

# Real-Time Registration Tool with TurningPoint 5

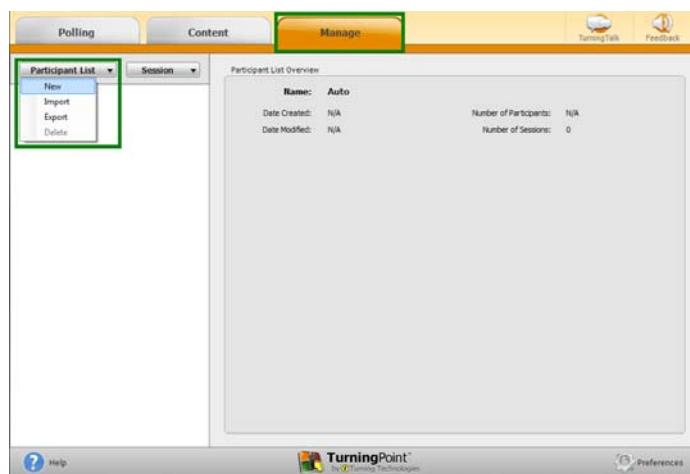
Participants “click-in” to associate their Device ID and name at the start of a session. Instructors use this information for tracking responses.

## Before Class:

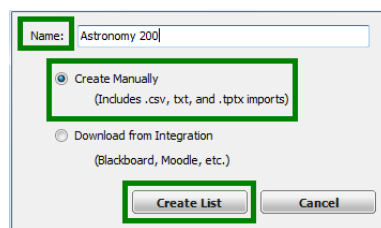
### Instructor Creates the Participant List

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- 1 Open TurningPoint 5 and select the **Manage** tab.
- 2 Click the **Participant List drop-down menu** and select **New**.

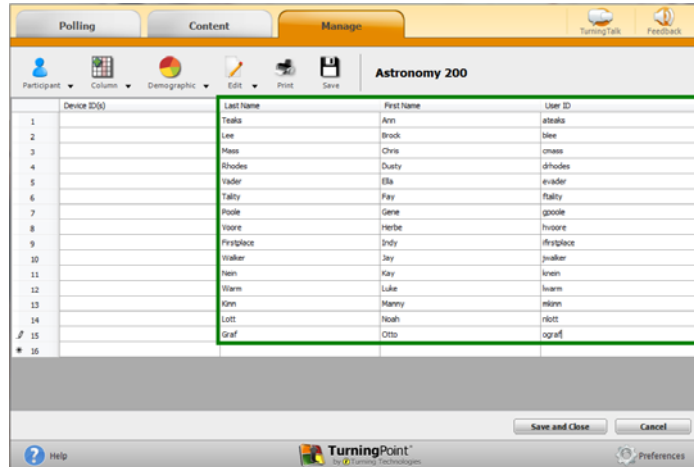


- 3 **Name** the participant list and click **Create List**.



- 4 Enter **participant information** (include Last Name, First Name and User ID).


This information can be copy/pasted into the cells or imported from a CSV or TXT file by clicking the Participant icon.

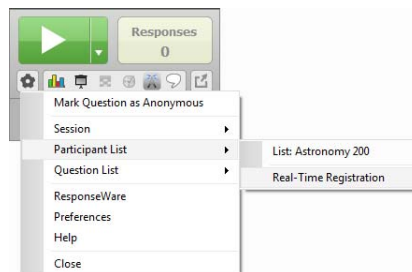
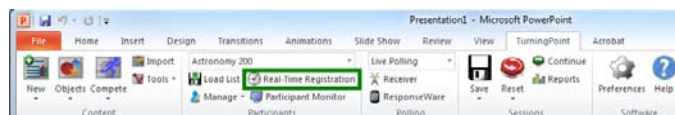


5 Click **Save and Close**.

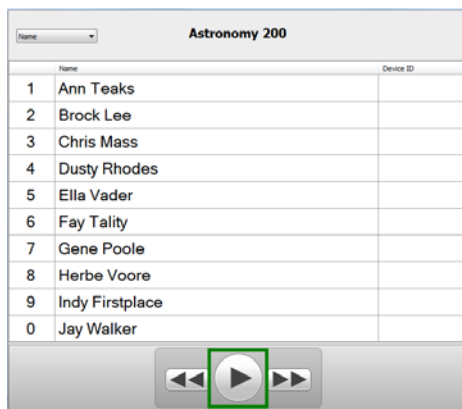
## During Class:

### Instructor Collects Device IDs and Runs Presentation

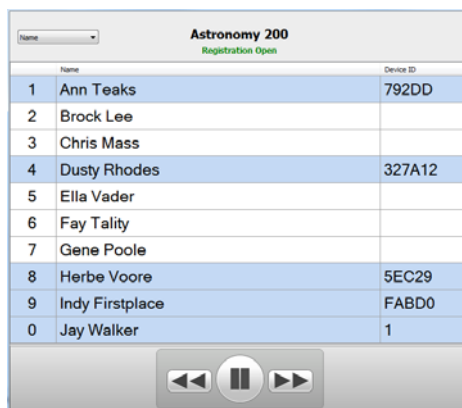
- 1 Open Turnitin 5 and select the **Polling** tab.
- 2 Select the appropriate **participant list** for the class.
- 3 Select the **PowerPoint Polling** (PC) or **Anywhere Polling** environment.
- 4 In the PowerPoint Polling environment, click **Real-Time Registration** on the Turnitin ribbon/toolbar. If using Office 2003, click   
In the Anywhere Polling environment, click the **Options icon**, mouse over **Participant List** and select **Real-Time Registration**.



- 5 Click the **Play** button to open registration.



- 6 Instruct participants to **press the number** on their ResponseCard that corresponds to the number next to their name (1 through 0). Only 10 participants show at a time. Additional participants can be displayed by clicking the forward or back buttons.



- 7 Click the **Pause** button once all participants have "clicked-in."
- 8 If necessary, re-open registration to make any changes. Click the **X** to save the IDs and close the window.
- 9 **Run** and **save** the session as normal.

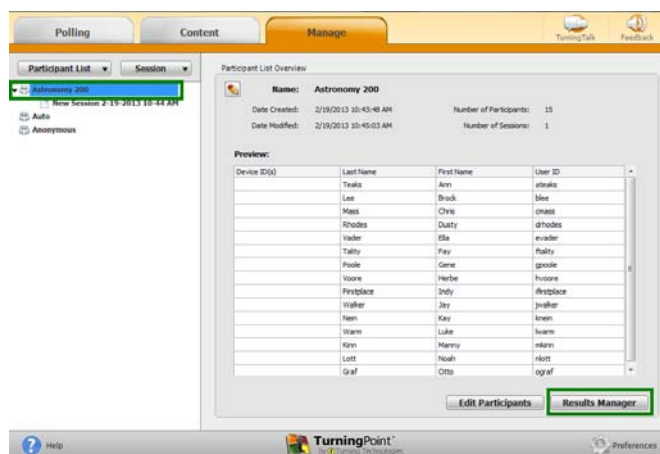
## After Class:

### Instructor Reviews Participant Information

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- 1 Open TurningPoint 5 and select the **Manage** tab.

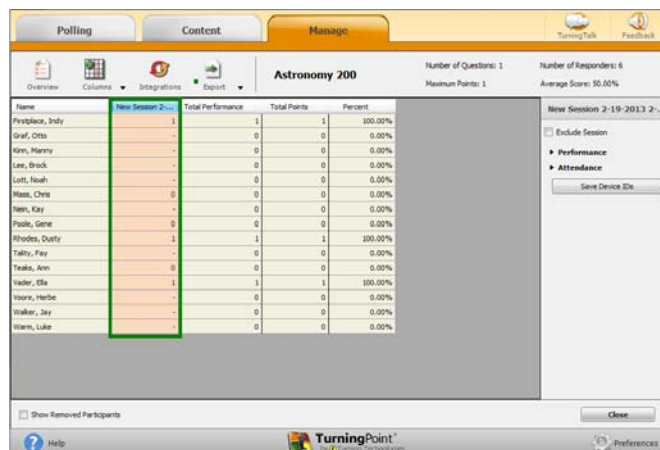
- 2 Select the **participant list** associated with the saved session and click **Results Manager**.



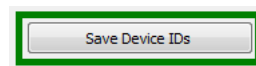
Data is assigned to participants in that session.

## Assign Device IDs to the Participant List

- 1 Select the **Grade Column** header for the appropriate session.



- 2 Click **Save Device IDs** from the Settings Pane.



- 3 Confirm to assign the Device IDs to the participant list.
- 4 Click **OK**.

The participant list is now updated.