

## New Users for TurningPoint 4.2 in Office 03

### Setting Up Receiver

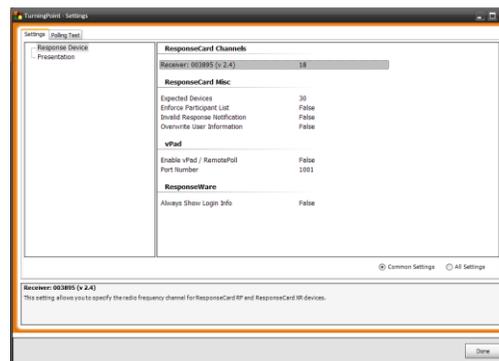
The receiver connects to the presentation computers USB port. The receiver works on a radio frequency channel, with a range of 250 feet. The default channel is 41.



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.



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.
2. 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.



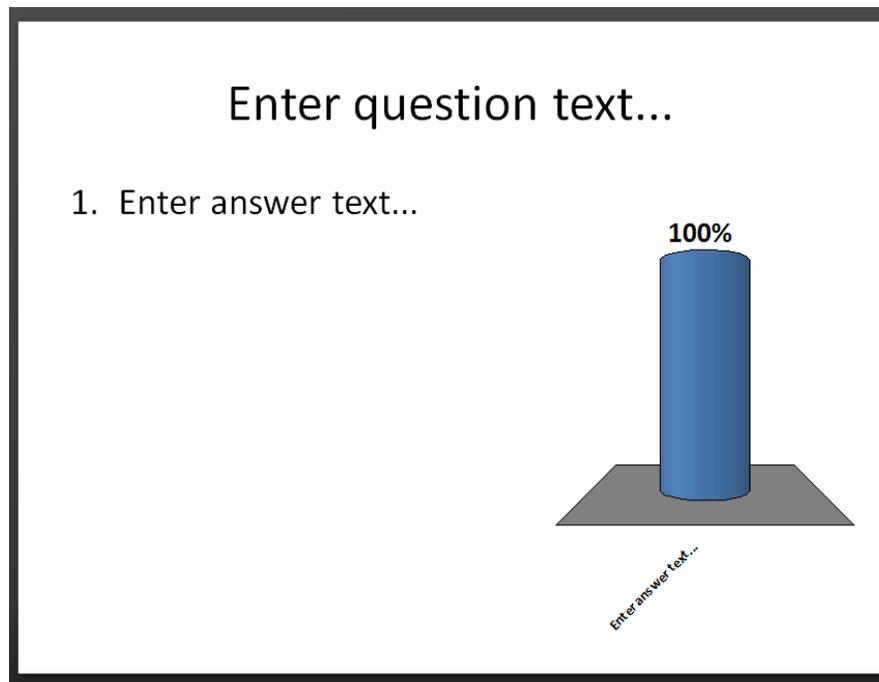
## Creating TurningPoint Interactive Slides

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:

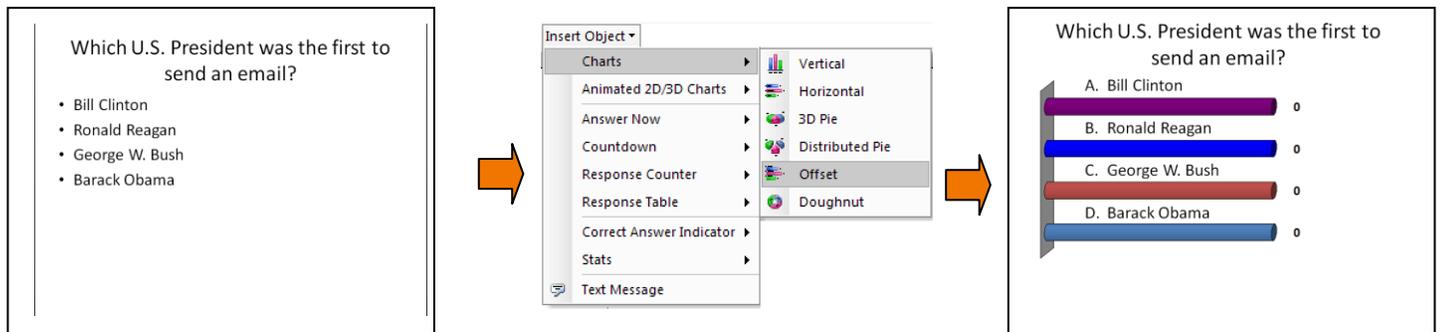
1. Click on the Insert Slide button.
2. Select the slide type that is desired.



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.

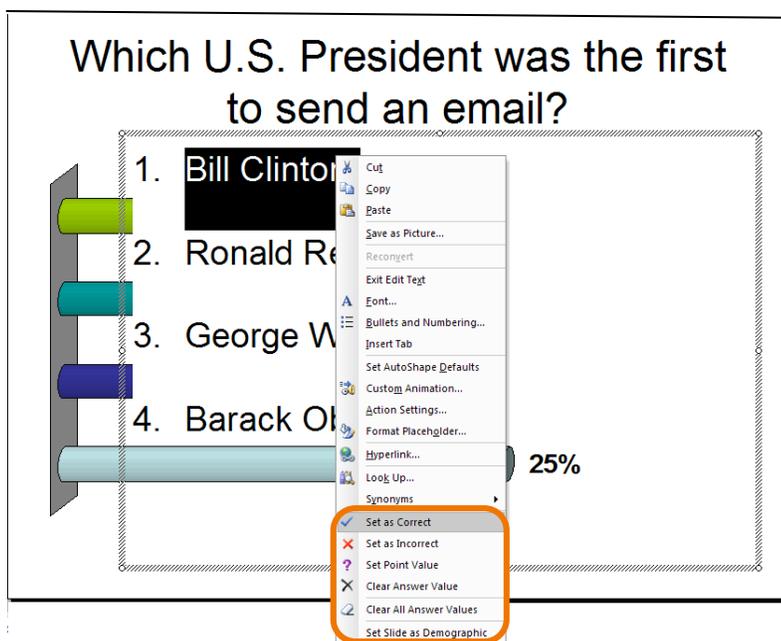
(Hint): Title Area = Question

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 assess student achievement and award points.

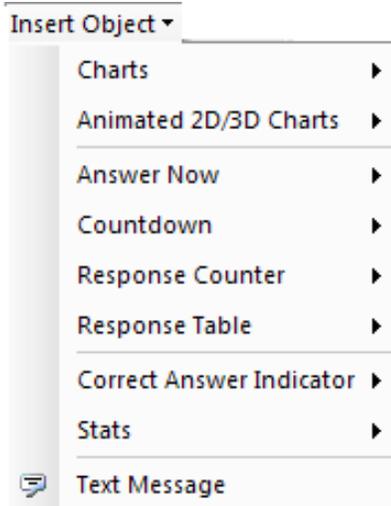


To Set a Correct Answer:

1. 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.
4. Choose from:
  - Set as Correct
  - Set as Incorrect
  - Set Point Value
  - Clear Answer Value

## Inserting Objects

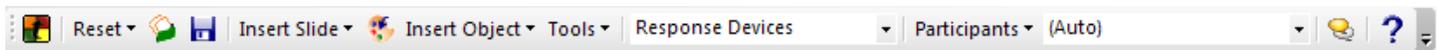
Extra objects can be added to slides to enhance performance for both presenters and the audience.



- 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.

**1**

The **Participants** menu gives you several options:

- **Participant List Wizard** to create a list.
- **Import a Participant List** to bring a list in from another location.
- **Edit a Participant List**, to open a list and make changes.
- **Delete a Participant List**, to delete a list from your computer.
- **Real-Time Registration Tool**, to assign devices on the spot.
- **Participant List Display**, to easily review entries in a Participant List.

**2**

The **Participants List Drop Down** menu allows you to choose a Participant List that has already been created.

- **Anonymous** - Responses are confidential.
- **Auto** - Responses are tied to a Device ID with no official list loaded.
- **Custom List** - Responses are tied to the Device ID and to the corresponding name in the Participant List.

## Reset Session

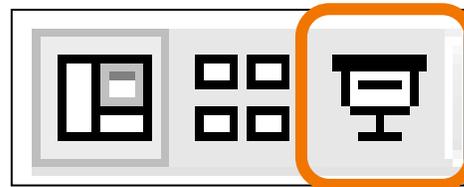
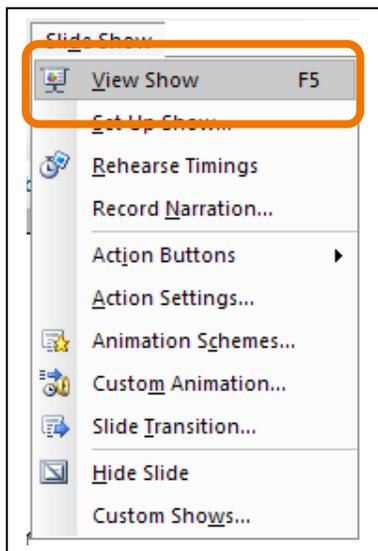
Sessions are reset before starting a new polling instance. It will clear previously collected data and return charts to zero.



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

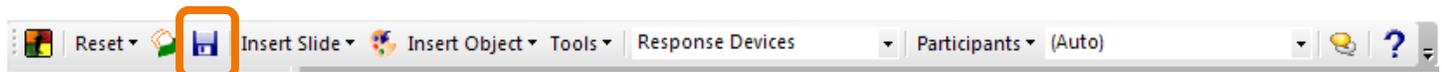
## Run Presentation

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.

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

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

