



TURNINGPOINT 5: STEPS TO SUCCESSFULLY RUN SELF-PACED POLLING

1

Plug in Receiver.



2

Open TurningPoint.



3

Select Participant List (optional).

4

Select Content.

5

Click Self-Paced Polling.

6

Click Accept Logins.

7

Click Start Polling.

8

Click Stop Polling.

9

Save Session.

10

Generate Reports (optional).



SELF-PACED POLLING

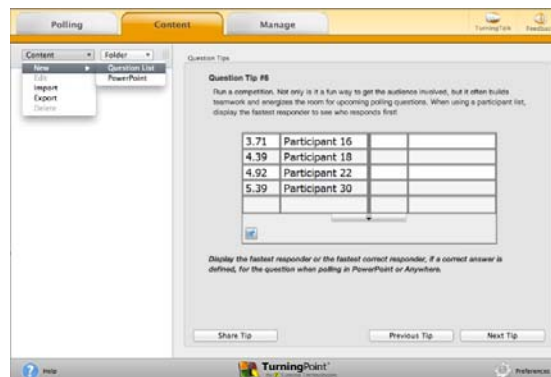
Before Class

DOWNLOADING THE SOFTWARE

- 1 Visit www.turningtechnologies.com/downloads to download TurningPoint.
Choose the install version or the no install version of the software (Mac is no install only).
- 2 Opening the no install version of the software:
 - PC: Double-click the downloaded zip file. Select the desired folder location and click **Unzip**. Open the unzipped folder and double-click **TurningPoint.exe**.
 - Mac: Double-click the **DMG** file. Drag and drop the icon into the **Applications** folder.

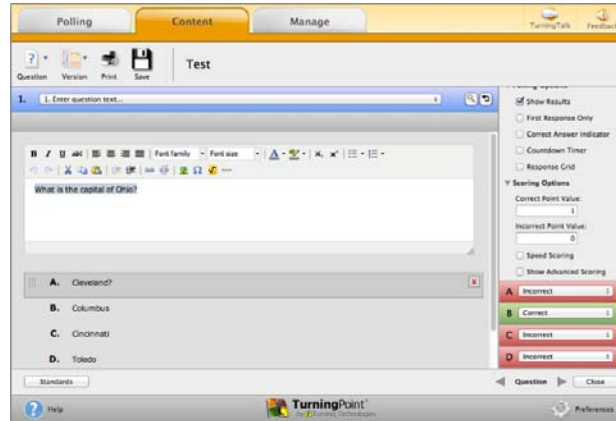
CREATING A QUESTION LIST

- 1 From the TurningPoint Dashboard, select the **Content** tab.
- 2 Click **Content**, mouse over **New** and select **Question List**.



- 3 Name the question list, change the question preferences if necessary and click **Save**.
- 4 Select the **question type** and **answer choices**.
- 5 Double-click **Enter question text...** to enter questions and answers.

- 6 Expand **Scoring Options** to set a correct answer.





- 7 Use the **arrows** at the bottom of the window to navigate through the question list.

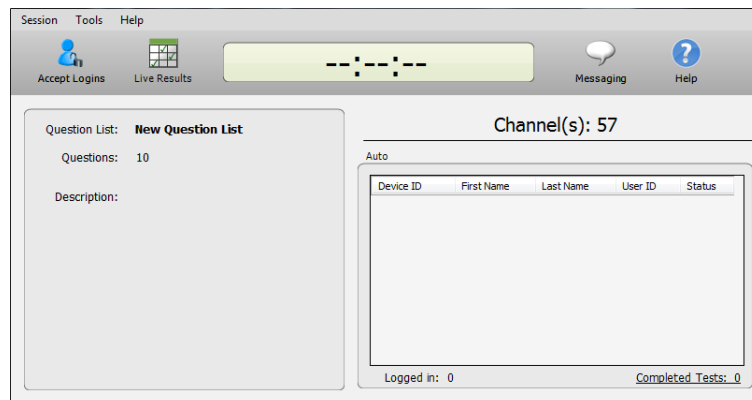
- 8 When the question list is complete, click **Close**.

- 9 Click **Save and Close**.

During Class

SELF-PACED POLLING WITH A QUESTION LIST

- 1 Plug in the receiver. 
- 2 Open **TurningPoint**. 
- 3 Select a **participant list** (optional).
- 4 Select the **question list** under Content.
- 5 Click **Self-Paced Polling**.



6 Click **Accept Logins**.

Question List: Example Question List Name
Participant List: Sample Participant List

Participant Login: Off
Time Limit: None
Completed Test Message: None

Remember Selections

OK Cancel

- a Select the **Participant Login** option from the drop-down menu.
- b Select the **Time Limit** from the drop-down menu.
- c Select the **Completed Test Message** from the drop-down menu.

7 Click **OK**.

At this time the participants may login to the test.

8 Click **Start Polling**.

Session Tools Help

Start Polling Live Results Messaging Help

Question List: **New Question List**
Questions: 10
Description:

Channel(s): 57

Auto

Device ID	First Name	Last Name	User ID	Status

Logged in: 0 Completed Tests: 0

A status icon appears when participant have successfully started taking the test.

Session Tools Help

Stop Polling Live Results Messaging Help

Question List: **New Question List**
Questions: 10
Description:

Channel(s): 57

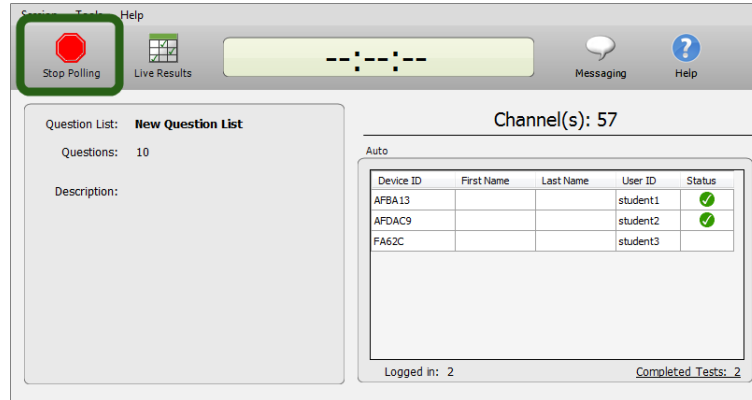
Auto

Device ID	First Name	Last Name	User ID	Status
AFBA13			student1	▶
AFDAC9			student2	▶

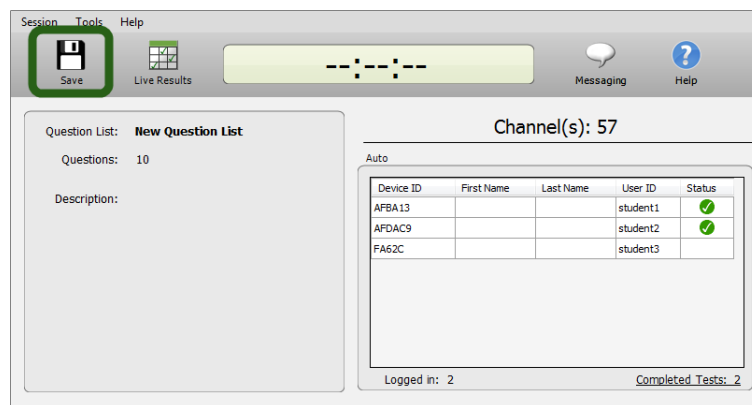
Logged in: 2 Completed Tests: 0

9 Click **Live Results** to view participant progress (optional).

- 10 Click **Stop Polling** when all participants have completed the test.



- 11 Click **Save**.



After Class

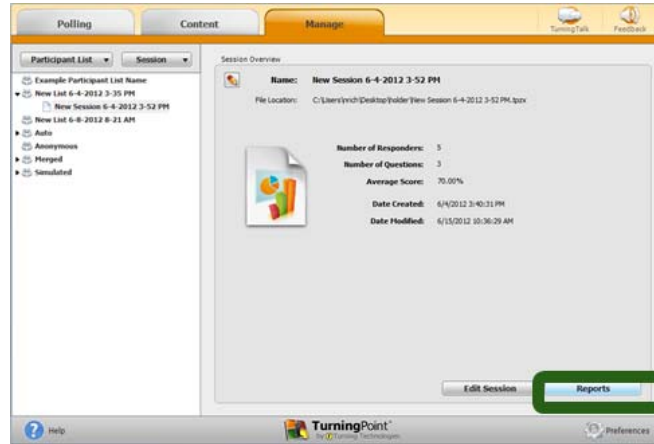
GENERATING REPORTS

- 1 Open **TurningPoint** and select the **Manage** tab.
- 2 Select the **saved session** from the left panel.

NOTE

Expand the associated participant list to view the session, or if a participant list was not used, locate the session under Auto.

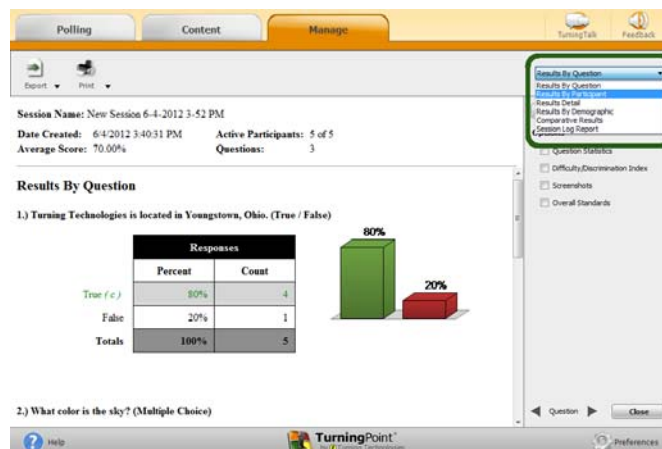
- Click **Reports** in the bottom right corner.



TIP

Double-clicking the session name will also open the reports window.

- Select the **report type** from the drop-down menu.





- Click **Close** when finished.

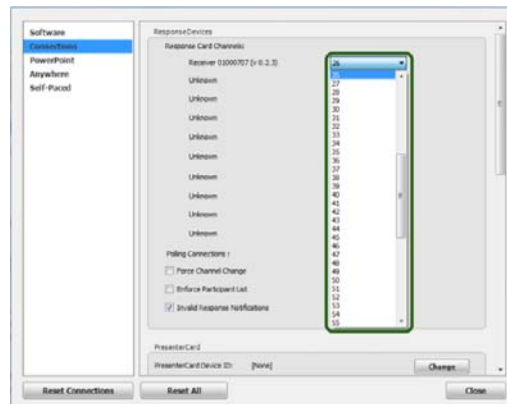
Response Connections

CHANGING THE RECEIVER CHANNEL

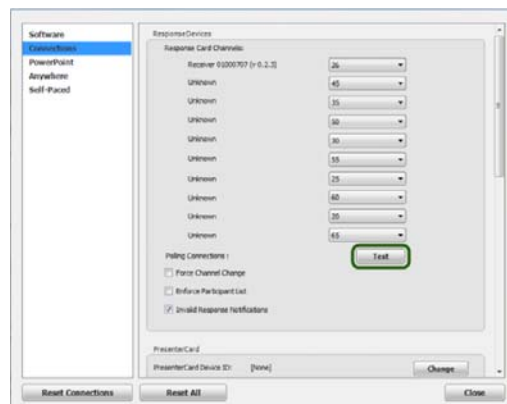
When a receiver is in use within 200 feet of another user, each receiver must be set to its own channel.

- Plug in the receiver. 
- Open TurningPoint. 
- Click the receiver channel.

- 4 If the receiver channel does not match the channel number on the ResponseCards, click the channel number (described in step 3). Select the **correct channel** from the drop-down menu.



- 5 Click Test. (Optional)



- 6 Press 1/A on the ResponseCard. A response indicates that the receiver and ResponseCards are communicating properly.

CHANGING THE CHANNEL ON THE RESPONSECARD RF AND RF LCD

The ResponseCards need to be set to the same channel as the receiver when polling.

- 1 Press the **CH** or **Channel** button (older ResponseCards have a GO button).
- 2 Enter the **two-digit** channel number.
- 3 Press **CH**, **Channel** or **GO** again.
- 4 When the ResponseCard receives the new channel, the light will turn green.



CHANGING THE CHANNEL ON THE RESPONSECARD NXT

The ResponseCards need to be set to the same channel as the receiver when polling.

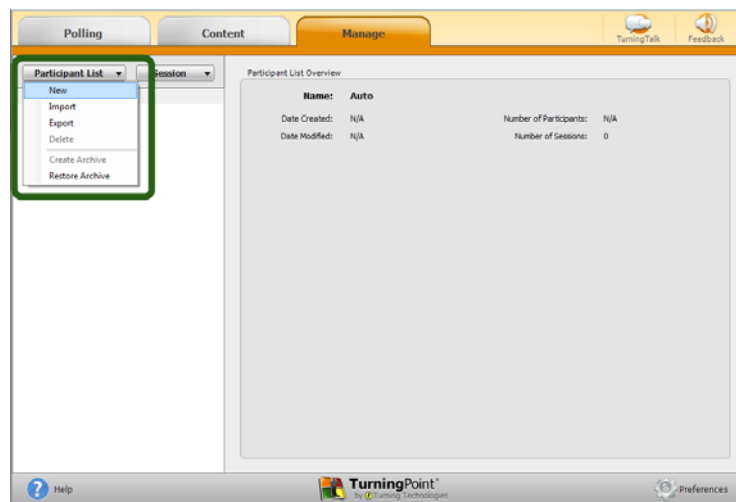
- 1 Press the **Channel** button
- 2 Enter the **two-digit** channel number.
- 3 Press **Enter** (the center button).
- 4 When the ResponseCard receives the new channel, the screen will display the new channel.



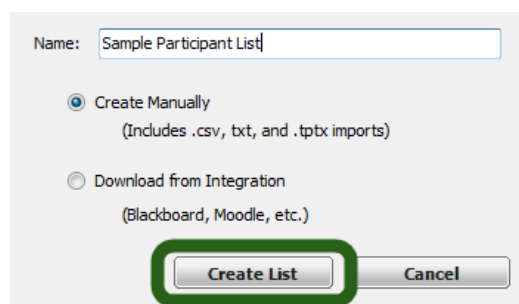
Miscellaneous

CREATING A PARTICIPANT LIST

- 1 Open **TurningPoint** and select the **Manage** tab.
- 2 Click **Participant List** and select **New**.



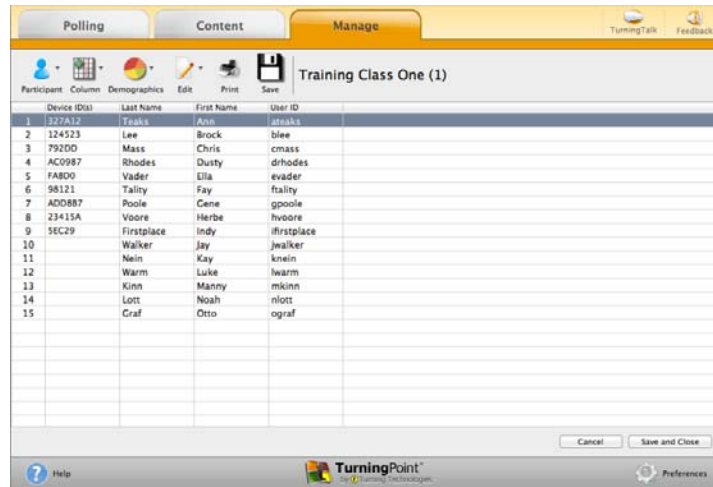
- 3 Name the participant list and click **Create List**.



- 4 Enter the **Device IDs** found on the back of the ResponseCards or the ResponseWare IDs. Also, enter **first and last names** and any other relevant information in the appropriate cells.

Press **Enter** for additional rows, or **Tab** to move between fields.

To delete a row, select the row, click **Participant** and select **Remove**.



	Device ID(s)	Last Name	First Name	User ID
1	327A12	Toaks	Asin	atnaks
2	124523	Lee	Brock	blee
3	792DD	Mass	Chris	cmass
4	AC0987	Rhodes	Dusty	drhodes
5	FAB00	Vader	Ella	evader
6	98121	Talry	Fay	ftalry
7	AD0887	Poole	Gene	gpooles
8	23415A	Voore	Herbe	hvoore
9	SEC29	Firstplace	Indy	ifirstplace
10		Walker	Jay	jwalker
11		Nein	Kay	knein
12		Warm	Luke	lwarm
13		Kinn	Manny	mkinn
14		Lott	Noah	nlott
15		Craf	Otto	ograf

- 5 Click **Save and Close** after you have entered the participant information.