



User Guide

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Accessing QuestionPoint

QuestionPoint is now a part of the TurningTalk Social Learning Community. If you do not already have a TurningTalk user account, please visit www.turning-talk.com/user/register and create one now.

- 1 Go to <http://www.turning-talk.com/>
- 2 Login to TurningTalk or create a new account.
- 3 Go to **Content and Presentations** from the top screen menu.

Important Initial access to QuestionPoint will require an license code to enter the site. The user will be prompted for a license code immediately. If a license code has not been acquired, please contact Turning Technologies by emailing sales@turningtechnologies.com or contact your sales representative.

- 4 Locate and click on the link titled **Visit QuestionPoint.>>**

Navigating QuestionPoint

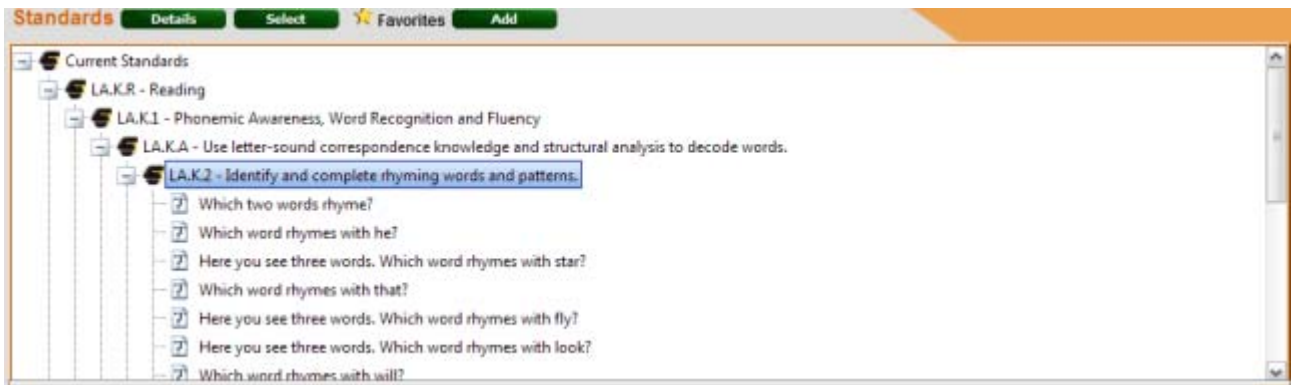
QuestionPoint content criteria

In this section, the users selects their state, the standard to be used, the class subject, and the class grade level. Based on these selections, QuestionPoint populates a tree menu of the available content.

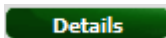


Available QuestionPoint Content

Once the state, standard, subject, and grade level has been selected, QuestionPoint displays all available content.



Details Button



With a Standard, Question, or Text Passage selected, the details button will open a pop up window with details on the specific item selected.

Select Button



With a Question, or Text Passage selected, the select button will add that specific question or text passage to your 'Selected Questions' box.

Note Questions and Text Passages may be selected and drag and dropped into the 'Selected Questions' tree. Multiple Questions or Text Passages can be selected at the same time by using the Shift + Click or Ctrl + Click method.

Add Button



With a Standard selected, the Add button will add the specific standard selected to your favorites list. The favorites list provides quick access to standards that are used on a regular basis.

Standards Icon



The Standards icon appears next to a specific standard or sub standard within the tree menu.

Question Icon



The Question Icon indicates the specific question that is available to be added to the Selected Questions list for content export.

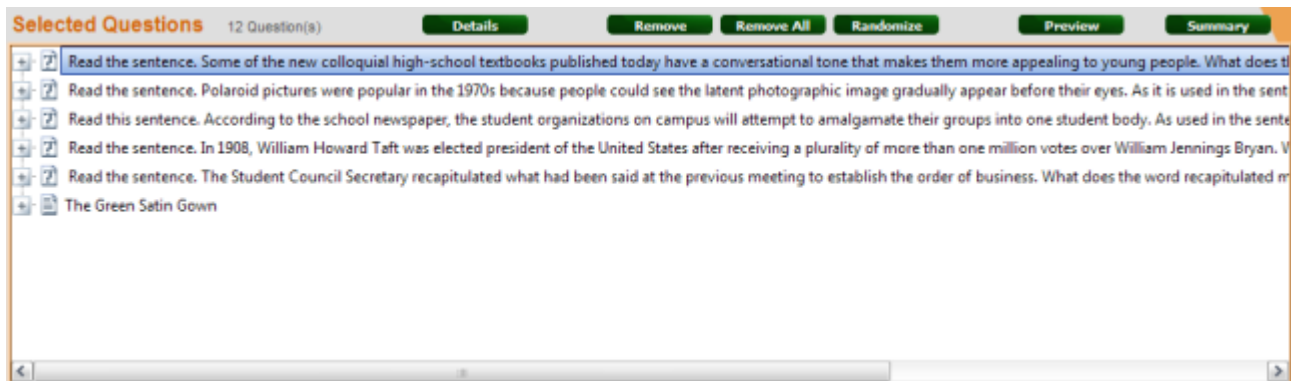
Text Passage Icon



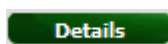
The Text Passage Icon indicates that a text passage such as a short story is included in the content.

Selected Questions

The Selected Questions section displays all of the questions that have been selected. These questions can be exported to a file for import into many Turning products.



Details Button



With a Standard, Question, or Text Passage selected, the details button will open a pop up window with details on the specific item selected. This window can be resized.

Remove Button



With a Question, or Text Passage selected, the remove button will remove that specific question or text passage from the 'Selected Questions' box.

Remove All Button



The Remove All button will remove all questions or text passages from the 'Selected Questions' box.

Randomize Button



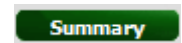
The Randomize button randomly re orders the questions that have been selected.

Preview Button



The Preview button displays how the content will appear in PDF format.

Summary Button



The Summary button goes to a new windows displaying all of the selected content. This window is where you download your content file for your Turning products. You can also download a Teacher and a Student PDF of the content.

Selecting content from QuestionPoint

Entering criteria to populate available matching content

QuestionPoint allows the user to enter criteria specific to the state, subject, and grade level. This auto populates content that specifically matches the users criteria which can then be added to a downloadable file. This file can be imported into a wide range of Turning products.

- 1 Select a **state**.
- 2 Select a **standard**.
- 3 Select a **subject**.
- 4 Select a **grade level**.

QuestionPoint populates a list of standards for the criteria that was selected in the steps above.

Selecting question content from available standards

- 1 Select **Standards** in the View by drop down menu.
- 2 Locate a standard in the tree menu that you wish to pull content from.
- 3 Click plus sign (+) to the left of a standard to expand to the next level. Some standards will have multiple levels before question content is reached.

Note Standards with light gray text do not have any questions associated with them at this time.

- 4 One a question is located, click and drag the question to the Selected Question box.
 - Alternatively, a question can be added to the Selected Question box by selecting the question, then clicking Add.

- 5 Repeat the steps above to add additional question content.

Tip To view the question content in its entirety, double click on the question and a preview window opens to displaying the full content.

Selecting question content from favorite standards

- 1 Select **Favorites** in the View by drop down menu.
- 2 Locate a standard in the tree menu that you wish to pull content from.
- 3 Click plus sign (+) to the left of a standard to expand to the next level. Some standards will have multiple levels before question content is reached.

Note Standards with light gray text do not have any questions associated with them at this time.

- 4 One a question is located, click and drag the question to the Selected Question box.
 - Alternatively, a question can be added to the Selected Question box by selecting the question, then clicking Add.
- 5 Repeat the steps above to add additional question content.

Tip To view the question content in its entirety, double click on the question and a preview window opens to displaying the full content.

Previewing Selected Question Content and Exporting Content

QuestionPoint allows the user to view the selected content prior to exporting. The preview shows all of the questions and their answers along with any images associated to the question. The preview also shows important information such as the difficulty level, cognitive level, content area, passage title if applicable, the standard, and the correct answer for the question.

Previewing the content

- 1 From the toolbar above the Selected Question box, click **Preview**.
- 2 Review the content and confirm that it includes questions that meet your needs.
- 3 Close the preview window.

If changes need to be made to the selected content, follow the steps in **Selecting question content from available standards** on page 5. Otherwise, continue on to the next section.

Finalizing content for export

- 1 From the toolbar above the Selected Question box, click **Summary**.
- 2 Confirm questions are in the appropriate order. If they are not, drag and drop into the desired order.
 - A randomized order can be created by clicking the Randomize button.
- 3 Once questions are in the proper order, click **Download**.

- 4 On the Download Options screen, select which files to download.

File Type	File Description
Teacher PDF	The Teacher PDF contains the same information as the preview option in <i>Previewing the content</i> on page 7
Student PDF	The Student PDF contains only the question and answer choices. This PDF could be printed and passed out to students as a self paced test.
File for Import into Turning Products	The File for Import into Turning Products is a .tqz file which can be parsed into Turning products such as TurningPoint, and TestingPoint for student assessment.

- 5 Click **Download** to download the selected files.

Note If more than one file is selected, they will be packaged in a zip file. By default, this file is named MasterFile.zip. The user can name the zip file to something more meaningful on the Save As screen.

- 6 Save your PDF, TQZ, or ZIP file to the computer.
- 7 Click **Return** to return to QuestionPoint's main screen.

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 continental United States, you can reach Customer Service toll-free by calling 1.866.746.3015. If calling from outside the United States, please 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.