

# User Guide



**TurningPoint<sup>®</sup>**  
**2006**

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# What's New in 2006

This version of TurningPoint includes a healthy number of improvements and additions that you may enjoy. The new features provide more control over how results should be displayed, what information should be stored as results, and interesting new ways to engage your audience.

## Internationalization

TurningPoint now supports users who speak non-English languages including Canadian French, Portuguese, Spanish, Japanese, Korean, and Chinese.

## Enhanced reporting provides more support for teachers

With the new reporting features, you can:

- View a sample report before you generate one.
- See the answer selected by the participant along with the correct answer in the Answer Detail Report.
- Track class attendance using the Attendance Report.
- Grade fill-in-the-blank questions using pre-defined keywords.
- View essay responses along with multiple choice answers in the same report.

## Global settings alter the presentation of results and charts

With the new slide features, you can:

- Change the default multiple choice values from 1–10 to 0–9.
- Determine whether charts should auto-scale results or provide a results according to actual percentages.
- Increase countdown time limits to a maximum of 999 seconds.
- Set up a real-time backup folder.

## Additional slides that impress the audience

With the new slides, you can:

**Behavior modifications  
provide more flexibility and  
customizable options**

- View comparisons of demographic information.
- Allow participants to weight responses by answering one question multiple times.
- Use Microsoft Graph controls to apply new formatting to existing charts.
- Include RF Channel slides to communicate changes to default ResponseCard settings.

With the new behavior modifications, TurningPoint will:

- Save the device ID when exporting session data.
- Prompt to save session data at all times, especially when exporting.
- Store attendance information in Session Files.

The following chapters in this guide demonstrate how to implement these new features to make the most of your presentation.

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# About TurningPoint

Welcome to TurningPoint, the easiest, most powerful, fully interactive group response system available. Designed to use with PowerPoint, TurningPoint enables two-way communication between a speaker and a large group by allowing audience feedback. TurningPoint offers the ability to collect, evaluate, and record responses from everyone in the audience, transforming a lecture, workshop, or meeting into a more effective learning environment for everyone in the room. By engaging each participant, TurningPoint creates a unique session every time, recording response data that can be used immediately or later for grading, polling, attendance tracking, and demographic research.

Whether you want to gauge an audience's opinion or quickly assess your students' understanding on important points in a lecture, TurningPoint enables you to ask and receive a response at the very moment you want to ask most. The audience uses response devices to submit answers to questions you have created. Then, TurningPoint gathers responses from each participant and quickly translates them into measurable results in the form of test scores, charts, and graphs.

After a presentation, TurningPoint helps you store the data for later access or for use in reporting or grading.

This chapter provides an overview of the product and its capabilities and includes the system requirements, the steps for installing TurningPoint on your computer, and some resources available to you for customer support.

# Product Introduction

TurningPoint smoothly integrates with PowerPoint to create a more interactive and memorable presentation. To use TurningPoint, you need a computer running Microsoft Windows 2000 or newer with Microsoft PowerPoint 2000 or newer installed. (Find additional information in ***System Requirements*** on page 3.) All TurningPoint options are accessed through the TurningPoint toolbar.

The TurningPoint toolbar can be found in PowerPoint beneath the standard PowerPoint toolbar after TurningPoint is installed. This toolbar offers you all the options you need to create interactive slides, set up and

run a presentation, and generate reports. Easy-to-use features such as the Response Device Wizard and Participant List Wizard help you quickly get started.

Other TurningPoint features include participant monitoring and reporting tools. TurningPoint also provides the ability to connect to an educational institution's WebCT or Blackboard server or to use Turning Technologies' Enterprise Manager to streamline the creating of Participant Lists and reporting of classroom results and grades.

Additionally, TurningPoint is now available in a range of non-English languages. Customers may choose a language when they install TurningPoint.

# System Requirements

TurningPoint is designed for use on computers with typical abilities. You do not need the very latest technology or a large amount of hard disk space to use TurningPoint. There are, however, a few requirements that you should check for before installation. The requirements for hardware and software are detailed in the following sections.

## Requirements for Hardware

The following hardware specifications are required before installing TurningPoint on a computer:

- Intel or AMD 600 Mhz class processor (1 GHz or higher recommended)
- 256 MB RAM
- 60 MB hard disk space (an additional 32 MB is required if you do not have Microsoft .NET Framework 2.0 installed)
- 800x600 resolution at 24-bit color (1024x768 resolution at 32-bit color or higher recommended)
- Standard USB 1.1/2.0 port (for USB-based hardware devices or USB-serial Adapters)
- 9-pin serial port (for use with serial-based hardware)
- Ethernet or 802.11 compatible wireless network card (for vPad and vPad Presenter use)

## Requirements for Software

The following software applications are required to take full advantage of TurningPoint capabilities:

- Microsoft Windows 2000 SP4 or Windows XP
- Microsoft Office 2000, XP, or 2003

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## How to Install TurningPoint

In a few simple steps, TurningPoint can be installed on your computer. The installation process takes just a few minutes, and then you will be ready to create a TurningPoint presentation.

### Before You Begin

Check the hardware and software specifications outlined in **System Requirements** on page 3. A computer must meet these systems requirements before installation.

### Step by Step Instructions

- 1** Install TurningPoint in one of two ways:
  - Download the latest edition of TurningPoint from the Turning Technologies web site.
  - To install from a CD, insert the CD on the computer.
- 2** If an older version of TurningPoint is installed, the InstallShield Wizard window displays a message requesting to run TurningPoint Update Utility prior to installation.
  - a** Select OK to run the TurningPoint Update Utility.
  - b** Select the Yes button to import the old settings. Or, select the No button.
  - c** Select the OK button to close the TurningPoint Update Utility.
- 3** Select the Next button to continue the installation with the InstallShield Wizard.

To install TurningPoint software on a computer...

The Turning Technologies web site is located at <http://www.turningtechnologies.com>. Use your web browser to download the file to your computer. When the download is complete, double-click the setup icon to launch the InstallShield Wizard.

After you insert the CD, the InstallShield Wizard launches automatically.

TurningPoint Update Utility allows you to import the settings from TurningPoint 2003.

If this is the first time you are installing TurningPoint, or if you have a previous release of TurningPoint 2006, the InstallShield Wizard skips the TurningPoint Update Utility. (Settings from a previous installation of TurningPoint 2006 are automatically used for the upgrade.) Continue with step 3.

The Update utility asks whether you would like to import the settings from the previous version of TurningPoint.

TurningPoint Update Utility runs and then displays a window to notify the process is complete.

You are returned to the InstallShield Wizard to continue the installation.

The next page displays the license agreement. Use the scrollbar to read the license agreement on the screen or select the Print button to send the text to a printer.

## Chapter 1: About TurningPoint

- 4** Select the button labeled “I accept the terms in the license agreement” if you accept these terms.

Accepting the terms of the license agreement permits you to continue with the process of installing TurningPoint.
- 5** Select the Next button.

The next page displays personal information entry fields.
- 6** Type your name and company in the fields.
- 7** Select the Next button.

The next page allows you to select a language.
- 8** Select a language to install.

You may choose English, Dutch, French, Japanese, Korean, Portuguese, or Spanish.
- 9** Select the Next button.

The next page confirms that the computer is ready to install TurningPoint.
- 10** Select the Install button.

The computer installs TurningPoint to the location you specified and displays the Finish button on the page when it completes the process.
- 11** Select the Finish button.

The final page displays a message that the installation is complete. Select the Launch TurningPoint checkbox if you would like to immediately open the program.

The TurningPoint shortcut icon displays on your desktop and points to the location where you installed

## How to Open TurningPoint with PowerPoint

TurningPoint on the computer. Double-click the icon to open the program.

### TurningPoint Shortcut Icon



**Note** You can set TurningPoint to load every time you open PowerPoint. To do this, follow the instructions in the next section, How to Open TurningPoint with PowerPoint...

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## How to Open TurningPoint with PowerPoint

After you install TurningPoint onto your computer, you may want it to open automatically when you open PowerPoint. Or, you may want the programs to always open separately. You can change an item in the Settings menu to accomplish either of these tasks.

### Step by Step Instructions

- 1 Double-click on the TurningPoint icon.
- 2 Select the Display Settings menu (Hint: it's the one that looks like a pair of eyeglasses) in the TurningPoint toolbar beside the Tools menu.

To automatically load TurningPoint with PowerPoint...

See the toolbar in *Tour of the TurningPoint Toolbar* on page 10.

The Settings menu opens.

## Chapter 1: About TurningPoint

- 3 Select the Presentation icon in the top row of the Settings menu.
- 4 Scroll down the menu until you see the Misc settings.
- 5 Select the Add-In always loaded setting.
- 6 Select the drop-down menu next to the Add-In always loaded setting and choose either True or False.
- 7 Select the Done button.

A specific list of settings options displays in the menu.

Choosing True means that TurningPoint automatically loads when PowerPoint is opened.

Choosing False means that TurningPoint does NOT automatically load when PowerPoint is opened; you have to open each program separately.

The Settings menu disappears and, depending on your selection, TurningPoint either does or does not load when you open PowerPoint.

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## How to Activate Your TurningPoint License

Once you've installed TurningPoint, you can then activate your license either over the Web or by phone using the 16 character license code that came with your TurningPoint purchase. If you are activating your license by phone, you can connect to the Web by proxy server.

### Step by Step Instructions

- 1 Open TurningPoint and select the TurningPoint icon in the TurningPoint toolbar.
- 2 Select an activation method by clicking in one of the circles.

To activate your TurningPoint license...

The TurningPoint icon is the first icon on the left side of the toolbar.

The TurningPoint - Activate License menu opens.

You may select either Activate License over the Web or Activate License by Phone.

If you would like to activate over the Web and use a proxy server to connect, continue with step 3. If you

- 3** Select the checkbox beside 'I connect to the internet through a proxy server.'
  - a** Select the Settings button to configure your proxy settings.
  - b** Select either 'Automatically detect proxy settings' or 'Manually configure proxy settings.'
  - c** Type in the server Address and Port if you are manually configuring the proxy settings.
  - d** Select the Test button to ensure that the server settings have been successfully configured to connect to the internet.
  - e** Select Done.
- 4** In the Activate License menu, select the Next button.
- 5** Select the Next button after choosing one of the options.
- 6** Enter your 16 character license code.

would like to activate over the Web without a proxy server or activate by phone, continue with step 4.

A Settings button appears.

The Proxy Server Settings menu opens.

If your proxy settings require authentication, you may also enter the correct username, password, and domain in the Proxy Server Settings menu.

You have now set up a connection to your proxy server and can complete the activation process.

You are prompted to choose from three options: I have purchased a license of TurningPoint, I want to evaluate TurningPoint, or I only want to author content or generate reports from this computer.

The next page prompts you to enter the 16 character license code.

You can find your license code in the registration materials that came with your TurningPoint software.

## Chapter 1: About TurningPoint

- 7 Enter any other requested information, including your name, phone, email, organization, etc.
- 8 Select the Next button.
- 9 Select the Finish button to activate TurningPoint.

An Activate License over the Web message appears in the Activate License menu.

A dialog box appears with a Thank you message. You have now successfully activated your license for TurningPoint.

# Tour of the TurningPoint Toolbar

When you open TurningPoint, PowerPoint opens and the TurningPoint toolbar is displayed beneath the PowerPoint standard and formatting toolbars in the upper region of the window, as the following image depicts.

### TurningPoint Toolbar



The following descriptions define the buttons that make up the tools in the TurningPoint toolbar. The numbered

labels in the previous image show you the location of each tool.

- 1** Activate/Upgrade      Allows you to submit the license information for TurningPoint software and upgrades. Find information about installation and customer support in **Chapter 1: About TurningPoint**.
- 2** Reset      Returns the response tallies from the audience to zero for all slides in the session or only the current slide. Find information about polling the audience in **Chapter 6: How to Run a Presentation Session**.
- 3** Continue Prior Session      Opens a previously saved session. A session is a run-through of a presentation where an audience has submitted responses to some or all of the questions. Find information about continuing a prior session in **Chapter 6: How to Run a Presentation Session**.
- 4** Save Session      Stores the current session for retrieval later. Find information about saving sessions in **Chapter 6: How to Run a Presentation Session**.
- 5** Insert Slide      Displays a menu of TurningPoint slides that you select to create a presentation. Find information about TurningPoint slides in **Chapter 3: How to Create Slides**.
- 6** Convert to Picture Slide      Use to assign and order pictures as answers instead of text. Find information about picture slides in **Chapter 3: How to Create Slides**.
- 7** Insert Object      Displays a menu of items that you select to enhance a slide. Find information about slide options in **Chapter 3: How to Create Slides**.
- 8** Display Settings      Allows you to create and edit the default settings for the presentation or a specific slide. Find information about applicable settings throughout this guide, and information about modifying settings in **Chapter 3: How to Create Slides**.
- 9** Tools      Provides advanced options to set up, create a presentation, and report data. Find information about advanced options in **Chapter 7: How to Use Tools**.

## Chapter 1: About TurningPoint

- |   |                                |  |
|---|--------------------------------|--|
| ⑩ | Display Response Device Wizard | Allows you to identify and test communication with the response devices. Find information about response devices in <b>Chapter 4: How to Set Up Response Devices</b> . |
| ⑪ | Select Input Source            | Selects the type of response devices to be used with the presentation. Find information about response devices in <b>Chapter 4: How to Set Up Response Devices</b> .   |
| ⑫ | Participants                   | Provides options to be used with Participant Lists. Find information about these options in <b>Chapter 5: How to Track Participants and Teams</b> .                    |
| ⑬ | Select a Participant List      | Assigns a Participant List to a session. Find information about participant lists in <b>Chapter 5: How to Track Participants and Teams</b> .                           |
| ⑭ | Display TurningPoint Help      | Opens the online help file.  |
| ⑮ | Toolbar Options                | Customizes the PowerPoint and TurningPoint toolbars.   |

# Customer Support Resources

This guide defines and demonstrates many of the tools and functions that TurningPoint gives you. If you have questions and concerns, additional resources are available to you online or by calling a Turning Representative.

# Online Assistance

Turning Technologies offers assistance to customers online through the Turning Technologies Web Site. To access the web site, go to <http://www.turningtechnologies.com>.

Go to the Downloads section of the Turning Technologies Web Site to find valuable information about using TurningPoint. The Downloads section provides a link to the Quick Start TurningPoint Users Guide. Select the link to download the users guide for viewing or printing. In the Downloads section, you also find a link to access Web-Based Training.

Web-Based Training is a series of a online videos that demonstrate many aspects of TurningPoint. Select the link to access Web-Based Training. You may need to enter a user name and password. To register a user name and password, select the Register Now link, and complete the form. Registration is free.

The videos in the Web-Based Training series cover the following topics:

- Installation (Software and Hardware)
- Quick Start
- Creating an Interactive Presentation
- Running an Interactive Presentation
- Response Reminders Modifying and Formatting
- Options and Settings
- Post Presentation

Turning Technologies also offers live web-based or on-site training. Find more information on the web site.

## Customer Support

To speak with a Turning Representative call our toll-free phone number: 1-866-746-3015. By E-mail, send your inquiry to [support@turningtechnologies.com](mailto:support@turningtechnologies.com).

*Office Hours:*

Monday through Friday, 7:00 AM to 9:00 PM (EST)

*Mailing Address:*

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Turning Technologies, LLC offers complete TurningPoint training. Our trainers are ready to hit the road to fulfill your training needs at your location. Or if you desire, send your team to our state-of-the-art training facility in Ohio.

Typical training sessions last from two to six hours depending on your intended use of TurningPoint and skill level with Microsoft Office products. For Training Services, call 1-866-746-3015 for details.

## Where Do I Go From Here?

If you are new to TurningPoint, this manual will help you on your way. Read through **Chapter 2: Getting Started with TurningPoint** to receive a general overview of working with this product.

## Where Do I Go From Here?

Are you a returning user? Details of the new TurningPoint features can be found throughout this document. ***What's New in 2006*** on page iii outlines these new features, while the Table of Contents or Index should help you find them quickly.



# 2 Getting Started with TurningPoint

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

From there, with a little more effort, you can customize the slides and include animation, feedback mechanisms, and excitement in your presentation. You can also create reports to view the results of your presentation session.

This chapter provides the basics, a tutorial of sorts, for using TurningPoint. Following the five steps to success

## Chapter 2: Getting Started with TurningPoint

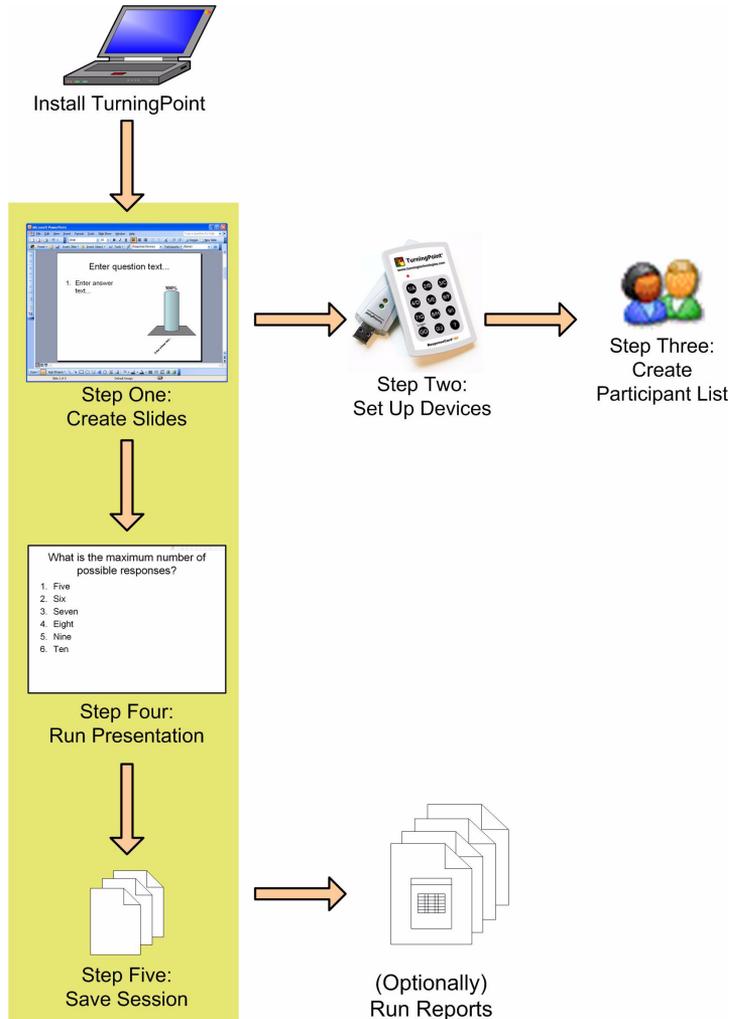
allows you to create very simple interactive presentation slides, set up the devices, create a Participant List, and use TurningPoint to present those slides.

The advanced features of TurningPoint are detailed in the chapters that follow. You can find information about the contents of those chapters in ***Where Do I Go From Here?*** on page 37.

# Five Steps to Presentation Success

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

## Five Steps to Success



## Chapter 2: Getting Started with TurningPoint

As the previous diagram depicts, you start by creating the presentation slides. These slides can be as simple or complex as you desire. You can use PowerPoint's features to apply a background, insert graphics, etc. to meet your needs. You will repeat this step many times as you create additional TurningPoint interactive slide presentations.

Next, set up the devices to be used to gather responses from the audience. TurningPoint provides a Response Device Wizard to take care of the hard work. Perform this step when you first set up TurningPoint and then again when you add new response devices.

Then, identify your audience. Create a Participant List using the Participant List Wizard. You can choose from using standard list templates or creating one of your own to store as much information about your audience as is required. (You can also run a presentation without a Participant List if you wish.) Create a Participant List for each audience.

When that's done, you are ready to run the presentation. You'll use PowerPoint's Slide Show functionality for this purpose. Behind the scenes, TurningPoint is gathering, tallying, and storing the responses provided by your audience.

Finally, save the results of your session in a file to be used with TurningPoint's reports to evaluate the audience's responses. Perform this step for each presentation session.

Instructions to perform these five steps to success are detailed in the following sections. Instructions to use the advanced features of TurningPoint are found in the chapters that follow.

---

## Step One: Create Presentation Slides

Using TurningPoint to create an interactive presentation requires some basic PowerPoint knowledge and your imagination. Your slides can simply contain question and answer text. Or, you can add TurningPoint objects to each slide to allow your participants to interact effectively with your presentation. TurningPoint's objects include answer reminders, timers, and response indicators, to name a few.

### Before You Begin

Install TurningPoint on the machine to be used to run the presentation. You can install a copy of TurningPoint in evaluation mode on a machine to be used to develop the interactive slides. The evaluation mode copies can be installed on as many machines as needed to be used to author the interactive slides. Find installation instructions in *How to Install TurningPoint* on page 4.

You should be familiar with the basics of creating slides using PowerPoint. This manual discusses how to use TurningPoint to create interactive presentation slides.

### Step by Step Instructions

- 1 From the TurningPoint toolbar, select the Insert Slide menu to display the list of pre-defined slides.

To create a simple slide...

TurningPoint provides a variety of pre-defined slides for your use. Each slide can be used as-is or customized to behave as you desire.

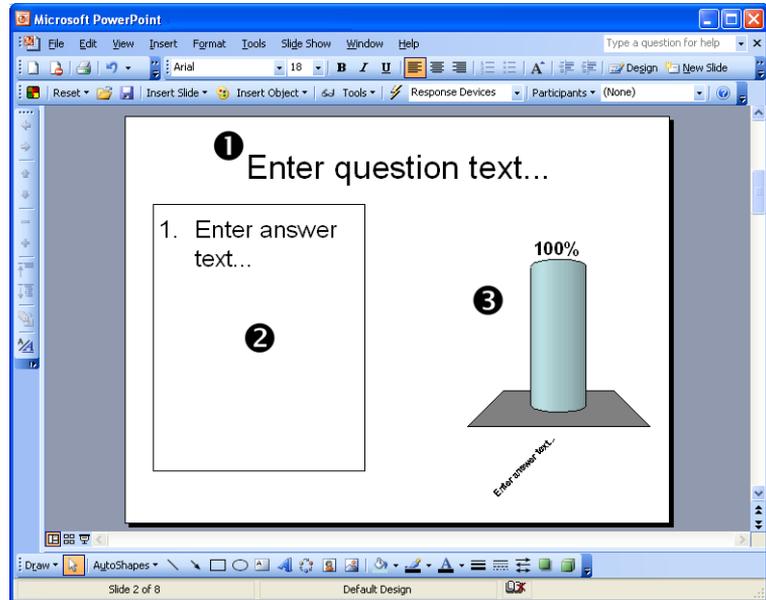
As you move your cursor over the entries in the Insert Slide menu, the slide name is highlighted.

## Chapter 2: Getting Started with TurningPoint

- 2 Highlight and select the Vertical Slide option.

TurningPoint inserts a Vertical Slide. The slide contains a question region, an answer region, and a vertical bar chart.

### Insert Vertical Slide



- 1 The question region.
- 2 The answer region.
- 3 The chart region. This example is a vertical bar chart. Charts can be positioned anywhere on the slide.

- 3 Select the region labeled "Enter question text..." and type in a question.

When you select the region, the text is highlighted. The highlighted text is replaced with the question text that you enter.

- 4 Select the region labeled “Enter answer text...” and type in the answers.
- 5 Repeat step 1–step 4 to insert additional slides.
- 6 Save your file before exiting TurningPoint.

This region has the same behavior as the “Enter question text...” region. You can enter a maximum of ten answers per slide.

**Note** Slides can be customized by adding a variety of animated feedback mechanisms. Find information about these different presentation objects in **Chapter 3: How to Create Slides**.

---

## Step Two: Set Up the Response Devices

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

TurningPoint supports a variety of response devices including infrared and radio frequency keypads as well as networked PDAs, vPad, laptops, desktops, and Windows cell phones.

TurningPoint needs to know what types of response devices will be used before you run the presentation. Use the Response Device Wizard to find and test the response devices.

### Before You Begin

You must have TurningPoint installed on the computer to be used for the presentations and must have the hardware device receivers and devices available for testing. Run the Response Device Wizard on the presentation machine.

### Step by Step Instructions

- 1 Connect the device receiver to the presentation computer.
- 2 If required, install the drivers for the Keyspan adapter. Otherwise, go to step 3.
- 3 From the TurningPoint toolbar, select the Display Response Device Wizard button. (Hint: it's the one that looks like a lightning bolt.)

To set up the response devices...

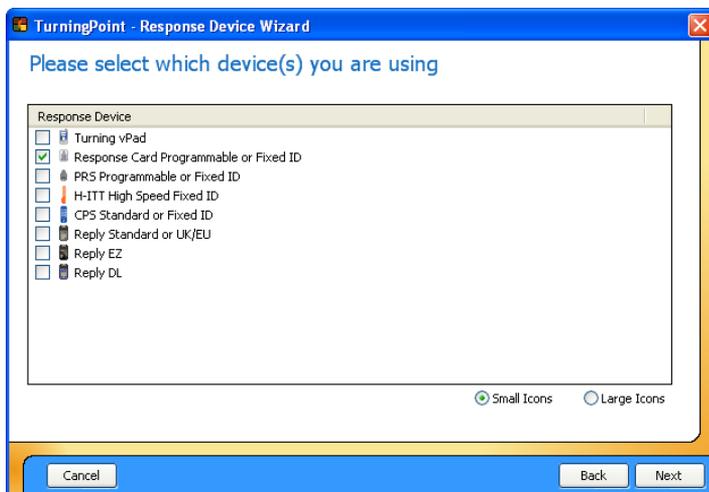
Connect the serial or USB cable or Keyspan USB adapter to the appropriate port on your computer.

If you install a serial receiver using the Keyspan USB adapter, Windows will prompt you to install the new hardware device.

Insert the hardware installation CD into your CD-ROM drive and follow the instructions in the installation setup. If you need assistance, refer to **Chapter 4: How to Set Up Response Devices**.

The TurningPoint Response Device Wizard window opens. All devices that you are able to use with TurningPoint are shown.

### Response Device Wizard: Select Devices



- 4 Select the box next to the device to select one or more device types to be set up.

You can choose to view the device list by name or by picture.

## Step Two: Set Up the Response Devices

- To view the devices by device name, select the Small Icons option at the bottom right of the entry list.
  - To view the devices by picture, select the Large Icons option.
- 5 Select the Next button.

If you are using hardware that requires a serial connection, TurningPoint searches your computer to locate the ports where it finds connections for the device receivers and displays the list of ports.

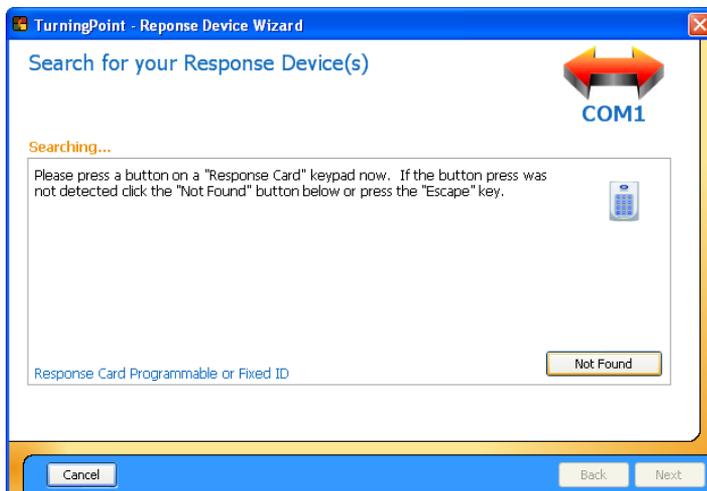
**Note** A vPad is a software version of a response device. The vPad must be identified for use during device setup as well. Find more information on device setup in **Chapter 4: How to Set Up Response Devices**.

## Chapter 2: Getting Started with TurningPoint

- 6 Select the checkbox next to the ports where the response devices are connected.
- 7 Select the Next button one more time.

TurningPoint searches for the response devices.

### Response Device Wizard: Search for Devices



- 8 Press a key on one response device of each type to be used to enable TurningPoint to see the device.

If TurningPoint doesn't find the response device on the first attempt, select the Not Found button and try again.

TurningPoint displays a Done searching... message when the devices have been found successfully.

**Note** This step is not necessary for USB or vPad response devices.

- 9 Select the Next button.
- 10 Enter the number of devices to be used.

TurningPoint identifies the number of response devices licensed for use with the software.

Enter a range of numbers in the Starting Keypad Number and Ending Keypad Number regions. The

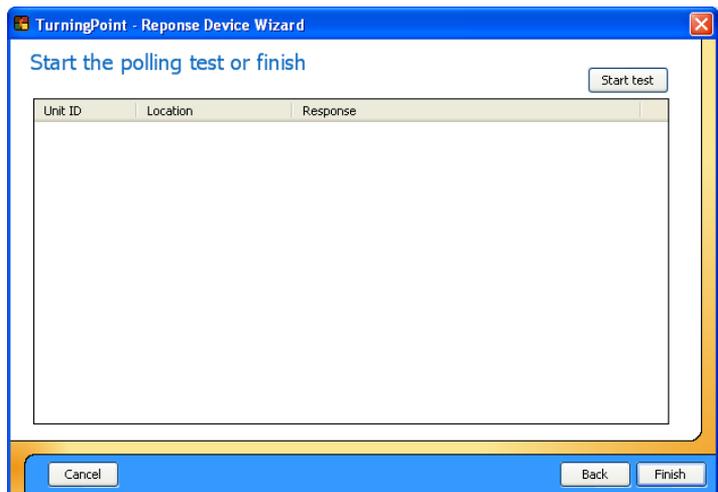
## Step Two: Set Up the Response Devices

difference between the Starting and Ending Keypad numbers cannot exceed the number of licensed devices.

- 11 Select the Next button again.

TurningPoint displays the Polling screen. Use this screen to verify the devices are set up correctly and that TurningPoint can receive responses from the devices.

### Response Device Wizard: Polling Test



- 12 Select the Start Test button.

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

- 13 Press a key on each response device to be used.

TurningPoint displays an entry for each response device, in the order in which they were tested, and the key number pressed on each response device.

- 14 Select the End Test button.

This action ends the Polling test.

**15** Select the Finish button.

The response device setup is now complete.

**Note** Run the Response Device Wizard again when you need to make changes to the number or type of devices being used with your presentations.

---

### Step Three: Create a Participant List

Participant Lists identify the members of your audience—your students, your trainees, your survey respondents—who will use a response device during your presentation. The participant name and required information is stored along with information about their assigned device, which is identified by number (for example, 1, 2, 3, and so on) and by 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, perform the following steps on the computer to be used for presentations after you have run the Response Device Wizard.

Alternatively, you can use TurningPoint to create a Participant List on a machine that is licensed for slide development only. Find instructions to do this in **Chapter 5: How to Track Participants and Teams**.

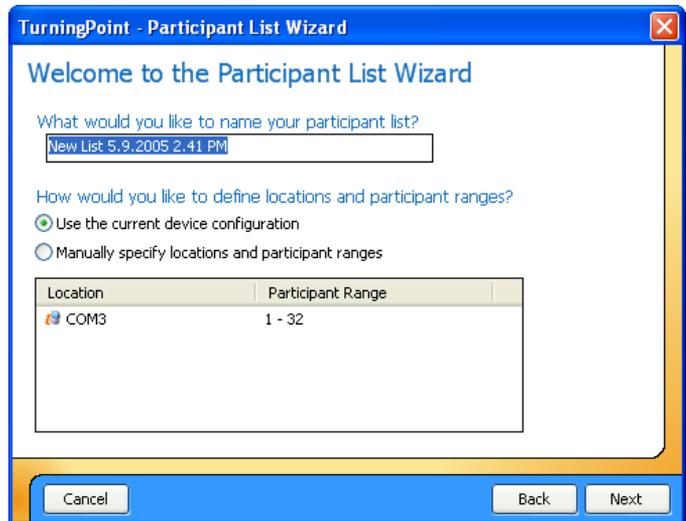
### Step by Step Instructions

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

To create a Participant List...

The TurningPoint Participant List Wizard window opens.

### Participant List Wizard



- 2 Type the name of your Participant List.

TurningPoint provides a name using the current system date and time. You can type a more meaningful name or use the default.

## Chapter 2: Getting Started with TurningPoint

- 3** Select the device to be used to create the Participant List.
  - Select the Use the current device configuration option to use the identified device.
  - Select the Manually specify locations and Participant ranges option to alter the participant ranges.
- 4** Select the Next button.
- 5** Select a template to be used to create your own Participant List.
  
- 6** Select the Next button to continue.

TurningPoint displays the Participant List templates.

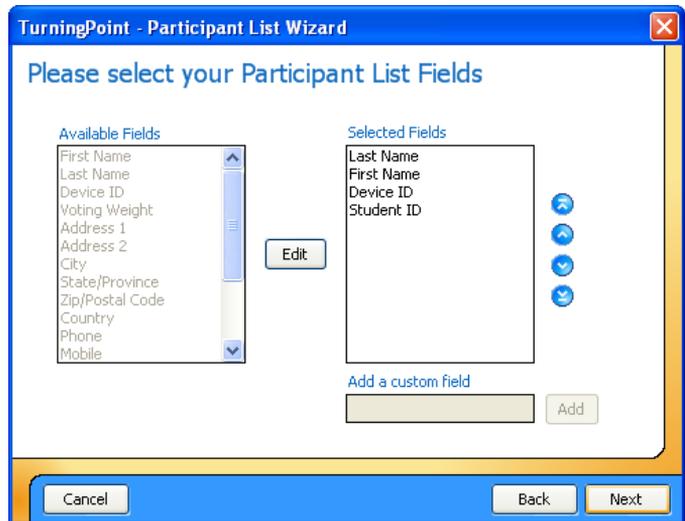
Participant List template choices include:

- 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.
- Available Fields—contains all information entries defined for use with TurningPoint.
- Custom—allows you to choose what information should be included with your Participant List and to name the template.

TurningPoint displays the Participant List information entries (called fields). Use this screen to customize a pre-defined template or to select the fields to be included in your Custom template.

## Step Three: Create a Participant List

### Participant List: Add or Remove Fields



- 7 Optionally, select the Edit button to activate the fields list.

The Edit button is replaced by right (>) and left (<) arrow buttons. Use these buttons to add or delete selected fields from the template.

**Note** Find instructions to customize Participant List templates in **Chapter 5: How to Track Participants and Teams**.

- 8 Select the Next button to continue.

TurningPoint displays the Groups entry box. Use this screen to add Groups to your Participant List. Groups provide categorization for greater reporting opportunities.

### Participant List Wizard: Add Groups



- 9 Optionally, type in a Group name and select the Add button.
- 10 Select the Next button.
- 11 Optionally, edit the Participant File composition.
- 12 Select the Finish button to create the Participant List and save it to a file.

TurningPoint displays all Groups in the Included Groups list. Repeat this step to add additional groups.

TurningPoint displays the Participant List summary screen.

The settings you can change include the Participant List file name, number of participants, number of fields, and number of groups. Select the link next to the setting to be returned to the screen and make your edits.

**Note** Find more information about Participant Lists in **Chapter 5: How to Track Participants and Teams**.

---

## 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 have run the Response Device Setup Wizard successfully 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 None 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.
- 3** From the TurningPoint toolbar, select Reset > Session.

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 have been set up using the Response Device Wizard.
- **Keyboard Keys 0–9**—you will provide input to the presentation using the keyboard keypad or number keys.
- **Simulated Data**—TurningPoint provides random responses to the presentation.

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

## Chapter 2: Getting Started with TurningPoint

- 4 From the TurningPoint toolbar, select the drop-down to the right of the Participants drop-down and select the Participant List to be used.
- 5 From the PowerPoint menu, select Slide Show > View Show.
- 6 Use the left mouse button to control the progress of the slide show. For each slide:
  - a Advance the presentation to a TurningPoint slide to open polling.
  - b Click the slide once to close polling and display the results.
  - c Click again to advance to the next slide.
- 7 Click at the end of the slides to exit from the Slide Show.

The default Participant List is shown as (None). TurningPoint shows all Participant Lists available in the Participants folder. Participant lists located on the desktop or in other folders are not displayed.

The first slide of the presentation is shown.

Polling opens automatically when a TurningPoint slide appears in the slide show. 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.

No responses are accepted when polling is closed.

**Note** Your presentation may have additional features, such as animation, that cause it to behave differently at runtime from the default behavior. Find more information in **Chapter 6: How to Run a Presentation Session**.

---

## Step Five: Save Session Results

TurningPoint stores the results from your session. These results can be reviewed at a later date and used with TurningPoint's reporting feature in a variety of ways.

When you save a session, a default TurningPoint setting automatically includes the PowerPoint presentation with your TurningPoint file. You have the option to exclude the PowerPoint presentation from the TurningPoint session file. This function allows you to save only the TurningPoint results data without the presentation slides. If you do NOT wish to include the PowerPoint presentation in your TurningPoint session file, navigate to the Settings menu and, under the Misc heading, change 'Include Presentation' from True to False.

The session results are stored temporarily during a session. You can save the session results to a file to access them later. This section provides instructions to do just that.

### Step by Step Instructions

- 1** From the TurningPoint toolbar, select the Save Session button. (Hint: it looks like a disk.)
- 2** Type a file name to be used to store the session results.
- 3** Select the Save button.
- 4** From the TurningPoint toolbar, select the Reset > Session command.

To save the session results...

TurningPoint opens the Save Session dialog box.

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.

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

## Chapter 2: Getting Started with TurningPoint

TurningPoint will prompt you to save the session data.

- 5 Because you have saved the Session results, select No at the Save Session prompt.

**Note** TurningPoint prompts you to save existing session results every time you reset the session and when you exit from TurningPoint.

### Next Steps

You are able to run reports to review the responses provided by each participant for your presentation. The TurningPoint reports use the saved session file. Find information on Turning Reports in **Chapter 7: How to Use Tools**.

# Where Do I Go From Here?

The answer to that question depends upon what you want to do. Following is a listing of the remaining chapters in this book along with information about what to find in each chapter.

Chapter Name	Description
<b><i>How to Create Slides</i></b>	<p>This comprehensive, instructional chapter provides details of not only how to create a slide, but also how to add TurningPoint's custom features to the slide to meet your needs.</p> <p>Read this chapter to understand how to add objects such as response timers and indicators, how to set slide defaults, how to convert existing slides into interactive TurningPoint slides, and more.</p>
<b><i>How to Set Up Response Devices</i></b>	<p>Device setup is easy. However, if you need more help than what is included in this Getting Started chapter, you'll find it here.</p>
<b><i>How to Track Participants and Teams</i></b>	<p>Participant Lists can use the default templates or can be customized to include information according to your needs or requirements.</p> <p>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.</p>
<b><i>How to Run a Presentation Session</i></b>	<p>Would you like to establish presentation session default behaviors? Have you included animation in your slides? Would you like to add slides during your presentation?</p> <p>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.</p>

## Chapter 2: Getting Started with TurningPoint

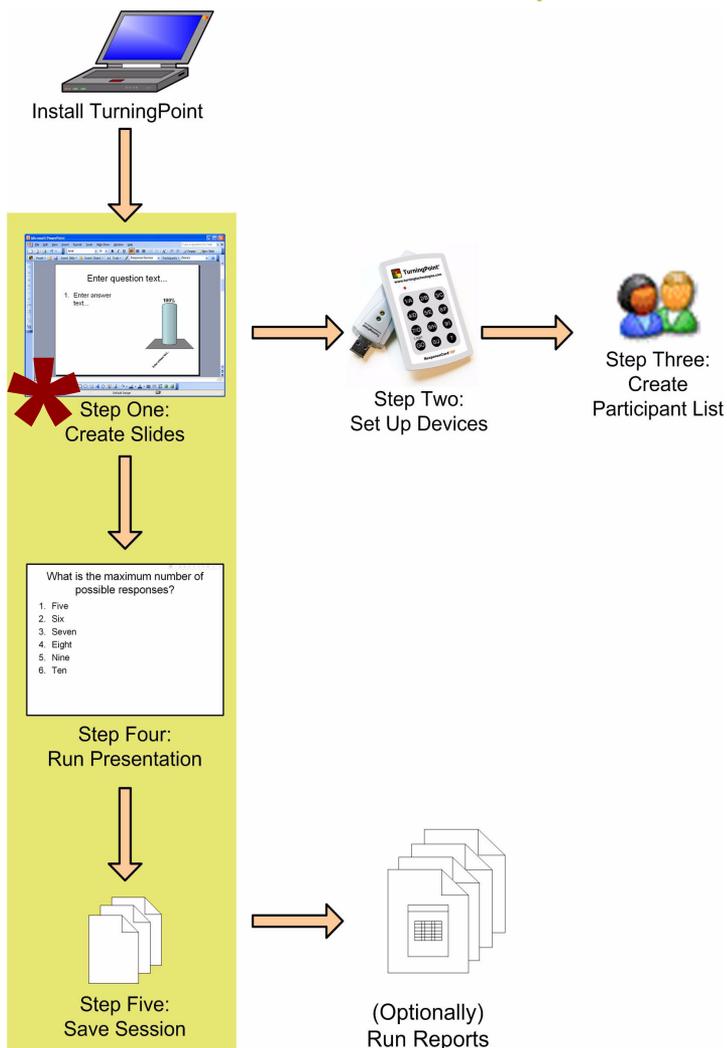
Chapter Name	Description
<i>How to Use Tools</i>	The tools discussed in this chapter include how to generate reports, how to set up standards for your slides, and how to set up advanced features such as Comparative Links and Conditional Branching.
Appendices	The appendices include a guide to <b><i>Frequently Asked Questions</i></b> and a detailed demonstration of <b><i>TurningPoint Parser Documents</i></b> .

# 3 How to Create Slides

In ***Chapter 2: Getting Started with TurningPoint***, you learned the basic steps for creating TurningPoint presentations. This chapter and the remaining chapters of this user guide demonstrate the steps in greater detail, allowing you to use all the powerful features TurningPoint offers.

Recall the five steps to presentation success:

**Five Steps to Success**



As the previous diagram depicts, the first step is to create the presentation slides. This chapter demonstrates how

to use TurningPoint to create the slides you will use later in a presentation.

TurningPoint slides are slides in a PowerPoint presentation with the ability to dynamically display information based on the responses of an audience. Most TurningPoint slides ask the audience to answer a question, and then tabulate and display the responses. These slides have a question region, an answer region, and a chart. There are also several special types of slides that have other features. (Find more information in **Types of Slides** on page 43.) TurningPoint slides can be mixed with ordinary PowerPoint slides in a presentation.

The question region contains the text of the question you are asking the audience. The answer region contains an enumerated list of answers that the audience can choose from. (You can even use pictures as the answers. Find more information in **Picture Slides** on page 64.) By default, answers are numbered 1-10, but you can change the settings to enable answers to be numbered 0-9 for zero-based polling. To enable zero-based polling, navigate to the Settings menu by selecting the eyeglasses icon and select Presentation (this selection affects the entire presentation) or Slides (this selection affects the currently-selected slide) in the top row of the menu. Then, under the Misc heading, set Zero-Based Polling to True.

The chart shows the results of the audience's choices, with a bar, slice, or other indicator for each answer (depending on the type of chart). There are six types of charts available. Find more information in **Types of Charts** on page 57.

You can start by creating some TurningPoint slides. You have several options:

- Insert a TurningPoint template slide using the Insert Slide menu in the TurningPoint toolbar.

Find instructions for inserting a slide in ***Insert a Slide*** on page 51.

- Convert an existing PowerPoint slide into a TurningPoint slide by inserting a TurningPoint chart using the Insert Object menu in the TurningPoint toolbar.

Find instructions for converting a PowerPoint slide in ***Make a PowerPoint Slide Interactive by Inserting a Chart*** on page 59.

- Convert a Word or XML document into TurningPoint slides using the TurningPoint Parser.

Find instructions for using the TurningPoint Parser in ***Import Third-Party Slides*** on page 88.

- Use the Ranking Wizard to create a series of slides for eliciting a ranking of items by asking an audience to compare the items on specific criteria.

Find instructions for using the Ranking Wizard in ***Ranking Wizard*** on page 91.

Once you create the slides, you can modify them in a number of ways. You can add pictures, change colors, and do all the other things you can do with ordinary PowerPoint slides. You can also change the chart, mark correct answers, and perform other operations specific to TurningPoint. Find more information in ***Modify Slides*** on page 56.

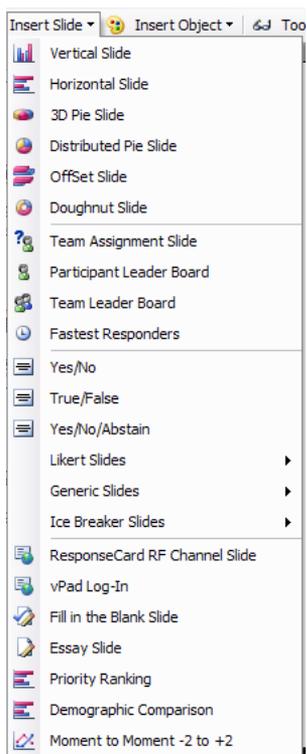
Additionally, TurningPoint allows you to add a number of TurningPoint objects to your slides. These include response indicators, countdowns, and even statistics like the average and variance of the responses. Find information on adding objects in ***Add Objects*** on page 73.

Your TurningPoint slides are saved as part of your PowerPoint presentation in your .ppt file. Find information on saving your presentation in **Save the Presentation Slides** on page 101.

## Types of Slides

The Insert Slide menu on the TurningPoint toolbar lists several kinds of slides you can insert into a presentation.

### Insert Slide menu



The first set of six slides (above the first divider in the menu) insert a template slide with a chart of the specified type: vertical, horizontal, 3D pie, distributed pie, offset, or doughnut. Find more information about these slides in **Chart Slides** on page 44.

The second set of four slides are the setup and summary slides for competitions. Find more information about these slides in **Summary Slides for Competitions** on page 45.

The third set of slides are templates for commonly used kinds of questions, such as yes/no, true/false, and Likert scale slides. Find more information about these slides in **Template Slides** on page 46.

The final set of slides in the Insert Slides menu are special-purpose slides. Find more information about these slides in **Special Slides** on page 48.

## Chart Slides

The six chart slides in the Insert Slide menu each contain the following:

- A question area with the text “Enter question text...”
- An answer area with the text “Enter answer text...”
- A chart of the specified type: vertical, horizontal, 3D pie, distributed pie, offset, or doughnut.

Find more information on the types of charts in **Types of Charts** on page 57.

## Summary Slides for Competitions

The summary slides are used in competitions for assigning teams and keeping track of the participants or teams with the most points and fastest responses.

The summary slides include the following:

- The Team Assignment slide, which allows teams to be assigned by asking the audience members to choose a team.
- The Participant Leader Board, which displays the top individual participants ranked by their point totals.
- The Team Leader Board, which displays the top teams ranked by their point totals. (The team's points are the average of the team's participant's points.)
- The Fastest Responders, which displays the individual participants who responded most quickly to the most recent question. This feature requires a correct response or point value.

The Team Assignment slide allows teams to be assigned by asking the audience members to choose a team. Simply include names for the teams in the answer list and the participants will automatically be placed on the teams according to their answers.

**Note** Using the Team Assignment slide is an alternative to assigning participants to groups in a Participant List. The Team Assignment slide allows teams to be assigned dynamically, while assigning groups in the Participant List ensures that the same participants are always on the same teams. Find more information on setting up a competition in **Set Up Team Competitions** on page 133.

The Participant Leader Board, Team Leader Board, and Fastest Responders slides are updated dynamically after each question. Find information on identifying correct answers and assigning point values in **Correct Answers and Points** on page 66.

**Tip** Since the Leader Boards and Fastest Responders slides are updated after each question, you only need to include one of each in your presentation. Simply place it at the end of the presentation and jump to that slide when you want to know which participants or teams are in the lead.

You can specify the number of participants or teams to show on the Leader Boards or Fastest Responders slides using the TurningPoint settings. You can also specify whether the point totals for Leader Boards should be cumulative, or for the most recent question only.

Use the Participants In Leaderboard, Teams In Leaderboard, and Max Responders settings on the presentation level or on the slide level to set the number of participants or teams to display in the Leader Boards or Fastest Responders slides. Use the Accumulate Points setting on the slide level to determine whether to display cumulative totals or only the points for the most recent question in the Leader Boards. Find more information on modifying settings in **TurningPoint Settings** on page 98.

## Template Slides

The Insert Slide menu has several template slides for commonly used kinds of questions:

- Yes/No, for a question with a yes or no response.
- True/False, for a statement with a true or false response.
- Yes/No/Abstain, for a question with a yes or no response and the option to abstain.
- Likert scale slides, for statements with responses of varying levels of agreement or disagreement. There are 4-, 5-, and 7-level Likert scale slides.
- Generic 2- to 10-answer slides.
- Icebreaker slides with analogy and word scramble questions to get your audience involved in your TurningPoint presentation. Analogies are automatically generated, but you must supply a word for the word scramble.

When you insert any of the template slides, a chart of the default type (specified in the Settings) is inserted onto the slide. You can change the chart type on your slide. Find information for changing chart types in **Change Chart Types** on page 59.

**Note** You can change the default chart type to any of the six chart types using the Standard Chart Type setting, a presentation-level setting. Find more information on modifying settings in **TurningPoint Settings** on page 98.

For Yes/No, True/False, Yes/No/Abstain, and Likert scale slides, the template slide includes the appropriate answers and a generically worded question. You may wish to edit the question to be more specific.

The generic 2- to 10-answer template slides include a generic question and answers. You will want to edit the question and answers to be more specific.

The Analogy icebreaker slide creates a slide with an analogy question with one missing word. (For example, apple:core:peach:?) It includes four choices, one of which is marked as the correct choice. (If you include a Correct Answer indicator, the correct choice will be revealed after polling. Find more information on adding a Correct Answer indicator in **Add a Correct Answer Indicator** on page 84.)

The Word Scramble icebreaker slide asks you to input a word. Every other letter from the word is removed. (For example, TELEPHONE becomes T\_L\_P\_O\_E.) The removed letters are scrambled and appear as one of four choices. The correct choice is automatically marked. (If you include a Correct Answer indicator, the correct choice will be revealed after polling. Find more information on adding a Correct Answer indicator in **Add a Correct Answer Indicator** on page 84.)

## Special Slides

There are several special-purpose TurningPoint slides:

- The ResponseCard RF Channel Slide, which displays channel setting instructions for the ResponseCard Radio Frequency devices used by participants.
- The vPad Log-In slide, which displays setup information for participants using vPad to send their responses.
- A Fill in the Blank slide for fill in the blank questions.
- An Essay slide for essay questions (for vPad participants only).
- A Priority Ranking slide that can weight participants' choices and then rank them accordingly.

- A Demographic Comparison slide that shows results based on certain demographic information.
- A Moment to Moment scoring slide for participants to rate something over time.

The ResponseCard RF Channel Slide displays instructions that show participants how to set the channel code on their response devices. If simultaneous presentations are occurring in adjacent rooms, channel setting prevents frequency disruption between response devices and receivers.

Before you change channel settings on the ResponseCard devices, you will need to change the channel on the receiver. There are 82 possible channels, and the default channel is 41. Find information on changing the channel code in...

Once the channel is set correctly on the receiver, display the ResponseCard RF Channel Slide early in your presentation so that participants can update the channel code on their devices.

The vPad Log-In slide displays the computer's friendly name, IP address, and port number, which are required for participants submitting responses using vPad. If some of the participants in your audience will be using vPad, you should include this slide early in your presentation so that they can successfully connect. Find more information on using vPad in **Chapter 4: How to Set Up Response Devices**.

Fill in the Blank and Essay slides contain a question region for you to pose a question. They do not contain an answer region or a chart, since the responses are in the form of text. ResponseCard users are limited to numerical responses, but vPad users may type in alphanumeric responses of varying lengths.

For Fill in the Blank slides, you can specify one or more keywords in the TurningPoint settings that the answer should contain to be considered correct (for reporting and grading purposes). Find more information on specifying correct answers in ***Correct Answers and Points*** on page 66.

Priority Ranking slides allow participants to respond to a question or poll multiple times. You select the number of responses (maximum of 10) allowed per participant. The participants' responses are then weighted, with points assigned to each response. First choices are weighted with more points than second choices, second more than third, etc. By allowing participants to choose more than one option, you can see a more diverse range of their preferences. The Priority Ranking slide displays the weighted scores assigned to the answers based on participant responses. Find more information on how to insert a Priority Ranking slide on page 53.

The Demographic Comparison slide can be used to visually display the results of a question slide in terms of certain demographic information gathered from the audience.

For example, you could use this slide to show how participants' communities influence their preference for football. To do this, you first create a question slide asking participants if they live in the city, suburbs, or a rural area, etc. and then designate that slide as 'Demographic.' Next, you poll participants by asking 'Do you like football?' Finally, you insert a Demographic Comparison slide that provides percentages for how participants feel about football per their location.

It's important to remember that you must designate a slide as 'Demographic' in the Settings menu to be able to insert a Demographic Comparison slide. You can do this

by selecting the slide with demographic information and then opening the Settings menu and selecting the Slides icon. Under Misc, select Demographic and True. Find step by step instructions for inserting a Demographic Comparison slide on page 54.

The Moment to Moment scoring slide can be used to have participants rate something on a scale of -2 to +2 at regular intervals over a period of time. The Moment to Moment slide contains a question region for the question and a chart that shows the average response at each polling interval and a curve connecting the values. Polling continues until you stop it by clicking on the slide.

You can set the polling interval in seconds for a Moment to Moment slide in the TurningPoint settings using the Polling Cycle setting, a slide-level setting. Find more information about modifying settings in **TurningPoint Settings** on page 98.

---

## Insert a Slide

You can insert a TurningPoint slide using the Insert Slide menu.

### Step by Step Instructions

- 1 In PowerPoint, open a presentation or create a new presentation.
- 2 Navigate to the slide you would like your new TurningPoint slide to be inserted after.
- 3 Select Insert Slide from the TurningPoint toolbar.

To insert a slide into a presentation...

When you insert a TurningPoint slide, it will be added to the presentation after the currently visible slide.

The Insert Slide menu opens. Find a picture of the Insert Slide menu on page 43.

## Chapter 3: How to Create Slides

- 4 Select the type of slide you would like to insert from the Insert Slide menu.
- 5 Edit the text in the question region to reflect the question you would like to ask the audience.
- 6 Edit the text in the answer region to reflect the choices the audience will have when responding to the question.
- 7 To enable Zero-Based Polling...
  - a In the TurningPoint toolbar, select the Eyeglasses icon to open the Settings menu.
  - b Select Presentation or Slides in the top row.
  - c Under the Misc heading, select Zero-Based Polling.
  - d Use the drop-down menu to select True.

TurningPoint inserts the new slide into your presentation.

Find information about the different slide types in ***Types of Slides*** on page 43.

Depending on what type of slide you selected, the new slide may contain question and answer regions and a chart.

Additionally, depending on your TurningPoint settings, the slide may contain answer and response indicators and other objects. Find more information on adding or changing these objects in ***Add Objects*** on page 73.

You may enter up to ten answers in the answer region.

Optionally, you can enable zero-based polling to change the answer numbering from 1-10 to 0-9.

Selecting Presentation affects all of the slides in the presentation. Selecting Slides affects the currently selected slide.

A drop-down menu appears to the right.

Your answers are now numbered 0 to 9.

### Next Steps

You now have a functioning TurningPoint slide. Find more information on modifying the slide in ***Modify Slides*** on page 56.

---

## Insert a Priority Ranking Slide

You can insert a Priority Ranking slide to allow participants multiple responses to a question. The responses are then weighted and ranked accordingly.

For example, you could use a Priority Ranking slide to find out participants' favorite colors. You insert a Priority Ranking slide, select the number of responses you want to allow per participant, and then ask participants to choose their top colors. You ask participants to enter their first choice as their first response, their second choice second, etc. Choices entered first are weighted more heavily.

### Step by Step Instructions

- 1 Navigate to the slide you would like the Priority Ranking slide to be inserted after.
- 2 Select Insert Slide from the TurningPoint toolbar.

To insert a Priority Ranking slide...

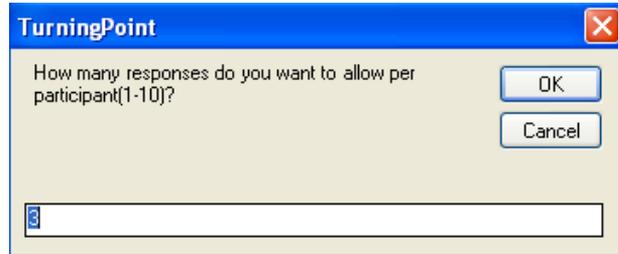
The Insert Slide menu opens. Find a picture of the Insert Slide menu on page 43.

## Chapter 3: How to Create Slides

- 3 Scroll down the list and select Priority Ranking.

A dialog box appears asking how many responses you want to allow per participant.

### Priority Ranking Dialog Box



- 4 Type the number of responses you wish to allow per participant.
- 5 Select OK.
- 6 Enter the desired question and responses.

The number of responses cannot be higher than 10.

A new slide appears prompting you to enter question and answer text.

You can now poll participants and ask them to respond the selected number of times. Their responses are weighted and ranked: first responses weighted more than second, second more than third, etc.

---

## Insert a Demographic Comparison Slide

The Demographic Comparison slide visually displays the results of a question based on certain demographic information obtained from the audience. For instance, you can insert a comparison slide that calculates how participants' ages relate to the amount of television that they watch.

### Before You Begin

Remember to first designate a slide as 'Demographic' in the Settings menu, and be sure to create a question slide.

### Step by Step Instructions

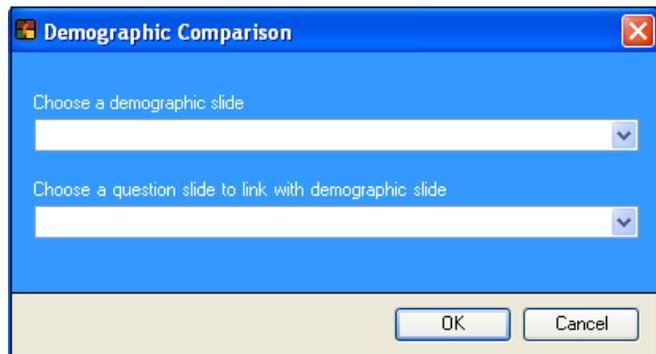
- 1 Navigate to the slide you would like the Demographic Comparison slide to be inserted after.
- 2 Select Insert Slide from the TurningPoint toolbar.
- 3 Scroll down the list and select Demographic Comparison.

To insert a Demographic Comparison slide...

The Insert Slide menu opens. Find a picture of the Insert Slide menu on page 43.

The Demographic Comparison dialog box opens.

### Demographic Comparison Dialog Box



- 4 Select a demographic slide from the first drop-down menu.
- 5 Select a question slide to link with the demographic slide from the second drop-down menu.
- 6 Select OK.

Any slides you have designated as 'Demographic' are included in the menu.

You must choose both a demographic slide and a question slide.

The Demographic Comparison slide is inserted displaying the demographic results in a chart. This slide creates its title based on the question slide.

# Modify Slides

TurningPoint slides are simply ordinary PowerPoint slides with extra features, so you can use and customize them as you would an ordinary PowerPoint slide. You can reorder slides, move objects, add text and pictures, apply fonts and color schemes, and use animation. Find more information in your PowerPoint documentation.

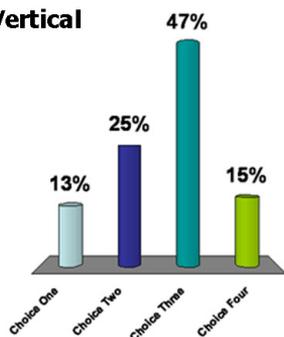
You can also modify the features TurningPoint adds to your slides. You can change chart types and colors (find more information in **Types of Charts** on page 57). You can use pictures for answers (find more information in **Picture Slides** on page 64). And you can specify which answers are correct and add point values (find more information in **Correct Answers and Points** on page 66).

# Types of Charts

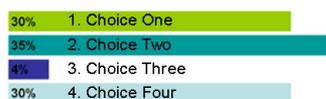
There are six types of charts you can include in a TurningPoint slide for showing the distribution of responses:

## Types of Charts

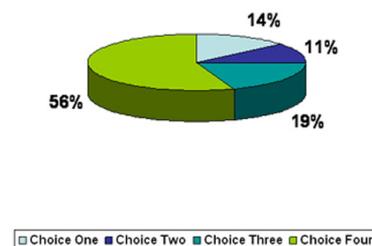
### 1 Vertical



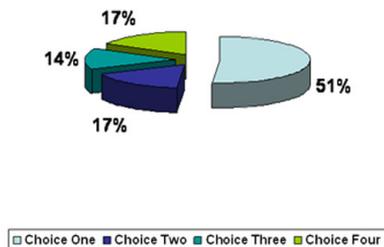
### 2 Horizontal



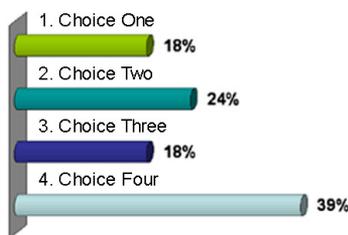
### 3 3D Pie



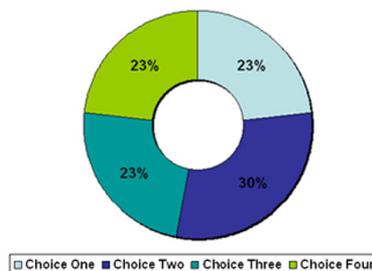
### 4 Distributed Pie



### 5 Offset



### 6 Doughnut



### 1 Vertical

The vertical chart is a bar chart with vertical bars for each answer.

### 2 Horizontal

The horizontal chart is a bar chart with horizontal bars for each answer. Each bar displays behind the corresponding answer in the answer region.

- 3** 3D Pie      The 3D pie chart is a three-dimensional pie chart with a slice for each answer and a key indicating the color representing each answer.
- 4** Distributed Pie      The distributed pie chart is similar to the 3D pie chart except the slices are shown separated from each other.
- 5** Offset      The offset chart is a bar chart with horizontal bars for each answer. Each bar is shown directly below the corresponding answer in the answer region.
- 6** Doughnut      The doughnut chart is a pie chart with a hollow center with a slice for each answer and a key indicating the color representing each answer.

Charts are objects on the TurningPoint slide that can be moved and resized just like ordinary objects. You can change the type of chart on a TurningPoint slide by following the instructions in ***Change Chart Types*** on page 59.

You can also convert any existing PowerPoint slide with a question and list of answers to an interactive TurningPoint slide by inserting a chart. Follow the instructions in ***Make a PowerPoint Slide Interactive by Inserting a Chart*** on page 59.

Additionally, you can make vertical charts appear more realistic by scaling them according to their percentages. Find instructions in ***Make a PowerPoint Slide Interactive by Inserting a Chart*** on page 59.

By default, the charts take on the colors defined in your PowerPoint presentation's color scheme. You can change the colors used in a chart by following the instructions in **Change Chart Colors** on page 61.

**Note** Chart settings will retain any modifications you make, even after you add or remove answers on the modified chart slides.

---

## Change Chart Types

You can change the type of chart on a TurningPoint slide using the Insert Object menu.

### Step by Step Instructions

- 1 Navigate to the TurningPoint slide in your presentation on which you would like to change the chart.
- 2 Select Insert Object from the TurningPoint toolbar.
- 3 Select Charts to display the Charts submenu.
- 4 Select the type of chart you would like to appear on the slide.

To change a chart's type...

The Insert Object menu opens.

When you select the chart type, TurningPoint changes the chart on your slide to match the type.

---

## Make a PowerPoint Slide Interactive by Inserting a Chart

You can make an ordinary PowerPoint slide interactive by adding a chart to a slide that already has a question and a list of answers.

### Before You Begin

Create one or more slides in PowerPoint with a title and a bulleted or numbered list.

When you convert the slide to a TurningPoint slide using the following instructions, the title will become the question and the bulleted or numbered list will become the list of answers. You can include up to ten answers.

### Step by Step Instructions

- 1 Navigate to the PowerPoint slide in your presentation that you would like to convert to a TurningPoint slide.
- 2 Select Insert Object from the TurningPoint toolbar.
- 3 Select Charts to display the Charts submenu.
- 4 Select a chart to add to the slide.

To convert a PowerPoint slide to an interactive slide...

The Insert Object menu opens.

Find more information on chart types in **Types of Charts** on page 57.

When you select the chart to be added, TurningPoint converts the title of your slide to the question, the bulleted or numbered list to the answers, and adds the chart to the slide.

**Note** The bulleted or numbered answer list is re-numbered according to your TurningPoint settings.

You can modify the numbering scheme for answers in the Answer Bullet Type setting, a presentation-level setting. Find more information about modifying settings in **TurningPoint Settings** on page 98.

You can also make vertical charts appear more realistic by turning off the Auto Scale Charts setting.

- 5 To insert a chart without Auto Scaling...
  - a In the TurningPoint toolbar, select the Eyeglasses icon to open the Settings menu.
  - b Select the Presentation icon in the top row of the menu.
  - c Under the Chart Settings heading, select Auto Scale Charts.
  - d Select False from the drop-down menu.

A drop-down menu appears to the right.

Selecting False means that your charts are not Auto-Scaled and instead are scaled according to their specific percentages.

### Next Steps

You now have a functioning TurningPoint slide. Find more information on modifying the slide in **Modify Slides** on page 56.

---

## Change Chart Colors

The colors used by charts are defined in the TurningPoint settings. By default, the color scheme for your PowerPoint presentation is used. You can change these colors by changing the settings.

**Note** Chart settings will retain any modifications you make, even after you add or remove answers on the modified chart slides.

### Step by Step Instructions

- 1 Open the Settings window by selecting the Settings button in the TurningPoint toolbar. (Hint: It's the one that looks like a pair of eyeglasses.)
- 2 Select the Presentation, Slides, or Global Changes icon at the top of the settings window to specify whether you'd like to make changes to chart colors on the presentation level, the slide level, or global changes.
- 3 Locate the Chart Colors setting in the Chart Settings group and select it.
- 4 Select a value for the Chart Colors setting.

To change chart colors...

The Settings window opens. (Find a picture and more information on using the Settings window in **TurningPoint Settings** on page 98.)

The level at which you change the settings controls which slides are affected:

- Making changes at the presentation level affects all slides you create in the future.
- Making changes on the slide level affects only the slide you select.
- Making global changes affects all slides you create in the future and modifies all slides in the current presentation.

If you make changes on the slide level, you must select the slide you wish to be affected from the Selected Slide drop-down menu.

A downward arrow will appear next to the value for the Chart Colors setting, indicating that you can select a value for the setting from a drop-down menu.

There are three options:

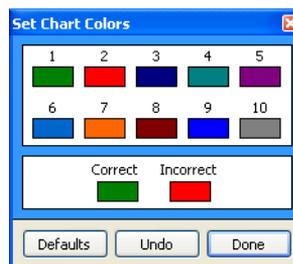
- ColorScheme, which uses the color scheme of your PowerPoint presentation.
- UserDefined, which uses ten user-defined colors.
- CorrectIncorrect, which uses two user-defined colors, one for correct answers and one for incorrect. (The default colors for correct and incorrect are green and red.)

Find more information on setting correct answers in **Correct Answers and Points** on page 66.

- 5 If you chose to use UserDefined or CorrectIncorrect, specify the colors to use by completing the following steps:
  - a Select the Palette button in the Settings window toolbar.

The Select Chart colors pop-up window opens:

Select Chart Colors pop-up window



- b Select one of the colors labeled 1–10 or Correct and Incorrect.
  - c Select a color from the swatches.
  - d Repeat steps b–c for all colors you would like to change.
  - e Select the Done button to save the changes to the colors.
- 6 Select the Done button in the Settings window to save your changes.

A grid of 40 color swatches you can choose from is displayed.

The grid of swatches closes and the color is assigned.

To change a color back, select the Undo button. To change all colors back to their defaults, select the Defaults button.

If you made changes to the presentation-level setting, the new colors will be used in any new slides you create or new charts you insert.

If you made changes to the slide-level setting, the slide you selected will reflect the new colors.

If you made global changes, all slides in your presentation will reflect the new colors, as will any new slides you create.

# Picture Slides

Instead of using textual answers in the answer region, you can use pictures. This is useful if you pose a question with visual responses or where a visual aid will help the audience choose.

---

## Convert to a Picture Slide

Picture slides are created from existing TurningPoint slides by replacing the answer region with pictures.

### Step by Step Instructions

- 1 Create a TurningPoint slide.

To create a picture slide...

It is recommended that you use descriptive words or phrases for the answer text in the answer region because this text will still be used for the chart labels, even though the text in the answer region will be replaced by pictures.

Find more information on creating a slide in ***Insert a Slide*** on page 51.

**Note** Since you'll be using pictures as answers, the horizontal and offset charts will not align correctly with the answers. Use a vertical, 3D pie, distributed pie, or doughnut chart. Find more information in ***Types of Slides*** on page 43.

- 2 Insert pictures to use as answers using the options in PowerPoint's Insert > Picture menu.
- 3 Resize and arrange the pictures the way you want them to appear on the slide.
- 4 To order the pictures correctly with the answers, follow these steps:
  - a First, ensure that no objects on the slide are selected by clicking outside the slide.
  - b Select the picture that corresponds to the first answer by clicking on it.
  - c Select the picture that corresponds to the second answer by holding the Control key on your keyboard and clicking on the picture.
  - d Repeat step c for each additional picture until you have selected one for each answer.

Insert one picture for each answer.

Find more information on inserting pictures in PowerPoint's online help.

Select and drag the picture to reposition it. Select one of the side or corner handles and drag to resize the picture. Find more information in PowerPoint's online help.

You can tell that the picture is selected when the resize handles are shown on its sides and corners.

Now both the first and second picture are selected.

**Note** You may include pictures on your slide that are not associated with one of the answers (for decoration or illustration). Do not select these pictures.

- 5 Select the Convert to Picture Slide button from the TurningPoint toolbar. (Hint: It's the one that looks like an artist's palette.)

When you select the Convert to Picture Slide button, the answer region is hidden and the pictures are enumerated with a label, according to the answers you assigned them.

After you convert the answers to pictures, you can still resize and arrange the pictures if you need to adjust them.

## Correct Answers and Points

You can specify whether answers in your TurningPoint slides should be considered correct or incorrect, or assign specific point values to them. By setting answer values, you can show the correct answer after polling with a Correct Answer indicator (find more information in **Add a Correct Answer Indicator** on page 84) or by coloring the chart to indicate correct and incorrect answers (find more information in **Change Chart Colors** on page 61).

The answer values are also used to compute the scores in the summary slides for competitions (find more information in **Summary Slides for Competitions** on page 45). Additionally, they are available in TurningPoint reports (find more information in **Types of Reports** on page 186).

You can set various values for an answer: Correct, Incorrect, and a numerical point value in the range of 1-10,000. A correct answer is any answer set as Correct with a default point value of 100. An incorrect answer is any answer set as Incorrect with a default value of 0.

You can change the default point value settings for both correct and incorrect answers at the Presentation and

Slide levels. For instance, you could enable participants to receive points even if they answer incorrectly. To do this, first use the Settings window to set the Incorrect Point Value at 10. (Find more information about Settings in **TurningPoint Settings** on page 98.) Then set the appropriate answers as Incorrect directly on the TurningPoint slides. You can identify a correct or incorrect answer by following the instructions in **Identify a Correct Answer** on page 67.

You can also set point values individually per answer by following the instructions in **Set Point Values** on page 68. You can clear all answer values for a slide by following the instructions in **Clear Answer Values** on page 70.

You can use speed scoring in competitions to award more points to faster responders. Find more information in **Use Speed Scoring** on page 71.

You can set keywords for fill in the blank questions. If a response contains the keyword, it will be considered correct. Find more information in **Use Keywords for Fill in the Blank Slides** on page 72.

---

## Identify a Correct Answer

You can identify a correct answer to a question on a TurningPoint slide. By default, answers marked Correct have a value of 100 points, and answers marked Incorrect have a value of 0 points for the purposes of scoring and competition. (Find information about assigning specific point values to answers in **Set Point Values** on page 68.)

### Step by Step Instructions

- 1 Right-click on the number of the answer.
- 2 Select Set as Correct from the contextual menu.

To mark an answer correct...

The answer is highlighted and a contextual menu opens. At the bottom of this menu, note the group of items including Set as Correct and Set as Incorrect.

TurningPoint sets the selected answer as Correct and automatically sets other answers as Incorrect.

**Note** You can also set the Correct or Incorrect value in the Answer Value setting, a slide-level setting for each answer. Find more information about modifying settings in **TurningPoint Settings** on page 98.

### Next Steps

You can have more than one correct answer on a slide by repeating these steps on another answer.

You can change an answer you marked as Correct to Incorrect by repeating these steps and selecting Incorrect from the contextual menu instead.

You may now wish to add a Correct Answer indicator (find more information in **Add a Correct Answer Indicator** on page 84) or set the chart colors to reflect the correct and incorrect answers (find more information in **Change Chart Colors** on page 61).

You can clear the answer value for a particular answer or for all answers on the slide by following the instructions in **Clear Answer Values** on page 70.

---

## Set Point Values

You can identify specific point values for answers in the range 1–10,000. You can assign different point values to different answers (if one answer should be awarded more than another, for example).

Answers marked Correct have an effective point value of 100. Answers marked Incorrect or No Value have an effect point value of 0.

### Step by Step Instructions

- 1 Right-click on the number of the answer for which you would like to set a point value.
- 2 Select Set Point Value from the contextual menu.
- 3 Enter a point value in the space provided and select the OK button.

To set a point value for an answer...

The answer is highlighted and a contextual menu opens. At the bottom of this menu, note the group of items including Set Point Value.

A dialogue box asking you to enter a point value opens.

TurningPoint sets the point value for the selected answer.

**Note** You can also set the point value in the Settings menu after selecting the Slides icon. Under Misc, enter the desired point values beside Correct Point Value and Incorrect Point Value. Find more information about modifying settings in **TurningPoint Settings** on page 98.

### Next Steps

You can set the point value for another answer by repeating these steps on another answer.

You can change the point value you set by repeating these steps on the same answer and entering the new point value instead.

You can award points for answers proportionally to how quickly participants respond using speed scoring. Find more information in **Use Speed Scoring** on page 71.

You may now wish to add a Correct Answer indicator (find more information in **Add a Correct Answer Indicator** on page 84) or set the chart colors to reflect

the correct and incorrect answers (find more information in **Change Chart Colors** on page 61).

You can clear the point value for a particular answer or for all answers on the slide by following the instructions in **Clear Answer Values** on page 70.

---

## Clear Answer Values

If you have erroneously set an answer value or you wish to reset all answer values, you can clear the value from one or all answers.

### Step by Step Instructions

- 1 Right-click on the number of the answer for which you would like to clear the value, or any answer if you would like to clear all values.
- 2 Select one of the following from the contextual menu:
  - Clear Answer Value, to clear the value for the selected answer only.
  - Clear All Answer Values, to clear all answer values for the slide.

To clear the values for an answer...

The answer is highlighted and a contextual menu opens. At the bottom of this menu, note the group of items Clear Answer Value and Clear All Answer Values.

The answer value for the selected answer is set to No Value.

The answer values for all answers on the slide are set to No Value.

**Note** To clear an answer value, you can also set No Value in the Answer Value setting, a slide-level setting for each answer. Find more information about modifying settings in **TurningPoint Settings** on page 98.

### Next Steps

Find information for setting Correct or Incorrect values in **Identify a Correct Answer** on page 67.

Find information for setting point values in **Set Point Values** on page 68.

---

## Use Speed Scoring

Speed scoring awards points proportionally based on how quickly a participant responds. Any slide with correct or point-value answers marked can be used for speed scoring.

If you use speed scoring, a participant receives all the points for an answer when responding correctly before the countdown begins. When the countdown begins, the points a participant is awarded are scaled proportionally by the amount of time remaining. For example, in a 10-second countdown, a correct response with 5 seconds remaining is awarded half (5/10) the points.

An incorrect response always receives 0 points.

### Before You Begin

To use speed scoring, you should set points for one or more answers on the slide. Find information on setting points in **Set Point Values** on page 68.

You must use a Countdown indicator to use speed scoring. Find more information in **Add a Countdown Indicator** on page 77.

### Step by Step Instructions

- 1 Open the Settings window by selecting the Settings button in the TurningPoint toolbar. (Hint: It's the one that looks like a pair of eyeglasses.)

To use speed scoring...

The Settings window opens. (Find a picture and more information on using the Settings window in **TurningPoint Settings** on page 98.)

## Chapter 3: How to Create Slides

- 2 If it is not already selected, select the slide on which you would like to enable speed scoring in the Selected Slide drop-down menu.
- 3 Locate the Speed Scoring setting in the Misc group and select it.
- 4 Select True from the menu to enable speed scoring.
- 5 Select the Done button in the Settings window to save your changes.

A downward arrow will appear next to the value for the Speed Scoring setting, indicating that you can select a value for the setting from a drop-down menu.

---

## Use Keywords for Fill in the Blank Slides

Fill in the Blank slides, by their nature, do not have enumerated answers. You can, however, specify that responses to a Fill in the Blank slide be counted as correct if it contains a certain word or words—a “keyword.”

### Step by Step Instructions

- 1 Open the Settings window by selecting the Settings button in the TurningPoint toolbar. (Hint: It’s the one that looks like a pair of eyeglasses.)

To use keywords...

The Settings window opens. (Find a picture and more information on using the Settings window in ***TurningPoint Settings*** on page 98.)

- 2 If it is not already selected, select the slide on which you would like to assign keywords in the Selected Slide drop-down menu.
- 3 Locate the Keywords setting in the Misc group and select it.
- 4 Type the word(s) to include as keywords in the space provided.
- 5 Select the Done button in the Settings window to save your changes.

**Note** The Keywords setting will only be displayed if you select a Fill in the Blank or Essay slide. Although you can assign keywords for Essay slides, keywords are only considered for Fill in the Blank slides for reporting and grading purposes.

You can separate multiple keywords with commas. Responses containing any of the keywords will be counted as correct.

## Add Objects

TurningPoint offers several special objects you can add to your slides:

- An Answer Now indicator, which gives the audience a visual cue that the slide is a TurningPoint slide to which they have the opportunity to respond.

Find more information in ***Add an Answer Now Indicator*** on page 75.

- A Countdown indicator, which gives the audience a visual cue that polling is about to close.  
Find more information in **Add a Countdown Indicator** on page 77.
- A Response Counter, which allows you to keep track of how many participants have responded.  
Find more information in **Add a Response Counter** on page 80.
- A Response Table, which allows you to keep track of which individual participants have responded.  
Find more information in **Add a Response Table** on page 82.
- A Correct Answer indicator, which allows you to reveal the correct answer after polling has closed.  
Find more information in **Add a Correct Answer Indicator** on page 84.
- Text Messaging, which allows you to send messages to vPad users to reinforce the content and their participation.  
Find more information in **Add Text Messaging** on page 86.
- Statistics indicators, which allow you to reveal statistics about the responses after polling is closed.  
Find more information in **Add Statistics Indicators** on page 87.

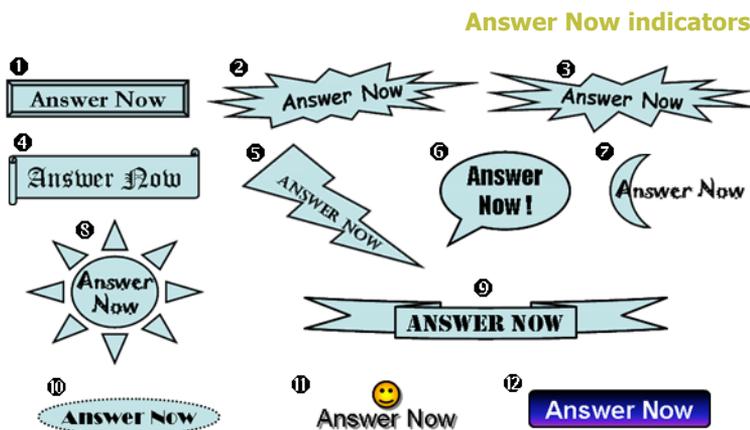
TurningPoint visually identifies when an animated indicator has been used. When PowerPoint is in Normal view mode, a pane containing both Outline and Slides tabs is visible. If the Slides tab is selected, a Play Animations button is displayed adjacent to the thumbnail of the slide continuing the indicator. Clicking on the Play Animations button causes the indicator to perform its animation on the slide.

## Add an Answer Now Indicator

An Answer Now indicator is a TurningPoint object you can add to your slide. An Answer Now indicator gives the audience a visual cue that the slide is a TurningPoint slide to which they have the opportunity to respond. An Answer Now indicator appears during a presentation when polling opens and disappears when polling is closed.

**Note** You can specify that an Answer Now indicator should appear automatically on each TurningPoint slide that you create using the Answer Now setting, a presentation-level setting. Find more information about modifying settings in **TurningPoint Settings** on page 98.

Answer Now indicators are available in 12 styles.



- |                   |                  |
|-------------------|------------------|
| ① Bevel           | ② Left Explosion |
| ③ Right Explosion | ④ Scroll         |

5 Bolt

7 Moon

9 Banner

11 Smiley

6 Prompt

8 Sun

10 Marquis

12 Twilight

The Answer Now indicator can be moved and resized like an ordinary PowerPoint object. You can change the text “Answer Now” by selecting the text to edit it.

**Note** You can change the default text of Answer Now indicators when they are added to a page from “Answer Now” to any text of your choosing using the Answer Now Text setting, a presentation-level setting. Find more information about modifying settings in **TurningPoint Settings** on page 98.

### Step by Step Instructions

- 1 Navigate to the TurningPoint slide in your presentation to which you would like to add an Answer Now indicator.
- 2 Select Insert Object from the TurningPoint toolbar.
- 3 Select Answer Now to display the submenu of Answer Now indicators.
- 4 Select the type of Answer Now indicator you would like to appear on the slide.

To add an Answer Now indicator...

The Insert Object menu opens.

Find a picture of the types of Answer Now indicators on page 75.

When you select the Answer Now indicator, TurningPoint places it on your slide.

### Next Steps

You can move, resize, or change the text of the Answer Now indicator to better fit your slide. You can also delete

the Answer Now indicator if you no longer want it to appear on the slide.

To replace an existing Answer Now indicator with a different type, simply repeat these steps. The current Answer Now indicator will be replaced with the new one you select.

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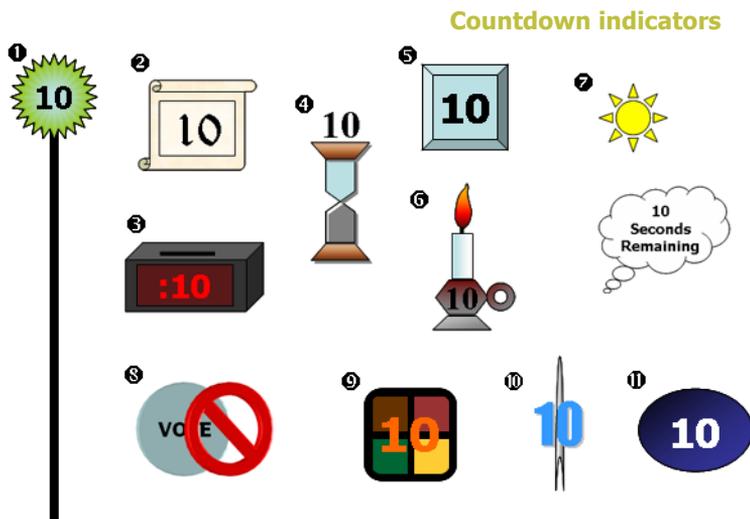
## Add a Countdown Indicator

A Countdown indicator is a TurningPoint object you can add to your slide. A Countdown indicator gives the audience a visual cue that polling for a question is about to close. The Countdown indicator shows the number of seconds remaining and counts down to zero. A countdown can have a maximum length of 999 seconds. The indicator appears during a presentation when you advance the slide during polling. When the countdown expires, the Countdown indicator disappears and polling is automatically closed.

You can also use Countdown indicators in competition to award points based on how quickly a participant responds. Find more information in *Use Speed Scoring* on page 71.

**Note** You can specify that a Countdown indicator should appear automatically on each TurningPoint slide that you create using the Countdown setting, a presentation-level setting. Find more information about modifying settings in *TurningPoint Settings* on page 98.

Countdown indicators are available in 11 styles.



- 1 Ball
- 3 Clock
- 5 Timer
- 7 Sunset
- 9 Logo
- 11 Gemstone

- 2 Letter
- 4 Hourglass
- 6 Candle
- 8 No Vote
- 10 Second Hand

The Countdown indicator can be moved and resized like an ordinary PowerPoint object.

**Note** You can change the length of the countdown in seconds for a particular slide or for all slides using the Countdown Seconds setting, a setting available on both the presentation level and the slide level. Find more information about modifying settings in **TurningPoint Settings** on page 98.

You can also change the length of the countdown by double-clicking the number on the Countdown indicator on the slide. A dialog box appears prompting you to 'enter a value 1-999 for the Countdown time limit.'

### Step by Step Instructions

- 1 Navigate to the TurningPoint slide in your presentation to which you would like to add an Countdown indicator.
- 2 Select Insert Object from the TurningPoint toolbar.
- 3 Select Countdown to display the submenu of Countdown indicators.
- 4 Select the type of Countdown indicator you would like to appear on the slide.

To add a Countdown indicator...

The Insert Object menu opens.

Find a picture of the types of Countdown indicators on page 78.

When you select the Countdown indicator, TurningPoint places it on your slide.

### Next Steps

You can move or resize the Countdown indicator to better fit your slide. You can also delete the Countdown indicator if you no longer want it to appear on the slide.

To replace an existing Countdown indicator with a different type, simply repeat these steps. The current

Countdown indicator will be replaced with the new one you select.

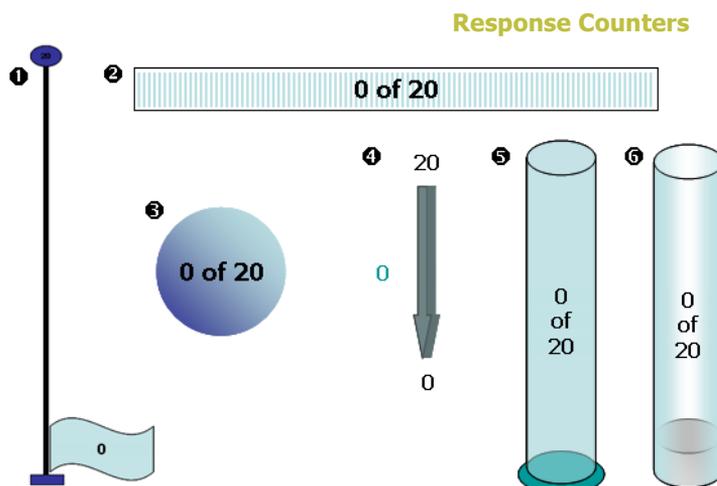
---

### Add a Response Counter

A Response Counter is a TurningPoint object you can add to your slides. A Response Counter keeps track of how many participants have submitted a response out of the total number of participants. A Response Counter appears during a presentation when polling opens and disappears when polling is closed.

**Note** You can specify that a Response Counter should appear automatically on each TurningPoint slide that you create using the Response Counter setting, a presentation-level setting. Find more information about modifying settings in ***TurningPoint Settings*** on page 98.

Response Counters are available in six styles:



- |                    |                |
|--------------------|----------------|
| <b>1</b> Flag Pole | <b>2</b> Meter |
| <b>3</b> Bubble    | <b>4</b> Gauge |
| <b>5</b> Liquid    | <b>6</b> Tube  |

The Response Counter can be moved and resized like an ordinary PowerPoint object.

**Note** You can change whether the Response Counter displays the number or percentage of participants who have responded (or both) by using the Response Counter Format setting, a presentation-level setting. Find more information about modifying settings in **TurningPoint Settings** on page 98.

### Step by Step Instructions

- 1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Response Counter.
- 2 Select Insert Object from the TurningPoint toolbar.
- 3 Select Response Counter to display the submenu of Response Counters.
- 4 Select the type of Response Counter you would like to appear on the slide.

To add a Response Counter...

The Insert Object menu opens.

Find a picture of the types of Response Counters on page 81.

When you select the Response Counter, TurningPoint places it on your slide.

### Next Steps

You can move or resize the Response Counter to better fit your slide. You can also delete the Response Counter if you no longer want it to appear on the slide.

To replace an existing Response Counter with a different type, simply repeat these steps. The current Response Counter will be replaced with the new one you select.

---

## Add a Response Table

A Response Table is a TurningPoint object you can add to your slides. A Response Table keeps track of which participants have submitted a response. A Response Table appears during a presentation when polling opens and disappears when polling is closed. The Response Table shows each participant's number, and the background color of the number changes when a

response from the participant has been successfully received.

**Note** You can specify that a Response Table should appear automatically on each TurningPoint slide that you create using the Response Table setting, a presentation-level setting. Find more information about modifying settings in **TurningPoint Settings** on page 98.

As an alternative to a Response Table, TurningPoint now also offers the Response Grid, which is overlaid on your slide during a presentation and can be shown and hidden at your command. The Response Grid shows more information than a Response Table and does not take up space on your slide, but you must manually choose to display and hide it during your presentation. Find more information in **Run a Session** on page 161.

The Response Table is available in two types, fixed and rotating. A fixed table shows all the participants. A rotating table displays up to 40 participants at a time, and rotates through the list every few seconds. It shows participants 1–40, then 41–80, and so on. When it reaches the last participant, the next rotation starts again with 1. A rotating table takes up less space on your slide if you have more than 40 participants.

**Note** You can specify the rotation interval in seconds for a rotating Response Table using the Rotation Interval setting, a presentation-level setting. Find more information about modifying settings in **TurningPoint Settings** on page 98.

The Response Table can be moved and the font can be changed like an ordinary PowerPoint object.

### Step by Step Instructions

- 1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Response Table.
- 2 Select Insert Object from the TurningPoint toolbar.
- 3 Select Response Table to display the submenu of Response Tables.
- 4 Select the type of Response Table you would like to appear on the slide (fixed or rotating).

To add a Response Table...

The Insert Object menu opens.

See above for information on the differences between fixed and rotating Response Tables.

When you select the Response Table, TurningPoint places it on your slide.

### Next Steps

You can move the Response Table and change the font it uses to better fit your slide. You can also delete the Response Table if you no longer want it to appear on the slide.

To replace an existing Response Table with a different type, simply repeat these steps. The current Response Table will be replaced with the new one you select.

---

## Add a Correct Answer Indicator

A Correct Answer indicator is a TurningPoint object that can be added to your slide. A Correct Answer indicator gives a visual cue to the audience to indicate the correct answer(s) after polling for a question is finished. A Correct Answer indicator appears during a presentation when you advance the slide after displaying the chart.

A Correct Answer indicator appears for each answer marked as Correct or for which a point value is specified.

Find more information in **Correct Answers and Points** on page 66.

Correct Answer indicators are available in six styles.

### Correct Answer indicators



1 Rectangle

3 Smiley Face

5 Arrow

2 Checkmark

4 Star

6 Blinking Rectangle

### Before You Begin

You must mark at least one answer as Correct or assign a point value to add a Correct Answer indicator to a slide. Find more information in **Correct Answers and Points** on page 66.

### Step by Step Instructions

- 1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Correct Answer indicator.
- 2 Select Insert Object from the TurningPoint toolbar.

To add a Correct Answer indicator...

The Insert Object menu opens.

## Chapter 3: How to Create Slides

- 3 Select Correct Answer Indicator to display the submenu of Correct Answer Indicators.
- 4 Select the type of Correct Answer indicator you would like to appear on the slide.

Find a picture of the types of Correct Answer indicators on page 85.

When you select the Correct Answer indicator, TurningPoint places it on your slide.

### Next Steps

You can delete the Correct Answer indicator if you no longer want it to appear on the slide.

To replace an existing Correct Answer indicator with a different type, simply repeat these steps. The current Correct Answer indicator will be replaced with the new one you select.

---

## Add Text Messaging

A Text Message is a TurningPoint object that can be added to your slide that conveys a message to vPad users. A Text Message appears as a small object on your slide, but when it is shown, it automatically sends a message that can be viewed on vPad.

You can add more than one text message to a slide. For example, you might add a “Respond Now” message to send when polling opens and a “Time Is Up” message to send when polling closes.

**Tip** Since Text Messages are objects on your slide, you can use PowerPoint’s animation features to time when they should be displayed. Find more information in PowerPoint’s online help.

### Step by Step Instructions

- 1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Text Message.
- 2 Select Insert Object from the TurningPoint toolbar.
- 3 Select Text Message.
- 4 Type your message in the dialog box and select the OK button.

To add a Text Message...

The Insert Object menu opens.

A dialog box appears asking you to enter the text of the message.

TurningPoint places the Text Message Object on your slide.

### Next Steps

You may now alter the timing of the message using PowerPoint's animation features. By default, the message is sent as soon as the slide is shown.

You can delete the Text Message object from the slide if you no longer want it to be sent. To add an additional Text Message, simply repeat these steps.

---

## Add Statistics Indicators

Statistics indicators show a calculation after polling is closed based on the responses received. You can show the mean (average), median, standard deviation, and variance of the responses. The value of the statistic is revealed when the chart is displayed.

Statistics are calculated based on the numerical value of the response (the number of the answer on the slide). Since the statistics are based on the number of the answer, they are most useful for questions with an ordered scale of answers (such as a Likert scale).

### Step by Step Instructions

- 1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Statistic indicator.
- 2 Select Insert Object from the TurningPoint toolbar.
- 3 Select Stats to display the submenu of Statistic indicators.
- 4 Select the type of Statistic indicator you would like to appear on the slide.

To add a Statistic indicator...

The Insert Object menu opens.

When you select the Statistic indicator, TurningPoint places it on your slide.

### Next Steps

You can move or resize the Statistic indicator to make it better fit your slide. You can delete the Statistic indicator if you no longer want it to appear on the slide.

You can add additional Statistic indicators to the same slide (up to all four types). Simply repeat these steps and select the additional Statistic indicator you would like to place on the slide.

# Import Third-Party Slides

TurningPoint can automatically create TurningPoint slides from Microsoft Word files or from XML files exported from ExamView.

Using this feature of TurningPoint provides a quick way to create a number of slides, and it is also beneficial if

you already have question and answer data in another form that you would like to transform into TurningPoint slides.

A simple slide presentation can be created by importing a Microsoft Word document using the TurningPoint Parser. Use the Heading 1 style for each question and the Heading 2 style for each answer in the Word document.

Alternatively, you can import question and answer data in the XML format exported from ExamView.

You can also achieve more complicated effects with the Word and XML files, such as marking correct answers or point values, specifying pictures for the answers on a picture slide, and other features. You can find examples and more detailed information on the types of files accepted by the TurningPoint Parser in **Appendix B: TurningPoint Parser Documents**.

---

## 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

- 1 Select Tools from the TurningPoint toolbar.
- 2 (Optional) Select Update Parser Slides.
- 3 Select Tools from the TurningPoint toolbar.

To import slides with the TurningPoint Parser...

The Tools menu opens.

The slides you import will be created with default characteristics that may not match your settings. You can use the Update Parser Slides command to update the imported slides to match your settings.

The Tools menu opens.

## Chapter 3: How to Create Slides

- 4** Select TurningPoint Parser. An open file window appears asking you to select the file to import.
- 5** Navigate to the file you would like to import (.doc or .xml) and select it.
- 6** Select the Open button to continue. A dialog appears asking whether you would like to add the slides to the end of the current presentation or create a new presentation.
- 7** Select the Yes button to add the slides to the current 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 of the TurningPoint customizations you would like to make on them.

---

## Import Slides from ExamView

TurningPoint can insert files from ExamView and create slides based on them. TurningPoint retains the features used in the ExamView files, including the correct answers and any pictures and non-interactive slides.

### Step by Step Instructions

- 1** Select Tools from the TurningPoint toolbar. To import slides from ExamView...  
The Tools menu opens.
- 2** Select Import from ExamView. An 'Open an ExamView Test/Bank/XML File' window opens allowing you to select the file to import.

- 3 Navigate to the file you would like to import (.tst, .bnk, or .xml) and select it.
- 4 Select the Open button to continue.
- 5 Select the Yes button to add the slides to the current presentation, or select the No button to create a new presentation.

A dialog box opens allowing you to choose to add the slides to the end of the current presentation or create a new presentation.

TurningPoint builds the slides from the file. If the file contains many slides, this may take some time.

## Ranking Wizard

You can quickly and easily create slides that support decision-making, prioritization, or other kinds of ranking using TurningPoint's Ranking Wizard. The Ranking Wizard automatically creates slides for comparisons of items on one to three criteria, then summarizes the results of the comparisons in a chart.

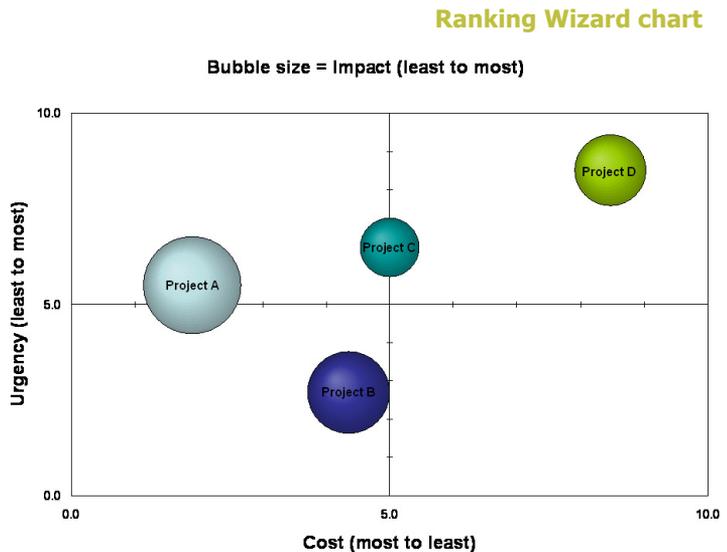
For example, suppose you wanted to prioritize several projects you are considering. You might compare them on the basis of cost, impact, and urgency to rank them.

You can choose to rank each item on a numerical scale for each criterion. For example, one slide would ask you to rank Project A on urgency from least (1) to most (10). You can use a scale beginning with 1 and ending with any number up to 10.

## Chapter 3: How to Create Slides

Alternatively, you can choose to compare items on the criteria by pairs. For example, one slide would ask you whether Project A or Project B is more urgent.

You can include as many items as you wish, and you can compare them on up to three criteria. The results are displayed in a chart which ranks the items. The chart looks similar to this:



In this example, Project D looks like a clear winner, since it has the lowest cost, most urgency, and a relatively high impact.

The Ranking Wizard gathers information from you about the items, the criteria, and how you would like to make the comparisons. Then it automatically constructs a series of slides with the questions and answers necessary to construct a final comparison chart.

## Create Slides with the Ranking Wizard

The Ranking Wizard is located in the Tools menu on the TurningPoint toolbar. It guides you through the process of creating a ranking.

### Step by Step Instructions

- 1 Navigate to the slide you would like the ranking slides to be inserted after.
- 2 Select Tools from the TurningPoint toolbar.
- 3 Select Ranking Wizard.

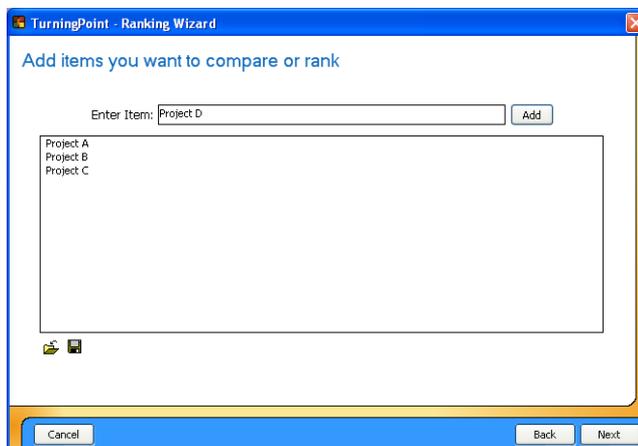
To create slides with the Ranking Wizard...

When you complete the Ranking Wizard, the ranking slides will be added to the presentation after the currently visible slide.

The Tools menu opens.

The Ranking Wizard window opens.

### Ranking Wizard: Add Items



- 4 Type a name for an item to be ranked in the box provided and select the Add button.

The item will be added to the list.

Repeat this step until you have added all the items you would like to rank.

**Note** You can save a list of items if you will reuse them with the Ranking Wizard. Lists are stored as simple text (.txt) files.

Use the Save button (shaped like a disk) to save a text file with the list of items. Use the Load button (shaped like a folder) to load a text file with a list of items.

- 5 When you have added all the items to rank, select the Next button.

The next set of options allowing you to specify the criteria is displayed in the Ranking Wizard.

### Ranking Wizard: Enter Criteria

TurningPoint - Ranking Wizard

Enter criteria and choose options

Enter text for the X coordinate  
Cost

Enter text for the Y coordinate  
Impact

2 criterion

Enter text for the Z coordinate  
Urgency

What would you like to do?  
 Standard X/Y/XYZ  
 Paired Comparison

How would you like your slides created?  
 Grouped by Criteria  
 Grouped by List Item

Do you want to...?  
 Auto-advance  
 Show Charts  
 Show Bubble Names  
 Show Bubble Sizes

Optional Paired Comparison Settings  
 Include "No Preference" choice.

Cancel Back Next

- 6 Enter a name for the X criterion and, optionally, the Y criterion, in the boxes provided.

You must enter at least one criterion (X) for the ranking. If you are comparing only a single criterion, leave the Y criterion blank.

The X and Y criteria appear on the horizontal and vertical axes of the chart, respectively.

- 7 If you wish to include a third criterion in the ranking, check the box for the Z criterion and enter a name for the Z criterion in the box provided.
- 8 Choose a method for ranking the items:
  - Select Standard X/XY/XYZ to rank the items on a numerical scale for the criteria.
  - Select Paired Comparison to compare the items by pairs on the criteria.
- 9 If you chose a standard comparison, select whether you would like the slides to be grouped by criterion or by list item.
- 10 Check the box if you would like to Auto-Advance the slides created by the Ranking Wizard.
- 11 Check the box if you would like to display the charts for the slides created by the Ranking Wizard.

The Z criterion, if used, is represented in the chart by the size of the “bubble” for each item.

You will specify the numerical scale to use later in the Ranking wizard if you choose a standard comparison.

If you choose paired comparisons, you may allow a response of No Preference by checking the box for that option.

Grouping slides by criterion will present the slides for each item about criterion X, then slides for each item about criterion Y, and so on.

Grouping slides by item will present the slides for each criterion about item A, then the slides for each criterion about item B, and so on.

Using Auto-Advance automatically advances the slide after all participants have responded to a question.

Commonly, you are not interested in seeing the results for individual slides in the ranking questions. You can uncheck this option and use it in combination with Auto-Advance to make your way quickly through the ranking questions to display the ranking chart.

## Chapter 3: How to Create Slides

**12** If you are using a Z criterion, check the boxes if you would like to use the following options:

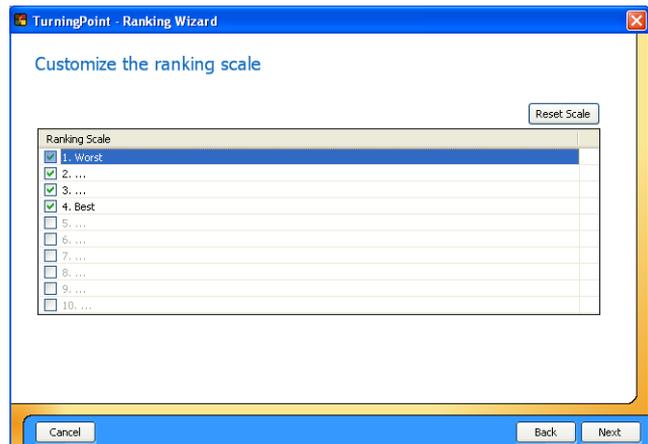
- Show Bubble Names shows the name of each item on the bubble that represents it in the ranking chart.
- Show Bubble Sizes shows the numerical size of each item's bubble on the ranking chart.

**13** When you have specified all the options you would like to use, select the Next button.

The chart also includes a key that color-codes the bubbles with the items.

If you chose a standard comparison, the next set of options allowing you to specify the ranking scale is displayed in the Ranking Wizard window. (If you chose a paired comparison, a summary is displayed and you can skip to step 17.)

### Ranking Wizard: Customize Scale



- 14** Uncheck the boxes next to the numbers if you wish to limit the scale to less than 1–10.
- 15** If you would like to add labels to the numbers, select a number and type the label text.
- 16** When you are finished modifying the ranking scale, select the Next button.

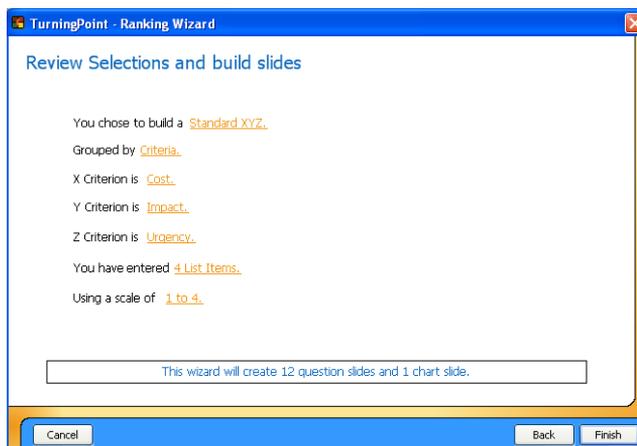
Unchecking a number also unchecks all the larger numbers.

For example, if you would like to use a scale of 1–4, uncheck the box next to 5.

You might like to add labels to the lowest and highest numbers of the scale (such as “Worst” and “Best”).

A summary of all the options you chose is displayed in the Ranking Wizard window:

### Ranking Wizard: Review Selections



- 17** Review the information in the summary to ensure that it is correct.

If any of the information is incorrect, you can select the incorrect information to be taken to the set of options in the Ranking Wizard where you specified the information. Change the information to be correct and then continue with the remaining steps. (Alternatively, use the Back button to go back to the incorrectly set option.)

- 18 Select Finish to create the ranking slides.

TurningPoint inserts the ranking questions and the ranking chart in your presentation. (This may take some time if you have a large number of items.)

### Next Steps

When you run the presentation containing the ranking slides, the results will be compiled to generate the ranking chart, which is displayed in a slide following the ranking questions.

Because the Ranking Wizard uses the results from the created slides to construct the final chart, you should not alter the slides created by the Ranking Wizard.

# TurningPoint Settings

TurningPoint offers many settings you can use to customize the way your slides look and behave. You may notice that sections throughout this user guide mention settings that can have an effect on the tasks you perform with TurningPoint.

The TurningPoint settings can be viewed and modified by selecting the Settings button from the TurningPoint toolbar. (The Settings button looks like a pair of eyeglasses.)

You can adjust the settings in the Settings window:

### Settings window



Across the top of the Settings window are four icons: Information, Presentation, Slides, and Global Changes. Selecting one of these icons changes the contents displayed in the rest of the Settings window.

Below these four icons, the Selected Slide and Answers drop-down menus allow you to select specific slides or answers to modify the settings for.

Below these drop-down menus are the settings themselves. You can view them displayed in groups of related settings or alphabetically by selecting the buttons above the settings. The name of each setting is in the left column and its value is in the right column. Some settings may allow you to type a value, while others will offer a drop-down menu to select from several choices.

At the bottom of the settings window is a region that displays a description of a setting when you select it. You can use these descriptions to learn about the settings.

The Done button saves the changes you made to the settings and closes the Settings window.

The following sections contain information about the settings available by selecting one of the four icons at the top of the Settings window:

### **Information**

Information about the version of TurningPoint you are using and your license code. You cannot edit this information.

### **Presentation**

Presentation-level settings for the creation of slides, the way presentations display, and other TurningPoint options. If you change a presentation-level setting, the change applies to all slides you create in the future.

### **Slides**

Slide-level settings affect particular slides and their answers. The slide-level settings apply to the slide selected in the Selected Slide drop-down menu (and the particular answer, if applicable).

### **Global Changes**

Some presentation-level settings are available in Global Changes. If you change a setting in Global Changes, the change is applied to the presentation-level settings (and therefore to all slides you create in the future) as well as to ALL TurningPoint slides in the currently open presentation.

Your settings for TurningPoint are stored in your personal settings folder on your computer. You can share the same computer with multiple TurningPoint users, all of whom have different settings.

---

## Save the Presentation Slides

Your TurningPoint slides are saved as part of your regular PowerPoint (.ppt) presentation file. You can share this file with other TurningPoint users.

**Note** You can safely open the presentation on computers without TurningPoint installed, but you cannot use the TurningPoint features. You should not edit the TurningPoint slides on a computer without TurningPoint installed.

### Step by Step Instructions

- 1 Select File > Save As... from the PowerPoint menu.
- 2 Select a location to save the file and type a filename for the file in the space provided.
- 3 Select the Save button to save your file.

To save your presentation...

The Save As window opens.

You should keep the .ppt extension in the filename to ensure that PowerPoint opens the presentation file.

TurningPoint saves all of the presentation level settings that you defined in the Settings menu to the presentation itself. When you open the presentation on a different computer, the saved presentation settings are used instead of the computer's default settings. This function preserves your custom settings

so that you do not have to reapply them every time you open a presentation on a new computer.

**Note** You can restore the computer's settings when using any presentation. In the Settings menu, select the Presentation icon. A blue icon with a white arrow displays in the bar above the settings options. Select this blue icon and a dialog box appears with this statement: 'This will restore the presentation settings back to the default installation state.' Select OK to restore the default settings.

# Where Do I Go From Here?

This chapter has demonstrated how to create and customize TurningPoint slides for your presentation.

The next step in successfully using TurningPoint for an interactive presentation is to set up the hardware devices for participants to respond. **Chapter 4: How to Set Up Response Devices** demonstrates this process. You only need to set up hardware devices once on the computer you will use them with, unless you add or change the hardware devices.

If you have already set up hardware devices, the next step is to create a Participant List to keep track of the participants for your presentation. **Chapter 5: How to Track Participants and Teams** demonstrates this process.

If you already have a Participant List for the audience you will be presenting to, you are ready to conduct your presentation! **Chapter 6: How to Run a Presentation Session** demonstrates this process.

# 4 How to Set Up Response Devices

Your audience responds to your interactive presentation using a response device. You can license response devices from Turning Technologies for use with TurningPoint. These response devices include:

- Responsive Innovations' ResponseCard IR—a compact response device that uses infrared technology to send audience responses.
- Responsive Innovations' ResponseCard RF—a compact response device that uses radio frequency technology to send audience responses.

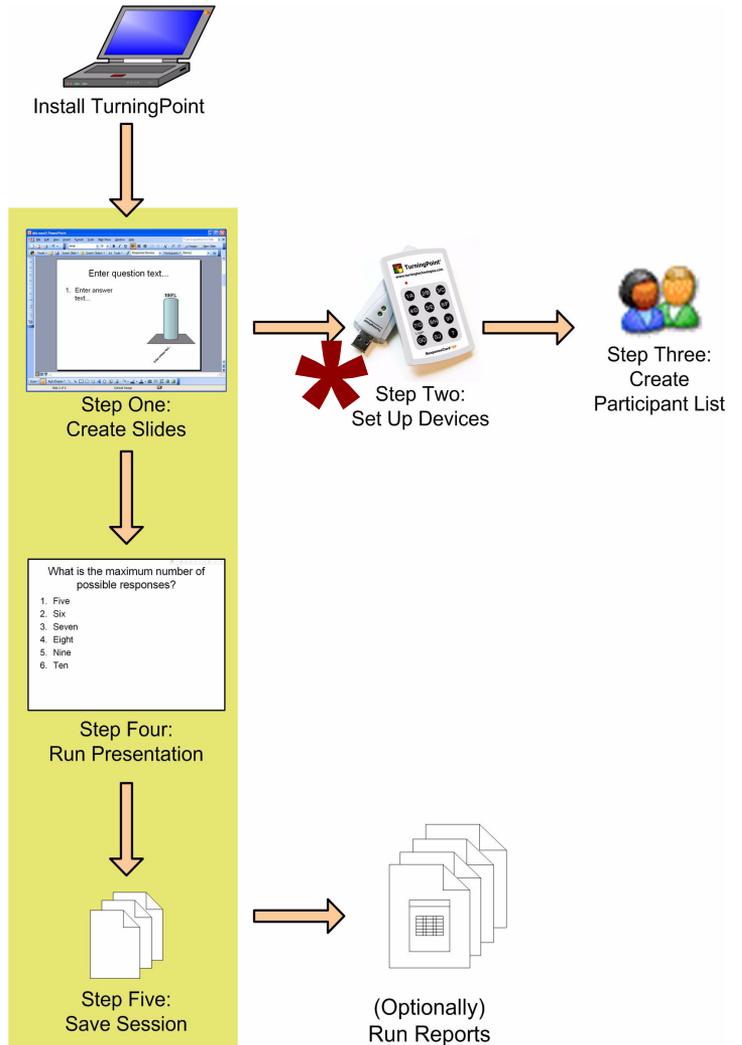
## Chapter 4: How to Set Up Response Devices

- Responsive Innovations' ResponseCard XL—an Infrared (IR) system that allows for self-paced testing by letting students enter responses to many different questions on the card's LCD then transmitting all the answers at once.
- Turning Technologies' vPad group response software application—a virtual keypad, installed on a personal computer or PDA, that takes advantage of a classroom network to send responses or control presentations.

TurningPoint also supports a variety of audience response keypads and wireless voting systems manufactured by leading industry suppliers. Contact Turning Technologies for more information about supported platforms.

Recall the five steps to presentation success:

### Five Steps to Success



This chapter covers the second step, setting up response devices such as the Responsive Innovations' ResponseCards and the vPad software. It demonstrates

how to run the Response Device Wizard to ensure TurningPoint is able to receive a response from the installed device.

# Install Devices

You enable communication between TurningPoint and the response devices using the Response Device Wizard. If you are using a Keyspan adapter, you must install the adapter before running this wizard.

Response device technologies communicate using a receiver. The receiver must be connected to the computer that will be used to run the TurningPoint interactive presentation. This section includes instructions to install the device receivers.

The vPad response software application has two versions. Audience participants use it to provide responses to the interactive presentation. Presenters use it to control the presentation. This section also includes instructions to install the vPad software.

---

## Install Response Device Receiver(s)

The ResponseCards communicate with TurningPoint through a receiver. The receiver accepts the signal produced by the individual response cards and passes the response along to TurningPoint.

Responsive Innovations manufactures response cards that emit either infrared (IR) or radio frequency (RF) signals. TurningPoint recognizes both signal types.

## Before You Begin

The receiver must be installed on the machine that will be used to run the presentation prior to running the Response Device Wizard to test response card communication with TurningPoint.

## Step by Step Instructions

- 1** Connect the receiver cable to the appropriate computer port.
- 2** If required, insert the hardware installation CD into your computer's CD-ROM drive.
- 3** Place the receiver in an unobstructed area at the front of the room.

To install the response card receiver...

Receivers connect to the COM port (via the 9-pin RS-232 connector) or the USB port on the computer.

If you install a serial receiver using the Keyspan USB port adapter, you will be prompted to install the hardware device.

Each ResponseCard/receiver package includes a CD containing the device drivers for the hardware. This CD is stored in the front of the TurningPoint binder along with the receiver.

Follow the Found New Hardware Wizard to install the device driver.

The receiver needs to be positioned so that it can receive the signal from the response devices. You may want to elevate the receiver so that it can be seen by everyone in the room.

**Note** The effective range of an IR device receiver is about 75 feet (25 meters). You will need to install one receiver for every 80 participants.

The effective range of an RF device receiver is about 200 feet (60 meters). A single receiver is sufficient for up to 1000 keypads, and a direct line of sight between the receiver and the keypad is not necessary.

Use more than one receiver during your presentation if your room size or participant size exceeds these maximum specifications. Contact Turning Technologies for suggested receiver layout plans.

Use these instructions to connect a response device receiver for any response device technology supported by TurningPoint.

### Next Steps

Run the Response Device Wizard to test the communication between the TurningPoint software and the response devices.

---

## Install the vPad Response Software

The vPad group response software acts as a virtual response device. Audience members use the software from desktop or laptop computers or PDAs that are connected to the presentation computer using a direct or wireless network.

vPads exhibit the same response behavior as ResponseCards. If you are running a vPad and connect during a presentation, you can close and reopen the vPad and still have the same response device number.

### Before You Begin

TurningPoint and the vPad software must be installed on computers that use the same network.

### Step by Step Instructions

- 1 Insert the vPad installation CD into your computer's CD-ROM drive.
- 2 Run the vPad setup program.

To install and set up the vPad software on a PC...

Follow the instructions in the vPad setup wizard to install vPad on your desktop or laptop computer. The installation creates a vPad desktop icon and an entry in your computer's Start > Programs menu.

### vPad Response Device



- 3 Double click on the vPad desktop icon to start the vPad software.
- 4 On the Turning vPad window, select File > Select Host Computer.
- 5 Select the Add button.

The Turning vPad window opens.

You need to configure vPad to enable it to communicate on the network.

The Select a Host Computer window opens.

The Turning vPad dialog box opens and displays the friendly name setup prompt.

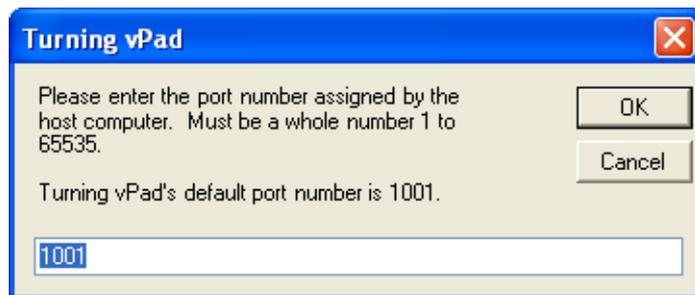
vPad: Enter Friendly Computer Name



- 6 In the Turning vPad window, enter the computer's friendly name or IP address and select OK.

The Turning vPad dialog box displays the port number setup prompt.

vPad: Enter Port Number



- 7 In the Turning vPad window, enter the port number to be used for communication between the vPad and TurningPoint and select OK.
- 8 In the Select a Host Computer window, select OK.
- 9 In the TurningPoint connection dialog box, select OK.

Turning vPad uses port 1001 by default. Enter a different number, if defined otherwise on the host computer.

The newly added host computer appears in the Select a Host Computer window.

Turning vPad displays a dialog box asking to connect to the selected host.

The Turning vPad window displays a message: Connected to *mylaptop* at 2:30:21 PM.

Your computer's friendly name (entered in step 6) and the time when you connected (as a result of completing this step) are displayed in place of the words above.

- 10 Repeat steps 1-10 for each computer to be used as a response device.

### Next Steps

Run the Response Device Wizard to test the communication between the devices and the TurningPoint software.

# Run the Response Device Wizard

Each audience participant uses a device to respond to the questions asked during the presentation. TurningPoint supports a variety of response devices including infrared and radio frequency keypads as well as networked PDAs, laptops, and desktops.

TurningPoint needs to know what types of response devices will be used before you run the presentation. Use the Response Device Wizard to set up and test the response devices.

You will run this wizard every time you make a change to the device setup. Changes include adding new response devices, changing the number of response devices to be used during a presentation session, and retesting the communication between TurningPoint and the response devices.

## Set Up and Test the Device Connection

Use the Response Device Wizard to set up the number of response devices to be used with your TurningPoint presentation and to test the communication between the response device and TurningPoint.

### Before You Begin

You must have TurningPoint installed on the computer to be used for the presentations, the hardware device receivers connected, vPad installed (if using the virtual response device software), and the response devices available for testing.

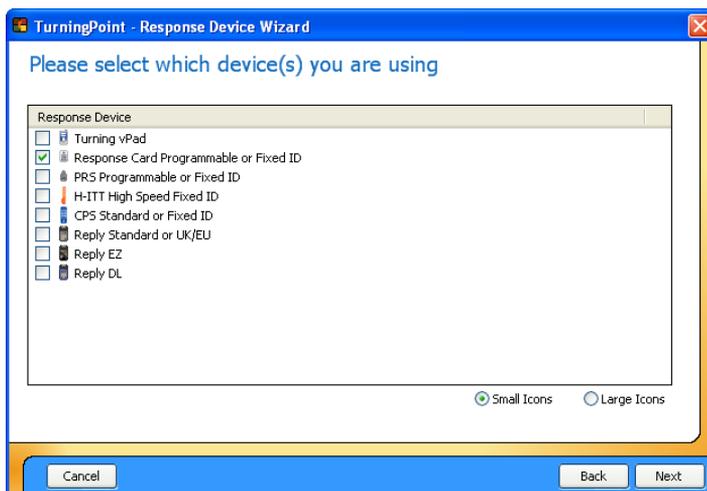
### Step by Step Instructions

- 1 From the TurningPoint toolbar, select the Display Response Device Wizard button. (Hint: it's the one that looks like a lightning bolt.)

To set up the response devices...

The TurningPoint Response Device Wizard window opens. All devices that you are able to use with TurningPoint are shown.

### Response Device Wizard: Select Devices



- 2** Select the box next to the device to select one or more device types to be set up.
  - a** To view the devices by device name, select the Small Icons option at the bottom right of the entry list.
  - b** To view the devices by picture, select the Large Icons option.
- 3** Select the Next button.
- 4** Select the checkbox next to the ports where the response devices are connected.
- 5** If you are using the vPad software, set up the vPad port.
  - a** If your computer does not use port 1001, select the Change button.
  - b** In the TurningPoint window, enter a port number between 1 and 65535.

You can choose to view the device list by name or by picture.

Large Icons is the default setting.

TurningPoint displays facsimile images of each supported device.

If you are using a serial-based device, TurningPoint searches your computer to locate the ports where it finds connections for the device receivers and displays the list of ports. If you are using only vPad devices, skip to step 5. If you are using only USB devices, skip to step 9.

TurningPoint selects your computer's COM port by default.

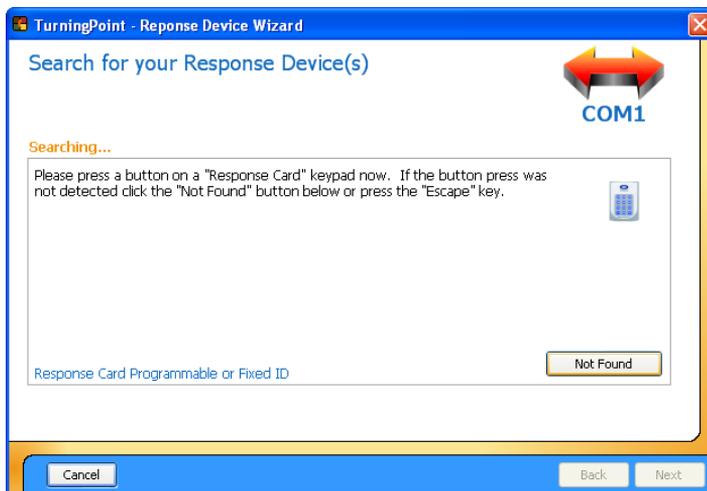
**Note** TurningPoint uses port 1001 as the default connection port for the vPad software.

## Chapter 4: How to Set Up Response Devices

- c Select the OK button.
  - d In the Response Device Wizard window, verify the Current vPad Port value matches what you entered in step b.
  - e If the value is not correct, repeat step a–step c.
- 6 Select the Next button.

TurningPoint begins searching for the response devices.

### Response Device Wizard: Search for Devices



- 7 If you are using a serial device, press a key on one response device to send a signal TurningPoint from the device.
  - a If TurningPoint doesn't find the response device on the first attempt, select the Not Found button and try again.
  - b Repeat this step for each device type being used.
- 8 Select the Next button.

This step is unnecessary for USB devices. You can skip this step for vPad devices by selecting the Skip Verification button.

TurningPoint displays the Hardware Found message when it accepts the value sent by the response device and displays a Done searching... message when the device is found successfully.

TurningPoint displays the Keypad Ranges screen which shows the number of response devices licensed for use with the software.

**Note** If you have a license for an evaluation version of TurningPoint, you can use five response devices to test your presentation.

- 9 Enter the first device number to be used in the Starting keypad number region.

You assign each response device a number. You may start with whatever number you choose.

## Chapter 4: How to Set Up Response Devices

- 10 Enter the last device number to be used in the Ending keypad number region.

The difference between the Starting and Ending keypad numbers should not exceed the number of purchased licenses.

**Note** TurningPoint limits the number of response devices able to be used with an interactive presentation based upon the range of values entered in the Starting and Ending keypad number regions.

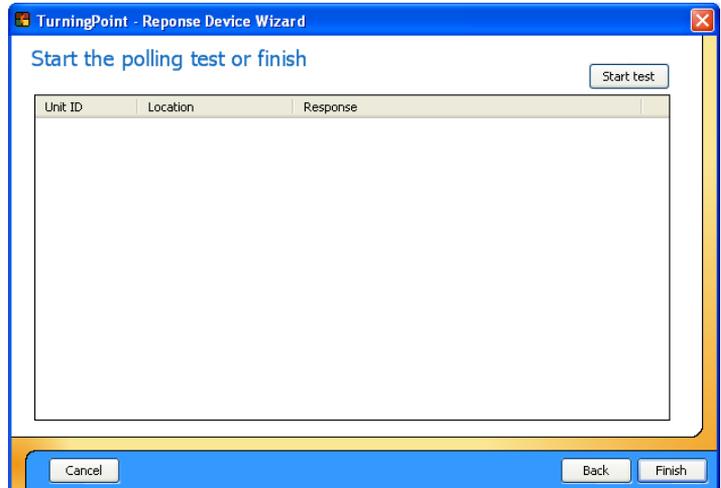
If the difference of the values is less than the number of purchased licenses, the lesser number will be used. For example, if you enter 1 as the Starting keypad number and 10 as the Ending keypad number, only 10 devices can be used during the presentation, even if TurningPoint is licensed for 50 devices.

You cannot exceed the number of licensed devices. For example, if the starting number is 1 and you enter 60 in this region, but TurningPoint is licensed for 50 devices, only 50 devices can be used during the presentation.

- 11 Select the Next button.

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

### Response Device Wizard: Polling Test



- 12 Select the Start Test button.
- 13 Press a key on each response device to be used.
- 14 Select the End Test button.
- 15 Select the Finish button.

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

TurningPoint displays an entry for each response device, in the order in which they were tested, and the key number pressed on each response device.

This action ends the Polling test.

The response device setup is now complete.

### Next Steps

Run the Response Device Wizard again when you need to make changes to the number or type of devices being used with your presentations.

## Update the Number of Devices Used

Run the Response Device Wizard whenever you need to add a new device type or change the number of devices being used.

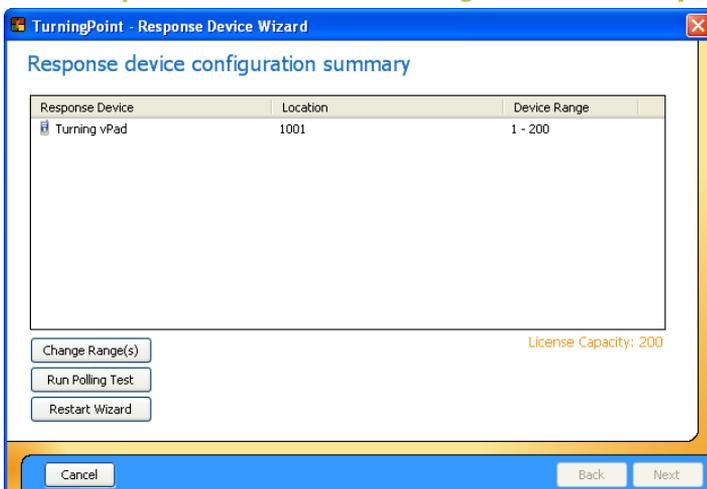
### Step by Step Instructions

- 1 From the TurningPoint toolbar, select the Display Response Device Wizard button. (Hint: it's the one that looks like a lightning bolt.)

To increase or decrease the accepted responses...

TurningPoint displays the Response Device Wizard Configuration Summary window.

### Response Device Wizard: Configuration Summary



- 2 Select the Change Range(s) button.
- 3 Enter the first device number to be used in the Starting keypad number region.

TurningPoint displays the Please set keypad ranges page. This page shows the number of licensed devices, the device types currently set up for use, and the current device range settings.

You assign each response device a number. You may start with whatever number you choose.

- 4 Enter the last device number to be used in the Ending keypad number region.

The difference between the Starting and Ending keypad numbers should not exceed the number of purchased licenses.

**Note** TurningPoint limits the number of response devices able to be used with an interactive presentation based upon the range of values entered in the Starting and Ending keypad number regions.

If the difference of the values is less than the number of purchased licenses, the lesser number will be used. For example, if you enter 1 as the Starting keypad number and 10 as the Ending keypad number, only 10 devices can be used during the presentation, even if TurningPoint is licensed for 50 devices.

You cannot exceed the number of licensed devices. For example, if the starting number is 1 and you enter 60 in this region, but TurningPoint is licensed for 50 devices, only 50 devices can be used during the presentation.

- 5 Select the Next button.

TurningPoint displays the Polling screen. If desired, you can use this screen to test the communication between TurningPoint and the response devices.

**Note** TurningPoint does not require a polling test be performed when changing the device ranges. Find polling instructions in the Check Device Connections section.

- 6 Select the Finish button.

The response device setup is now complete.

---

## Check Device Communication

You should test the communication between a device and TurningPoint if an audience member's response is

### Before You Begin

not being accepted during a live presentation or if a new response device is being used.

Ensure the device receiver is properly installed and the device to be tested is available.

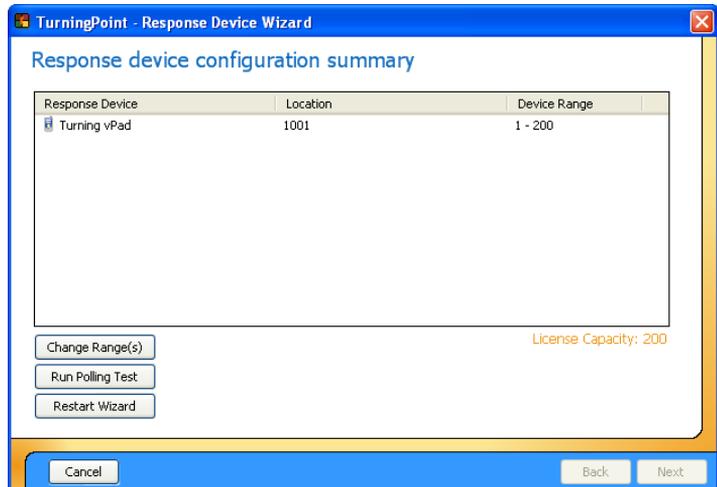
### Step by Step Instructions

- 1 From the TurningPoint toolbar, select the Display Response Device Wizard button. (Hint: it's the one that looks like a lightning bolt.)

To test for device communication...

TurningPoint displays the Response Device Wizard Configuration Summary window.

### Response Device Wizard: Configuration Summary



- 2 Select the Run Polling Test button.
- 3 Select the Start Test button.
- 4 Press a key on each response device to be used.
- 5 Select the End Test button.

TurningPoint displays the Start polling test screen.

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

TurningPoint displays an entry for each response device, in the order in which they were tested, and the key number pressed on each response device.

This action ends the Polling test.

6 Select the Finish button.

The response device setup is now complete.

## Add New Device Types

Use the Response Device Wizard for each additional device type to be used with your interactive presentation.

### Before You Begin

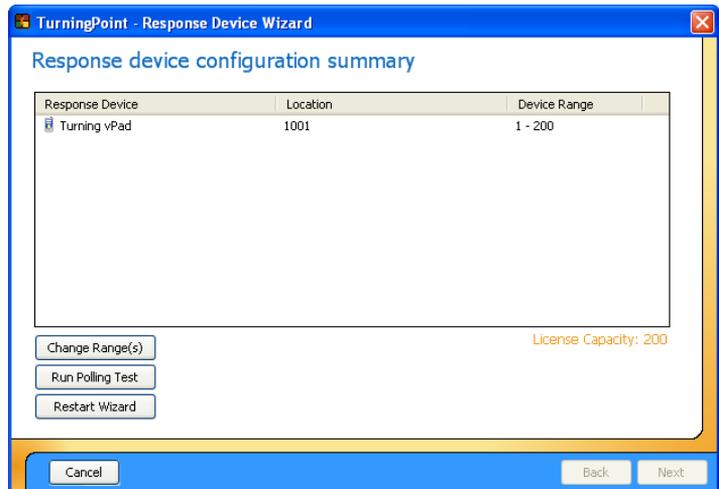
Ensure the device receiver is properly installed and the device to be tested is available.

### Step by Step Instructions

- 1 From the TurningPoint toolbar, select the Display Response Device Wizard button. (Hint: it's the one that looks like a lightning bolt.)

TurningPoint displays the Response Device Wizard Configuration Summary window.

### Response Device Wizard: Configuration Summary



- 2 Select the Restart Wizard button.

TurningPoint displays the device selection screen.

- 3 Follow the instructions to setup a response device beginning with step 2 in **Set Up and Test the Device Connection** on page 112.

**Note** Optionally, select the Cancel button to exit from the Response Device Wizard without completing the setup.

# Where Do I Go From Here?

If you are setting up your devices for the first time, the next step is to create your Participant List. A Participant List allows you to track the responses provided by your audience for each slide you present. Find instructions to create a Participant List in **Chapter 5: How to Track Participants and Teams**.

If you have installed new response device hardware, and you have already set up your Participant List, you can create a new interactive presentation or run an existing presentation using the new device. Find instructions to create slides in **Chapter 3: How to Create Slides**. Find instructions to run a presentation in **Chapter 6: How to Run a Presentation Session**.

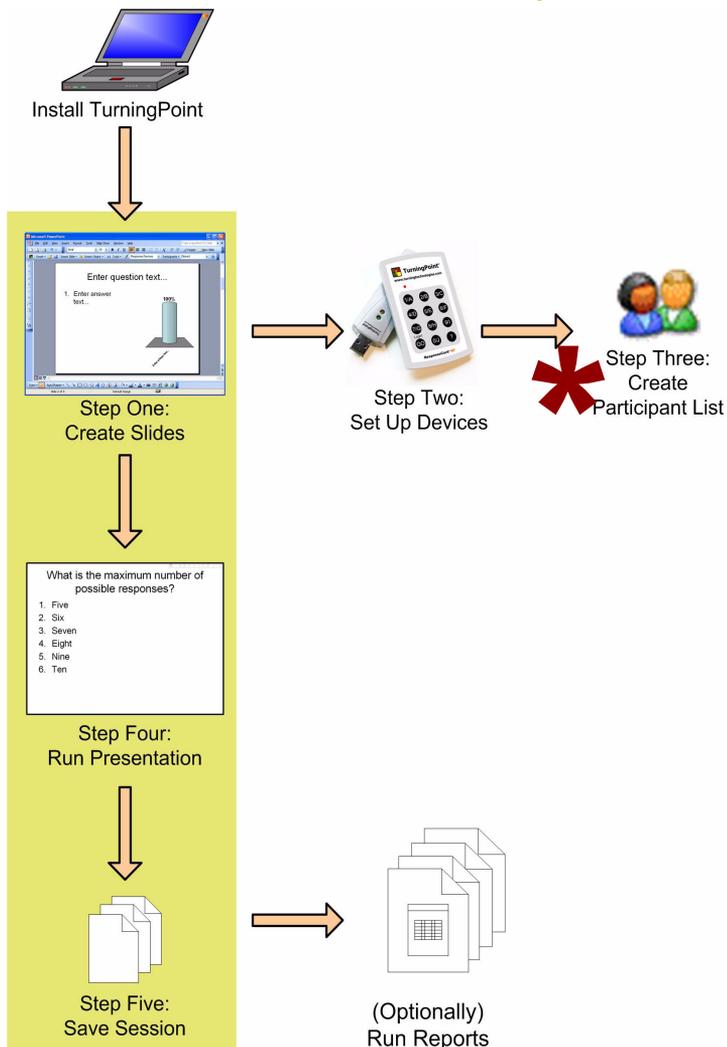
# 5 How to Track Participants and Teams

Participant Lists identify the members of your audience—your students, your trainees, your survey respondents—who will use a response device to respond to questions during your presentation. The participant name and other required information are stored along with information about their assigned device, which is identified by number (for example, 1, 2, 3, and so on) and by device ID, a unique identifier for a response device. The device ID is printed on the device tag, which is located on the back of the device (unless you are using vPad response software).

## Chapter 5: How to Track Participants and Teams

Creating an interactive presentation with TurningPoint can be accomplished in five easy steps. This chapter discusses how to create and edit a Participant List.

### Five Steps to Success



# Run the Participant List Wizard

Create a Participant List using the Participant List Wizard. You can choose from using standard list templates or create one of your own to store as much information about your audience as is desired.

The Participant List Wizard guides you through the creation of a Participant List to be used with your interactive presentation. You control the number of responses TurningPoint will accept, which equates to the number of audience members. A Participant List captures the audience names, their device numbers and serial numbers, and other relevant information.

You may create multiple Participant Lists to be used with the same interactive presentation. One Participant List contains information about one audience group. This allows you to capture responses from multiple audiences to your slides.

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## Create a Participant List

This section introduces the Participant List Wizard and describes how to build a new Participant List.

### Before You Begin

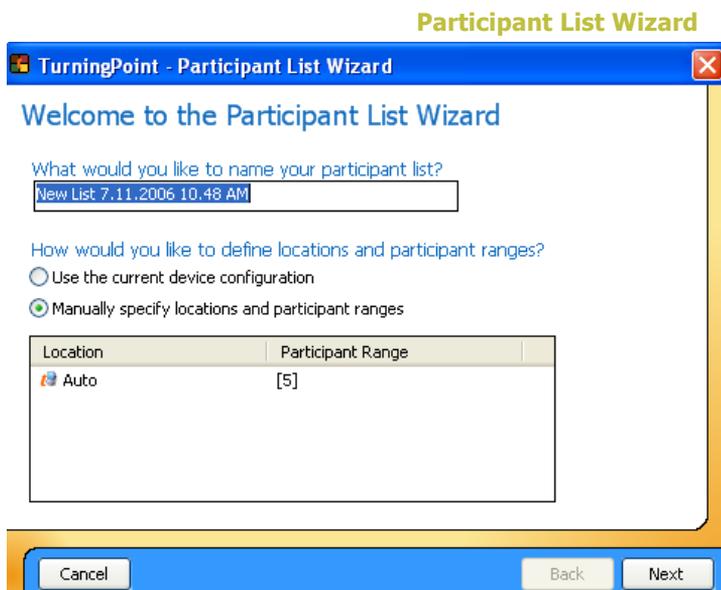
The number of names entered in the Participant List must not exceed the number of devices licensed for use or the number of devices that you identified for use in the Response Device Wizard.

### Step by Step Instructions

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

To create a Participant List...

The TurningPoint Participant List Wizard window opens.



- 2 Type the name of the Participant List you want to create.
- 3 Select the response device to be used to create the Participant List.
  - To use the identified device, select the Use the current device configuration option.

TurningPoint provides a name using the current system date and time. You can type a more meaningful name or use the default.

TurningPoint gathers the communication port and device range information that was provided while running the Response Device Wizard and displays it in the lower region of the window.

- To enter specific locations and participant ranges, select the Manually specify locations and participant ranges option.

**Note** Right-click in the region displaying the Location or Participant Range values to access the options for changing these values. The menu displays only when the Manually specify locations and participant ranges button is selected.

TurningPoint allows you to modify specifications for response device ports in the list. The menu choices in this region include:

- Remove a Location—clears the selected location from the list.
- Modify Range > Change Values—for an existing location, displays a window allowing you to enter new starting and ending device numbers.
- Modify Range > Auto-detect—for an existing location, displays a window allowing you to enter the number of participants to be defined in the list. TurningPoint uses the presentation computer's configuration to determine the number of responses allowed.
- Add a Location > vPad Port—opens a window allowing you to enter the port number to be used for the vPad software response device (a value between 1 and 65355).
- Add a Location > Comport—opens a window allowing you to enter the comport number (a value between 1 and 32).
- Add a Location > Auto-detect—opens a window allowing you to enter the number of participants to be defined in the list. When the interactive presentation is used, TurningPoint uses the presentation computer's device configuration file to determine the port(s) to be used.

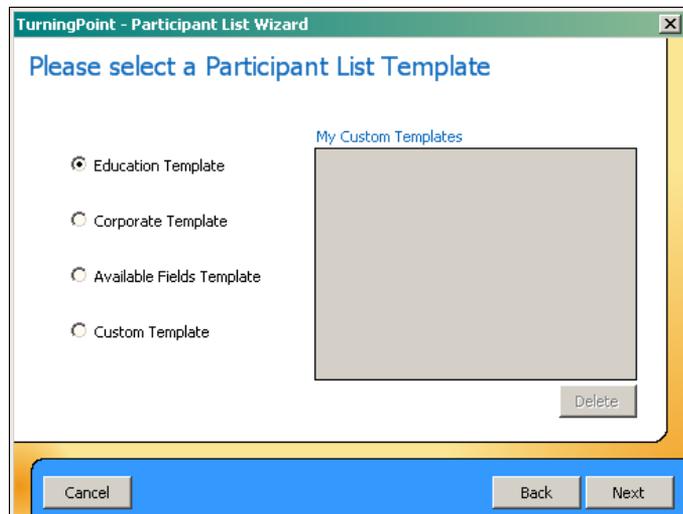
## Chapter 5: How to Track Participants and Teams

- Clear All Locations—removes all response device configurations from the list. This selection is not available if no locations are defined.

### 4 Select the Next button.

TurningPoint presents the option to use the pre-defined Participant List templates or to create a custom template. Custom templates created in the past will appear in the My Custom Templates region when the Custom Template button is selected.

### Participant List Templates



### 5 Select a template for the new Participant List.

Participant List template choices include:

- Education—contains entries typical for student information, 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.
- Available Fields—contains all pre-defined entries suggested for use with TurningPoint.

- Custom—allows you to create a personalized Participant List or to select a previously created custom template from the list.

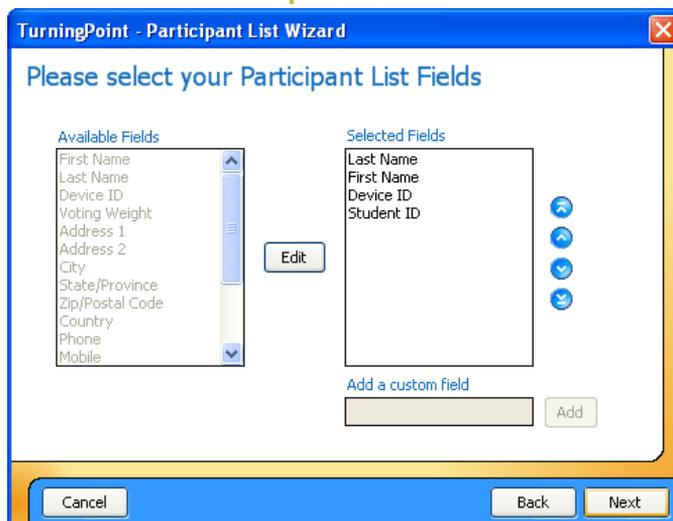
**Tip** Each of the templates can be customized. It may be faster to add and remove entries from a pre-defined template than to select Custom template and choose every entry.

- 6 Select the Next button to continue.

If you opted to create a new template, TurningPoint asks you to name the template. Enter a name and select the OK 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.

### Participant List: Add or Remove Fields



## Chapter 5: How to Track Participants and Teams

**7** Optionally, customize the list of Selected Fields. Select the Edit button to activate the fields lists.

- To remove an entry from the template, select it under the Selected Fields region and click the left arrow button.
- To add an entry to the template, select the desired entry from the Available Fields region, and click the left arrow button.

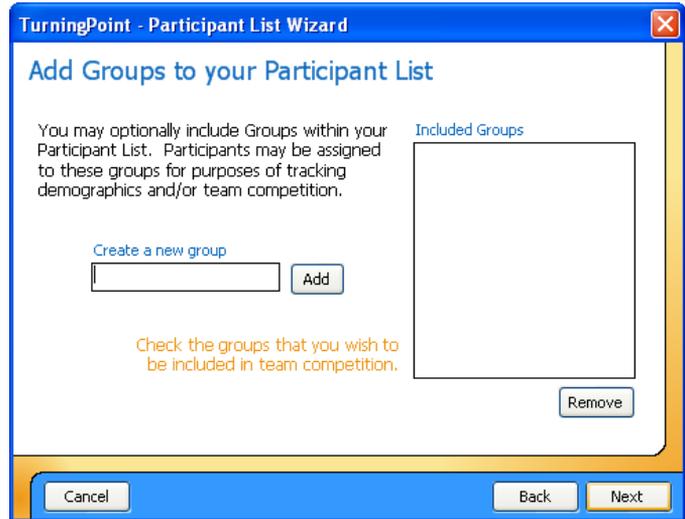
**8** Select the Next button to continue.

Right (>) and left (<) arrow buttons replace the Edit button. If you selected Custom Template, the right (>) and left (<) arrows appear by default instead of the Edit button.

When selecting entries from the fields lists, type Shift + click to select multiple contiguous entries, or Control + click to select multiple entries.

TurningPoint displays the Groups entry box. Use this screen to add Groups to your Participant List. Groups provide categorization for greater reporting opportunities, such as demographic reports or team competitions.

Participant List Wizard: Add Groups



- 9 Optionally, type in a group name and select the Add button.

TurningPoint displays all groups in the Included Groups list. Repeat this step to add additional groups.

## Chapter 5: How to Track Participants and Teams

**10** Select the Next button.

TurningPoint displays the Participant List summary page.

### Participant List Wizard: Summary

TurningPoint - Participant List Wizard

### Add Participant Information

Participant List Summary

Name: [New List](#)

Number of Participants:

Number of Fields:

Number of Groups:

Click "Finish" to generate your Participant List and launch the Participant Information Dialog. From this dialog you can add, edit, import, or export participant information and assign participants to groups.

Cancel Back Finish

**11** Optionally, edit the Participant File composition.

The settings that are able to be changed include the Participant List file name, number of participants, number of fields, and number of groups. Select the link to be returned to the screen and make edits.

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

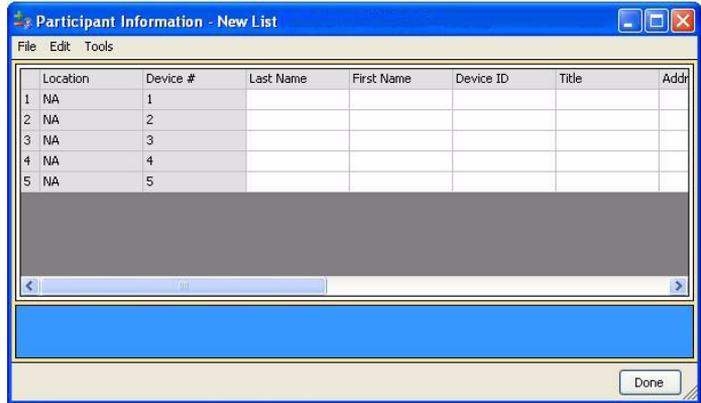
**13** Optionally, save the template for future use.

If you have modified a pre-defined template, TurningPoint asks whether to save the settings as a custom template. If you select the Yes button to name and save the template, the custom template will be available under My Custom Templates the next time you create a Participant List.

- 14** Add names and other participant information to the new Participant List.

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

### Participant Information



- 15** Select File > Save to save the data in the Participant List before closing the Participant Information window.

The new Participant List appears on the TurningPoint toolbar in the Select a Participant List drop-down menu (next to the Participants menu).

## Set Up Team Competitions

TurningPoint can enhance group interaction to create a more memorable and educational presentation. Team competitions are a fun way to incite this interaction. Set up team competitions through the Participant List Wizard. You can create a Participant List that enables you to assign participants to teams who will compete for the highest score during your presentation.

For participants or teams to accumulate scores, you will have to assign point values to correct answers. You can even assign points based on how quickly participants respond using speed scoring. Find more information in ***Correct Answers and Points*** on page 66.

TurningPoint offers several slides to keep track of participant and team point totals and which participants responds most quickly. Find more information in ***Summary Slides for Competitions*** on page 45.

---

### Add Teams to a Participant List

Follow these steps to create a Participant List that can enable team competitions.

#### Before You Begin

These steps create a new Participant List that assigns participants to teams before the presentation. If you would like to pick teams on the fly during the presentation, you need to insert a Team Assignment slide. Find information about this special slide in Chapter 3: How to Create Slides.

#### Step by Step Instructions

- 1 Follow step 1 through step 8 in ***Create a Participant List*** on page 125.
- 2 Type a group name in the Create a new group field, and select the Add button. Repeat for all desired team names.

To set up team competitions...

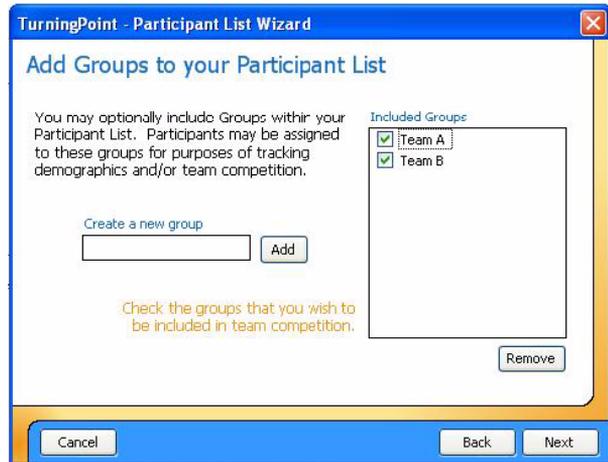
In the Participant List Wizard window, TurningPoint displays the Groups entry box. Use this page to add groups to your Participant List.

TurningPoint displays all groups in the Included Groups list. These groups can represent any type of grouping you wish to assign participants to, such as teams, class level, or any other demographic information.

- 3 Select the groups in the column to the right that you want to designate as teams who will compete against each other.

Check marks appear next to the groups designated to compete as teams.

### Participant List Wizard: Add Groups



- 4 Select the Next button to continue.
- 5 Select the Finish button to create the Participant List and save it to a file.

TurningPoint displays the Participant List summary screen.

### Next Steps

Find more information about setting correct answers, point values, and speed scoring in **Correct Answers and Points** on page 66.

Find more information about slides for keeping track of participants' and teams' points in **Summary Slides for Competitions** on page 45.

# Edit the Participant Lists

After you have imported a Participant List or created one with the Participant List Wizard, you can make changes to a Participant List or delete it altogether.

---

## Modify a Participant List

Follow these steps if you would like to make changes to an existing Participant List. Although the presenter's computer assigns response device numbers to each participant, you can manually assign a participant to a specific device number by modifying the list.

### Before You Begin

A Participant List should have a .tpp extension (TurningPoint participants format). You must import the Participant List or create a list using the Participant List Wizard before editing it with TurningPoint.

When modifying a Participant List, you may add new participants only if the total number of participants stays within the participant range that you designated when creating the Participant List. Keeping under this maximum allows there to be enough response devices for each participant on the list. If the number of participants exceeds the range, then you must create a new Participant List to account for the increase in the number of response devices you need.

### Step by Step Instructions

- 1 From the TurningPoint toolbar, select Participants > Edit a Participant List.

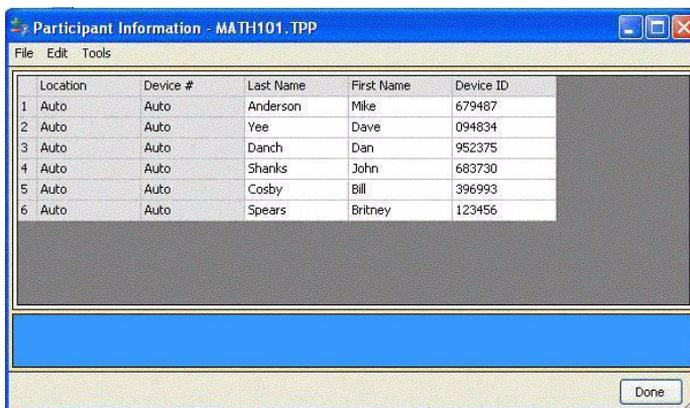
To modify a Participant List...

TurningPoint displays a window of Participant Lists saved in My Documents > TurningPoint > Participants.

- 2 Select the desired Participant List, and then select the Open button.

TurningPoint displays the Participant List data in the Participant Information window. The grey fields represent data that cannot be edited, such as the column titles and device numbers.

### Participant Information window



The screenshot shows a window titled "Participant Information - MATH101.TPP" with a menu bar containing "File", "Edit", and "Tools". The main area contains a table with the following data:

	Location	Device #	Last Name	First Name	Device ID
1	Auto	Auto	Anderson	Mike	679487
2	Auto	Auto	Yee	Dave	094834
3	Auto	Auto	Danch	Dan	952375
4	Auto	Auto	Shanks	John	683730
5	Auto	Auto	Cosby	Bill	396993
6	Auto	Auto	Spears	Britney	123456

The table has a grey background for the header and device ID columns, and a white background for the other columns. A blue bar is visible at the bottom of the window, and a "Done" button is located in the bottom right corner.

- 3 Optionally, edit the existing data in the white fields by selecting the entries and typing new information.

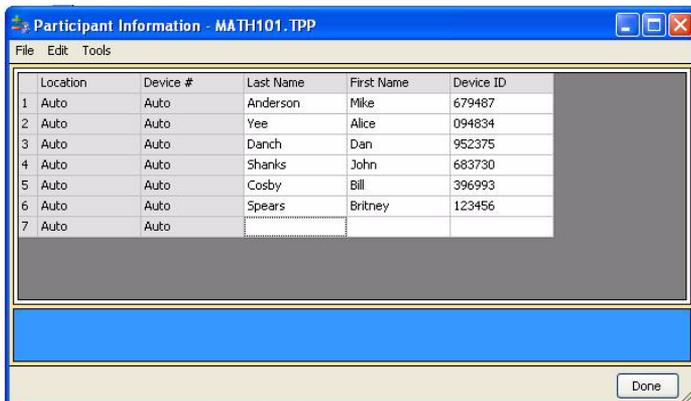
You cannot modify the device number column. To assign a specific device number to an individual, enter the participant's information next to the device number.

## Chapter 5: How to Track Participants and Teams

- 4 Optionally, add a new participant by right-clicking in the Participant Information window and selecting Add Participant to Location.

If the total number of participants remains under the maximum as mentioned previously, then TurningPoint creates a new empty row.

### Participant Information window: Add New



- 5 Select File > Save.
- 6 Select the Done button to close the Participant Information window.

TurningPoint displays a confirmation message telling you that your changes have been saved.

---

## Delete a Participant List

This section describes how to remove a Participant List from TurningPoint.

### Before You Begin

Deleting a Participant List sends the file to the computer's Recycle Bin. Save a backup copy in another location if you would like to be able to access the file later.

### Step by Step Instructions

- 1 From the TurningPoint toolbar, select Participants > Delete a Participant List.
- 2 Select the file name of the Participant List you wish to remove.
- 3 Click the Delete button.

To delete a Participant List...

TurningPoint displays a window that lists all Participant Lists that have been created or imported.

TurningPoint removes the file from the list.

**Tip** To retrieve a Participant List after deleting it, open the computer's Recycle Bin and find the file. Drag and drop the file from the Recycle Bin to a new location. It will not be available to TurningPoint unless you import the file.

# Import and Export Participant Data

You can use Enterprise Manager from Turning Technologies with TurningPoint. Enterprise Manager is an essential tool for large organizations that put the TurningPoint 2006 group response system to work in a classroom setting. Using a web-based interface, users interact with Enterprise Manager to identify classes that use TurningPoint 2006 as part of the curriculum, assign faculty and students to those classes, and input device IDs for the students' response devices. Enterprise Manager captures this information and manages the licenses for response device usage.

As a versatile educational tool, TurningPoint is also compatible with course management systems by WebCT

and Blackboard. If you teach at a school or other educational institution that uses WebCT or Blackboard you can use TurningPoint to transfer classroom information between your computer and a server. Varying degrees of integration are available for different versions of these course management systems.

This section discusses how to connect to Enterprise Manager or to a school's course management system to import a Participant List and to export results from a session:

- ***Import a Participant List from Enterprise Manager*** on page 140
- ***Import a Participant List from a Course Management System*** on page 143
- ***Export Results Data to a WebCT Server (Campus Edition 4.1)*** on page 148
- ***Export Results Data to a WebCT Server (Campus Edition 6.0 or Vista 3, 4)*** on page 151

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### Import a Participant List from Enterprise Manager

Class rosters stored in Enterprise Manager are ready for use with TurningPoint 2006. A faculty member using a computer on the organization's network can open TurningPoint 2006 and use the Enterprise Manager Wizard to import a class roster and use it as a Participant List.

On TurningPoint Enterprise Manager, the system is designed to work with KeyPads and does not require the special setup of WebCT and Blackboard.

To access TurningPoint Enterprise Manager, you need the following information from the technical support staff at the school:

- server name of the Enterprise Manager server
- your username
- your password

### Before You Begin

Open TurningPoint 2006 on the computer hosting the presentation.

### Step by Step Instructions

- 1 From the TurningPoint toolbar, select Tools.
- 2 Select Enterprise Manager > Enterprise Manager Log-in.

To load a Participant List into TurningPoint 2006...

A menu opens and displays a list of TurningPoint tools. The Enterprise Manager option displays at the bottom of the list.

The Enterprise Manager Log-in window opens.

### Enterprise Manager Log-In Window

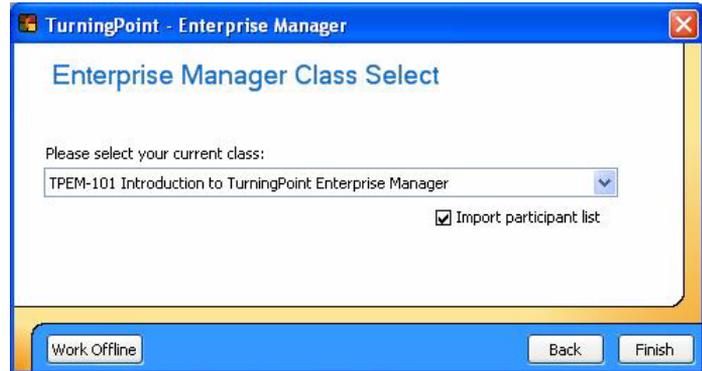


- 3 Enter the Server URL, User Name, and Password.
- 4 Select the Next button.

The Server URL is the web address where faculty members access Enterprise Manager. Faculty members enter the user name and password used to log into Enterprise Manager.

The Class Select window opens. The drop-down menu displays the list of classes assigned to the faculty member. A checkbox displays next to Import Participant List.

Class Select Window



- 5 Select the class from the drop-down menu.
- 6 Select the Import Participant List checkbox.
- 7 Select the Finish button.

A checkmark appears in the box when selected.

Confirmation text displays in orange in the Class Select window when the file has been successfully imported. The Class Select window closes.

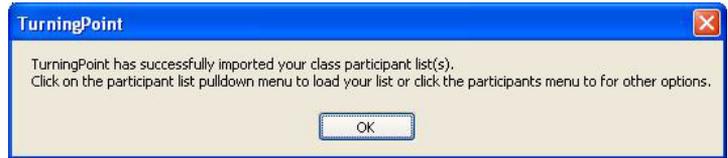
A Save As window opens for saving the Participant List on the host computer. In the location field, the file is set to be saved in the Participants folder under My Documents > TurningPoint. In the File Name field, the class name displays with the date and time of the import. You may edit the name to be more meaningful.

**Note** The Participant List must be saved in the Participants folder under My Document > TurningPoint on the host computer for TurningPoint to find the list.

- 8 In the Save As window, select the Save button.

A confirmation message displays.

### Confirmation Message



- 9 Select the OK button.

The newly imported Participant List displays in the Participant List drop-down menu in the TurningPoint Toolbar.

### Next Steps

Before giving the presentation, select the Participant List from the Participant List drop-down menu.

---

## Import a Participant List from a Course Management System

TurningPoint can work with WebCT and Blackboard to import a Participant List from a server. The following steps describe how to connect to WebCT and Blackboard from TurningPoint. Before trying to import data into TurningPoint, ensure you are set up properly on the system's server. Contact the technical support at the school if you need assistance with setup.

### Before You Begin

On WebCT, the following steps need to occur with WebCT before using the WebCT Wizard:

- The system administrator at the institution adds a column called "KeyPadID" in WebCT. The instructions on how to add a column are found in the **System Administrator's Guide: WebCT Campus Edition**.
- The instructor creates a class list and includes the KeyPad ID field.

## Chapter 5: How to Track Participants and Teams

- The students log into WebCT and enter their KeyPad ID number twice, the second time to confirm, and then enter their contact information. Students receive a message that the add was successful and that their currently registered device ID is xxxxy, etc.
- The instructor can then gather all response device IDs from registered students.

To use the WebCT Wizard, you need to obtain the following information from the technical support staff at the school:

- server name of the WebCT server
- port number of the WebCT server
- your username
- your password

On Blackboard, the following steps need to occur with Blackboard before using the Blackboard Wizard:

- The instructor creates a class list and identifies an existing column to store the KeyPad ID data. (Blackboard does not allow adding a column.)
- The students log into Blackboard and enter their KeyPad ID number in the column specified by the instructor. Students must reenter their KeyPad ID when new classes are added.
- Instructors and students can also download information for multiple classes into a zip file and choose a location in which to save the file.

To use the Blackboard Wizard, you need to obtain the following information from the technical support staff at the school:

- server name of the Blackboard server
- your username
- your password

### Step by Step Instructions

- 1 From the TurningPoint toolbar, select Tools. In the menu, select WebCT Wizard (CE 4.1 or CE 6.0/Vista 3, 4) or Blackboard Wizard Manager, depending on your system.
- 2 Select Import Participant List.

To import a Participant List...

TurningPoint displays a window to ask you which task you would like to perform.

### WebCT Wizard: Select Task



**Note** The illustrations shown in this section are of the WebCT CE 4.1 interface, but the interfaces for WebCT CE 6.0/Vista 3, 4 and Blackboard are similar.

- 3 Select the Next button.

TurningPoint provides a window for your login information. Contact the technical support at the school to obtain this information if you do not have it.

### 4 Enter your login information.

### WebCT Wizard: Login



The screenshot shows a Windows-style dialog box titled "WebCT Wizard" with a close button in the top right corner. The main title of the dialog is "WebCT Log-In". Below the title are four input fields:

- Server Name (IP): sv1.turninguniversity.com
- Port Number: 5600
- User Name: bmiller
- Password: \*\*\*\*\*

At the bottom of the dialog, there are three buttons: "Cancel", "Back", and "Next".

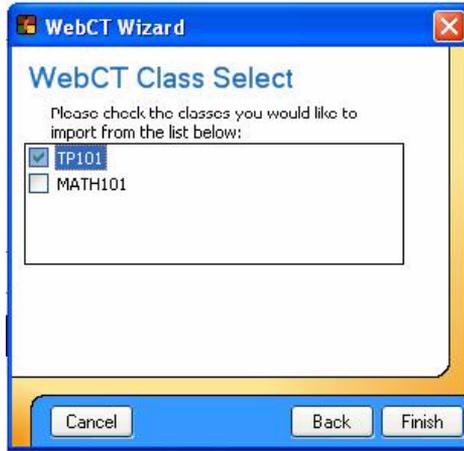
TurningPoint saves the Server Name (IP) and the Port Number. You must enter your username and password for WebCT. The system prompts you for the Institution's name and then displays all courses associated with your user name and password.

### 5 Select the Next button.

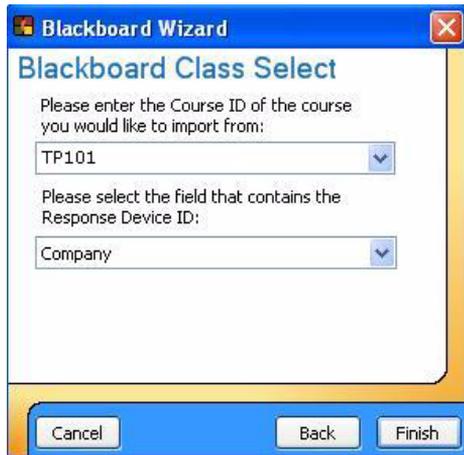
The next steps differ slightly depending on the type of system you have. In WebCt CE 4.1, you indicate the course pertaining to the Participant List you want by following the instructions in the window. In WebCT CE 6.0/Vista 3, 4, you select the institution you belong to and then the course you wish to import from. In Blackboard, you provide the name of the field in the Participant List file that holds the KeyPad ID data.

- 6 Provide the information requested in the window, including selecting the course containing the data you want to import. In Blackboard, select the name of the field you designated to hold the KeyPad ID.

WebCT Wizard: Class Select



Blackboard Wizard: Class Select



**Note** In Blackboard, a class list is limited to the existing columns. When you set up a class list, you cannot add a column for KeyPad ID numbers. You must use a column that already exists but is unused, such as Company or Work Fax. Inform students of the name of the column you designate for KeyPad ID numbers so they enter their data correctly.

## Chapter 5: How to Track Participants and Teams

- 7 Select the Finish button.

TurningPoint displays a window describing the location where the data will be imported to the computer and the file name you wish to import. The default location is My Documents\TurningPoint\Participants. TurningPoint adds the current date and time to the file name.

- 8 Select the Save button.

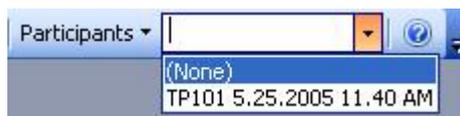
TurningPoint displays a confirmation message that your file has been imported. Optionally, you may edit the location or file name, and then select the Save button.

**Note** A Participant List must be saved in My Documents\TurningPoint\Participants on the computer that runs the presentation session.

- 9 Select the OK button.

The file name displays in the Select a Participant List drop-down menu if it is saved in the My Documents\TurningPoint\Participants folder.

### TurningPoint Toolbar: New Participant List



---

## Export Results Data to a WebCT Server (Campus Edition 4.1)

TurningPoint allows class instructors to quickly export results data from participants to an available WebCT server. With this function, instructors who test students through TurningPoint can easily save participants' test scores for grading purposes.

TurningPoint also lets instructors send grade reports to their students via WebCT email. Instructors enter their WebCT IDs and select the checkbox to email reports to students. Instructors can then view the sent mail and the new results that have been posted to the gradebook.

### Before You Begin

A gradebook, or similar file, should reside on the WebCT Server. TurningPoint exports and saves the results data to this file. You must know the Column Name in this gradebook where the results data should be saved. The Column Name may have any title, but you must know the exact title and provide it to the WebCT Wizard.

### Step by Step Instructions

- 1 From the TurningPoint toolbar, select Tools > WebCT Wizard > Campus Edition 4.1.
- 2 Select the button next to Export Grade Data.

To export results data to a WebCT 4.1 Server...

TurningPoint displays a window asking which task you would like to perform with the WebCT Wizard.

### WebCT Wizard: Select Task



- 3 Select the Next button.

TurningPoint displays the WebCT Log-In window.

- 4 Enter your login information.

WebCT Wizard: Login



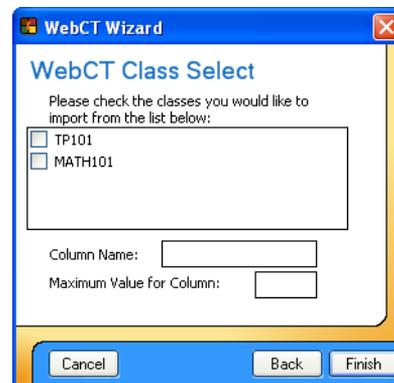
TurningPoint saves the Server Name (IP) and the Port Number. You must enter your username and password. The system prompts you for the Institution's name and then displays all courses associated with your user name and password.

- 5 Select the Next button.

TurningPoint displays a window asking you to select the class for which you have new data.

- 6 Select the class to which you want to export data. The class should match the Participant List you used.

WebCT Wizard: Select Class



- 7** Enter the Column Name. The Column Name is the title of the column in the class gradebook to be used to store the scores for this particular activity or test.
- 8** Enter the Maximum Value for Column. The Maximum Value for Column is the total possible score a participant could achieve for this particular activity or test or simply the maximum number of characters accepted.
- 9** Select the Finish button. TurningPoint displays a confirmation message and then closes the WebCT Wizard window. The results data should now appear in the column you designated in the file on the WebCT server.

---

### Export Results Data to a WebCT Server (Campus Edition 6.0 or Vista 3, 4)

If you are using WebCT CE 6.0/Vista 3, 4, follow the steps below to export results data. The steps outlined in this section are similar to the steps outlined in ***Export Results Data to a WebCT Server (Campus Edition 4.1)*** on page 148. Instructors can perform the same functions; they can export results data from participants to an available WebCT server and send grade reports to their students via WebCT email.

However, with WebCT CE 6.0/Vista 3, 4, instructors may select specific sessions to upload and then enter the name of the assignment and the maximum point value for responses.

#### Before You Begin

A gradebook, or similar file, should reside on the WebCT Server. TurningPoint exports and saves the results data to this file.

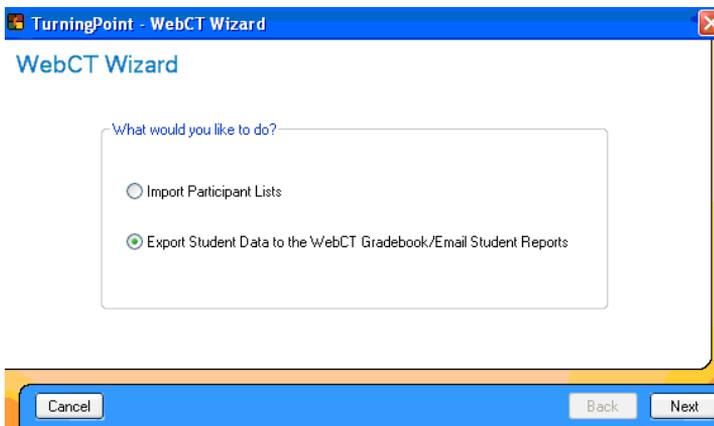
**Step by Step Instructions**

- 1 From the TurningPoint toolbar, select Tools > WebCT Wizard > Campus Edition 6.0/Vista 3, 4.
- 2 Select the button next to Export Student Data to the WebCT Gradebook/Email Student Reports.

To export data to a WebCT 6.0/Vista 3, 4 Server...

TurningPoint displays a window asking which task you would like to perform with the WebCT Wizard.

**WebCT Wizard: Select Task**



- 3 Select the Next button.
- 4 Enter your login information.

TurningPoint displays the WebCT Log-In window.

**WebCT Wizard: Login**



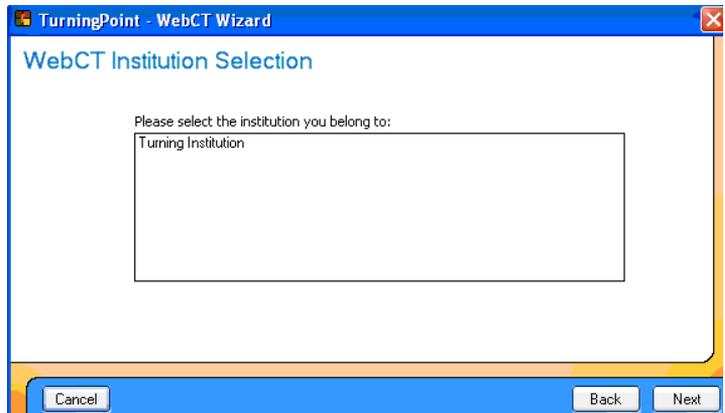
TurningPoint saves the Server Name (IP) and the Port Number. You must enter your username and

password. The system prompts you for the Institution's name and then displays all courses associated with your user name and password.

- 5 Select the Next button.
- 6 Select your institution.

TurningPoint displays a window asking you to select the institution you belong to.

### WebCT Wizard: Select Institution



- 7 Select the Next button.
- 8 Select the course you wish to export data to.

TurningPoint displays a window asking you to select the course to export data to.

### WebCT Wizard: Select Course



- 9 Select the Next button.

TurningPoint displays a window asking you to select the session you wish to upload.

## Chapter 5: How to Track Participants and Teams

- 10 Select the Session you wish to upload.

### WebCT Wizard: Select Session

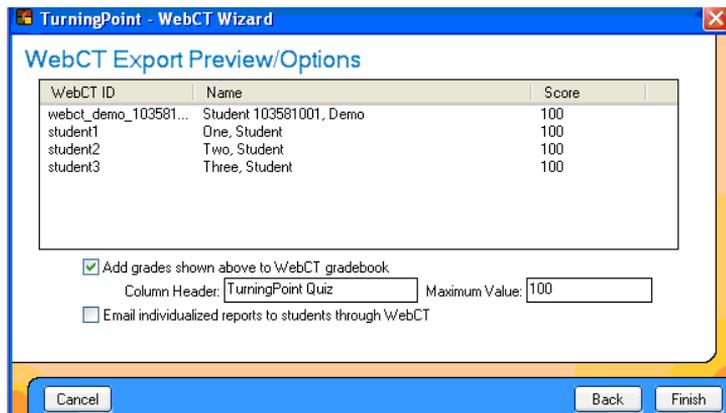


- 11 Select the Next button.

TurningPoint displays an Export Preview/Options window asking you to enter the name of the assignment for the session and a maximum point value.

- 12 Enter the name of the assignment and a maximum point value for responses.

### WebCT Wizard: Export Preview/Options



You can also select the checkbox to email individualized reports to students through WebCT.

- 13 Select the Finish button.
- 14 Select the OK button.

TurningPoint displays a confirmation message that the export was successfully completed.

**WebCT Wizard: Export Complete**



You can now login to WebCT and view the results data in your Gradebook.

## Where Do I Go From Here?

This chapter has demonstrated how to create and customize Participant Lists for your presentation.

If you have not set up the hardware devices for participants to respond, **Chapter 4: How to Set Up Response Devices** demonstrates this process. You only need to set up hardware devices once on the computer you will use them with, unless you add or change the hardware devices.

If you have already set up hardware devices and have a participant list for the audience you will be presenting to, you are ready to conduct your presentation! **Chapter 6: How to Run a Presentation Session** demonstrates this process.



# 6 How to Run a Presentation Session

After you have created the slides and objects discussed in **Chapter 3: How to Create Slides**, you are ready to run an interactive presentation. The process of running a presentation requires a few preliminary steps and offers some options and tools that this chapter demonstrates for you.

Each time you run a presentation, TurningPoint creates a unique session. A session is made up of data pertaining to the response devices, the participants in the audience, and the responses of the participants. This data typically saves to the computer that is running the presentation.

To run a presentation:

- Establish the settings for gathering and storing responses on the computer that runs the presentation. The settings are made up of the results data, which may need to be reset, the response devices, and the Participant List. Optionally, the settings could include preferences for the Response Grid, especially if infrared keypads are used.
- Run a session. A presentation session feels similar to running a typical PowerPoint slide show, but as you present, the ShowBar is available at the top of the screen during interactive slides. The ShowBar allows you to open and close polling, view polling status, and view the response data in a variety of ways.
- Save a session. You can save the results of your interactive presentation and generate reports through TurningPoint to evaluate the audience's responses. You will want to save the responses provided by your audience for each presentation session.

You can perform test runs or present the completed presentation to your audience. Behind the scenes, TurningPoint gathers, tallies, and stores the responses from your audience. You can choose to share the results of the session with the audience or keep them confidential.

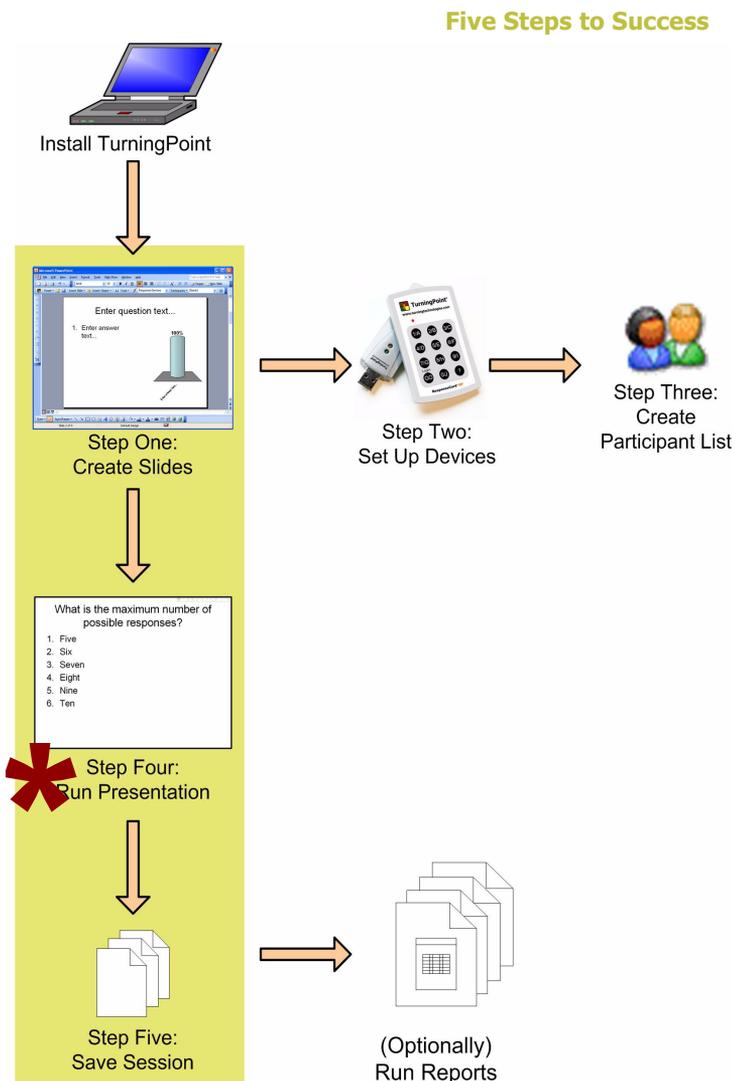
This chapter describes the following activities to help your presentation run smoothly:

- Run an interactive presentation using the Slide Show functionality. Find instructions for running a presentation in ***Run a Session*** on page 161.
- Control the presentation using the ShowBar. Find instructions for using the ShowBar in ***Run the Slide Show*** on page 165 and ***View Polling Status*** on page 169.

- Monitor the audience participation. Find instructions for monitoring in **View Polling Status** on page 169 and **Use the Participant Monitor** on page 172.
- Save session files for later use. Find instructions for saving sessions in **Save Results from a Session** on page 179.

## Chapter 6: How to Run a Presentation Session

As depicted in the following diagram, running a presentation session is the fourth step when using TurningPoint.



# Run a Session

You run an interactive presentation session using PowerPoint's Slide Show functionality.

You control the presentation session by opening and closing polling. Polling is the mechanism by which TurningPoint accepts and tallies the responses provided by the audience using response devices.

Finally, you save the results of the session in a session file. The results consist of the responses provided by each participant who is in the audience.

---

## Establish the Presentation Settings

The presentation settings consist of the results data and Participant List to be used, which are important items to check before running the presentation.

Prior to starting a presentation session, you must perform the following steps:

- Clear any previous session results.
- Identify the Participant List to be used.

This section explains how to perform these steps. It also demonstrates how to create the settings for the Response Grid, an option especially helpful to sessions with infrared keypads that gives participants confirmation that their responses were received.

### Before You Begin

A previous chapter discusses the response devices you set up before you begin, unless you are in evaluation mode, where you only want to author and test a presentation. Find information on getting the response

devices ready in **Chapter 4: How to Set Up Response Devices**.

If you are using ResponseCard devices or the vPad response device software, you must run the Response Device Wizard to test TurningPoint's ability to successfully receive the response. Find information on the Response Device Wizard in **Chapter 4: How to Set Up Response Devices**.

If you want to track responses, you must have also created a Participant List using the Participant List Wizard. Without a Participant List, the session collects anonymous responses. Find information on participant lists in **Chapter 5: How to Track Participants and Teams**.

### Step by Step Instructions

- 1 From the PowerPoint menu, select File > Open.
- 2 Select the TurningPoint presentation to be used, and select the Open button.
- 3 From the TurningPoint toolbar, select Reset > Session.

To create the settings for the presentation session...

A window opens and displays the available files.

The file's contents are visible in the PowerPoint window. You can use the TurningPoint toolbar to clear any previous results data and identify the use of response devices and a Participant List.

Prior to starting the presentation session, you must clear all prior audience responses that are stored in memory.

If you select Reset > All Slides, new data is appended to the end of the session without resetting the entire session. If you select Reset > Current Slide, you remove values for the current slide without removing the data from the session.

TurningPoint displays a window instructing you to wait until all responses have been cleared before continuing with your slide show.

- 4 Optionally, from the TurningPoint toolbar, select the Response Device menu and select an option for testing the presentation.

Response Devices is the default setting. 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 have been set up using the Response Device Wizard.
- Keyboard Keys 0–9—you will provide input to the presentation using the keyboard, keypad, or number keys.
- Simulated Data—TurningPoint provides random responses to the presentation.

**Note** Always use the Response Devices default setting for an actual presentation. Select Keyboard Keys 0-9 or Simulated Data when testing a presentation.

- 5 From the TurningPoint toolbar, select the Select a Participant List drop-down menu (to the right of the Participants drop-down menu) and select the Participant List to be used.

The default setting is None or Auto. If Auto is selected, response device IDs and participants' choices are collected without a participant list. If None is selected, only participants' choices are collected.

**Note** You can change the default participant list setting to Auto or None using the Default Participant setting, a presentation-level setting. Find more information on modifying settings in **TurningPoint Settings** on page 98.

## Chapter 6: How to Run a Presentation Session

- 6 From the TurningPoint toolbar, select the Settings icon (Hint: it looks like a pair of eyeglasses). In the window, select the Presentation icon.

The TurningPoint Settings window opens.

Use these settings to establish the settings for the entire presentation. You can establish the settings for just one slide by selecting the Slide icon. (Find more information about modifying settings in **TurningPoint Settings** on page 98.)

If infrared keypads are used, it is recommended that you use a Response Grid, which gives participants confirmation that their responses are received. The Response Grid is unnecessary with radio frequency and vPad devices because confirmation displays right on the device. The following settings affect the presentation and style of the Response Grid that can be shown during an interactive slide show.

**Note** A Response Grid is specifically recommended to use with infrared keypads to give participants confirmation that their responses are received. Other options for tracking responses, such as a Response Counter or Response Table, are located in the Insert Objects menu. Find information on these objects in **Add Objects** on page 73.

These settings affect what is displayed in each box of the Response Grid. The values are True or False.

- Display Device IDs—select True to include the deviceID field in the Response Grid.
- Display Participant Names—select True to display the participant's name in the Response Grid.
- Display Device Numbers—select True to display the response ID number.

These settings affect how the Response Grid is displayed.

- Grid Opacity—enter a percentage to identify how opaque the Response Grid should be when opened.
- Grid Position—choose a selection from the menu to identify where the Response Grid should be positioned on the screen. The selections include Top, Bottom, Left, Right, Center, TopLeft, TopRight, BottomLeft, and BottomRight.
- Grid Rotation Interval—enter the number of seconds per interval the Response Grid takes to rotate through responses, for when there are too many participants to fit in one grid.
- Grid Size—identifies how wide and tall the Response Grid should be when displayed on the Response Grid. The height and width are measured in pixels. The default setting is 800 x 600 (or full screen).

### Next Steps

After establishing the settings, you are now ready to run the presentation.

---

## Run the Slide Show

Use PowerPoint's Slide Show functionality to run your interactive presentation. TurningPoint accepts responses provided by your audience, presents the results of the responses, and stores the responses in memory. You either save the responses to a file or clear the memory.

### Before You Begin

To run the slide show, you must first perform the steps listed under Establish Presentation Settings to create the settings for your presentation session.

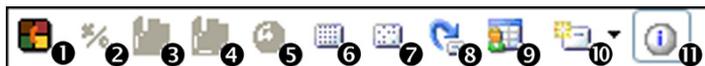
### Step by Step Instructions

- 1 From the PowerPoint menu, select Slide Show > View Show, or press the F5 key.

To run the interactive presentation...

The first slide of the presentation is shown. TurningPoint displays the ShowBar in the top right corner of the screen. The ShowBar is a toolbar that provides activation buttons for polling, monitoring, and viewing responses during the slide show.

#### ShowBar



Right-click on the ShowBar and move your cursor across the ShowBar to display each command's name. To activate the command, you can select the ShowBar icon or use the respective Fn key on your keyboard. Use the commands on the ShowBar as follows:

- |   |                            |   |
|---|----------------------------|---|
| 1 | F9-Show/Hide ShowBar       | Closes the ShowBar for the duration of the current presentation session.  |
| 2 | F2-Toggle Results          | Changes the values displayed on each chart. The values can be represented as either numbers or percents.                                  |
| 3 | F3-Data Slicing            | Shows the responses on the chart for the portion of the audience who chose a certain response on another question.                        |
| 4 | F6-Show the Original Chart | Use this command after using the Toggle Results or Data Slicing commands to return the chart to its appearance when it was first created. |

- |           |                                 |  |
|-----------|---------------------------------|--|
| <b>5</b>  | F4-Repoll Question              | Clears the responses and accepts new responses from the audience for the currently displayed question. Both the original responses and the new responses are stored in the session file.   |
| <b>6</b>  | F7-Show the Response Grid       | Opens a Response Grid on the screen allowing you to see which participants have responded to the question.<br><br>The size, location, visual display and contents of the grid are controlled using the controls in the Presentation Settings. Find more information about settings in <b><i>Establish the Presentation Settings</i></b> on page 161. |
| <b>7</b>  | F8-Show Non-Response Grid       | Opens a Response Grid on the screen. As each participant responds, their response box is removed from the grid.  |
| <b>8</b>  | F10-Go to Next Slide            | Advances the slide show to the next slide.   |
| <b>9</b>  | F12-Display Participant Monitor | Opens the Participant Monitor. Find more information in the Using the Participant Monitor section.   |
| <b>10</b> | F5-Insert Slide                 | Opens a drop-down menu allowing you to select the slide type to be inserted into the presentation.   |
| <b>11</b> | Display interactive results     | Expands the ShowBar to display the responses, user responses, and polling status.  |
- 2** Click the mouse to control the progress of the slide show. In general, for each slide:
- The control of each slide will vary slightly depending on the objects you choose to insert when you create

## Chapter 6: How to Run a Presentation Session

- a** Open polling. Polling will automatically open when you display a slide.
- b** Click a second time to close polling and display the results.
- c** Click again to advance to the next slide.

the slides. Find information on slide objects and their behavior in **Add Objects** on page 73.

TurningPoint receives responses when polling is open.

No responses are accepted when polling is closed.

**Note** To advance slides, you may use any method PowerPoint allows, such as clicking the mouse or pressing the space bar, arrow keys, or Enter key.

- 3** Click at the end of the slides to exit from the Slide Show (or optionally, press the Esc key).

If you exit the program, TurningPoint prompts you to name and save the session results to a file. The default location is My Documents > TurningPoint > Sessions. TurningPoint adds the date and time to the file name.

For every session, TurningPoint automatically creates a backup copy and stores it at My Documents > TurningPoint > Sessions > Backup.

You can set TurningPoint to automatically delete old backup sessions using the Backup Maintenance setting, a presentation-level setting. In the Backup Maintenance field, enter the number of days you want to keep files. TurningPoint will eliminate backup sessions created before that time. Find more

information on modifying settings in **TurningPoint Settings** on page 98

**Tip** Store your session file in the Sessions folder suggested by TurningPoint to allow the session file to be used again by TurningPoint to restart sessions or generate reports. Find information about reports in **Types of Reports** on page 186.

---

## View Polling Status

TurningPoint provides three mechanisms to see how many participants have responded to the question when polling is open. You can expand the ShowBar to see how many responses are received. You can display a Response Grid. Or, you can open the Participant Monitor to see the full details of the audience response.

This section describes using the expanded ShowBar and the Response Grid to view participant results. Find more information about the Participant Monitor in **Use the Participant Monitor** on page 172.

### Step by Step Instructions

- 1 On the ShowBar, select Display Interactive Results.

To view the polling results...

The ShowBar expands to display three additional regions that show the polling status. After everyone

## Chapter 6: How to Run a Presentation Session

submits a response, the number in the Responses column equals the total number of participants.

### ShowBar Expansion

	responses: 5	user feedback: 0	polling: closed
---	-----------------	---------------------	--------------------

i-Display interactive results	Expands the ShowBar to display the responses, user questions, and polling regions. The ShowBar also becomes fully visible on the slide.
Responses	Identifies the number of responses received from the audience. This area is not visible when the slide show starts.
User Feedback	With vPad devices, shows the typed questions. With ResponseCards, shows the presses of the question mark key.
Polling	Identifies whether polling is open or closed. The background of this region is green when polling is open and red when closed. This area is not visible when the slide show starts.

This step may meet all your needs for viewing polling status. You also have the option to use the Response Grid explained in step 2, especially if you use infrared keypads.

**Note** A Response Counter or Response Table are two other options for viewing polling status that can be added when you create the slides, before you run the presentation.

The Response Counter shows how many participants have responded, while the Response Table, which can be fixed or rotating, shows who has responded. A fixed table displays all the participants, ideal for groups with 40 or fewer participants. The rotating table is best for very large groups and displays participants in sets of 40.

Find information about inserting objects in slides in **Add Objects** on page 73.

- 2 Optionally, display a Response Grid during the session. From the ShowBar, select the Show Response Grid button.

The Response Grid is a grid that is overlaid on a slide during the presentation and indicates which individuals enter responses. Similarly, the Non-Response Grid indicates which participants have yet to respond. Specifically helpful to participants using infrared devices, these grids give the participants confirmation that their responses were received. Radio frequency and vPad devices display confirmation right on the device.

The Response Grid can be shown or hidden at will by selecting the Show Response Grid button. An interactive slide displays a Response Grid when the question is first presented and automatically removes the grid from the slide that shows the tabulated results.

- 3 After polling closes, click the mouse to advance to the next slide.

Viewing the polling status becomes disabled in the ShowBar until you activate another poll. If you want to always display the ShowBar expansion, set the Expand Showbar setting to True. Expand Showbar is a presentation-level setting. Find more information

about modifying settings in *TurningPoint Settings* on page 98.

---

### Use the Participant Monitor

The Participant Monitor shows which participants have responded to a question and displays details about the responses, such as the percentage of correct responses, how long participants took to respond, and which answers they picked. Use of the Participant Monitor is optional, but it is helpful if you would like to keep track of how people are responding during your presentation.

You can access the Participant Monitor from either the ShowBar, while the slide show is running, or from the TurningPoint toolbar under the Participants drop-down menu, after you end the slide show.

**Note** If you want to limit the Participant Monitor to your eyes only, then you can set up a second monitor for displaying it. Find information about setting up a second monitor in Windows Help.

#### Step by Step Instructions

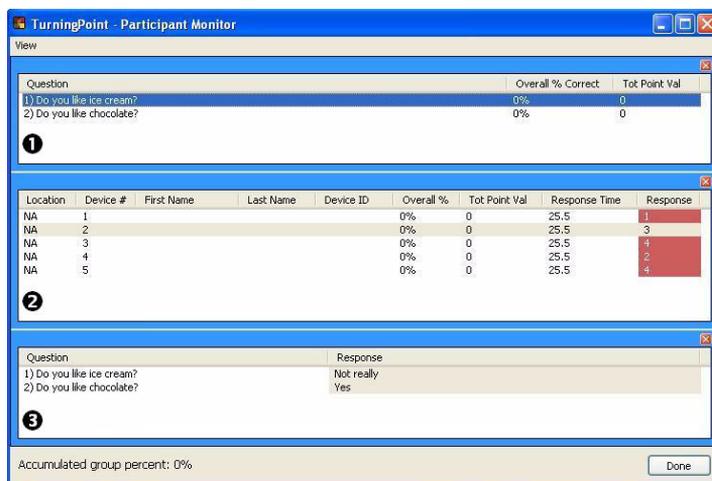
- 1 While running the slide show, from the Showbar select the Display Participant Monitor button.

To monitor participants...

Alternatively, you can display the Participant monitor after running a slide show by selecting Participants > Display Participant Monitor from the TurningPoint toolbar.

TurningPoint opens the Participant Monitor window. The window displays details about each participant's response and the percentage of correct answers.

### Regions of the Participant Monitor



- 1** Question region Lists each question and totals the correct responses and point values per question. Select a question to view details pertaining to it in the Individual region.
- 2** Participant region Gives details about the response results for each participant for the question selected in the Question region.
- 3** Individual region Lists the specific responses chosen by the participant selected in the Participant region

## Chapter 6: How to Run a Presentation Session

**2** You can hide one or more of the three regions by selecting the close button (X) in the upper right corner. To view a region you have hidden, select it from the View menu in the Participant Monitor window.

When viewing the Participant Monitor while running the slide show, advancing to the next slide will hide the Participant Monitor window. To view the window again, press the F12 key. (Alternatively, you can also press the Alt + Tab keys, or simply end the slide show.)

---

### **Add Slides During a Presentation Session**

TurningPoint gives you the flexibility of adding an interactive slide while running the presentation. Inserting a new slide is an option available at your fingertips through the ShowBar.

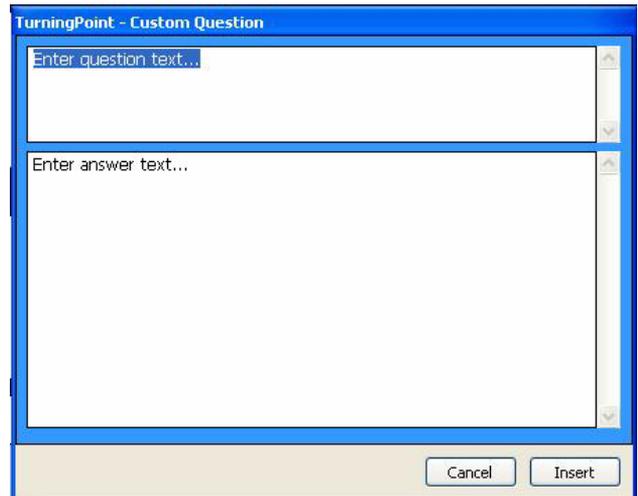
## Step by Step Instructions

- 1 Insert a new slide in one of the following ways:
  - To insert a custom slide, select the Insert Slide button on the ShowBar.

To add a slide...

The Custom Question window opens to display the fields for typing the question and answer choices to be used on the interactive slide.

### Insert Slide: Custom Question

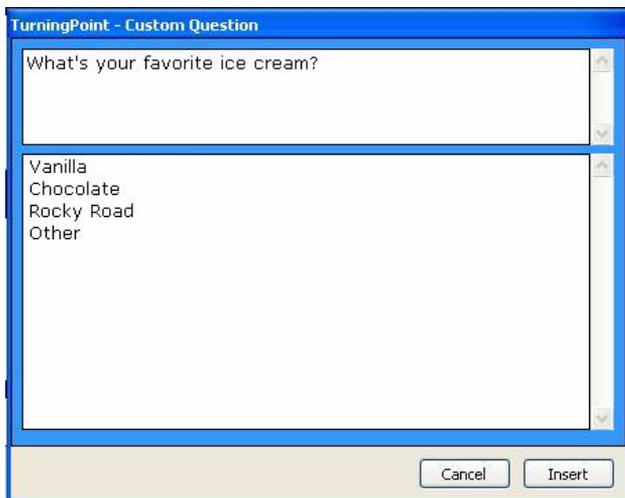


- To insert a general template slide, select the arrow next to the Insert Slide button on the Showbar.

A drop-down menu opens from the ShowBar allowing you to select the slide type to be inserted into the presentation.

- 2 If you chose to create a custom slide, type the question in the top region of the window. Type the answer choices in the lower region, separating each answer with a line break.

### Insert Slide: Customized



- 3 Select the Insert button.

A new interactive slide appears, after the slide you had been viewing, displaying the new question.

**Note** If you would like to reuse the presentation with the newly added slide, save the file. From the PowerPoint menu, select File > Save As. If you forget, TurningPoint asks you before closing.

---

## View Results by Question (Data Slicing)

After receiving response data, TurningPoint can cross-reference the responses of one question to another set of responses. This function, called data slicing, is particularly useful for analyzing demographic information. For example, you can find out whether a certain age group in the audience prefers a certain type of music. By asking participants to identify their age group in one question, and later asking them to pick their favorite type of music, you use data slicing to find out how many

young adults in the crowd prefer jazz, how many seniors prefer classical music, and so on.

### Before You Begin

To measure demographic information, insert a question slide early in the presentation that asks the audience to identify themselves in a demographic category, such as an age group or gender.

**Note** To use demographic information in reports, identify a slide with a demographic question in the TurningPoint settings at the slide level. Set the Demographic setting to True. Find more information in **TurningPoint Settings** on page 98 and **Types of Reports** on page 186.

### Step by Step Instructions

- 1 Run the presentation. (From the PowerPoint menu, select View > Slide Show.)
- 2 Use the arrow keys to go to the primary question slide whose data you want to slice.
- 3 From the ShowBar, select the Data Slicing button.
- 4 Select the answer whose data you wish to reference in the primary question slide.

To use data slicing...

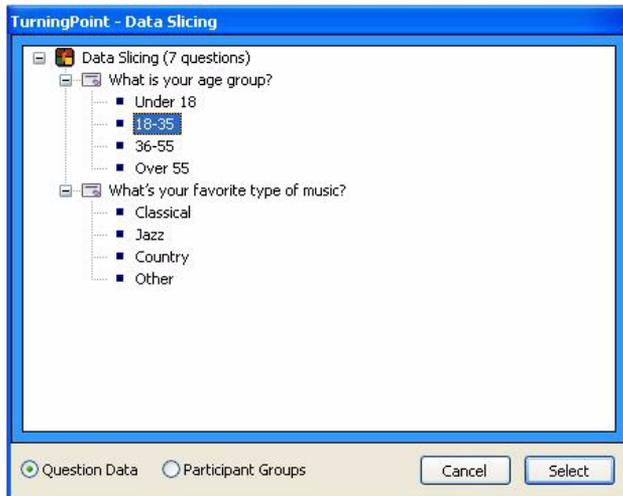
For the example, to find out whether a certain age group in the audience prefers a certain type of music, you would go to the question slide that asks participants to select a favorite type of music.

The Data Slicing window opens and displays a list of all question from the interactive slides followed by their answers.

The default selection is the first answer in the first question slide. For the example, to find out how many

young adults prefer each type of music, you would select the 18–35 age range.

### Data Slicing



**5** Select the Select button.

TurningPoint retabulates the data to show the new distribution. Instead of viewing the results for the entire audience, you see the distribution for only the participants in the audience who submitted the selected answer.

After you have displayed a data slice, you can select a number on the keyboard corresponding to an answer to see the slice associated with that answer. You can also cycle through groups that have responded by pressing the G key. When finished viewing the data slices, press the F6 key to return to the original chart.

**6** To return the chart to its original data, press the F6 key.

# Manage a Session

With TurningPoint, you can stop and save a session, and pick up where you left off at a later time. You can also use a TurningPoint setting to create back-up files of your session. Knowing how to save, resume, and delete a session gives you greater flexibility during your presentation.

---

## Save Results from a Session

TurningPoint can quickly save a session so it is available for retrieving the results or resuming the session later.

### Before You Begin

Identify a reliable location on the computer or on a data storage device where you would like to save the presentation.

### Step by Step Instructions

- 1 From the Slide Show view, right-click the screen. Select End Show.
- 2 From the TurningPoint toolbar, select the Save Session button. (Hint: the icon is a disk.)

To save a session...

TurningPoint concludes the presentation.

TurningPoint displays the Save Session window that shows the file name, file type, and where the file will be saved. The default location is My Documents > TurningPoint > Sessions. TurningPoint adds the date and time to the file name.

Customize the Save in and the File Name fields to edit the location and file name, if you wish to change the default settings.

- 3 Select the Save button.

TurningPoint saves the file in the designated location.

**Note** TurningPoint can save an automatic backup file of your session. To enable Real-time Backup, navigate to the Settings menu and select Presentation in the top row. Then, under Backup Settings, set Real-time Backup to True and designate a location where the backup file should be stored. After you designate the location, it will be listed in the Settings menu beside Real-time Backup Path...

---

## Continue a Previously Saved Session

Pick up where you left off by resuming a saved session.

### Before You Begin

If the session file is save on an external storage device, insert the device into the computer.

Locate the session you wish to open. On the computer that is running the presentation, the default location for saved sessions is My Documents\TurningPoint\Sessions.

**Note** If you did not manually save your last session, TurningPoint automatically creates a backup copy and stores it at My Documents\TurningPoint\Sessions\Backup.

### Step by Step Instructions

- 1 From the TurningPoint toolbar, select the Continue Prior Session button. (Hint: the icon is an open folder.)

To continue a previously saved session...

TurningPoint displays the Continue Prior Session window that shows the file name, file type, and where the file is located. The default location is My Documents\TurningPoint\Sessions.

- 2 Navigate to the file you wish to open and select the Open button.

TurningPoint opens the previously saved file.

### Next Steps

From the PowerPoint menu, select Slide Show > View. Use the arrow keys to find the slide you want to be your starting point. Continue presenting the session.

---

## Delete Results from a Session

You can use the same presentation to create a new set of responses. The Reset menu on the TurningPoint toolbar gives you the option of deleting the results in order to redo a session or present a new session. You also have the option to redo only one question slide in a session. You cannot undo the Reset function, so be certain that you wish to delete the results.

### Before You Begin

If you want to view the results at a later time, save the presentation before proceeding with the following steps.

### Step by Step Instructions

- 1 Open the presentation. To delete the results of one question only, the slide with this question should be in view.
- 2 From the TurningPoint toolbar, select the Reset menu.

To delete the results from a session or a single slide...

The Reset menu opens offering the options to reset either the entire session or simply the current slide.

**Note** Be certain that you wish to delete the results! You cannot undo the Reset function for either the Session or Current Slide option.

- 3 When you are ready to delete the results, select either Session or Current Slide.

Selecting Session resets the entire session. Selecting Current Slide resets the currently viewed slide only. TurningPoint clears the results and sets the values to zero.

# Where Do I Go From Here?

This chapter has demonstrated how to establish the settings, run a presentation session, and save the results. After you present a session, you are ready to report on the results.

To understand the details of a running a report, read through *Types of Reports* on page 186. Along with discussing how to view reports and manage session data, *Chapter 7: How to Use Tools* also covers advanced tools such as adding standards, comparative links, and conditional branching to slides.

If you do not want to run a report, you can save your session and quit TurningPoint. The final chapters will assist you with frequently asked questions.



# How to Use Tools

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

- Create reports of presentation and response data
- Manage session files and extract and export information
- Create and assign standards for evaluating participants
- Create comparative links for comparing the responses from several slides in a single chart in your presentation
- Use conditional branching to control the order of slides in your presentation based on responses

The TurningPoint Report Wizard allows you to view, export, and print a wide variety of reports based on the responses you received during a presentation session. The reports are Word or Excel files with information about the questions and answers, participants, and responses gathered in your presentation. The Report Wizard displays a hierarchical menu of reports organized by category, such as Results by Question Reports and Demographic Reports. If you double-click on one of these categories, the Report Wizard screen displays subheadings of specific report titles, including Graphical Results by Question and Demographic Comparison, and also shows samples of each selected report.

Twenty-three reports are available for reporting on the entire audience, by individual participants, by groups, by standards, and on the basis of demographics. If you have specified correct answers or point values, you can “grade” participants and groups, verify that standards are met, and provide valuable feedback to participants. (Find more information on setting correct answers and points in **Correct Answers and Points** on page 66. Find more information about creating reports in **Types of Reports** on page 186).

You can also use the Report Wizard to export or extract a variety of additional information from session files. Your TurningPoint session files contain a great deal of information: questions and answers, response data, Participant List information, and even the PowerPoint slides with all their contents and formatting. You can manage and manipulate this information in several ways:

- Export the data in formats you can use in other applications
- Merge multiple sessions together

- Extract the Participant List, PowerPoint presentation, or response data
- Make modifications to data, such as excluding a question or making a question demographic
- Share session files by email

Find more information in **Session Files** on page 199.

The Standards tool enables you to use reports to evaluate the performance of participants based on standards. You can set up a list of standards, associate those standards with questions, and then evaluate the performance of the audience as a whole, by groups, or by individuals on each standard. Find more information in **Standards** on page 221.

The Comparative Links and Conditional Branching tools allow you to add advanced functionality to your presentation.

The Comparative Links tool is used to compare the results from several slides in a single chart in your presentation. For example, you might ask several similar questions in succession, and then wish to compare the responses from each question on a single slide. By creating comparative links between the slides, a single slide's chart can show the results from up to three additional questions. Find more information in **Comparative Links** on page 226.

The Conditional Branching tool allows you to control the order of slides based on the responses to a question. For example, you could have the audience vote on which topics to cover in your presentation, or you could continue with a different topic when the audience demonstrates a sufficient understanding of the current one by answering a question correctly. Find more information in **Conditional Branching** on page 229.

The Tools menu also includes several tools that are described in other chapters:

- The TurningPoint Parser, which allows you to automatically create presentations from XML or Word documents. Find more information in **Import Third-Party Slides** on page 88.
- The Ranking Wizard, which allows you to create slides to rank items on several criteria. Find more information in **Ranking Wizard** on page 91.
- The WebCT Wizard, which allows you to import Participant List information from WebCT. Find more information in **Import and Export Participant Data** on page 139.

# Types of Reports

The reports you can create from your TurningPoint session data are described in the following sections:

- The Results by Question reports (2 reports), which show a summary of responses for each question, on page 188.
- Demographic reports (2 reports), which show a summary of responses for each question broken down by demographic groups, on page 188.
- The Participant Results reports (3 reports), which show each participant's responses, on page 190.
- The Results by Participant reports (3 reports), which show a summary of responses for each question for each individual participant, on page 190.

- The Participant List reports (2 reports), which show the participant data from the Participant List, on page 190.
- Standards reports (3 reports), which show response information based on standards identified for each question, on page 191.
- Other reports (8 reports), which include the following:
  - Attendance reports track participants' attendance for each session, on page 192.
  - Individual scoring reports show correct answers and scoring percentages for each participant, as well as class averages, on page 192.
  - Ranking and Moment to Moment reports give the results of ranking or moment to moment slides, on page 193.
  - Outline reports give an outline of slide questions and answers, on page 193.
  - Participant Questions and Comments reports show questions and comments sent by vPad participants during the presentation, on page 193.
  - Response Data Export reports give the raw response data, on page 194.
  - Results by Group reports show a summary of correct responses for each question by demographic groups, on page 194.

Find instructions for generating these reports in **View a Report** on page 194.

## Results by Question Reports

The Results by Question and Graphical Results by Question reports show a summary of responses for each question. Each of these reports creates an Excel file.

The reports include the following information for each question:

- the answers
- an indication of the correct answer(s)
- the number of responses for each answer
- the percentage of responses for each answer

Additionally, the Graphical Results by Question report shows a pie chart of the responses for each answer.

## Demographic Reports

The Demographic Comparison and Graphical Comparison reports show a summary of responses for each question broken down by demographic groups. Each of these reports creates an Excel file.

The Demographic Comparison includes the following information for each question:

- the answers
- the number of responses for each answer from each group
- the total number of responses from each group

The Graphical Comparison includes the following information for each question:

- the answers
- an indication of the correct answer(s)

- the percentage of responses for each answer from each group
- a vertical bar chart of the responses for each answer from each group

When generating the Graphical Comparison report, you have the option of creating page breaks between each question.

### **Participant Results Reports**

The Participant Results, Graded Participant Results (correct/incorrect), and Graded Participant Results (point values) reports show each participant's responses in an Excel file.

Each report includes the following information for each participant:

- device number and location
- first and last name (if specified in the Participant List)
- the numerical value of the participant's response to each question

Additionally, the graded reports show the following:

- an indication of whether the response is correct or incorrect
- total percent correct (for the correct/incorrect version of the report) or total number of points (for the point values version of the report)

## Results by Participant Reports

The Results by Participant report shows a summary of responses for each question for each individual participant. This report creates an Excel file.

The report includes the following information for each participant for each question:

- the question
- the numerical value of the participant's response
- an indication of whether the response is correct or incorrect
- the correct answer

When generating these reports, you have the option of creating page breaks between each participant's section.

Also included in the 'Results by Participant' category are the following two reports:

The Answer Detail report includes a complete list of answers for each question. This list enables you to match the numerical value of the participant's response (number 1 or 2, etc.) to the actual answer (e.g. yes or no). This report also shows whether responses are correct or incorrect by marking them with a 'c' or an 'i.'

The Response Detail report includes the question along with the participant's response. This report displays correct answers in green and incorrect answers in red and calculates the percentage of correct answers and the total points accumulated by each participant.

## Participant List Reports

The Participant List reports show the participant data from the Participant List in either a Word file or an Excel

file. The report shows device number and location and any of the fields defined in the Participant List (name, contact information, demographic groups or teams, etc.).

Additionally, the Attendance Report, found under the Other Reports category, provides basic participant information, including name and device number, and shows which students have attended class for the day. Find more information about the Attendance Report on page 192.

## Standards Reports

The Overall Standards, Individual Standards, and Group Standards reports show response information based on standards identified for each question. These reports create Excel files.

The Overall Standard report is very similar to the Results by Question report but includes additional information relating to standards. It includes the following information for each standard:

- the overall percentage of correct responses for all questions that are associated with the standard
- the questions associated with the standard
- the answers for each question
- an indication of the correct answer(s)
- the number of responses for each answer
- the percentage of responses for each answer

The Individual Standards report includes the following information for each individual participant for each standard:

- the participant's percentage of correct responses for all questions that are associated with the standard

- the questions associated with the standard
- the answers for each question
- an indication of the correct answer(s)
- an indication of the participant's response and whether it was correct

When generating the Individual Standards report, you have the option of creating page breaks between each participant's section.

The Group Standards report displays the percentage of correct responses from each group for each standard.

### **Attendance Reports**

The Attendance Report, found under the Other Reports category, provides basic participant information, including name and device ID, and shows which students have attended class for the day.

### **Individual Scoring Reports**

The Individual Scoring Report, found under the Other Reports category, provides scoring information for each participant, including numeric responses labeled correct or incorrect and percent scores. This report also shows whether the participant's score puts him/her above or below the class average.

## Ranking and Moment to Moment Reports

The Ranking and Moment to Moment reports, found under the Other Reports category, show a summary of ranking or moment to moment slides, respectively. Each of these reports creates an Excel file.

The Ranking report includes the following information:

- a list of the ranking criteria
- a list of the ranked items and the rank assigned for each criterion
- the chart showing the ranking

The Moment to Moment report includes the chart showing the moment to moment rating results.

## Outline Report

The Outline report gives an outline of slide questions and answers in a Word file. The outline include an indication of the correct answer(s). This report is found under the Other Reports category.

## Participant Questions and Comments Report

The Participant Questions and Comments report, found in the Other Reports category, shows any comments or questions sent by vPad participants during the presentation. This report creates an Excel file.

## Response Data Export Report

The Response Data Export report, found in the Other Reports category, gives the raw response data in an Excel file. It creates a table of values in Excel giving the numerical response values for each device number.

## Results by Group Report

The Results by Group report, found in the Other Reports category, shows a summary of correct responses for each question by demographic groups. This report creates an Excel file.

The report includes the following information for each question:

- the answers
- an indication of the correct answer(s)
- the percentage of correct responses from each demographic group

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## View a Report

You can create reports using the Report Wizard, available in the Tools menu in the TurningPoint toolbar.

### Before You Begin

Create a session file by running a presentation session and saving the file. Find more information in **Chapter 6: How to Run a Presentation Session**.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.

To view a report...

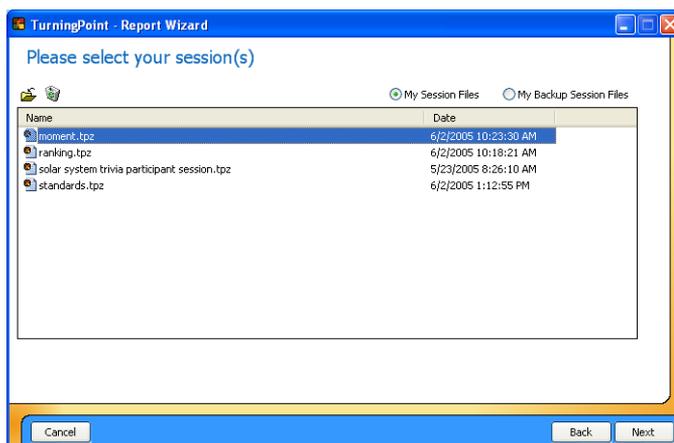
The Tools menu opens.

- 2 Select Turning Reports from the Tools menu.
- 3 Select Generate Reports from the list of options.
- 4 Select the Next button to continue.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

### Report Wizard: Select Session



You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 179.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

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**5** Choose a session file in one of the following ways:

- Select the Use Current Session check box to use the session currently open in PowerPoint.
- Select a session file from the list of files in your Sessions folder.
- Select a session file from your backup session files.
- Import a session file from another location.

This option is available only if you have a TurningPoint presentation open and response data has been collected.

To display the session files from your Sessions folder in the list of files, select My Session Files.

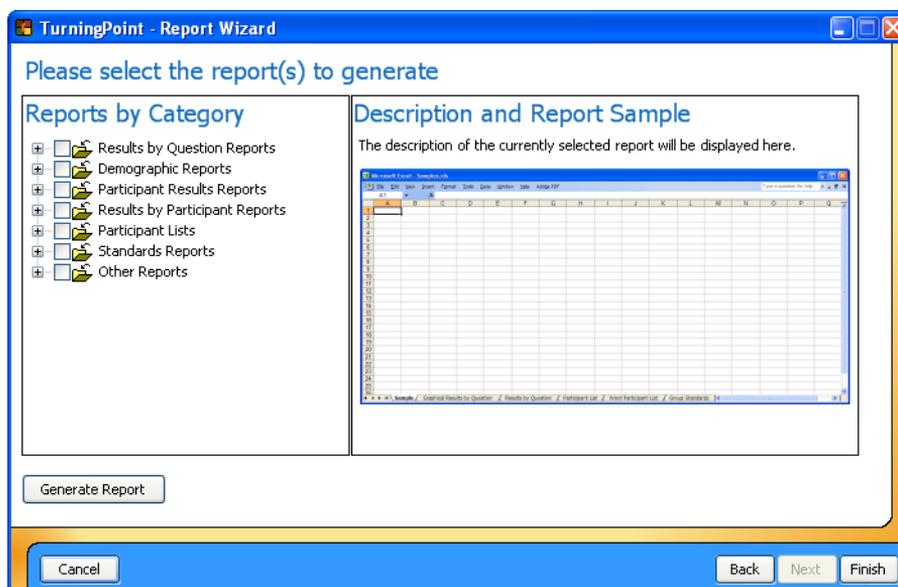
To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

- 6 Select the Next button once you have selected a session file.

The Report Wizard window displays a list of the categories of reports you can generate from your session file.

### Report Wizard: Generate Reports



Each category of report is listed by name. You can double-click the category or click on the plus sign beside the category to view a list of reports in each category. The icon beside the report name indicates whether it generates an Excel file or a Word file. Some reports are available in both forms.

When you select a report, you can see a sample preview of the report on the right-hand side of the Reports Wizard window.

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- 7** Select the type of report(s) you would like to generate by selecting the check box next to the report name.
  
- 8** Specify whether to include page breaks in the report by checking the Insert Page Breaks check box (if available).
  
- 9** Select the Generate Report button.
  
  
  
  
  
  
  
  
  
  
- 10** When you are finished creating reports, select the Finish button to close the Report Wizard.

Find more information in *Types of Reports* on page 186.

You can select multiple report by selecting multiple check boxes. You can also select an entire category of reports by selecting the check box for the category.

Depending on the type of report you select, the Include Page Breaks check box may be displayed below the report preview.

If you check the box, TurningPoint will create page breaks at convenient places in the report for ease of printing.

TurningPoint creates the report and opens it in Microsoft Excel or Word.

This may take some time, especially if there are a large number of questions or participants in the session.

You can generate as many reports as you like. When one report is finished being created, select another type of report from the list and select the Generate Report button again.

### Next Steps

You can use Excel or Word to edit, save, or print the reports.

# Session Files

When you complete a session, you save the data in a TurningPoint session file (extension .tpz). Find more information on how to save a session in ***Save Results from a Session*** on page 179.

The session file contains all the information about your presentation, including the questions and answers, the response data, and the Participant List. This information is used to generate reports (find more information in ***Types of Reports*** on page 186). You can also do the following:

- Export session data to a text file. Find more information in ***Export Session Data*** on page 200.
- Merge two session files. Find more information in ***Merge Session Files*** on page 210.
- Extract the Participant List. Find more information in ***Extract Participant List*** on page 212.
- Extract the PowerPoint presentation. Find more information in ***Extract PowerPoint Presentation*** on page 213.
- Extract the session data as an XML file. Find more information in ***Extract Session Data as XML*** on page 215.
- Email the session using Outlook. Find more information in ***Email Session using Outlook*** on page 216.
- Make edits to the session data. Find more information in ***Edit Session Data*** on page 219.

## Export Session Data

You can export the data from a session file into a text file. You can use the text file to import the data into a variety of other applications.

You can choose to export the data from the session file in one of two ways:

- Export some or all of the session data to a text file where you determine the contents and format.
- Export the session data using a predefined scheme for certain gradebook applications.

### Step by Step Instructions

- 1** Select Tools in the TurningPoint toolbar.
- 2** Select Turning Reports from the Tools menu.
- 3** Select Export Session Data from the list of options.
- 4** Select the Next button to continue.

To export session data into a text file...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 179.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

- 5 Choose a session file in one of the following ways:
  - Select the Use Current Session check box to use the session currently open in PowerPoint.
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.
- 6 Select the Next button once you have selected a session file.

This option is available only if you have a TurningPoint presentation open and response data has been collected.

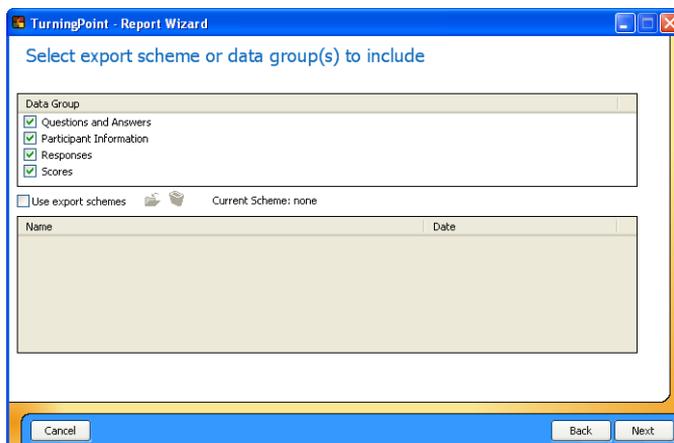
To display the session files from your Sessions folder in the list of files, select My Session Files.

To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

The Report Wizard window displays lists of the data and formats you can use to export the session file.

### Report Wizard: Select Export Scheme or Data Groups



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**7** Choose one of these two ways to export the data:

- Check some or all of the boxes in the Data Group list to manually specify the contents and format of the exported text file.
- Check the Use Export Schemes box to select a pre-defined export scheme for a gradebook application from the Export Schemes list.

The following data is available for export:

- The text of questions and answers.
- Participant information, such as names and groups, defined in the Participant List.
- Participant's responses to the questions.
- Participant's scores.

Export schemes for several gradebook applications are available, including Angel, Easy Grade Pro, Gradebook for Windows, Gradekeeper for Windows, GradeQuick, MicroGrade, and Teacher's Marksheet.

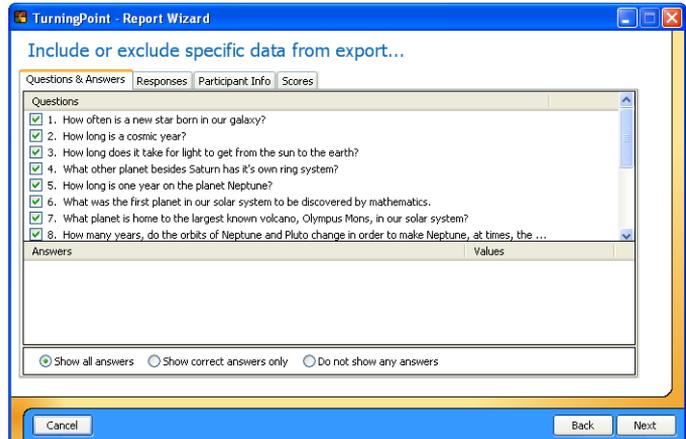
Export schemes are saved as .tpx files in the Export Schemes folder, which is located in your TurningPoint folder. You can use an export scheme you have copied from elsewhere by selecting the Load an Export Scheme button (shaped like a folder).

Using an export scheme automatically specifies the settings available to you in the next steps to match the format required by the application you are exporting to. You may still choose to modify some settings, to specify a grading scale, for example.

- 8 Select the Next button to continue.

The Report Wizard window displays a tabbed view for you to specify the data to be used.

### Report Wizard: Include or Exclude Data— Questions & Answers tab



There are four tabs, one for each of the main groups of data you specified whether to include in the exported file. In each area you chose to include, you should review and modify the settings on the corresponding tab. The next few steps explain the settings on each tab.

- 9 If you chose to include the question and answer data, specify which particular questions to include by checking the boxes on the Questions & Answers tab.

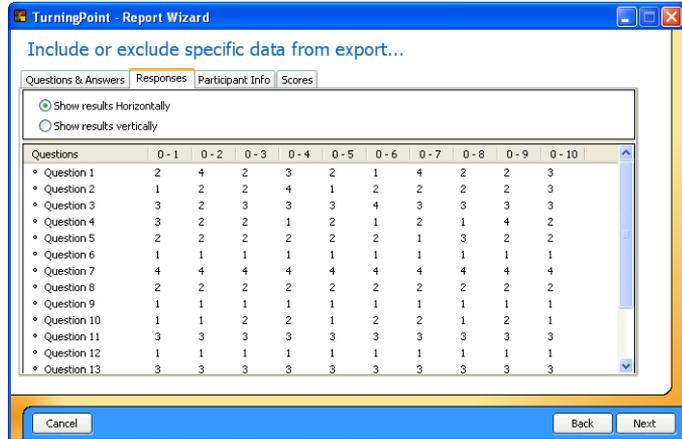
By default, all questions are checked and will be included.

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- 10 Select the Responses tab.

The Report Wizard Window displays the Responses tab.

### Report Wizard: Include or Exclude Data—Responses tab



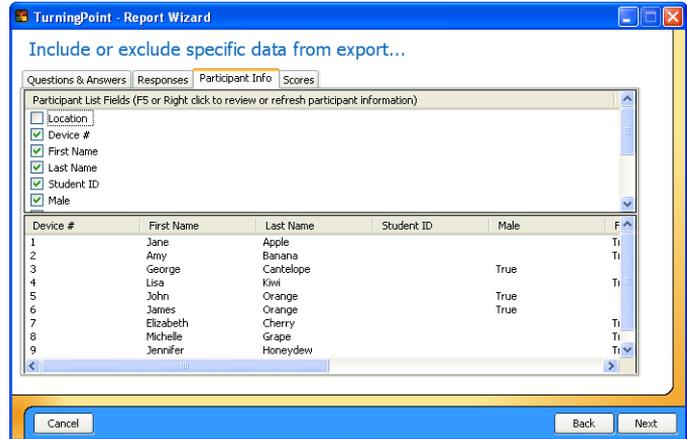
- 11 If you chose to include the responses, choose whether to group responses by question or by participant by selecting Show Responses Horizontally or Show Responses Vertically on the Responses tab.

Show Responses Horizontally will group the response data by question in the exported file. Show Responses Vertically will group the response data by participant in the exported file.

- 12** Select the Participant Info tab.

The Report Wizard Window displays the Participant Info tab.

### Report Wizard: Include or Exclude Data—Participant Info tab



- 13** If you chose to include the participant information, choose which fields from the Participant List to include by checking the boxes on the Participant Info tab.

To view the information from the Participant List, press the F5 key or right-click in the window and select Refresh Participant List Data. This allows you to see the Participant List to help you decide which fields you would like to include in the exported data.

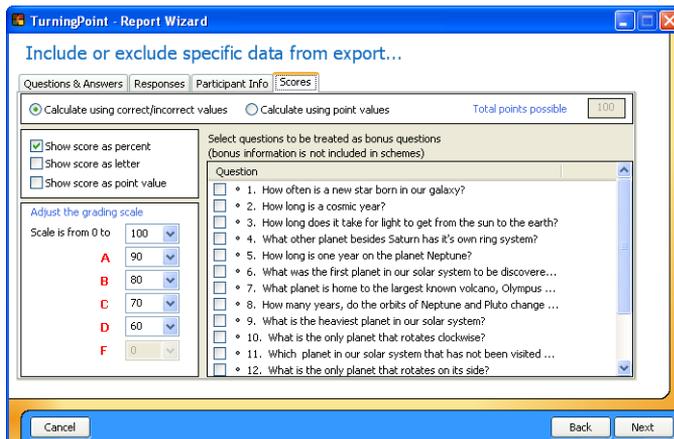
You can include the following participant information:

- Location
- Device #
- Last and first names
- Device ID
- Student ID

### 14 Select the Scores tab.

The Report Wizard Window displays the Scores tab.

### Report Wizard: Include or Exclude Data— Scores tab



### 15 If you chose to include the scores, specify the following settings:

- Select whether to calculate scores based on Correct/Incorrect values or based on point values.
- Select to show scores as percentages, as letter grades, as point values, or any combination by checking the boxes.
- Specify the grading scale by selecting ranges for the letter grades from the drop-down menus.

If you base scores on Correct/Incorrect values, the percentage score is calculated by dividing the participant's number of correct answers by the number of total answers. If you base scores on point values, the percentage score is calculated by dividing the participant's number of correct answers by the point value you specify in the box provided. You may include any or all of these ways of representing the scores in the exported file.

The default ranges show a typical grading scale. You can alter the grading scale by selecting a new range. To change values upward (grade on a stricter scale), start from A and work your way down



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**17** Specify the order of the fields in the exported file by moving the fields up and down the list by selecting the Move Up and Move Down buttons.

**18** Specify whether to create a delimited or fixed-width file.

**19** Specify whether to use double quotes, single quotes, or no quotes to enclose the text in fields.

Additionally, you can join two fields together or include blank fields in the exported file. Use the Insert A Blank Field and Insert a Join Field buttons below the list of fields to insert a join field or a blank field. You can move join fields and blank fields up and down the list just like the other fields.

A join field joins the previous field and the following field into a single field. You might wish to do this with the First Name and Last Name fields, for example.

A blank field simply puts a blank separator between fields. Depending on how you will use the exported file, you may need to separate some data with blank fields.

A delimited file includes a “delimiter” between each of the fields. You can select a comma, semicolon, tab, space, or other delimiter.

A fixed-width file uses fields of a specified width (number of characters). You can choose a width for the fields.

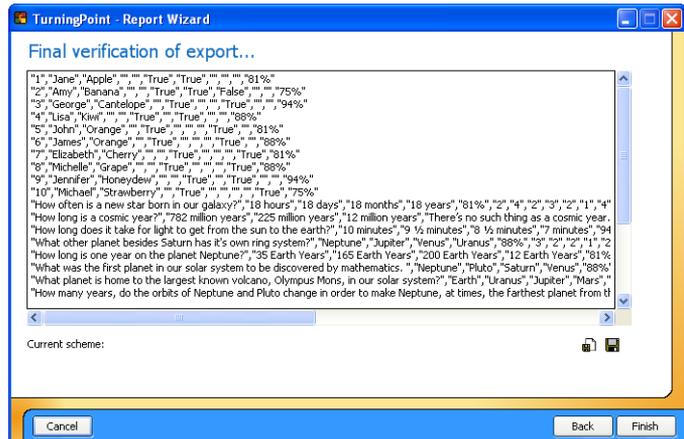
The format you choose depends on how you will use the exported file.

**Note** You should use either double or single quotes for the text qualifier if you are exporting a fixed-width file or using spaces as delimiters in a delimited file. Without quotes, the field boundaries in the exported file will be impossible to interpret correctly.

- 20** When you have finished modifying the settings for the format of the file, select the Next button.

The Report Wizard window displays the data in the format to be exported.

### Report Wizard: Verification



Below the data are two buttons. The first, shaped like a document and a disk, saves the export file. The second, shaped like a disk, saves the format as an export scheme you can reuse for other session files.

- 21** To save your export data, select the Save button (shaped like a document with a disk).
- 22** Specify a name and location for the exported file.
- 23** Select the Save button.

A dialog opens for you to specify a location and filename for the exported file.

The file is saved and the dialog closes.

Optionally, you can also select the Save Export Scheme button (shaped like a disk) to create an export scheme you can reuse to save the data from other session files in the same format. Specify a location and filename for the export scheme in the same way.

- 24** Select the Finish button to exit the Report Wizard.

If you forgot to save before selecting Finish, a message window opens containing 'Are you sure you want to exit without saving an export?' Select Yes to exit without saving the session file; select No to save before exiting.

---

## Merge Session Files

You can merge multiple session files together to create a single session file, from which you can generate reports and extract data.

This is especially useful if you have session files from multiple presentations given to the same participants. You can aggregate the data from all the presentations into a single file with all the responses from each participant.

Conversely, if you gave the same presentation to several groups of participants, you could aggregate the responses from all participants into a single session file.

### Before You Begin

All the session files you wish to merge must be in a single location (usually your Sessions folder). If the session files are in different locations, move them all to your Sessions folder before you begin.

### Step by Step Instructions

- 1** Select Tools in the TurningPoint toolbar.
- 2** Select Turning Reports from the Tools menu.

To merge session files...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

- 3 Select Merge Session Files from the list of options.
- 4 Select the Next button to continue.
- 5 Select one of the session files to be merged in the list.
- 6 Select additional files to be merged in the list by holding down the Control key and clicking on the files.
- 7 Optionally, check the box to include the PowerPoint presentations in the merged session file.
- 8 Select the Merge button below the list of files.
- 9 Specify a name and location for the exported file.
- 10 Select the Save button.
- 11 Select the Finish button to exit the Report Wizard.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 179.

Repeat this step until all the files you would like to merge are selected.

If you include the presentations in the merged session file, the slides from the presentations of each of the merged files are put together into a single presentation saved in the merged session file. This may greatly increase the size of the merged session file.

A dialog opens for you to specify a location and filename for the merged session file.

**Note** You should use the file extension .tpz for session files.

The file is saved and the dialog closes.

### Next Steps

You can now generate reports or extract other data from the merged session file, just as if it were an original session file.

---

## Extract Participant List

You can extract the Participant List from a session file. This is especially useful if you have a session file but have lost the Participant List file or if you set up the list on a different computer.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Extract Participant List from the list of options.
- 4 Select the Next button to continue.

To extract a Participant List...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 179.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.
- 6 Select the Extract Participant List button below the list of files.
- 7 Specify a name and location for the exported file.
- 8 Select the Save button.
- 9 Select the Finish button to exit the Report Wizard.

To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

A dialog opens for you to specify a location and filename for the Participant List file.

**Note** You should use the file extension .tpp for Participant List files.

The file is saved and the dialog closes.

### Next Steps

You can now edit the Participant List or use it in a presentation. Find more information in **Chapter 5: How to Track Participants and Teams**.

---

## Extract PowerPoint Presentation

You can extract the PowerPoint presentation from a session file. This is especially useful if you have a session file but have lost the corresponding PowerPoint presentation or if you created the presentation on a different computer.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Extract PowerPoint Presentations from the list of options.
- 4 Select the Next button to continue.
- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.
- 6 Select the Extract PowerPoint Presentation button below the list of files.

To extract a PowerPoint presentation...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 179.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

A dialog opens for you to specify a location and filename for the PowerPoint presentation.

- 7 Specify a name and location for the exported file.

**Note** You should use the file extension .ppt for PowerPoint presentations.

- 8 Select the Save button.
- 9 Select the Finish button to exit the Report Wizard.

The file is saved and the dialog closes.

---

## Extract Session Data as XML

You can extract the session data into an XML file. The XML file is a text markup format that you can use to exchange and manipulate the data.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Extract Session XML file from the list of options.
- 4 Select the Next button to continue.

To extract the session data XML file...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 179.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

## Chapter 7: How to Use Tools

- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.
  - Import a session file from another location.
- 6 Select the Extract Session XML File button below the list of files.
- 7 Specify a name and location for the exported file.
- 8 Select the Save button.
- 9 Select the Finish button to exit the Report Wizard.

To display the backup session files in the list of files, select My Backup Session Files.

Use the Import Session button to open a file dialog to locate and select the session file.

A dialog opens for you to specify a location and filename for the XML file.

The file is saved and the dialog closes.

---

## Email Session using Outlook

You can use the Report Wizard to quickly and easily send one or more session files by email using Microsoft Outlook.

### Before You Begin

To use this feature, you must have Microsoft Outlook installed and set up on your computer.

### Step by Step Instructions

To email a session file using Outlook...

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

3 Select Send Sessions Using Outlooks from the list of options.

4 Select the Next button to continue.

5 Choose a session file in one of the following ways:

- Select a session file from the list of files in your Sessions folder.
- Select a session file from your backup session files.
- Import a session file from another location.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 179.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

You may select multiple files by holding down the Control key and clicking on the file.

To display the backup session files in the list of files, select My Backup Session Files.

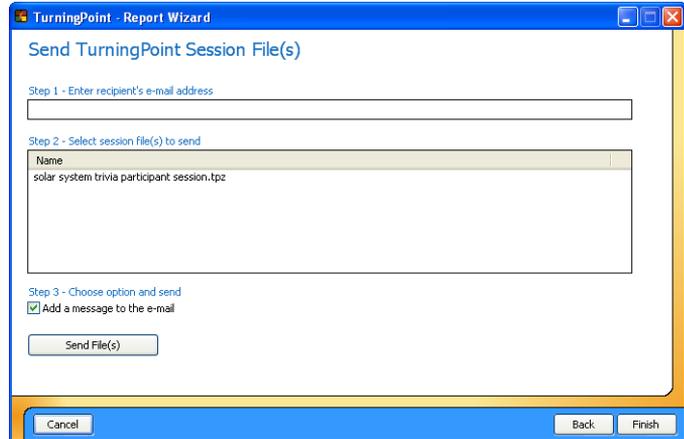
Use the Import Session button to open a file dialog to locate and select the session file.

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- When you have selected all the files you would like to send, select the Next button to continue.

The Report Wizard window displays the next page, allowing you to specify the recipient(s) and send the email.

### Report Wizard: Send Session using Outlook



- Enter the email address you want to send the session file(s) to in the box provided.
- Specify whether you would like to add a message to the email by checking the box.
- Select the Send File(s) button.
- Select the Finish button to exit the Report Wizard.

You may enter more than one email address. Separate multiple email addresses by semicolons.

If you choose not to add a message, the body of the email will be left blank.

If you chose not to add a message, the email is sent and a dialog is displayed indicating that the email was successfully sent.

If you chose to add a message, a new email message is opened in Outlook, addressed to the recipients you specified and with the session file(s) attached. Type a message in the body of the email and send it as you normally would.

---

## Edit Session Data

You can edit session data after the session is saved. You can choose to exclude a question, make a question demographic, or change answer values.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Turning Reports from the Tools menu.
- 3 Select Edit Session from the list of options.
- 4 Select the Next button to continue.
- 5 Choose a session file in one of the following ways:
  - Select a session file from the list of files in your Sessions folder.
  - Select a session file from your backup session files.

To edit session data...

The Tools menu opens.

The Report Wizard window opens, displaying a list of options for using the data in session files.

The Report Wizard window displays a list of the session files in your Sessions folder.

You can toggle which files are displayed in the list by selecting My Session Files or My Backup Session Files. Find more information about where your session files are stored in **Save Results from a Session** on page 179.

You can also import a session using the Import Session button above the list of files (shaped like a folder). This allows you to use a session file you have copied from elsewhere.

To display the backup session files in the list of files, select My Backup Session Files.

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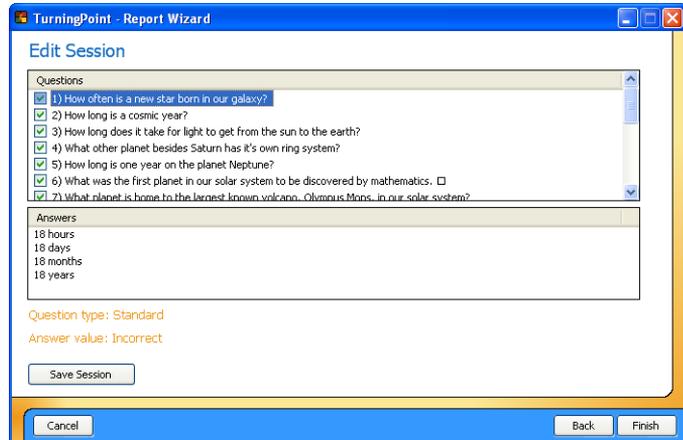
- Import a session file from another location.

6 Select the Next button to continue.

Use the Import Session button to open a file dialog to locate and select the session file.

The Report Wizard window displays options for editing the session file.

### Report Wizard: Edit Session



The window shows a list of all questions in the session. Below the list of question is a list of answers, which shows the answers for the question selected in the list above.

Excluding a question will omit all data about that question from the session file.

7 Uncheck the box next to any question in the list that you would like to exclude from the session.

8 If you would like to designate a question as demographic, right-click on the question and select the option to make the question demographic from the contextual menu that appears.

Demographic questions can be used in reports. Find more information in **Types of Reports** on page 186.

- 9 If you would like to change an answer value, right-click on the answer in the answer list and select an option from the contextual menu that appears.
- 10 When you are finished making changes to the session data, select the Save Session button below the list of answers.
- 11 Specify a name and location for the exported file.
- 12 Select the Save button.
- 13 Select the Finish button to exit the Report Wizard.

You can mark the answer Correct or Incorrect, assign a point value, or clear the answer value (set to No Value). Find more information in **Correct Answers and Points** on page 66.

A dialog opens for you to specify a location and filename for the session file.

**Note** You should use the file extension .tpz for session files.

The file is saved and the dialog closes.

## Standards

TurningPoint's standards tools allow you to create 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 TurningPoint reports. Find more information in **Types of Reports** on page 186.

## Create a Standards List

Before you can assign standards to slides in a presentation, you need to create a list of the standards you will be using.

### Step by Step Instructions

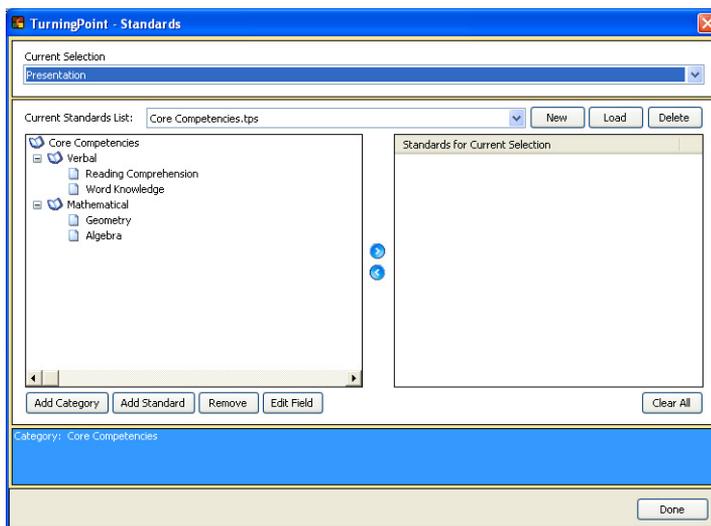
- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Standards from the Tools menu.

To create a Standards List...

The Tools menu opens.

The Standards window opens.

Standards window



The Current Standards List drop-down menu displays the selected Standards list. If you select the menu, it displays all the Standards Lists in your Standards folder for you to choose from. The New button allows you to create a new Standards List in your Standards folder. The Load button allows you to import a Standards List to your Standards folder from

- 3 Select the New button.
- 4 Enter a name in the box provided and select the OK button.
- 5 To add a category or a standard, complete the following steps.
  - a Select the parent category in which to include the category or standard you wish you add.
  - b Select the Add Category or Add Standard button.
  - c Enter a title in the box provided and select the OK button.
  - d Repeat steps a–c until you have added all the categories and standards you need.
- 6 When you are finished creating your Standards List, select the Done button.
- 7 Select the Yes button.

elsewhere. The Delete button allows you to delete a Standards List from your Standards folder.

TurningPoint prompts you to enter a new name for the Standards List.

TurningPoint creates the Standards List in your Standards folder, selects it in the Current Standards List drop-down menu, and displays the new Standards List in the left-hand pane of the Standards Window.

The new Standards List has a top-level category with the same name as the list.

Categories arrange standards into a hierarchy.

TurningPoint prompts you to enter a title for the category or standard.

TurningPoint adds the category or standard to the parent category you selected.

You can delete a category or standard from the list using the Remove button. You can change the title of a category or standard using the Edit Field button.

TurningPoint indicates that you have made changes to the Standards List and asks if you would like to save your changes.

The changes are saved to your Standards List file and the Standards window closes.

**Next Steps**

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

---

## Assign Standards to Slides

Assigning standards to slides allows you to use TurningPoint reports to assess participants' performance on slides relating to the standards.

**Before You Begin**

You should create or obtain Standards Lists to be assigned to the slides. Find more information in **Create a Standards List** on page 222.

**Step by Step Instructions**

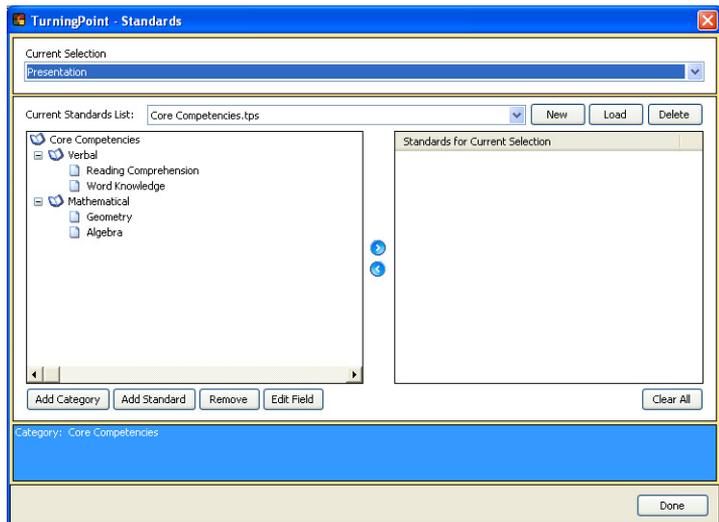
- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Standards from the Tools menu.

To assign standards to slides...

The Tools menu opens.

The Standards window opens.

**Standards window**



- 3** Select a slide to assign a standard to using the Current Selection drop-down menu.
- 4** Select a Standards List in one of the following ways:
  - a** Select a Standards List from the Standards folder using the Current Standards List drop-down menu.
  - b** Select a Standards List from elsewhere using the Load button.
- 5** Select a standard from the list.
- 6** Select the right arrow button (>) to assign the standard to the slide.
- 7** Repeat these steps beginning with step 3 to add standards to additional slides.

Alternatively, you can select Presentation in this menu to assign the standard to the entire presentation.

The categories and standards are displayed in the left-hand pane of the Standards window.

The Standards List file is copied to your Standards folder and the categories and standards are displayed in the left-hand pane of the Standards window.

The standard is displayed in the list of standards applying to the current selection in the right-hand pane of the Standards window.

You can remove a standard using the left arrow button (<).

You can assign multiple standards to each slide. You can also use multiple Standards Lists.

If you would like to start over, you can select the Clear All button to clear all standards from all slides in the presentation.

- When you are finished assigning standards to your slides, select the Done button.

### Next Steps

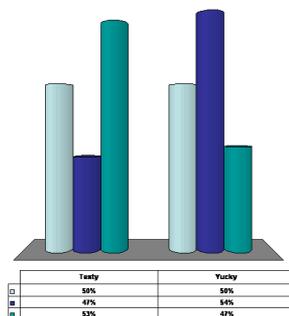
Several reports allow you to assess participants' performance on the standards you assigned. Find more information in **Types of Reports** on page 186.

# Comparative Links

You can use comparative links to compare the responses from several slides on a single slide's chart.

This is a sample chart comparing the responses from three slides.

Chart with Comparative Links



The bars are grouped by answer. Each answer's bars include the results for the current slide at the left (or top),

depending on the chart type), then the results for each linked slide in the order that the links are assigned.

A slide can contain up to three comparative links, so you can compare up to four questions. Generally, each question you compare should have the same number of answers, since the first answer in the answer region is compared to the first answers on the linked slides, the second answer to the second answers on the linked slides, and so on.

---

## Set Up Comparative Links

Set up comparative links using the Comparative Links window, available from the Tools menu in the TurningPoint toolbar.

### Before You Begin

Before you set up a comparative link, first create the slides you would like to be compared. A slide can contain one to three comparative links, so you can compare up to four questions.

Generally, the slides being compared should each have the same number of answers.

For the slide on which the comparison will be displayed, use a vertical, horizontal, offset, or donut chart. Comparisons cannot be displayed using 3D pie or distributed pie charts.

The slide on which the comparison will be displayed should come after the slides it is being compared to, so that the results of those slides are available for display.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.

To create a comparative link...

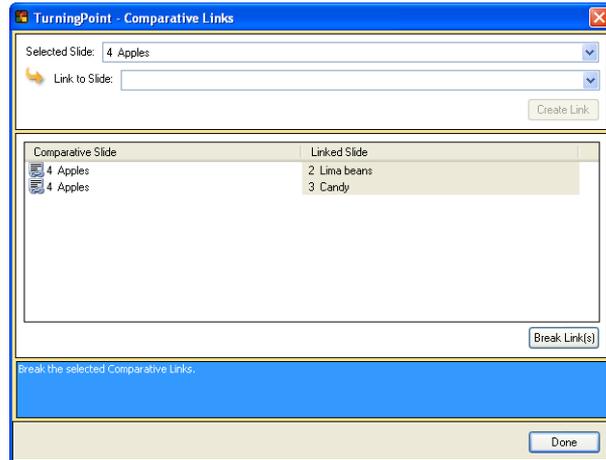
The Tools menu opens.

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- 2 Select Comparative Links from the Tools menu.

The Comparative Links window opens.

### Comparative Links window



- 3 Select the slide to include the comparison in the Selected Slide drop-down menu.
- 4 Select a slide to compare with in the Link to Slide drop-down menu.
- 5 Select the Create Link button to create the comparative link.
- 6 Select the Done button.

The link is displayed in the list of comparative links.

The Comparative Links window closes. TurningPoint adds the comparative link to the slide. (The comparison will not be visible until you run the presentation session and collect data.)

### Next Steps

When you run your presentation session, the charts in slides containing comparative links will automatically show comparisons of the data for the linked slides.

You can add additional comparative links by repeating these steps. You can add up to three links to a slide.

You can delete comparative links by selecting the link in the Comparative Links window and selecting the Break Link(s) button.

# Conditional Branching

Conditional branching allows you to control the order of slides in your presentation based on the responses received from the audience.

For example, at the beginning of your presentation you might ask the participants to vote whether you'll cover topic A or topic B. Depending on the results of the vote, the presentation will skip ahead to the slides for topic A or topic B.

Or, you might ask a question covering a specific subject area to assess whether the participants understand the subject. If most of the participants respond correctly, you can skip ahead to the next section of material.

---

## Set Up Conditional Branching

You set up conditional branching by defining a condition, which, if satisfied, advances to the slide you specify. Each condition consists of a comparison. The number or percentage of responses for a particular answer (or all correct answers) is compared with a specific value, or with the majority of responses for that slide.

Set up conditional branching using the Conditional Branching window, available from the Tools menu in the TurningPoint toolbar.

### Before You Begin

Before setting up conditional branching, you should create the slides for the branches of your presentation and plan their order.

### Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.
- 2 Select Conditional Branching from the Tools menu.

To set up conditional branching...

The Tools menu opens.

The Conditional Branching window opens.

### Conditional Branching window

The screenshot shows the 'TurningPoint - Conditional Branching' dialog box. At the top, there is a 'Selected Slide' dropdown menu with '4 Apples' selected. Below this is a 'Define Condition:' section with five dropdown menus: 'Logical Operator' (None), 'Branch Item' (a blue bar), 'Comparison Operator' (None), 'Condition' (None), and 'Value' (None). Underneath is a 'Branch to Slide:' dropdown menu with an 'Add' button to its right. Below that is a table with five columns: 'Logical Operator', 'Branch Item', 'Comparison Operator', 'Condition', and 'Slide Index'. The table is currently empty. At the bottom right of the table area is a 'Remove' button. At the very bottom of the dialog box is a 'Done' button.

- 3 Select the slide where the branch will begin in the Selected Slide drop-down menu.

You will specify where to branch (which slide to show next) based on the outcome of the selected slide's polling.

- 4 Define the condition using the drop-down menus, as described in the following steps.
  - a In the Logical Operator drop-down menu, select None for the first condition you specify.

Find some examples of conditions in the examples following these instructions on page 234.

**Note** Always select None as the Logical Operator for your first conditional branching item. Also, when you are creating multiple conditions, select None if new conditions should not be linked to the previous condition.

If you are creating multiple conditions for a slide, you can select AND or OR as Logical Operators. Select AND to link a conditional branching item to the previous item to specify that both conditions should be met. Select OR to link a conditional branching item to the previous item to specify that either condition can be met.

**Note** You can link more than two conditional branching items for one slide.

- b In the Branch Item drop-down menu, select the answer you would like to use for the comparison.

The number or percentage of responses for the selected answer will be used in the comparison. You can choose any of the answers on the slide, or Total Correct. If you select Total Correct, the condition uses the total number or percentage of correct responses for the selected slide. If you select an individual answer, the condition uses the number of responses for that selected answer choice.

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**c** In the Comparison Operator drop-down menu, choose a mathematical operator to use in the comparison.

**d** In the Condition drop-down menu, choose whether you want to specify a number or percentage of respondents, or compare to the majority response.

**e** If you choose Responses or Percentage in the Condition drop-down menu, enter a value in the box provided.

**5** In the Branch to Slide drop-down menu, select a slide to branch to if the condition is fulfilled.

**6** Select the Add button to add the condition to the slide.

The Comparison Operator is used to determine if the condition for the branch item has been met. You can choose from:

- greater than (>)
- less than (<)
- equal to (=)
- not equal to (<>)
- greater than or equal to (>=)
- less than or equal to (<=)

You will enter a value for the number or percentage to be compared to in the next step.

If you choose Majority, the number of responses for the answer you selected in Branch Item will be compared to the answer that received the most responses on the slide. If you choose Majority, you may only choose equal to (=) or not equal to (<>) for the Comparison Operator.

If you choose Responses, enter a number of responses (from 0 to the total number of participants). If you choose percentage, enter a percentage of responses (from 0 to 100).

You can branch to any slide in your presentation.

**Note** You must select None in the Branch to Slide drop-down menu if you are linking the next condition(s) to the current one. Then, after the last condition is selected, you specify the slide to branch to. Find more information about this process in Step 7 below.

The condition appears in the list of conditions in the Conditional Branching window.

- 7 Repeat steps 4 through 6 to add multiple conditions to a slide.

- To link several conditions for a slide, add another condition starting with AND/OR as the Logical Operator.

You can add several conditions to one slide. For instance, you can add several linked conditions using AND/OR as Logical Operators, or you can add several independent conditions by always selecting None as the Logical Operator. Alternatively, you can add linked conditions and separate, independent conditions. See examples of how to add multiple conditions to a slide on page 234.

Begin in step 4 and specify either AND or OR as the Logical Operator to combine the conditions. You may link several conditions if you include a Logical Operator for each successive condition and specify a slide to branch to in the final condition.

**Note** Remember to select None in the Branch to Slide drop-down menu if you are linking conditions. Select a slide to branch to only after you've added the final condition for that set of linked conditions.

- To add several independent conditions to one slide, add another condition with None as the Logical Operator and a Branch to Slide.

Conditions are evaluated in order using the Logical Operators.

Begin in step 4 and specify None as the Logical Operator. You may include several independent conditions for a slide. This feature lets you branch to several different places in your presentation.

**Note** Conditions are evaluated in the order that they are met. If a slide contains multiple conditions and each of them are met, the first condition in the list will be the one that is followed.

## Chapter 7: How to Use Tools

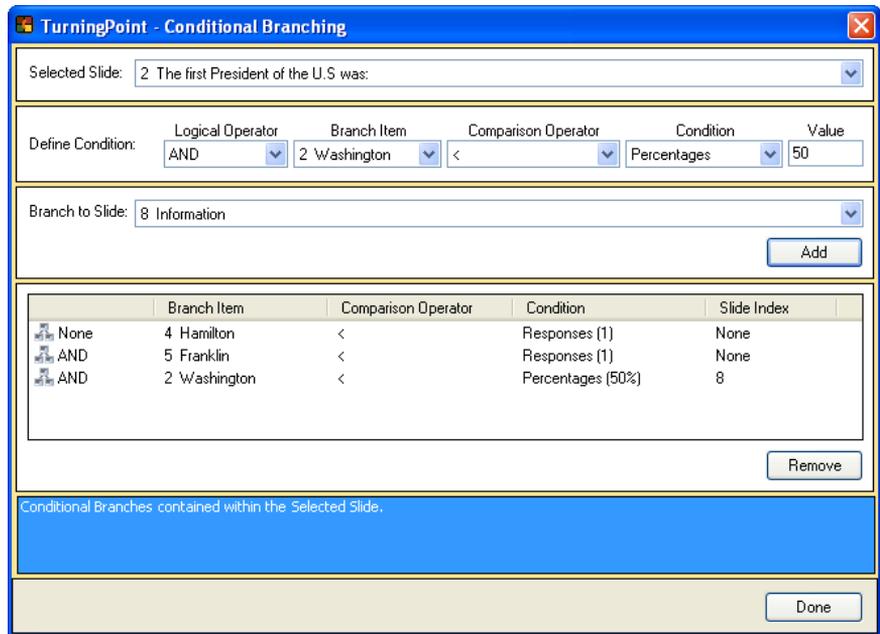
- To add both linked conditions and independent conditions to a slide, complete the steps outlined above for each separate process.
- 8** Select the Done button in the Conditional Branching window when you are finished adding all conditions to the slide.

### For Example

The examples below show you how to add a variety of multiple conditions, both linked and independent, to a slide.

Example 1 illustrates multiple conditions linked together. All three conditions must be met for TurningPoint to branch to the designated slide listed in the third condition.

Example 1



During the presentation, if no participants select Hamilton AND if no participants select Franklin AND if less than half select Washington, then the presentation continues with slide 8.

**Note** Remember to select None for Branch to Slide if you are linking conditions, as shown in Example 1. Only select a slide to branch to after you've added the final condition for that set of linked conditions.

Example 2 illustrates two independent conditions added to the same slide.

Example 2

TurningPoint - Conditional Branching

Selected Slide: 2 The first President of the U.S was:

Define Condition:

Logical Operator	Branch Item	Comparison Operator	Condition	Value
None	1 Jefferson	=	Majority	

Branch to Slide: 3 Jefferson...

Add

	Branch Item	Comparison Operator	Condition	Slide Index
None	Total Correct	=	Percentages (100%)	8
None	1 Jefferson	=	Majority	3

Remove

Conditional Branches contained within the Selected Slide.

Done

During the presentation, if all participants answer correctly, the presentation continues with slide 8. Alternatively, if the majority of participants select Jefferson, the presentation continues with slide 3.

Example 3 illustrates both linked and independent conditions added to a single slide.

### Example 3

TurningPoint - Conditional Branching

Selected Slide: 2 The first President of the U.S was:

Define Condition:

Logical Operator	Branch Item	Comparison Operator	Condition	Value
OR	5 Franklin	>=	Responses	1

Branch to Slide: 8 Information

Add

	Branch Item	Comparison Operator	Condition	Slide Index
None	Total Correct	=	Percentages (100%)	8
None	1 Jefferson	=	Majority	3
None	4 Hamilton	>=	Responses (1)	None
OR	5 Franklin	>=	Responses (1)	8

Remove

Conditional Branches contained within the Selected Slide.

Done

During the presentation, if all participants answer correctly, the presentation continues with slide 8. Alternatively, if the majority of participants select Jefferson, the presentation continues with slide 3. Alternatively, if one or more participants select Hamilton OR if one or more participants select Franklin, the presentation continues with slide 8.

### Next Steps

When you run your presentation session, the slides set up for conditional branching advance to the slide you specified if the condition is met.

You can remove a condition by selecting it in the list in the Conditional Branching window and selecting the Remove button.



# A Frequently Asked Questions

This appendix offers you a quick reference to common questions that customers have about using the TurningPoint software. If you do not find an answer to your question here, visit the Turning Technologies Web site at <http://www.turningtechnologies.com> or call a Turning Representative toll-free at 1-866-746-3015.

## ***Why can't I install or activate TurningPoint?***

You must be the local administrator to install TurningPoint for the first time. Login to the computer with the administrative username and password.

## Appendix A: Frequently Asked Questions

If you have a dongle, it should not be plugged in during installation or activation. Remove it while installing and activating TurningPoint. Find information about installing TurningPoint in **Chapter 1: About TurningPoint**.

### ***Where is my product serial number (activation code)?***

The product serial number, also called the activation code, is located on a label inside the ResponseCard Kit.

### ***What does the dongle look like?***

Depending on the ports on the computer, the dongle has an end that plugs into either a USB port or Parallel port, as depicted in the image below.



### ***How do I set TurningPoint to demonstration mode?***

When set in demonstration mode, TurningPoint allows you to author presentations or review results only. Demonstration mode is not designed for polling, with the exception of allowing you to test up to five response devices.

Set TurningPoint to demonstration mode during activation by completing the following steps. First, if you have a dongle, unplug it. Then begin the activation process. When you activate the software, on the page

that asks you to select the method of activation, select the checkbox labeled “I want to run this in demonstration mode.” Then, complete the activation process.

### ***Which response devices are compatible with TurningPoint?***

Turning Technologies partners with Responsive Innovations to provide audience response devices that are specifically designed to support the functionality of TurningPoint. The ResponseCard IR, ResponseCard XL, and ResponseCard RF from Responsive Innovations are products that are optimally suited for use with TurningPoint. Users also have the option of using TurningPoint’s vPad, an application for using a virtual keypad. Other keypads supported by TurningPoint are the Fleetwood Family of Reply Radio Frequency Keypads, PRS Infrared Keypads, Hitt and CPS Infrared Keypads.

Find information about compatible response devices at the Web site for Turning Technologies at <http://www.turningtechnologies.com/>.

### ***How do I set up the response devices?***

The Response Device Wizard guides you through the setup of the response devices to be used and to test the communication between the response devices and TurningPoint. From the TurningPoint toolbar, select the Display Response Device Wizard button, which looks like a lightening bolt. Find information about the Response Device Wizard in ***Chapter 4: How to Set Up Response Devices***.

### ***Where should I put the receiver?***

Because the IR device uses infrared technology and line-of-sight communication, place it in a central location in

the front of the room where it is high enough for everyone to see. The effective range of an IR device receiver is about 75 feet (25 meters). You will need to install one receiver for every 80 participants. The effective range of an RF device receiver is about 200 feet (60 meters). A single receiver is sufficient for up to 1000 keypads, and a direct line of sight between the receiver and the keypad is not necessary. When the receiver is connected, the participant has to simply press the number or letter on the keypad to send a response. Find information about setting up the receiver in **Chapter 4: How to Set Up Response Devices**.

### ***Why can't the Response Device Wizard find the receiver on the correct COM port?***

If you are using a Keyspan adapter (USB to serial), then you must install the Keyspan software. To download the software, first disconnect the Keyspan adapter from the computer. Then, go to the Keyspan Web site at <http://www.keyspan.com/> and follow the instructions to download. If your Keyspan adapter was connected during installation, then you must remove the software, disconnect the adapter, and install it again.

Check to make sure the hardware is connected by unplugging the receiver and plugging it back in. Run the Response Device Wizard again.

If you are using a PDA or other device, make sure it is not using the COM port.

Find information about the Response Device Wizard in **Chapter 4: How to Set Up Response Devices**.

### ***Why is a keypad not working?***

The correct keypads may not be matched with the receiver. Run the Response Device Wizard again to

correct the settings. Find information about the Response Device Wizard in **Chapter 4: How to Set Up Response Devices**.

The keypad's batteries may be too low or dead. Press a button on the keypad. The light on the keypad blinks or does not light up if the batteries need to be replaced.

The keypad may not be correctly programmed. Refer to the Programming ResponseCards insert in the TurningPoint kit.

### ***How do I track responses from participants?***

Create a Participant List in TurningPoint and then use the Participant Monitor to view the responses from each participant. You can either create a Participant List using the Participant List Wizard or by importing an existing file. Find information about participant lists in **Chapter 5: How to Track Participants and Teams**. Find information about the Participant Monitor in **Chapter 6: How to Run a Presentation Session**.

### ***When running the presentation, why don't the graphs appear unless I advance to the next slide and then go back?***

The animations in the charts vary between Office 2000 and Office 2003. It is likely that Microsoft Office has been upgraded since TurningPoint was installed. Uninstall TurningPoint, and then reinstall it.

### ***How do I clear data from a session or a slide?***

From the TurningPoint toolbar, select the Reset menu, and then select Session or Current Slide from menu. Find information about working with sessions in **Chapter 6: How to Run a Presentation Session**.

### ***How do I save a session?***

From the TurningPoint toolbar, select the Save Session button, which looks like a disk. A window opens allowing you to select a file name and location. Save the file in the Sessions folder, located at My Documents > TurningPoint > Sessions. Find information about saving a session in ***Chapter 6: How to Run a Presentation Session.***

### ***How do I make a report with the data from my session?***

TurningPoint enables you to create several types of reports. Find information about your options and instructions for creating reports in ***Chapter 7: How to Use Tools.***

# B TurningPoint Parser Documents

The TurningPoint Parser can import two kinds of documents:

- an XML document
- a Microsoft Word document (.doc)

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.

Find more information about using the TurningPoint Parser in ***Import Third-Party Slides*** on page 88.



```
<slides count="1" id="86FF9DB9">
```

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">
```

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"> <li>• Q = standard question slide</li> <li>• P = picture slide</li> <li>• D = demographic slide</li> <li>• S = speed scoring slide</li> <li>• F = fill in the blank slide (vPad only)</li> <li>• E = essay slide (vPad only)</li> <li>• M = moment to moment slide</li> </ul>
multiresponse	An optional attribute that contains the number of responses allowed per keypad for the slide. Accepted values are 1–10.

**question** The `question` element contains the question information (as attributes) and the question text (as content).

## Appendix B: TurningPoint Parser Documents

```
<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"><li>• L = Left</li><li>• R = Right</li><li>• F = Full</li></ul>

**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>
```

**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 1–10000.
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”.

## 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.

## Appendix B: TurningPoint Parser Documents

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).
<a>	Following a question or an answer.	Contains an alias for a question or answer.
<t>	Following a question.	Defines what type of slide to create using a single-letter code. The following types are accepted: <ul style="list-style-type: none"><li>• Q = standard question slide</li><li>• P = picture slide</li><li>• D = demographic slide</li><li>• S = speed scoring slide</li><li>• F = fill in the blank slide (vPad only)</li><li>• E = essay slide (vPad only)</li><li>• M = moment to moment slide</li></ul>

Tag	Location	Description and Allowed Values
<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.	Contains the question picture position. The following are acceptable values: <ul style="list-style-type: none"> <li>• L = Left</li> <li>• R = Right</li> <li>• F = Full</li> </ul>
<m>	Following a question.	Contains the number of responses allowed per keypad for the slide. Accepted values are 1–10.
<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 1–10000.



# Glossary

## ***answer***

An answer is one of a list of choices on a TurningPoint slide. The answers are enumerated and participants' responses correspond to the number of the answer.

## ***Answer Now indicator***

An Answer Now indicator is an object on a TurningPoint slide that gives the audience a visual indication that polling is open and they should respond to the question.

## ***answer region***

The answer region is the area on a TurningPoint slide that contains the list of answers.

## ***answer value***

For purposes of scoring and competition, you can assign answer values to answers on a TurningPoint slide. The possible values are "Correct", "Incorrect", a point value 1–10,000, or "No Value."

## ***chart***

A chart is a visual representation of the results of polling on a TurningPoint slide.

## ***comparative link***

A comparative link is used to link a slide to the results from 1–3 additional slides to show all the results on a single chart.

### ***conditional branching***

Conditional branching determines the order of slides based on participant responses.

### ***Correct Answer indicator***

A Correct Answer indicator is an object on a TurningPoint slide that gives a visual indication of the correct answer(s) after polling has closed.

### ***Countdown indicator***

A Countdown indicator is an object on a TurningPoint slide that gives the audience a visual indication that polling is about to close and that they should respond soon.

### ***criteria***

In a ranking, the criteria are the qualities on which the items to be ranked are compared. There are 1–3 criteria for the ranking, corresponding to the X, Y, and Z axes of the ranking chart.

### ***data slicing***

Data slicing is data analysis that entails cross-referencing the results from question to the results of another question.

### ***device ID***

The device ID is a number that uniquely identifies a response device. For hardware devices, it may be printed on the tag on the back of the device.

***dongle***

A dongle is a piece of hardware that attaches to a port on your computer that confirms that the TurningPoint software is appropriately licensed.

***Essay slide***

An Essay slide asks an open-ended question. The participants respond with text. Only vPad participants are able to respond to an Essay slide.

***Fill in the Blank slide***

A Fill in the Blank slide asks a question or makes a statement with a missing word. Types of responses are determined by the type of device a participant is using. For instance, vPad users can respond with a word or phrase, but ResponseCard users can respond only with numeric values.

***infrared (IR)***

Infrared light is invisible to the human eye and can be used to transmit information. Some of the response devices that work with TurningPoint use infrared technology. IR devices require a direct line of sight to the receiver. The IR response devices allow only one-way communications.

***interactive results***

Interactive results are the data from the audience's responses that are displayed in real-time while polling is open.

***Keyspan adapter***

A Keyspan adapter is an adapter that converts the signals from a serial (RS-232) device to a USB device.

You may need to use a Keyspan adapter with your computer if the plug on your receiver does not match the port on your computer.

### ***Moment to Moment slide***

A Moment to Moment slide is a special TurningPoint slide for getting feedback from the participants on a continual basis. The participants respond on a scale from -2 to +2 at regular intervals and the responses are displayed in a chart.

### ***Participant List***

A Participant List is the file used in a session to track responses by individuals in the audience. Users can customize the type of data fields to include in the list but every list will include fields for the number and location of the response devices.

### ***parser***

A parser examines a file and breaks it into logical units to use and recombine. The TurningPoint Parser can take several kinds of files and create TurningPoint presentations from them.

### ***participants***

The people in the audience of a presentation who use the response devices to respond to questions.

### ***Participant List Wizard***

The Participant List Wizard is a tool that guides you through the creation of a Participant List to be used with your presentation session.

***Participant Monitor***

The Participant Monitor displays the status and information pertaining to the participants' responses to all of the questions, including the total percentage of correct responses, how long each participants took to respond, and which answers they picked.

***picture slide***

A picture slide is a TurningPoint slide in which the answer text is replaced with pictures.

***polling***

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

***presentation session***

See session.

***radio frequency (RF)***

Radio frequency devices use radio waves to transmit information. Some of the response devices that work with TurningPoint use radio frequency technology. RF devices do not require a direct line of sight. The RF response devices use two-way communications, so the response device can confirm that a response was received by the receiver.

***ranking***

A ranking is an exercise in which items are compared on 1–3 criteria and ranked. You can set up a ranking in TurningPoint using the Ranking Wizard.

### ***receiver***

A receiver is a device that attaches to your computer to receive IR or RF signals from response devices.

### ***reset***

To return the response tallies from the audience to zero.

### ***report***

Reports present and analyze the data from a session in a variety of useful ways. You can create reports from a session using the Report Wizard.

### ***response***

A response is the signal received from a participant during polling. The response usually corresponds with one of a list of answers on the slide.

### ***ResponseCard***

A ResponseCard is a type of hardware response device that use infrared (IR) or radio frequency (RF) signals to communicate a participant's response.

### ***Response Counter***

A Response Counter is an object on a TurningPoint slide that gives a visual indication of how many of the participants have responded to the question.

### ***Response Grid***

A Response Grid is available from the ShowBar and is used to show which participants have responded to a question.

***Response Table***

A Response Table is an object on a TurningPoint slide that shows which participants have responded to a question.

***ShowBar***

The ShowBar is a toolbar that provides activation buttons for polling, monitoring, and viewing responses during the slide show.

***session***

A session is a run-through of an interactive presentation where an audience has submitted responses to some or all of the questions.

***session file***

A session file is created to store the results and other data when you run a session. Session files are usually stored in My Documents\TurningPoint\Sessions and have extension .tpz.

***slide show***

A slide show is a presentation created in PowerPoint, which may or may not include TurningPoint slides.

***speed scoring***

Speed scoring scales the number of points a participant receives for responding to a question correctly by how quickly the participant responded.

***standard***

A standard is any framework for evaluation of participants. You can assign standards to slides in a

TurningPoint presentation to compare participants' performance to a standard.

### ***Statistic indicator***

A Statistic indicator is an object on a TurningPoint slide that shows the mean (average), median, standard deviation, or variance of responses after polling has closed.

### ***Text Messaging***

Text Messaging is a feature for sending messages to participants using vPad during a presentation.

### ***TurningPoint slide***

TurningPoint slides are slides in a PowerPoint presentation with the ability to dynamically display information based on the responses of an audience.

### ***TurningPoint toolbar***

A series of menus and buttons displayed below to the PowerPoint toolbars that contains the tools for using the TurningPoint software.

### ***vPad***

A vPad is a software version of a response device that is set up for use using the Response Device Wizard. It can be installed on a networked desktop or laptop computer or a PDA.

### ***WebCT***

WebCT is a software product that is popularly used by educational institutions to facilitate e-learning systems.

## ***WebCT Wizard***

The WebCT Wizard is a tool that guides you through the process of connecting to an institution's WebCT server.

## ***XML***

XML is a markup language for text files, similar to HTML, that is used by TurningPoint for storing session data and as an import format for the TurningPoint parser.



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