

# **New Users for TurningPoint 4.2 in Office 03**

#### Setting Up Receiver

The receiver connects to the presentation computers USB port. The receiver works on a radio frequency channel, with a range of 250 feet. The default channel is 41.



When RF Receivers are used near each other, each Receiver has to be set on its own channel.

To change the channel on the receiver:

- 1. Click on the Tools button on the TurningPoint Toolbar.
- 2. Choose Settings from the drop down menu.
- 3. Click on Response Device on the left hand side.
- 4. Under ResponseCard Channels the current channel will be listed.
- 5. Click next to the 2 digit channel number and select a new channel.

- Response Device Presentation	ResponseCard Channels			
	Receiver: 003895 (v 2.4)	18		
	ResponseCard Misc			
	Expected Devices Enforce Participant List	30 False		
	Invalid Response Notification Overwrite User Information	False False		
	vPad			
	Enable vPod / RemotePoll Port Number	False 1001		
	ResponseWare			
	Always Show Login Info	False		
	л		Common Settings	O All Settings
ceiver: 003895 (v 2.4)				
is setting allows you to specify the	radio frequency channel for ResponseCard RF and Respo	nseCard XR devices.		

If the computer cannot locate a receiver, it will read Empty under ResponseCard Channels.

Student devices need to be set to the same radio frequency channel as the receiver they want to respond to in order to communicate properly. To set the channel on an RF card:



#### Standard and LCD Card

1. Press the Channel button.

- Type in the two digit channel number.
- 3. Press the Channel button again.

#### XR Card

- 1. Follow menu to Change Channel.
- 2. Type in channel.
- 3. Press Enter.





## **Creating TurningPoint Interactive Slides**

Interactive slides are the heart of TurningPoint. They can be used to poll, generate discussion or assess the audience, and immediately view the results.



To create a basic TurningPoint Slide:

- 1. Click on the Insert Slide button.
- 2. Select the slide type that is desired.

Enter question	text
1. Enter answer text	100%

- 3. Once the slide is inserted into the presentation, there are 3 components:
  - Question Area: Where the question being asked is typed.
  - Answer Area: Where up to 10 answer choices for the question are typed.
  - Results Area: Where the results of the slide will be displayed.



#### **Converting PowerPoint Slides to TurningPoint Slides**

Slides that were created in PowerPoint to be questions can be converted into interactive TurningPoint questions with ease.



To convert a PowerPoint slide into a TurningPoint slide:

1. Begin with a PowerPoint Slide in *Title and Text* (Office 03) layout *or Title and Content* (Office 07) layout.

*(Hint):* Title Area = Question

Text/Content Area = Bulleted Answer Choices

- 2. Click on the Insert Object button.
- 3. Select Charts option.
- 4. Choose one of the six available chart types.

## **Assigning Correct Answers**

Answer choices can be assigned in order to asses student achievement and award points.



To Set a Correct Answer:

- Highlight the answer(s) that are to be given value.
- 2. Right click on the selection.
- 3. A menu will appear with the answer choices listed toward the bottom.
- Choose from:

   Set as Correct
   Set as Incorrect
   Set Point Value
   Clear Answer Value



## **Inserting Objects**

Extra objects can be added to slides to enhance performance for both presenters and the audience.



- Choose *Charts*, to change the chart type on a slide.
- Choose Animated 2D/3D Charts, to add dimension to slides.
- Choose Answer Now, to add an answer now indicator.
- Choose *Countdown*, to add a countdown timer.
- Choose *Response Counter*, to add a counter that will count incoming responses.
- Choose *Response Table*, to add a table that illustrates individual incoming responses
- Choose *Correct Answer Indicator*, to show the correct answer to the question.
- Choose *Stats*, to add statistical data to your slide.
- Choose **Text Message**, to send a short message to ResponseWare devices.

## Participant Lists

Participant Lists allow a specific card to be assigned to each person. This makes it possible to track individual results and participation.





#### **Reset Session**

Sessions are reset before starting a new polling instance. It will clear previously collected data and return charts to zero.



Click the Reset button to reset the session, current slide or all slides in a presentation.

#### **Run Presentation**

To start a presentation, select the Slide Show tab and choose View Show. Pressing the Slideshow icon in the bottom left corner will also start the presentation.





## Saving Session

When a session is finished, the collected data may be saved by selecting Save Session.



To save a session:

- 1. Click on Save Session button on the TurningPoint toolbar.
- 2. Select the desired save location.
- 3. Name the Session file.
- 4. Click Save.



## **Running Reports**

TurningPoint offers 32 different reports to review collected data.

**Running Reports:** 

- 1. Click on Tools on the TurningPoint toolbar.
- 2. Select Reports.
- 3. Double click the Session file to run reports.



To import a Session file click on the folder icon and navigate to the files location.

	Press F5 to refresh the sessions is
Name	Date
Act bb session fall	11/25/2008 10:48:28 AM
EVERYTHING session	11/11/2008 02:16:07 PM
Merge 01-22-2009 12-01 PM	01/22/2009 12:01:54 PM
New Session 01-22-2009 11-53 AM	01/22/2009 11:53:26 AM
New Session 01-29-2009 11-18 AM	01/29/2009 11:18:34 AM
Period 2 01-12-2009 3-47 PM	01/12/2009 03:47:57 PM
webct Session	02/02/2009 11:38:02 AM

Reports by Category	
Articipant Results Reports     Results by Participant Reports     Participant Lists	
Standards Reports     Comparative Scoring Reports     Comparative Scoring Reports	
Comparison of the control of th	
	Description and Report Sample
	Report Description The description of the currently selected report will be displayed here.
Categories in italics have options	
Change numeric responses to alphabetic response	s (1 = A, 2 = B, etc)

- 4. Select desired reports.
- 5. Click the Generate Reports button.

6. Reports will generate in Microsoft Excel, each report on a separate tab.

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A1 • 🎋 Turning Graph	ical Results by Question	_
A B C D	E F G H	J K L M N
2	inical Results by Question	
3 Session Name: Mammals 5-15-09		
4 Created: 06/16/2009 11:10 AM		
5		
6 1.) Which animals have young born 7 immediate state?	in an	
a immature state?	Responses	
9 Monotremes	3 27.27%	07.044 07.044
10 Marsupials	5 45,45%	27.30%
11 Monotremes	3 27.27%	
12 Totals	11 100%	
13		
14		45.40%
15		
47		Theoreman Macaucials, Theoreman
18		anonolenes anarsopas binoroberies
19		
20		
21		
22		
23 24 23 Which of these is a Monotramos	2 Pasnonsas	
25	i Netpolites	
26 Horse	0 0%	
27 Caw	1 7.14%	0% 7.10%
00 0 1 1 M 1 0 1	13 92.86%	
28 Duck-billed Platypus	0 0%	
29 Dog	14 100%	
29 Dog 30 Totals		
29 Dog 30 Totals 31		
29 Dog 30 Totals 31 32		92.90%
22 Dock-barred Platypus 29 Dog 30 Totals 32 33		92.90%
29 Dog 30 Totals		