QuestionPoint™

User Guide

Version 2.1.1

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1 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 to create one now.

How to log in

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 requires a license code. 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. >>**

How to activate a license code for Premium Content

1. Click **License** in the upper right corner of the screen after logging into QuestionPoint.
2. Enter the **Activation Code** provided by TurningTechnologies.
3. Click **Add Code**.
4. Check the summary list to confirm that the appropriate content has been added to the QuestionPoint account.

2 Navigating QuestionPoint

QuestionPoint Content in Standards view

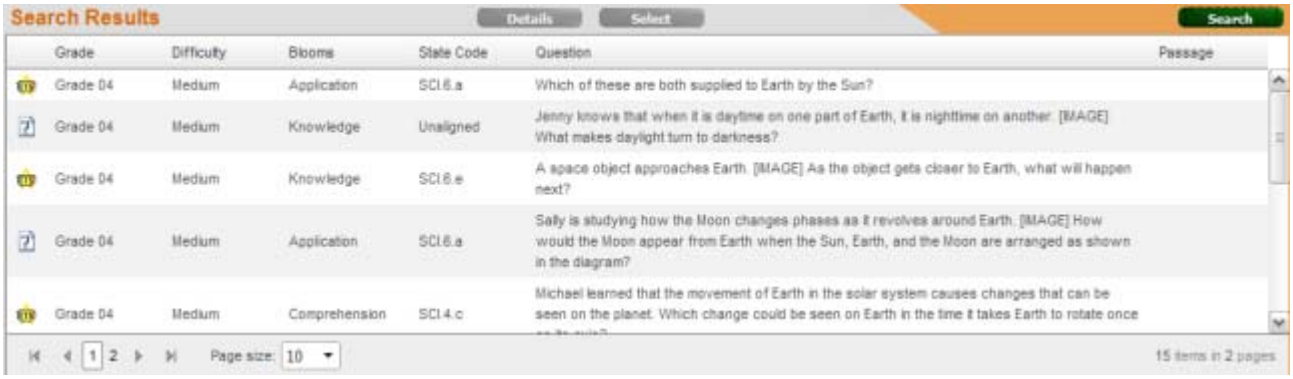
Once the State, Standard, Subject, and Grade Level have been selected, QuestionPoint displays all available content.

Details Button 	With a Standard, Question, or Text Passage selected, the Details button opens a pop up window with details on the specific item selected. Details include Difficulty Level, Cognitive Level, Content Area, Passage Title if applicable, Correct Answer, the Question and Answer Choices.
Select Button 	With a Question, or Text Passage selected, the Select button adds the specific question or text passage to the 'Selected Questions' area. ***Note*** You can drag and drop Questions and Text Passages into the 'Selected Questions' area. Multiple Questions or Text Passages can be selected at the same time by using the Shift + Click or Ctrl + Click method.
Standards Icon 	The Standards icon appears next to a specific standard or sub-standard within the tree menu.
Premium Content Icon 	The Premium Content Icon appears next to content that must be purchased separately. ***Note*** Premium Content is only available if you have purchased a license. If you are interested in purchasing Premium Content, please contact your sales representative.
Question Icon 	The Question Icon indicates a 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.

If you are not using the search function of QuestionPoint and have selected all of your content, skip to ***Selected Questions*** on page 6.

QuestionPoint Content in Search view

In this section a Subject, Grade Level(s), and Alignment is selected. Text can also be entered to search for standards with the selected criterion.



Details Button

With a Standard, Question, or Text Passage selected, the Details button opens a pop up window with details on the specific item selected. Details include Difficulty Level, Cognitive Level, Content Area, Passage Title if applicable, Correct answer, the Question and Answer Choices.

Select Button

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

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

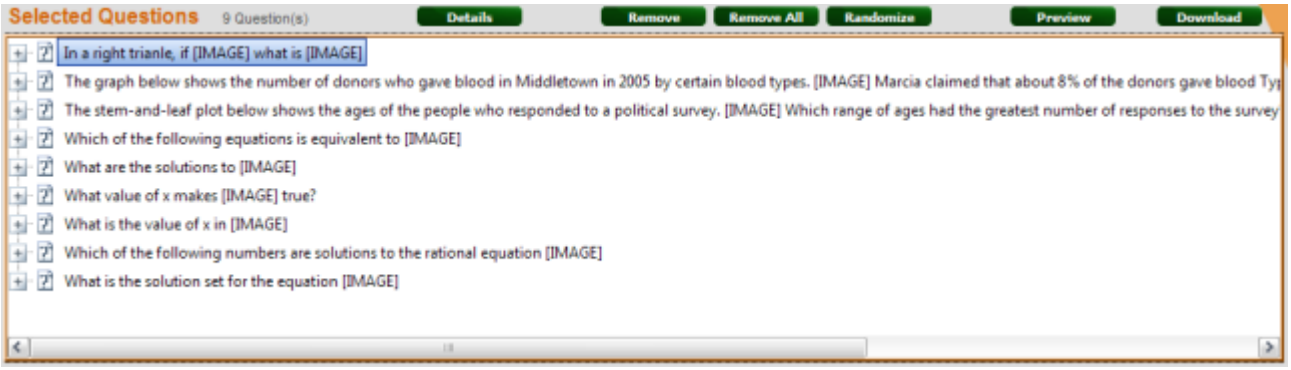
Search Button

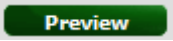
After search criteria has been entered, click the Search button to begin searching for content.

Standards Icon	The Standards icon appears next to a specific standard or sub-standard within the tree menu.
Premium Content Icon	The Premium Content Icon appears next to content that must be purchased separately. ***Note*** Premium Content is only available if you have purchased a license. If you are interested in purchasing Premium Content, please contact your sales representative.
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.
First Page Button	The First Page button returns the search results to the first page.
Previous Page Button	The Previous Page button returns the search results to the previous page.
Current Page Indicator	The current page indicator places a white square around the page number.
Page Selector 2 3 4 5 6 7 8 9 10	Click on a specific page number to be taken to that page.
Next Pages Button	The Next Pages button advances the Page Selector by the next 10 result pages.
Next Page Button	The Next Page button advances the search results to the next page.
Last Page Button	The Last Page button returns the search results to the last page.
Page Size Selector Page size: 10	The Page Size Selector sets the naumber of results displayed per page. The default is 10 results per page.

Selected Questions

From the Selected Questions area you can remove, randomize, preview or download content.



Details Button 	With a Standard, Question, or Text Passage selected, the Details button opens a pop up window with details on the specific item selected. Details include Difficulty Level, Cognitive Level, Content Area, Passage Title if applicable, Correct answer, the Question and Answer Choices.
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' area.
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.
Download Button 	The Download button opens the Download Options Window, where content is downloaded for use with Turning Technologies products. You can also download a Teacher and a Student PDF of the content or a zip file that contains all of the file types. The file name is also set in this window.

3 Selecting Content from QuestionPoint

Entering criteria to populate available matching content

QuestionPoint automatically populates the available content for the selected State, Standard, Subject and Grade Level.

1. Select a **State**.
2. Select a **Standard**.
3. Select a **Subject**.
4. Select a **Grade Level**.

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.

   Standards with light gray text do not have any questions associated with them at this time.
3. Click the plus sign (+) to the left of a standard to expand it to the next level. Some standards will have multiple levels before question content is reached.
4. Once 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.

Searching for content

1. Select **Search** in the View by drop down menu.
2. Select a **Subject**.
3. Select a **Grade(s)**.
4. Select an **Alignment**.
5. Select the areas to be searched. Areas include:
   - Question and Answer Text
   - Standard Text
   - Standard, Question, and Answer Text
6. Enter text to search for.
7. Click **Search**.
8. Once a question is located, click and drag the question to the Selected Question area.
   - Alternatively, a question can be added to the Selected Question area by selecting the question, then clicking Add.
9. Repeat the steps above to search and add additional question content.

4 Previewing Selected Question Content and Exporting Content

QuestionPoint provides a preview of the selected content prior to exporting. The preview shows all of the questions and 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.

Next Steps

If changes need to be made to the selected content, follow the steps in ***Selecting question content from available standards*** on page 8. Otherwise, continue on to the next section.

Finalizing content for export

1. From the toolbar above the Selected Question area, click **Download**.
2. On the Download Options screen, enter a filename for the downloaded file. By default, it will be Test followed by the current day and date set on your computer. A Teacher PDF is named with the default name followed with the word Teacher. A Student PDF will end with the word Student.

3 On the Download Options screen, click the **Download** link under the file type to be downloaded.

File Type	File Description
Teacher PDF	The Teacher PDF contains the same information as the preview option in ***Previewing the content*** on page 10
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, TurningPoint AnyWhere and TestingPoint for student assessment.
Zip File	The zip file option downloads a zip file that contains all of the above file types.

4 Save your PDF, TQZ, or ZIP file to the computer.

5 Click **Close** 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 1-877-726-4602. 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.