Getting Started with TurningPoint

The process to create interactive presentations with TurningPoint is very simple. This chapter describes how to successfully build, deliver, and save the results of an interactive presentation in five easy steps.

Five Steps to Presentation Success

Creating an interactive presentation with TurningPoint can be accomplished in five easy steps.

> **Note** The steps below outline the suggested approach to presentation success; however, you are not required to perform the steps in this order, and you may omit steps that do not apply to you.

This section describes the five steps to success:

- ***Step One: Create Presentation Slides***
- ***Step Two: Set Up the Response Devices***
- ***Step Three: Create a Participant List***
- ***Step Four: Run a Presentation Session***
- ***Step Five: Save Session Results***

Step One: Create Presentation Slides

Using TurningPoint to create an interactive presentation requires basic PowerPoint knowledge, such as creating slides. You can add TurningPoint objects to the slides to allow participants to interact with the presentation. TurningPoint's objects include answer reminders and timers.

Before You Begin

Install TurningPoint on the machine to be used to run the presentation.

Step by Step Instructions

To create a simple slide…

1 From the TurningPoint toolbar, select the Insert Slide menu.

•A menu opens and displays a variety of pre-defined slides. Each slide can be used as-is or customized.

•As you move your cursor over the entries in the Insert Slide menu, the slide name is highlighted. Find more information on slides in ***Types of Slides*** on page 41.

2 Highlight and select the Vertical Slide option.

•TurningPoint inserts a Vertical Slide. The slide contains a question, answer, and chart region.

3 Select and highlight the text in the Question region and type a question.

•The highlighted text is replaced with the question that you enter.

4 Select the answer region and enter the answers.

•You can enter a maximum of ten answers per slide.

5 Repeat step 1 to 4 to insert additional slides.

6 Save your file from the PowerPoint toolbar before exiting TurningPoint.

Next Steps

Slides can be customized with a variety of animated feedback mechanisms. Find more information about these objects and other features ***Chapter 3: Creating and Saving Slides***.

Step Two: Set Up the Response Devices

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

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

> ***Note*** TurningPoint 2008 supports only the ResponseCard family of keypads.

Before You Begin

TurningPoint must be installed on the computer to be used for the presentations. You also must have the USB Response Device Receivers and Response Devices available for testing.

Step by Step Instructions

To set up the response devices…

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

•Connect the USB Response Device Receiver to your computer. The device is now ready for use.

- If you are using a response device licensed for TurningPoint 2006, contact your Account Executive to receive a new license code.

2 If required, Upgrade your Response Device. Otherwise, go step 3.

- If you have not already upgraded your response device receiver, you must complete this step.

a. From the TurningPoint toolbar, select Tools > Upgrade TurningPoint Receiver. Follow the on screen instructions.

3 From the TurningPoint toolbar, select Tools > Settings.

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

4 Select the Settings tab.

- The Settings tab displays a Settings Hierarchy in the left pane and the available settings in the right pane.

5 Select Response Devices from the Settings Hierarchy.

- Settings for the Response Devices display in the right pane of the Settings window.

6 Enter the number of expected devices.

- You are only required to enter the number of expected devices when using Simulated Data.

> **Note** Access the Response Device settings again when you need to change the number or type of devices being used with your presentations.

7 Close the Settings Window.

- The response devices are ready for use.

Next Steps

Find more information about Response Devices and the Settings available in ***Chapter 4: Response Device and Settings Management***.

If an audience member's device is not being accepted, check the device's ability to communicate. Radio Frequency and ResponseWare response devices provide on-screen confirmation that responses have been received. For infrared response devices, the use of a Response Grid will help to alert you of a non-communicating device. Find more information in ***View Polling Status*** on page 126.

Step by Step Instructions

To Check Device Communication...

1 From the TurningPoint toolbar, select Tools > Settings.

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

2 Select the Polling Test tab.

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

3 Select the Start Test button.

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

4 Press a key on each response device to be used.

•TurningPoint displays the Device ID, and the key entry from each response device in the order in which they were tested.

5 Select the End Test button.

•TurningPoint ends Polling test.

6 Close the Settings Window.

•The response device testing is now complete.

Step Three: Create a Participant List

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

You may create multiple Participant Lists to be used with one interactive presentation. Doing so allows you to use the presentation with multiple audiences and track the session results per audience.

Before You Begin

Your Participant List must not exceed the number of devices licensed for use. If you are not sure of the number, check the number of devices and then perform the following steps on the computer to be used for presentations after you setup your response devices.

Step by Step Instructions

To create a Participant List…

1 From the TurningPoint toolbar, select Participants > Participant List Assistant.

•The TurningPoint Participant List Assistant window opens.

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

•Participant List template choices include:

- Education—contains standard student information used for K–12 and higher education presentations, such as name and student ID.
- Corporate—contains entries for the information most often used in corporate feedback meetings including name, company name, telephone numbers, etc.
- All Available Fields—contains all information entries defined for use with TurningPoint.

- Blank—allows you to create a personalized Participant List and to name the template.
- Custom—allows you to select a previously created template from the list.

3 Select the Continue button.

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

4 Optionally, drag and drop a field from the Available Fields to the Selected Fields.

> **Note** Find instructions to customize Participant List templates ***Chapter 5: Track Participants***.

5 Select the Continue button.

•TurningPoint displays the Participant List summary screen displaying the file name and number of fields.

6 Optionally, edit the Participant File composition.

•You can change the Participant List file name by entering a new name over the old one. Select the Go Back button to add or delete a field.

7 Select the Finish button to create the Participant List and save it to a file.

•TurningPoint opens the Participant Information window where you can type, edit, or paste data.

8 Optionally, add names and other participant information to the new Participant List.

9 Select Done to close the Participant Information window.

Next Steps

Find more information about Participant Lists ***Chapter 5: Track Participants***.

Step Four: Run a Presentation Session

TurningPoint uses PowerPoint's Slide Show capabilities to present the interactive slides you have created. You test your slides during development and run the presentation for your audience by executing the following steps.

Before You Begin

You must use either an installed Response Device Receiver, or select to use Simulated Data before attempting to run the presentation. It is recommended that you use a Participant List, but you can still run a presentation session by selecting Anonymous or Auto for the Participant List.

Step by Step Instructions

To run a presentation session…

1 From the PowerPoint menu, select File > Open and select the TurningPoint presentation to be used.

2 From the TurningPoint toolbar, select the Response Device menu and select the device to be used.

•TurningPoint allows you to select how responses will be provided during the presentation. Your choices are:

- Response Devices—a response device will be used during the presentation. The response devices must be configured in Settings prior to use. Find more information on response devices in ***Install Devices*** on page 66.
- Simulated Data—TurningPoint provides random responses to the presentation. TurningPoint determines the number of responses to provide based on the number of expected devices designated in settings; i.e. if you enter expected devices as 100, TurningPoint will provide 100 responses to each question in your presentation. Find more information on expected devices in ***Enable vPad*** on page 75.

3 From the TurningPoint toolbar, select Reset > Session.

•This command clears any active sessions from memory and allows polling to take place.

4 From the TurningPoint toolbar, select the drop-down menu to the right of the Participants menu and choose the Participant List.

•The default Participant List is shown as (Auto). TurningPoint shows all Participant Lists available in the Participants folder. Participant Lists located on the desktop or in other folders are not displayed.

5 From the TurningPoint toolbar, select the Start a TurningPoint Slide Show button.

•The currently selected slide of the presentation is shown.

6 Use the mouse button to control the progress of the slide show. For each slide:

•Optionally, you can press the N key, Return, Right Arrow, Down Arrow, Enter, or the Space Bar to control progress.

a Advance the presentation to a TurningPoint slide.

Polling must be opened by the presenter.

b Select the play button on the Showbar to open polling.

TurningPoint receives responses when polling is open.

Polling is the mechanism by which TurningPoint accepts and tallies responses provided by the audience using the Response Devices.

c Select the stop button on the Showbar to close polling.

TurningPoint displays the polling results.

No responses are accepted when polling is closed.

d Click the slide to advance to the next slide.

Repeat steps a through c for each TurningPoint slide in your presentation.

7 Click on the last slide to exit from the Slide Show.

Next Steps

Your presentation may have additional features, such as animation, that cause it to behave differently at runtime from the default behavior. Find more information ***Chapter 7: Run Presentations***.

Step Five: Save Session Results

TurningPoint stores the session results temporarily, but you can save the results into a file so they can be reviewed later and used with TurningPoint's reporting feature.

When you save a session, the PowerPoint presentation is saved by default with your TurningPoint file.

Step by Step Instructions To save the session results…

1 From the TurningPoint toolbar, select the Save Session button.

•TurningPoint opens the Save Session dialog box.

2 Enter a file name to be used to store the session results.

•TurningPoint names session files using the current system date and time. Providing your own name for the file allows you to retrieve the file more easily.

3 Select the Save button.

4 From the TurningPoint toolbar, select the Reset > Session command.

•TurningPoint clears the existing session results and allows you to run the presentation again to capture new results.

> ***Note*** TurningPoint prompts you to save existing session results when you reset the session and when you exit from TurningPoint without previously saving.

Next Steps

You are able to run reports to review responses provided by each participant during a session. The TurningPoint reports use the saved session file. Find more information on reports in ***Chapter 8: Reports***.

Where Do I Go From Here?

Following is a list of the remaining chapters and their contents.

Chapter Name	Description
Creating and Saving Slides	Read this chapter to understand how to add objects to slides such as Response Reminders and Correct Answer Indicators, how to set slide defaults, how to convert existing slides into interactive TurningPoint slides, and more.
Response Device and Settings Management	Read this chapter for a comprehensive guide on setting up devices. It includes available settings and how they can help you to create a presentation to meet your needs.
Track Participants	Read this chapter to understand how to create custom Participant Lists, how to create Groups, how to modify or delete a Participant List, and how to download participant information from other sources.
Tools	The tools discussed in this chapter include how to set up standards for your slides and import slides.
Run Presentations	This chapter focuses on the behavior of your slides during a Slide Show presentation and identifies how you, the presenter, interact with TurningPoint during a “live” session. For example, it covers establishing session default behaviors, animation in slides, and adding slides during the presentation.
Reports	This chapter focuses on the various reports produced from a Slide Show presentation. These reports give you a better understanding of the audience and results.
Sessions	This chapter will teach you how to stop and save a session, resume a saved session, and delete a session to give you flexibility during the presentation.
Appendices	The appendices include a ***Glossary*** and a guide to ***Frequently Asked Questions***.