

Tools

TurningPoint offers tools that allow you to use powerful advanced features:

- Create and assign standards for evaluating participants
- Create slides aligned to state standards using QuestionPoint
- Create slides from imported files

Standards

standards tools allow you to use built-in standards (per state or country, , 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 using Turning Reports. Find more information in **Reports** on page 133.

Before you can assign standards to slides in a presentation, 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 Custom Standards to Slides**

Assign Standards Using a Built-in Standards List

comes loaded 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.

Step by Step Instructions To create a Built-in Standards List...

- 1 The Standards window opens.
- 2 Select Built-in Standards .
 - A window opens and displays four drop-down menus: State..., , Subject..., and Grade....
- 3 drop-down menu, select a state.
 - The Type... drop-down menu populates with topics for the selected state.
- 4 From the ... drop-down menu, select a type.
 - The Subject... drop-down menu populates with subjects for the selected topic.

- 5 From the Subject... drop-down menu, select a subject.
 - The Grade... drop-down menu populates with grade-levels for the selected subject.
 - 6 From the Grade... drop-down menu, select a grade-level.
 - All of the standards for the selected state, type, subject, and grade-level display in the left pane of the Standards window.
 - 7 Repeat these steps beginning with step 4 to add standards to additional slides.
 - Assign multiple standards or use multiple Standards Lists.
 - 8 When you are finished assigning standards, select the Save button.
-

Create a Custom Standards List

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.

Step by Step Instructions To create a Custom Standards List...

- 1 The Standards window opens.
- 2 Select Custom Standards Lists.
- 3 Select the New button.
 - TurningPoint places a new list under the Standards Pane of the Custom Standards window.
- 4 Select the Yes button.
 - A Save As dialog displays and allows you to name the Standard List.

Next Steps

To associate standards with slides, follow the instructions in the next section, ***Assign Custom Standards to Slides***.

Assign Custom Standards to Slides

Assigning a Custom Standards List to slides allows you to use reports to assess participants' performance on slides relating to the standards. You can also remove categories and standards using the delete key on your keyboard.

Before You Begin

You should create or obtain Standards Lists to be assigned to the slides. Find more information in **Create a Custom Standards List** on page 58.

Step by Step Instructions

 To assign standards to slides...

- 1 From the toolbar, select Tools.
 - The Tools menu opens.
- 2 Select Standards from the Tools menu.
 - The Standards window opens displaying two : Built-in Standards and Custom Standards.
- 3 Select Custom Standards Lists.
- 4 Select a Standards List in one of the following ways:
 - a Select a Standards List from the Standards folder using the drop-down menu.

The categories and standards are displayed in the left-hand pane of the Standards window.
 - b Select a Standards List from elsewhere using the button.

The categories and standards are displayed in the left-hand pane of the Standards window.
- 5 Repeat these steps beginning with step 4 to add standards to additional slides.
 - Assign multiple standards or use multiple Standards Lists.
- 6 When you are finished assigning standards, select the button.

Next Steps

Several reports allow you to assess participants' performance on the standards you assigned. Find more information in **Reports** on page 133.

QuestionPoint

QuestionPoint is a question bank of 30,000 assessment items aligned to state standards and sorted by grade and subject. This bank of questions enables teachers and administrators to easily generate assessments and create interactive presentations from those assessments.

This section describes how to:

- **Create Slides from QuestionPoint**

Create Slides from QuestionPoint

You can use the assessments found in QuestionPoint to create an interactive presentation. QuestionPoint has been integrated with to provide a seamless connection between the two applications. Creating an interactive presentation is quick and easy.

Step by Step Instructions To generate a presentation using QuestionPoint...

- 1 From the toolbar, select Tools.
 - The Tools menu opens.
- 2 Select QuestionPoint.
 - The QuestionPoint window opens.
 - The window displays the Standards, Aligned Questions, and Selected Questions window panes and the State..., Type..., Subject..., and Grade..., drop-down menus.
- 3 From the State... drop-down menu, select a state on which to base your assessment.
 - The Type... drop-down menu populates with the types of standards available for the selected state.
- 4 Select a type of standard from the Type... drop-down menu.
 - The Subject... drop-down menu populates with the available subjects for the selected state.
- 5 Select a subject from the Subject... drop-down menu.
 - The Grade... drop-down menu populates with the available grade-levels for the selected state, type of standard, and subject.
- 6 Select a grade-level from the Grade... drop-down menu.
 - A list of standards displays in the Standards pane. The standards are based on the selected state, type of standard, subject, and grade-level.
- 7 Select a standard from the list of standards.
 - A list of questions displays in the Aligned Questions pane.
 - highlights the correct answer for each question in green.

- 8 Select a question from the list and double-click or drag and drop the question to the Selected Questions pane.
 - Repeat steps 7 and 8 to add additional questions.

The selected question(s) display in the Selected Questions pane.
- 9 Select the Generate button.
 - A dialog opens presenting two options: Slide Options and Slide Position.
 - Slide Options - Add a Correct Answer Indicator to the slides.
 - Slide Position - Choose to add the slides to the end of the current presentation or create a new presentation.
- 10 Optionally, add a Correct Answer Indicator from the Correct Answer Indicator drop-down menu under Slide Options.
 - Choose from a Checkmark or Star.
 - Additionally, you can add or change a Correct Answer Indicator after you build the slides. Find more information in **Add a Correct Answer Indicator** on page 58.
- 11 Under Slide Position, select the Create a New Presentation button to create a new presentation, or Select Add to Active Presentation to add the slides to the current presentation.
 - You now have a fully functional TurningPoint presentation.

Parser Documents

The TurningPoint Parser can import certain types of documents:

- an XML document
- a Microsoft Word document (.doc)
- an Excel spreadsheet (.xls)

To be imported by the TurningPoint Parser, these documents must be formatted in the proper way. The following sections describe the proper formats for documents imported by the Parser.

This section describes how to:

- **Format XML Documents**
- **Format Word Documents**

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: <ul style="list-style-type: none"> • Q = standard question slide • P = picture slide • F = fill in the blank 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) • 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)

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: <ul style="list-style-type: none"> • 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 zero 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”.

Format Word Documents

To create a Word document to be imported by the TurningPoint Parser, you must create an outline using the heading styles built into Word. You can apply the heading styles using the drop-down menu in the Formatting toolbar, or in the Styles and Formatting pane available through the Format menu.

Each question must use the “Heading 1” style. The question is followed by several answers on separate lines using the “Heading 2” style.

In addition to the question and answer text, you can use optional TurningPoint tags to control other settings. Each TurningPoint tag must use the “Heading 3” style. Tags occur at the start of the outline (for tags that apply to the entire presentation) or on the lines immediately following a question or answer (for tags that apply only to a specific question or answer). A tag is formatted in the following way:

```
<tag>value
```

All tags are optional. If omitted, the slide will default to a standard question slide.

The tags are described in the following table.

Tag	Location	Description and Allowed Values
<c>	Start of outline.	The number of slides in the presentation.
<d>	Start of outline or following a question.	Contains the Session ID (if at the start of the outline) or topic ID (if following a question).

Tag	Location	Description and Allowed Values
<a>	Following a question or an answer.	Contains an alias for a question or an answer.
<t>	Following a question.	<p>Defines what type of slide to create using a single-letter code. The following types are accepted:</p> <ul style="list-style-type: none"> • Q = standard question slide • P = picture slide • F = fill in the blank 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) • 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)
<f>	Following a question or an answer.	The filename of a picture file. If the tag follows a question, the picture will be added next to the question text on the slide. If the slide type is "P" and the tag follows an answer, the picture will replace the answer text on the slide.
<n>	Following a question.	<p>Contains the question picture position. The following are acceptable values:</p> <ul style="list-style-type: none"> • L = Left • R = Right • F = Full
<p>	Following a question.	Contains the question topic.
<v>	Following an answer.	Contains a value for the answer. Valid answer values are "Correct," "Incorrect," or a point value from zero through 10,000.

Format Excel Documents

You can format an Excel spreadsheet so that it can be used with the TurningPoint Parser. The TurningPoint Parser will only use the data displayed in the first sheet of an Excel Workbook to create question slides. Figure 3-1 displays a sample Excel spreadsheet that contains information to create four TurningPoint slides.

Figure 3-1 displays four questions and their corresponding answers. Column A contains Question Text, columns B through K may contain Answer Text, and all columns that follow after column K are ignored by the TurningPoint Parser. The text does not have to be in any specific font. If you want to use Questions and Answers only, there must be a blank line after each Answer row. If you wish to use tags, use one row for the Question and Answer Text, one row for all of the tags (multiple tags are allowed per cell, see cell D3 in Figure 3-1), and one blank row below the tags. Make sure to include only one blank row between each tag row and the following Question row. As soon as the TurningPoint Parser detects two blank rows, it will stop searching for text.

The spreadsheet also contains several TurningPoint tags that allow the TurningPoint Parser to process additional information about the format of slides. A detailed listing of the TurningPoint tags and how they are used in figure 3-1 is shown below in figure 3-2. This table explains how the tags are used to format interactive slides. The tags are not case sensitive.

Figure 3-2

Tag	Cell #	Description and Allowed Values
<d>	A1	Session ID
	A2, or any untagged row in column A	Question Text
<a>	A6, or directly below any Question Text	Question Alias Text
<t>	A3 or directly below Question Text	Defines what type of slide to create using a single-letter code. The following types are accepted: <ul style="list-style-type: none"> • Q = standard question slide • P = picture slide • F = fill in the blank 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) • 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)

Tag	Cell #	Description and Allowed Values
	A2, B2, C2, or any cell directly to the right of Question or Answer Text	Answer Text
<f>	B3, C3, D3, or directly below Answer Text	The filename of a picture file. If the tag follows a question, the picture will be added next to the question text on the slide. If the slide type is "P" and the tag follows an answer, the picture will replace the answer text on the slide.
<n>	In the cell directly beneath the Answer Text	Contains the question picture position. The following are acceptable values: <ul style="list-style-type: none"> • L = Left • R = Right • F = Full
<p>	In the cell directly beneath the Question Text	Contains the question topic.
<v>	B6, C6, D6, or preceding any numerical Answer Text	Contains a value for the answer. Valid answer values are c or C for Correct, i or I for Incorrect, or a point value from zero through 10,000.

Import Slides

A simple slide presentation can be created by importing a an XML document, Microsoft Word document, or an Excel document using the TurningPoint Parser. Alternatively, you can import question and answer data from TestingPoint.

Using this feature of TurningPoint provides a quick way to create slides, and it is beneficial if you already have question and answer data in another form that you would like to transform into TurningPoint slides.

This section describes how to:

- ***Import Slides with the TurningPoint Parser***
- ***Import Slides from TestingPoint***

Import Slides with the TurningPoint Parser

The TurningPoint Parser is located in the Tools menu and allows you to automatically create slides from Microsoft Word or XML files.

Step by Step Instructions To import slides with the TurningPoint Parser...

- 1 Select Tools from the TurningPoint toolbar.
 - The Tools menu opens.
- 2 Select TurningPoint Parser and the file type.
 - A dialog window opens.
- 3 Navigate to the file you would like to import (.xml and.doc) and select it.
- 4 Select the Open button to continue.
 - A dialog opens asking whether you would like to add the slides to the active presentation or create a new presentation.
- 5 Select the Yes button to add the slides to the active presentation, or select the No button to create a new presentation.
 - TurningPoint builds the slides from the file. If there are many slides, this may take some time.

Next Steps

The slides imported by the TurningPoint Parser are normal TurningPoint slides, so you can take advantage of any the TurningPoint customizations on them.

Import Slides from TestingPoint

TurningPoint can insert files from TestingPoint and create slides based on them. TurningPoint retains the features used in the TestingPoint files.

Step by Step Instructions To import slides from TestingPoint...

- 1 Select Tools from the TurningPoint toolbar.
 - The Tools menu opens.
- 2 Select Import from TestingPoint.
 - A dialog opens.
- 3 Navigate to the file you would like to import and select it.
- 4 Select the Open button to continue.

- A dialog opens asking whether you would like to add the slides to the active presentation or create a new presentation.

- 5 Select the Yes button to add the slides to the active presentation, or select the No button to create a new presentation.

- TurningPoint builds the slides from the file. If there are many slides, this may take some time.

Connecting to an LMS

Step by Step Instructions

- 1 Click **Tools > LMS integrations...**

- The LMS integration Assistant will open.

- 2 Select your LMS system in the **Management System** dropdown box.

- 3 Enter the LMS server address.

- 4 Click **Connect**.

- 5 Select your institution in the **Institution** dropdown box.

- 6 Enter your **Username and Password**.

- a. If you want all of the information that you have entered to be remembered for future use, check **Remember this information**.

- 7 Click **Continue**.

- 8 Choose task

- a Select **Import Participant List** to import a Participant List from your LMS.

- b Select **Export Grades/E-mail Student Grades** to export a session and e-mail student grades for your class.

- 9 Click **Continue**.

Import Participant Lists from a LMS to TurningPoint

Step by Step Instructions Importing Participant Lists from a LMS form the LMS Assistant.

- 1 Select your **Course**.

- 2 Click **Continue**.

- 3 Name the Participant List you are saving.

- 4 Select the save location.

- 5 Click **Save**.

- The course Participant List is now saved.

- 6 Click **Done**.

Export Grades/E-mail Student Grades from TurningPoint to your LMS

Step by Step Instructions Exporting Grades/E-mailing student grades from a LMS form the LMS Assistant.

- 1 Select your **Course**.
- 2 Click **Continue**.
- 3 Click **Select Session**.
- 4 Select the TurningPoint AnyWhere session to export.
- 5 Enter the Column Header and the Maximum Value for the session.
 - a Check **Email individual reports to students through LMS** if you wish to email the students their session results.
 - b Enter your **Email address**, this address will be displayed to the students as the sent from address.
 - c Check **Include Common Message** if you want to send a message to your students in their report.
***Note:** This message will be sent to every student in the course roster!
 - d Select the location of your message to the students to be at the top or the bottom of the report.
- 6 Click **Continue**.
- 7 Click **Done**.

Where Do I Go From Here?

This chapter has demonstrated how to use tools with TurningPoint. After you create your TurningPoint slides, you are ready to run a presentation, which is described in **Chapter 7: Run Presentations**.