Additional Topics in TurningPoint 4.2

Steps for Creating Comparative Links

Comparative Links allow you to link multiple slides' results onto one chart, allowing for easy comparison.
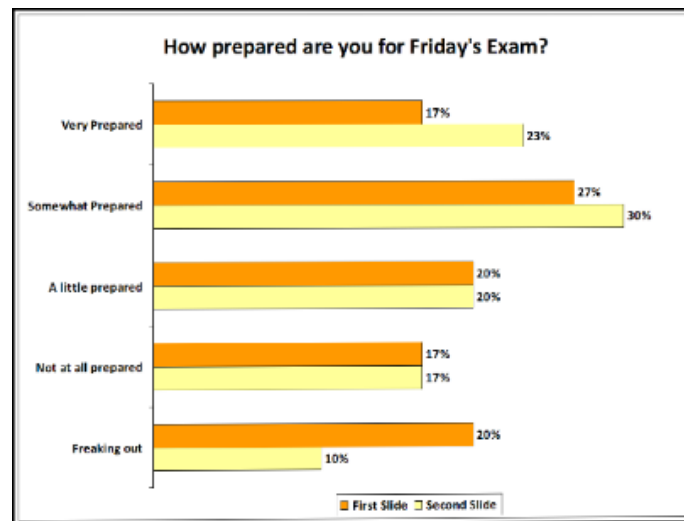

Fig. 1

1. Create the TurningPoint slides you would like to link.
2. Go to Insert Slide on the TurningPoint toolbar, and select Comparative Links.
3. In the window, choose each of the two slides you are linking from the dropdown windows. (see Fig. 2)
4. Select OK.

Fig. 2

5. The slides will now be linked. When viewing the presentation, the link will appear on the comparative link slide, and will labeled accordingly. (see Fig. 1)

Running TurningPoint Competitions

- **The Team Assignment slide**, which allows teams to be assigned by asking the audience members to choose a team. By default, this slide will accumulate points.
- **The Team Leader and Racing Leader Boards**, which display the top teams ranked by their point totals. (The team's points are the average of the team's participant's points.)
- **The Participant Leader Board**, which displays the top individual participants ranked by their point totals. By default, this slide will accumulate points.
- **Team MVP Slide**, which ranks the highest individual participants for each team, and their corresponding scores.
- **The Fastest Responders**, which displays the individual participants who responded most quickly to the most recent question (with a correct response, if applicable).
- **The Wager Slide**, which allows participant to wager a percentage of their earned points for the following question.

Steps to Running Team Competitions
1. Assign teams, either through participant list, or through Team Assignment Slide
2. Ask TurningPoint questions with correct answers set and appropriate point values.
3. Insert Team Leader Board(s) into presentation.
4. Run the presentation.

Steps to Running Individual Competitions
1. Load participant list, or set participant list to "Auto."
2. Ask TurningPoint questions with correct answers set and appropriate point values.
3. Insert Participant Leader Board(s) or Fastest Responder Slide into presentation.
4. Run the presentation.

Steps to Using a Demographic Comparison Slide

The Demographic Comparison slide visually displays the results of a question based on certain demographic information obtained from the audience
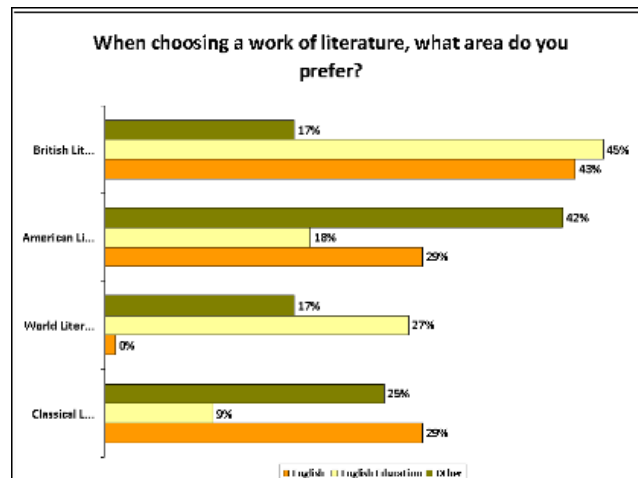

Fig. 3

To set a slide as "demographic":

1. Create a TurningPoint question slide
2. Click on the Tools option on the TurningPoint toolbar, then select Settings.
3. Choose the individual slide from the menu on the left
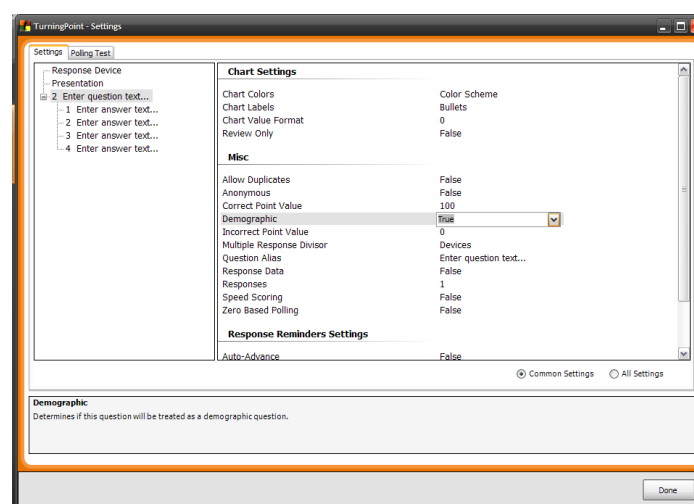4. From the options on the right, set Demographic to True. (see Fig. 4)

Fig. 4

This slide is now a demographic slide and will allow you to use it in the demographic comparison, as well as will enable you to run Demographic reports.

To insert a Demographic Comparison slide

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. Select Demographic Comparison slide.
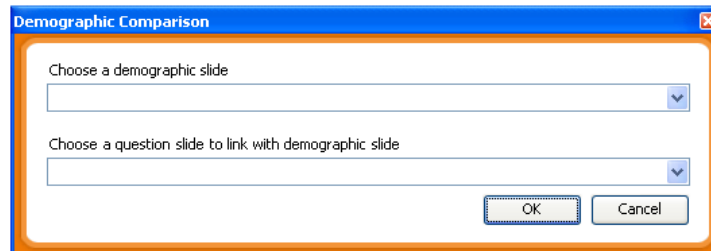4. The Demographic Comparison dialog box opens. (see Fig. 5)

Fig. 5

5. Select a demographic slide from the first drop-down menu.
6. Select a question slide to link with the demographic slide from the second drop-down menu.
7. Select OK.
8. The Demographic Comparison is now created. The slide will generate the comparative data when you run your presentation. (see Fig. 3)

TurningPoint File Extensions

There are many common file extensions in TurningPoint. Some are able to be used across multiple products to import information and content, while others are not.

File Extension	Type of File	Product(s) that can create these files.	Imports into TurningPoint
.tpl	Participant List	TurningPoint, TurningPoint AnyWhere, TestingPoint	YES
.tpz	Session File	TurningPoint, TurningPoint AnyWhere, TestingPoint	YES
.tqz	QuestionPoint Download	QuestionPoint	YES
.txlt	TestingPoint Test	TestingPoint	YES
.tpq	Question List	TurningPoint AnyWhere	NO
.tpx	Export Scheme	TurningPoint, TurningPoint AnyWhere, TestingPoint	YES
.tps	TurningPoint Standards	TurningPoint, TurningPoint AnyWhere, TestingPoint	YES
.tpa	TestingPoint Answer Key	TestingPoint	NO

Steps for using the TurningPoint Parser

The TurningPoint Parser allows you to import content into TurningPoint, creating interactive slides from each individual question.
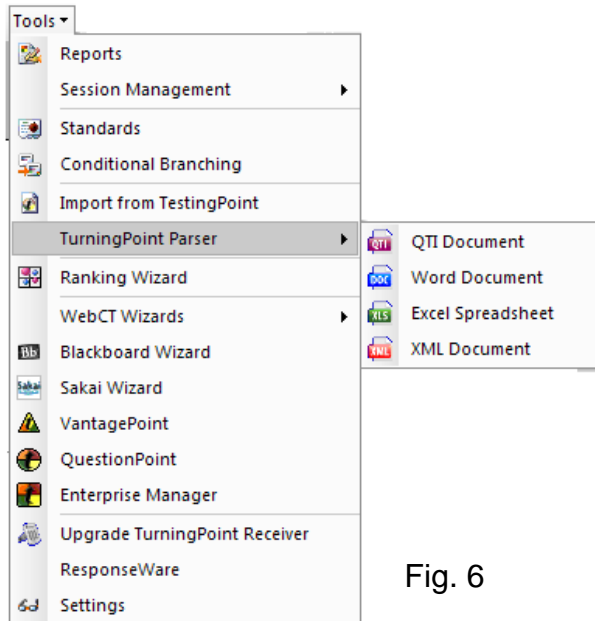
To Import Document into TurningPoint:
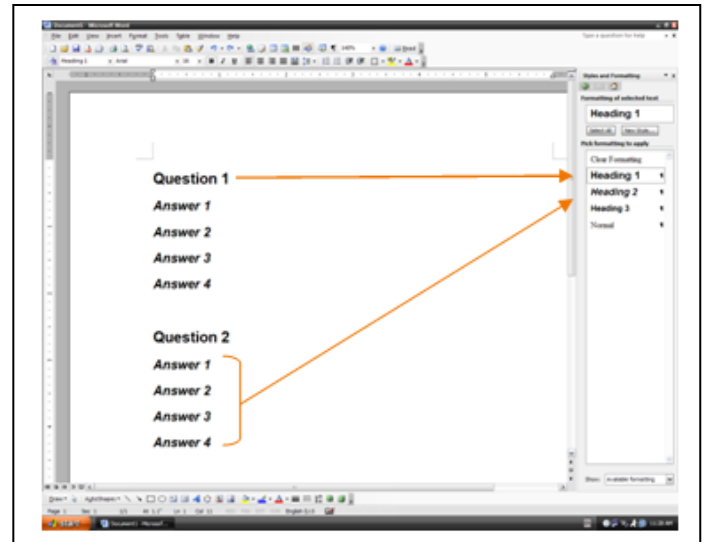

Fig. 6

Fig. 7

1. Select Tools from the TurningPoint Toolbar.
2. Scroll down and select the TurningPoint Parser.
3. Select the type of Document you would like to import. (see Fig. 6)
4. Navigate to where you saved your document.
5. A pop up box will appear, allowing you to choose to either insert the new slides at the end of your current presentation, or to create a new one.
6. The content will now be interactive slides within the presentation.

Example to Format your Microsoft Word document to use the Parser.

1. Open the document in Microsoft Word.
2. Remove all question number from the questions and bullets from the answer choices. (see Fig. 7)
3. Questions must all be formatted as Heading 1.
4. Answers must all be formatted as Heading 2.
5. Save and Close the document.
6. Import document into TurningPoint.

Steps for Creating Picture Slides

Picture slides allow you to offer pictures, instead of text, for the possible answers to the question.
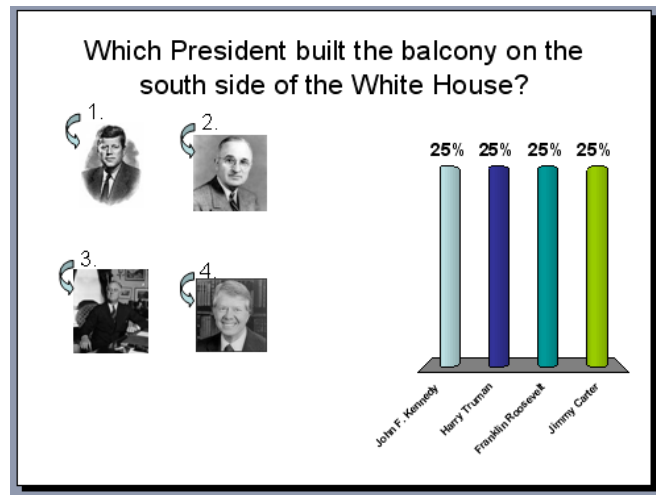

Fig. 8

1. Create a Basic TurningPoint slide
2. Set correct answers and add correct answer indicators if desired.
3. Add pictures into slide directly from PowerPoint. (see Fig. 9)
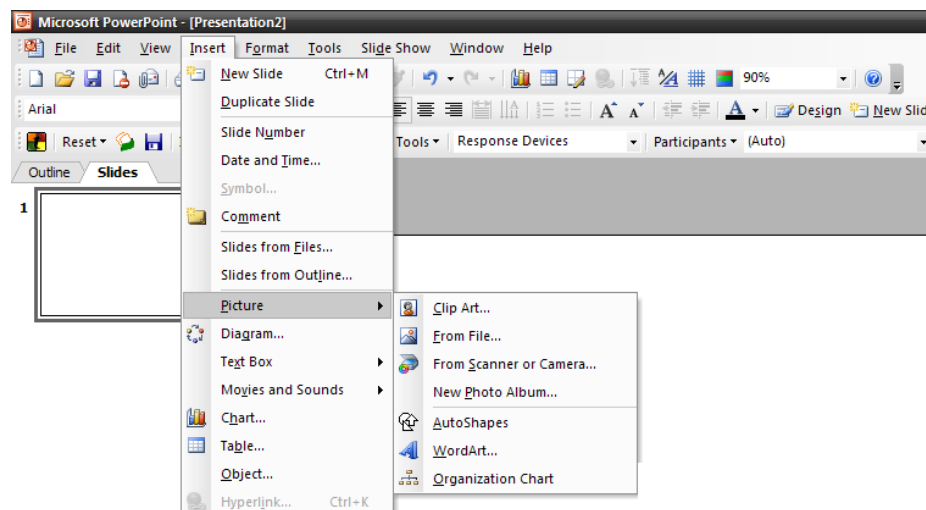

Fig. 9

4. Insert the pictures in the order that corresponds with the answer choices. OR While holding the control key, click on each image in the order that you would like them to be numbered.

5. Click on the Convert to Picture Slide icon on the TurningPoint toolbar.
6. The slide will display pictures in place of the answers. (see Fig. 8)

Presentation Settings

TurningPoint's presentation settings allow you to adjust the software defaults, in order to personalize your presentation options.
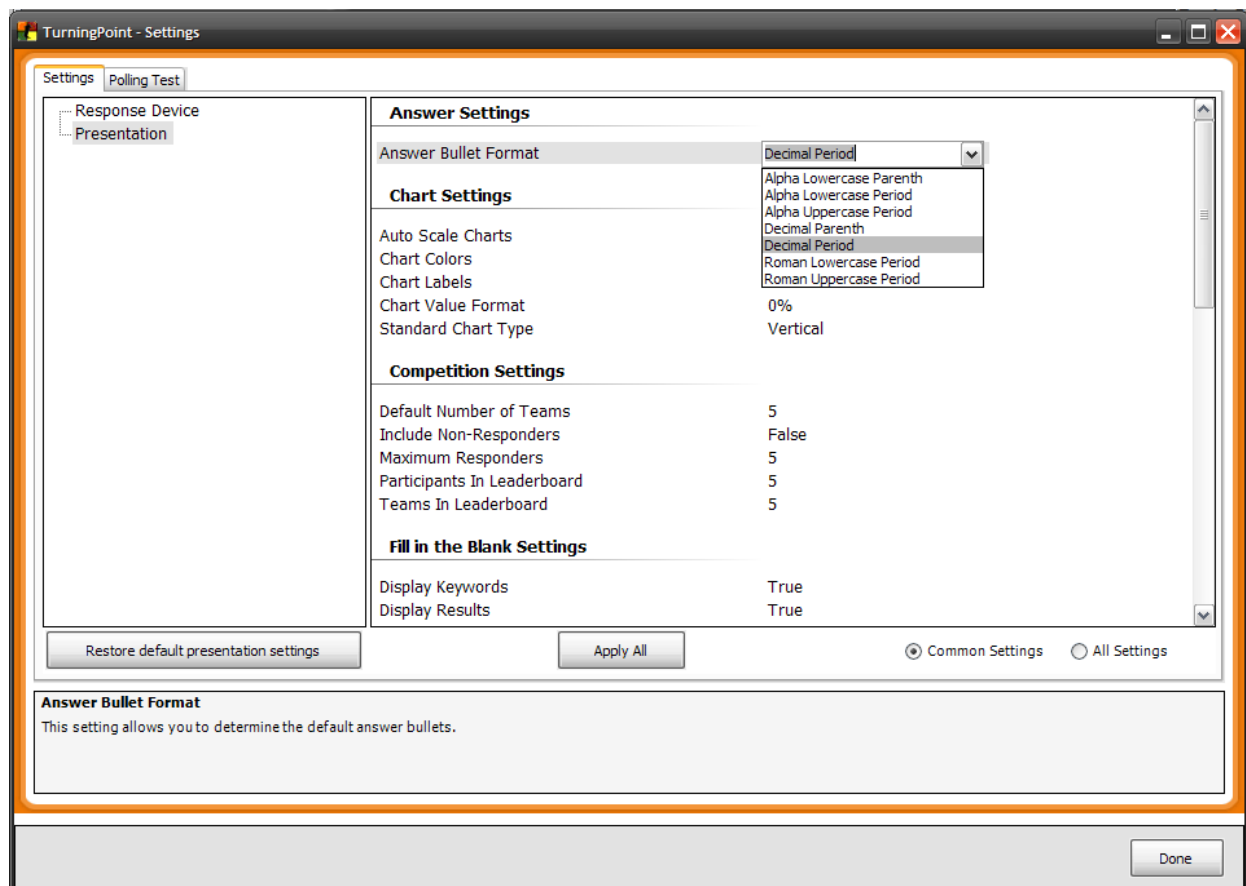

Fig. 10

1. Open TurningPoint
2. Click Tools on the TurningPoint toolbar.
3. Select Settings.
4. Click on Presentation on the left to display the setting on the right.
5. Click on the Setting name to get a description of what the setting controls in the box below.
6. Click on the Setting variable to display the drop down to make changes.
7. Click Done when complete.

Settings are now changed for slides created from this point forward.

Steps for Creating a Priority Ranking Slide

A Priority Ranking Slide allows your audience to rank multiple items on one criterion, displaying overall what items are included in the audience's preference.

Priority Ranking: Which topics do you feel weakest in? Pick your top 3 in order.

10%	1.	American Revolution
8%	2.	French Revolution
11%	3.	French-Indian War
12%	4.	War of 1812
18%	5.	Mexican American War
11%	6.	Civil War
10%	7.	World War I
10%	8.	World War II
5%	9.	Korean War
5%	10.	Vietnam War

Fig. 11

1. Go to Insert Slide on the TurningPoint toolbar, and select Priority Ranking from the menu.
2. A pop-up box will appear on the screen, allowing you to choose the number of answers you would like your audience to be able to give. When finished, select OK.
3. Type in your question and answer choices.

   Extra: TurningPoint calculates priority ranking by assigning a point value to each participant's answers, their first answer being weighted heavier than the second, etc.

Session Management

The Session Management option allows you to work with your student session data file before running a report.
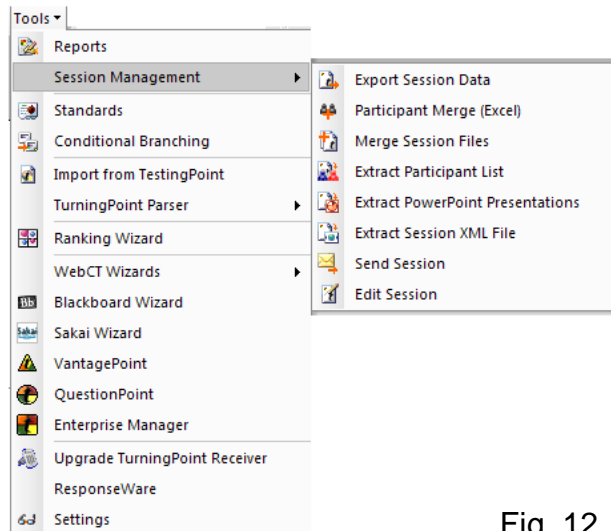

Fig. 12

1. Open TurningPoint.
2. Click on the Tools button.
3. Select Session Management.
4. Select the function to perform.

Example to Merge Sessions together.

1. Under Tools -> Session Management select Merge Session Files.
2. Select the Sessions to merge by clicking the first file, holding down CTRL and selecting the others. (see Fig. 13)
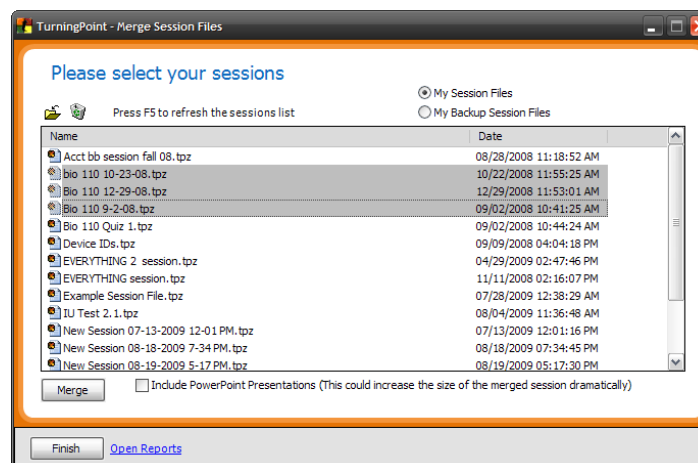

Fig. 13

3. Click Merge.
4. Name the Merged Session.
5. Click Save.
6. Click OK when the Merge is Successful.
7. Merged Session File will now appear in the Sessions folder. The original sessions will still be listed in the Sessions folder.

Example to Edit a Session.

1. Under Tools -> Session Management select Edit Session.
2. Select the Session to edit and click Next. All the questions from the session will appear.
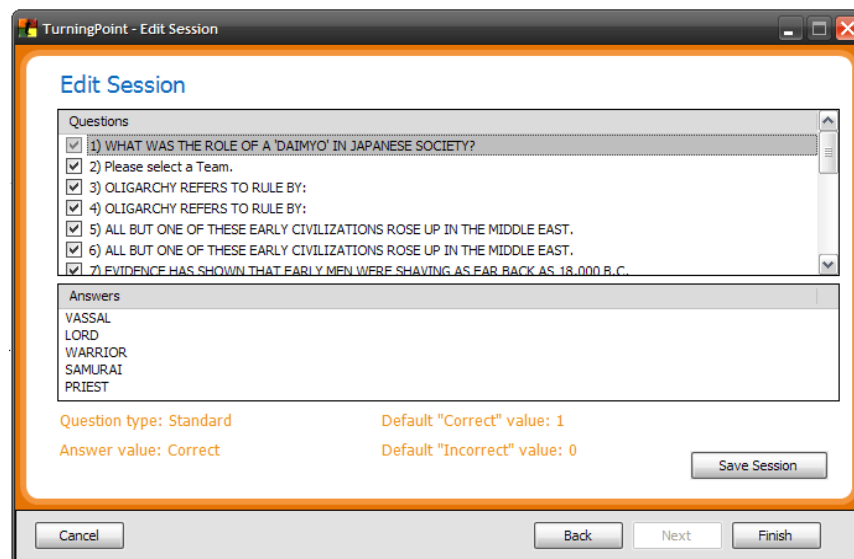

Fig. 14

3. Right click on any question to make any edits to the question. (see Fig 15)
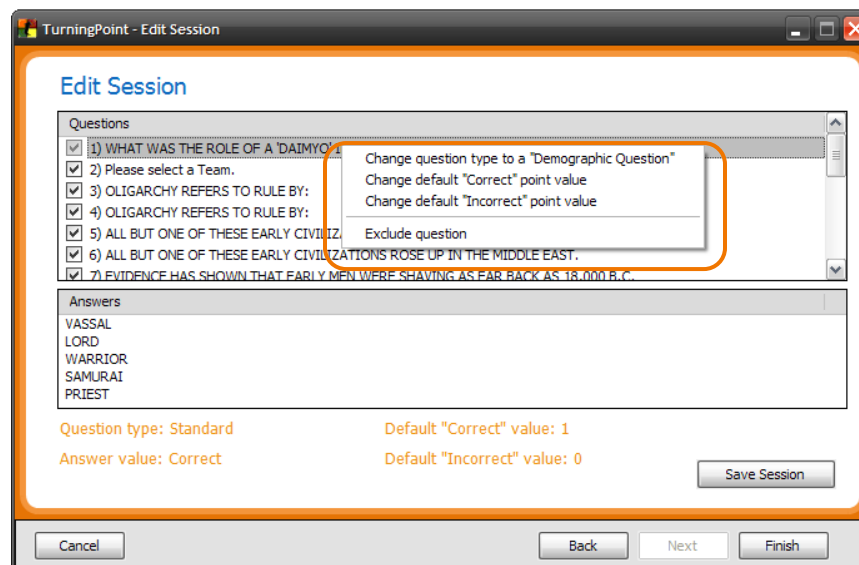

Fig. 15

4. Right click on any answer choice to make an edit to the answer details. (see Fig. 16)
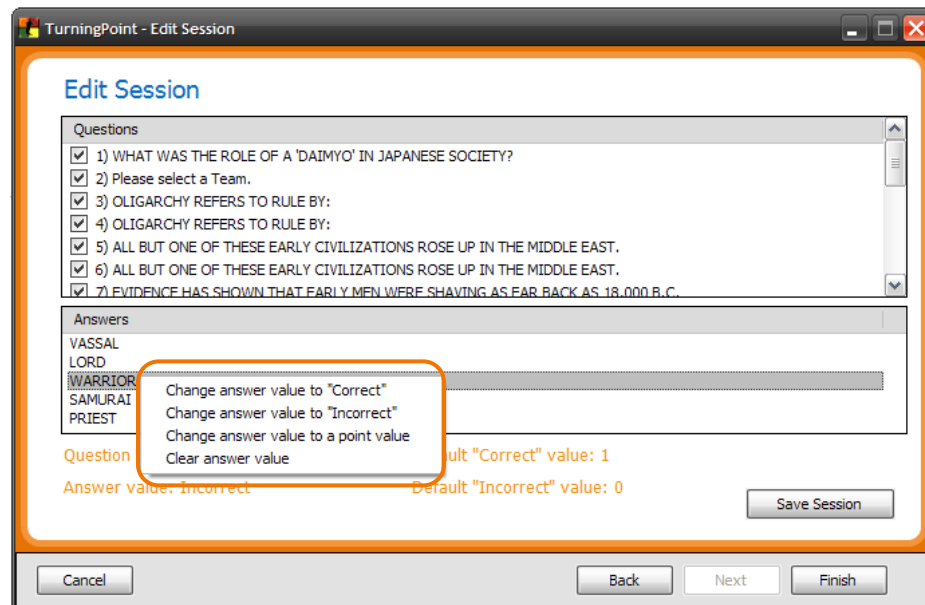

Fig. 16

5. Click Save Session after all edits are made.
6. Name the Session. (Change the name in order to create a new session file; otherwise it will replace the original.)
7. Edited Session Files are now in the Sessions folder and are able to be reviewed.
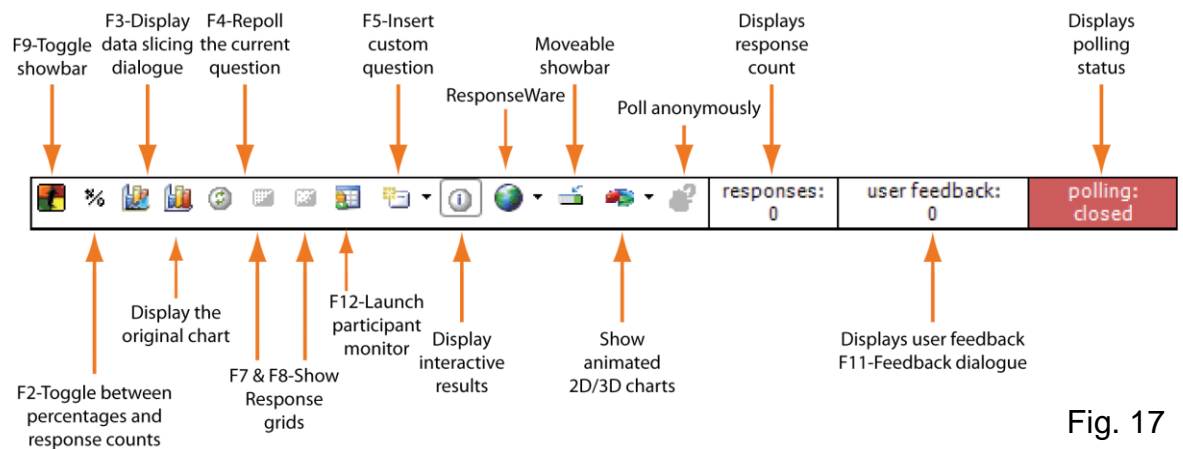
<u>Using the TurningPoint Showbar Tools</u>

Fig. 17

F2: This button will allow the presenter the "toggle" between the percentage of results each answered received and the actual number of responses each answer received.

F3: This button will allow the presenter to Data Slice. This will allow them to choose whether to display the data, sliced either by participant group or by how the audience answered a prior question. These sliced results will not affect the saved data. The choice next to this button on the Showbar will allow the user to display the original, unsliced chart.

F4: This button allows the presenter to poll the current slide another time. The data will be saved from the previous poll, so that both sets of data will appear in the final reports. If both sets are not desired, the user must edit the session data after the session is completed.

F6: This button allows the user to add a slide into the presentation without leaving the slide show. The arrow to the right of the icon will enter a pre-made slide, while the button itself will allow the user to customize a slide.

F7 & F8: These buttons allow the presenter to display a grid, showing the participants and whether or not they have yet responded to the question. F7 will show everyone in the list, and change color as they answer, and F8 will subtract the name as the participant answers.

F9: This button allows the user to take away the Showbar, or bring it back to view within the presentation.

F11: This button allows the presenter to display the Feedback and Messaging window. This allows the presenter and participants to communicate when using the ResponseWare feature.