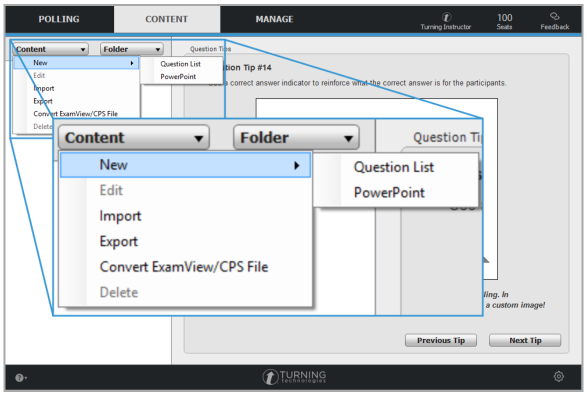
Self-Paced Polling Quick Start Guide

Before the Test

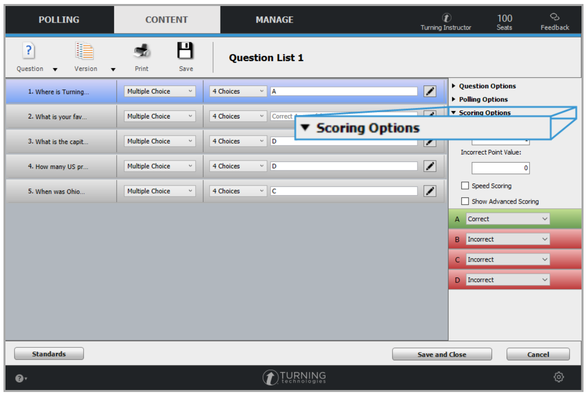
Creating a Question List

1. From the TurningPoint Dashboard, select the **Content** tab.
2. Click the *Content* drop-down menu, mouse over **New** and select **Question List**.
3. Name the question list and click **Save**.
4. Select the **question type** and **answer choices**.
5. Optionally, double-click **Enter question text** to enter questions and answers.



> **TIP**
> Entering the question and answers allows TurningPoint App participants to view the text on their web-enabled device as well as view the full question in TurningPoint reports.

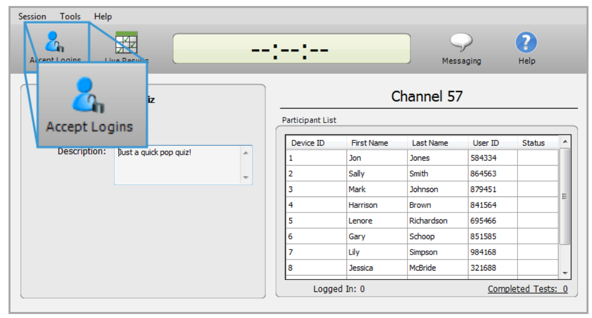
6. Expand *Scoring Options* to set a correct answer and assign point totals for each question.
7. Use the **arrows** at the bottom of the window to navigate through the question list.
8. When the question list is complete, click **Close**.
9. Click **Save and Close**.



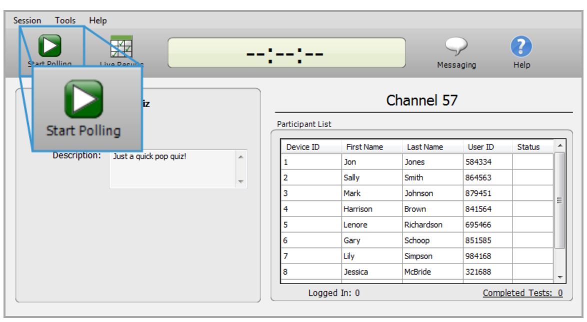
During the Test

Administering a Self-Paced Test

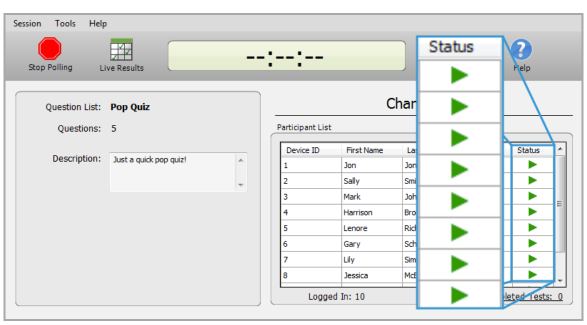
1. Plug in the **receiver**  (if using clickers).
2. Open TurningPoint and sign in to your account.
3. Verify the connection (receiver and/or TurningPoint App).
4. Select a **course** (optional).
5. Select the **question list** below *Content*.
6. Click **Self-Paced Polling**.
   The Self-Paced Polling application opens.



7. Click **Accept Logins**.
   a. Select the **Participant Login** option from the drop-down menu. Typically, this option will be "off" if using a roster.
   b. Select the **Time Limit** from the drop-down menu.
   c. Select the **Completed Test Message** from the drop-down menu.
8. Click **OK**.
   At this time the participants may login to the test.
9. Click **Start Polling**.

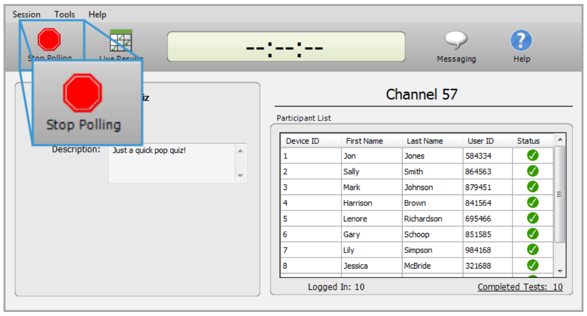


A status icon appears when participants have successfully started taking the test.

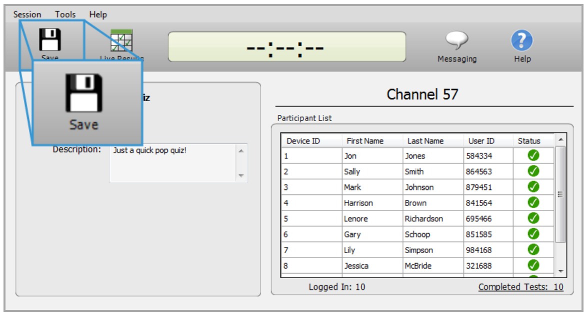


TIP
Click **Live Results** to view participant progress (optional).

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

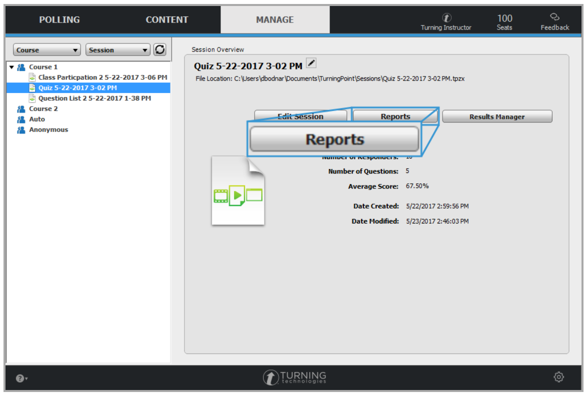


11 Click **Save**.



After the Test

Generating Reports



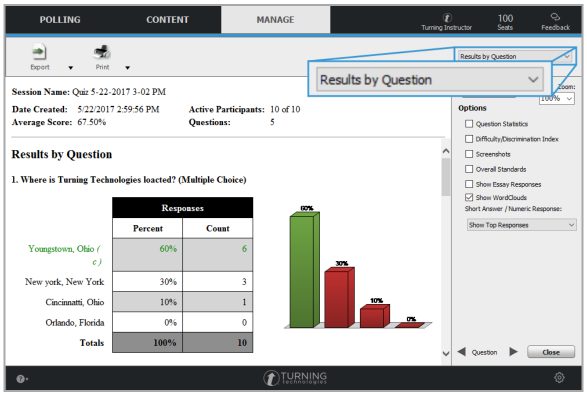
1 From the TurningPoint Dashboard, select the **Manage** tab.

2 Select the **saved session** from the left panel.

> **NOTE**
> Expand the associated course to view the session, or if a course was not used, locate the session below Auto.

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

4 Select a report from the **drop-down menu**.



5 Click **Close** when finished.