 9 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 of the questions in the Question List.

13 When you are finished assigning standards, click **Save** to save the changes to the question list or **Save and Load** to automatically load the question list for polling.

How to Print a Loaded Question List

You must have a Question List Loaded before you can print.

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Question List** and select **Print Current Question List**.
3. Click **Print** on the preview window.
4. Click **Close** to close the window.

6 Polling

How to Start / Stop Basic Polling

For polling without a question list...

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

> ***Tip*** You can specify a keyboard shortcut to start polling in the TurningPoint AnyWhere settings. For more information on settings see ***Settings*** on page 38.

- The Start Polling button now becomes the Stop Polling button.
- Clicking the Chart button on the TurningPoint AnyWhere showbar brings up a dynamic chart that will adjust to the responses being received. The chart will remain on screen until you click the Chart button again.
- Display a countdown timer by clicking the Main Menu button and selecting Countdown Timer. You can pause, increase or decrease time by using the buttons on the countdown timer. A shortcut can be specified in the TurningPoint AnyWhere settings. For more information on settings see ***Settings*** on page 38.
- Show the Response or Nonresponse Grids by clicking the Main Menu button, mouse over View and select either Response or Nonresponse Grid. A shortcut can be specified in the TurningPoint AnyWhere settings. For more information on settings see ***Settings*** on page 38.

2. TurningPoint AnyWhere will now receive responses from the participants.

3 Click the **Stop Polling** button to close the poll and display the results of the participants.

> ***Tip*** You can turn off the charts so they are not displayed automatically when polling closes. This option can be found in the TurningPoint AnyWhere settings. For more information on settings see ***Settings*** on page 38.

How to Poll a Loaded Question List

Before You Begin

Before polling a question list, you must first create and then load the question list. For more information see ***Question Lists*** on page 16.

For polling with a question list...

1. Load a question list. See ***How to Load a Question List*** on page 19.
   - The questions appear as part of the TurningPoint AnyWhere showbar.
2. Use the **Next** and **Previous** buttons to choose the question you want to poll.
3. Click **Start Polling**.
   - The question appears on a white background, similar to a PowerPoint Slideshow. You can adjust the question display settings within the TurningPoint AnyWhere Presentation Settings. For more information see ***Presentation*** on page 40.

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

   - Click the Maximize/Restore icon on the bottom left of the question screen to reduce the window. This will allow you to move the question screen. Click the Maximize/Restore button again will restore the window to full screen mode.
   - Click the Showbar icon on the bottom left of the question screen to hide the TurningPoint AnyWhere showbar. Click the Showbar icon again to bring back the showbar.
4. Click **Stop Polling** to display the results.
5. Repeat steps 2 - 4 for the remaining questions in the question list.

How to Add a Custom Question on the Fly

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

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

About the Chart Window

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

This section explains:

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

How to Change the Display Format of the Percentages

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

How to Set a Correct Answer

1. Click the button with the check mark on the bottom left hand corner of the chart window.

   Each of the bars in the chart turns gray.
2. Click the bar of the answer you would like to set as correct. You may mark more than one answer as correct.

   All of the other answers are marked incorrect.
3. Click the button with the check mark again to display the original chart.

7 Sessions

This section describes:

This section also explains the functionality of the Session Viewer.

How to Save a Session

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Session** and select **Save Session**.

- A Windows Dialog Box opens to the default save location specified in the TurningPoint AnyWhere Settings. The default session name is a date and time stamp.

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

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

How to Reset a Session

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

1 Click the **Main Menu** button (down arrow) on the showbar.

2 Mouse over **Session** and select **Reset Session**.

3 If unsaved data is detected you are prompted to save the session data.

- Responses on the showbar is now set to 0 (zero).

How to Continue a Prior Session

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

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

How to Display Connection Information

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

How to Send Feedback to ResponseWare Participants

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

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

TurningPoint AnyWhere Session Viewer

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

To open the Session Viewer click the Main Menu button (down arrow) on the showbar, mouse over Session and select Session Viewer.

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

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

Questions

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

How to Edit Questions and Answers

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

Participants

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

Use the Participant Menu button on the bottom left hand of the session viewer to edit the current participant list. For detailed instructions see ***How to Edit a Participant List*** on page 13 step 4.

8 Settings

How to Open the Settings Window

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

TurningPoint AnyWhere Settings

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

Application Settings

Application Settings

Setting	Description
File Location	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.

Shortcut Keys

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

Miscellaneous

Setting	Description
Countdown Timer Duration	Allows you to specify the default time setting for the countdown timer.
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.
Show Balloon Tip	Allows you to choose whether to display the balloon tip on the status icon.
Background Color	Allows you to set the background color of the Showbar and other windows in TurningPoint AnyWhere.
Default Quick Poll Answers	Determines the highest response acceptable when polling.

CSV Export Settings

Setting	Description
CSV Format	Allows you to specify the default csv format that files will be saved in.

Response Grid Settings

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

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.
Fullscreen	When set to True, will display the question and answers in full screen mode.
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.

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.
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 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 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 9.

9 Reports

TurningPoint AnyWhere provides you with two different reporting options:

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

HTML Reports

How to Generate a Report

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

Report	Description
Individual Results	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.

Report	Description
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.

Check the box labeled “Show All Participant Fields” to display all fields in the participant list. Uncheck the box to display only the device IDs in the report.

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

- The Window Print Options appear. Click Print again, to print the report. To save the report follow ***How to Save a Report*** on page 44.

How to Save a Report

1 Follow steps 1 - 4 of ***How to Generate a Report*** on page 43.

2 Click **Save**.

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

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

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

5 Click **Save**.

Screenshots

How to Extract Screenshots

Before You Begin

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

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

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

10 Integrations

TurningPoint AnyWhere integrates with the following Management Systems:

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

How to Login to a LMS

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Tools** and select **Integrations**.
3. From the Management System drop-down menu select the desired Management Systems.
4. Enter the **Server URL** and click **Next**.
5. Enter the **Username** and **Password**.
6. Optionally, select the **Institution** from the drop-down menu 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.

Next Steps

Import a Participant List or Export Grades/E-mail Student Grades.

How to Import a Participant List

Before You Begin

You must complete the steps in ***How to Login to a LMS*** on page 46.

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

Next Steps

For more information on participant lists see ***Participants*** on page 11.

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 46.

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**.

Export Session Data

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.

You can choose to export the data from the session file in one of two ways:

- Export some or all of the session data to a text file where you determine the contents and format.
- Export the session data using a predefined scheme for certain applications.

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

   The Export Wizard opens, displaying a list of session files in the Session Folder in the bottom half of the window.
3. Choose the radio button for “Create or Edit Export Schemes” or “Quick Export using a previously created export scheme” and select the export scheme from the drop-down.

> ***Note*** Export schemes that start with an (*) indicate a scheme that cannot be edited.

4. Choose a **session file**.
   - Select the Current Session (in red text) to use the session currently open.
   - Select a session file from the list of files.
   - Select a session file from your backup session files.
   - Import a session file from another location by click the down arrow next to Sessions and selecting Import Session.
5. Click **Next** to continue.

   The Export Wizard window displays a tabbed view for you to specify the data to be used.
   - The text of questions and answers.
   - Participant information, such as names and groups, defined in the Participant List.
   - Participants’ responses to the questions.

- Participants' scores.

6 If you chose to include the question and answer data, specify which particular questions to include by checking the boxes on the **Questions & Answers tab**.

By default, all questions are checked and will be included.

Answers to the selected question are displayed on the right. Correct answers are in green text and incorrect answers are in red text.

7 Select the **Participant Information tab**.

The Export Data window displays the Participant Info tab.

8 If you chose to include the participant information, select which fields from the Participant List to include by checking the boxes on the **Participant Information tab**.

To view the information from the Participant List, press the F5 key or right-click in the window and select Refresh Participant List Data. This allows you to see the Participant List to help you decide which fields you would like to include in the exported data.

You can include any of the information defined in the Participant List.

9 Select the **Responses tab**.

The Export Data window displays the Responses tab.

10 If you chose to include the responses, choose whether to **Show Responses Horizontally** or **Show Responses Vertically** on the Responses tab by selecting the option from the drop-down menu in the bottom right corner of the window.

Show Responses Horizontally will group the response data by question in the exported file. Show Responses Vertically will group the response data by participant in the exported file.

11 Select the **Scores tab**.

The Export Data window displays the Scores tab.

12 If you chose to include the scores, specify the following settings:

- Select whether to calculate scores based on Correct/Incorrect values or based on point values.

  If you base scores on Correct/Incorrect values, the percentage score is calculated by dividing the participant's number of correct answers by the number of total answers. If you base scores on point values, the percentage score is calculated by dividing the participant's number of correct answers by the point value you specify in the box provided.

- Select to show scores as percentages, as letter grades, as point values, or any combination by checking the boxes.

You may include any or all of these ways of representing the scores in the exported file.

- Specify the grading scale by selecting ranges for the letter grades from the drop-down menus.

  The default ranges show a typical grading scale. You can alter the grading scale by selecting a new range. To change values upward (grade on a stricter scale), start from A and work your way down the list to specify the ranges. To change values downward (grade on an easier scale), start from D and work your way up the list.

- Designate questions as bonus questions (not to be included in the score totals) by checking the boxes.

  Questions you designate as bonus questions are not included in the total number of questions for calculating scores, but are included in a participant's number of correct responses.

13 When you have finished modifying the settings on the applicable tabs, click **Next**.

The Export Data window displays a group of settings for specifying the format of the exported file.

There is an example entry at the bottom of the window showing a sample based on the settings specified. Observe this example as you change the format settings in the next few steps to ensure it matches your expectations.

14 Specify the **order of the fields** in the exported file by moving the fields up and down the list, by selecting the field and dragging it to the desired location.

Additionally, you can join two fields together or include blank fields in the exported file. Use the down arrow button below the list of fields to insert a blank field or join one or more fields. You can move blank fields and joined fields up and down the list just like the other fields.

A blank field puts a blank separator between fields. Depending on how you will use the exported file, you may need to separate some data with blank fields.

A join field joins the previous field and the following field into a single field. You might wish to do this with the First Name and Last Name fields, for example.

15 Specify whether to create a **delimited or fixed-width file**.

A delimited file includes a "delimiter" between each of the fields. You can select a comma, semicolon, tab, space, or user defined delimiter.

A fixed-width file uses fields of a specified width (number of characters). You can choose a width for the fields.

The format you choose depends on how you will use the exported file.

16 Specify whether to use **double quotes**, **single quotes**, or **no quotes** to enclose the text in fields.

> **Note** You should use either double or single quotes for the text qualifier if you are exporting a fixed-width file or using spaces as delimiters in a delimited file. Without quotes, the field boundaries in the exported file will be impossible to interpret correctly.

17 When you have finished modifying the settings for the format of the file, click **Next**.

The Export Data window displays the data in the format to be exported.

Below the data is a down arrow in the bottom left corner. Click the down arrow and select to save the export as either a text file (.txt) or an export scheme (.tpx) to be used with other session files.

18 To save your export data, click the **down arrow** and select **Save Export (.txt)**.

A dialog opens for you to specify a location and filename for the exported file.

19 Specify a **name** and **location** for the exported file.

20 Click **Save**.

The file is saved, and the dialog closes.

Optionally, you can click Save Scheme (.tpx) to create an export scheme you can reuse to save the data from other session files in the same format. Specify a location and filename for the export scheme in the same way.

21 Click **Finish** to exit the Export Wizard.

Contact Us

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

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

From within the contiguous United States, you can reach Customer Service toll-free by calling 1.877.726.4602.

If calling from outside the United States place call + (1) 330 746 3015.

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