



# **Turning**Point Mac Version

## **User Guide**

September 2007



## Checking the Version of TurningPoint<sup>®</sup> for Mac Installed

If you already have TurningPoint installed on your Mac you can easily check your version number.

1. Click the "TurningPoint icon" on the TurningPoint toolbar:







#### Steps to Insure TurningPoint Installs Correctly

Make sure your Mac meets the system requirements.

G3-class processor or better Mac OS X 10.3 or higher 256 MB RAM (512 MB recommended) 10 MB hard disk space Microsoft Office 2004 (Full install) for Mac Available USB 1.1 or USB 2.0 port

## Installing TurningPoint<sup>®</sup> for Mac

\*\* If you currently have an earlier version of TurningPoint on your Mac, you must remove it and empty the trash before installing the new build.

#### **Download TurningPoint**

- 1. Go to: <u>http://www.turningtechnologies.com/groupresponsesystemsupport/downloads.cf</u> <u>m</u>
- 2. Select the link that says "TurningPoint for Mac".
- 3. **Fill out** the registration information.
- 4. A link will be emailed to you.
- 5. Click the link in your email and the download will begin.
- 6. Save this file to your Desktop for easy access.

#### Installing TurningPoint

1. Double click on the *TurningPoint.dmg file* on your desktop.



2. Double click on the installer.mpkg





3. The installer will open and begin the installation.

● ● ●	🥪 Install TurningPoint
	Welcome to the TurningPoint Installer
Introduction	Welcome to the Mac OS X Installation Program. You will be guided through the steps necessary to install this software.
License	
Select Destination	
Installation Type	
Install	
Finish Up	matunturi
onnihulun vulunt	and a lo
1	
-	
Marine Contraction of the Contra	Go Back Contin

- 4. Click **Continue**.
- 5. Read and accept the Software License Agreement.



- 6. Click Continue.
- 7. Install to your hard drive.



	Colort a Destination
	Select a Destination
Introduction	Select a destination volume to install the TurningPoint software.
0 License	
• Select Destination	
Installation Type	
Install	Macintosh HD
Finish Up	55.6GB (37.4GB Free)
ntrohodon 4 2	
1	You have chosen to install this software in the folder "Applications" on the volume "Macintosh HD."
	You can choose the folder to install into.
	Destination folder: Applications Choose
T	

8. Click Continue.

000	🥪 Install TurningPoint
I	asy Install on "Macintosh HD"
<ul> <li>Introduction</li> <li>License</li> <li>Select Destination</li> <li>Installation Type</li> </ul>	Click Install to perform a basic installation of this software package on the volume "Macintosh HD."
Install     Finish Up     imporprogramming     4 5	a a to
Z	Customize Co Back Install

9. Click Install.



900	🤪 Install TurningPoint
<ul> <li>Introduction</li> <li>License</li> <li>Select Destination</li> <li>Installation Type</li> <li>Install</li> <li>Finish Up</li> </ul>	The software was successfully installed
	Go Back Close

10. Click Close.



## **Setting Up Your Hardware**

TurningPoint 2008 for Mac requires TurningPoint USB IR (Infrared) or USB RF (Radio Frequency) receivers for polling.



**RF** Receiver



**IR Receiver** 

- 1. Plug in your USB receiver.
- 2. The receiver is now installed and will be detected by TurningPoint.



#### Setting a Channel for a Radio Frequency (RF) Receiver

- 1. Click **Tools** on the TurningPoint Toolbar.
- 2. Select Settings.

🔍 🖪 🛛 Reset * 🗔 🗐 💰 Insert Slide * 🇐 Insert Object *	Tools  Response Devices Participants	• (Auto)
	Turning Reports	
	ஸ்' Settings	
	Standards	
	A TurningPoint Parser	
	F Upgrade TurningPoint	

3. Select **Response Devices** on the left side of the screen.

	Settings	Polling Test	
Objects	Property	Value	
Application	ResponseCard Misc		
Response Devices	Force Channel Change	False	;
Presentation	Expected Devices	33	
	Enforce Participant List	False	•
	ResponseCard Channel	s	
	Receiver: 006AD8	22	•
	Unknown	42	•
	Unknown	43	•
	~ Unknown	44	•
	Unknown	45	•
	Unknown	46	•
	Unknown	47	•
	Unknown	48	•
	Unknown	49	•
	Unknown	50	
	vPad		
	Enable vPad	False	:
0			

4. From this menu, you can change the channel on your receiver. All RF receivers and RF ResponseCards have a default channel setting of 41. If you are using more than one receiver because of a large audience, you will need to assign different channels for each receiver. Also, if you are using TurningPoint in close proximity to someone else using another TurningPoint system, you will need to be on separate channels to prevent interference.



#### Programming your ResponseCard RF

- 1. Press and release the **GO** button.
- 2. While the light is flashing red and green, **Enter the 2 digit channel number** (i.e. Channel 1 = 01, channel 21 = 21). This is the same channel number the receiver is programmed for.
- 3. After the second digit is entered, press and release the **GO** button.
- 4. The light should flash green to confirm.





#### Setting up a Participant List

- 1. Click the Participants dropdown tab on the TurningPoint Toolbar.
- 2. Select Participant List Assistant.



3. You have the option to select a template or create your own custom template from a list.

000	Participant List Assistant	
Please Select A Pa	rticipant List Template To Start	
🖲 Education Tem	plate	
O Corporate Tem	plate	
O All Available Fi	elds	
O Blank Template		
O Custom Templ	ate	
Custom Templates		
-		
Cancel	Go Back Co	ontinue

- 4. Click Continue.
- 5. You have the option to add or remove fields to customize your participant list.



ailable Fields		Selected Fields
t Name		Last Name
st Name		First Name
oting Weight		Device ID
Idress 1		Student ID
ldress 2		City
ty	U -	•
ate/Province		
p/Postal Code		
ountry		
one	-	
obile	Ŧ	
	-	

- 6. To remove a field, highlight it and click on the **Minus** (-) button.
- 7. To add a field, drag and drop it into the selected fields list.
- 8. To add a custom field, click the **Plus** sign(+), double click the Custom field and rename it.
- 9. Click Continue.
- 10. After you click continue, a summary of your participant list will display.
- 11. You will also be able to name your Participant List.
- 12. Once you have completed everything, click **Finish**. (See Screenshot on Pg. 13)



articipa	Int List Information	
Summary	у	
Name:	New List 5-31-2007 10-06 AM	
Numbe	er of Fields: 3	
litor allow	ish" to generate your new Participant List and launch the Participant Lis ows you to add and edit participant information.	t Editor. Th
litor allo	sh" to generate your new Participant List and launch the Participant Lis	t Editor. Th
litor allov	sh" to generate your new Participant List and launch the Participant Lis	t Editor. Th

- 13. If you need to make changes ,click **Go Back**.
- 14. After you click finish, you will be able to enter your information into the appropriate fields.
- 15. Double click inside the field and enter the information.
- 16. The Device ID is the six-digit hexadecimal number on the back of your ResponseCard. Your participants will be linked to the Device ID in their row.

•	00		Ne	w List 5-3	1-2007 10-06 AM.tpl
	Device ID	Last Name	First Name	Student ID	
	89C1B	Smith	John	345612	
	089036				
	-				
			-		
C	* -				(Cancel) (Save)
0	*				Cancer Save

17. Click Save.





#### Loading your Participant List

- 1. Click the Dropdown Menu next to Participants.
- 2. You will see a list of the participant lists you have created. (Anonymous) and (Auto) will be listed.
- 3. If you select **(Anonymous)**, responses will not be associated with an individual participant. If you select **(Auto)** the Device information from the ResponseCard will be captured.
- 4. Selecting a participant list you created will associate all information submitted by participants to the participants' name.





#### **Creating an Interactive Slide**

- 1. On the TurningPoint toolbar click Insert Slide.
- 2. Select the **type of slide** you would like to create. For example, start with a simple vertical slide.

🖁 🖪 🛛 Reset 🔻 🔯 🗐 💰	Insert Slide  Tools	Response Devices	Participants • (Auto)	•
	Vertical Slide	ů.		
	🗮 Horizontal Slide			
	3D Pie Slide			
	🕘 Distributed Pie Slide			
	Soffset Slide			
	🚍 Yes/No			
	🚍 True/False			
	Yes/No/Abstain			
	Likert Slides	•		
	Generic Slides	۱.		
	🗟 ResponseCard RF Channel Slide	2		
	🖏 vPad Log-In			
	ॷ Fill in the Blank Slide			
	🕎 Essay Slide			

- 3. Your new slide will populate.
- 4. Enter your question in the **Enter question text...** box.
- 5. Enter your answers in the **Enter answer text...** box.





6. Click the **Refresh** button to apply all modifications you make to your slide.



7. Your charts will be updated accordingly.





#### **Setting a Correct Answer**

1. Right click (ctrl + click) on an answer and select Set Answer Values.



2. You can also set an answer by clicking on the **Tools** tab.

00	Set	tings		
	Settings	Polling Test		
Objects	Property	10 - M.	Value	
Application Response Devices	Answer Settings Answer Alias		George Washington	
<ul> <li>♥1. Who was the first President?</li> <li>• John Adams</li> <li>• Benjamin Franklin</li> <li>• George Washington</li> </ul>	Answer Value		Correct	
		The value of the an	swer	

3. Select Display Settings and then choose an answer.

4. You can assign an answer as Correct or Incorrect. You can also give the answer a point value.



#### **Running Your Presentation**

1. Click the **Start the TurningPoint Slideshow** button on the TurningPoint toolbar.



2. Your presentation will appear in slideshow mode with the TurningPoint Showbar.

- 1. peel
- 2. pit
- 3. skin
- 4. stem
- 3. To open polling on a TurningPoint slide, click on the blue **Play** button.



- 4. You will see responses accumulate when polling is open.
- 5. To close polling click the blue **Stop** button.



6. Continue until your presentation is complete.



## Saving a Session

1. Click on the **Save Icon** in the TurningPoint toolbar.



- 2. Name the session.
- 3. Click Save.

	Enter A Name 10 Save The Session	
Save As	New Session 5-31-2007 10-27 A	M (*)
	Sessions	🗘 🔍 search
🖲 Network 🛛 🦳	Anthropol75 402.tpz	
Macintos	📁 Backup 🕨 🕨	
🛿 Firefox 🔺	etest.tpz	
SECUR 🔺	🕒 Histiry1551May21.tpz	
NO N 🔺	laura test.tpz	
🗋 Turni 🔺 📗	<ul> <li>Lenders March 14.tpz</li> </ul>	
Deckton	LukeTest1.tpz	
turningte	LukeTest2.tpz	
Applications	LukeTest3.tpz	
Documents	macsession.tpz	
Movies	Name and CO. AMARA	



## **Running Reports**

- 1. Click **Tools** on the TurningPoint toolbar.
- 2. Select Turning Reports.



- 3. Select the Session from which you would like to view results.
- 4. Click Load.

Selected Session		Choose a session	file		
Report > Results by Question > Demographic Repor > Participant Results R > Standards Reports > Comparative Scoring > Other Reports	Network Macintos Firefox SECUR NO N Desktop turningte Documents Movies	Sessions Anthropol75 402.tpz Backup etest.tpz Histiry 155 1May21.tpz Lenders March 14.tpz LukeTest1.tpz LukeTest2.tpz LukeTest3.tpz LukeTest3.tpz LukeTest3.tpz LukeTest3.tpz	in Load	(Q search	Select Session
			Cance	d Open	Constate Report



- 5. Click on a category.
- 6. Select which report is to be run.

Current Session	Select Session
Report Results by Question Reports Results by Question <u>Graphical Results by Question</u> Demographic Reports Participant Results Reports Participant Lists Standards Reports Comparative Scoring Reports Other Reports	Graphically displays summary response information by question.

7. Click Generate Report, and the report will generate in Microsoft Excel or Word.





#### **Running Demographics**

A new feature of our TurningPoint 2008 software is the ability to track demographics. Based on how the audience responds to a certain question or questions, you can run reports at the end based on those demographic breakdowns.

1. Start by inserting a question slide.



## What is your major?

#### 2. Go to the Settings Menu.

Objects	Settings	Polling Test		
Objects				
Application Response Devices Presentation <b>v1. What is your major?</b> • History • Sociology • Anthropology • Other	Property Slide Settings Demographic Question Question Alias	Val	ue ulse at is your major?	

3. Click on the **Arrows** to the right of the Demographic Question selection.



000

	Settings Pollin	ng Test		
Objects	Property	Value		
Application	Slide Settings			
Response Devices	Demographic Question	✓ False	0	
Response Devices Presentation ♥1. What is your major? • History • Sociology • Anthropology • Other	Demographic Question Question Alias	Top	_	
	Þ			
Reset All Settings				

#### 4. Change the setting to "True."

	Sett	ings	
	Settings	Polling Test	
Objects Application Response Devices Presentation ▼ 1. What is your major? • I History • Sociology • Anthropology • Other	Property Silde Settings Demographic Question Question Alias	Value True What is you	r major?
Reset All Settings			

- 5. The audience will now be assigned to the demographical categories you selected based on how they respond to this question.
- 6. After your session is complete, you can now run demographic reports.



#### Example of a Demographic Report:

