Results Manager

Version 1.0

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

- Mac OS X 10.4 or higher
- G3 processor or better / Intel processors fully supported (Universal Binary)
- 256 MB RAM (512 MB recommended)
- 10 MB hard disk space

2 About ResultsManager

ResultsManager is an application designed to manage the results session files (.tpz) from other Turning Technologies applications such as TurningPoint, TestingPoint or TurningPoint AnyWhere.

How to Download ResultsManager

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

1. Go to **www.TurningTechnologies.com/downloads**.
2. Click **ResultsManager** product under the Mac 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 ResultsManager

1. Double click on the downloaded DMG file.
2. **Drag and drop** the ResultsManager file to the Desktop or any other preferred location.

The ResultsManager Toolbar

The following descriptions define the buttons that make up the ResultsManager Toolbar.

Name	Description
New Course	Opens the New Course Setup Wizard. For more information on Courses see ***Chapter 3: Courses***.
New Column	Opens the Add New Grade Column Window. For more information on Columns see ***Chapter 5: Columns***.
New Student	Opens the New Student Window. For more information on Students see ***Chapter 4: Rosters***.
Export	Opens the Export Wizard. This button is only available when a column is selected that is associated with a session file. For more information on exporting results see ***Chapter 8: Export***.
Reports	Opens the option to generate a report for a student or a column. For more information on reports see ***Chapter 7: Reports***.
TurningTalk	Opens the TurningTalk User Community, a social learning community for users of Turning Technologies products and services.

3 Courses

Before session files can be imported into ResultsManager a course and a roster must be set up.

A participant list (.tpl) from a session file (.tpz), or from an LMS can be used to create a Roster in ResultsManager.

A Course is comprised of three elements:

- Roster
- Columns
- Results

Creating Courses

The first time ResultsManager is opened a Course must be created. All Courses are created through the New Course window. The New Course window can be accessed in one of three ways:

- The first time ResultsManager is opened click anywhere in the window
- Click the New Course icon on the ResultsManager Toolbar
- Click File and select New Course from the ResultsManager menu bar

How to Create a New Course

1. Open ResultsManager.
2. Open the **New Course** window.
   - If this is the first time ResultsManager has been opened, click anywhere in the window.
   - Click the New Course icon on the ResultsManager toolbar.
   - Click File and select New Course from the ResultsManager menu bar.

3 Choose one of the following:

- **Load an existing participant list**- Browse to the location of a participant list (.tpl or .tpp) and click Open. The Course Setup Window opens.
- **Download a participant list from an LMS** - Select the Learning Management System and enter the Server Address, and the Login Information and click Next. Select the course and click Finish. Save the participant list. A confirmation box appears if the list was successfully imported. Click OK. The Course Setup Window opens.
- **Create an empty course** - The Course Setup Window opens and a participant list can be added at a later time.

4 Click **Forward**.

5 Enter the information into the Course Setup Window:

- **Name** - The name of the new course.
- **Description** - Enter a description for the course.

6 Click **Create**.

The ResultsManager window displays the new course. The participant list has been turned into a student roster and the names are listed in the left column. A blank total column appears directly next to the student list.

Next Steps

Add columns and assignments to calculate grades. For more information see ***Chapter 5: Columns***.

How to Edit Course Information

After a course has been created, it is possible to go back and change the course name, description, response percentage required for participation or attendance points.

1 Click **File -> Edit Course Information**.

2 To edit course information, **replace the current text with the new text** and click **Save**.

How to Delete a Course

Deleting a course will delete all information associated with it, such as rosters and grades.

1. In the ResultsManager window, click **Courses** below the New Courses button.
2. Select the course to be deleted, then click the (-) action button in the lower left corner of the window.
3. Confirm that the course is to be deleted.

Course Organization

Courses can be organized into categories and sub-categories. The main category will always be labeled Courses.

How to Organize the Course Structure

1. In the ResultsManager window, click **Courses** below the New Courses button.
2. To add a category under Courses, click **+** in the bottom left and choose **New Category**.
3. Enter the new **Category Name** and click **OK**.
4. To create a new sub-category **click** on the category to add a sub category to. Click **+** in the bottom left and choose **New Category**.

   This category will be placed directly under the currently selected course or category.

> ***Tip*** Categories can be reorganized by dragging and dropping them into the desired location.

5. To change the name of a new category, single click on the text and it will become selected. Type over the text to change the name.

6 Categories can be deleted or renamed.To delete a category, Select the category and **Click -** in the bottom left. To rename a category, **single click** on the category then enter the new name.

Warning	Deleting a category will delete all information contained within that category, including the courses.

4 Rosters

A Roster is a list of student names, student IDs and device IDs. When a Course is created, a participant list (.tpl) is chosen to be used as the Roster. Rosters may also be created manually within ResultsManager. Adding, removing or editing student information from the Roster may all be done through ResultsManager.

> ***Note*** Only one roster can be associated with a course.

Editing a Roster

Student information may be edited in the ResultsManager window or through the Roster Editor. After a Roster has been edited, it will then need to be imported into the Turning Technologies application that is being used for polling. For more information on importing Participant Lists, see the user guide that comes with the application being used for polling.

How to Edit Student Information in the ResultsManager Window

If student information needs to be edited for a few students, it is easier to do so directly in the ResultsManager Window.

1. Click on a **Student** in the ResultsManager window.

   The Information Panel on the right-side of the window populates with Student Information and the Student Overview.

2. To edit the first or last name of the student, type the new name in the text boxes provided.
3. To remove the Device ID associated with the student, click in the text field and delete the ID.
4. To add another Device ID to the student information, **double click** on an empty field under the last entered Device ID.
5. Changes are automatically saved.

How to Edit Student Information in the Roster Editor

The Roster Editor should be used when editing several students. The Roster Editor also contains an import function for delimited files such as a .txt or .csv file.

There are only five available fields in the Roster Editor:

- Device ID
- Last Name
- First Name
- Student ID
- Additional Devices - Additional devices are separated by a semicolon.

1 To open the Roster Editor click **File -> Edit Roster** on the Results Manager menu bar and select **Edit Roster**.

2 To edit student information already in the roster, select the cell that contains the information to be edited and enter the new text.

Tip	Information from a spreadsheet can also be copied and pasted into the Roster Editor. Student information can be sorted, but the new sort order is not saved with the Roster.

3 For further editing options click the **Action button** in the bottom left corner of the window:

- **Add a Participant** - Scroll to the end of the current roster, enter participant information in the blank cells.
- **Remove a Participant(s)** - Select a student by clicking on the row number in the gray area. You may select more than one student by holding down the shift or control key when selecting participants. Click the Action Item button and select Delete Student(s).

4 Click **Save** when the editing is complete to save the changes and close the Roster Editor.

Importing Student Information from a .txt or .csv File

Before You Begin

Students can be imported into an existing roster. Importing a .txt or .csv file while editing an existing roster will import the new information to the top of the current roster.

1 Edit a roster by following the steps above.

2 Click **Action Item** button, select **Import Delimited Text File...**

3 **Browse** to the location of the .txt or .csv file and click **Open**.

The Delimited File Import window opens.

4 In the Options section select one of the following:

- **Comma Delimited**
- **Tab Delimited**
- **Other** - If selecting other, enter the delimited character in the box provided.

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

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

7 Select the **Starting Column**.

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

8 Click **Import**.

The new roster is imported and displayed in the Roster Editor window.

9 Optionally, edit student information as necessary.

For more information on editing student information see ***How to Edit Student Information in the Roster Editor*** on page 9.

10 Click **Save** to save the roster information and close the Roster Editor window.

5 Columns

A column is a list of grades associated with an assignment.

How to Create a New Column

1 Click **New Column** on the ResultsManager menu bar.

The Add New Grade Column window appears.

2 Enter the **Grade Column Name** in the box provided.

3 From the calendar, select the **date** of the assignment.

4 In the **Session File** section, click **Choose . . .**

5 **Browse** to the location of the session file and click **Open**.

- Check the box labeled Include screenshots in the session if you would like the screenshots to be included.

6 Enter the **Attendance Points**. This is the number of points awarded to each student who has met the attendance threshold.

7 Enter the **Attendance Threshold (%)**. This number is the percentage of questions answered during a session for a student to earn attendance points.

8 **Maximum Points** are the maximum number of points possible for the assignment.

9 Click **Create**.

How to Create a Column by Dragging and Dropping a Session File (.tpz)

1. Open ResultsManager.
2. Browse to the location of the desired **session file (.tpz)**.
3. Select the session file, **drag and drop** it into the ResultsManager window.

   The Session Import window appears.
4. The Session Name is automatically populated with the name of the session file.

   To change the session name, delete the text currently displayed, and enter the new session name.
5. In the Participant Points box, enter the **number of points** being awarded for **participation**.

> ***Note*** Participation points are only awarded to students who have met the response percentage required for participation that was set when the course was created.

6. Click **Create**.

   Device IDs that are not associated with a student are appended to the end of the roster.

How to Manually Enter/Change Student Grades

To manually enter grades or to changes grades already associated with a student, follow the instructions below.

1. Open ResultsManager and select the course.
2. There are two ways to change or enter a grade:
   - **Double-click the desired cell** and type the new grade
   - Select the desired cell and enter the new grade in the **Grade Override** box in the Information Panel in the right-hand side of the window.

3 Type the **new grade** and press **Enter**.

> ***Note*** If a grade is changed that was associated with a session file a gray triangle appears in the cell. This is a visual indicator that the grade was changed and the change can be undone.

4 To undo a change to a grade associated with a session file, select the desired cell and uncheck Grade Override in the Information Panel.

6 Session Viewer

The Session Viewer within ResultsManager provides an interface for editing, deleting or excluding questions from a session file. It also provides a view of the questions from the session and a response distribution chart.

How to Open the Session Viewer

1. Select a **column** associated with a session file.
2. In the Information Pane, click **Edit Session**.

   The Session Viewer opens.

Next Steps

Use the Session Viewer to edit questions and answers.

How to Edit Questions and Answers

1. Select the **question** from the Questions section in the left panel.
2. The question text is shown and can be edited in the text box at the top of the right panel.
3. The correct and incorrect point values appear in the text boxes in the far right column. To change these, enter a new point value in the boxes provided.
4. The answers are listed below the question. To edit the text, select the answer and type the new text.
5. Change an answer to correct or incorrect by selecting the value from the drop-down menu to the right of the answer choice.
6. To add an answer choice, click Add Answer and type the answer text in the box provided and set the answer value in the drop-down box next to the answer text.
7. To remove an answer choice click the (X) to the right of the answer value.

Answer choices can only be removed from the end of the answer choices listed if there is no response data associated with the answer choice.

8 To delete a **question** from the session, select the question in the Questions section in the left panel and click **Delete** in the Action Item menu.

9 To exclude a **question** from the session, select the question in the Questions section in the left panel and click **Exclude** in the Action Item menu.

Excluding a question from the session does not delete the question. The question will still appear in the reports but a correct or incorrect answer will not affect the student grade.

10 Once all of the changes have been made, click **Save** to save the edited session or Cancel to exit the Session Viewer without saving changes.

How to Change the Display Format on the Response Distribution Chart

1 Click the **Action Item button** below the displayed chart.

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)

The chart now displays the selected format.

7 Reports

ResultsManager offers two sets of reports. The types of reports offered are Student and Column Reports.

Student Report

The student report provides an overview of the student's performance for all of the assignments. The report contains the following information:

- Student Name and Device ID(s)
- Session Count - The number of sessions in which the student has participated.
- Number of Questions - The total number of questions answered by the student.
- Attendance Points - The total number of attendance points the student has earned.
- Performance Points - The total number of points the student has earned.
- Total Points Earned - The combined total of Attendance Points and Performance Points the student has earned.

How to View the Student Overview Report

1. Select a **student** from the student list in the ResultsManager window.
2. Click **Reports** on the toolbar and select **Student Overview**.
3. The Student Overview report opens in a new window.

Column Reports

There are several report types available for column reports. Column reports include:

- Session Overview
- Individual Results
- Individual Score
- Results by Question
- Results by Question with Screenshots

How to View the Column Reports

1. Select a **column** in the ResultsManager window.
2. Click **Reports** on the ResultsManager Toolbar and select the **desired report**.
3. The report opens in a new window.

8 Export

ResultsManager provides two options for exporting a column associated with a session file. The results can be exported to a file, such as a .txt file, or the results can be exported to an LMS.

> **Note** A column with manually entered grades can not be exported to a file or to an LMS. For more information on columns see ***Chapter 5: Columns***.

This chapter covers:

- ***How to Export Selected Column to a File (.txt)***
- ***How to Export Selected Column to an LMS***
- ***How to Export Total Column to a File (.txt)***
- ***How to Export Total Column to an LMS***

How to Export Selected Column to a File (.txt)

1. Select the **column** in the ResultsManager window.
2. Click **Export** on the ResultsManager Toolbar and select **Export Selected Column...**.
3. Click the radio button next to **Export to a file.**
4. Click **Save . . .**
5. **Name** the file.
6. Select a **location** to save the file.
7. To the right of Export Format, select the appropriate **file format** for export.
8. Click **Save**.

Next Steps

The .txt file can now be imported into the program that was selected in step 7.

How to Export Selected Column to an LMS

1. Select the **column** in the ResultsManager window.
2. Click **Export** on the ResultsManager Toolbar and select **Export Selected Column...**.
3. Click the radio button next to **Export to an LMS.**
4. Click **Forward**.
5. Select the **Management System** from the drop-down menu.
6. Enter the **Server Address** and click **Continue**.
7. Enter the **Username**, **Password** and select the **Institution** from the drop-down menu and click **Continue**.
    - Check the box labeled "Save this information for future use" to save the login information for future logins.
8. Select the desired **course** to export the grades and click **Continue**.
9. Select the export options and click **Continue**.
10. Click **Done**.

> ***Tip*** For more information regarding the export options for an LMS please refer to the LMS User Guide on the Turning Technologies website
>
> (http://www.turningtechnologies.com/resources/lms/LMS-Integrations-User-Guide.pdf)

How to Export Total Column to a File (.txt)

1. Click **Export** on the ResultsManager Toolbar and select **Export Total Column...**.
2. Click the radio button next to **Export to a file.**
3. Click **Save . . .**

4 **Name** the file.

5 Select a **location** to save the file.

6 To the right of Export Format, select the appropriate **file format** for export.

7 Click **Save**.

Next Steps

The .txt file can now be imported into the program that was selected in step 7.

How to Export Total Column to an LMS

1 Click **Export** on the ResultsManager Toolbar and select **Export Total Column...**.

2 Click the radio button next to **Export to an LMS.**

3 Click **Forward**.

4 Select the **Management System** from the drop-down menu.

5 Enter the **Server Address** and click **Continue**.

6 Enter the **Username**, **Password** and select the **Institution** from the drop-down menu and click **Continue**.

- Check the box labeled “Save this information for future use” to save the login information for future logins.

7 Select the desired **course** to export the grades and click **Continue**.

8 Select the export options and click **Continue**.

9 Click **Done**.

> ***Tip*** For more information regarding the export options for an LMS please refer to the LMS User Guide on the Turning Technologies website
>
> (http://www.turningtechnologies.com/resources/lms/LMS-Integrations-User-Guide.pdf)

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