User Guide

TurningPoint®

Turning Technologies, LLC, 255 West Federal Street, Youngstown, OH 44503 USA.

The following regulatory statements apply to radio frequency and XL infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard XL, and their respective receivers.

FCC Statement

This product has been tested and found to comply with Part 15 of the FCC Rules. Operation is subject to the following conditions: it may not cause harmful interference and must accept interference received, including interference that may cause undesired operations.

Changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

Canada Statement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Content

What's New in 2008

This version of TurningPoint includes a healthy number of improvements and additions. The new features provide simplified device set up, more control over how results can be displayed, interesting new ways to engage your audience, and a more customizable experience.

Internationalization

TurningPoint now supports users who speak non-English languages including French, Brazilian Portuguese, Spanish, Dutch, Japanese, Korean, German and Russian.

Enhanced Response Device Detection

TurningPoint's Enhanced Response Device Detection...

- Provides Plug and Play capabilities for Response Innovation's USB Receivers eliminating the Device Location and need to run the Response Device Wizard
- Allows you to predetermine and set Channels when presentations are being conducted in multiple adjacent rooms

User Friendly Settings and options allow for a more Personal Experience

With the new settings interface, you can:

- Use the Settings Hierarchy to personalize the Presentation-level, Slide-level and Answer-level settings
- Use drop-down menus to change many of the settings
- Choose from Common Settings or All Settings

- Review a more detailed description of each setting

With more customizable settings and options, you can:

- Use an mp3, aiff, au, mid, midi, or wma as a Countdown Sound
- Customize where you save your sessions
- Assign negative point values to questions and answers
- Move the Showbar anywhere on the screen

Picture Slides Enhancements

Assign an answer value to a Picture Slide with a simple mouse click.

- Set an answer as Correct/Incorrect or assign a point value
- Clear the value for an answer

TestingPoint 2008 Support

TestingPoint is a Microsoft Word add-in that allows you to:

- Create self-paced paper tests
- Collect responses via the Test Administrator
- Run reports in Microsoft Excel
- Upload TestingPoint sessions into VantagePoint to view performance of each child, class, building, or district level compared to State Standards
- Import your self-paced tests into TurningPoint to create interactive presentation

Built-in Testing Standards

With Built-in Testing Standards, you can choose standards by:

- State (choose from all 50 states)
- Topic
- Subject
- Grade

Smarter Conditional Branching

Creating a Conditional Branch has been simplified. TurningPoint 2008 guides you along the way.

TestingPoint is a Microsoft Word add-in that allows users to create self-paced tests. TurningPoint allows users to import TestingPoint documents to create an interactive presentation.

1 About TurningPoint

Welcome to TurningPoint, the easiest, most powerful, fully interactive group response system available. Designed to be used 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. TurningPoint was designed to run on Office 2003 and Office 2007 with Office XP support. (Find additional information in ***System Requirements*** on page 11.) 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 Participant List Wizard helps to you get started quickly.

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 creation of Participant Lists and reporting of classroom results and grades.

Additionally, TurningPoint is now available in a range of non-English languages. Customers may download a language pack from www.TurningTechnologies.com.

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 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:

- Intel or AMD 600 Mhz class processor (1 GHz or higher recommended)
- 256 MB RAM (256 MB or more of “available” RAM recommended)
- 60 MB hard disk space (an additional 32 MB is required if you do not have Microsoft .NET Framework 2.0 installed)
- 1024x768 resolution at 32-bit color or higher
- Standard USB 1.1/2.0 port
- Ethernet or 802.11 compatible wireless network card (for ResponseWare App and ResponseWare App Presenter use)

Requirements for Software

The following software applications are required before installing TurningPoint:

- Microsoft Windows XP, Vista, or higher
- Microsoft Office 2003, 2007, or XP

Initial Setup

There are two easy steps that need to be completed before you begin using TurningPoint. This section will guide you through those steps.

This section describes how to:

- ***Install TurningPoint***
- ***Open TurningPoint with PowerPoint***

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 11. A computer must meet these system requirements before installation.

Step by Step Instructions

To install TurningPoint software on a computer…

1 Install TurningPoint in one of two ways:

- Download the latest edition of TurningPoint from the Turning Technologies web site.

  The Turning Technologies web site is located at http://www.turningtechnologies.com. Complete the download request form and Turning Technologies sends an email with download instructions. When the download is complete, double-click the setup icon to launch the InstallShield Wizard.

- To install from a CD, insert the CD into the computer.

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

2 If an older version of TurningPoint is installed, the InstallShield Wizard displays a message requesting you to uninstall the previous version.

If this is the first time you are installing TurningPoint or have already removed a previous version, continue with step 3.

a. Select OK.

The Windows Installer closes.

See Windows Help file for instructions on uninstalling a previous version. Resume process at step 1.

3 Select the Next button to continue the installation.

A window opens and 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.

License Agreement

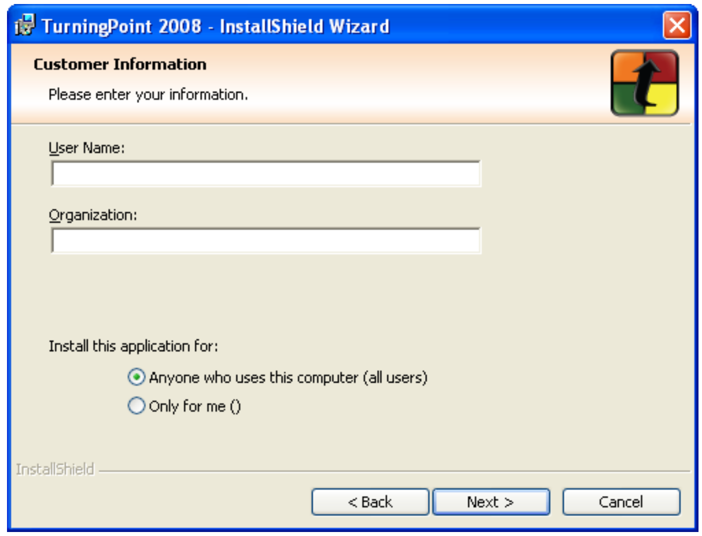
4 Select the button labeled "I accept the terms in the license agreement" if you accept these terms.

Accepting the terms of the license agreement permits you to continue with the process of installing TurningPoint.

5 Select the Next button.

A window opens and displays customer information entry fields.

Customer Information

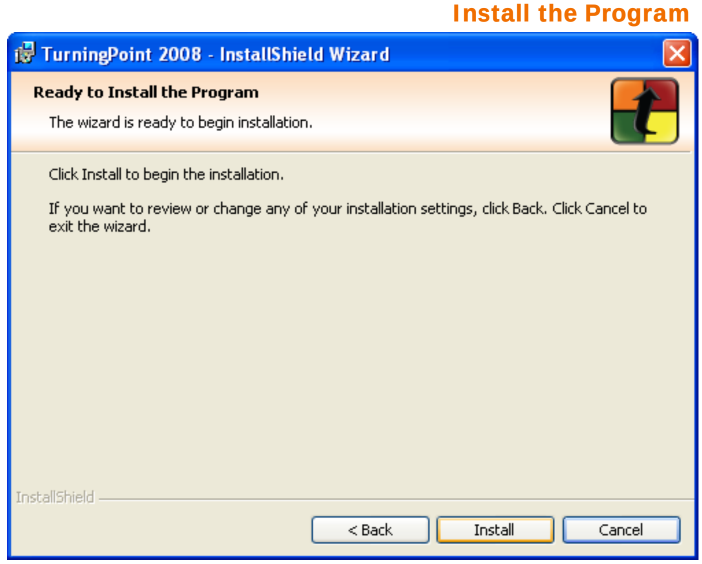


6 Enter your name and organization in the fields.

7 Select the Next button.

A window opens and displays a confirmation message stating that the computer is ready to install TurningPoint.

Install the Program



8 Select the Install button.

The computer installs TurningPoint and displays the Finish button on the page when the process is complete.

Installation Wizard Completed

9 Select the Finish button.

A window opens and 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 located on your desktop points to the location where you installed TurningPoint on the computer. Double-click the icon to open the program.

TurningPoint Shortcut Icon

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 this option from the Settings window.

Step by Step Instructions

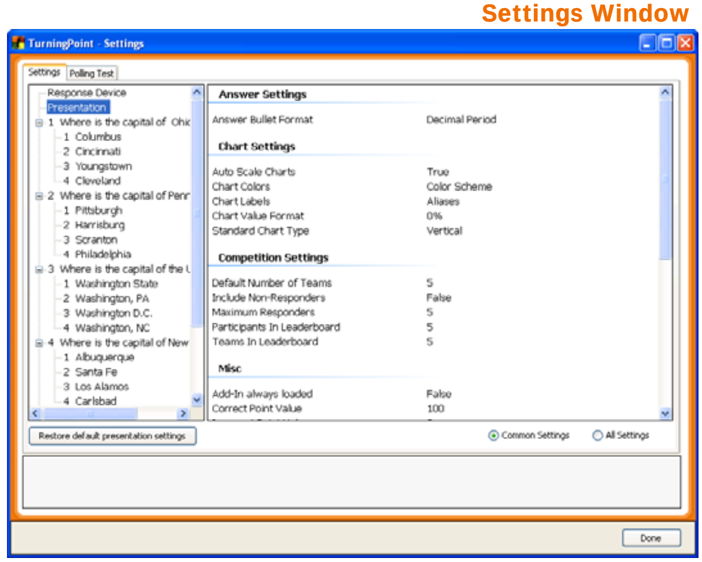
To toggle the option to automatically load TurningPoint...

1 Double-click on the TurningPoint icon.

2 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window



3 Select Presentation from the Settings Hierarchy.

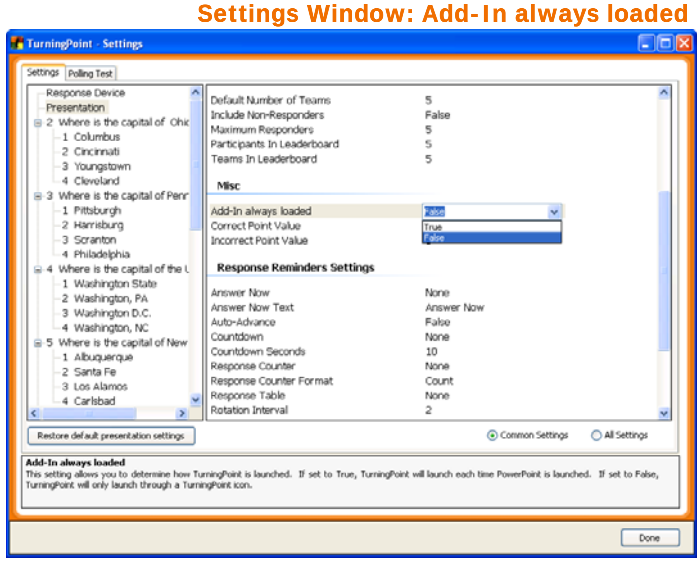
A specific list of settings options displays in the menu.

4 Scroll down the menu until you see the Misc settings.

5 Select the Add-In always loaded setting.

A drop-down menu opens.

Settings Window: Add-In always loaded



6 Choose either True or False.

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 must launch TurningPoint by using the TurningPoint.exe shortcuts created at the time of installation.

> ***Note*** TurningPoint uses False as the default setting for Add-In always loaded.

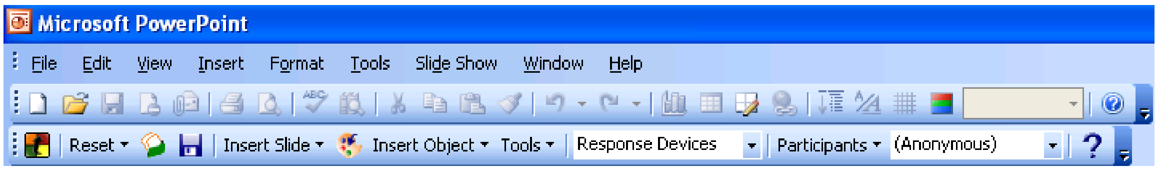
7 Select the Done button.

The Settings window closes and, depending on your selection, TurningPoint either loads or does not load the next time you open PowerPoint.

Tour of the TurningPoint Toolbar

When you launch 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 2008 toolbar:

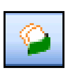
Information

Allows you to view information about your TurningPoint Software. It also allows you to see liscensing information for the reveiver you are using, and it provides a mechanism to supply Feedback to TurningTechnologies.

Reset

Displays a menu of options to clear the current user response data to start a new session or reset individual slides for polling. Find information about polling the audience in ***Chapter 7: Run Presentations***.

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 9: Sessions***.

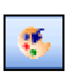
Save Session

Stores the current session for retrieval later. Find information about saving sessions in ***Chapter 9: Sessions***.

Insert Slide

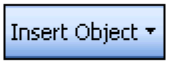
Displays a menu of TurningPoint slides that you select to create a presentation. Find information about TurningPoint slides in ***Chapter 3: Creating and Saving Slides***.

Convert to Picture Slide



Assigns pictures as answers in place of text. Find information about picture slides in ***Chapter 3: Creating and Saving Slides***.

Insert Object



Displays a menu of items that you select to enhance a slide. Find information about slide options in ***Chapter 3: Creating and Saving Slides***.

Tools

Displays a menu of options to report, modify, track, create and integrate TurningPoint presentations and sessions.

Select Input Source

Selects the input source to be used for collecting response data. These include Response Devices, Keyboard Keys (0-9), and Simulated Data. Find information about response devices in ***Chapter 4: Response Device and Settings Management***.

Participants

Provides options to create, edit and delete Participant Lists. Find information about these options in ***Chapter 5: Track Participants and Teams***.

Select a Participant List

Used to associate a participant list with the current session. Find information about Participant Lists in ***Chapter 5: Track Participants and Teams***.

Display TurningPoint Help

Opens the help file.

Toolbar Options

Customizes the PowerPoint and TurningPoint toolbars.

Customer Support Resources

This guide defines and demonstrates many of the tools and functions that TurningPoint provides. If you have questions and concerns, additional resources are available to you online or by calling a Turning Technologies 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 Product Guides and Manuals 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 user guide for viewing or printing.

Go to the Learning Community section of the Turning Technologies web site to find training information including:

- Tutorials
- Online Training
- On-site Training
- Case Studies
- Best Practices
- Presentations/Podcasts

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.

Office Hours:

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

Mailing Address:

Turning Technologies, LLC
241 Federal Plaza West
Youngstown, OH 44503

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.

Are you a returning user? Details of the new TurningPoint features can be found throughout this document. ***What's New in 2008*** on page 1 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 allows you to create very simple interactive presentation slides, set up the devices, create a Participant List, and use TurningPoint to present those slides.

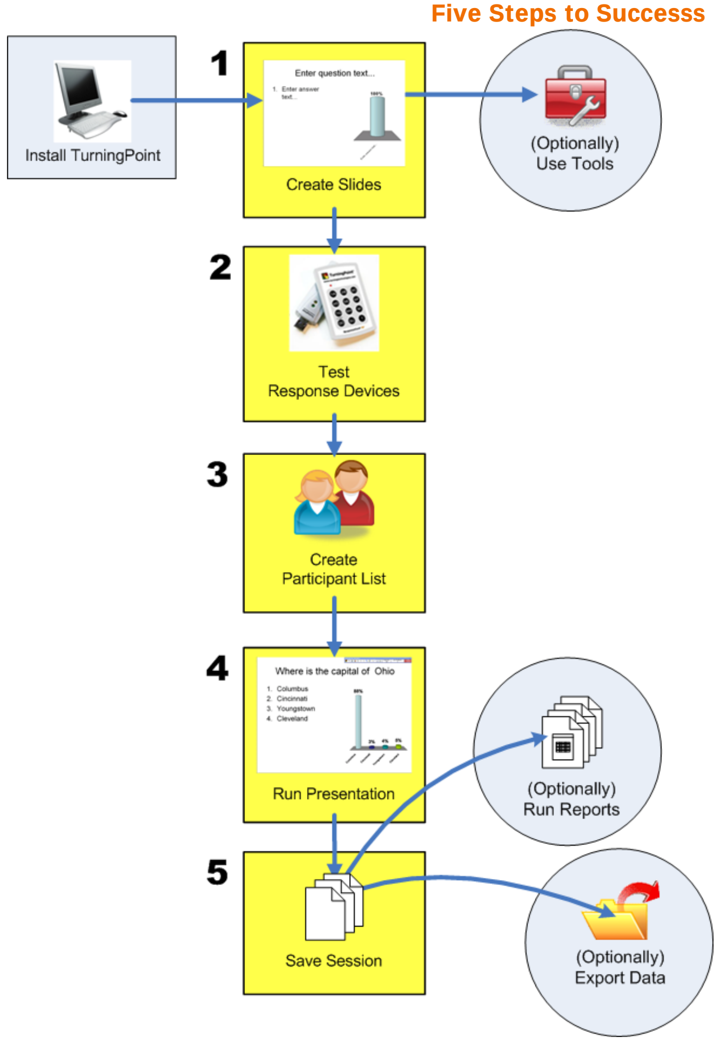
The advanced features of TurningPoint are detailed in the chapters that follow. You can find information about the contents of those chapters in ***Where Do I Go From Here?*** on page 50.

Five Steps to Presentation Success

Creating an interactive presentation with TurningPoint can be accomplished in five easy steps. Remember, none of these steps are required, and it is not entirely necessary to perform these steps in this order.

> ***Note*** While the steps below outline the suggested approach to presentation success, you are not required to perform the steps in this order, and you may to omit steps that do not apply to you.

Five Steps to Successs



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, plug the devices into your computer to be used during the presentation and you are ready to gather responses from the audience. You can go to the Polling Test found in ***Chapter 4: Response Device and Settings Management*** to test communication or skip the test and go to the next step.

Identify your audience. 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 required. You can also run a presentation without a Participant List or 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.

This section describes how to:

- ***Step One: Create Presentation Slides***
- ***Step Two: Set Up the Response Devices***
- ***Step Three: Create a Participant List***
- ***Step Four: Run a Presentation Session***
- ***Step Five: Save Session Results***

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 Now prompts, Countdown and Response Counter shapes, to name a few.

Before You Begin

Install TurningPoint on the machine to be used to run the presentation. Find installation instructions in ***Install TurningPoint*** on page 13.

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

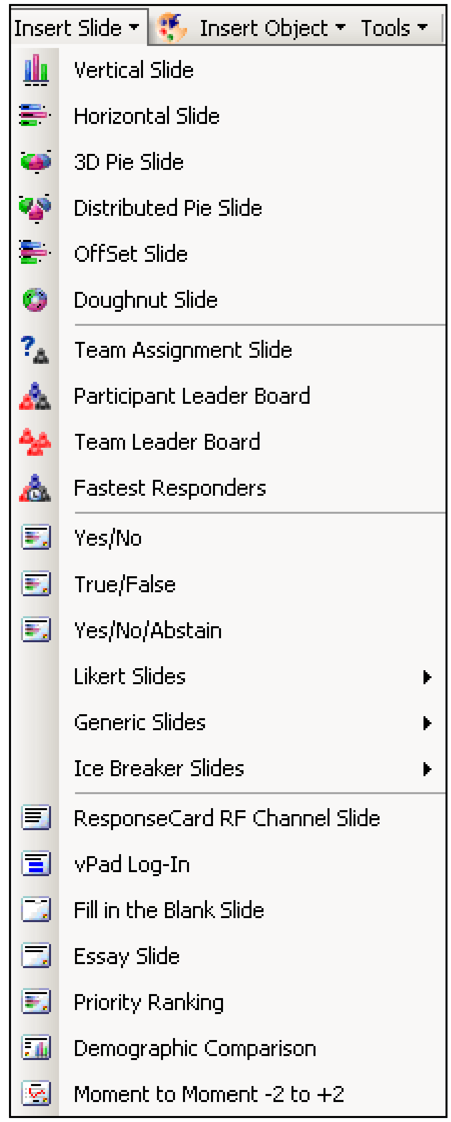
To create a simple slide…

1 From the TurningPoint toolbar, select the Insert Slide menu.

A menu opens and displays a variety of pre-defined slides. 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. Find more information on slides in ***Types of Slides*** on page 62.

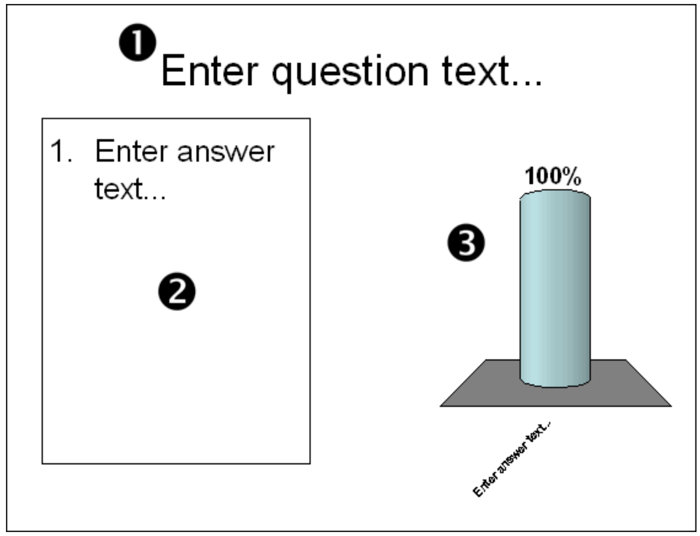
Insert Slide



2 Highlight and select the Vertical Slide option.

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

Insert Vertical Slide



❶ Question region - “Enter question text...”

❷ Answer region - “Enter answer text...”

❸ Chart region - This example is a vertical bar chart. Charts can be positioned anywhere on the slide.

3 Select the Question region and enter 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 answer region and enter in the answers.

This region has the same behavior as the Question region. You can enter a maximum of ten answers per slide.

5 Repeat step 1 to 4 to insert additional slides.

6 Save your file from the PowerPoint toolbar before exiting TurningPoint.

Next Steps

Slides can be customized by adding a variety of animated feedback mechanisms. Find information about these different presentation objects and a variety of other slide features in ***Chapter 3: Creating and Saving Slides***.

Step Two: Set Up the Response Devices

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

TurningPoint supports a variety of response devices including infrared and radio frequency ResponseCards as well as ResponseWare App, laptop and desktop computers, and Smart Devices.

> ***Note*** TurningPoint 2008 supports only the ResponseCard family of keypads.

TurningPoint needs to know what types of response devices will be used before you run the presentation.

Before You Begin

You must have TurningPoint installed on the computer to be used for the presentations. You must also have the USB Response Device Receivers and Response Devices available for testing.

Step by Step Instructions

To set up the response devices…

1 Connect the device receiver to the USB port of the presentation computer.

Connect the USB Response Device Receiver to your computer. Windows detects the receiver and installs the proper drivers. The device is now ready for use.

Infrared and Radio Frequency Response Device Receivers

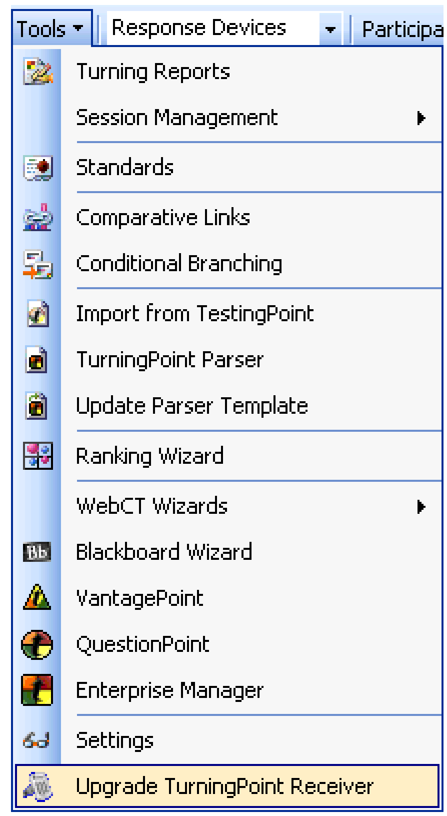
If you are using a response device licensed for TurningPoint 2003 or 2006 you must upgrade your response device receiver license code. Contact your Account Executive to receive a new license code for TurningPoint 2008.

2 If required, Upgrade your Response Device. Otherwise, go step 3.

If you have not already upgraded your response device receiver, you must complete this step.

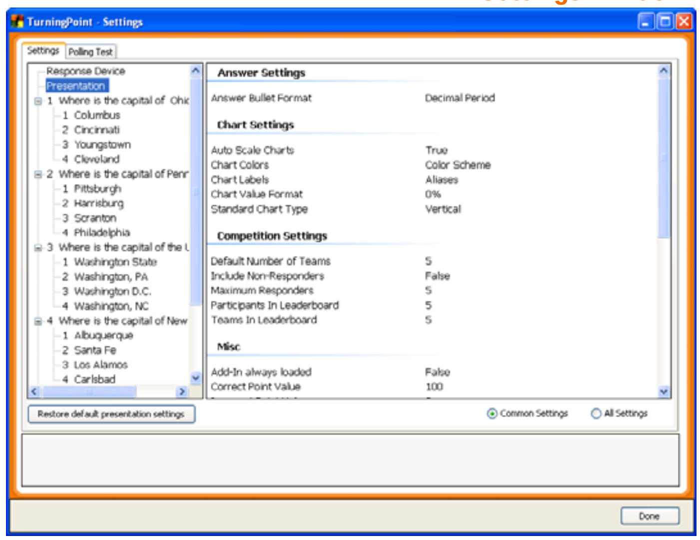
a. From the TurningPoint toolbar, select Tools > Upgrade TurningPoint Receiver. Follow the on screen instructions.

Upgrade Response Device



3	From the TurningPoint toolbar, select Tools > Settings.	The TurningPoint Settings window opens, displaying two tabs: Settings and Polling Test.

Settings Window

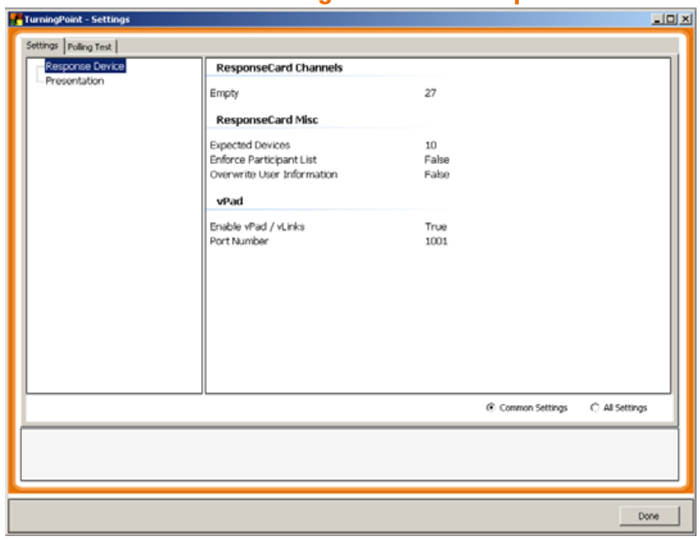


4	Select the Settings tab.	The Settings tab displays a Settings Hierarchy in the left pane and the available settings in the right pane.

5 Select Response Device from the Settings Hierarchy.

Settings for the Response Devices display in the right pane of the Settings window. Select All Settings to access additional settings.

Settings Window: Response Devices



> ***Note*** The ResponseWare App is a software version of a response device. The ResponseWare App must be identified for use during device setup as well. Find more information on device setup in ***Chapter 4: Response Device and Settings Management***.

6 Enter the number of expected devices.

You are only required to enter the number of expected devices when using Simulated Data, a Response Counter, or Response Table.

TurningPoint limits the number of response devices that will be displayed in a Response Counter or on a Response Table based upon the number of participants in the participant list.

Find more information on Response Counters in ***Add a Response Counter*** on page 140 and Response Tables in ***Add a Response Table*** on page 143.

> **Note** Access the Response Device settings again when you need to change the number or type of devices being used with your presentations.

7 Select the Done button. The response devices are ready for use.

Next Steps

Find more information about Response Devices and the Settings available in ***Chapter 4: Response Device and Settings Management***.

If an audience member's device is not being accepted, check the device's ability to communicate. Radio Frequency and ResponseWare App response devices provide on-screen confirmation that responses have been received. For infrared response devices, the use of a Response Counter, Response Table or Response Grid will help to alert you of a non-communicating device. Find more information in ***Add a Response Counter*** on page 140, ***Add a Response Table*** on page 143, or ***View Polling Status*** on page 337.

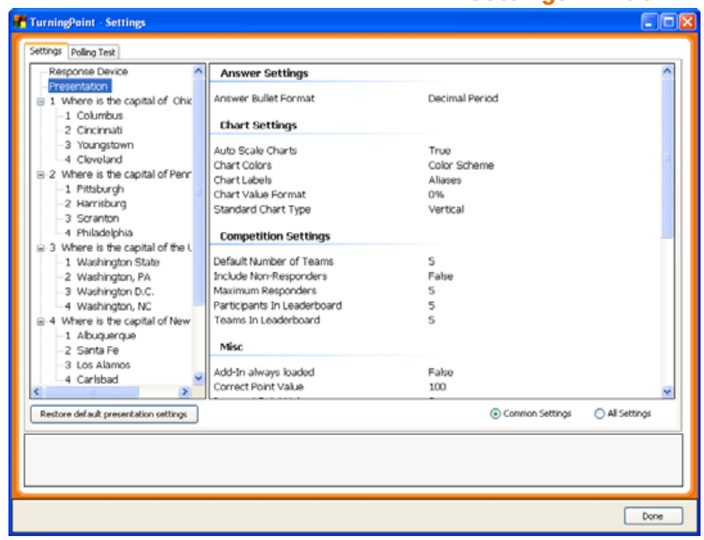
Step by Step Instructions

To Check Device Communication...

1 From the TurningPoint toolbar, select Tools > Settings.

The TurningPoint Settings window opens, displaying two tabs: Settings and Polling Test.

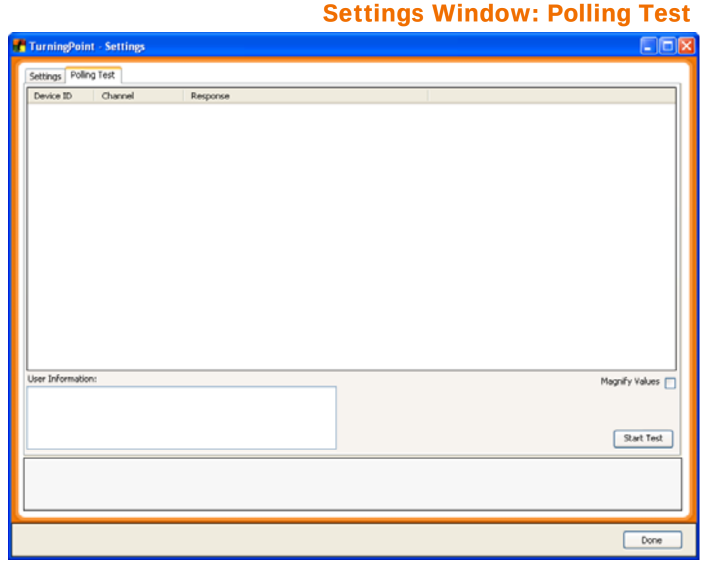
Settings Window



2 Select the Polling Test tab.

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

Settings Window: Polling Test



3 Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices. You can magnify the responses by placing a check mark in the box next to Magnify Values.

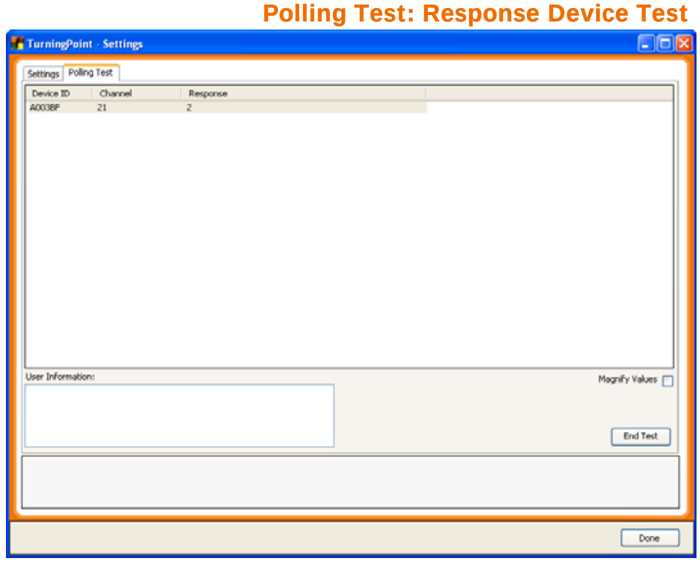
Polling Test: Magnify Responses

Device ID	Channel	Response
A003BF	21	2

4 Press a key on each response device to be used.

TurningPoint displays the Device ID, Channel, and the key entry from each response device in the order in which they were tested.

Polling Test: Response Device Test



5 Select the End Test button.

TurningPoint ends Polling test.

6 Select the Done button.

The response device testing is now complete.

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 the 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, check the number of devices and then perform the following steps on the computer to be used for presentations after you setup your response devices.

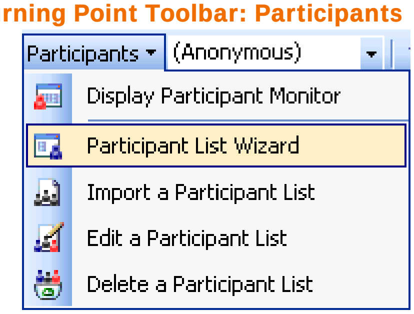
Step by Step Instructions

To create a Participant List…

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

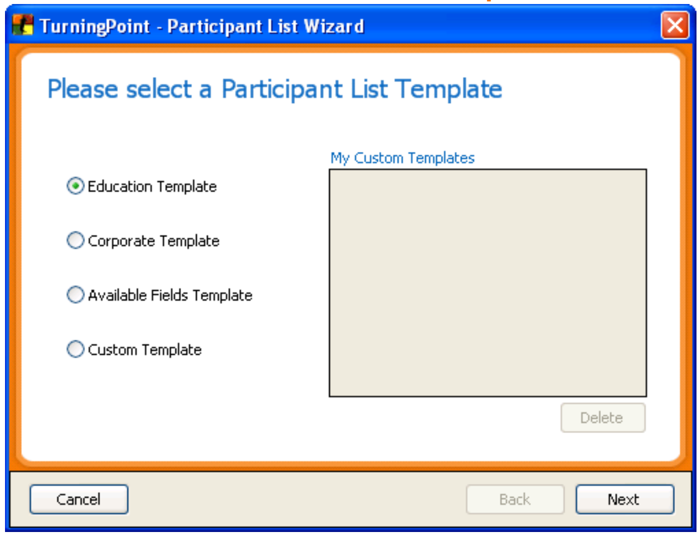
The TurningPoint Participant List Wizard window opens.

Turning Point Toolbar: Participants



2 Select a template to be used for the new Participant List.

Participant List Wizard



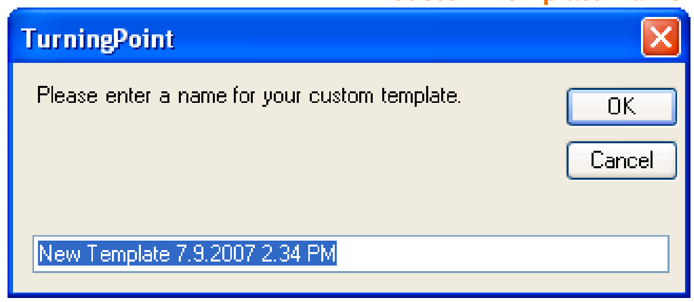
Participant List template choices include:

- 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 create a personalized Participant List and to name the template or it allows you to select a previously created template from the list.

3 Select the Next button to continue.

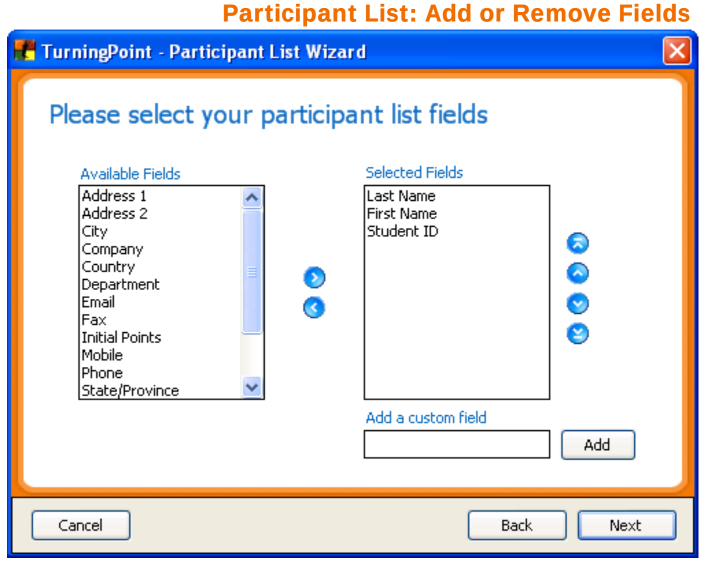
If you opted to create a new template, TurningPoint asks you to name the template. Enter a name and select the OK button.

Custom Template Name



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



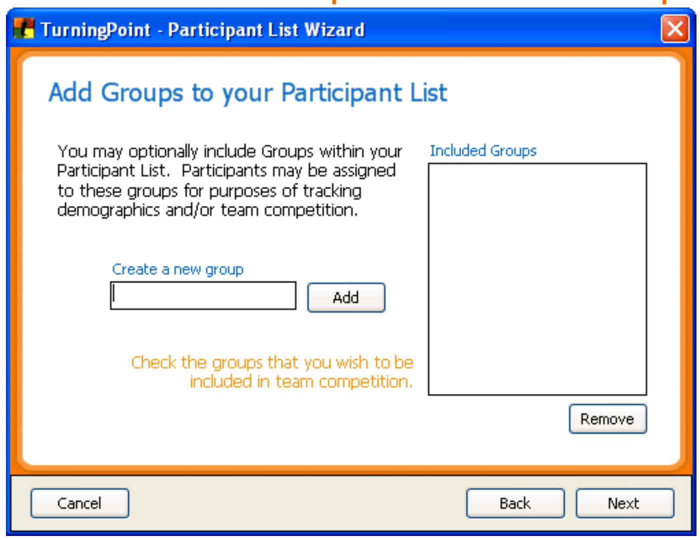
4 Optionally, select the right (>) and left (<) arrow buttons to to add or delete selected fields from the template. Optionally, drag and drop a field from the Available Fields to the Selected Fields.

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

5 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 allowing for team competitions and for greater reporting opportunities.

Participant List Wizard: Add Groups

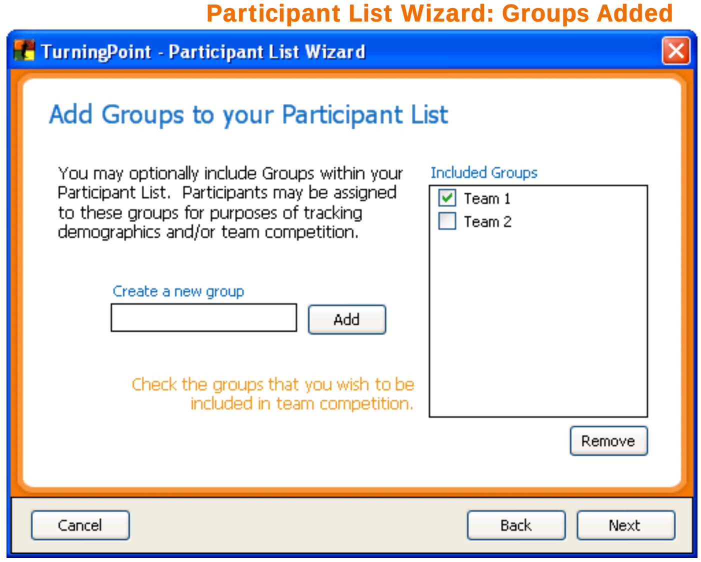


6 Optionally, enter in a group name and select the Add button.

- Repeat this step to add additional groups.

TurningPoint displays all groups in the Included Groups box. Place a check mark next to the group name to include it in team competition. Find more information on team competitions in ***Set Up Team Competitions*** on page 247.

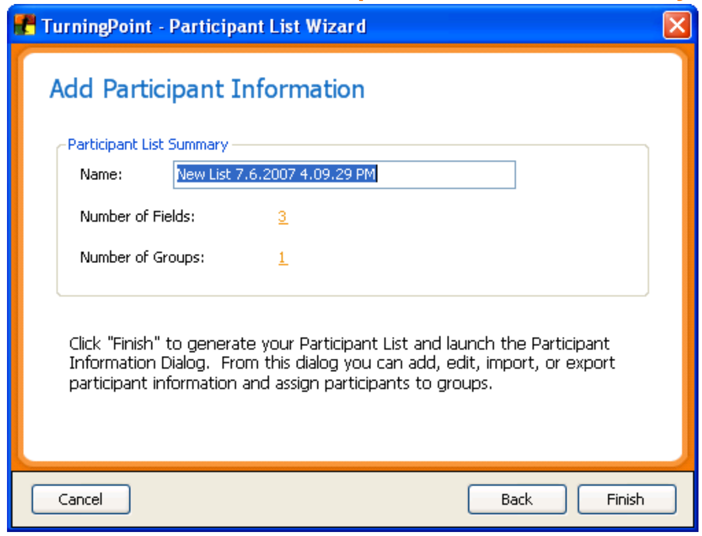
Participant List Wizard: Groups Added



7 Select the Next button.

TurningPoint displays the Participant List summary screen.

Participant List Wizard: Summary



8 Optionally, edit the Participant File composition.

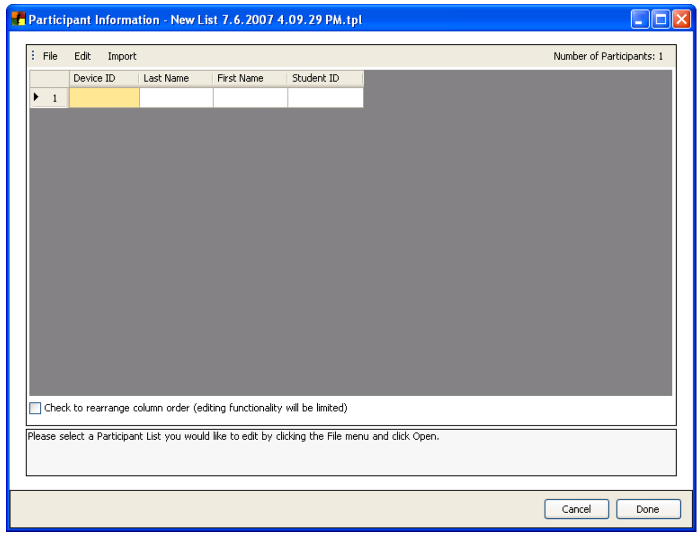
The settings you can change include the Participant List file name, number of fields, and number of groups. For file name, select the old file name and enter a new one in the box provided. For number of fields or number of groups, select the link next to the setting to be returned to the screen and make your edits.

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

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

10 Optionally, add names and other participant information to the new Participant List.

Participant Information



11 Select Save to close the Participant Information window.

Next Steps

Find more information about Participant Lists in ***Chapter 5: 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 use either an installed Response Device Receiver, Keyboard Keys 0-9, or select to use Simulated Data 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 Anonymous or Auto for the Participant List.

Step by Step Instructions

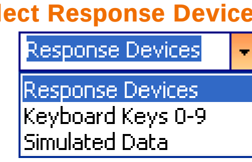
To run a presentation session…

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.

TurningPoint allows you to select how responses will be provided during the presentation. Your choices are:

Select Response Devices



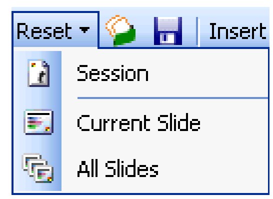
- Response Devices—a response device will be used during the presentation. The response devices must have been set up in Settings. Find more information on response devices in ***Install Devices*** on page 161.
- Keyboard Keys 0–9—you will provide input to the presentation using the keyboard keypad or number keys.
- Simulated Data—TurningPoint provides random responses to the presentation. TurningPoint determines

the number of responses to provide based on the number of expected devices designated in settings; i.e. if you enter expected devices as 100, TurningPoint will provide 100 responses to each question in your presentation. Find more information on expected devices in ***Enable ResponseWare App*** on page 177.

3 From the TurningPoint toolbar, select Reset > Session.

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

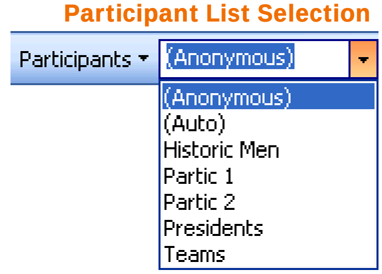
Reset Session



4 From the TurningPoint toolbar, select the drop-down menu to the right of the Participants menu and choose the Participant List.

The default Participant List is shown as (Anonymous). TurningPoint shows all Participant Lists available in the Participants folder. Participant Lists located on the desktop or in other folders are not displayed.

Participant List Selection



5 From the PowerPoint menu, select Slide Show > View Show.

The first slide of the presentation is shown.

6 Use the left mouse button to control the progress of the slide show. For each slide:

Optionally, you can press the Spacebar, Enter, Right-Click or select Next on the shortcut menu to control progress.

a Advance the presentation to a TurningPoint slide to open polling.

Polling opens automatically when a TurningPoint slide is displayed in the slide show. TurningPoint receives responses when polling is open.

Polling is the mechanism by which TurningPoint accepts and tallies responses.

b Click the slide once to close polling and display the results.

No responses are accepted when polling is closed.

c Click again to advance to the next slide.

7 Click on the last slide to exit from the Slide Show.

Next Steps

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 7: Run Presentations***.

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 the TurningPoint results data. If you do NOT wish to include the PowerPoint presentation in your TurningPoint session file, navigate to the Settings menu, select the Presentation settings, then under the Misc heading, change 'Include Presentation' from True to False. Find more information in ***Settings*** on page 186.

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

To save the session results…

1 From the TurningPoint toolbar, select the Save Session button.

TurningPoint opens the Save Session dialog box.

Save Sessions

2 Enter a file name to be used to store the session results.

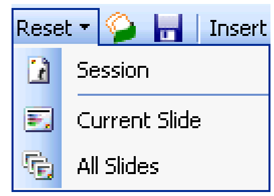
TurningPoint names session files using the current system date and time. Providing your own name for the file allows you to retrieve the file more easily.

3 Select the Save button.

4 From the TurningPoint toolbar, select the Reset > Session command.

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

Reset Sessions



> ***Note*** TurningPoint prompts you to save existing session results when you reset the session and when you exit from TurningPoint without previously saving the session.

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 more information on Turning Reports in ***Chapter 8: Reports***.

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.

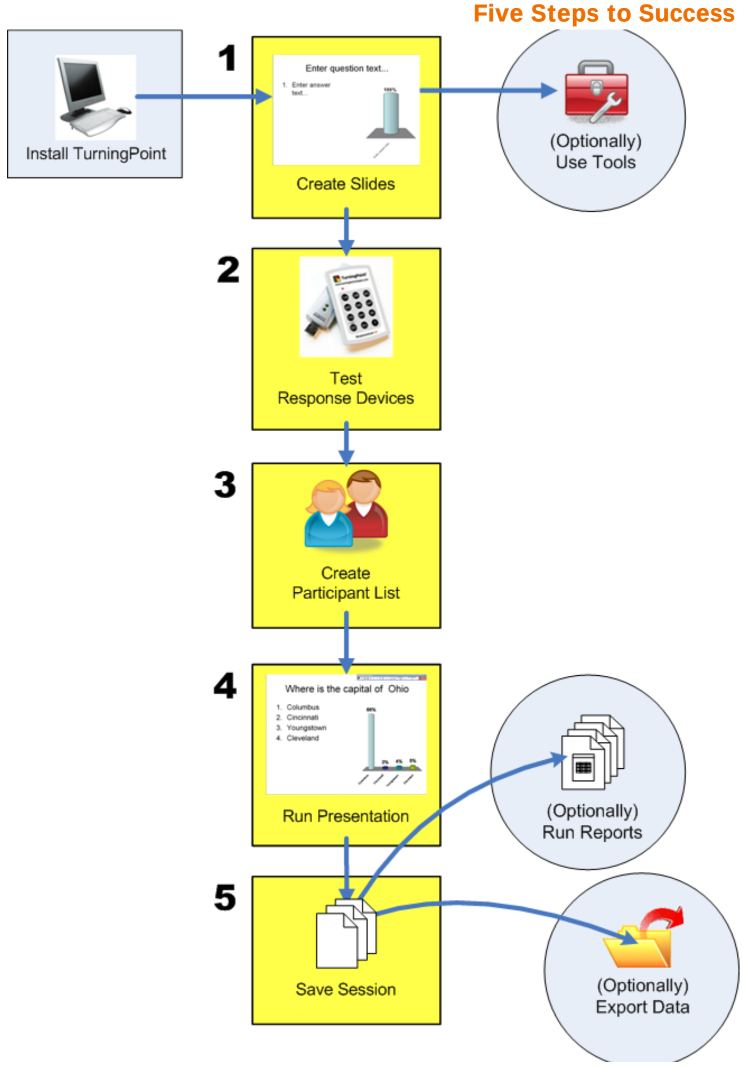
Chapter Name	Description
Creating and Saving Slides	This comprehensive, instructional chapter provides details of not only how to create a slide, but also how to add TurningPoint’s custom features to the slide to meet your needs. Read this chapter to understand how to add objects such as Response Reminders and Correct Answer Indicators, how to set slide defaults, how to convert existing slides into interactive TurningPoint slides, and more.
Response Device and Settings Management	Device setup is easy. However, if you need more help than what is included in this Getting Started chapter, you’ll find it here. Read this chapter for a comprehensive guide of the available settings and how they can help you create a presentation to meet your needs.
Track Participants and Teams	Participant Lists can use the default templates or can be customized to include information according to your needs or requirements. 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.
Tools	The tools discussed in this chapter include how to work with the Ranking Wizard, how to set up standards for your slides, and how to set up advanced features such as Comparative Links and Conditional Branching.

Chapter Name	Description
Run Presentations	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? 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.
Reports	This chapter focuses on the various reports produced from a Slide Show presentation. These reports allow you to get a better understanding of the audience and presentation results.
Sessions	You can stop and save a session, and pick up where you left off at a later time. This chapter will teach you how to save, resume, and delete a session to give you flexibility during your presentation.
Export	You may wish to export session data. This chapter will teach you how to export data in various ways.
Appendices	The appendices include a ***Glossary*** and a guide to ***Frequently Asked Questions***.

3 Creating and Saving 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.

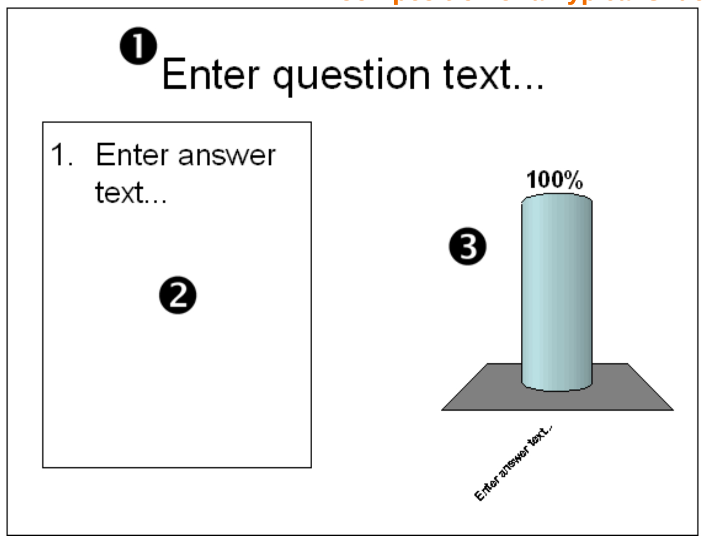
Recall the five steps to presentation success:



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, answer, and chart region.

Composition of a Typical Slide



❶	Question region - “Enter question text...”
❷	Answer region - “Enter answer text...”
❸	Chart region - This example is a vertical bar chart. Charts can be positioned anywhere on the slide.

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 ***Create Picture Slides*** on page 118.)

The chart region 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 ***Chart Slides*** on page 63.

You start by creating some TurningPoint slides. You have two 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 57.
- 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 125.

Once you create the slides, you can modify them in a number of ways. You can add pictures, change colors, change the chart, mark correct answers, and perform other operations specific to TurningPoint. Find more information in ***Modify Slides*** on page 89.

Additionally, TurningPoint allows you to add a number of TurningPoint objects to your slides. These include Answer Now prompts, Countdowns, and statistics like the average and variance of the responses. Find information on adding objects in ***Add Objects*** on page 130.

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 60.

Creating Slides

TurningPoint allows you to create and save an interactive presentation.

This section describes how to:

- ***Insert a Slide***
- ***Save the Presentation Slides***

Insert a Slide

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

Step by Step Instructions

To insert a slide into a presentation…

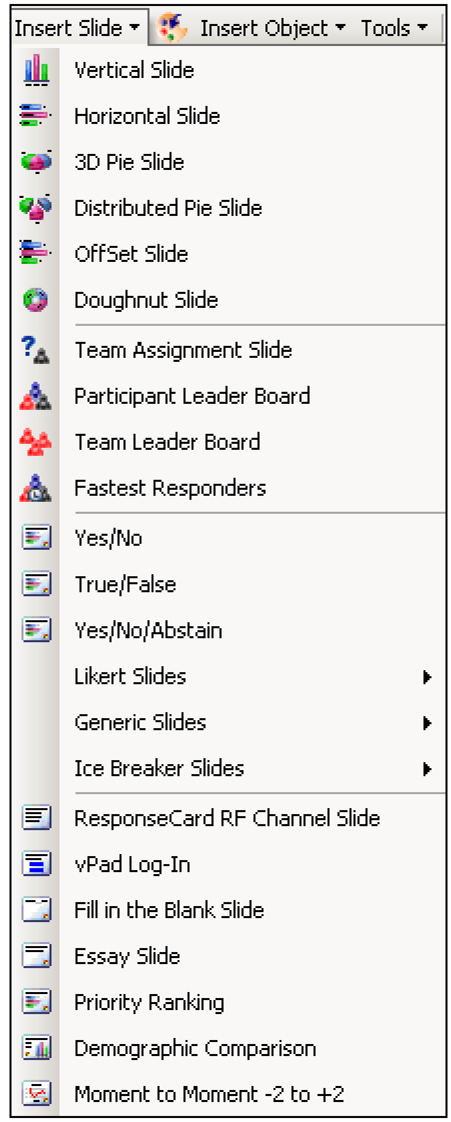
1 Launch TurningPoint.

2 Open a presentation or create a new presentation.

3 From the TurningPoint toolbar, select Insert Slide.

The Insert Slide menu opens.

Insert Slide menu



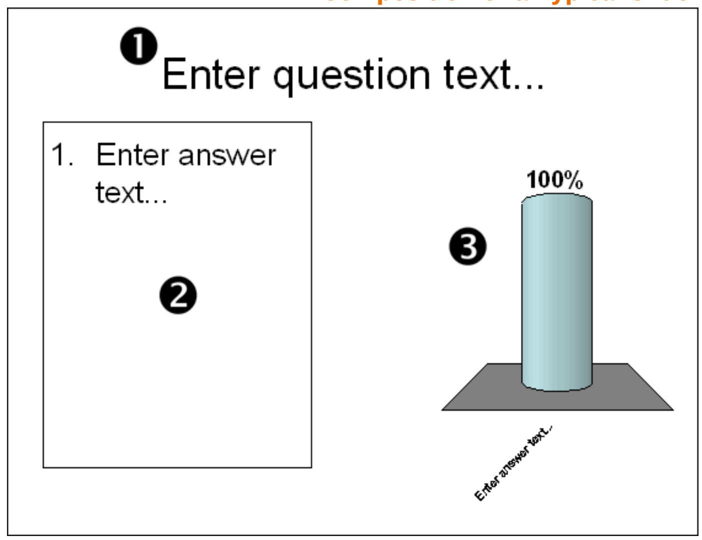
4 Select the type of slide you would like to insert from the Insert Slide menu.

TurningPoint inserts the new slide into your presentation.

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

Find information about the different slide types in ***Types of Slides*** on page 62.

Composition of a Typical Slide



❶	Question region - “Enter question text...”
❷	Answer region - “Enter answer text...”
❸	Chart region - This example is a vertical bar chart. Charts can be positioned anywhere on the slide.

Additionally, depending on your TurningPoint settings, the slide may contain an interactive shape such as an Answer Now prompt, Countdown, or Response Counters. Find more information on adding or changing these objects in ***Add Objects*** on page 130.

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.

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

Repeat this procedure as many times as needed to create your interactive presentation.

Save the Presentation Slides

Since TurningPoint slides are native PowerPoint slides, they are saved as part of your presentation file (.ppt). You can share this file with other TurningPoint and PowerPoint 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. Otherwise, the slides may not function properly the next time you run your interactive presentation.

Step by Step Instructions

To save your presentation…

1 Select File > Save As… from the PowerPoint menu.

The Save As dialog opens.

2 Select a location to save the file and type a filename for the file in the space provided.

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

3 Select the Save button to save your file.

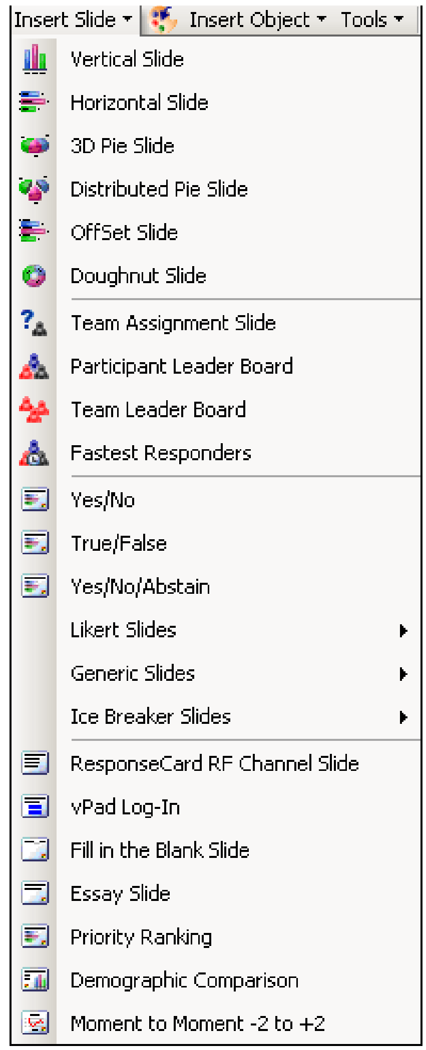
TurningPoint saves all of the presentation-level settings that you defined in the Settings menu with your interactive presentation. When you open the presentation on a different computer, the saved presentation settings are used instead of the computer's default settings. This function preserves your custom settings so that you do not have to reapply them every time you open a presentation on a new computer with TurningPoint installed. Find more information on settings in ***Chapter 4: Response Device and Settings Management***.

> **Note** You can restore the computer's settings when using any presentation. In the Settings menu, select the Presentation archy. A Restore default presentation settings box displays in the bar below the settings options. Select this button and a dialog box opens with this statement: 'This will restore the presentation settings back to the default installation state.' Select Yes to restore the default settings.

Types of Slides

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

Insert Slide menu



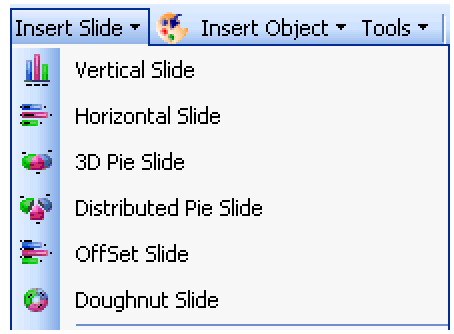
This section describes

- ***Chart Slides***
- ***Competition Slides***
- ***Template Slides***
- ***Special Slides***

Chart Slides

The first six slides on the Insert Slide menu insert a template slide with a chart of the specified type: vertical, horizontal, 3D pie, distributed pie, offset, or doughnut. The chart shows the results of the audience's choices for each answer.

Chart Slides Menu



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

- A Question Region with the text "Enter question text…"
- An Answer Region with the text "Enter answer text…"
- A Chart Region with a chart of the specified type: vertical, horizontal, 3D pie, distributed pie, offset, or doughnut

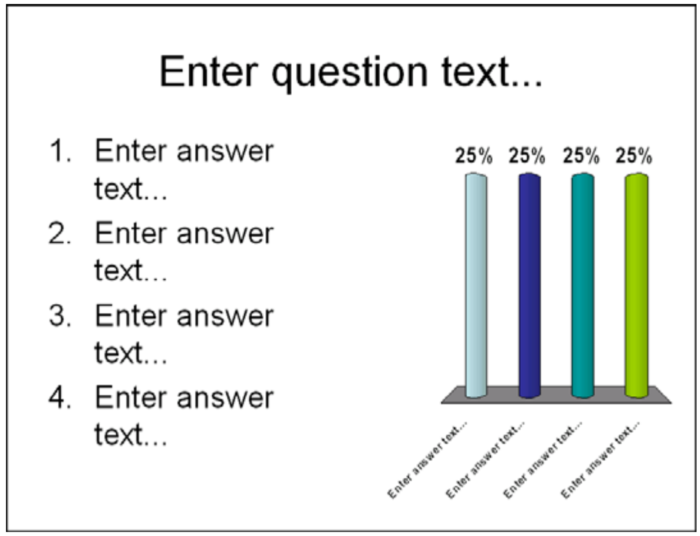
> ***Note*** Horizontal and Offset slides display Choice One, Choice Two, and etc. in the Answer Region.

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 91.

Vertical Slide

The vertical slide contains a bar chart with vertical bars for each answer.

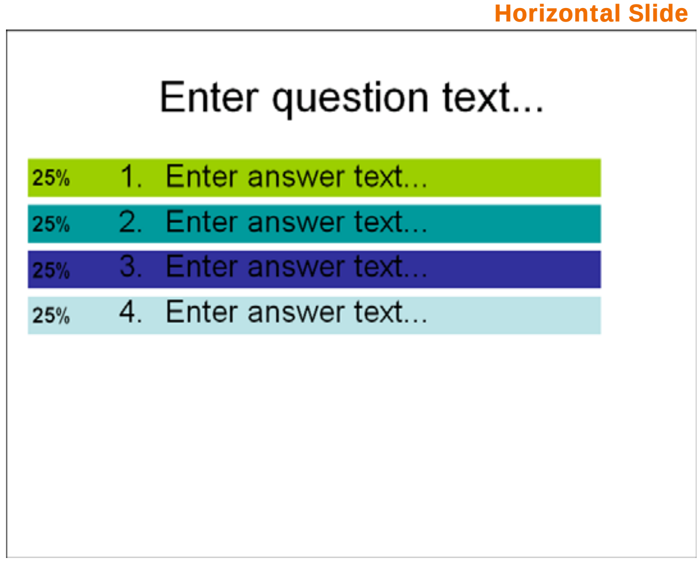
Vertical Slide



Horizontal Slide

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

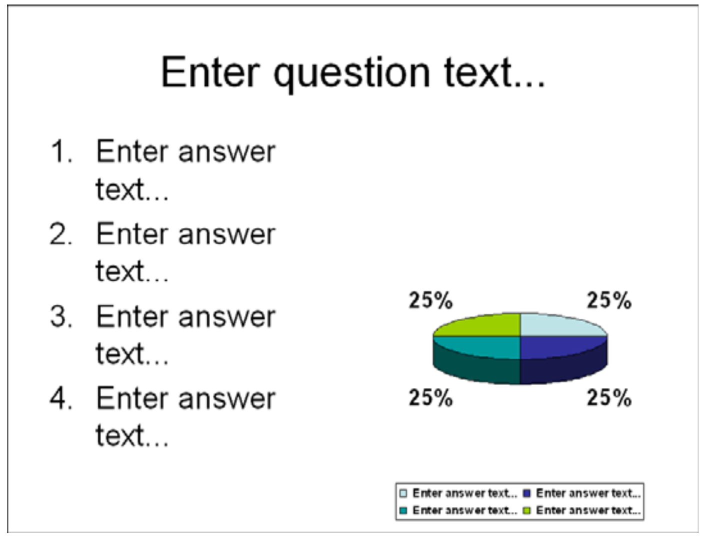
Horizontal Slide



3D Pie Slide

The 3D pie slide contains a three-dimensional pie chart with a slice for each answer and a key indicating the color representing each answer.

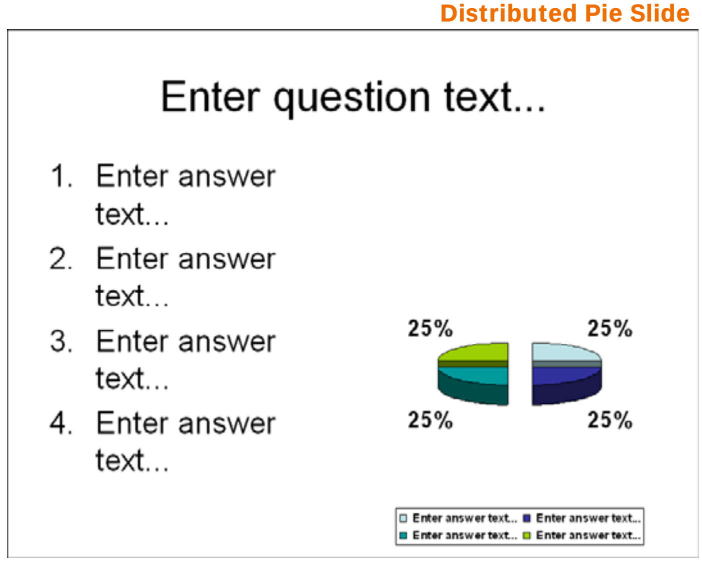
3D Pie Slide



Distributed Pie Slide

The distributed pie slide is similar to the 3D pie slide except the slices are shown separated from each other.

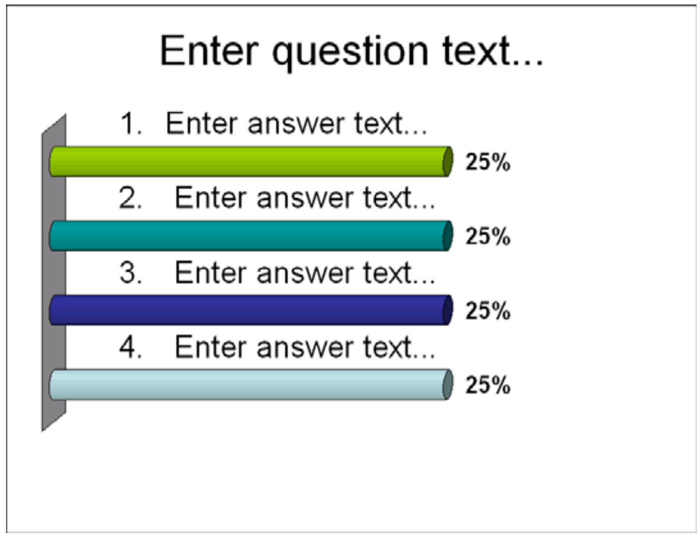
Distributed Pie Slide



Offset Slide

The offset slide contains a bar chart with horizontal bars for each answer. Each bar is shown directly below the corresponding answer in the answer region.

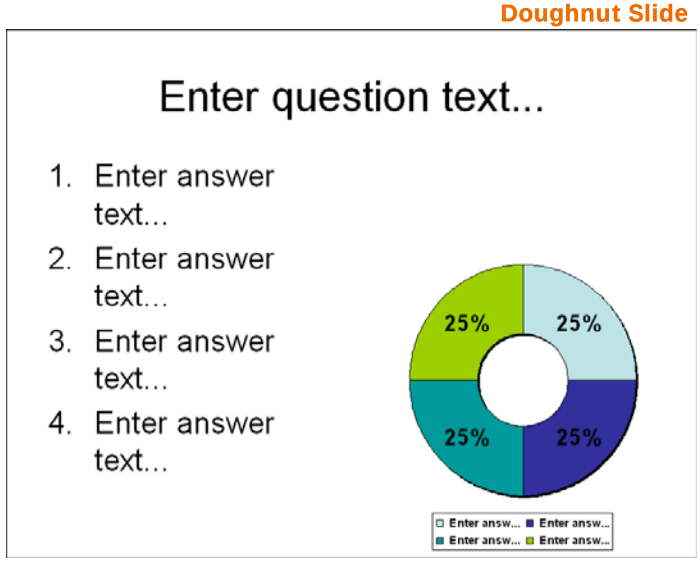
Offset Slide



Doughnut Slide

The doughnut slide contains a pie chart with a hollow center with a slice for each answer and a key indicating the color representing each answer.

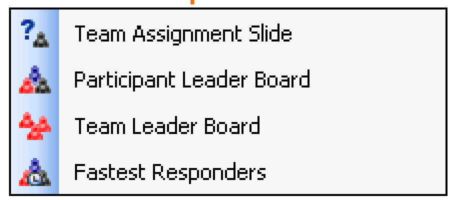
Doughnut Slide



Competition Slides

The second set of four slides on the Insert Slide menu are the setup and summary slides for competitions. These slides allow you to assign teams and keep track of the participants or teams with the most points and fastest responses.

Competition Slides Menu



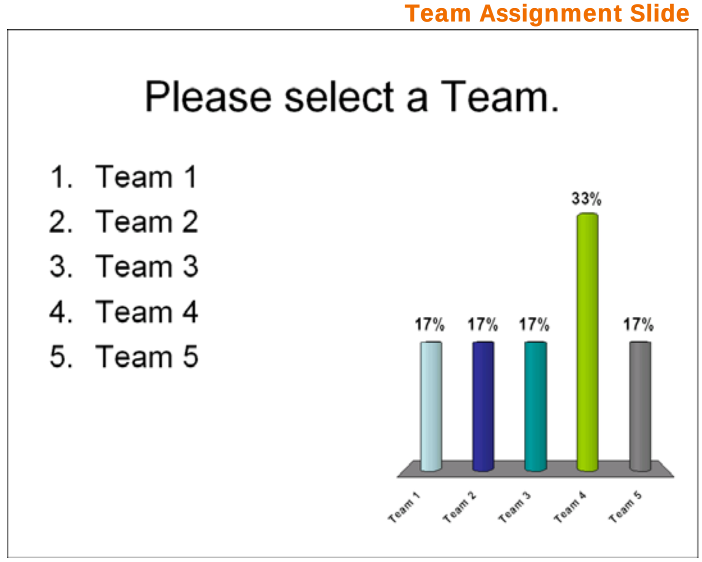
The competition slides include: Team Assignment Slide, Participant Leader Board, Team Leader Board, Fastest Responders Slide.

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.

Team Assignment Slide

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. Display this slide early in your presentation so that participants can join a team at the beginning.

Team Assignment Slide



Using the Team Assignment slide is an alternative to assigning participants to creating pre-assigned teams 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 247.

Participant Leader Board Slide

The Participant Leader Board slide displays the top individual participants ranked by their point totals.The Participant Leader Board slide updates dynamically after each question.

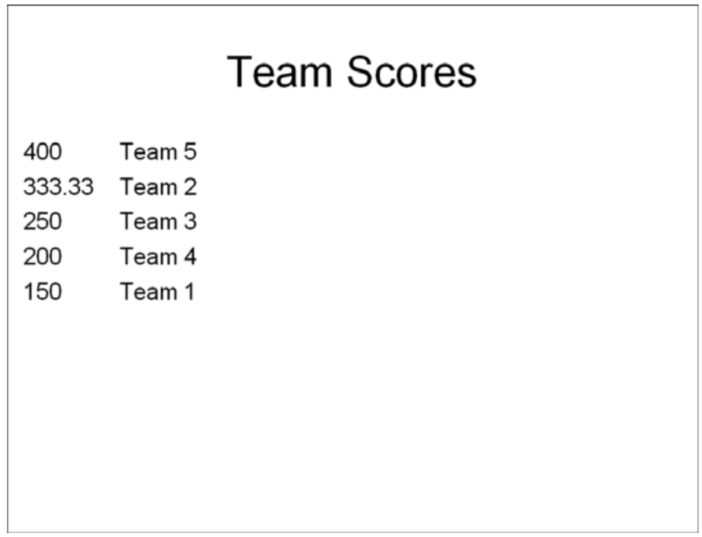
Participant Leader Board Slide

You can specify the number of participants to show on the slide using the TurningPoint settings. You can also specify whether the point totals should be cumulative, or for the most recent question only. Find more information on modifying settings in ***Response Device and Settings Management*** on page 157.

Team Leader Board Slide

The Team Leader Board slide displays the top teams ranked by their point totals. (The team's points are the average of the team's participant's points.) The Team Leader Board slide updates dynamically after each question.

Team Leader Board Slide

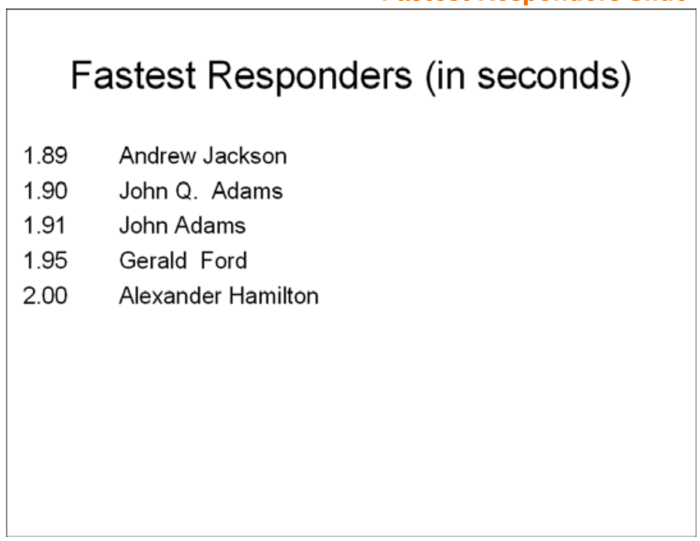


You can specify the number of teams to show on the slide using the TurningPoint settings.You can also specify whether the point totals should be cumulative, or for the most recent question only. Additionally, you can use more than one Team Leader Board slide in your presentation. Find more information on modifying settings in ***Response Device and Settings Management*** on page 157.

Fastest Responders

The Fastest Responders slide displays the individual participants who responded correctly and the fastest to the most recent question. This feature requires a correct response or point value. The Fastest Responders slide is updated dynamically after each question.

Fastest Responders Slide

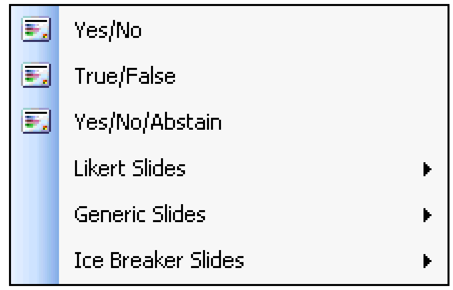


You can specify the number of participants or teams to show on the slides using the TurningPoint settings. Find more information on modifying settings in ***Response Device and Settings Management*** on page 157.

Template Slides

The third set of slides on the Insert Slide menu are templates for commonly used kinds of questions, such as Yes/No, True/False, Yes/No/Abstain, Likert Scale, Generic and Ice Breaker Slides.

Template Slides Menu



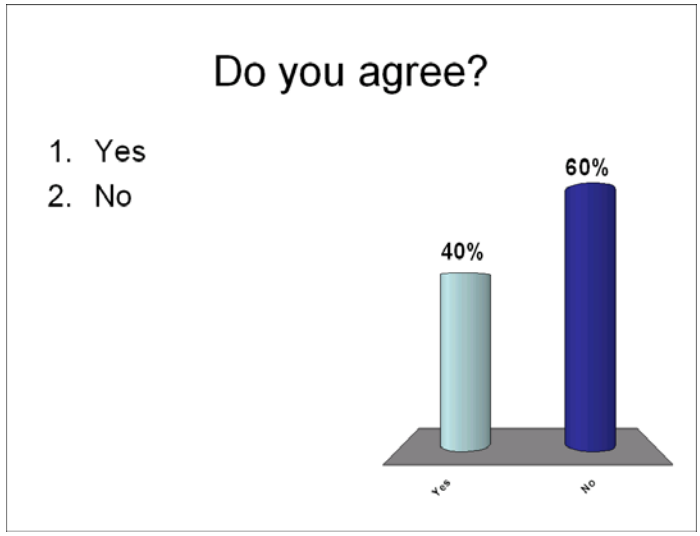
When you insert any of the template slides, a chart of the default type (specified in the Settings) is inserted onto the slide. You can change the chart type on the inserted slide. Find information for changing chart types in ***Chart Slides*** on page 63.

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 ***Response Device and Settings Management*** on page 157.

Yes/No Slide

A Yes/No slide is used for a question with a yes or no response.The slide includes a generically worded question and answers. You may wish to edit the question to be more specific.

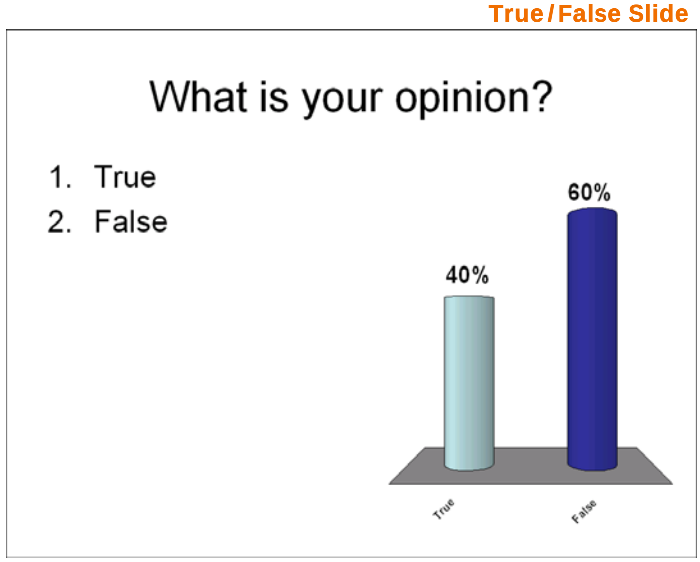
Yes/No Slide



True/False Slides

A True/False slide is used for a question with a true or false response. The slide includes a generically worded question and answers. You may wish to edit the question to be more specific.

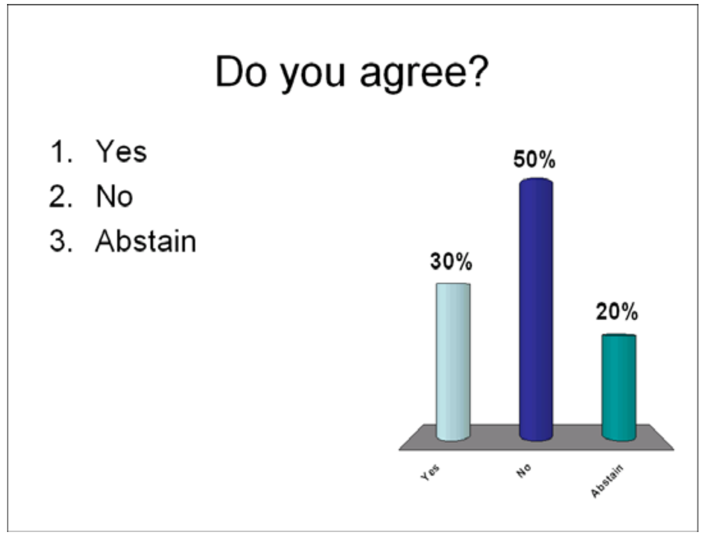
True/False Slide



Yes / No / Abstain Slide

A Yes/No/Abstain slide is used with a yes or no response with an option to abstain. The slide includes a generically worded question and answers. You may wish to edit the question to be more specific.

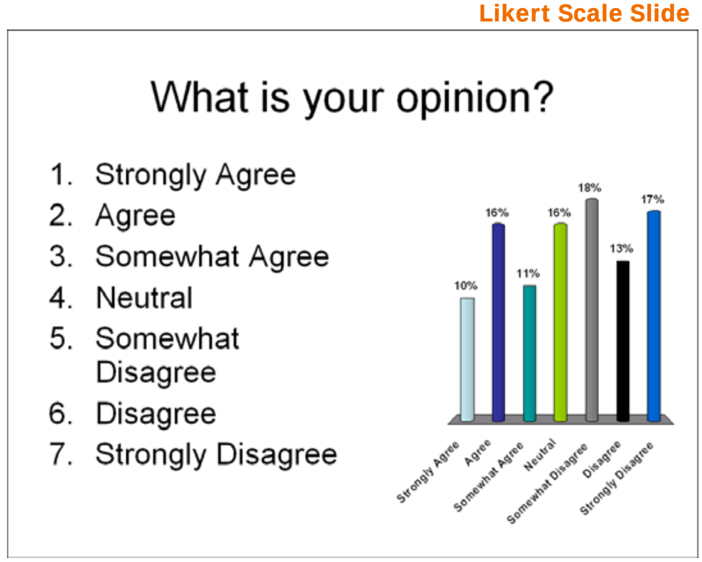
Yes / No / Abstain Slide



Likert Scale Slide

A Likert Scale slide is used for a statement with a response of varying levels of agreement or disagreement. There are 4-, 5-, and 7-level Likert Scale slides. The slide includes a generically worded question and answers. You may wish to edit the question to be more specific.

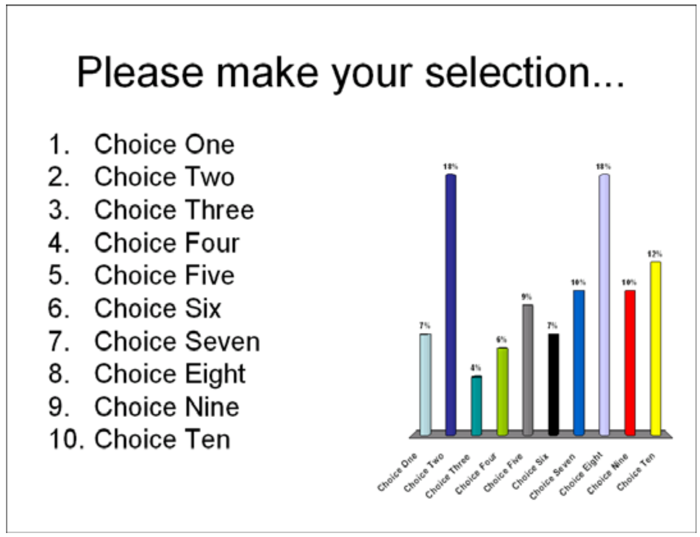
Likert Scale Slide



Generic Slide

A Generic 2 to 10 answer slide allows you to insert a slide with up to 10 answers. The slide includes a generically worded question and answers. You may wish to edit the question and answers to be more specific.

Generic Slide

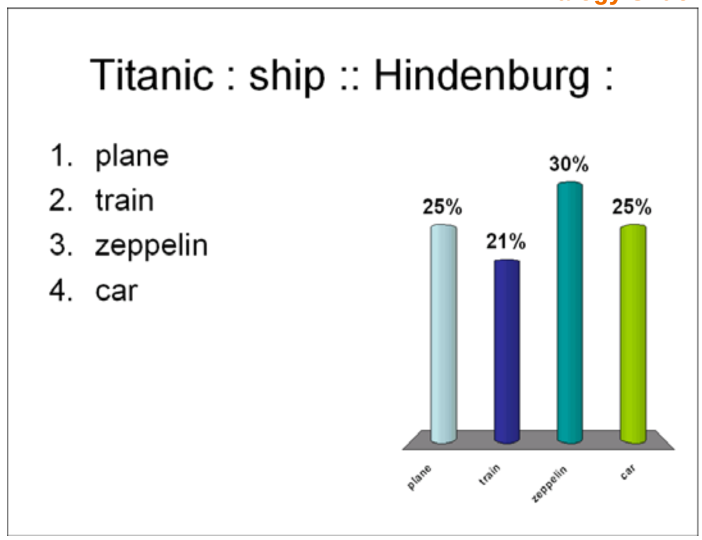


Icebreaker Slides

An Icebreaker slide is a slide with analogy or 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.

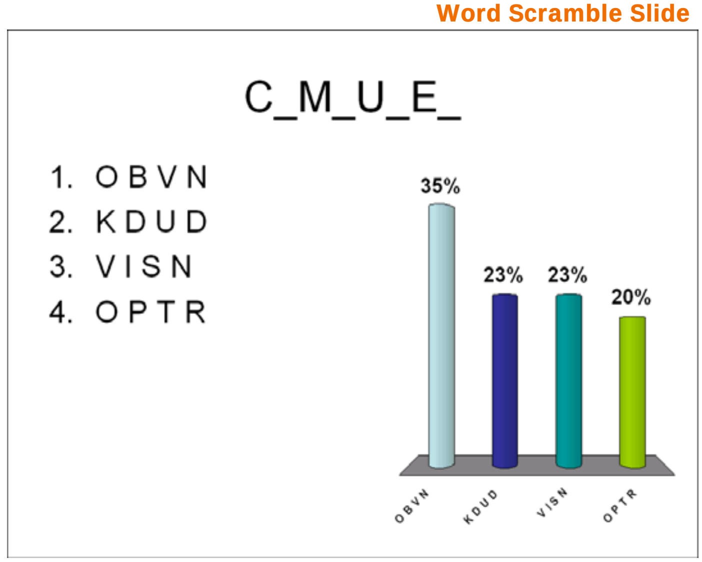
The Analogy icebreaker slide creates a slide with an analogy question with one missing word. (For example, Titanic:Ship::Hindenburg:_?) It includes four choices, one of which is marked as the correct choice. If you include a Correct Answer Indicator, the correct choice will be revealed after polling. Find more information on adding a Correct Answer Indicator in ***Add a Correct Answer Indicator*** on page 146.

Analogy Slide



The Word Scramble icebreaker slide asks you to input a word. Every other letter from the word is removed. (For example, COMPUTER becomes C_M_U_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 146.

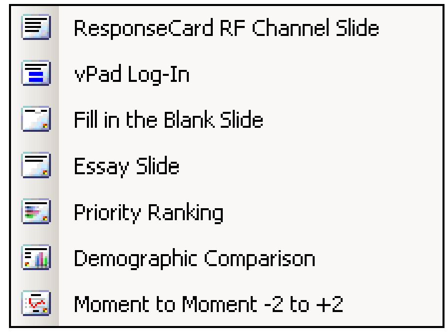
Word Scramble Slide



Special Slides

The final set of slides in the Insert Slides menu are special-purpose slides. There are several special-purpose slides: ResponseCard RF Channel Slide, ResponseWare App Log-In, Fill in the Blank Slide, Essay Slide, Priority Ranking, Demographic Comparison, and Moment to Moment -2 to +2.

Special Slides Menu



ResponseCard RF Channel Slide

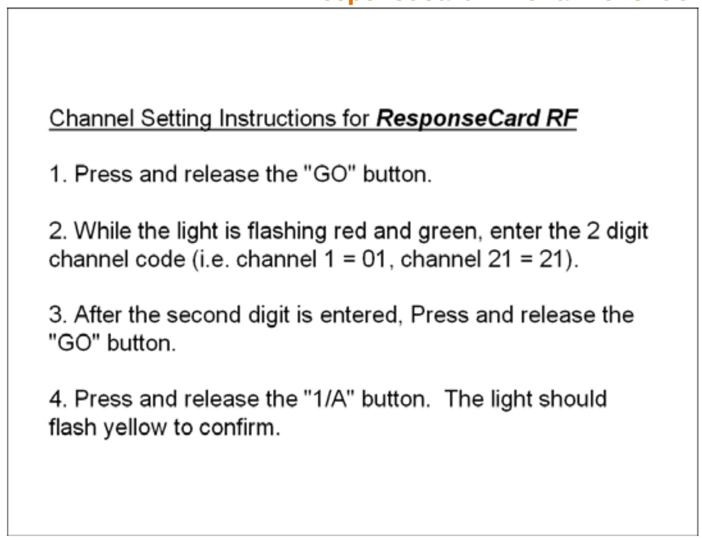
The ResponseCard RF Channel Slide displays channel setting instructions for the ResponseCard Radio Frequency devices used by participants.

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

Before you change the channel settings on the ResponseCard devices, you will need to change the channel on the receiver. There are 82 possible channels for the ResponseCard RF and 74 possible channels for ResponseCard XR, and the default channel is 41.

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.

ResponseCard RF Channel Slide

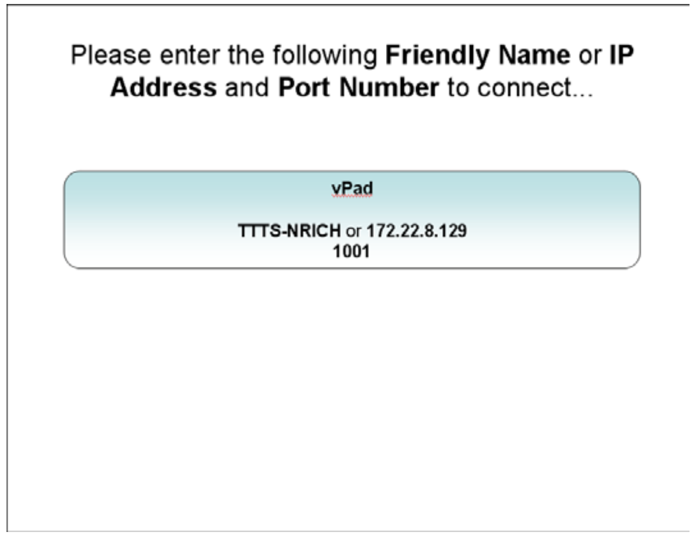


ResponseWare App Log-In Slide

The ResponseWare App Log-In slide displays setup information for participants using ResponseWare App to send their responses.

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

ResponseWare App Log-In Slide

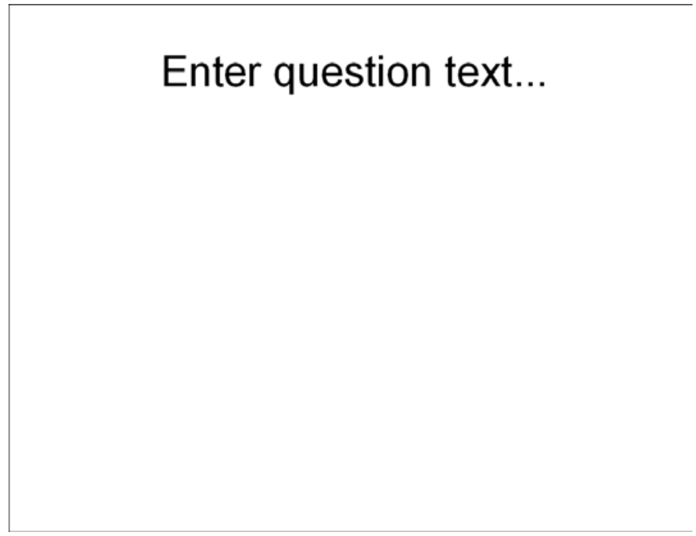


Fill in the Blank Slide

The Fill in the Blank slide contains a question region for you to pose a question. It does not contain an answer region or a chart, since the responses are in the form of text. ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths.

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 in ***Chapter 4: Response Device and Settings Management***.

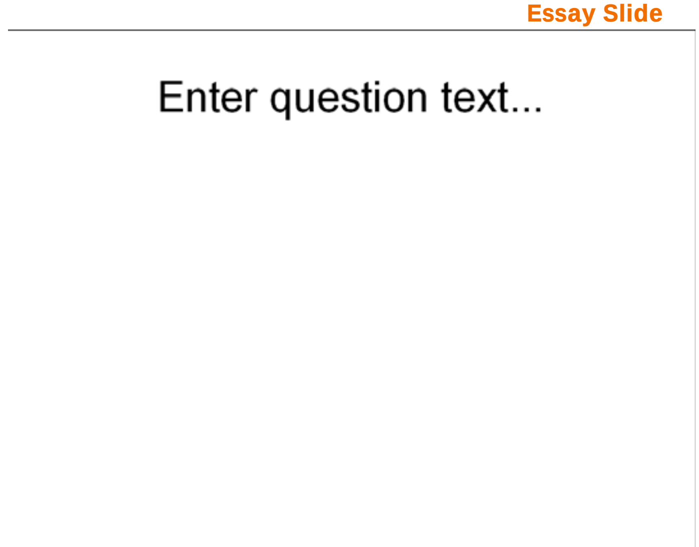
Fill in the Blank Slide



Essay Slide

The Essay slide contains a question region for you to pose a question. It does not contain an answer region or a chart, since the responses are in the form of text. ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths.

Essay Slide



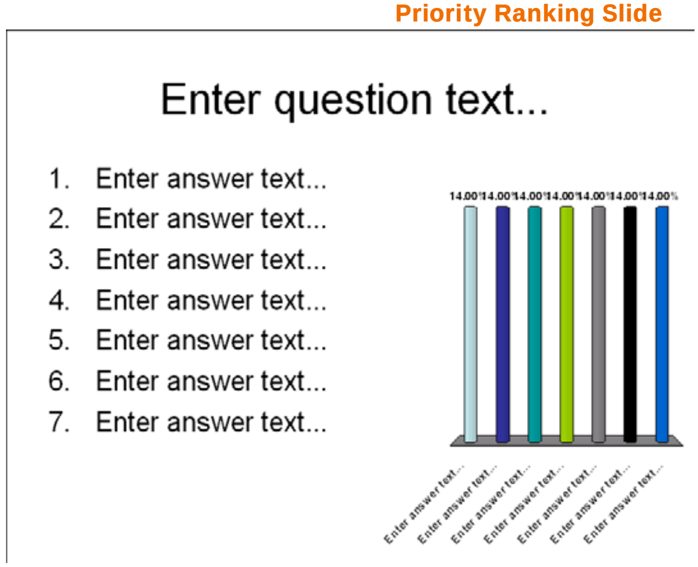
Priority Ranking Slide

A Priority Ranking slide weighs participants' choices and then ranks them accordingly.

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 in ***Insert a Priority Ranking Slide*** on page 83.

Priority Ranking Slide



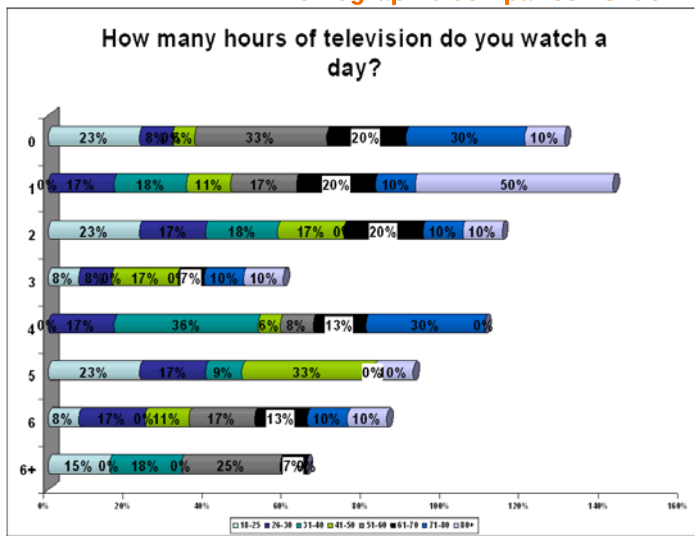
Demographic Comparison Slide

A Demographic Comparison slide shows results based on certain demographic information.

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. To use a

Demographic Comparison slide you must first designate a slide as ‘Demographic.’ Find more information on ***Designate a Demographic Slide*** on page 90.

Demographic Comparison Slide

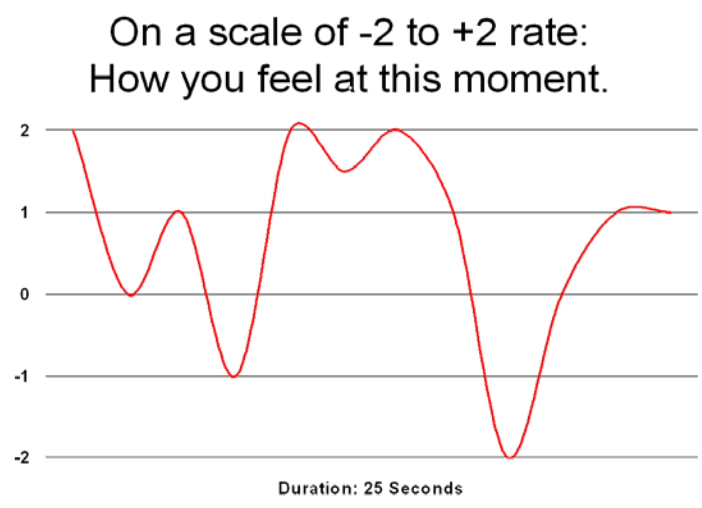


Moment to Moment Scoring

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 Scoring 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 Scoring slide in the TurningPoint settings using the Polling Cycle setting, a slide-level setting. Find more information about modifying settings in ***Response Device and Settings Management*** on page 157.

Moment to Moment Scoring Slide



Insert Special Slides

Inserting some Special Slides differs from inserting Chart, Competition, Template, and other Special slides as outlined in ***Insert a Slide*** on page 57. These slides require additional information or changes to setting to function properly.

This section describes how to:

- ***Insert a Priority Ranking Slide***
- ***Insert a Demographic Comparison Slide***

Insert a Priority Ranking Slide

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

You could use a Priority Ranking slide to find out what is most important to participants. You insert a Priority Ranking slide, select the number of responses you want to allow per participant, and then ask participants what is most important. You ask participants to enter their first choice as their first response, their second choice second, etc. Choices entered first are weighted more heavily.

For example: You create a slide with five possible answers. You allow three responses (choices) per participant where first the choice is worth ten points, the second nine, and the third eight. You have six participants providing responses. The first three participants select 5, 4, 3 as answers in that order. The second three participants select 1,2,3 as answers in that order. TurningPoint calculates the results as depicted in the table below.

Priority Ranking Calculation Sample

Answer Number	Participant Answer Selection Order	Answer Point Value	Total Points Receive by Answer
1	3 as 1st choice	3 responses @ 10 points each	30
2	3 as 2nd choice	3 responses @ 9 points each	27
3	6 as 3rd choice	6 resonses @ 8 points each	48
4	3 as 2nd choice	3 responses @ 9 points each	27
5	3 as 1st choice	3 responses @ 10 points each	30

The table shows that despite participants selecting answers 1 and 5 as their first choice 3 times each, all six participants selected answer 3. This gives answer 3 a higher priority for the group as a whole.

Step by Step Instructions

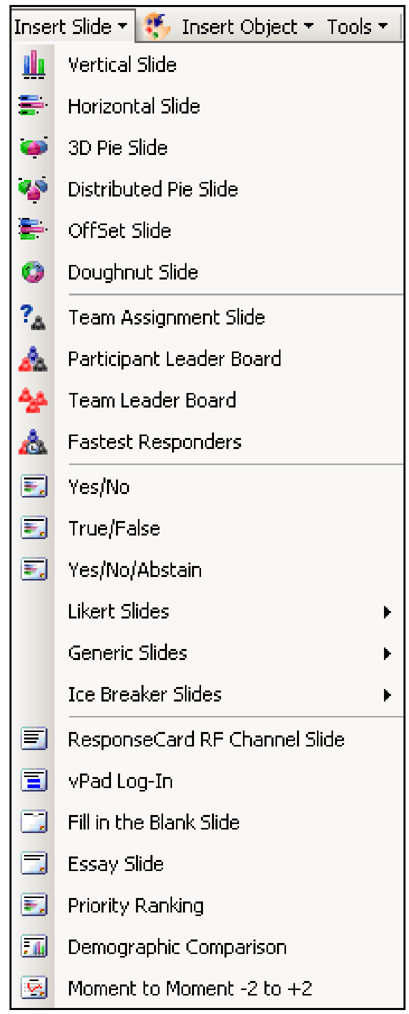
To insert a Priority Ranking slide…

1 Navigate to the slide you would like the Priority Ranking slide to be inserted after.

2 Select Insert Slide from the TurningPoint toolbar.

The Insert Slide menu opens.

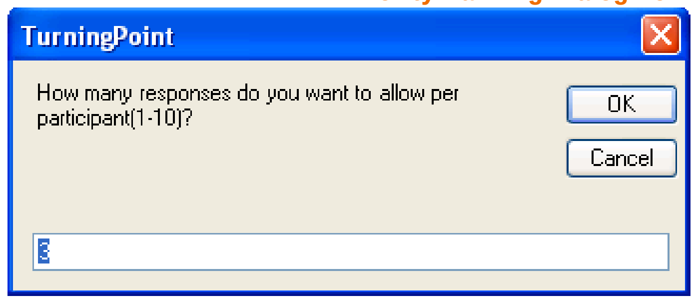
Insert Slide Menu



3 Select Priority Ranking.

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

Priority Ranking Dialog Box



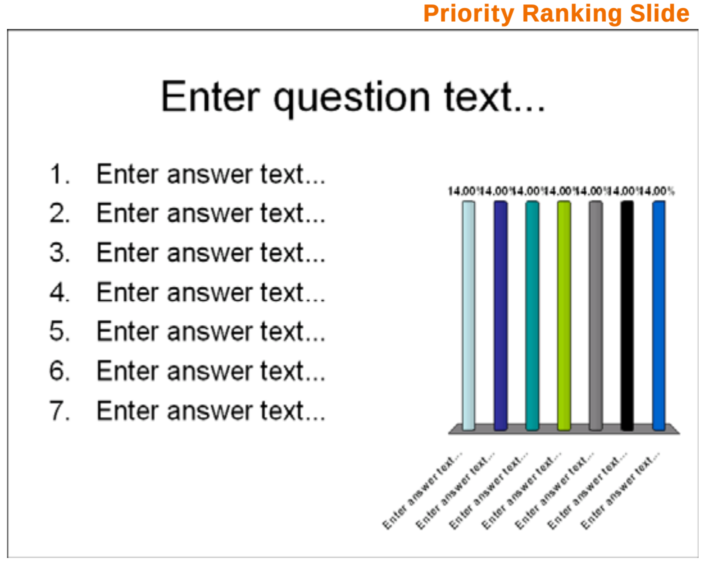
4 Enter the number of responses you wish to allow per participant.

The default number of responses is set at 3. The maximum number of responses cannot be higher than 10. Find more information about changing the default number of responses in ***Chapter 4: Response Device and Settings Management***.

5 Select OK.

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

Priority Ranking Slide



6 Enter the desired question and responses.

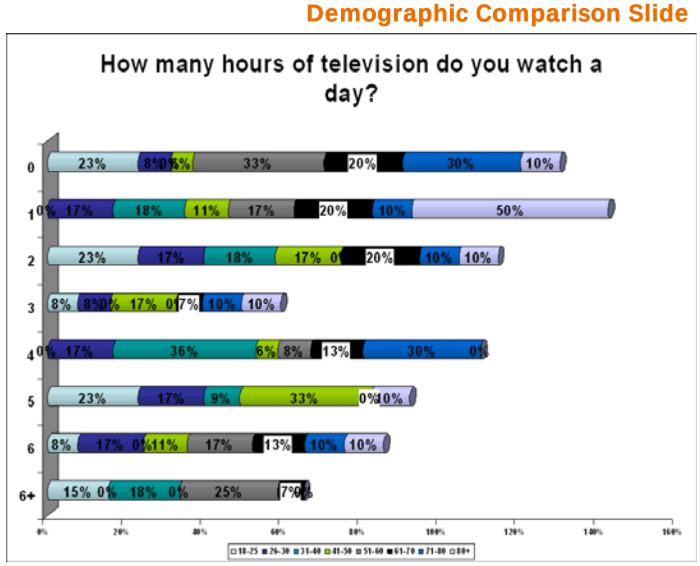
You can now poll participants and ask them to respond the selected number of times. Their responses are weighted and ranked: first responses weighted more than second, second more than third, etc.

Insert a Demographic Comparison Slide

The Demographic Comparison slide 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' age groups influence the number of hours of television they watch per day. To do this, you first create a question slide asking participants what age group they fall under and then designate that slide as 'Demographic.' Next, poll participants by asking 'How many hours or television do you watch a day?' Finally, you insert a Demographic Comparison slide that provides percentages for how many hours of television each participant's age group watches a day.

Demographic Comparison Slide



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. Find more information on designating a slide as 'Demographic' in ***Designate a Demographic Slide*** on page 90.

Step by Step Instructions

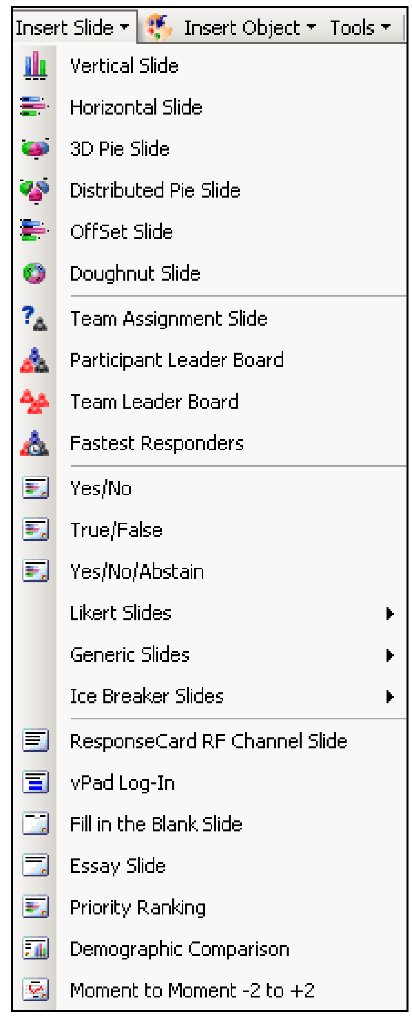
To insert a Demographic Comparison slide…

1 Navigate to the slide you would like the Demographic Comparison slide to be inserted after.

2 Select Insert Slide from the TurningPoint toolbar.

The Insert Slide menu opens.

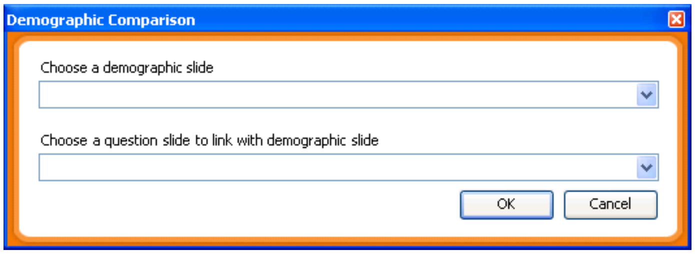
Insert Slide Menu



3 Scroll down the list and select Demographic Comparison.

The Demographic Comparison dialog box opens.

Demographic Comparison Dialog Box



4 Select a demographic slide from the first drop-down menu.

Any slides you have designated as 'Demographic' are included in the menu. Find more information on designating a slide as 'Demographic' in ***Designate a Demographic Slide*** on page 90.

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

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

6 Select OK.

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 ***Chart Slides*** on page 63 and in ***Change Chart Colors*** on page 120. You can use pictures for answers. Find more information in ***Create Picture Slides*** on page 118. And you can add a Correct Answer Indicator Find more information in ***Add a Correct Answer Indicator*** on page 146.

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

This section describes how to:

- ***Designate a Demographic Slide***
- ***Change Chart Types***
- ***Enable Zero-based Polling***
- ***Identify a Correct Answer from the Settings Window***
- ***Identify a Correct Answer on a TurningPoint Slide***
- ***Use Keywords for Fill in the Blank Slides***
- ***Set Point Values from the Settings Window***
- ***Set Point Values on a TurningPoint Slide***
- ***Clear Answer Values from the Settings Window***
- ***Clear Answer Values on a TurningPoint Slide***
- ***Use Speed Scoring***
- ***Create Picture Slides***
- ***Change Chart Colors***
- ***Make a PowerPoint Slide Interactive by Inserting a Chart***
- ***Disable Auto Scale in Charts***

Designate a Demographic Slide

You can designate a slide as demographic to see how a certain group in your audience responds to certain questions. Slides designated as Demographic can be used in conjunction with Demographic Comparison Slides or Demographic Reports. Find more information on ***Insert a Demographic Comparison Slide*** on page 86 and on ***Demographic Reports*** on page 361.

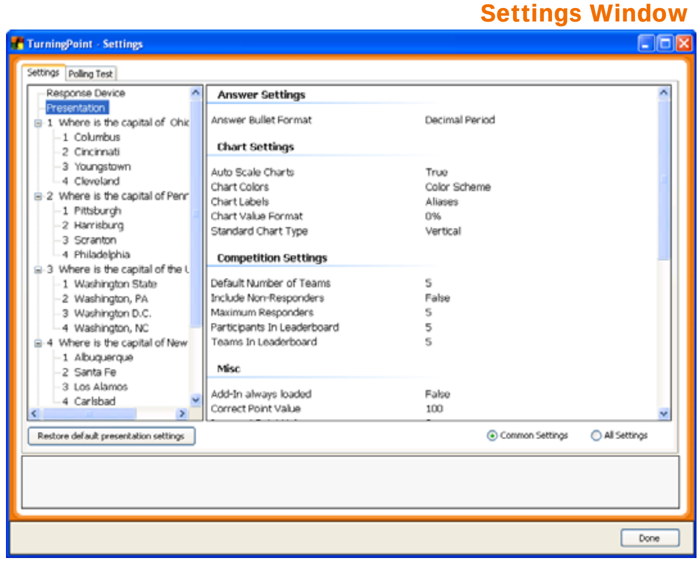
Step by Step Instructions

To designate a slide as 'Demographic'...

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window



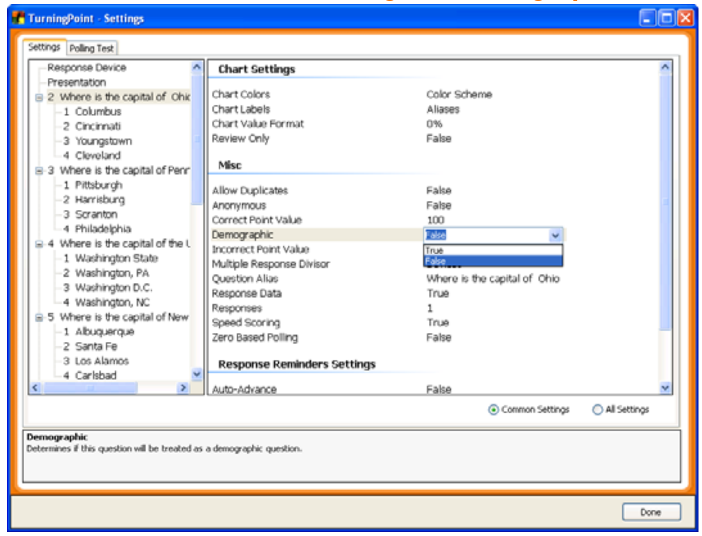
2 Select the slide you want to designate as Demographic from the Settings Hierarchy.

The available settings for the slide display in the right pane of the window.

3 Under the Misc settings, select Demographic.

A drop-down menu opens.

Settings for Demographic Slide



4 Select True.

5 Select Done.

Your slide is now a Demographic slide.

Change Chart Types

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

Step by Step Instructions

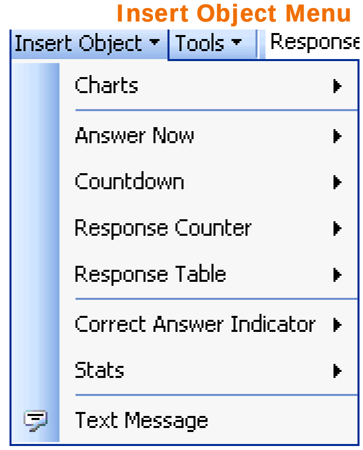
To change a chart's type…

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.

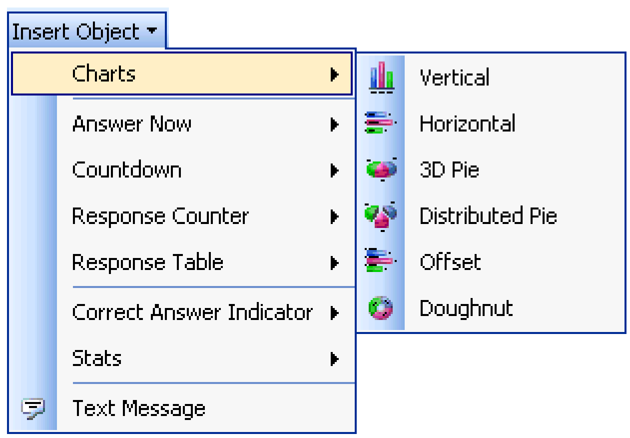
The Insert Object menu opens.

Insert Object Menu



3 Select Charts to display the Charts submenu.

Insert Object: Chart Selection



4 Select the type of chart you would like to appear on the slide.

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

Enable Zero-based Polling

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.

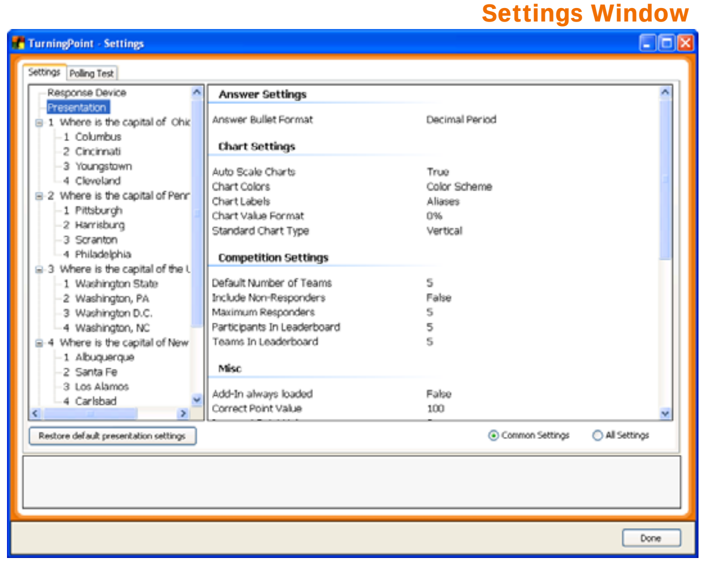
Step by Step Instructions

To enable Zero-Based Polling...

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window



2 Select Presentation or a specific Slide from the Settings Hierarchy.

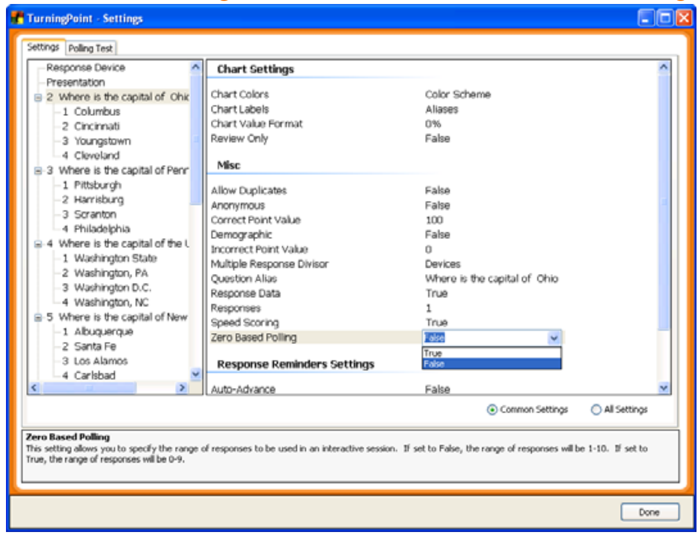
Selecting a slide affects the currently selected slide. Selecting Apply All button affects all of the slides in the presentation.

> ***Note*** You will need to select the All Settings to reveal the Zero-Based Polling Option for the Presentation.

3 Under the Misc settings, select Zero-Based Polling.

A drop-down menu opens to the right.

Settings Window: Enable Zero-Based Polling



4 Use the drop-down menu to select True.

Your answers are now numbered 0 to 9.

> ***Note*** To enable Zero-Based Polling for the entire presentation, you will need to select “Apply All.”

Identify a Correct Answer from the Settings Window

You can specify whether answers in your TurningPoint slides should be considered correct or incorrect from the Settings window. 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 146 or by coloring the chart to indicate correct and incorrect answers (find more information in ***Change Chart Colors*** on page 120).

You can set keywords for fill in the blank questions. If a response contains the keyword, it will be considered correct if that Answer Value has been set to correct. Find more information in ***Use Keywords for Fill in the Blank Slides*** on page 99.

You can identify a correct answer to a question from the Settings window. By default, answers marked Correct have a point value of 100 points, and answers marked Incorrect have a point value of 0 points for the purposes of scoring and competition. Find information about assigning specific point values to answers in ***Set Point Values from the Settings Window*** on page 102 or ***Set Point Values on a TurningPoint Slide*** on page 108.

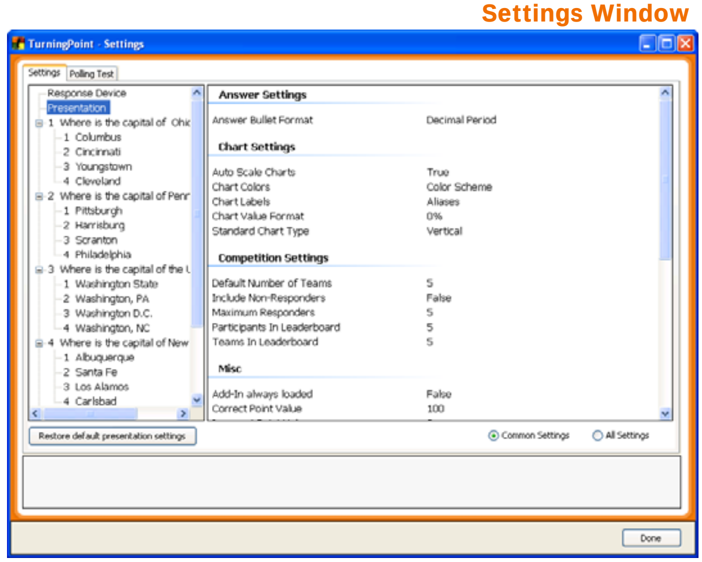
Step by Step Instructions

To mark an answer correct from the Settings window…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window

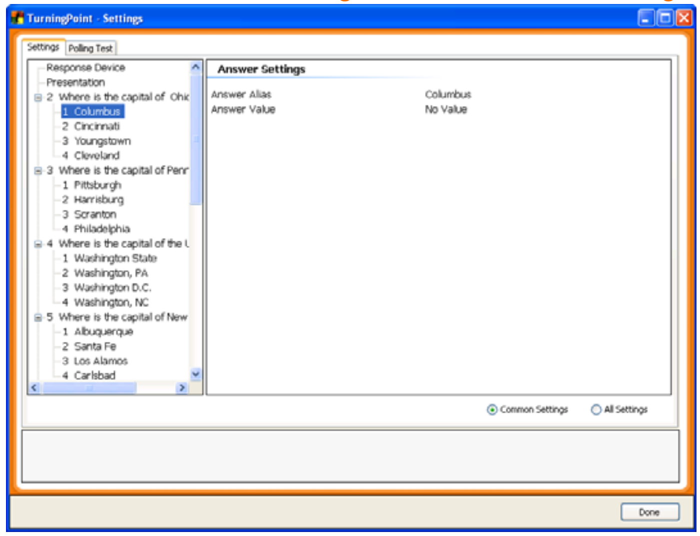


2 From the Settings Hierarchy, select the slide on which you would like to identify a correct answer.

3 Select the Answer you want to identify as correct.

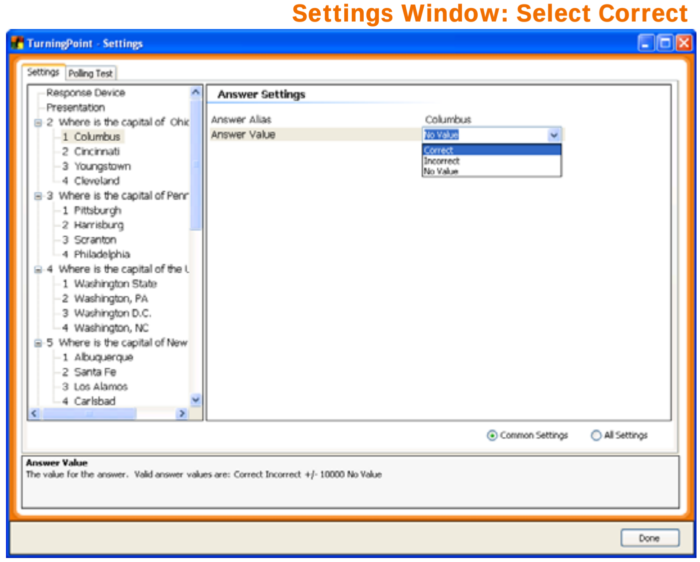
The settings for that answer display in the right pane of the window.

Settings Window: Answer Settings



4 Select Correct from the Answer Value drop-down menu.

Settings Window: Select Correct



TurningPoint sets the selected answer as Correct and automatically sets all other answers on that slide as Incorrect.

> ***Note*** You can also set the Answer Value to Correct or Incorrect Answer Value from the slide. Find more information in ***Identify a Correct Answer on a TurningPoint Slide*** on page 97.

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 drop-down menu.

Identify a Correct Answer on a TurningPoint Slide

You can specify whether answers in your TurningPoint slides should be considered correct or incorrect. By setting answer values, you can show the correct answer after polling with a Correct Answer Indicator, or by coloring the chart to indicate correct and incorrect answers. Find more information in ***Add a Correct Answer Indicator*** on page 146 and ***Change Chart Colors*** on page 120.

You can set keywords for fill in the blank questions. If a response contains the keyword, and that keyword has been set to be the Correct Answer Value, it will be considered correct. Find more information in ***Use Keywords for Fill in the Blank Slides*** on page 99.

You can identify a correct answer to a question on a TurningPoint slide. By default, answers marked Correct have a point value of 100 points, and answers marked Incorrect have a point value of 0 points for the purposes of scoring and competition. (Find information about assigning specific point values to answers in ***Set Point Values from the Settings Window*** on page 102 or ***Set Point Values on a TurningPoint Slide*** on page 108.)

Step by Step Instructions

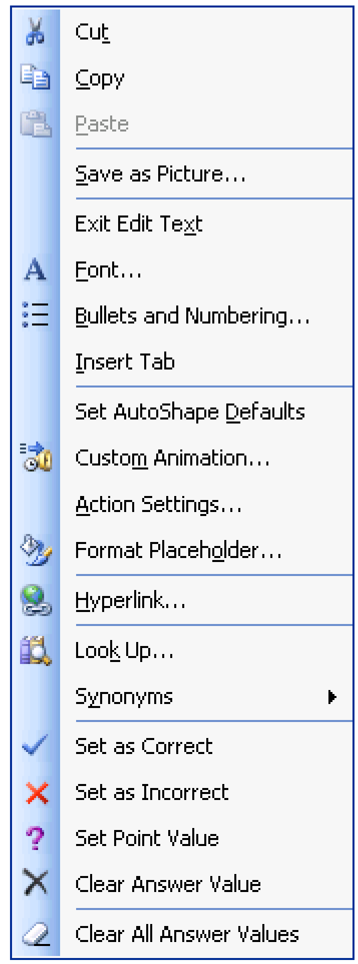
To mark an answer correct…

1 Navigate to the slide on which you want to mark a Correct Answer.

2 Right-click on the picture (for a picture slide) or the number of the answer (for all other slides).

A Contextual menu opens. Observe the Set as Correct and Set as Incorrect options at the bottom of this menu.

Contextual Menu



3 Select Set as Correct from the Contextual menu.

TurningPoint sets the selected answer as Correct and automatically sets all other answers on that slide 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 ***Response Device and Settings Management*** on page 157.

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 Set as Incorrect from the Contextual 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.”

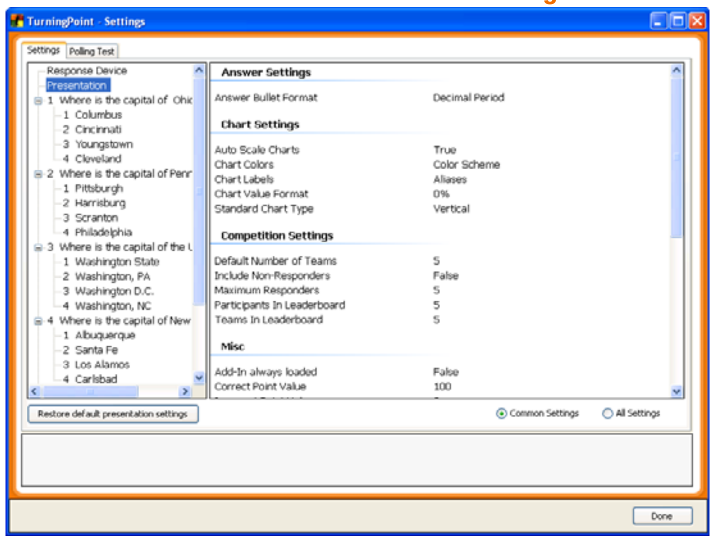
Step by Step Instructions

To use keywords…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

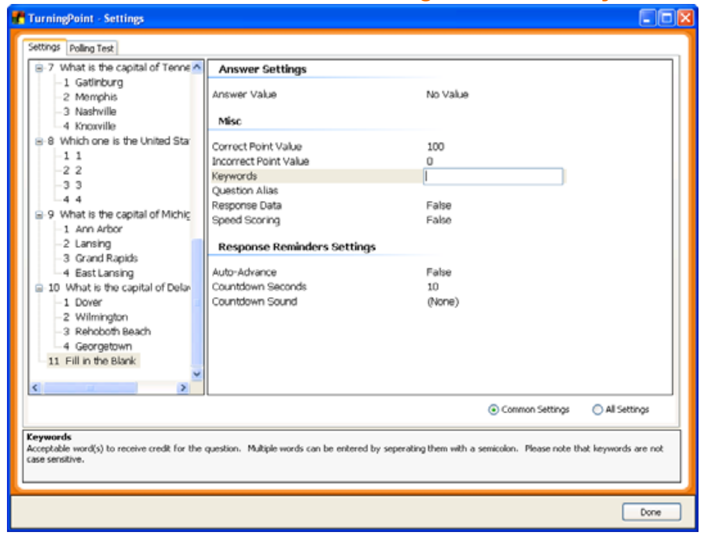
Settings Window



2 If it is not already selected, select the slide from the Settings Hierarchy on which you would like to assign keywords.

3 Under the Misc settings, select Keywords.

Settings Window: Keywords



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.

4 Enter the word(s) to include as keywords in the space provided.

Separate multiple keywords with semicolons. Responses containing any of the keywords will be counted as correct if that keyword has been set as the Correct Answer Value.

5 Select the Done button in the Settings window (settings are automatically saved).

Set Point Values from the Settings Window

The answer values are used to compute the scores in the summary slides for competitions. Additionally, they are available for generating graded reports, scoring reports and others available in Turning Reports. Find more information in ***Reports*** on page 351.

You can set the point value for an answer in the range of negative 10,000 through 10,000. An answer set as Correct has a default point value of 100. An incorrect answer has a default point value of 0.

You can assign different point values to different answers (if one answer should be awarded more than another, for example).

You can change the default point value settings for both correct and incorrect answers at the Presentation or Slide-level from the Settings window. Additionally, you could enable participants to receive positive points even if they answer incorrectly. Conversely, you can enable participants to receive negative points for correct answers in the same way.

You can identify a correct or incorrect answer by following the instructions in ***Identify a Correct Answer from the Settings Window*** on page 94 or ***Identify a Correct Answer on a TurningPoint Slide*** on page 97.

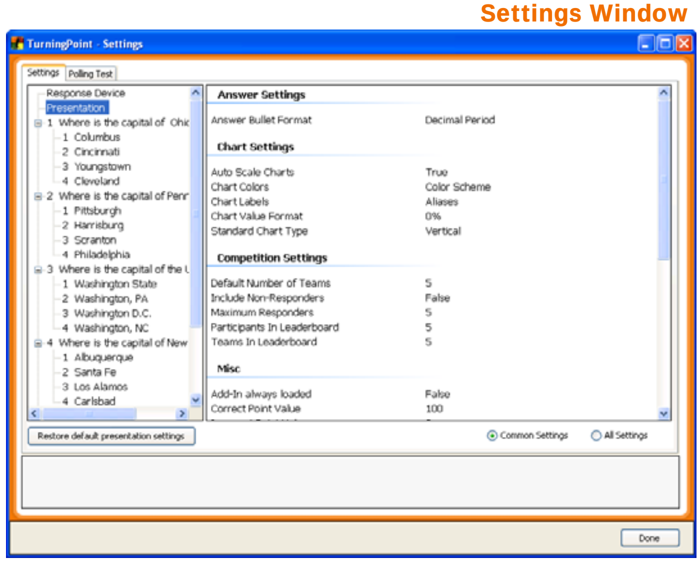
Step by Step Instructions

To set a point value for an answer…

1. From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window



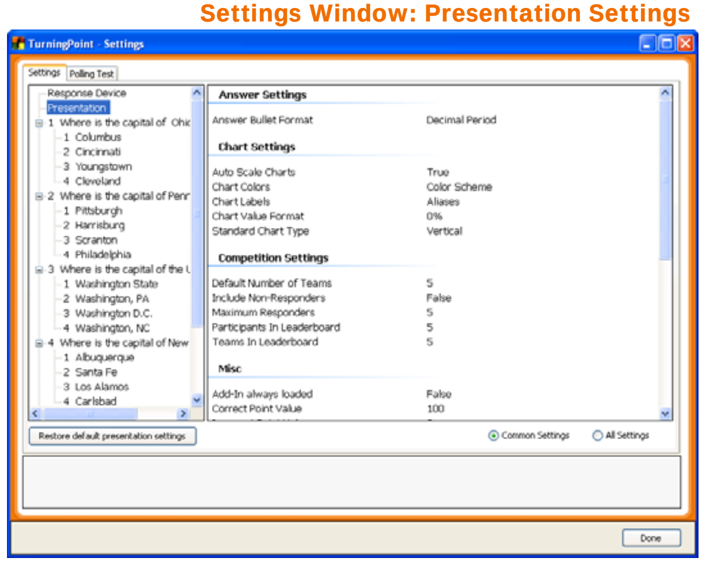
To assign the same point values to the whole presentation, go to step 2. To assign point values to a specific slide, go to step 3.

2 To assign the same point values to the whole presentation:

a Select Presentation from the Settings Hierarchy.

The available presentation settings display in the right pane of the window.

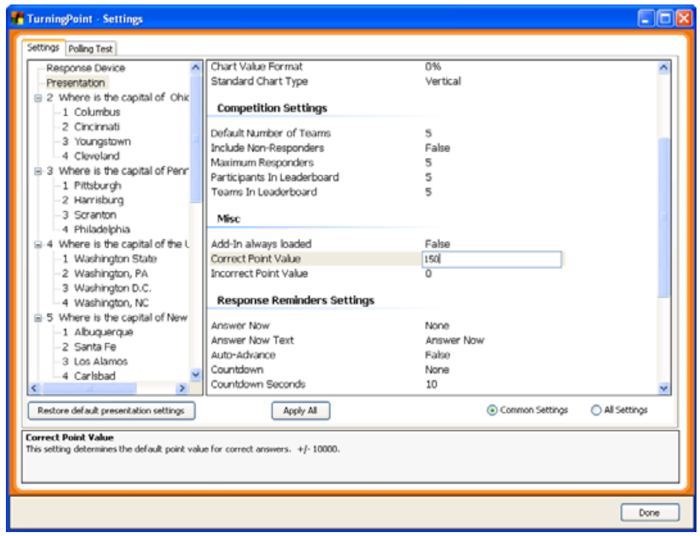
Settings Window: Presentation Settings



b Under the Misc settings, select Correct Point Value.

A text box opens allowing you to enter a point value for correct answers. The point value can range from negative 10,000 through 10,000.

Settings Window: Correct Point Value



c Enter the correct point value.

d Press the Enter key.

TurningPoint sets the point value for all slides you create in the future.

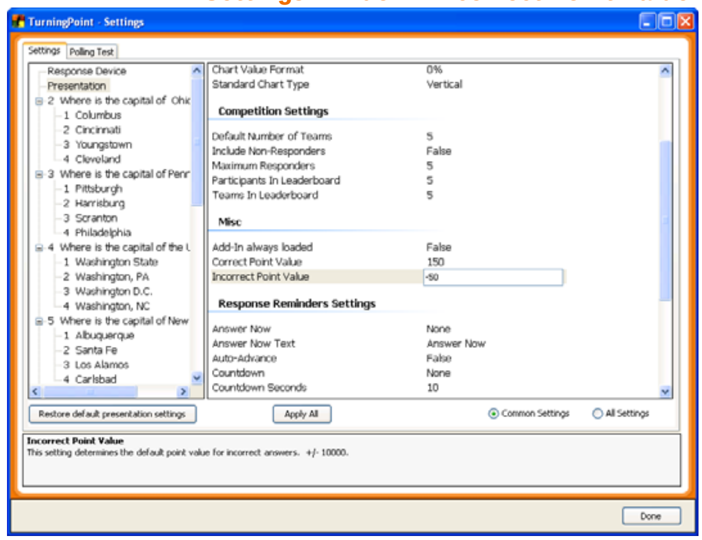
> ***Note*** Select the Apply All button to set the point value for all existing slides in your presentation.

To set incorrect point values, go to step e. If you are done setting point values go to step 4.

e Under the Misc settings, select Incorrect Point Value.

A text box opens allowing you to enter a point value for incorrect answers.

Settings Window: Incorrect Point Value



f Enter the incorrect point value.

g Press the Enter key.

TurningPoint sets the point value for all slides you create in the future.

> ***Note*** Select the Apply All button to set the point value for all existing slides in your presentation.

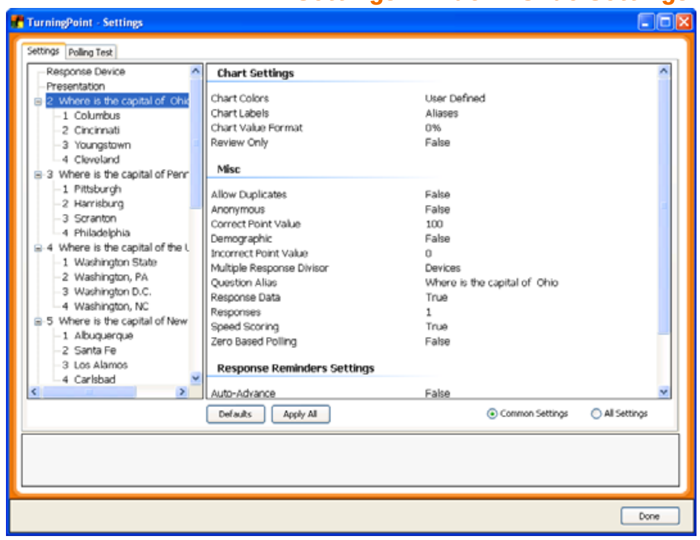
To set point values for a specific slide go to step 3. Otherwise go to step 4.

3 To assign individual point values to a specific slide,

a Select the slide from the Settings Hierarchy.

The available slide settings display in the right pane of the window.

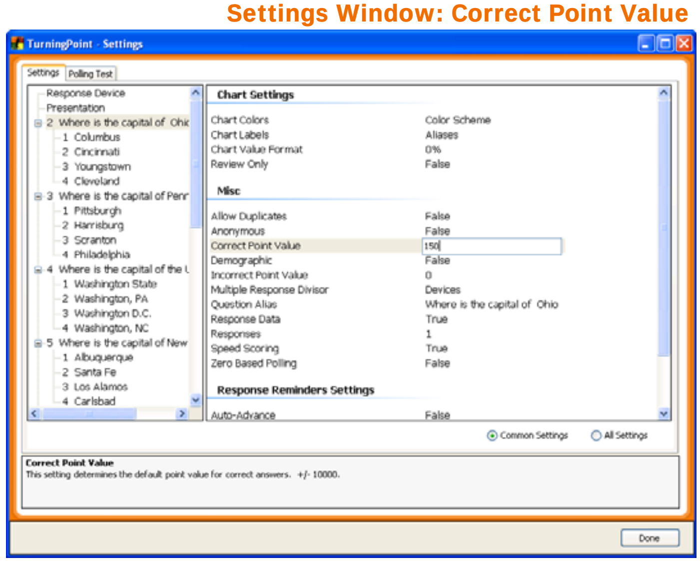
Settings Window: Slide Settings



b Under the Misc settings, select Correct Point Value.

A text box opens allowing you to enter a point value for correct answers. The point value can range from negative 10,000 through 10,000.

Settings Window: Correct Point Value



c Enter the correct point value.

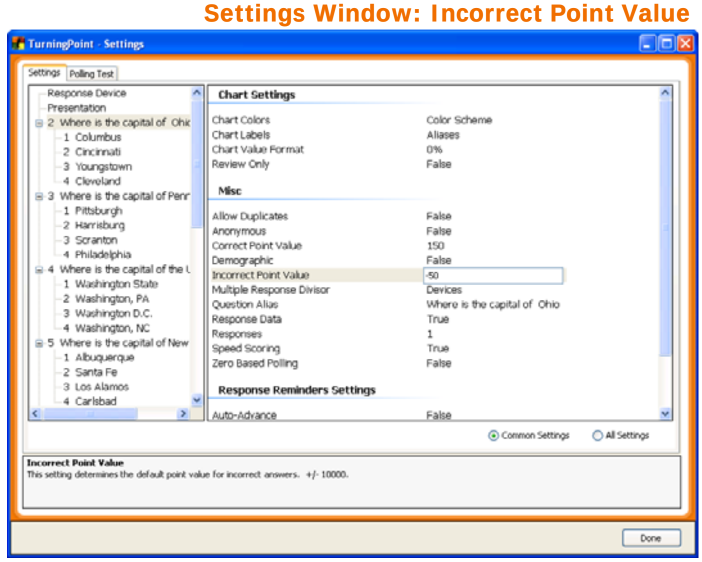
d Press the Enter key.

The correct point value is set. To set incorrect point values, go to step e. If you are done setting point values go to step 4.

e Under the Misc settings, select Incorrect Point Value.

A text box opens allowing you to enter a point value for incorrect answers. The point value can range from negative 10,000 through 10,000.

Settings Window: Incorrect Point Value



f Enter the incorrect point value.

g Press the Enter key.

The incorrect point value is set.

Repeat step 3 for each slide on which you want to assign individual point values. If have finished setting point values go to step 4.

You can change the point value by repeating these steps on the same slide and entering a new point value.

> ***Note*** You can also set the point value on a TurningPoint slide. Find more information in ***Set Point Values on a TurningPoint Slide*** on page 108.

4 Select Done.

Use speed scoring to award points for answers proportionally to fastest responders on an individual basis or in team competitions. Find more information in ***Use Speed Scoring*** on page 115.

Clear the point value for a particular answer or for all answers on the slide by following the instructions in ***Clear Answer Values from the Settings Window*** on page 111 or ***Clear Answer Values on a TurningPoint Slide***.

> ***Note*** If you have assigned negative points to a correct answer or positive points to an incorrect answer, use the Point Value reports. The Percentage Reports treat the correct answers with negative point values as incorrect answers and incorrect answer with positive point values as correct answers.

5 Enter a point value.

Set Point Values on a TurningPoint Slide

Answer values are used to calculate individual and team scores from summary slides used during competitions. Additionally, the answer values are used in generating certain Reports. Find more information in ***Reports*** on page 351.

You can set a numerical point value for an answer in the range of negative 10,000 through 10,000. An answer set as Correct has a default point value of 100. An incorrect answer has a default point value of 0.

You can assign different point values to different answers (if one answer should be awarded more than another, for example).

You can change the default point value for both correct and incorrect answers. Additionally, you could enable participants to receive positive points even if they answer incorrectly. Conversely, you could enable participants to receive negative points if they answer correctly. Find more information in ***Set Point Values from the Settings Window*** on page 102.

You can identify a correct or incorrect answer by following the instructions in ***Identify a Correct Answer from the Settings Window*** on page 94 or ***Identify a Correct Answer on a TurningPoint Slide***.

Step by Step Instructions

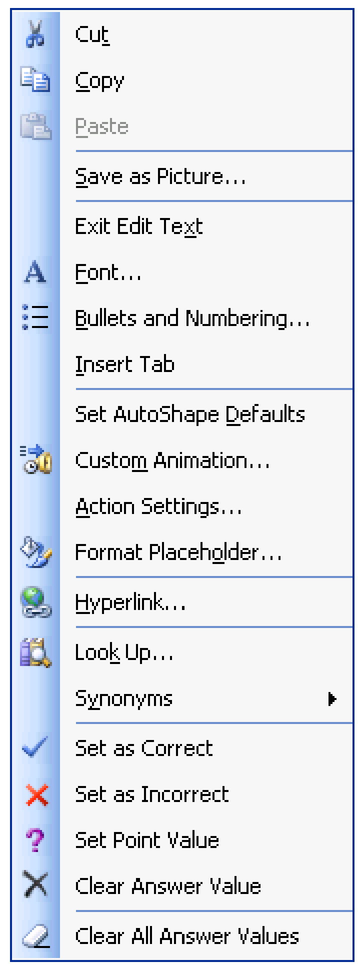
To set a point value for an answer…

1 Navigate to the slide on which you want to set point values.

2 Right-click on the picture (for a picture slide) or the number of the answer (for all other slides).

A Contextual menu opens. Observe the Set Point Value option at the bottom of this menu.

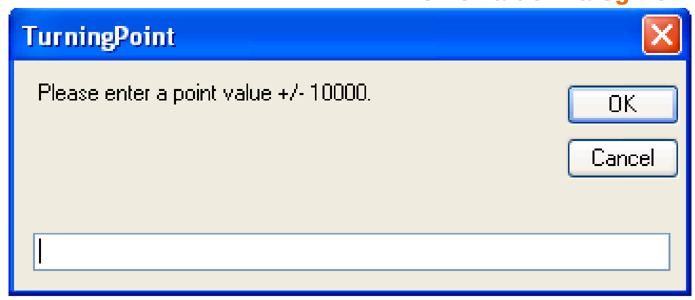
Contextual Menu



3 Select Set Point Value from the Contextual menu.

A dialogue box opens.

Point Value Dialog Box



4 Enter a point value in the space provided and select the OK button.

TurningPoint sets the point value for the selected answer.

> ***Note*** You can also set the point value in the Settings window. Find more information in ***Set Point Values from the Settings Window*** on page 102.

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.

Use speed scoring to award points for answers proportionally to fastest responders on an individual basis or in team competitions. Find more information in ***Use Speed Scoring*** on page 115.

Clear the point value for all answers in a presentation by following the instructions in ***Clear Answer Values from the Settings Window*** on page 111. 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 a TurningPoint Slide*** on page 113.

Clear Answer Values from the Settings Window

TurningPoint enables you to reset answer values to default from the Settings window. Selecting this option affects only slides created after you have performed the steps outlined below. Clearing answer values from any existing slides must done from the TurningPoint slide. Find more information on resetting individual answers in ***Clear Answer Values on a TurningPoint Slide*** on page 113.

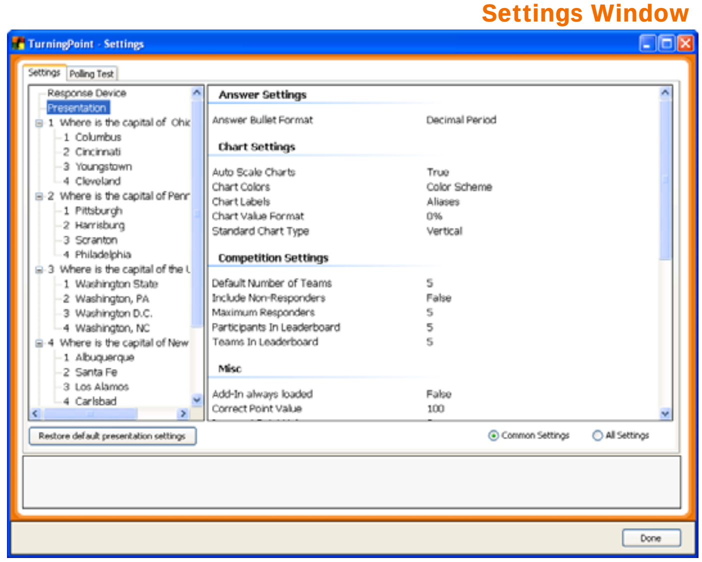
Step by Step Instructions

To clear the answer values for a presentation…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

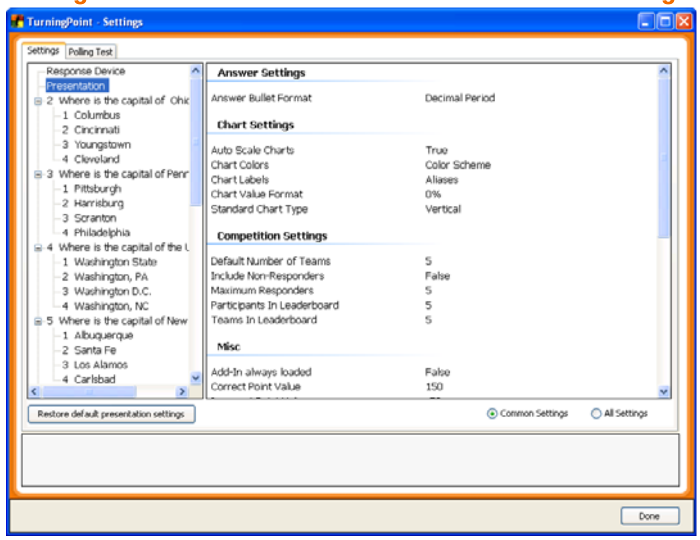
Settings Window



2 Select Presentation from the Settings Hierarchy.

The available settings display in the right pane of the window and the Restore default presentation settings button displays under the Settings Hierarchy.

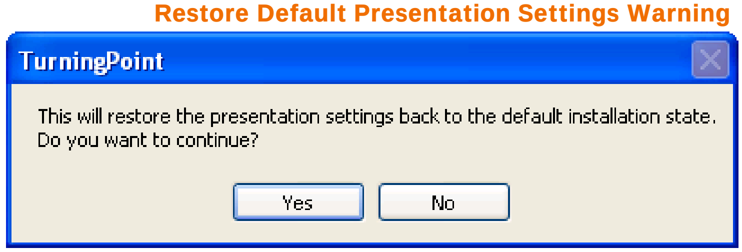
Settings Window: Restore Default Presentation Settings



3 Select the Restore default presentation settings button.

A dialog box opens warning that all settings will be restored back to the default state.

Restore Default Presentation Settings Warning



4 Select Yes to clear answer values.

TurningPoint resets all of your answer values to the default values.

> ***Note*** This only resets the answer values for all slides you create in the future. Find more information on resetting answer values for all existing slides in ***Clear Answer Values on a TurningPoint Slide*** on page 113.

Select No if you do not wish to reset all of the settings back to the default state.

Clear Answer Values on a TurningPoint Slide

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

Step by Step Instructions

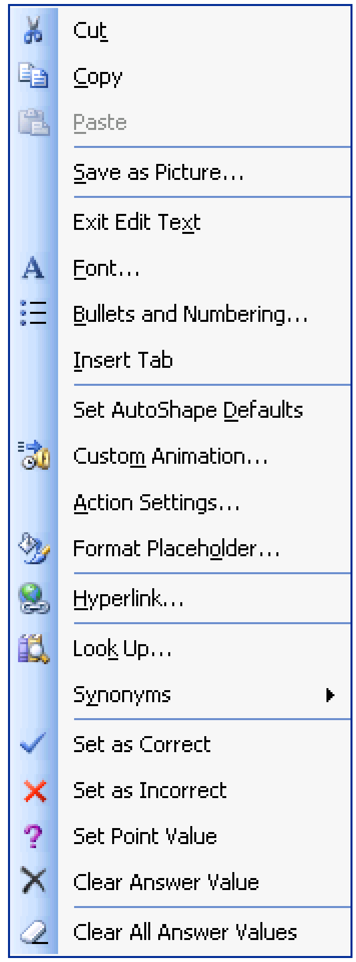
To clear the values for an answer…

1 Navigate to the slide on which you want to clear answer values.

2 Right-click on the picture (for a picture slide) or the number of the answer (for all other slides) for which you would like to clear the value, or any answer on that slide if you would like to clear all values.

A Contextual menu opens. Observe the Clear Answer Value and Clear All Answer Values options at the bottom of this menu.

Contextual Menu



3 Select one of the following from the Contextual menu:

- Clear Answer Value - clears the value for the selected answer only.

  The answer value for the selected answer is set to No Value if no other answer is set to Correct. The Answer Value is set to Incorrect if there is another answer that is set to correct.

- Clear All Answer Values - clears all answer values for the slide.

TurningPoint sets the answer values for all answers on the slide to No Value.

> **Note** You can clear an answer value from the Settings window. Find more information about modifying settings in ***Clear Answer Values from the Settings Window*** on page 111.

Find information for setting Correct or Incorrect values in ***Identify a Correct Answer from the Settings Window*** on page 94 or ***Identify a Correct Answer on a TurningPoint Slide*** on page 97.

Find information for setting point values in ***Set Point Values from the Settings Window*** on page 102 or ***Set Point Values on a TurningPoint Slide*** on page 108.

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. Speed scoring calculates points based on when polling opens and closes or the length of a countdown when a Countdown Indicator is used.

If you use speed scoring without a Countdown Indicator, a participant receives all the points for an answer when responding correctly after polling opens. If the participant does not select an answer before polling closes, they receive no points. If the participant responds immediately after polling opens, the participant receives all points for a correct answer. If the participant answers correctly at any other time, TurningPoint proportionally scales the points based on the amount of time that polling was open. If polling was open for 10 seconds, a response received at 5 seconds is awarded half (5/10) the points.

If you use speed scoring with a Countdown Indicator, a participant receives all the points for an answer when responding correctly before or as soon as the countdown begins. When the countdown begins, TurningPoint proportionally scales the points awarded by the amount of time remaining. In a 10-second countdown, a response with 5 seconds remaining is awarded half (5/10) the points.

Below are two examples. Both examples assumes that polling remained open for ten seconds or a Countdown Indicator set at ten seconds was used.

Example 1: Answer A is given a point value of 10 points. When polling opens, if the participant selects answer A immediately they will receive 10 points. As time progresses, the point value decreases. If the participant selects answer A with 5 seconds left, they receive 5 points. If the participant does not select an answer before polling closes or the timer hits zero they receive no points.

Example 2: Answer B is given a point value of -10 points. When polling opens, if the participant selects answer B immediately they will receive -10 points. As the countdown timer counts down from 10, the point value increases. If the participant selects answer B with 5 seconds left, they receive -5 points. If the participant does not select an answer before polling closes or the timer hits zero they receive no 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 from the Settings Window*** on page 102 or ***Set Point Values on a TurningPoint Slide*** on page 108.

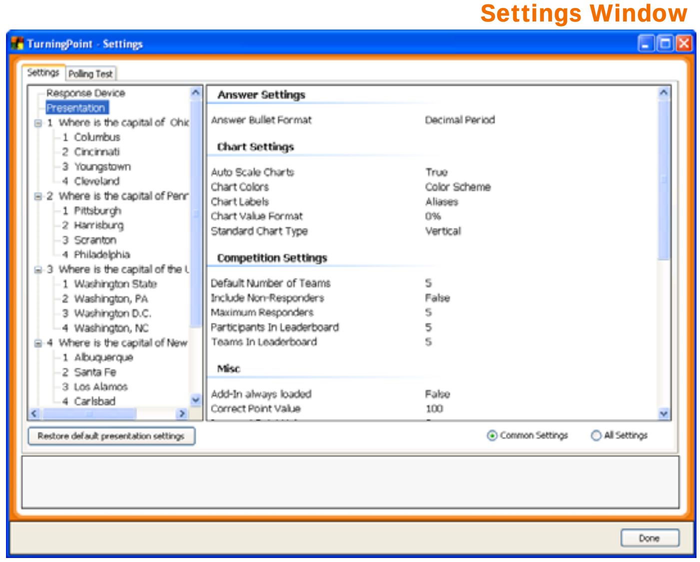
Step by Step Instructions

To use speed scoring…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window

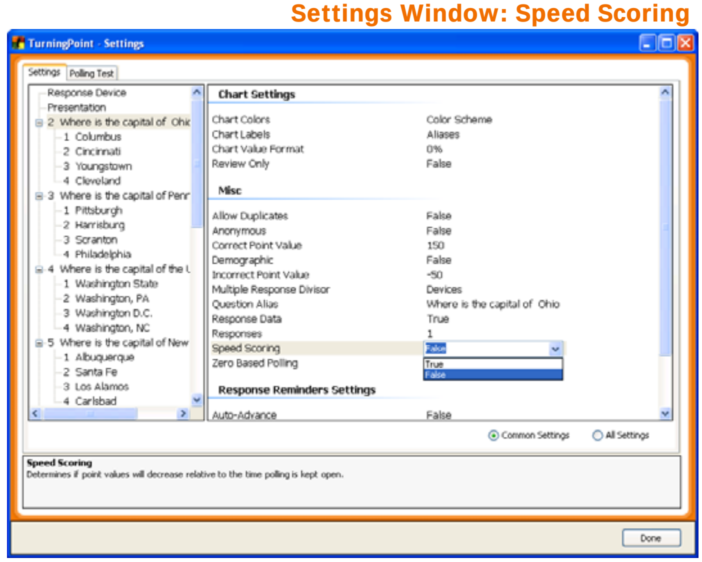


2 If it is not already selected, select the slide on which you would like to enable speed scoring from the Settings Hierarchy.

3 Select Speed Scoring under the Misc settings.

A drop-down menu opens.

Settings Window: Speed Scoring



4 Select True from the menu to enable speed scoring.

- Select False to disable speed scoring.

5 From the Settings window, select the Done button (settings are saved automatically).

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.

Step by Step Instructions

To create a picture slide…

1. Create a TurningPoint slide.

The text in the answer region will be replaced by pictures. Therefore, 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 (answer aliases) and answer text in settings and reports.

Find more information on creating a slide in ***Insert a Slide*** on page 57.

> ***Note*** Since you will 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 62.

2. Insert pictures to use as answers using the options in PowerPoint's Insert > Picture menu.

Insert one picture for each answer.

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

3. Resize and arrange the pictures the way you want them to appear on the slide.

Select and drag the picture to reposition it. Resize the picture using the Format Picture Command. Find more information in PowerPoint's online help.

4 To order the pictures correctly with the answers, follow these steps:

a 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.

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

c Select the picture that corresponds to the second answer by holding the Control key on your keyboard and clicking on the picture.

Now both the first and second picture are selected.

d Repeat step c for each additional picture until you have selected one for each answer.

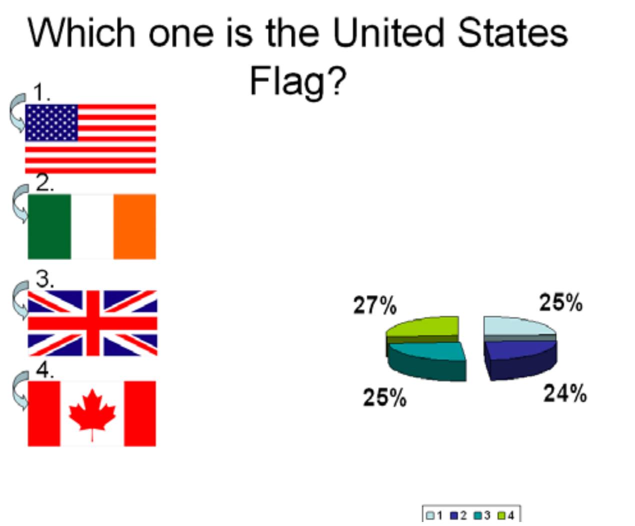
> ***Note*** You may include pictures on your slide that are not associated with one of the answers (for decoration or illustration). Do not select these pictures.

5 Select the Convert to Picture Slide button from the TurningPoint toolbar.

Convert Picture Slide Button

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

Picture Slide



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

Additionally, you can identify a correct answer or set point values. Find more information in ***Identify a Correct Answer from the Settings Window*** on page 94 or ***Identify a Correct Answer on a TurningPoint Slide*** on page 97 and ***Set Point Values from the Settings Window*** on page 102 or ***Set Point Values on a TurningPoint Slide*** on page 108.

Change Chart Colors

The colors used by charts are defined in the TurningPoint settings. By default, the charts take on the colors defined in your PowerPoint presentation's color scheme.

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

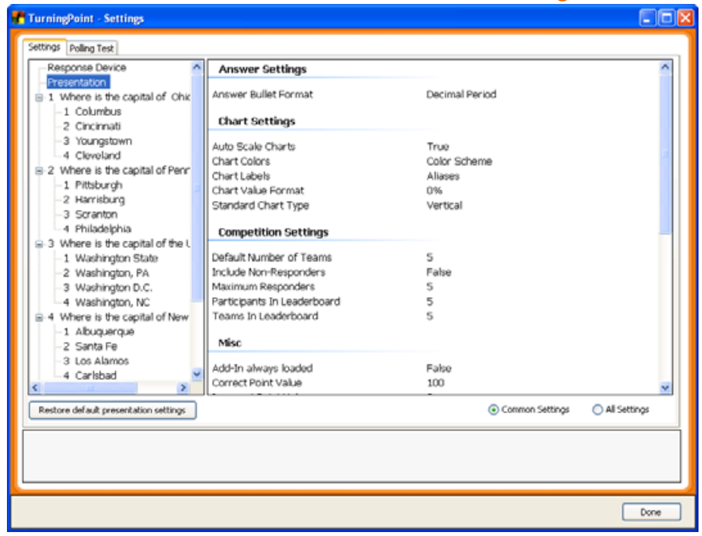
Step by Step Instructions

To change chart colors…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

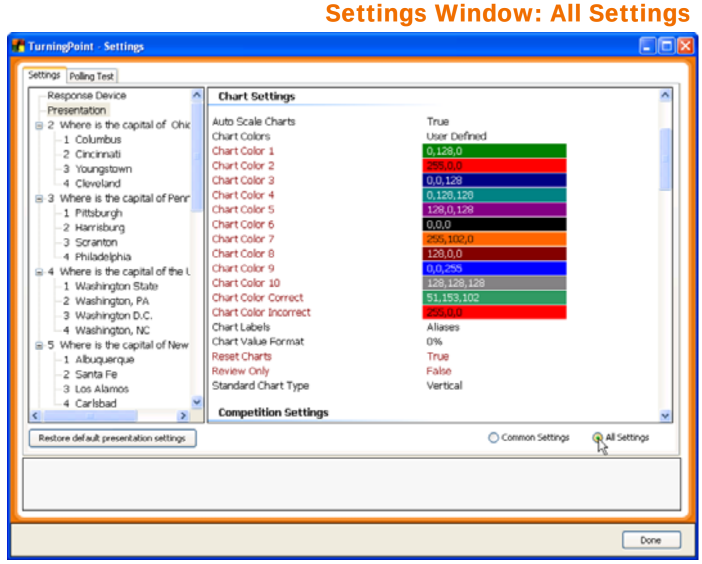
Settings Window



2 Select the All Settings radio button.

The Chart Color settings display in the right pane of the window.

Settings Window: All Settings



3 Select Presentation or a Slide from the Settings Hierarchy to specify whether you'd like to make changes to chart colors on the presentation-level or slide-level.

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.

Note You must select the Apply All button to change the chart colors for all existing slides in your presentation.

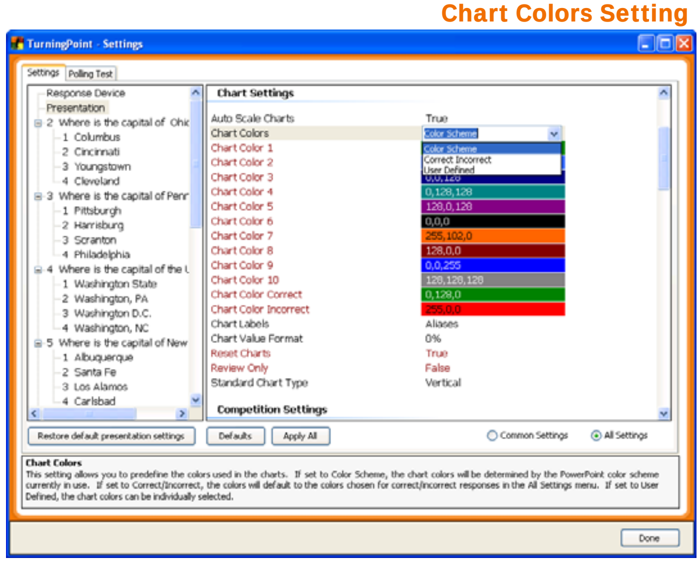
- Making changes on the slide-level affects only the slide you select.

If you make changes on the slide-level, you must select a specific slide from the Settings Hierarchy.

4 Locate the Chart Colors setting in the Chart Settings group and select it.

A drop-down menu opens.

Chart Colors Setting



5 Select a value for the Chart Colors setting.

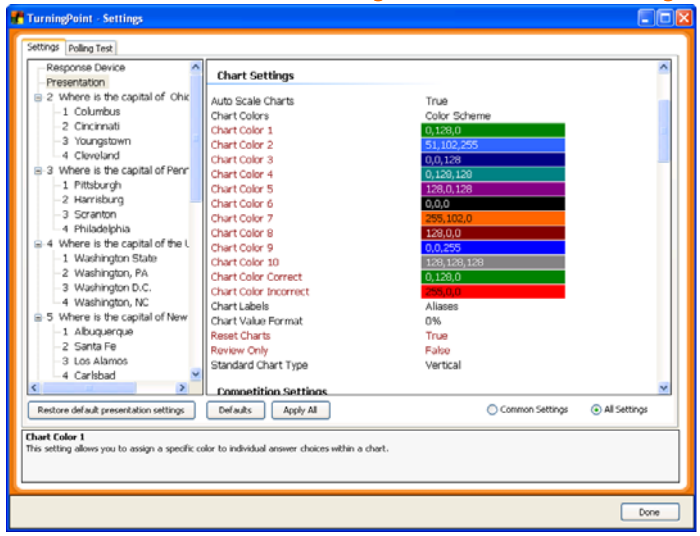
There are three options:

- Color Scheme - uses the color scheme of your PowerPoint presentation.
- User Defined - uses ten user-defined colors.
- Correct Incorrect - uses two user-defined colors, one for correct answers and one for incorrect. (The default colors for correct and incorrect are green and red respectively.)

Note When Color Scheme is selected, PowerPoint reverses the color order for Horizontal and Offset Charts. Example: If your color scheme has Light Blue, Blue, Aqua, and Green with Light Blue as the first color to be displayed and Green as the last, PowerPoint will display the colors in reverse for Horizontal and Offset Charts. Green is the first color displayed and Light Blue is the last.

6 If you chose to use User Defined or Correct Incorrect, specify the colors in the Settings Window Chart Settings by completing the following steps:

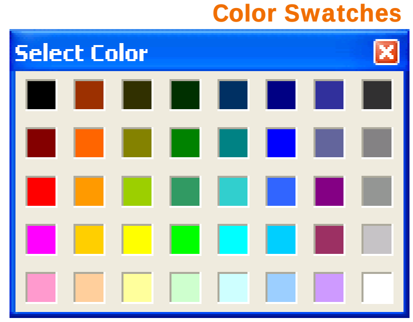
Settings Window Chart Settings



a Select one of the colors labeled 1–10 or Correct and Incorrect.

A grid of 40 color swatches opens.

Color Swatches



b Select a color from the swatches.

The grid closes and TurningPoint assigns the color.

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

c Repeat steps a–b for all colors you would like to change.

7 Select the Done button (settings are automatically saved).

If you made changes on a presentation-level, any new slides you create will reflect the new colors.

Note You must have selected the Apply All button in step 3 to change the chart colors for all existing slides in your presentation.

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

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, or by creating a PowerPoint slide 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 items in the list. The question/title and the list of answers/numbered list must be in two separate boxes in order for the conversion to work properly.

Step by Step Instructions

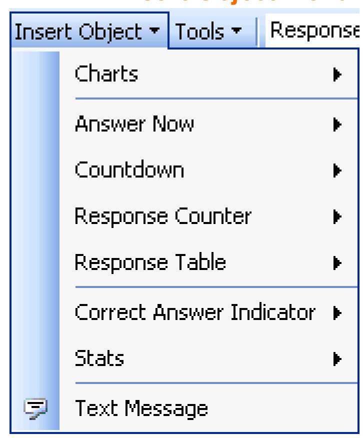
To convert a PowerPoint slide to an interactive slide…

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.

The Insert Object menu opens.

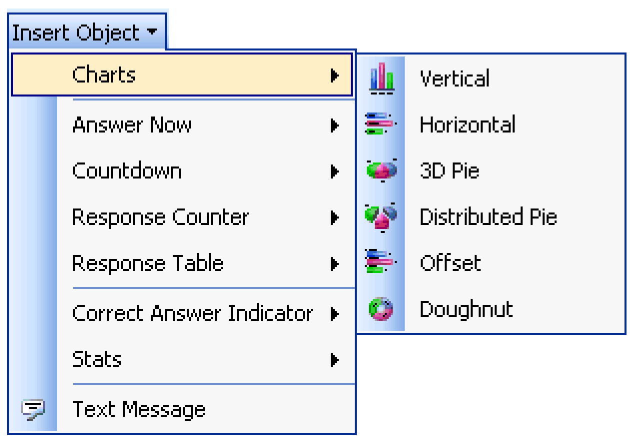
Insert Object Menu



3 Select Charts.

A submenu opens and displays the list of available charts.

Insert Object: Chart Selection



4 Select a chart to add to the slide.

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.

You now have a functioning TurningPoint slide.

Find more information on chart types in ***Chart Slides*** on page 63.

> **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 Format setting, a presentation-level setting. Find more information about modifying settings in ***Response Device and Settings Management*** on page 157.

Disable Auto Scale in Charts

When you insert a slide in TurningPoint, vertical charts are set to auto scale according to their percentages. In some cases, the vertical charts do not display polling results proportionately. You can make vertical charts display on a proportionate scale by disabling the Auto Scale Charts setting.

For example: You have a vertical chart with response values of seventy percent and thirty percent with Auto Scale Charts enabled. The size of the vertical bars will not vary much. The bar for seventy percent will not be much larger than the bar for thirty percent. If you have Auto Scale Charts disabled, the vertical bars will look more realistic. The bar for seventy percent will be much larger than the bar for thirty percent.

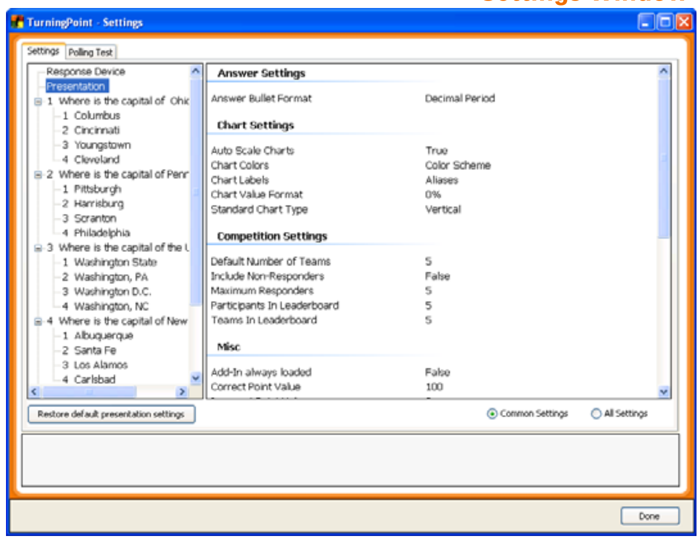
Step by Step Instructions

To disable Auto Scaling...

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window

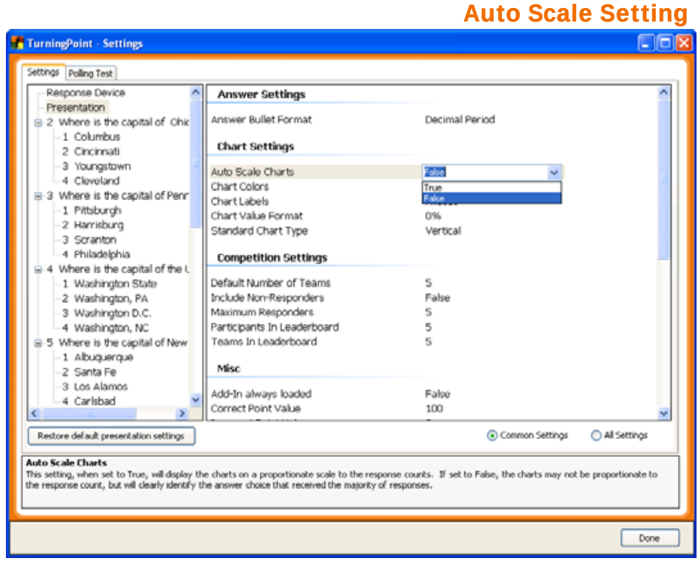


2 Select Presentation from the Settings Hierarchy.

3 Under the Chart Settings, select Auto Scale Charts.

A drop-down menu opens.

Auto Scale Setting

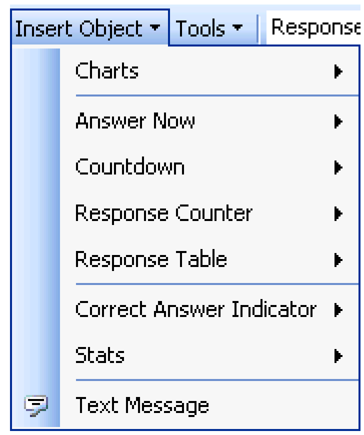


4 Select False to disable Auto Scale. • Select True to enable Auto Scale.	Charts will not Auto Scale after this setting has been changed.

Add Objects

TurningPoint offers several static and interactive objects you can add to your slides: Answer Now prompts, Countdowns, Response Counters, Response Tables, Correct Answer Indicators, Text Message prompts and Statistics Indicators.

Insert Object Menu



This section describes how to:

- ***Add an Answer Now Indicator***
- ***Add a Countdown Indicator***
- ***Add a Countdown Sound to a Countdown Indicator***
- ***Add a Response Counter***
- ***Add a Response Table***
- ***Add a Correct Answer Indicator***
- ***Add Text Messaging***
- ***Add Statistics Indicators***

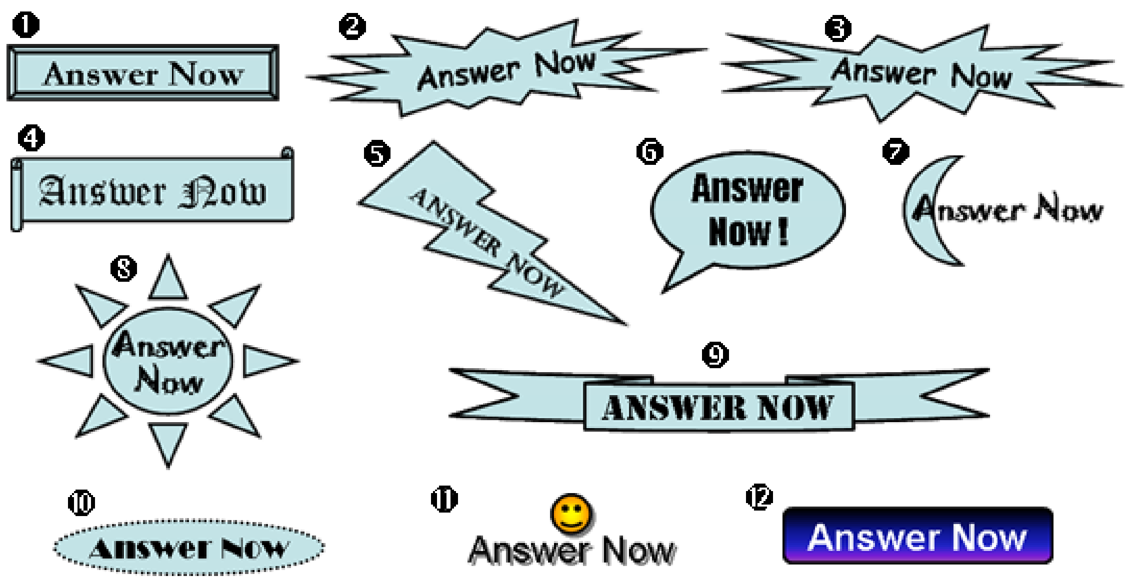
Add an Answer Now Indicator

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 ***Response Device and Settings Management*** on page 157.

Answer Now Indicators are available in 12 styles.

Answer Now Indicators



1 Bevel	2 Left Explosion
3 Right Explosion	4 Scroll
5 Bolt	6 Prompt
7 Moon	8 Sun
9 Banner	10 Marquis
11 Smiley	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.

Step by Step Instructions

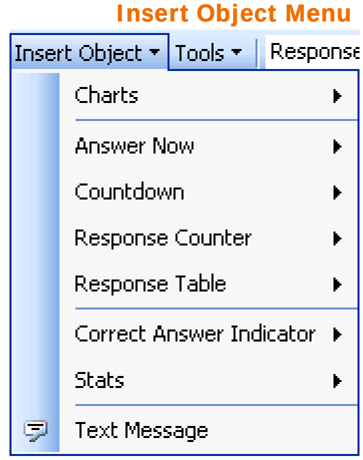
To add an Answer Now Indicator…

1 Navigate to the TurningPoint slide in your presentation to which you would like to add an Answer Now Indicator.

2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.

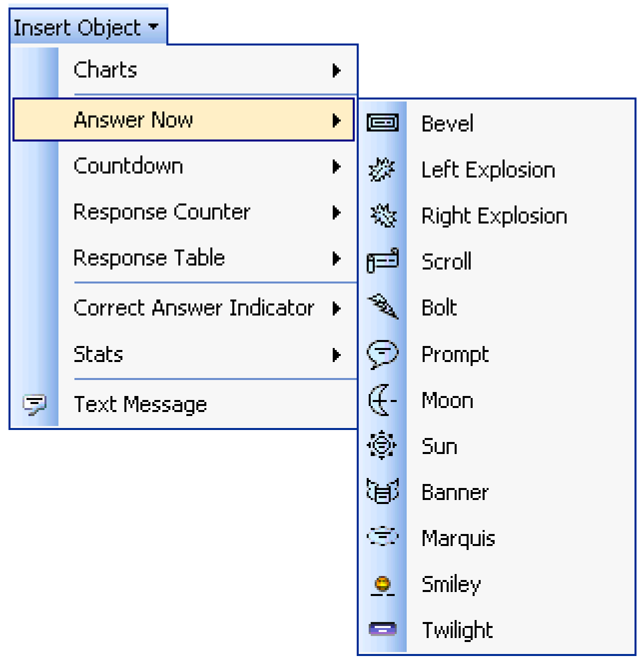
Insert Object Menu



3 Select Answer Now.

A submenu opens displaying the available Answer Now Indicators.

Answer Now Submenu



4 Select an Answer Now Indicator.

TurningPoint places the Answer Now Indicator on your slide.

> ***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 ***Response Device and Settings Management*** on page 157.

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.

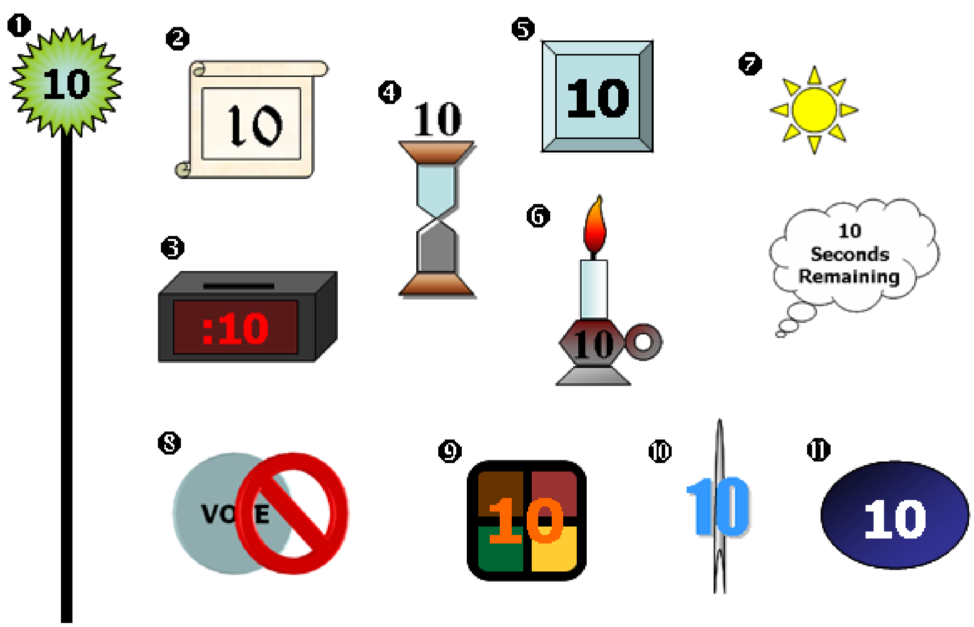
Add a Countdown Indicator

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 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 ***Response Device and Settings Management*** on page 157.

Countdown Indicators are available in 11 styles.

Countdown Indicators



1. Ball Drop
2. Letter
3. Clock
4. Hourglass
5. Timer
6. Candle
7. Sunset
8. No Vote
9. Logo
10. Second Hand
11. Gemstone

Step by Step Instructions

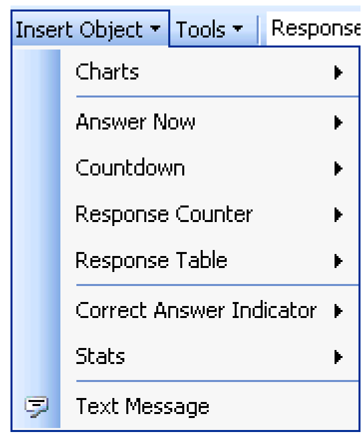
To add a Countdown Indicator…

1 Navigate to the TurningPoint slide in your presentation to which you would like to add an Countdown Indicator.

2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.

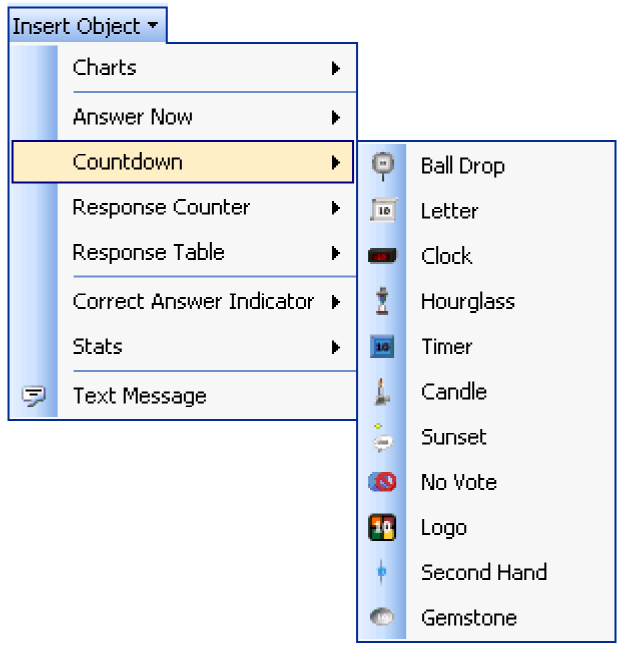
Insert Object Menu



3 Select Countdown.

A submenu opens displaying the available Countdown Indicators.

Countdown Indicator Submenu



4 Select a Countdown Indicator.

TurningPoint places the Countdown Indicator on your slide.

> ***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 ***Response Device and Settings Management*** on page 157.
>
> You can also change the length of the countdown by double-clicking, single clicking, or right clicking on the Countdown Indicator on the slide. A dialog box opens prompting you to 'enter a value 1-999 for the Countdown time limit.'

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.

You can also use Countdown Indicators in competitions to award points based on how quickly a participant responds. Find more information in ***Use Speed Scoring*** on page 115.

Add a Countdown Sound to a Countdown Indicator

A Countdown Sound is a TurningPoint setting that allows you to add a sound file to your slide. The acceptable file extensions include: .aiff, .au, .mid, .midi., .mp3, .wav, and .wma. A Countdown Sound gives the audience an audible cue that polling for a question is about to close. The sound begins to play when you activate the Countdown Indicator.

Your slide must have a Countdown Indicator to use a Countdown Sound. To add a Countdown Indicator see to ***Add a Countdown Indicator*** on page 134.

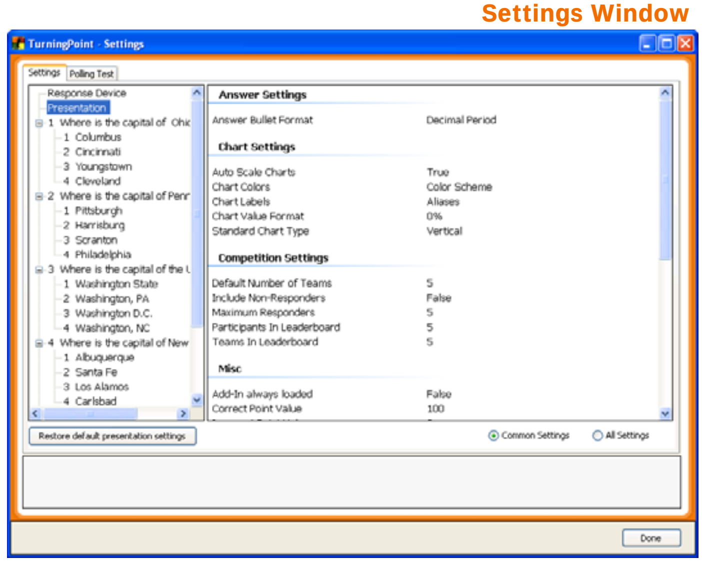
Step by Step Instructions

To add a Countdown Sound…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

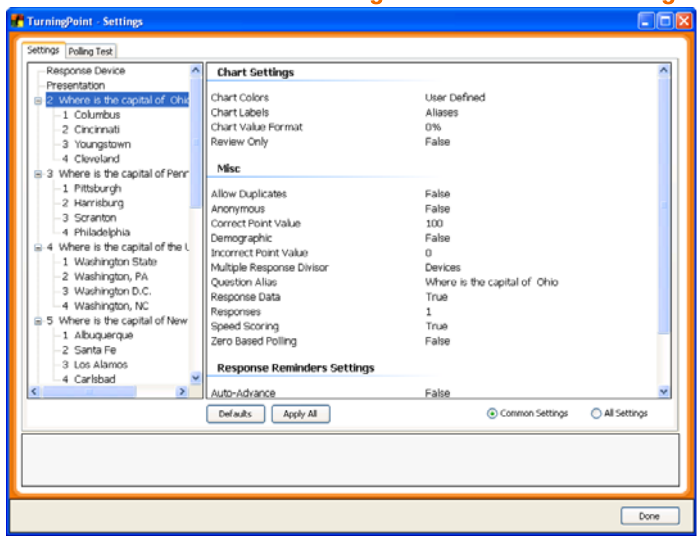
Settings Window



2 Select the Settings tab.

3 From the Settings Hierarchy, select the slide to which you want to add a Countdown Sound.

Settings Window: Slide Settings

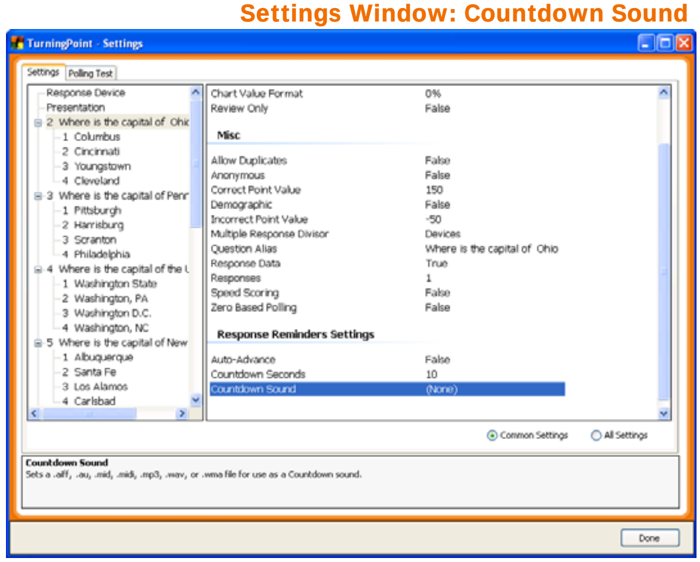


The available settings display in the right pane of the window. Find the Response Reminders Settings.

4 Select Countdown Sound.

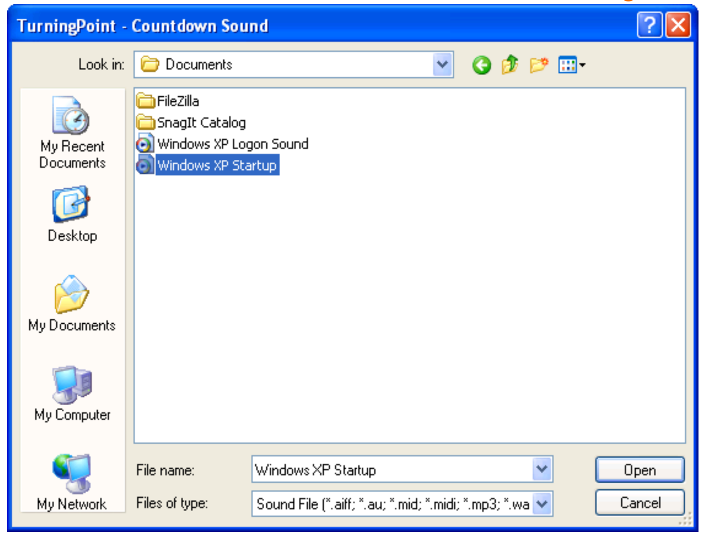
A dialog opens.

Settings Window: Countdown Sound



5 Navigate to the folder where the sound file is located

Countdown Sound: Windows Dialog Box

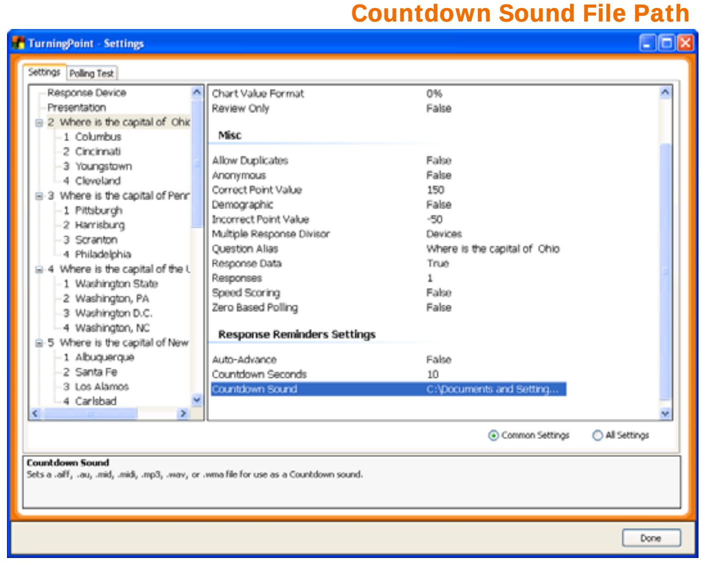


6 Select the file name.

7 Select Open.

TurningPoint lists the file path of the sound file in the right pane of the Settings window.

Countdown Sound File Path



8 Select Done.

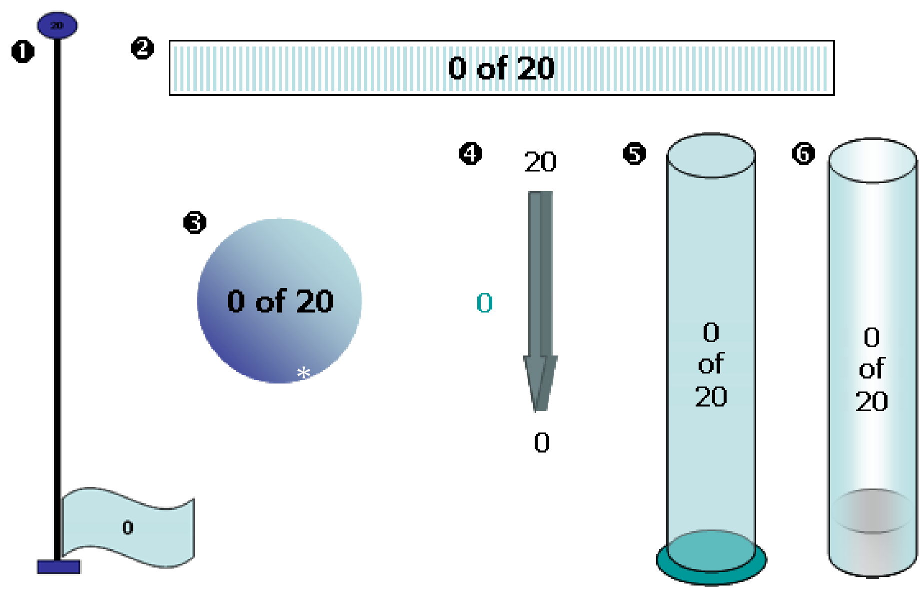
> **Note** If your presentation will be used on a different computers, ensure that the Countdown Sound (sound file) can be found on the presentation computer and that it has the same file path. Otherwise, the presentation computer will not be able to use your Countdown Sound. For example, if the file path for the Countdown Sound is C:\Documents and Settings\My Documents\Explosion.wav. You must ensure that the Countdown Sound is located at the same file path on the presenting computer.
>
> You can also add a Countdown Sound to a Countdown Indicator by right-clicking on the Countdown Indicator and selecting Add Countddown Sound from the contextual menu that appears.

Add a Response Counter

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.

Response Counters are available in six styles:

Response Counters



❶ Flag Pole
❷ Meter
❸ Bubble
❹ Gauge
❺ Liquid
❻ 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) using the Response Counter Format setting, a presentation-level setting. Find more information about modifying settings in ***Response Device and Settings Management*** on page 157.

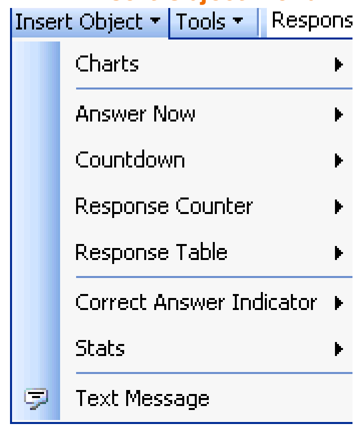
Step by Step Instructions

To add a Response Counter…

1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Response Counter.

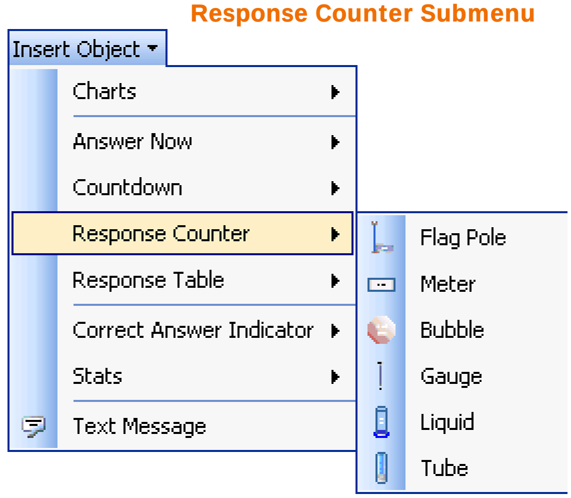
2	From the TurningPoint toolbar, select Insert Object.	The Insert Object menu opens.

Insert Object Menu



3	Select Response Counter.	A submenu opens displaying the available Response Counters.

Response Counter Submenu



4 Select a Response Counter. TurningPoint places the Response Counter on your slide.

> ***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 ***Response Device and Settings Management*** on page 157.

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.

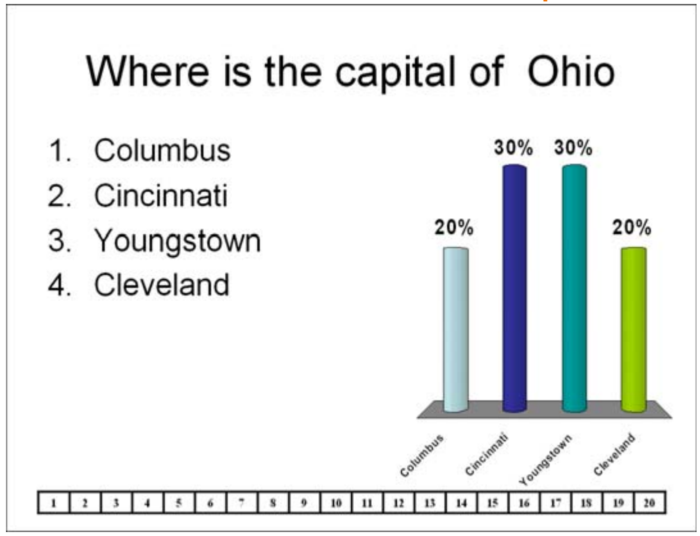
To replace an existing Response Counter with a different type, simply repeat these steps. The current Response Counter will be replaced with the new one you select.

Add a Response Table

A Response Table 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 a background color that changes when a response from the participant has been successfully received.

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.

Response Table



> ***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 ***Response Device and Settings Management*** on page 157.

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

Before You Begin

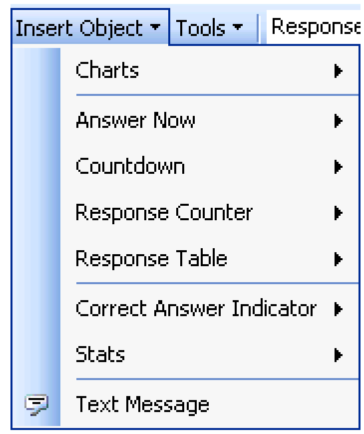
If you are using a Response Table with a Participant List, you must record the Device ID for each participant in the list. If you do not, the Response Table will not display the participants without a Device ID recorded.

Step by Step Instructions

To add a Response Table…

1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Response Table.

Insert Object Menu



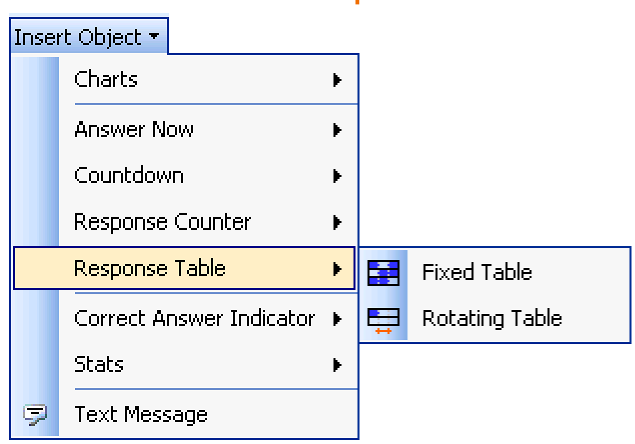
2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.

3 Select Response Table.

A submenu opens displaying the available Response Tables.

Response Table Submenu



4 Select a Response Table.

TurningPoint places the Response Table on your slide.

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

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.

> ***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 ***Response Device and Settings Management*** on page 157.

As an alternative to a Response Table, TurningPoint 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 ***View Polling Status*** on page 337.

Add a Correct Answer Indicator

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 ***Identify a Correct Answer from the Settings Window*** on page 94, ***Identify a Correct Answer on a TurningPoint Slide*** on page 97, ***Set Point Values from the Settings Window*** on page 102, or ***Set Point Values on a TurningPoint Slide*** on page 108.

Correct Answer Indicators are available in seven styles.

Correct Answer Indicators

1 Rectangle
2 Checkmark
3 Smiley Face
4 Star
5 Arrow
6 Blinking Rectangle
7 Custom Indicator

Step by Step Instructions

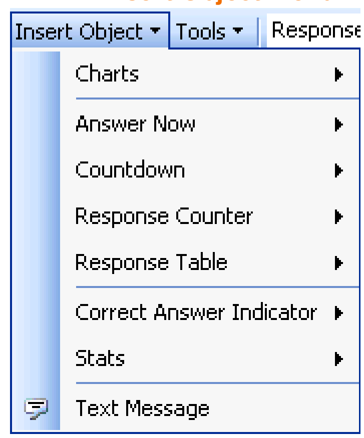
To add a Correct Answer Indicator…

1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Correct Answer Indicator.

2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.

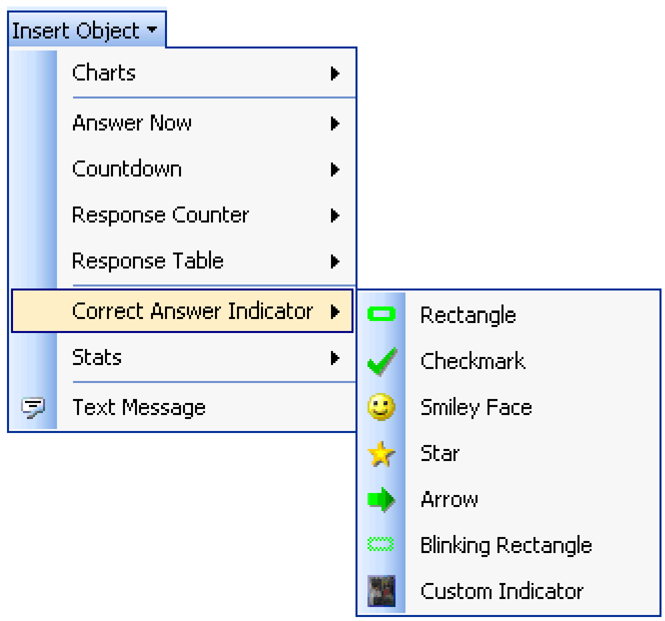
Insert Object Menu



3 Select Correct Answer Indicator.

A submenu opens displaying the list of available Correct Answer Indicators.

Correct Answer Indicator Submenu



4 Select a Correct Answer Indicator.

TurningPoint places the Correct Answer Indicator on your slide.

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

Text Messaging allows you to send messages to ResponseWare App users to reinforce the content and their participation.

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 a ResponseWare App.

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

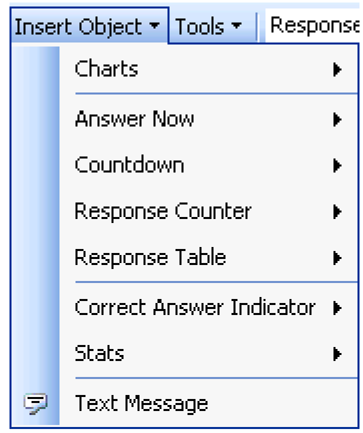
To add a Text Message…

1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Text Message.

2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.

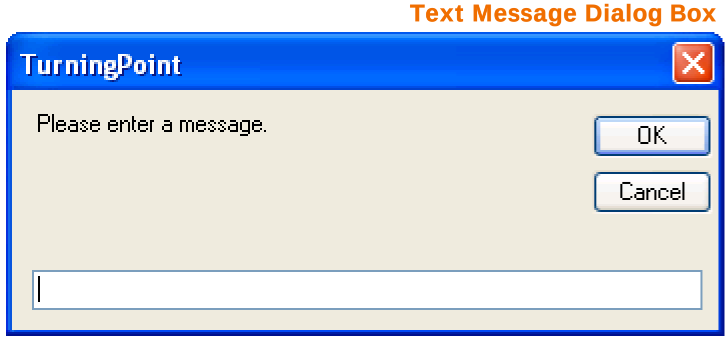
Insert Object Menu



3 Select Text Message.

A dialog box opens.

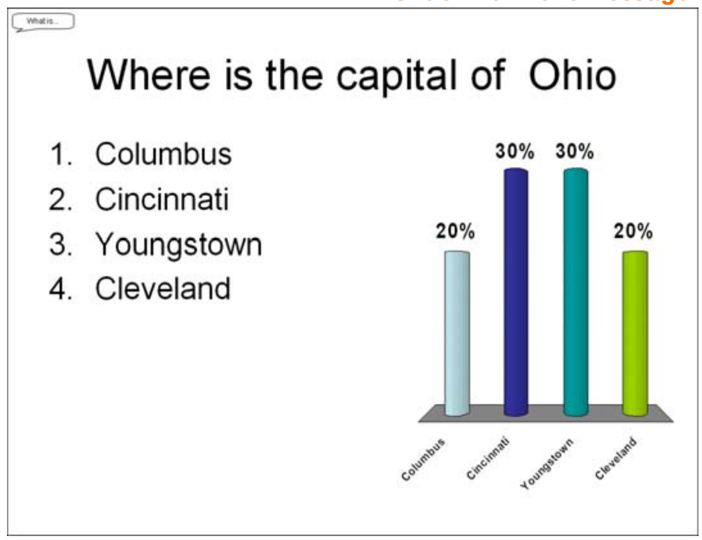
Text Message Dialog Box



4 Enter your message in the dialog box and select the OK button.

A speech balloon displays in the upper left corner of the slide. When TurningPoint is running the presentation session, this symbol notifies the participants in the audience to check their ResponseWare Apps for a text message.

Slide with Text Message



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, Find more information in PowerPoint's help file.

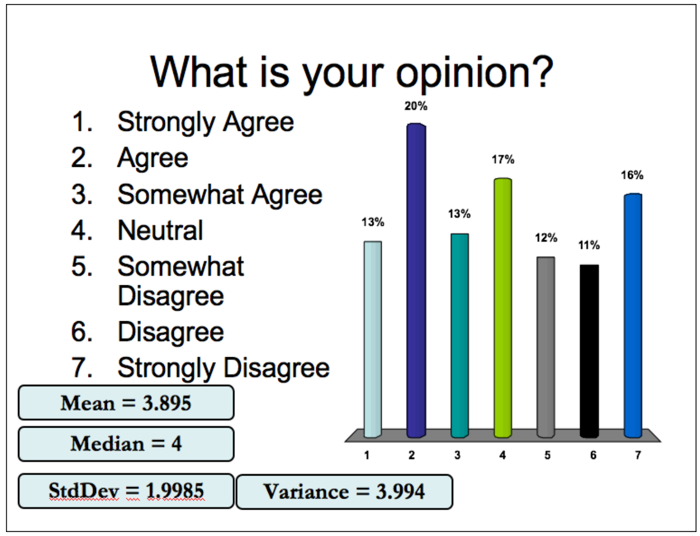
You can delete the Text Message object from the slide if you no longer want it to be sent. To add an additional Text Message, simply repeat these steps.

Add Statistics Indicators

Statistics Indicators allow you to reveal statistics about the responses after polling is closed.

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 Indicators



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 answers, they are most useful for questions with an ordered scale of answers (such as a Likert scale).

Step by Step Instructions

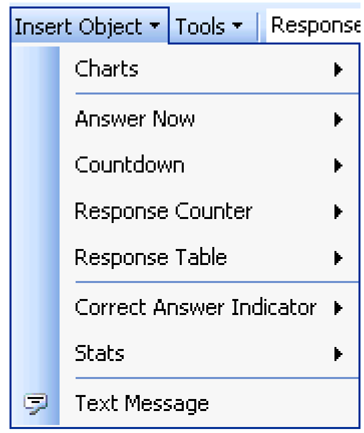
To add a Statistic Indicator…

1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Statistic Indicator.

2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.

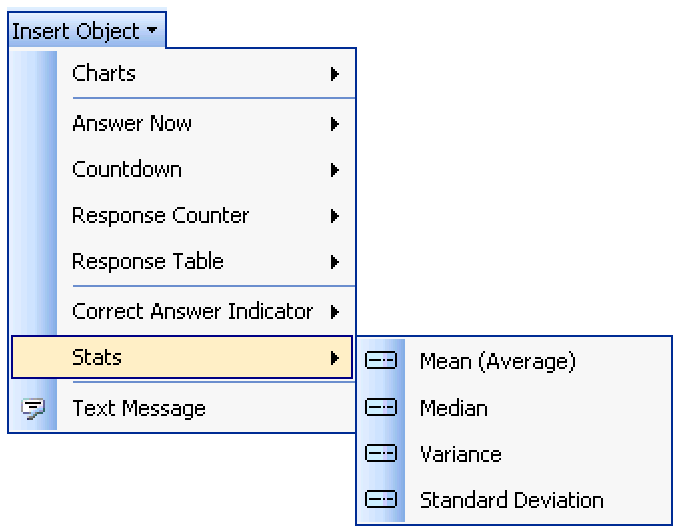
Insert Object Menu



3 Select Stats.

A submenu opens displaying the available Statistic Indicators.

Statistics Submenu



4 Select a Statistic Indicator.

TurningPoint places the Statistic Indicator on your slide.

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.

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: Response Device and Settings Management*** demonstrates this process. You only need to install the hardware devices one time on the computer you will use them with, unless you add or change the hardware devices.

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

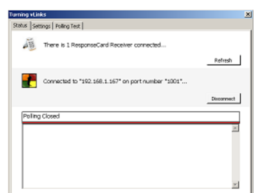
If you already have a Participant List for the audience you will be presenting to, you are ready to conduct your presentation! ***Chapter 7: Run Presentations*** demonstrates this process.

4 Response Device and Settings Management

This chapter discusses the installation and management of the Response Devices available for use by your audience. Additionally, this chapter describes the various settings available for customizing your presentation.

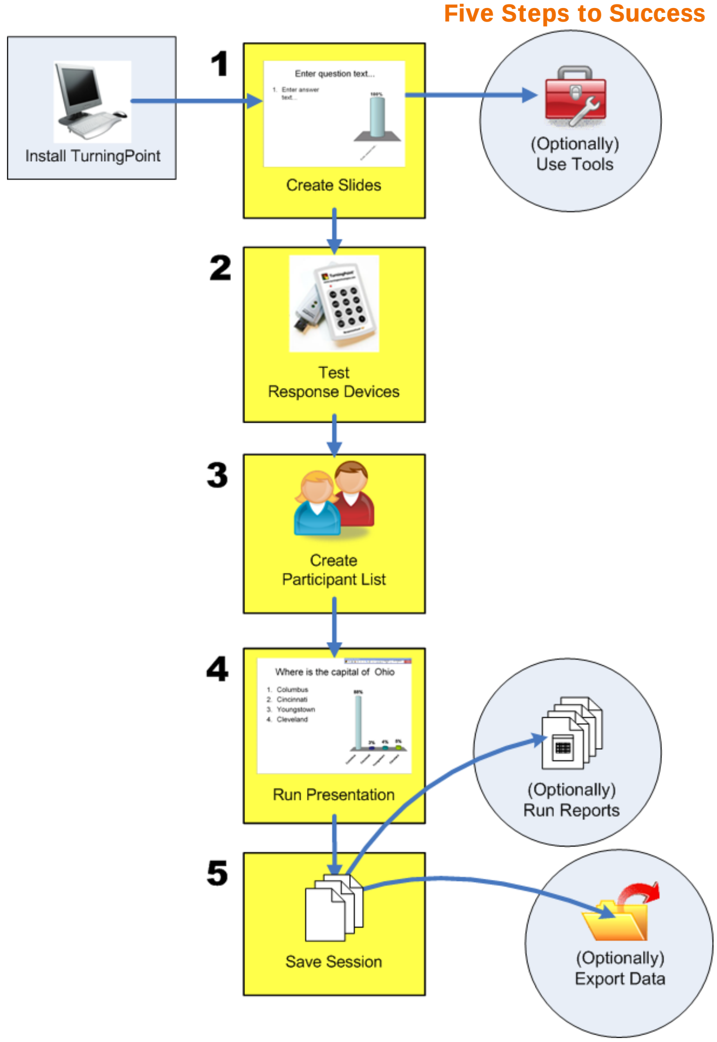
Your audience responds to your interactive presentation using a response device. You can license response devices from Turning Technologies for use with TurningPoint. These response devices include:

Response Device	Description
	Responsive Innovations' ResponseCard IR—a compact response device that uses infrared technology to send audience responses.
	Responsive Innovations' ResponseCard XL—a compact response device that uses infrared technology to send audience responses and 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.
	Responsive Innovations' ResponseCard RF—a compact response device that uses radio frequency technology to send audience responses.

Response Device	Description
	Responsive Innovations’ ResponseCard XR —a compact response device that uses radio frequency technology to send audience responses and allows for self-paced testing by letting students enter responses to many different questions on the card’s multi-line LCD; then transmitting all the answers at once.
	Turning Technologies’ ResponseWare App—a virtual keypad, installed on a personal computer, or Smart Devices, that takes advantage of a classroom network to send responses or control presentations.
	TurningTechnologies’ RemotePoll—a software program that allows remote and/or multi-site polling using an IP address. Participants using Response Device Receivers can use RemotePoll to connect to a host computer and transmit their responses to the presentation over the internet. Find more information about RemotePoll at www.turningtechnologies.com.

TurningPoint also 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.

Recall the five steps to presentation success:



This chapter covers the second step, connecting response devices with TurningPoint's plug and play capabilities and managing your settings.

Install Devices

Users interact with your TurningPoint presentation using response devices that communicate through a response device receiver, or over a network or the internet.

Response device receivers are connected directly to the computer that will be used to run the TurningPoint interactive presentation.This section includes instructions to install the device receivers.

The ResponseWare App response device software application allows users to participate with your presentation through an internal network. The ResponseWare App response software application has two versions: the client ResponseWare App and Presenter ResponseWare App. The client ResponseWare App allows participants to respond to and provide feedback about your presentation. The Presenter ResponseWare App enables the presenter to control the presentation from a computer on the same network. This section includes instructions to install the ResponseWare App software.

This section describes how to:

- ***Install Infrared Response Device Receiver***
- ***Install Radio Frequency Response Device Receiver***
- ***Install the ResponseWare App Response Software***

Install Infrared Response Device Receiver

The ResponseCards IR and XL communicate with TurningPoint using infrared technology. The receiver accepts the signal produced by the individual ResponseCards and passes the response along to TurningPoint.

Infrared ResponseCard and Receiver

Before You Begin

The receiver must be installed on the machine that will be used to run the presentation.

Step by Step Instructions

To install the infrared response device receiver…

1. Connect the device receiver to the USB port of the presentation computer.

Connect the USB Response Device Receiver to your computer. Windows detects the receiver and installs the proper drivers. The device is now ready for use.

Infrared Response Device Receiver

2 Place the receiver in an unobstructed area at the front of the room.

The receiver operates on a "line of sight" and 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 infrared device receiver is about 90 feet (27meters). You will need to install one receiver for every 80 participants.
>
> 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.

Next Steps

Go to ***Response Device Management*** on page 176 to manage the settings for the response devices.

The use of a Response Counter, Response Table or Response Grid will help to alert you of a non-communicating Infrared response device. Find more information in ***Add a Response Counter*** on page 140, ***Add a Response Table*** on page 143, or ***View Polling Status*** on page 337.

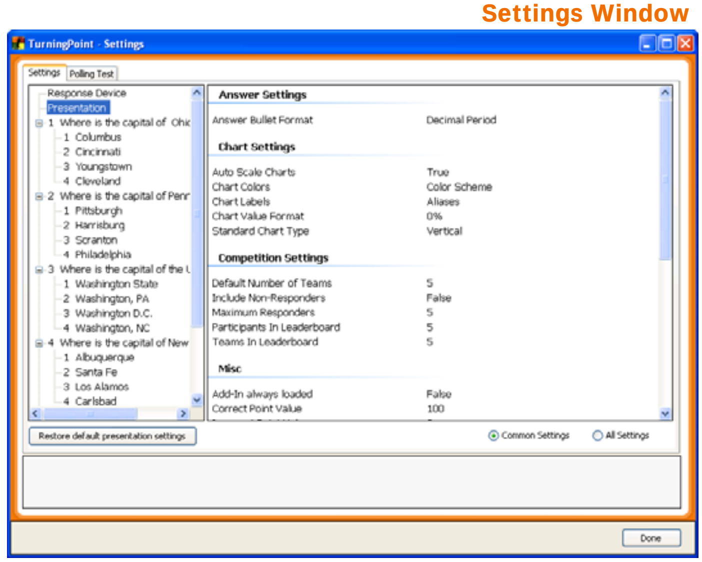
Step by Step Instructions

To Check Device Communication…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

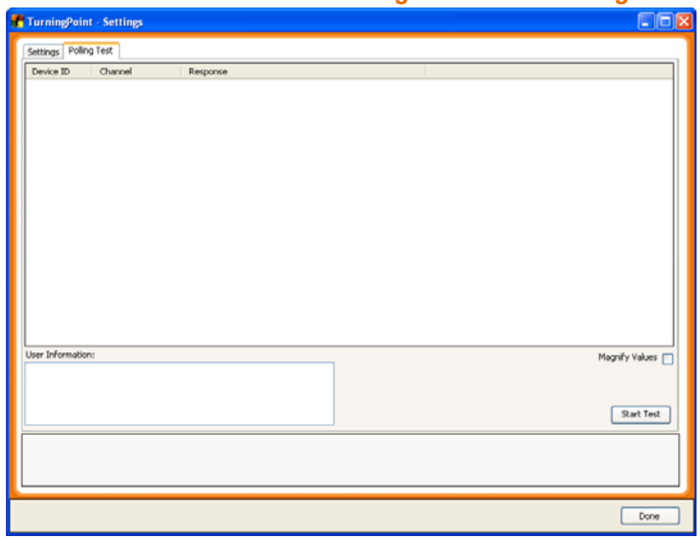
Settings Window



2 Select the Polling Test tab.

TurningPoint opens the Polling Test window. Use this window to verify that TurningPoint can receive responses from the devices.

Settings Window: Polling Test



3 Select the Start Test button.

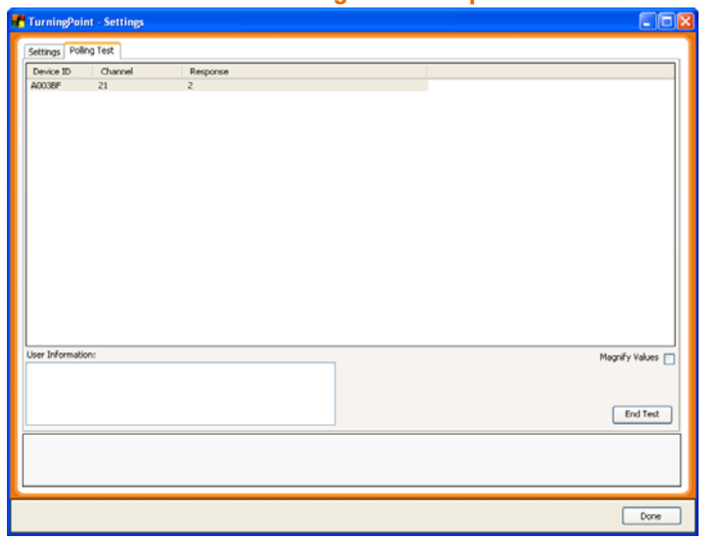
TurningPoint is now ready to accept responses from the response devices. Magnify the responses by placing a check mark in the Magnify Values box.

Polling Test: Magnify Responses

Device ID	Channel	Response
A003BF	21	2

4	Press a key on each response device to be used.	TurningPoint displays the Device ID, Channel, and the key entry from each response device in the order in which they were tested.

Polling Test: Response Device Test



5	Select the End Test button.	TurningPoint ends Polling test.
6	Select the Done button.	The device communication check is now complete.

Install Radio Frequency Response Device Receiver

The ResponseCards RF and XR communicate with TurningPoint using a radio frequency. The receiver accepts the signal produced by the individual ResponseCards and passes the response along to TurningPoint.

Radio Frequency ResponseCard and Receiver

Before You Begin

The receiver must be installed on the machine that will be used to run the presentation.

Step by Step Instructions	To install the radio frequency response device receiver…
1 Connect the device receiver to the USB port of the presentation computer.	Connect the USB Response Device Receiver to your computer. Windows detects the receiver and installs the proper drivers. The device is now ready for use.

Radio Frequency Response Device Receiver

> ***Note*** The effective range of most RF Receivers is about 200 feet (60 meters) and the Long Range Receiver is about 400 feet (120 meters). A single receiver is sufficient for up to 1000 ResponseCards, and a direct line of sight between the receiver and the ResponseCard 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.

Next Steps

Go to ***Response Device Management*** on page 176 to manage the settings for the response devices.

If an audience member’s device is not being accepted, check the device’s ability to communicate. Radio Frequency response devices provide on-screen confirmation that responses have been received.

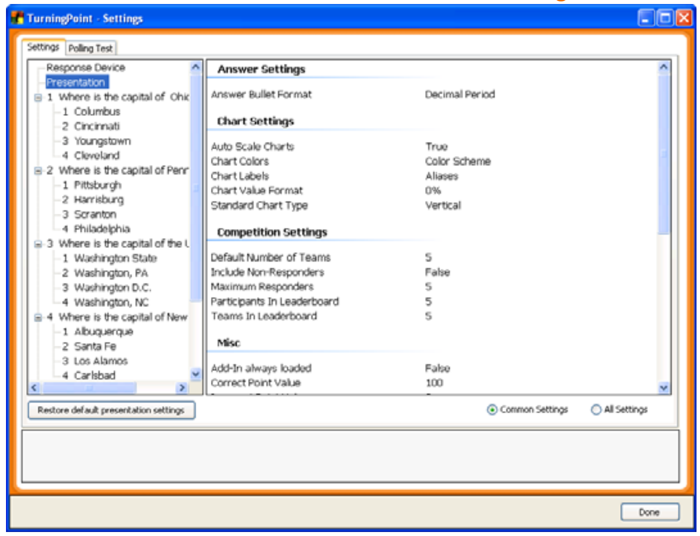
Step by Step Instructions

To Check Device Communication…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

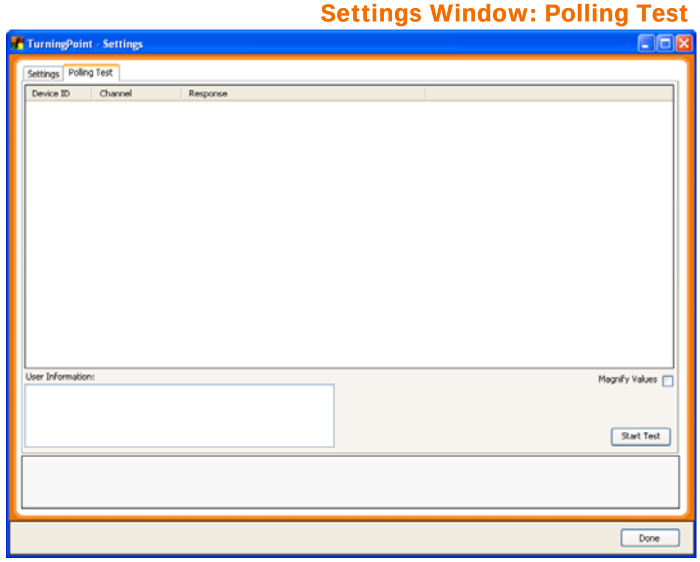
Settings Window



2 Select the Polling Test tab.

TurningPoint opens the Polling Test window. Use this window verify that TurningPoint can receive responses from the devices.

Settings Window: Polling Test



3 Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices. Magnify the responses by placing a check mark in the Magnify Values box.

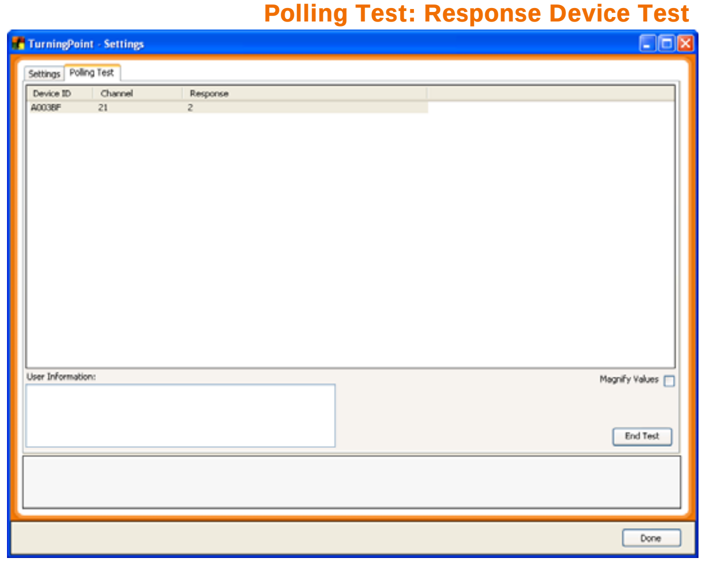
Polling Test: Magnify Responses

Device ID	Channel	Response
A003BF	21	2

4 Press a key on each response device to be used.

TurningPoint displays the Device ID, Channel, and the key entry from each response device in the order in which they were tested.

Polling Test: Response Device Test



5 Select the End Test button.

TurningPoint ends Polling test.

6 Select the Done button.

The device communication check is now complete.

Install the ResponseWare App Response Software

The ResponseWare App group response software acts as a virtual response device. Audience members use the software from desktop or laptop computers or Smart Devices that are connected to the presentation computer using a wired or wireless network.

ResponseWare Apps exhibit the same response behavior as ResponseCards. If you are running a ResponseWare App and connect during a presentation, you can close and reopen the ResponseWare App and still have the same response Device ID.

ResponseWare App Response Device

Before You Begin

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

Step by Step Instructions

To install and set up the ResponseWare App software on a PC…

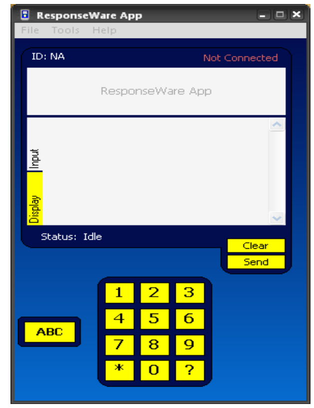
1. Insert the ResponseWare App installation CD into your computer's CD-ROM drive.
2. Run the ResponseWare App setup program.

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

3 Double click on the ResponseWare App desktop icon to start the ResponseWare App software.

The Turning ResponseWare App window opens.

ResponseWare App Response Device

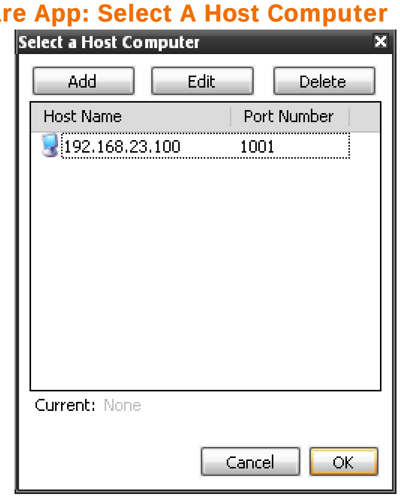


You need to configure ResponseWare App to enable it to communicate on the network.

4 On the Turning ResponseWare App window, select File > Select Host Computer.

The Select a Host Computer window opens.

ResponseWare App: Select A Host Computer



5 Select the Add button.

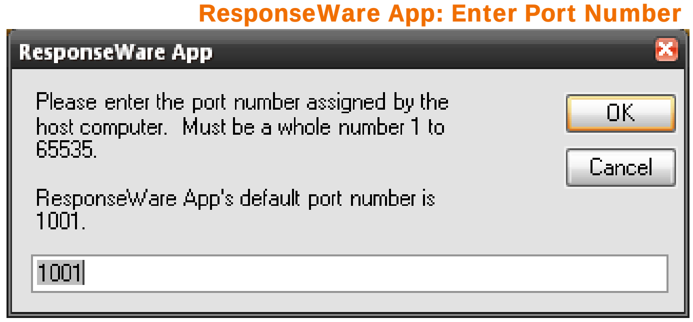
The Turning ResponseWare App dialog box opens and displays the friendly name setup prompt.

ResponseWare App: Enter Friendly Computer Name

6 In the Turning ResponseWare App window, enter the host computer's friendly name or IP address and select OK.

The Turning ResponseWare App dialog box displays the port number setup prompt.

ResponseWare App: Enter Port Number



7 In the Turning ResponseWare App window, enter the port number to be used for communication between the ResponseWare App and TurningPoint and select OK.

Turning ResponseWare App 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.

8 In the Select a Host Computer window, select OK.

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

9 In the TurningPoint connection dialog box, select OK.

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

The host 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 step 1-9 for each computer to be used as a response device.

Next Steps

Go to ***Response Device Management*** on page 176 to manage the settings for the response devices.

If an audience member's device is not being accepted, check the device's ability to communicate. ResponseWare App response devices provide on-screen confirmation that responses have been received.

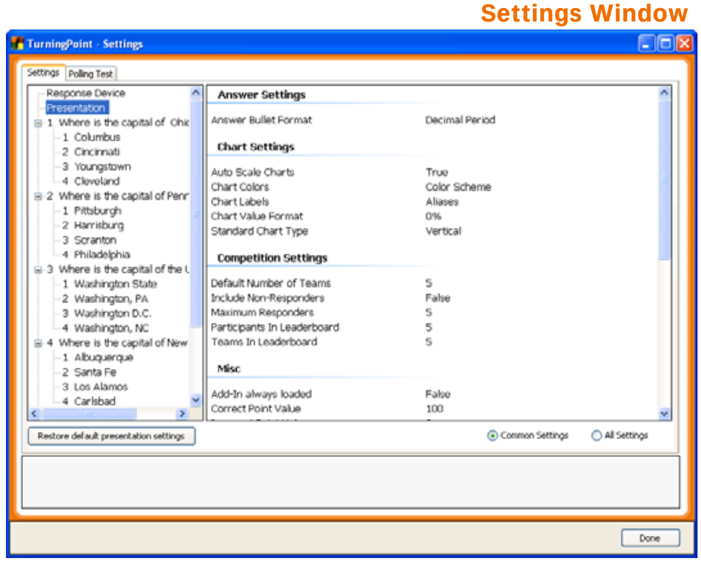
Step by Step Instructions

To Check Device Communication…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

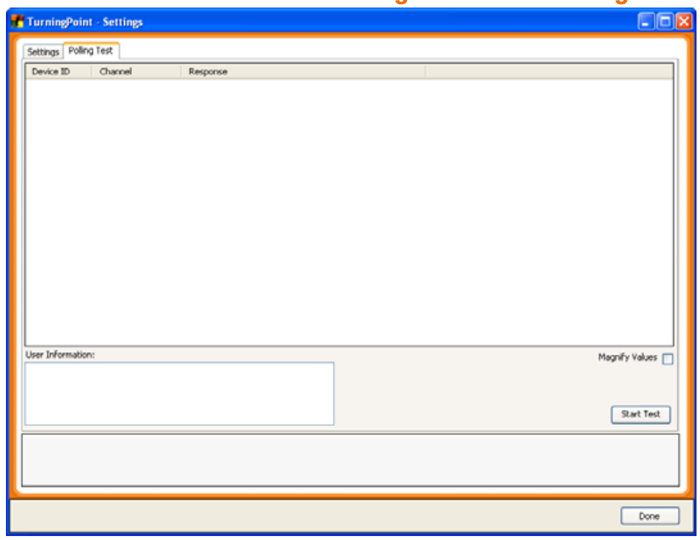
Settings Window



2 Select the Polling Test Tab.

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

Settings Window: Polling Test



3 Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices. Magnify the responses by placing a check mark in the Magnify Values box.

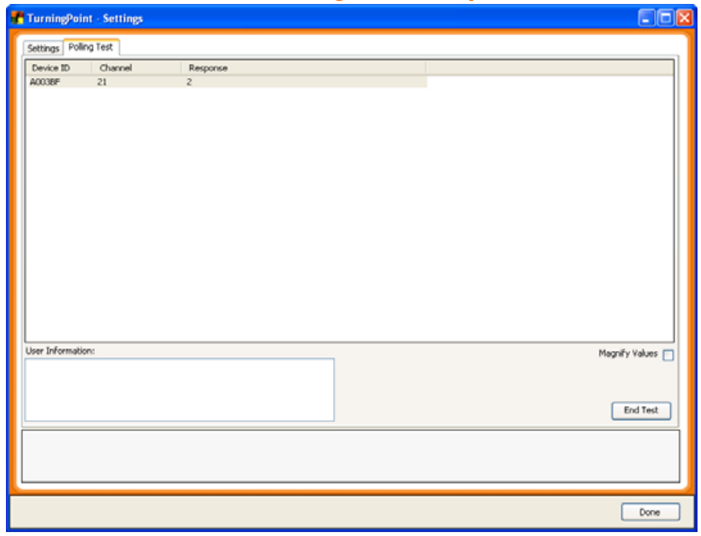
Polling Test: Magnify Responses

Device ID	Channel	Response
A003BF	21	2

4 Press a key on each response device to be used.

TurningPoint displays the Device ID, Channel, and the key entry from each response device in the order in which they were tested.

Polling Test: Response Device Test



5 Select the End Test button.

TurningPoint ends Polling test.

6 Select the Done button.

The device communication check is now complete.

Response Device Management

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 ResponseCards as well as networked laptop and desktop computers and laptops and desktops with internet access and Smart Devices and computers with internet access.

TurningPoint needs to know what types of response devices will be used before you run the presentation. Access the Response Device settings to confirm TurningPoint is configured to your needs.

You may need to confirm your settings when you add new response devices and change the number of response devices to be used during a presentation session.

Additionally, you are able to test communication between TurningPoint and the response devices using the Polling Test found in settings.

This section describes how to:

- ***Add or Update Response Device Receivers***
- ***Enable ResponseWare App***
- ***Check Device Communication***
- ***Identify the Number of Devices to be Used***

Add or Update Response Device Receivers

You may need to access the Response Device settings when you change the response device receivers.

Before You Begin

You must have TurningPoint installed on the computer to be used for the presentations and response device receiver and ResponseCards at hand.

Step by Step Instructions

1	Connect the device receiver to the USB port of the presentation computer.	Connect the USB Response Device Receiver to your computer. Windows detects the receiver and installs the proper drivers. The device is now ready for use.

Next Steps

If an audience member's device is not being accepted, check the device's ability to communicate. Find more information in ***Check Device Communication*** on page 180. Radio Frequency response devices provide on-screen confirmation that responses have been received. For infrared response devices, the use of a Response Counter, Response Table or Response Grid will help to alert you of a non-communicating device. Find more information in ***Add a Response Counter*** on page 140, ***Add a Response Table*** on page 143, or ***View Polling Status*** on page 337.

Enable ResponseWare App

Use the Response Device settings to enable ResponseWare App use with TurningPoint.

Before You Begin

You must have TurningPoint installed on the computer to be used for the presentations and ResponseWare App installed on the computer to be used by participants.

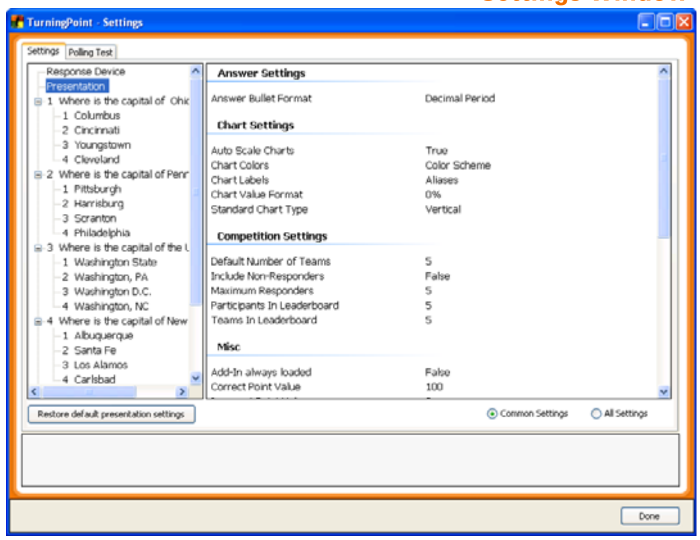
Step by Step Instructions

To manage the response devices…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window

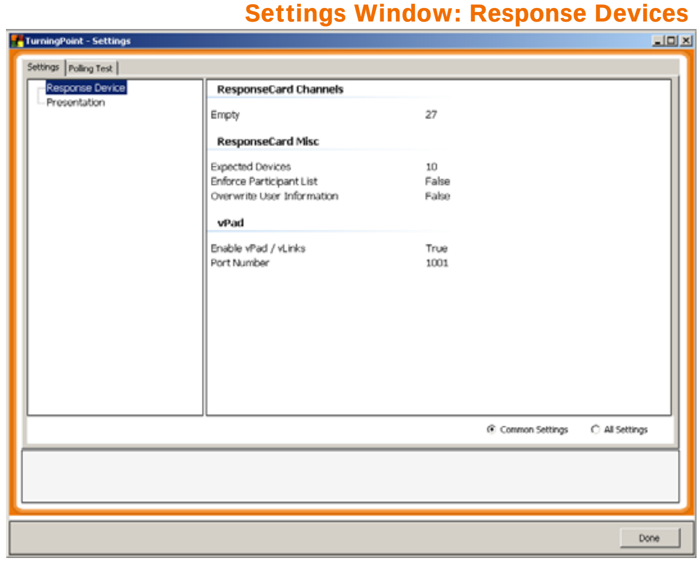


2 Select the Settings tab.

3 Select Response Device from the Settings Hierarchy.

The available response device settings display in the right pane of the window.

Settings Window: Response Devices



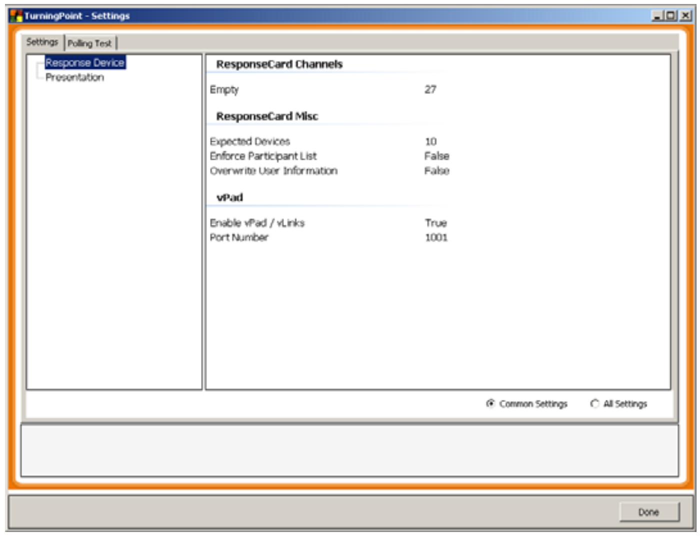
4 Enable the ResponseWare App.

a Find Enable ResponseWare App under the ResponseWare App settings.

b Select Enable ResponseWare App/RemotePoll.

A drop-down menu opens.

Settings Window: ResponseWare App Settings



c Select True.

TurningPoint enables the ResponseWare App/RemotePoll.

Note TurningPoint uses False as the default setting for Enable ResponseWare App/RemotePoll.

d Press the Enter key.

5 Select Done.

Your devices are ready for use with your interactive presentation.

Next Steps

If an audience member’s device is not being accepted, check the device’s ability to communicate. ResponseWare App response devices provide on-screen confirmation that responses have been received.

Repeat this procedure when you need to change your ResponseWare App settings. Additionally, go to ***Identify the Number of Devices to be Used*** on page 183 when you need to make changes to the number of devices being used with your presentations.

Check Device Communication

You should test the communication between a device and TurningPoint if an audience member’s response is not being accepted during a live presentation. Radio Frequency and ResponseWare App response devices provide on-screen confirmation that responses have been received. For infrared response devices, the use of a Response Counter, Response Table or Response Grid will help to alert you of a non-communicating device.Find more information in ***Add a Response Counter*** on page 140, ***Add a Response Table*** on page 143, or ***View Polling Status*** on page 337.

Before You Begin

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

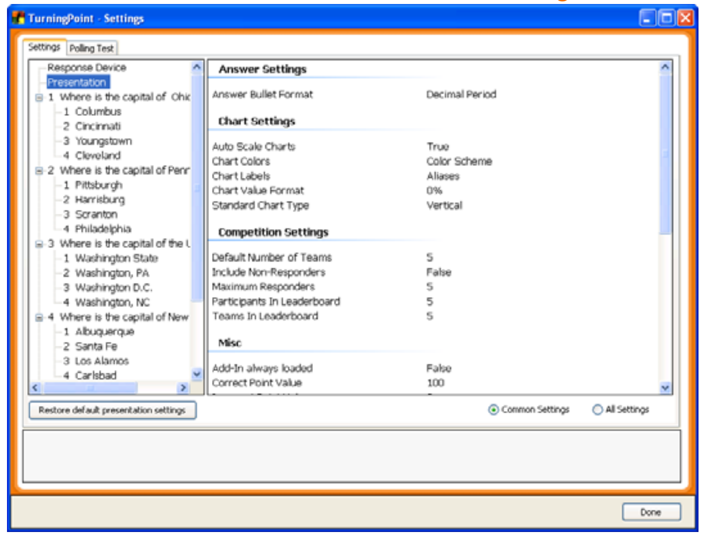
Step by Step Instructions

To test for device communication…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

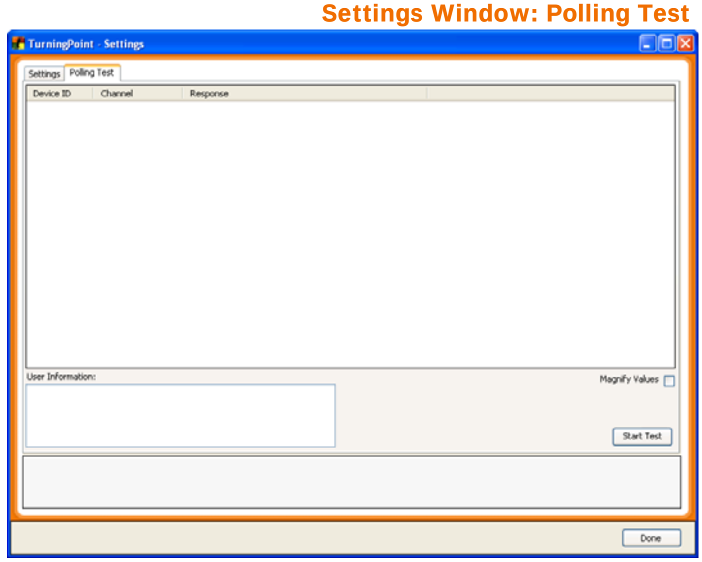
Settings Window



2 Select the Polling Test tab.

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

Settings Window: Polling Test



3 Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices. Magnify the responses by placing a check mark in the Magnify Values box.

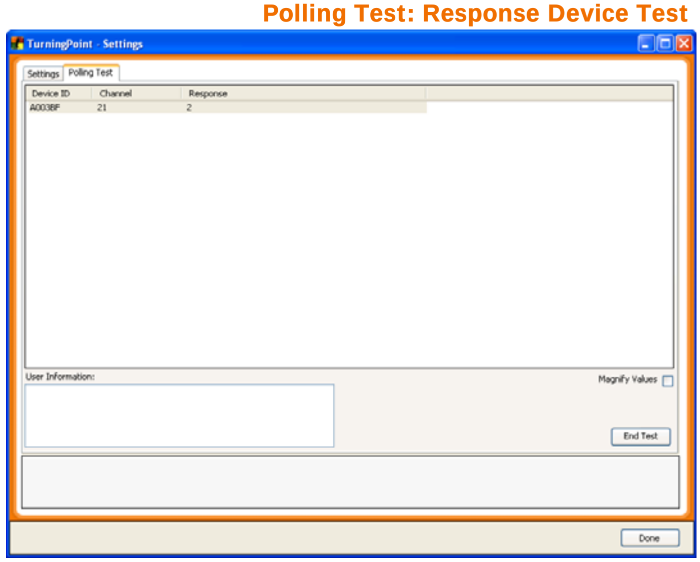
Polling Test: Magnify Responses

Device ID	Channel	Response
A003BF	21	2

4 Press a key on each response device to be used.

TurningPoint displays the Device ID, Channel, and the key entry from each response device in the order in which they were tested.

Polling Test: Response Device Test



5 Select the End Test button.

TurningPoint ends Polling test.

6 Select Done.

The device communication check is now complete.

Identify the Number of Devices to be Used

Access the Response Device settings whenever you need to change the number of expected devices. TurningPoint uses the number of expected devices when choosing Simulated Data as your input source or when using a Response Counter or Response Table without a Participant List.

Find more information on Response Counters in ***Add a Response Counter*** on page 140 and Response Tables in ***Add a Response Table*** on page 143.

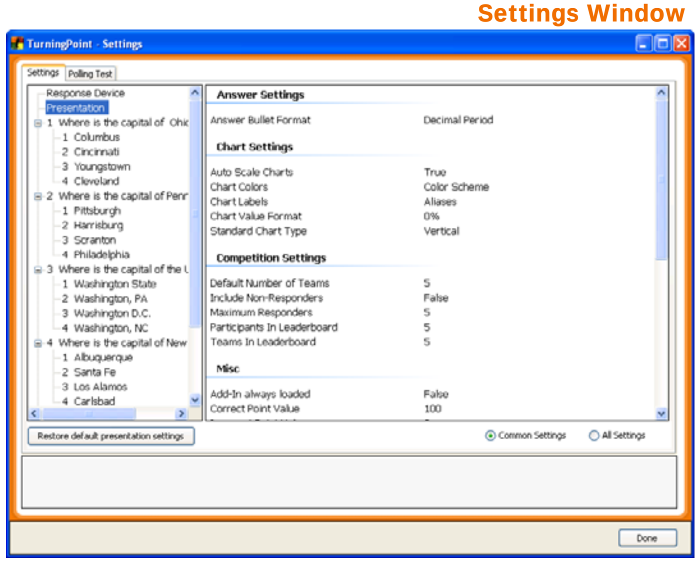
Step by Step Instructions

To increase or decrease the expected devices…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

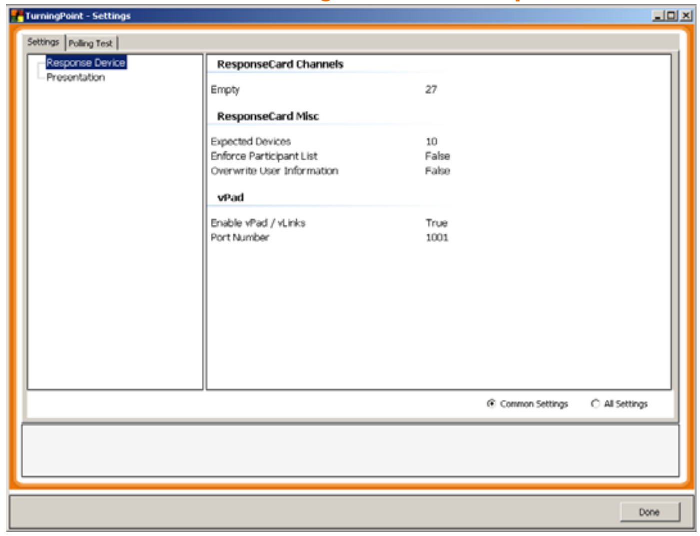
Settings Window



2 Select Response Device from the Settings Hierarchy.

The available response device settings display in the right pane of the window.

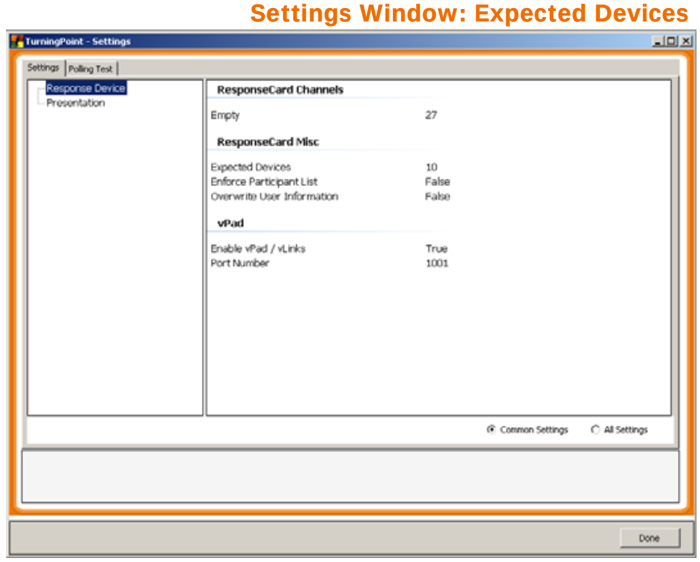
Settings Window: Response Devices



3 Enter the number of expected response devices.

a Find Expected Devices under the ResponseCard Misc settings.

Settings Window: Expected Devices



b Select Expected Devices. A text box opens.

> **Note** You cannot exceed the number of licensed devices. For example, if you enter the number of expected devices as 60 in this region, but TurningPoint is licensed for 50 devices, only 50 devices can be used during the presentation.
>
> This does not apply to presenters with an unlimited license. They can use as many response devices as they choose.

c Enter the number of expected devices.

d Press the Enter key.

4 Select Done. The expected number of response devices has been updated.

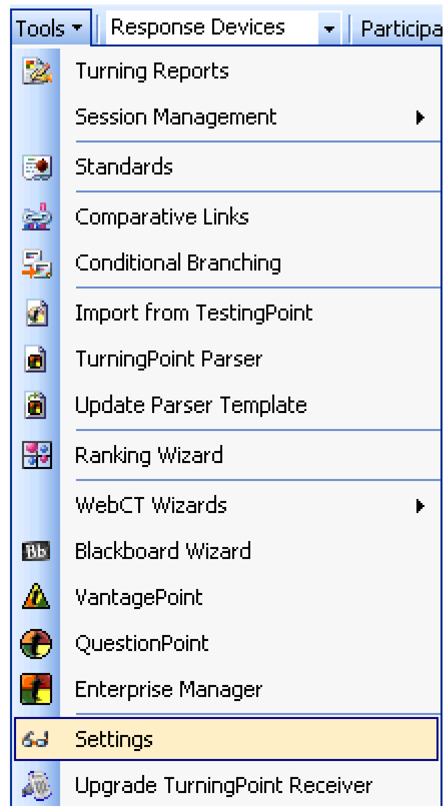
Next Steps

Optionally, test your response device communication by selecting the Polling Test tab from the Settings window. Find more information in ***Check Device Communication*** on page 180.

Settings

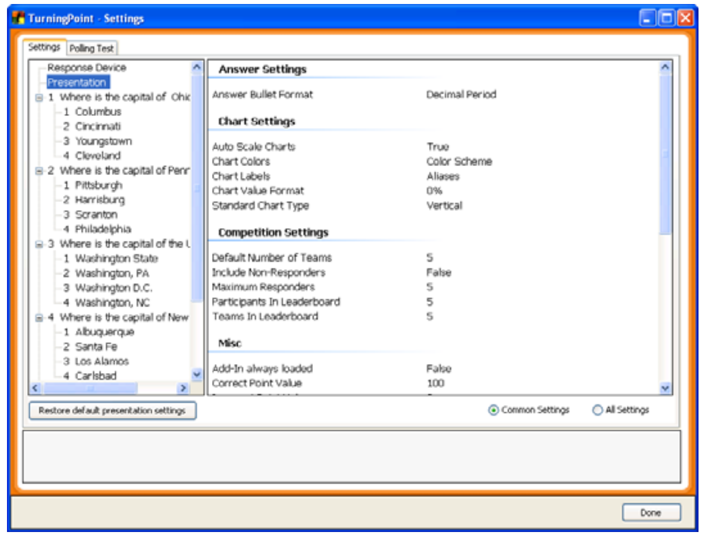
TurningPoint allows you to view and modify various settings from the Settings window. To access the Settings window select Tools from the TurningPoint toolbar and settings.

Tools > Settings



You can adjust the settings in the Settings window:

Settings Window

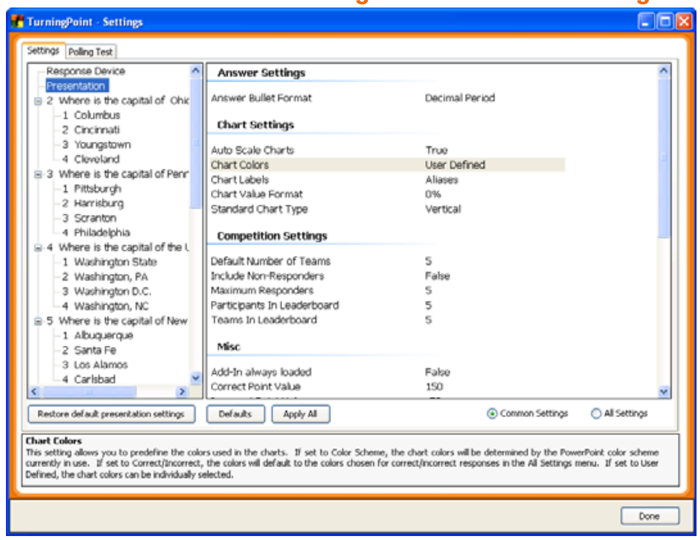


The Settings window contains two tabs: Settings and Polling Test. See ***Check Device Communication*** on page 180 for more information on Polling Test.

The Settings tab displays a Settings Hierarchy in the left pane of the window which allows you to change the settings for Response Device, Presentation, Slide or an Answer. The right pane of the window lists the settings. The settings are grouped by type and listed alphabetically. The name of each setting is in the left portion of the right pane and its value is on the right. Some settings may allow you to enter 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 detailed description of a setting when you select it. You can use these descriptions or the following pages to learn about the settings. The bottom region offers additional options for some presentation-level settings.

Settings Window: Bottom Region



The Common Settings and All Settings Buttons allow you to select your level of customization. The Common Settings Button displays the most commonly modified settings. The All Settings Button reveals more settings allowing for a more personalized presentation.

The Restore default presentation settings button allows you to return the settings back to the default installation state.

The Defaults button is active for chart colors on a presentation-level only. The button allows you to return your chart colors back to the default installation state.

The Apply All button is active for settings on a presentation-level that have corresponding slide-level settings. The button applies and saves the setting changes that you made to the all existing applicable slides.

The section describes:

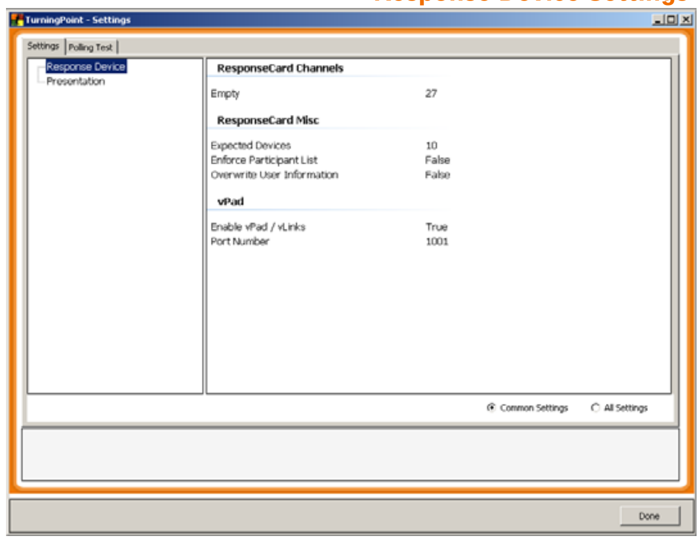
- ***Response Device Settings***
- ***Presentation Settings***
- ***Slide Settings***
- ***Answer Settings***

The following sections contain information about the settings available by selecting the Settings tab and then selecting one of the following items from the Settings Hierarchy: Response Device, Presentation, an individual slide or an answer. Settings listed in italics can be found by selecting the All Settings radio button.

Response Device Settings

Response Device contains settings for the response devices compatible with TurningPoint. The list below contains more detailed information for each setting.

Response Device Settings



ResponseCard Channels

Allows you to view the Response Receiver settings.

Setting	Description
Receiver	Displays Receiver ID and Channels of the receivers connected to computer.

ResponseCard Misc

Allows you to view and change various ResponseCard settings.

Setting	Description
Force Channel Change	Determines whether to force the Receiver Channel to change at the time of connection to the computer. The default is set at False and will force TurningPoint to accept the channel from the receiver. True will set the receiver to the first available slot in TurningPoint.
Expected Devices	Displays the number of Response Devices that you expect to be used during the presentation. This is only required when using Simulated Data, a Response Counter or Response Table.
Enforce Participant List	Determines whether only members of a Participant List can respond during a presentation or if anyone with a response device can respond. The default is set to True, which allows you to exclude the responses from participants who are not in the loaded Participant List. When set to false, all participants’ responses will be accepted and responses from participants who are not in the loaded Participant List will be appended to the end of that list.
Overwrite User Information	Determines whether participant data received from a response device will overwrite the matching fields in the Participant List. The default is set to False, which will only write the information if the field is currently blank.

ResponseWare App

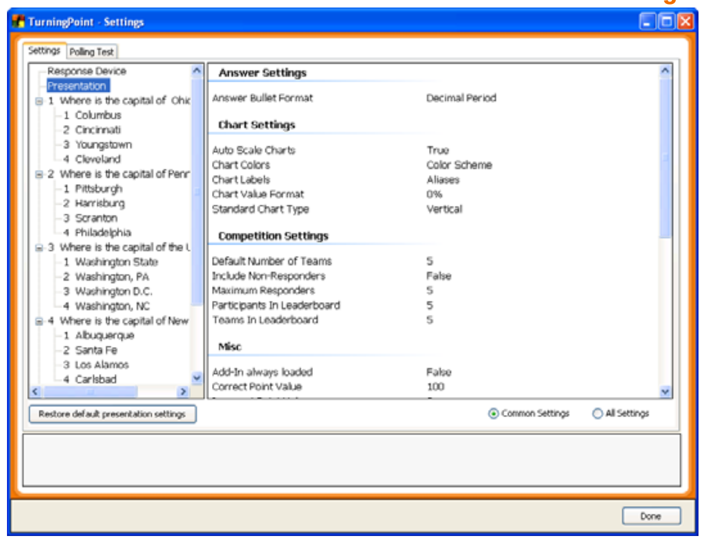
Enables you to view and change various ResponseWare App settings.

Setting	Description
Enable ResponseWare App/RemotePoll	Determines whether ResponseWare Apps or computers using RemotePoll can participate in the presentation remotely. The default is set to False and will not allow ResponseWare Apps or computers using RemotePoll to participate remotely.
Port Number	Manually change the Port number that ResponseWare Apps use to participate in the presentation.

Presentation Settings

Presentation contains settings for the creation of slides, the way they are displayed, and other TurningPoint options. If you change a presentation-level setting, the change applies to all slides you create in the future and in some cases in the currently opened presentation.

Presentation Settings



Answer Settings

Enables you to view and change Answer settings.

Setting	Description
Answer Bullet Format	Determines type of answer bullets TurningPoint will display. The available settings include: Alpha Lowercase Parenth = a), Alpha Lowercase Period = a., Alpha Uppercase Period = A., Decimal Parenth = 1), Decimal Period = 1., Roman Lowercase Period = i., Roman Uppercase Period I. The default is set at Decimal Period.

Backup Settings

Enables you to view and change the backup settings.

Setting	Description
Backup Maintenance	Sets the number of days a backup session will be kept before being automatically deleted. You can set a range between one and ninety days. The default is set at seven days.
Backup Sessions	Automatically have TurningPoint create a backup copy of all your completed sessions. The default is set to True, which creates a backup copy.
Real-time Backup Path	Determines the default location where your real-time backup session will be saved. When you determine a location, TurningPoint saves an XML version of your session while you are conducting it. The default is at None which stores a copy in your Backup/Sessions Folder. To change the location:1.) Click the current setting to open a dialog box. 2.) Manually enter the location or navigate to one by selecting the ellipses. 3.) A dialog opens. 4.) Choose your location. 5.) Select OK. 6.) Select Apply to set the location. To restore to the initial default location, click the current setting and select Turn Real-Time Backup Off.

Chart Settings

This enables you to view and change the chart settings. To change Chart Color 1 through Chart Color 10 and Chart Color Correct and Incorrect: 1.) Select the current color to display the Color Select window. 2.) Select the desired color. Find more information on the procedure for changing chart colors in ***Change Chart Colors*** on page 120.

Setting	Description
Auto Scale Charts	Determines whether the charts are scaled proportionate to the responses or displayed forcing a scale of 0 to 100% for percentages and 0 to the maximum responses for count. The default is set to True, which sets the scale of the chart proportionate to the responses.
Chart Colors	Determines what chart colors will be used during your presentation. The available settings are Color Scheme, Correct/Incorrect and User Defined. Color Scheme - uses the selected PowerPoint color scheme. Correct/Incorrect - uses user defined colors for slides that have answers selected as correct and incorrect. User Defined - uses user defined colors. The default is set at Color Scheme.
Chart Color 1	Determines the first chart color to be used for the User Defined color setting.
Chart Color 2	Determines the second chart color to be used for the User Defined color setting.
Chart Color 3	Determines the third chart color to be used for the User Defined color setting.
Chart Color 4	Determines the fourth chart color to be used for the User Defined color setting.
Chart Color 5	Determines the fifth chart color to be used for the User Defined color setting.
Chart Color 6	Determines the sixth chart color to be used for the User Defined color setting.

Setting	Description
Chart Color 7	Determines the seventh chart color to be used for the User Defined color setting.
Chart Color 8	Determines the eighth chart color to be used for the User Defined color setting.
Chart Color 9	Determines the ninth chart color to be used for the User Defined color setting.
Chart Color 10	Determines the tenth chart color to be used for the User Defined color setting.
Chart Color Correct	Determines the color to be used for Correct answers for the Correct/Incorrect color setting.
Chart Color Incorrect	Determines the color to be used for Incorrect answers for the Correct/Incorrect color setting.
Chart Labels	Determines if Answer Aliases (Answer Bullet Format) or Bullet Points will be displayed in the chart labels and legends. The default is set to Aliases.
Chart Value Format	Determines whether TurningPoint displays the chart values as a whole number (Number of people who answered a question) or Percentage (Percentage of people who answer each question.) The valid formats are: 0, 0%, 0.0%, and 0.00%. The default is set at 0%.
Reset Charts	Determines whether the chart data will be cleared whenever a slide is reset. The default is set to True, which resets the chart data.

Setting	Description
Review Only	Determines whether a chart showing how participants responded to a question is displayed during a presentation or only when a presenter reviews the presentation. The default is set to False which displays charts during the presentation.
Standard Chart Type	Determines the default chart that is used when a slide is inserted into a presentation. The default is set to Vertical. All chart options are available to choose from.

Competition Settings

Allows you to view and change the settings for competition slides.

Setting	Description
Default Number of Teams	Determines how many teams are displayed in the Team Assignment slides. The acceptable range is 2-10 teams. The default is set at 5.
Include Non-Responders	Determines whether non-responders will be included in team scoring. The default is set to False, which does not include non-responders.
Maximum Responders	Determines the maximum number of responders that are included in the fastest responders slide. The acceptable range is 1-0 responders. The default is set at 5.
Participants in Leader Board	Determines the number of participants to include in the participant leader board. The acceptable range is 1-20 participants. The default is set at 5.
Teams In Leader Board	Determines the number of teams displayed in the leader board. The acceptable range is 1-20 Teams. The default is set at 5.

Misc

Enables you to view and change various settings.

Setting	Description
Add-In always loaded	Determines if TurningPoint loads with PowerPoint. The default is set to False, which does not automatically load TurningPoint.
Allow Duplicates	Determines whether participants are allowed to submit the same response more than once on multiple response slides. The default is set to False, which does not allow the same response to be submitted more than once on multiple response slides. This setting is most often used when multiple participants are sharing one response device.
Allow User Feedback	Determines if user feedback will be accepted during the presentation. This option is available for ResponseWare App and ResponseCard users who press the "?" button. The default is set to True, which allows user Feedback.
Auto-Update Aliases	Determines if Question and Answer Aliases will automatically reflect changes in text made to the Question and Answer placeholders. The default is set to True, which automatically updates aliases.
Correct Point Value	Sets the default Point value of a correct answer. The acceptable range is from negative 10,000 through 10,000. The default is set to 100.
Default Participant Setting	Determines whether the Participant List Drop-down menu default is Auto or Anonymous. The default is set to Anonymous.

Setting	Description
Default Save Location	Determines a custom location to save your sessions. The default setting is My Documents. To change the location:1.) Click the current setting to open a dialog box. 2.) Manually enter the location (and go to step 4) or navigate to a location by selecting the ellipses. 3.) A dialog opens. 4.) Choose your location. 5.) Select OK. 6.) Select Apply to set the location. To restore to the initial default location, click the current setting and select Restore to default path.
Include Presentation	Determines whether to include the PowerPoint presentation with your saved session. The default is set to True, which includes the PowerPoint presentation.
Incorrect Point Value	Sets a default point value for incorrect answers. The acceptable range is negative 10,000 through 10,000. The default is set to zero.
Input Source	Sets the default input source that TurningPoint uses when running a presentation. The choices are Keyboard Keys, Simulated Data and Response Devices. The default is set to Response Devices.
Language	Changes the language format. The default is set to the language you chose when installing TurningPoint 2008.
Multiple Response Divisor	Determines whether the divisor used to calculate the percentages on multiple a response question will be the total number of responses received or the total number of devices that participated. The default is set to Devices.

Setting	Description
Responses	Determines the number of responses accepted from a response device without overwriting the previous response. The acceptable range is 1-10 responses. The default is set to 1.
Zero Based Polling	Number answers from 1-10 or 0-9. When set to True, answers will be number from 0-9 and will override the current answer bullet format. The default is set to False.

Moment to Moment Settings

Enables you to view and change settings for Moment to Moment slides.

Setting	Description
Polling Cycle	Determines the polling interval in seconds on a moment to moment slide. The default is set at two seconds.

Presenter ResponseWare App Settings

Enables you to view and change the settings for the Presenter ResponseWare App.

Setting	Description
Default Port Number	Set the local port number used by the Presenter ResponseWare App. Some ports may not be usable due to system or network configurations. The acceptable port number ranges from 1 - 65535. The default is set to 1001.
Enable Presenter ResponseWare App	Determines whether a Presenter ResponseWare App can be used to control a SlideShow. The default is set to False, which does not allow the Presenter ResponseWare App to control a slideshow.

Setting	Description
Presenter ResponseWare App Password	Set a password for the Presenter ResponseWare App. By default, a password is not set.
Require Password	Require that the ResponseWare App presenter uses a password. The default is set to False, which does not require a password.

Ranking Settings

Enables you to view and change the settings for Ranking Chart Slides.

Setting	Description
Bubble Grouping	Determines the number of bubbles shown while rotating using the tab key on a Ranking Chart slide. The acceptable range is 1-10 bubbles. The default is set at 3.
Bubble Name Visible	Determines whether the bubble names are displayed. The default is set to True, which displays bubble names.
Bubble Size Value Format	Determines the displayed format for bubble sizes. The acceptable formats are 0, 0.0 and 0.00. The default value is set to 0.
Bubble Size Visible	Determines if bubble size values are visible. The default is set to True, which shows the bubble size value.

Response Reminders Settings

Enables you to view and set Response Reminders settings.

Setting	Description
Answer Now	Select the default Answer Now object that will be automatically added to new slides. The default is set to None, which does not automatically add an Answer Now Indicator. All Answer Now objects are available to choose from.
Answer Now Text	Change the Answer Now text that is displayed in the Answer Now object. The default text is Answer Now.
Auto-Advance	Determines whether the SlideShow will automatically advance to the next animation if polling is closed by a Countdown Indicator or Response Counter object. The default is set to False, which does not automatically advance the SlideShow.
Countdown	Determines if a Countdown object will be automatically added to new slides. The default is set to None, which does not automatically add a Countdown object to new slides. All Countdown objects are available to choose from.
Countdown Seconds	Set the number of seconds a Countdown object will display. The acceptable range is 1-999. The default is set at 10 seconds.
Response Counter	Determines whether a Response Counter object is automatically added to new slides. The default is set at None, which does not automatically add a Response Counter. All Response Counter objects are available to choose from.

Setting	Description
Response Counter Format	Determines the format for new Response Counter objects. The acceptable formats are Count (number of responses), Percent, or Both (Count and Percent). The default is set to Count.
Response Table	Determines whether a Response Table object is automatically added to new slides. The default is set to None, which does not automatically add a Response Table object. All Response Table objects are available to choose from.
Rotation Interval	Determines the number of seconds that a Rotating table will pause between intervals. The acceptable range is 1-10 seconds. The default is set to two seconds.

Response / Non-Response Grid Settings

Enables you to view and set the Response/Non-Response Grid Settings. To change Background and Foreground colors: 1.) Select the current color to display the Color Select window. 2.) Select the desired color. 3.) Select Ok.

Setting	Description
Auto Size Grid	Determines whether the Response/Non-Response Grid will automatically resize to fit the screen. The default is set to True, which automatically resizes the Response/Non-Response Grid.
Custom Cell Background Color 1	Determines the color that will be used for the Response/Non-Response Grid's 1st cell background color.
Custom Cell Background Color 2	Determines the color that will be used for the Response/Non-Response Grid's 2nd cell background color.

Setting	Description
Custom Cell Background Color 3	Determines the color that will be used for the Response/Non-Response Grid’s 3rd cell background color.
Custom Cell Background Color 4	Determines the color that will be used for the Response/Non-Response Grid’s 4th cell background color.
Custom Cell Foreground Color	Determines the color that will be used for the Response/Non-Response Grid’s foreground cell color.
Custom Grid Background Color	Determines the color that will be used for the Response/Non-Response Grid’s background color.
Display Device IDs	Determines if Device IDs will be displayed on the Response/Non-Response Grid. The default is set to True, which will display Device IDs.
Display Participant Names	Determines if Participant names will be displayed in the Response/Non-Response Gird. The default is set to True, which will display the Participant Names.
Gr id Opacity	Determines how transparent or opaque the Response/Non-Response Grid is displayed. The accpetable range is 1 (transparent) to 100 (opaque). The default is set at 90 (mostly opaque).
Grid Position	Determines the placement of the Response/Non-Response Grid when displayed. The acceptable positions are: Bottom, Bottom Left, Bottom Right, Center, Left, Right, Top, Top Left, Top Right. The default position is the Bottom of the screen.
Grid Rotation Interval	Determines the number of seconds a Response/Non-Response Grid will pause between intervals. The acceptable range is 1 to 10 seconds. The default is set at 2.

Setting	Description
Grid Size	Determines the size, in pixels, of the Response/Non-Response Grid when the Auto Size Grid is set to False. The default size is set to 800 x 600.
Use Scheme Colors	Determines whether the Response/Non-Response Grid is displayed using Scheme Colors or Custom Colors. Scheme Colors will use the current PowerPoint color scheme. Custom Colors are set in Custom Cell and Grid settings for Response/Non-Response Grid Settings. The default is set to True, which uses Scheme Colors.

Showbar Settings

Enables you to view and change Showbar settings.

Setting	Description
Display Showbar	Determines if the Showbar is visible during a SlideShow. The default is set to True, which displays the Showbar.
Expand Showbar	Determines if the Showbar is displayed in its expanded state. The default is set to True, which displays the Showbar in its expanded state.
Use Secondary Monitor	Determines if the Showbar is displayed on secondary monitor if available. The default is set to True, which displays the Showbar on the secondary monitor.

Slide Settings

Slide settings affect specific slides.

Slide Settings

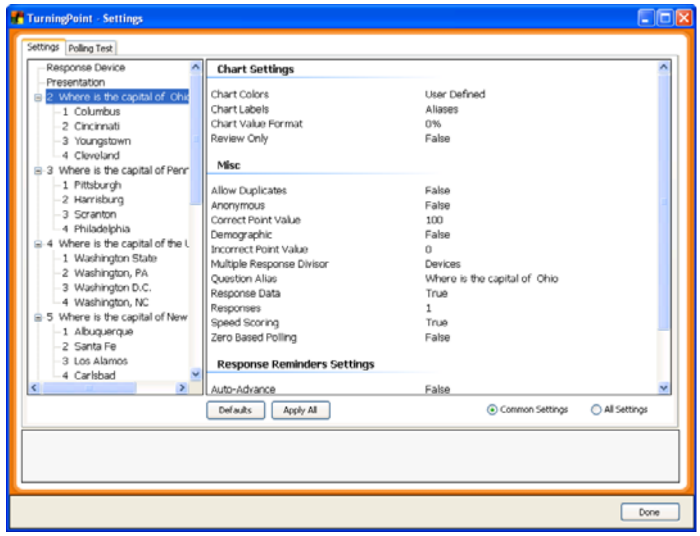


Chart Settings

This enables you to view and change the chart settings.

Setting	Description
Chart Colors	Determines what chart colors will be used during your presentation. The available settings are Color Scheme, Correct/Incorrect and User Defined. Color Scheme - uses the selected PowerPoint color scheme. Correct/Incorrect - uses user defined colors for slides that have answers selected as correct and incorrect. User Defined - uses user defined colors. The default is set at Color Scheme.
Chart Color 1	Determines the first chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color 2	Determines the second chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color 3	Determines the third chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color 4	Determines the fourth chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.

Setting	Description
Chart Color 5	Determines the fifth chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color 6	Determines the sixth chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color 7	Determines the seventh chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color 8	Determines the eighth chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color 9	Determines the ninth chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color 10	Determines the tenth chart color to be used for the User Defined color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Color Correct	Determines the color to be used for Correct answers for the Correct/Incorrect color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.

Setting	Description
Chart Color Incorrect	Determines the color to be used for Incorrect answers for the Correct/Incorrect color setting. To change the color: 1.) Select the current color to display the Color Select window. 2.) Select the new color.
Chart Labels	Determines if Answer Aliases (Answer Bullet Format) or Bullet Points will be displayed in the chart labels and legends. The default is set to Aliases.
Chart Value Format	Determines whether TurningPoint displays the chart values as a whole number (Number of people who answered a question) or Percentage (Percentage of people who answer each question.) The valid formats are: 0, 0%, 0.0%, and 0.00%. The default is set at 0%.
Review Only	Determines whether a chart showing how participants responded to a question is displayed during a presentation or only when a presenter reviews the presentation. The default is set to False which displays charts during the presentation.

Misc

Enables you to view and change various uncategorized settings.

Setting	Description
Allow Duplicates	Determines whether participants are allowed to submit the same response more than once on multiple response slides. The default is set to False, which does not allow the same response to be submitted more than once on multiple response slides. This setting is most often used when multiple participants are sharing one response device.
Anonymous	Designates a slide as anonymous when polled. The default is set to False, which does not make the selected slide Anonymous.
Correct Point Value	Sets the default Point value of a correct answer. The acceptable range is from negative 10,000 through 10,000. The default is set to 100.
Demographic	Determines if the question on the selected slide is treated as a demographic question. The default is set to False, which does not treat the question as demographic.
Incorrect Point Value	Sets a default point value for incorrect answers. The acceptable range is negative 10,000 through 10,000. The default is set to zero.
Multiple Response Divisor	Determines whether the divisor used to calculate the percentages on a multiple response question will be the total number of responses received or the total number of devices that participated. The default is set to Devices.

Setting	Description
Question Alias	Determines how the question is labeled. This only applies when running some reports. The default is set to how the question appears on the slide.
Response Data	Determines whether a slide contains response data. When set to True, the slide has polled data and will not be polled again. When set to False, the slide can be polled again. The default is set to True.
Responses	Determines the number of responses accepted from a response device without overwriting the previous response. The acceptable range is 1-10 responses. The default is set to 1.
Speed Scoring	Determines whether point values will decrease relative to the time polling is kept open. The default is set to False, which will not decrease point values relative to the time polling is kept open.
Zero Based Polling	Number answers from 1-10 or 0-9. When set to True, answers will be number from 0-9 and will override the current answer bullet format. The default is set to False.

Response Reminders Setting

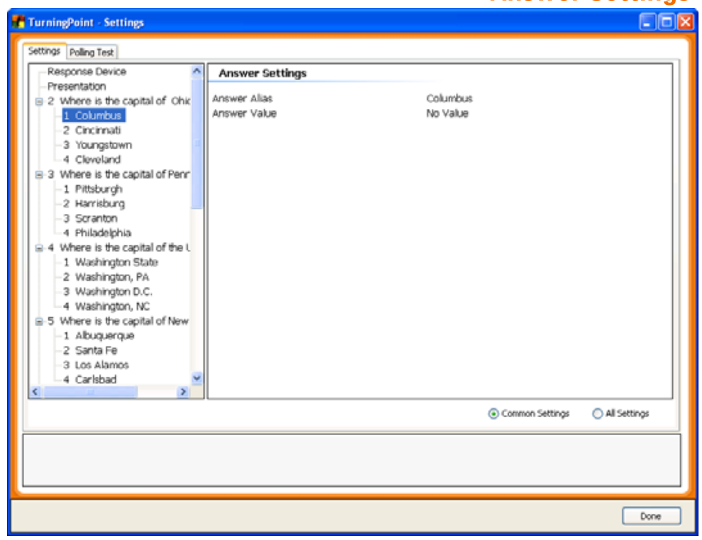
Enables you to view and set Response Reminders settings.

Setting	Description
Auto-Advance	Determines whether the SlideShow will automatically advance to the next animation if polling is closed by a Countdown Indicator or Response Counter object. The default is set to False, which does not automatically advance the SlideShow.
Countdown Seconds	Set the number of seconds a Countdown object will display. The acceptable range is 1-999. The default is set at 10 seconds.
Countdown Sound	Use a sound file for a Countdown Sound.To add a Countdown Sound: 1.) Click the current setting to open a dialog. 2.) Navigate to the folder containing the sound file. 3.) Select the file name. 4.) Select open. 5.) Select done. The default is set to (None). The acceptable file extensions include: .aiff, .au, .mid, .midi, .mp3, .wav, and .wma.

Answer Settings

Answer-level settings affect specific answers. The answer settings apply to the answer selected from the Settings Hierarchy.

Answer Settings



Answer Settings

This enables you to view and change the Answer settings.

Setting	Description
Answer Alias	Determines the Alias (Name) that is used for the chart labels and in some reports. The default is set to the answers entered during slide creation.
Answer Value	Determines whether the Answer is Correct, Incorrect, No Value, or has a point value of negative 10,000 through 10,000. The default is set to No Value.

Where Do I Go From Here?

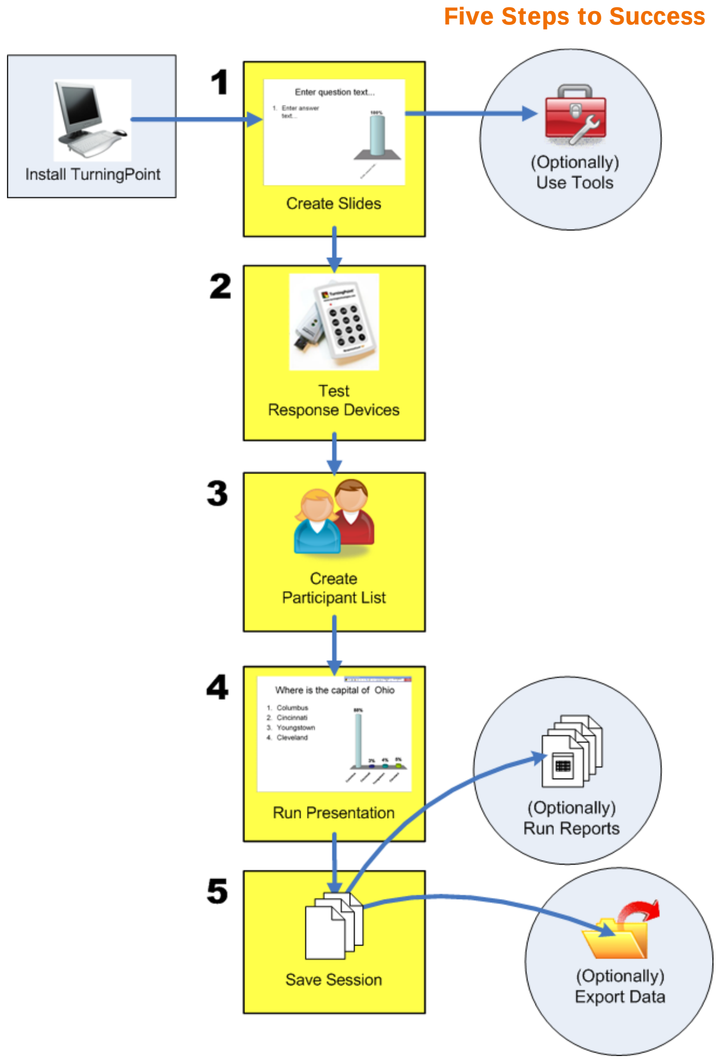
If you are setting up your devices for the first time, the next step is to create your Participant List. A Participant List allows you to track the responses provided by your audience for each slide you present. Find instructions to create a Participant List in ***Chapter 5: Track Participants and Teams***.

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: Creating and Saving Slides***. Find instructions to run a presentation in ***Chapter 7: Run Presentations***.

5 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 the 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 ResponseWare App response software).

Recall the five steps to presentation success.



This chapter discusses creating and managing a Participant List.

Participant List Wizard

Create a Participant List using the Participant List Wizard, Enterprise Manager from Turning Technologies or Course Management Systems by Web CT and Blackboard.

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

- ***Create a Participant List Using Participant List Wizard***
- ***Create a Participant List from Enterprise Manager***
- ***Create a Participant List from a Course Management System***

Create a Participant List Using Participant List Wizard

The Participant List Wizard guides you through the creation of a Participant List to be used with your interactive presentation. You can control the number of responses TurningPoint will accept, which equates to the number of audience members by selecting to enforce a Participant List. A Participant List captures the audience names, their Device IDs, and other relevant information. Find more information about enforcing a Participant List in ***Response Device and Settings Management*** on page 157.

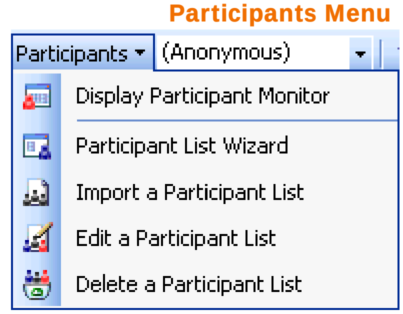
Create a Participant List using the Participant List Wizard. You can choose from using standard list templates or create one of your own to store as much information about your audience as is desired.

Step by Step Instructions

To create a Participant List…

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

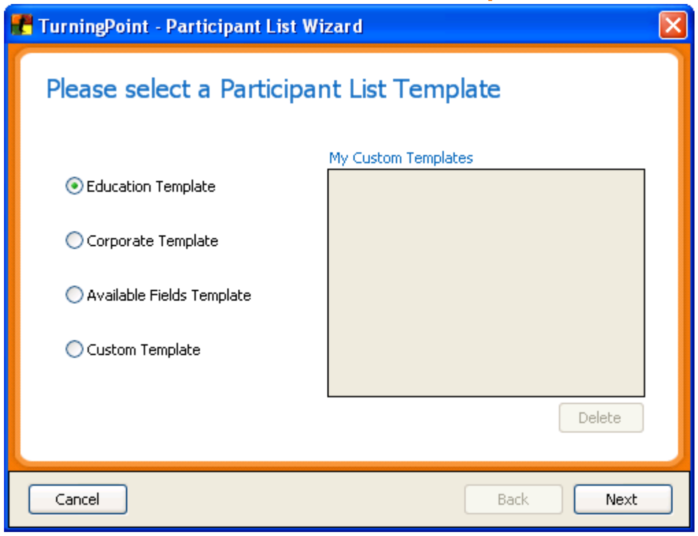
Participants Menu



The TurningPoint Participant List Wizard window opens presenting the option to use a pre-defined Participant List template 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.

2 Select a template to be used for the new Participant List.

Participant List Wizard



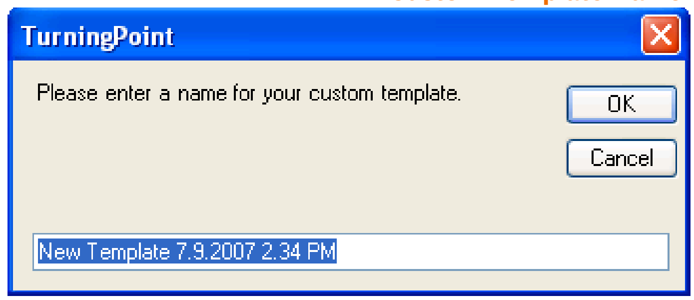
Participant List template choices include:

- 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 create a personalized Participant List and to name the template or it allows you to select a previously created template from the list.

3 Select the Next button to continue.

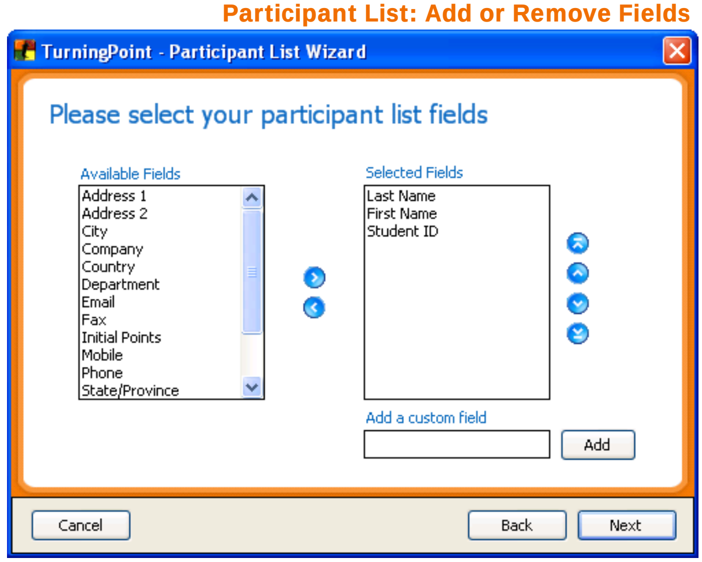
If you opted to create a new template, TurningPoint asks you to name the template. Enter a name and select the OK button.

Custom Template Name



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



4 Optionally, customize the list of Selected Fields.

Right (>) and left (<) arrow buttons appear.

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

When selecting entries from the fields lists, click and drag single entries into the fields list, hold Shift to select multiple contiguous entries, or hold Control to select multiple entries.

> **Note** Alternatively, double click on an entry to remove it from the Select Fields region.

- To add an entry to the template, select the desired entry from the Available Fields region, and click the right arrow button.

> **Note** Alternatively, double click on an entry to add it to the Select Fields region.

- To change the order of the selected Fields click the up and down buttons.

5 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, such as demographic reports or team competitions.

Participant List Wizard: Add Groups

6 Optionally, enter in a group name and select the Add button.

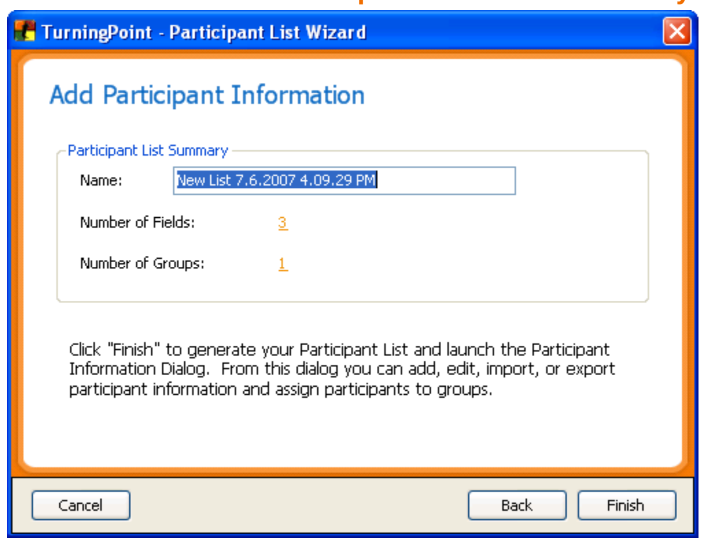
a. Place checkmarks next to the groups to designate them as teams.

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

7 Select the Next button to continue.

TurningPoint displays the Participant List summary page.

Participant List Wizard: Summary



8 Optionally, edit the Participant File composition.

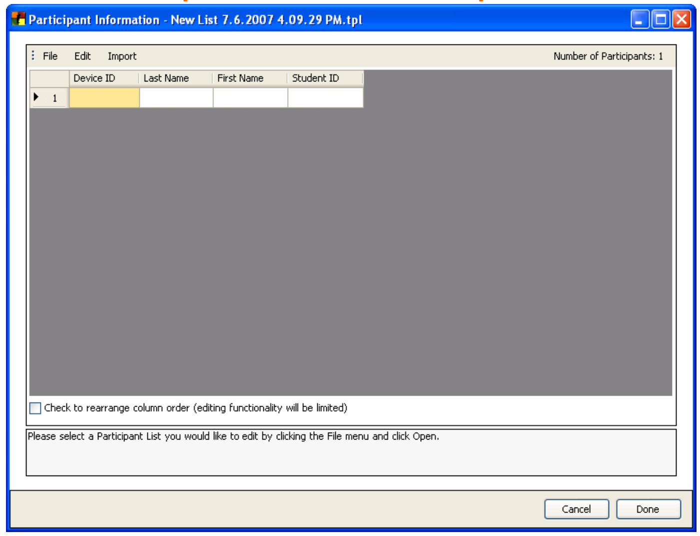
The settings you can change include the Participant List file name, number of fields, and number of groups. For file name select the old file name and enter a new one in the box provided. For Number of Fields or Number of Groups, select the link to be returned to the screen and make edits.

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

TurningPoint displays the Participant Information window where you can enter, paste, edit or import data. You can also Add/Remove or Rename Fields and Groups from this window.

Find more information on editing a Participant List in ***Modify a Participant List*** on page 234.

Participant List Wizard: Participant Information

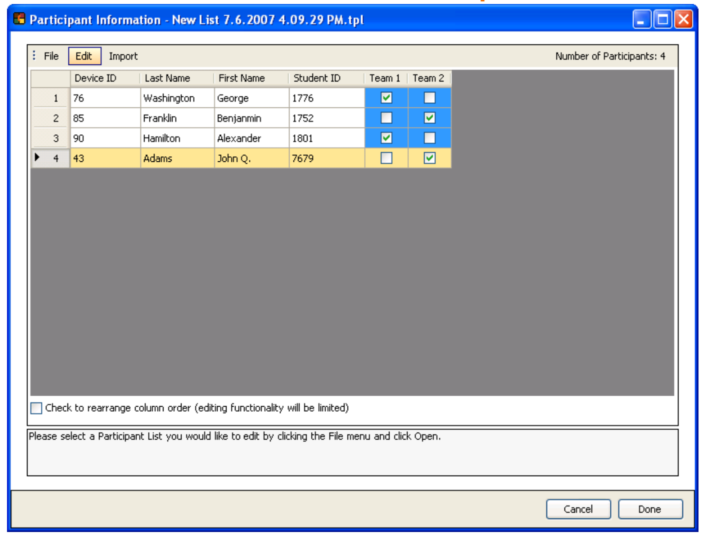


10 Optionally, save the template for future use.

If you have modified a pre-defined template or created a custom 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.

11 Add names and other participant information to the new Participant List.

Participant Information



12 Select the Done button, or Select File > Save to save the data in the Participant List before closing the Participant Information window.

TurningPoint adds the new Participant List to TurningPoint toolbar in the Select a Participant List drop-down menu.

Next Steps

Find more information on editing and deleting your Participant Lists in ***Manage Participant Lists*** on page 234.

Create a Participant List from Enterprise Manager

You can use Enterprise Manager from Turning Technologies with TurningPoint. Enterprise Manager is an essential tool for large organizations that puts the TurningPoint 2008 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 2008 as part of the curriculum, assign faculty and students to those classes, and record Device IDs for the students' response devices. Enterprise Manager captures this information and manages the licenses for response device usage.

Class rosters stored in Enterprise Manager are ready for use with TurningPoint 2008. A faculty member using a computer on the organization's network can open TurningPoint 2008 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 ResponseCards 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 2008 on the computer hosting the presentation.

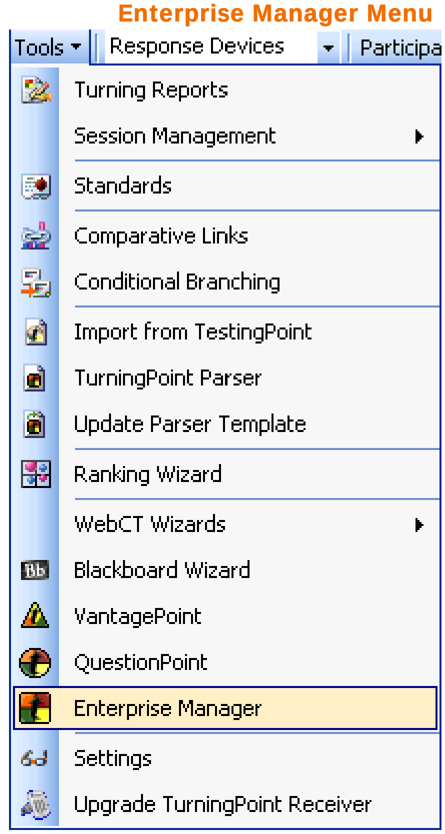
Step by Step Instructions

To load a Participant List into TurningPoint 2008…

1 From the TurningPoint toolbar, select Tools.

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

Enterprise Manager Menu



2 Select Enterprise Manager.

The Enterprise Manager Log-in window opens.

Enterprise Manager Log-In Window

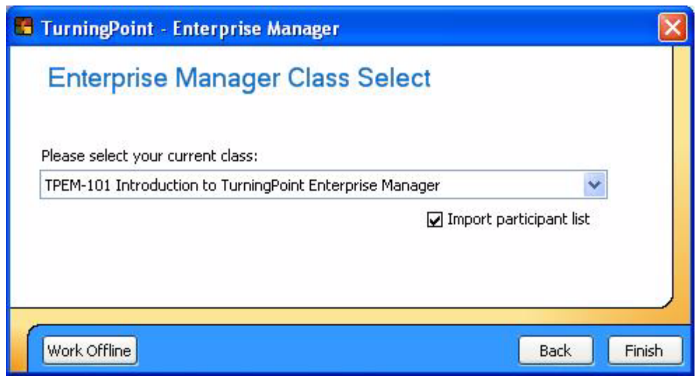
3 Enter the Server URL, User Name, and Password.

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.

4 Select the Next button.

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.

A checkmark appears in the box when selected.

7 Select the Finish button.

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 dialog 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 dialog, 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.

Create a Participant List from a Course Management System

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.

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.
- 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 xxxy, 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:

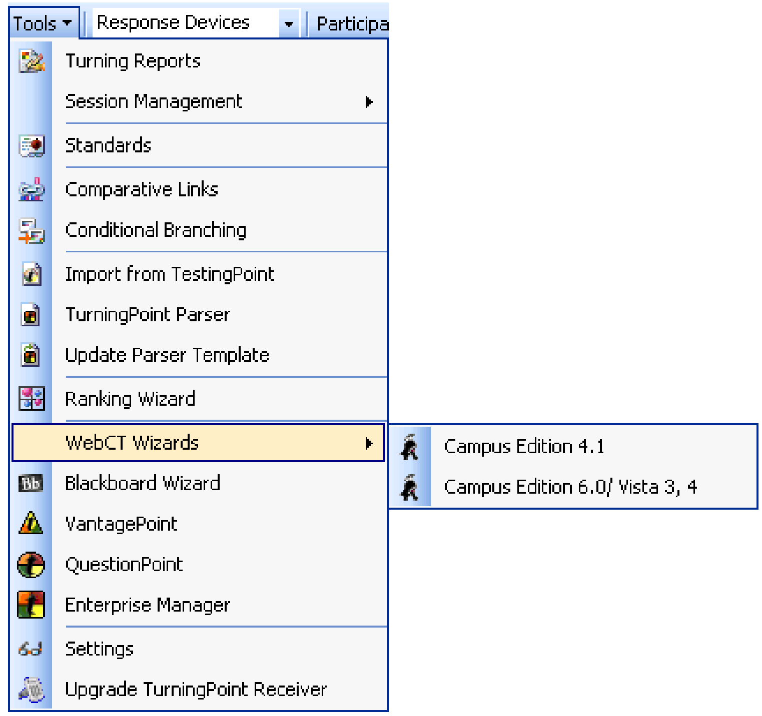
- server name of the Blackboard server
- your username
- your password

Step by Step Instructions

To import a Participant List…

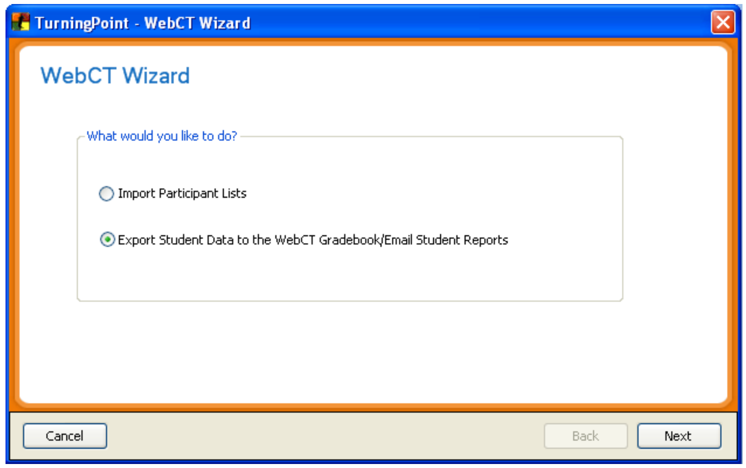
1 From the TurningPoint toolbar, select Tools. In the menu, select WebCT Wizard (CE 4.1 or CE 6.0/Vista 3, 4) or Blackboard Wizard Manager, depending on your system.

Course Management Menu



2 Select Import Participant List.

WebCT Wizard: Select Task



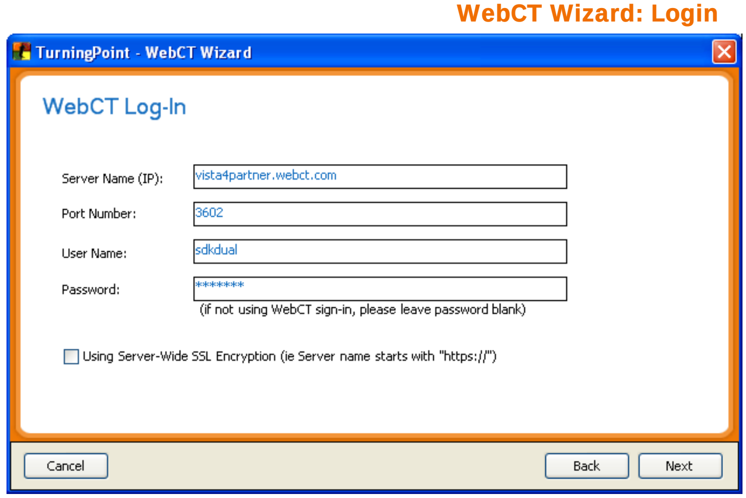
Note The illustrations shown in this section are of the WebCT CE 4.1 interface, but the interfaces for WebCT CE 6.0/Vista 3, 4 and Blackboard are similar.

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



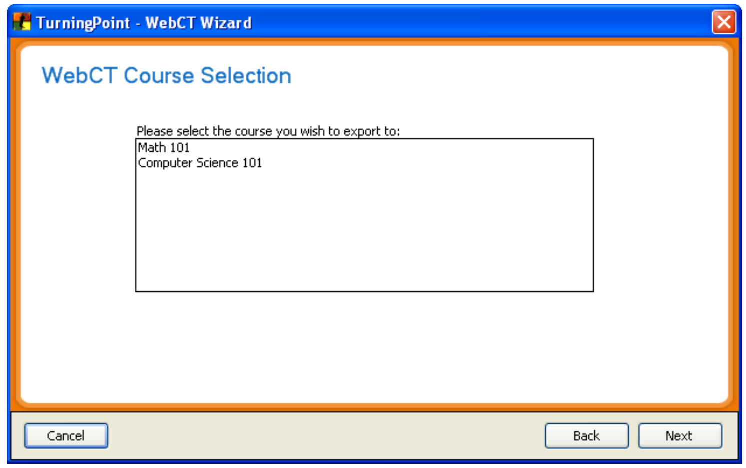
TurningPoint saves the Server Name (IP) and the Port Number. You must enter your username and password for WebCT. The system prompts you for the Institution's name and then displays all courses associated with your user name and password.

5 Select the Next button.

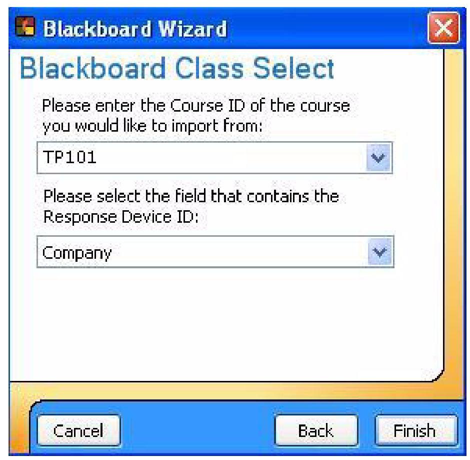
The next steps differ slightly depending on the type of system you have. In WebCT CE 4.1, you indicate the course pertaining to the Participant List you want by following the instructions in the window. In WebCT CE 6.0/Vista 3, 4, you select the institution you belong to and then the course you wish 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.

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.

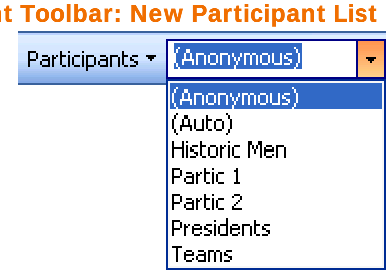
TurningPoint displays a confirmation message that your file has been imported. Optionally, you may edit the location or file name, and then select the Save button.

> **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



Manage 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.

This section describes how to:

- ***Modify a Participant List***
- ***Delete a Participant List***

Modify a Participant List

Follow these steps if you would like to make changes to an existing Participant List. You can change the recorded Device ID for a participant by modifying the list.

Before You Begin

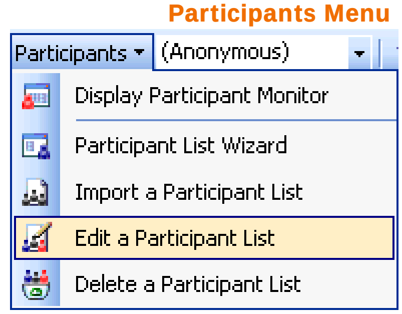
A Participant List should have a.tpl extension (TurningPoint participants format). You must import the Participant List or create a list using the Participant List Wizard before editing it with TurningPoint.

Step by Step Instructions

To modify a Participant List…

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

Participants Menu

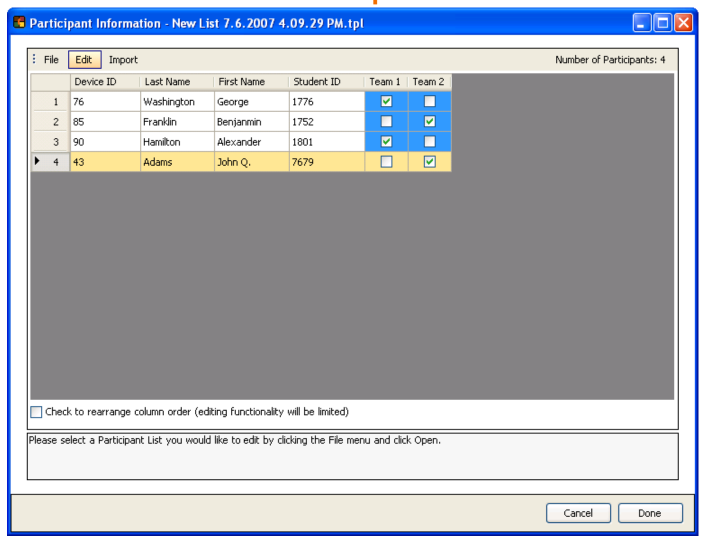


TurningPoint displays a window of Participant Lists saved in My Documents/TurningPoint/Participants.

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 row numbers.

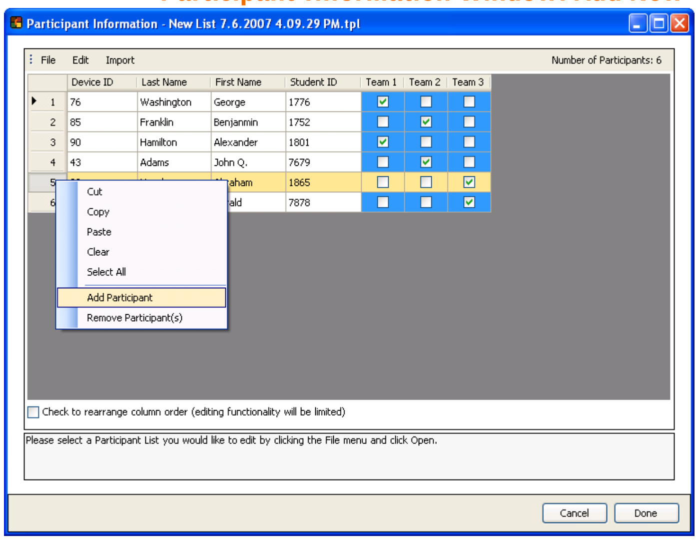
Participant Information Window



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

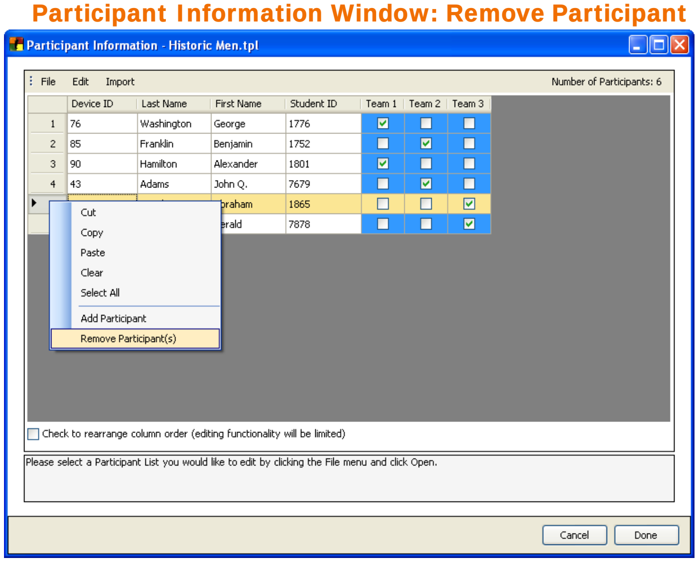
4 Optionally, add a new participant by right-clicking in in the row above the row that you want to add a participant and selecting Add Participant.

Participant Information Window: Add New



5 Optionally, remove a participant by right-clicking in the first cell of the row containing that participant and selecting Remove Participant(s).

Participant Information Window: Remove Participant



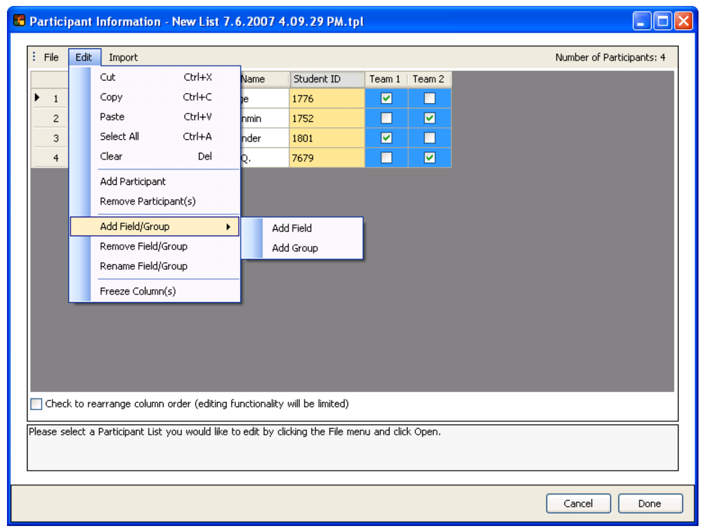
6 Optionally right click on the column that you want to add a field to the right of, and select Add Field.

a Alternatively, select a column in the Participant Information window.

TurningPoint inserts the new field to the right of the selected column.

b Select Edit from the menu bar.

Participant Information: Edit Menu

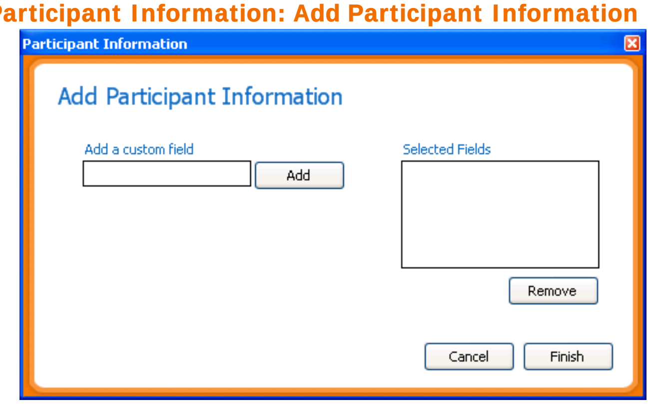


TurningPoint displays the available editing options.

c Select Add Field/Group > Add Field.

An Add Participant Information window opens.

Participant Information: Add Participant Information

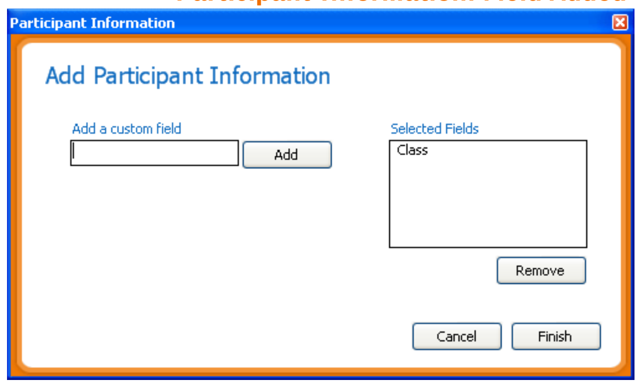


d Enter the name of the new field in space provided under Add a custom field.

e Select Add.

TurningPoint adds the newly created field to the Selected Fields list.

Participant Information: Field Added



f Repeat steps d and e to add additional fields.

> ***Note*** To remove any fields from the Selected Fields list, highlight the field name and select Remove.

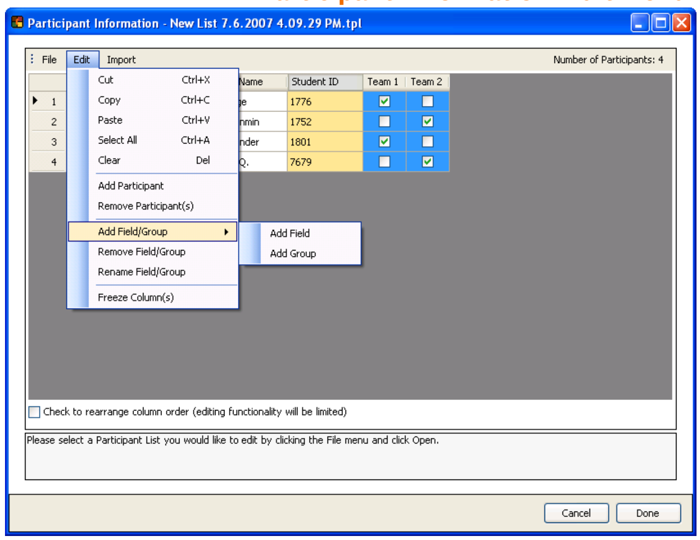
g Select Finish.

TurningPoint adds the fields to your Participant List.

7 Optionally right click on the column that you want to add a Group to the right of, and select Add Group.

a Alternatively, select Edit from the menu bar.

Participant Information: Edit Menu

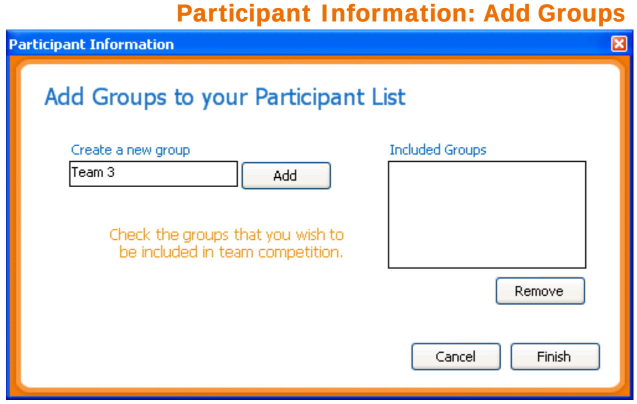


TurningPoint displays the available editing options.

b Select Add Field/Group > Add Group.

An Add Groups to your Participant List window opens.

Participant Information: Add Groups

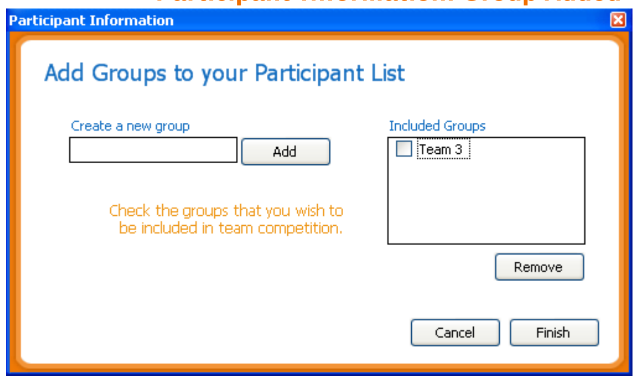


c Enter the name of the new group in space provided under Create a new group.

d Select Add.

TurningPoint adds the newly created group to the Included Groups list.

Participant Information: Group Added



e Repeat steps d and e to add additional groups.

Note To remove any groups from the Included Groups box, select the Group Name, and select Remove.

f Place checkmarks next to the groups to designate them as teams.

g Select Finish.

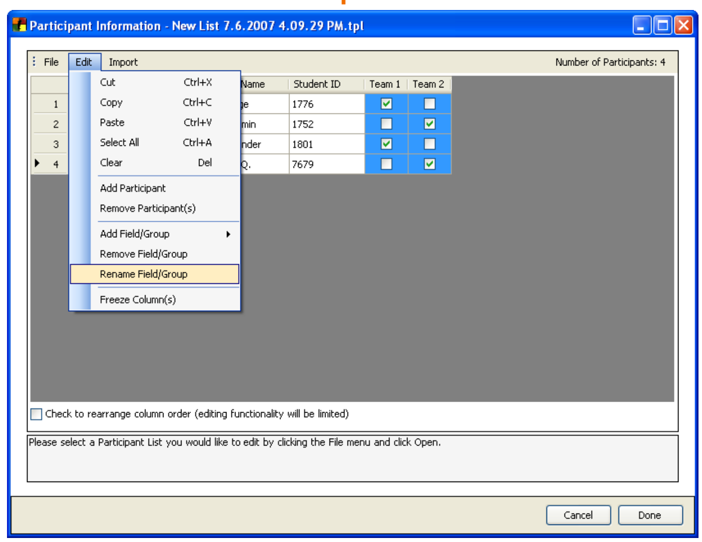
TurningPoint adds the groups that you created at the end of your Participant List.

8 Optionally, right click on a Field/Group that you want to rename and select Rename Field/Group.

a Alternatively, select the field or group that you want to rename.

b Select Edit from the menu bar.

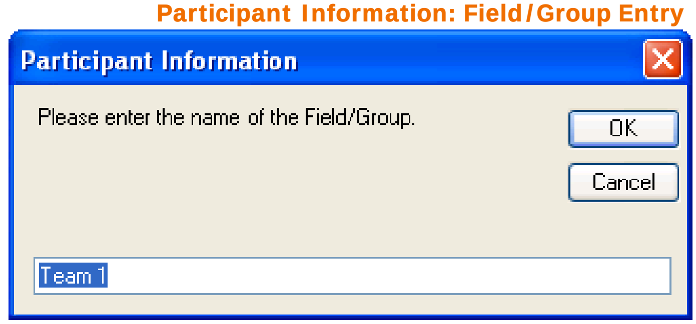
Participant Information: Edit Menu



TurningPoint displays the available editing options.

c Select Rename Field/Group.

Participant Information: Field/Group Entry



A text entry window opens.

d Enter the new name of the field/group.

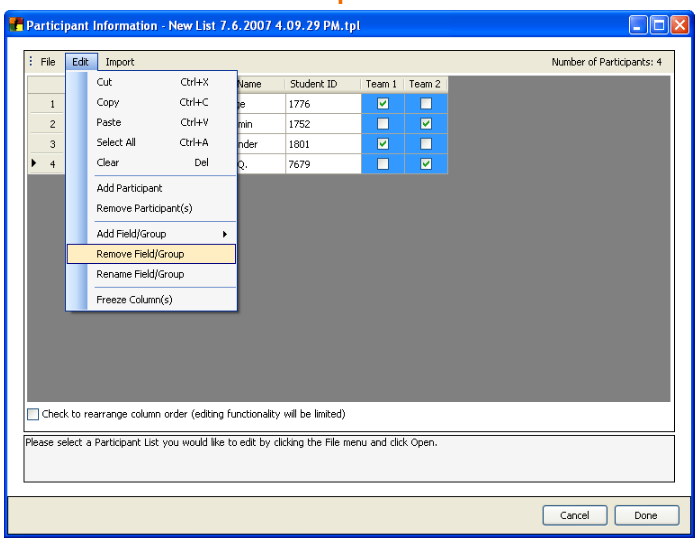
e Select Ok. — TurningPoint renames the selected field or group.

9 Optionally, right click on a Field/Group that you want to remove and select Remove Field/Group.

a Alternatively, select the Field/Group that you want to remove.

b Select Edit from the menu bar.

Participant Information: Edit Menu



TurningPoint displays the available editing options.

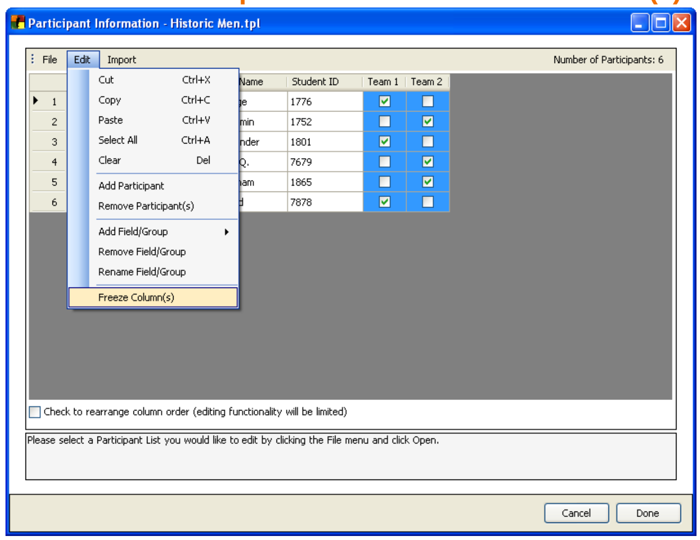
c Select Delete Field. — TurningPoint deletes the selected field.

10 Optionally, right click on a column that you want to Freeze and select Freeze Column.

TurningPoint provides you with the option to Freeze a column.

a Alternatively, select the column that you want to Freeze.

Participant Information: Freeze Column(s)



b Select Edit from the menu bar.

TurningPoint displays the available editing options.

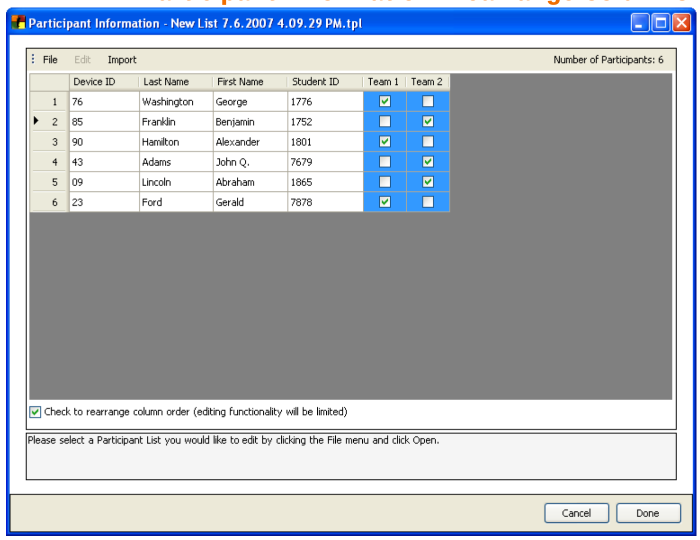
c Select Freeze Column(s).

TurningPoint locks the column that you selected and limits your ability to rearrange the column order as outlined in step 11. You will not be able to move any columns located to the left of the frozen column to the right of the frozen column in the Participant Information window. Conversely, you will not be able to move any columns located to the right of the frozen column to the left of the frozen column in the Participant Information window.

11 Optionally, rearrange the column order in your Participant List.

a Place a checkmark in the box next to Check to rearrange column order located at the bottom of the window.

Participant Information: Rearrange Columns



TurningPoint limits the editing abilities while this function is active.

b Select the column you would like to be moved.

c Drag and drop the column in its new location.

12 Select File > Save.

A confirmation message displays.

13 Select Done.

The Participant Information window closes.

Delete a Participant List

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

Before You Begin

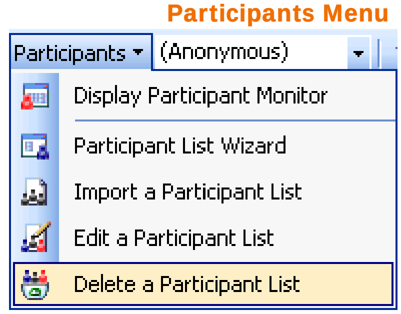
Deleting a Participant List sends the file to the computer's Recycle Bin. Save a backup copy in another location if you would like to be able to access the file later.

Step by Step Instructions

To delete a Participant List…

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

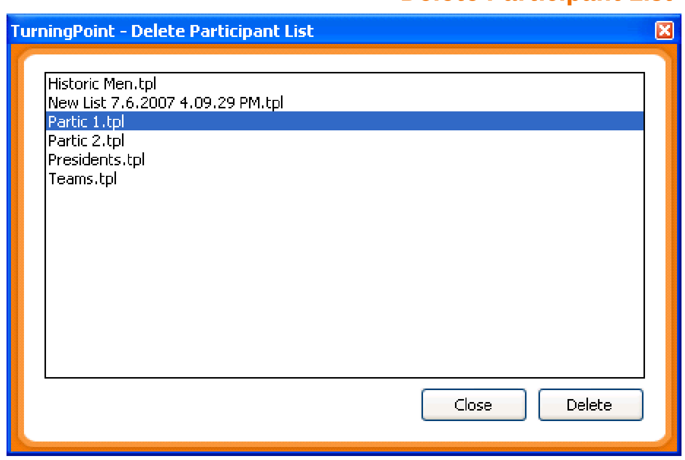
Participants Menu



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

2 Select the file name of the Participant List you wish to remove.

Delete Participant List



3	Select the Delete button.	A window display confirming that you want to delete the selected Participant List.
4	Select Yes to delete the Participant List.	TurningPoint removes the file from the list.

> ***Tip*** To retrieve a Participant List after deleting it, open the computer's Recycle Bin, find the file and select it. Either select to Restore Item or drag and drop the file from the Recycle Bin to a new location. If you choose to drag and drop the file to a new location, It will not be available to TurningPoint unless you import the file.

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.

You can also edit an existing Participant List and add Groups as teams using the Add Group feature, and checking the appropriate checkboxes next to the Group names.

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.

TurningPointTurningPoint offers several slides to keep track of participant and team point totals and which participants respond most quickly. Find more information in ***Competition Slides*** on page 67

This section describes how to:

- ***Add Teams to a Participant List***

Add Teams to a Participant List

You can create a Participant List that can enable team competitions by following the steps below. Alternatively, you can edit an existing Participant List and add Groups as teams using the Add Group feature, and checking the appropriate checkboxes next to the Group names.

Before You Begin

These steps create a new Participant List that assigns participants to teams before the presentation, and it allows you to edit a existing Participant List to include Teams.

If you would like to pick teams on the fly during the presentationtest, you need to insert a Team Assignment slide. Find information about this special slide in ***Competition Slides*** on page 67.

Step by Step Instructions

To set up team competitions…

1 Follow step 1 through step 5 in ***Create a Participant List Using Participant List Wizard*** on page 217.

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

2 Enter a group name in the Create a new group field, and select the Add button. Repeat for all desired team names.

- Repeat step 2 to create additional groups.

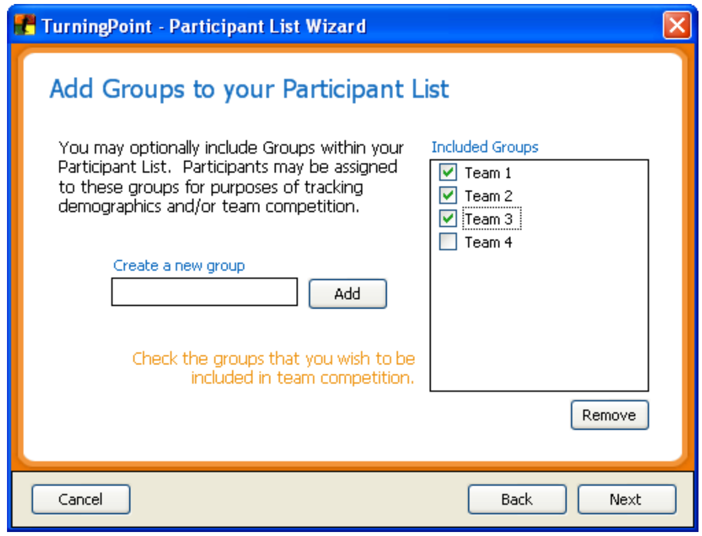
TurningPoint displays all groups in the Included Groups list. These groups can represent any type of grouping you wish to assign participants to, such as teams, class level, or any other demographic information.

Participant List Wizard: Add Groups

3 Choose the groups in the column to the right that you want to designate as teams who will compete against each other by selecting the appropriate checkboxes.

Checkboxes appear next to the groups designated to compete as teams.

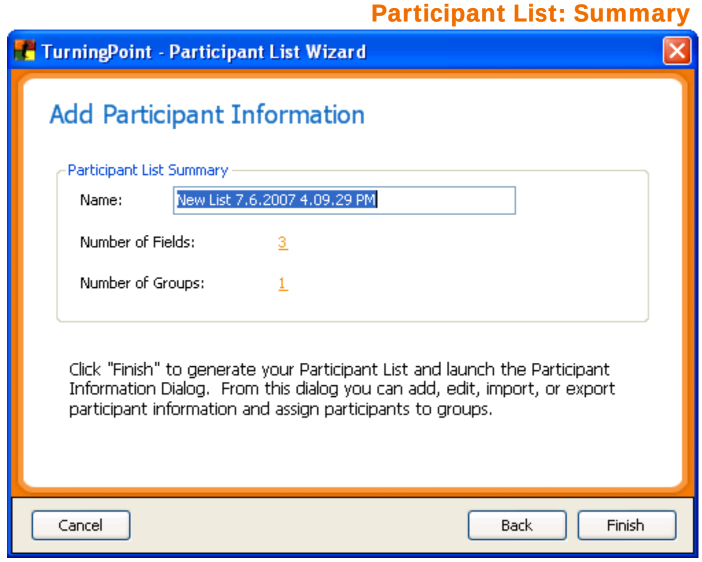
Participant List Wizard: Groups Added



4 Select the Next button to continue.

TurningPoint displays the Participant List summary screen.

Participant List: Summary



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

Next Steps

Find more information about slides for keeping track of participants' and teams' points in ***Competition Slides*** on page 67.

Where Do I Go From Here?

If you have not set up the hardware devices for participants to respond, ***Chapter 4: Response Device and Settings Management*** 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 7: Run Presentations*** demonstrates this process.

6 Tools

TurningPoint offers several tools that allow you to use powerful advanced features:

- Create slides to rank items
- Create and assign standards for evaluating participants
- Create slides aligned to state standards using QuestionPoint
- 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
- Create slides from imported files

The Ranking Wizard allows you to create slides to rank items on several criteria. Find more information in ***Ranking Wizard*** on page 257.

The Standards tool enables you to use reports to evaluate the performance of participants based on standards. You can use the built-in standards or set up a list of standards and 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 266.

QuestionPoint allows you to access a question bank to create slides. Find more information in ***Create Slides from QuestionPoint*** on page 283.

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 291.

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 296.

The TurningPoint Parser allows you to automatically create presentations from XML, Excel, or Word documents. Find more information in ***Import Slides with the TurningPoint Parser*** on page 317.

The Import from TestingPoint tool allows you to automatically create presentations from TestingPoint documents. Find more information in ***Import Slides from TestingPoint*** on page 321.

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.

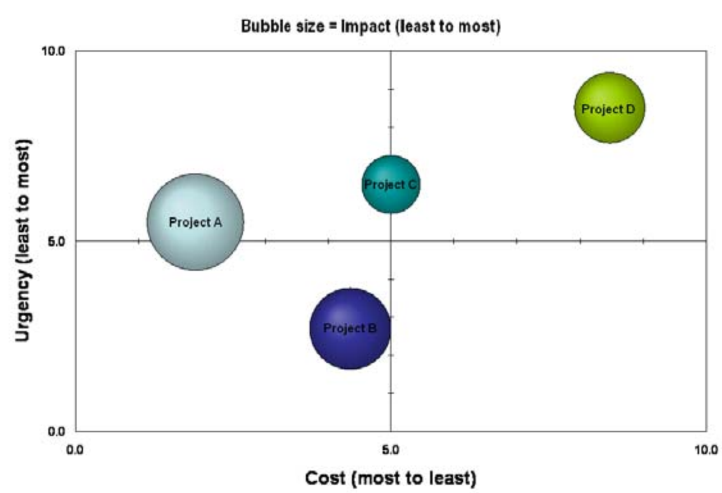
For example, suppose you wanted to prioritize several projects you are considering. You might compare them on the basis of cost, impact, and urgency.

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.

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:

Ranking Wizard chart



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.

This section describes how to:

- ***Create Slides with the Ranking Wizard***

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 set of ranking slides.

Step by Step Instructions

To create slides with the Ranking Wizard…

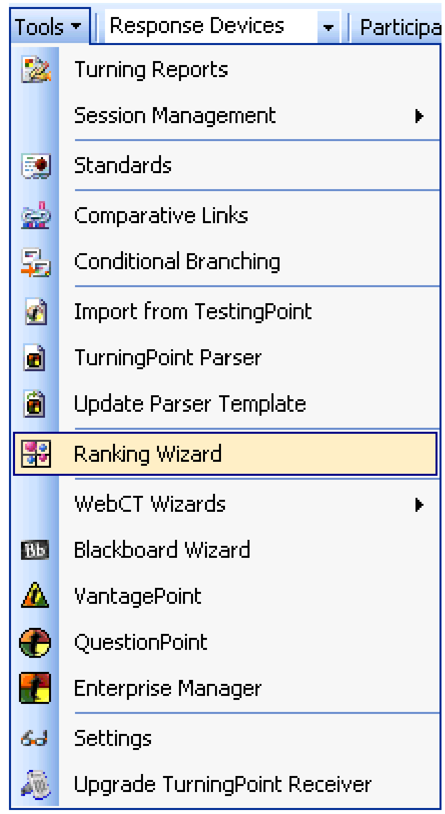
1 Navigate to the slide you would like the ranking slides to be inserted after.

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

2 Select Tools from the TurningPoint toolbar.

The Tools menu opens.

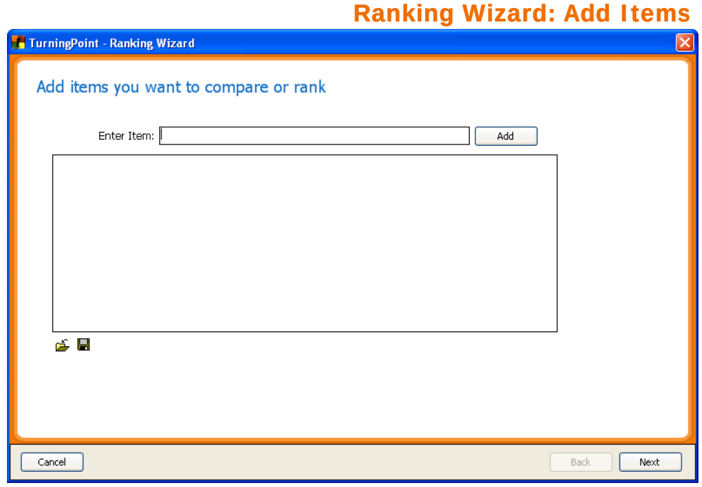
Select Ranking Wizard



3 Select Ranking Wizard.

The Ranking Wizard window opens.

Ranking Wizard: Add Items



4 Enter 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. You must add at least two items.

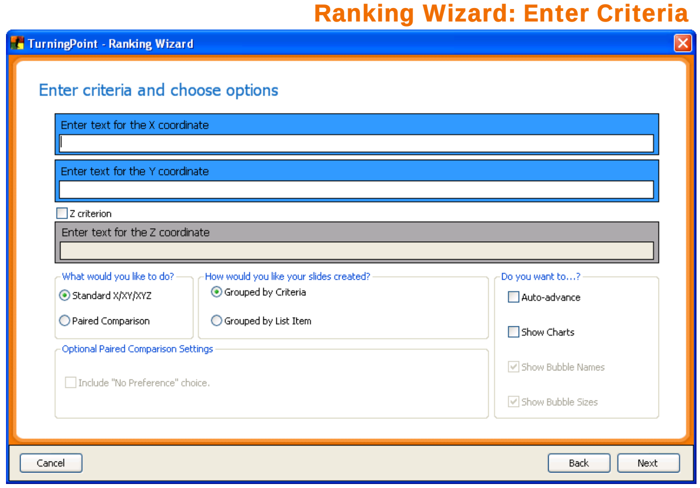
Repeat this step until you have added all the items you would like to rank.

> ***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 allows you to specify the criteria that is displayed in the Ranking Wizard.

Ranking Wizard: Enter Criteria



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.

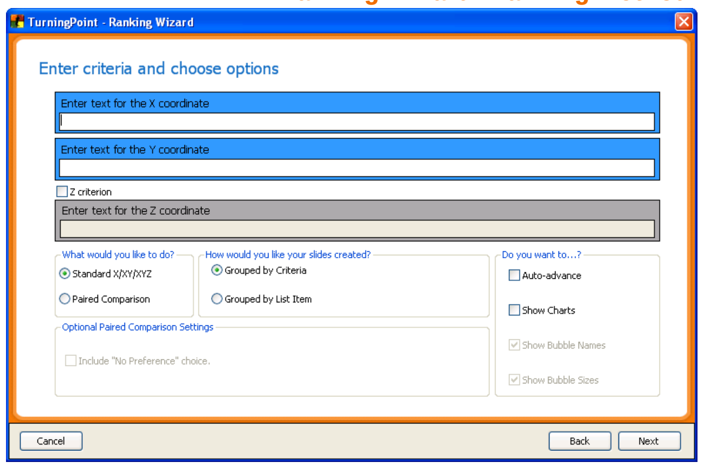
The X and Y criteria appear on the horizontal and vertical axes of the chart, respectively.

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.

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

8 Choose a method for ranking the items:

Ranking Wizard: Ranking Method



- Select Standard X/XY/XYZ to rank the items on a numerical scale for the criteria.

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

- Select Paired Comparison to compare the items by pairs on the criteria.

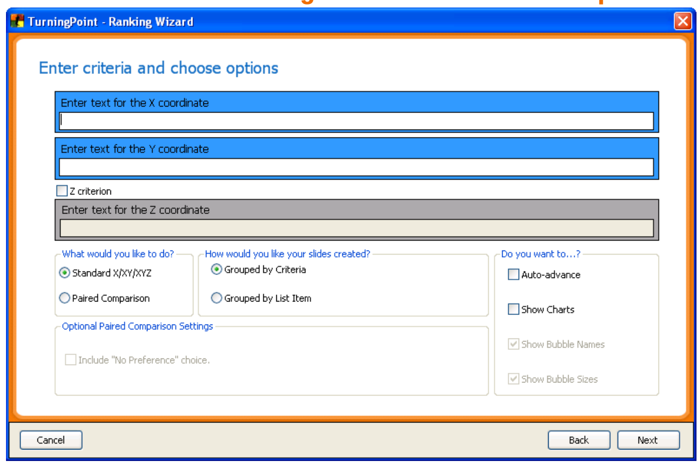
If you choose paired comparisons, you may allow a response of No Preference by checking the box for that option.

9 If you chose a standard comparison, select whether you would like the slides to be grouped by criterion or by list item.

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.

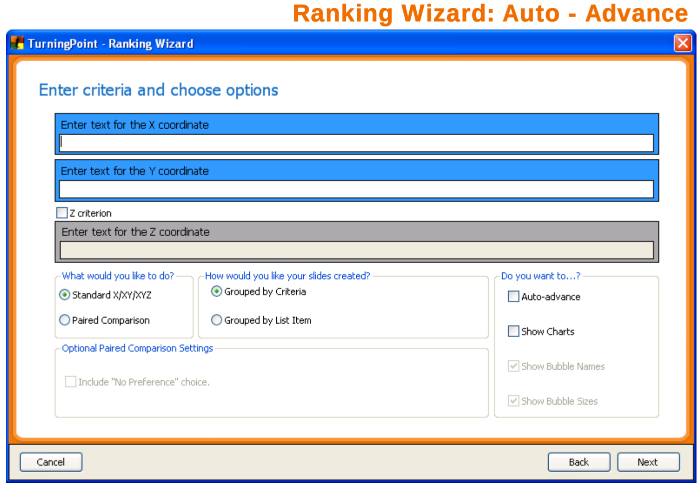
Ranking Wizard: Standard Comparison



10 Check the box if you would like to Auto-Advance the slides created by the Ranking Wizard.

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

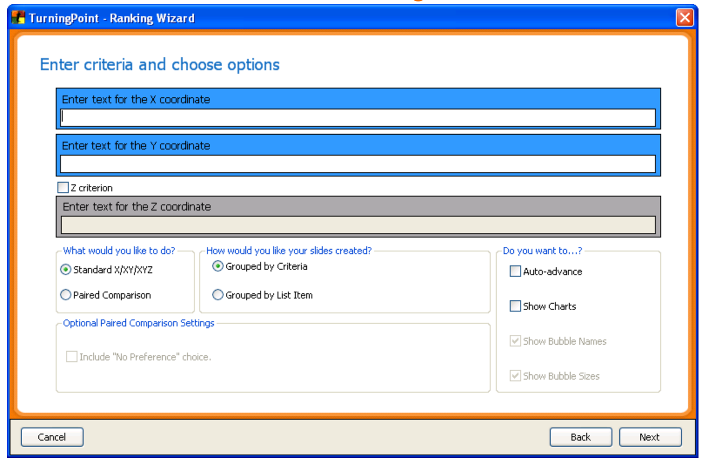
Ranking Wizard: Auto - Advance



11 Check the box if you would like to display the charts for the slides created by the Ranking Wizard.

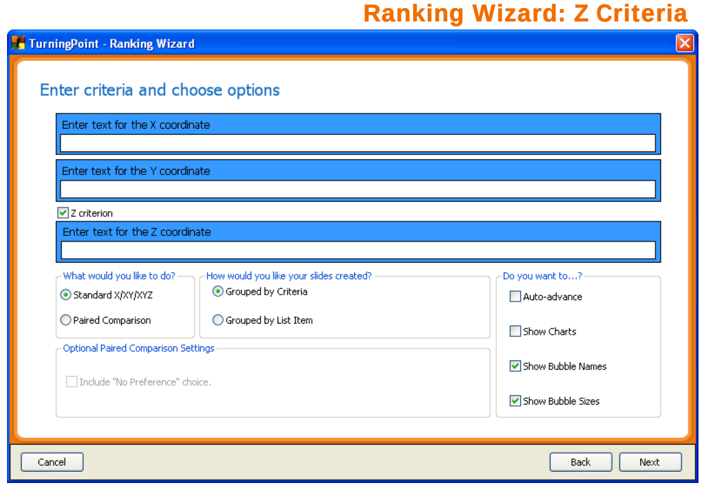
Commonly, you are not interested in seeing the results for individual slides in the ranking questions. You can remove the check mark and use it in combination with Auto-Advance to make your way quickly through the ranking questions to display the ranking chart.

Ranking Wizard: Show Charts



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

Ranking Wizard: Z Criteria



- Show Bubble Names shows the name of each item on the bubble that represents it in the ranking chart.

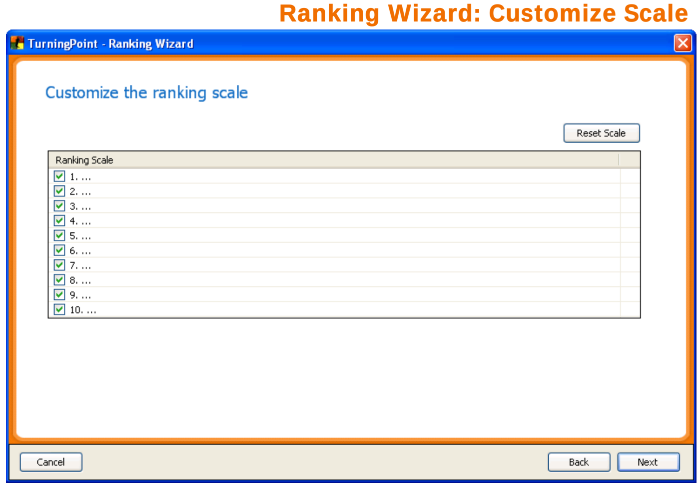
The chart also includes a key that color-codes the bubbles with the items.

- 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.

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.

Unchecking a lower 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.

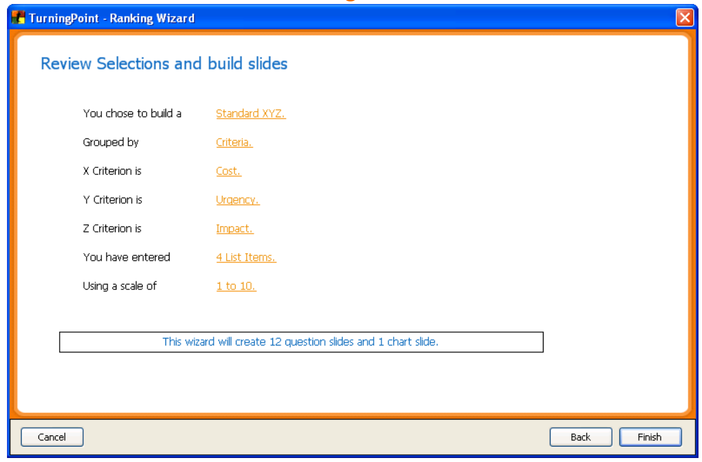
15 If you would like to add labels to the numbers, select a number and enter the label text.

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

16 When you are finished modifying the ranking scale, select the Next button.

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. Correct the information 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.

> ***Note*** 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.

Standards

TurningPoint's standards tools allow you to use built-in standards (per state or country, topic, subject and grade level) or to create your own 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 Turning Reports. Find more information in ***Reports*** on page 351.

Before you can assign standards to slides in a presentation, you need to select from the Built-in Standards or create a list of the standards you will be using.

This section describes how to:

- ***Assign Standards Using a Built-in Standards List***
- ***Create a Custom Standards List***
- ***Assign Custom Standards to Slides***

Assign Standards Using a Built-in Standards List

TurningPoint 2008 comes loaded with built-in standards per state or country, topic, subject and grade level. You can assign these built-in standards to individual slides or to the entire presentation.

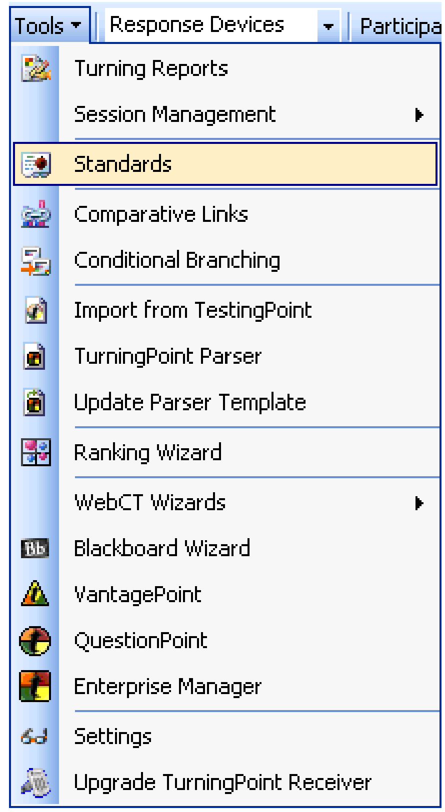
Step by Step Instructions

To create a Built-in Standards List…

1 From the TurningPoint toolbar, select Tools.

The Tools menu opens.

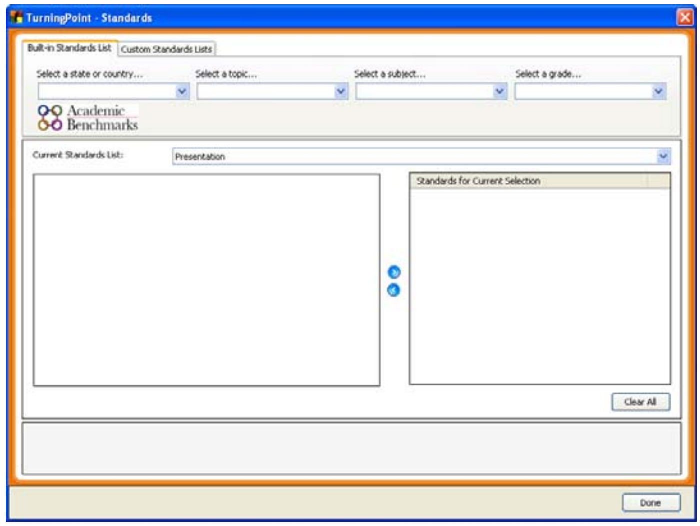
Select Standards



2 Select Standards from the Tools menu.

The Standards window opens.

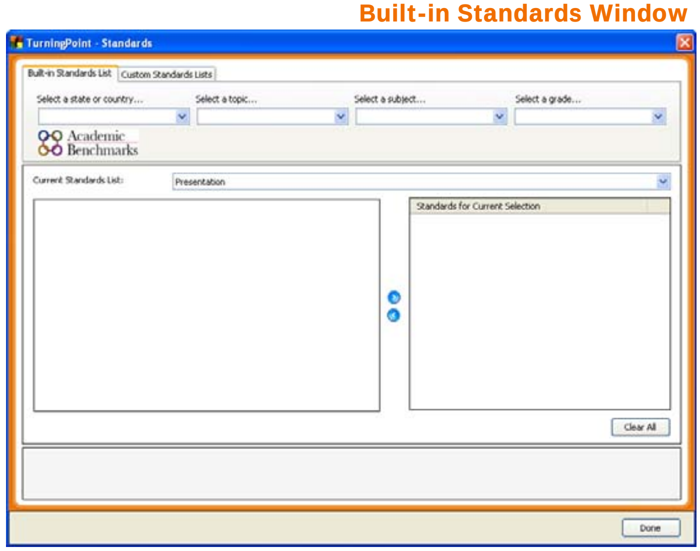
Standards Window



3 Select the Built-in Standards Lists tab.

A window opens and displays four drop-down menus: Select a state or country……, Select a topic…,Select a subject……, and Select a grade….

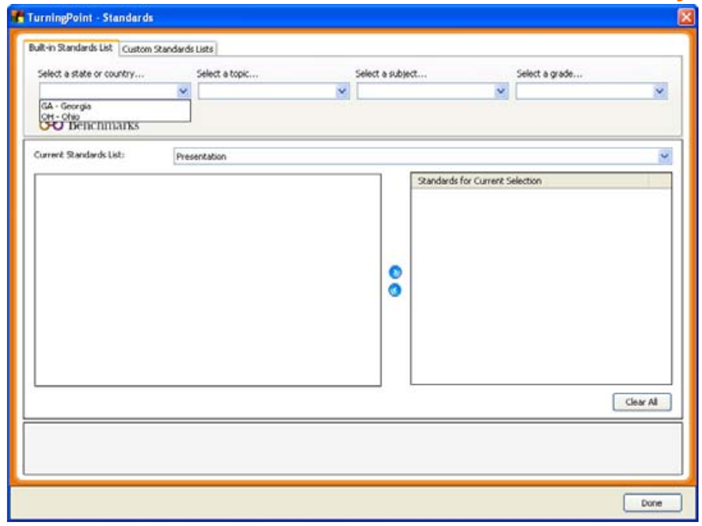
Built-in Standards Window



4 From the Select a state or country… drop-down menu, select a state.

The Select a topic… drop-down menu populates with topics for the selected state/country.

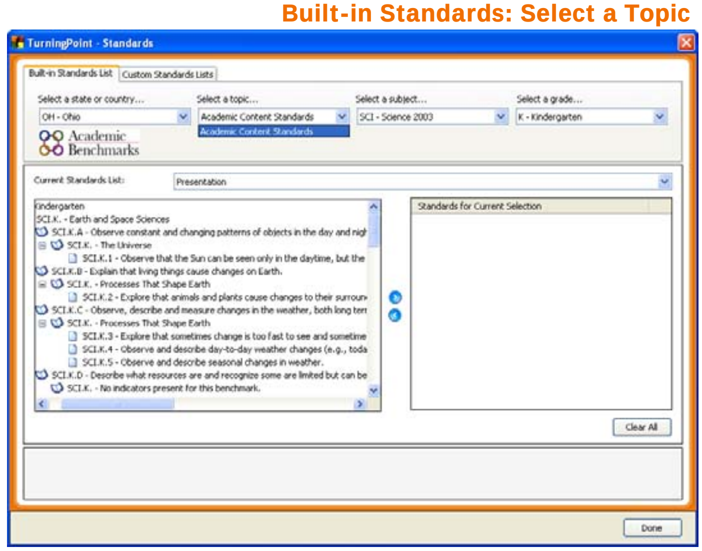
Built-in Standards: Select a State or Country



5 From the Select a topic … drop-down menu, select a topic.

The Select a subject… drop-down menu populates with subjects for the selected topic.

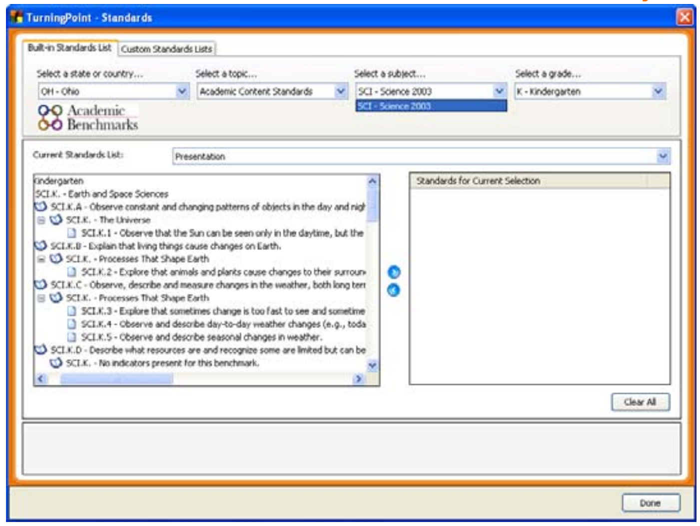
Built-in Standards: Select a Topic



6 From the Select a subject… drop-down menu, select a subject.

The Select a grade… drop-down menu populates with grade-levels for the selected subject.

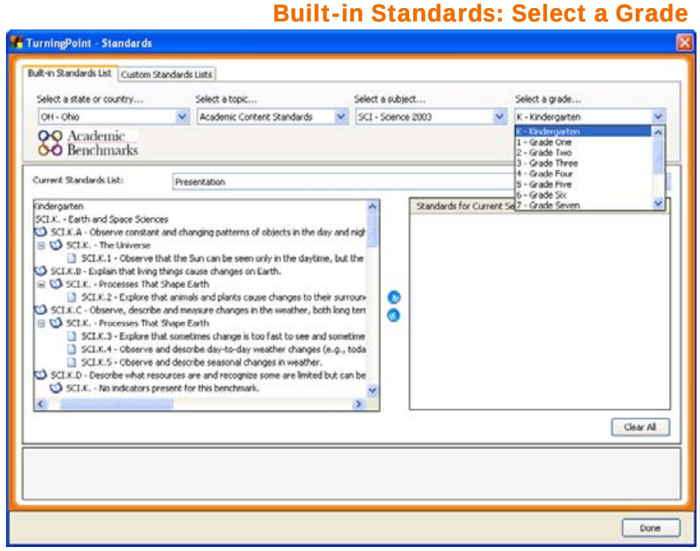
Built-in Standards: Select a Subject



7 From the Select a grade… drop-down menu, select a grade-level.

All of the standards for the selected state/country, topic, subject, and grade-level display in the left pane of the Standards window.

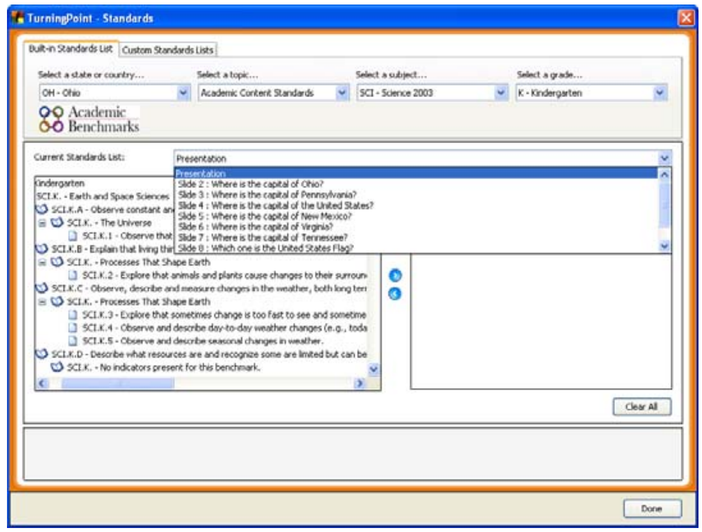
Built-in Standards: Select a Grade



8	Select a standard from the list.	Add the standard to the presentation or an individual slide.

9 Select to assign a standard to the presentation or an individual slide using the Current Standards List drop-down menu.

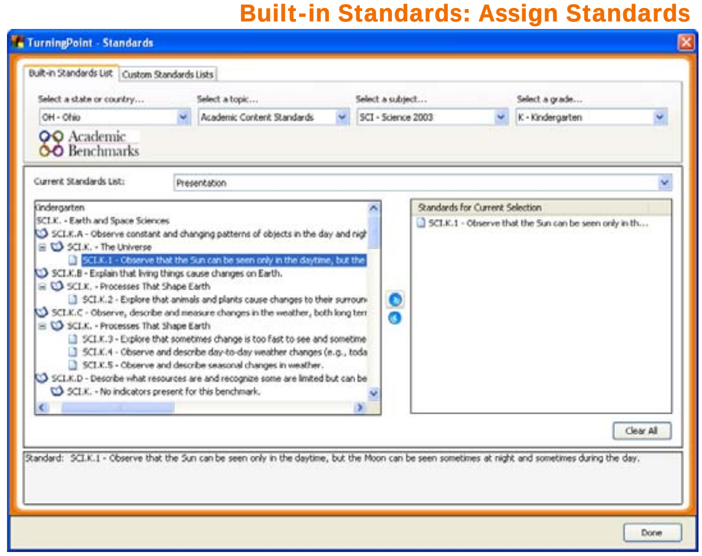
Built-in Standards: Select Presentation or Slide



10 Select the right arrow button (>) to assign the standard to a presentation or individual slide.

The standard displays in the list of standards in the right of the Standards window.

Built-in Standards: Assign Standards



Remove a standard using the left arrow button (<).

11 Repeat these steps beginning with step 4 to add standards to additional slides.

Assign multiple standards or 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.

12 When you are finished assigning standards, select the Done button.

Create a Custom Standards List

TurningPoint allows you to create a list of standards to suit your specific needs. You can also remove catagories and standards using the delete keys on your keyboard.

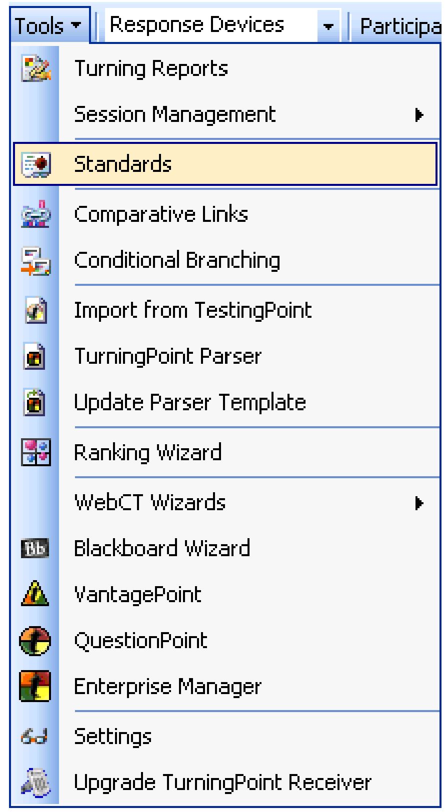
Step by Step Instructions

To create a Custom Standards List…

1 From the TurningPoint toolbar, select Tools.

The Tools menu opens.

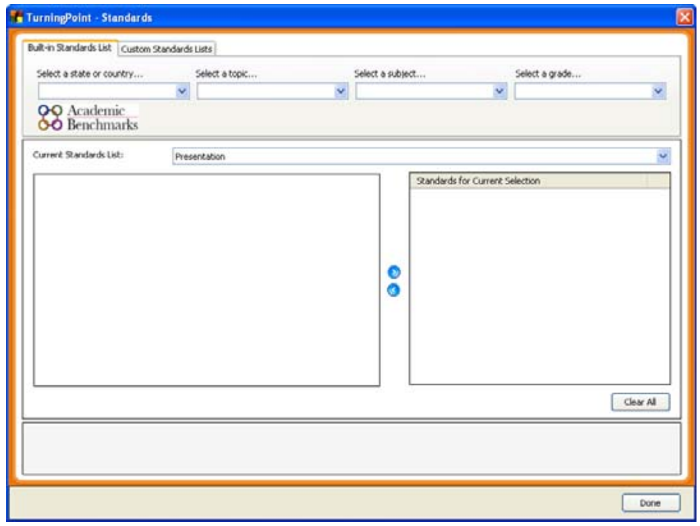
Select Standards



2 Select Standards from the Tools menu.

The Standards window opens.

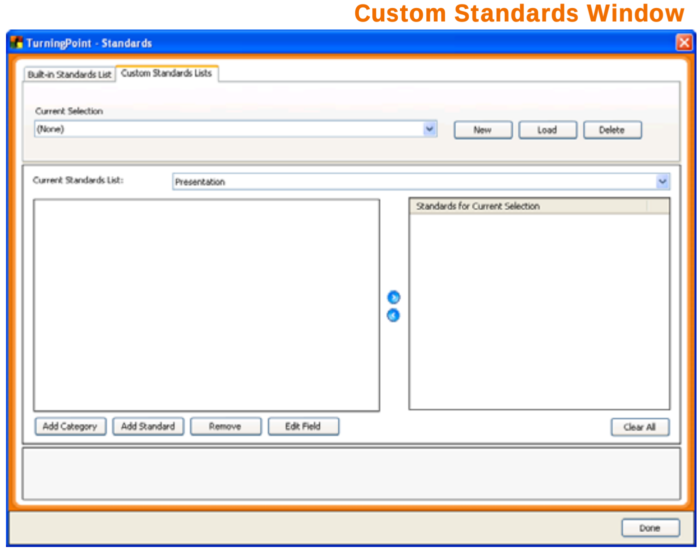
Standards Window



3 Select the Custom Standards Lists tab.

The Current Selection drop-down menu displays the selected Standards list. The drop-down menu allows you to choose from the Standards Lists in your Standards folder.The Load button allows you to import a Standards List to your Standards folder from elsewhere. The Delete button allows you to delete a Standards List from your Standards folder. The New button allows you to create a custom Standards List.

Custom Standards Window



4 Select the New button.

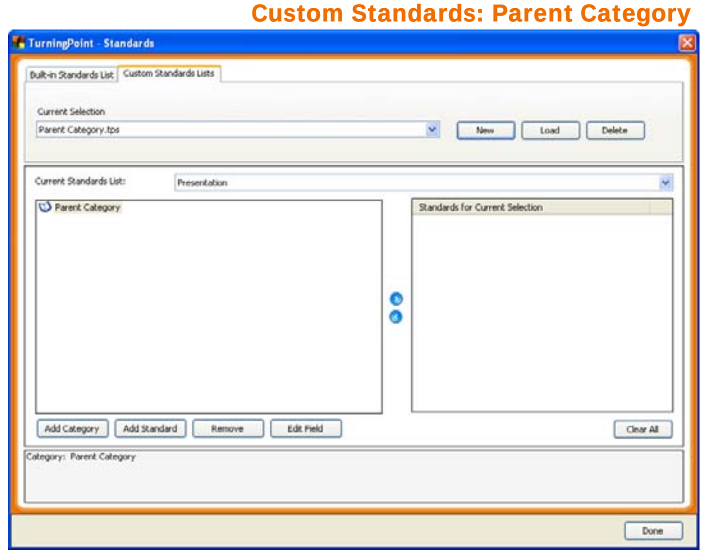
TurningPoint prompts you to enter a new name for the Standards List.

Custom Standards: New Standards List

5 Enter a name in the box provided and select the OK button.

TurningPoint creates the Standards List in your Standards folder, displays it in the Current Selection drop-down menu, and displays the new Standards List in the left-hand pane of the Standards window.

Custom Standards: Parent Category



The new Standards List has a top-level (Parent) category with the same name as the list.

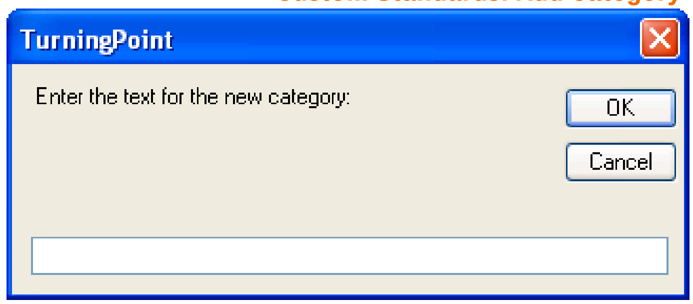
Categories arrange standards into a hierarchy.

6 To add a category or a standard, complete the following steps.

a Select the Add Category or Add Standard button.

TurningPoint prompts you to enter a title for the category or standard.

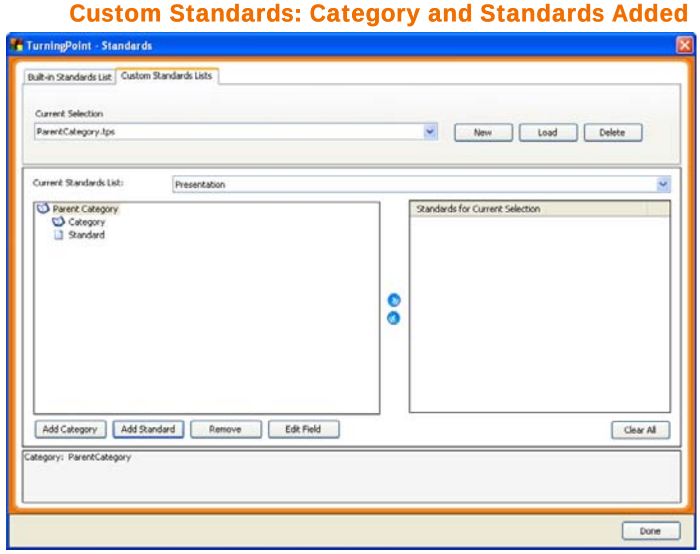
Custom Standards: Add Category



b Enter a title in the box provided and select the OK button.

TurningPoint adds the category or standard to the parent category you selected.

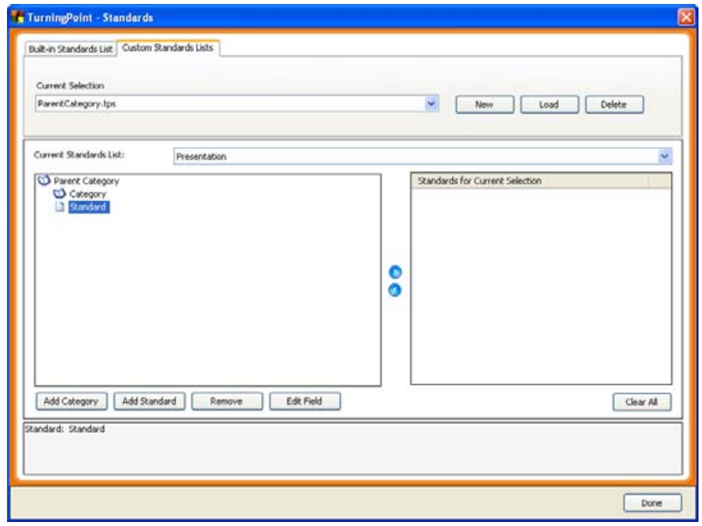
Custom Standards: Category and Standards Added



c Repeat steps a and b to add additional categories and/or standards.

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.

Custom Standards: Remove/Edit



7 When you are finished creating your Standards List, select the Done button.

TurningPoint indicates that you have made changes to the Standards List and asks if you would like to save your changes.

8 Select the Yes button.

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 Custom Standards to Slides***.

Assign Custom Standards to Slides

Assigning a Custom Standards List to slides allows you to use TurningPoint reports to assess participants' performance on slides relating to the standards. You can also remove catagories and standards using the delete key on your keyboard

Before You Begin

You should create or obtain Standards Lists to be assigned to the slides. Find more information in ***Create a Custom Standards List*** on page 272.

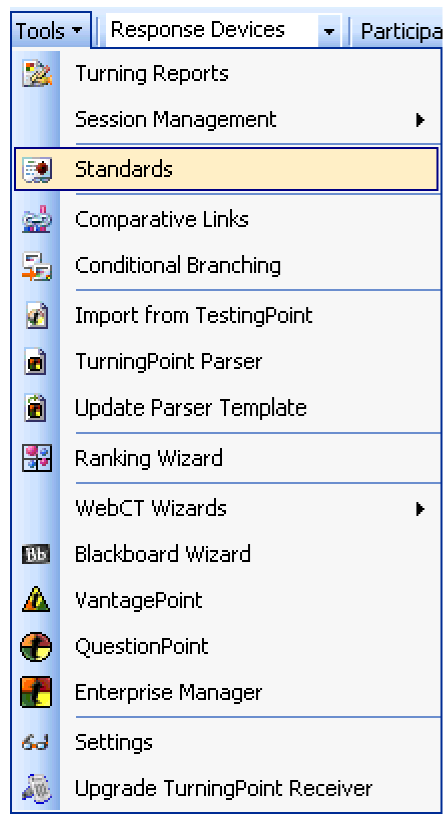
Step by Step Instructions

To assign standards to slides…

1 From the TurningPoint toolbar, select Tools.

The Tools menu opens.

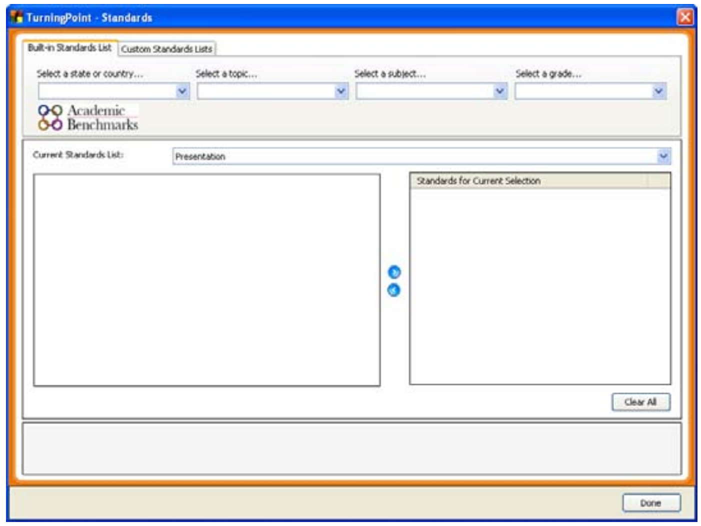
Select Standards



2 Select Standards from the Tools menu.

The Standards window opens displaying two tabs: Built-in Standards Lists and Custom Standards Lists.

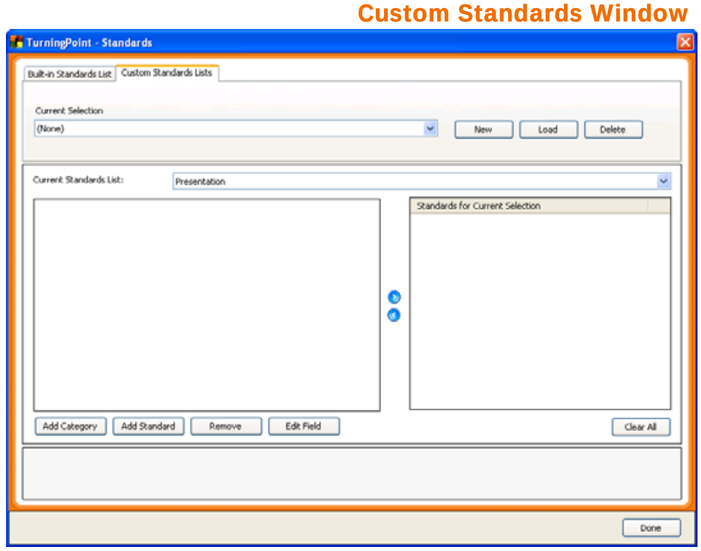
Standards Window



3 Select the Custom Standards Lists tab.

The Current Selection drop-down menu displays the selected Standards list. The drop-down menu allows you to choose from the Standards Lists in your Standards folder.The Load button allows you to import a Standards List to your Standards folder from elsewhere. The Delete button allows you to delete a Standards List from your Standards folder. The New button allows you to create a custom Standards List.

Custom Standards Window

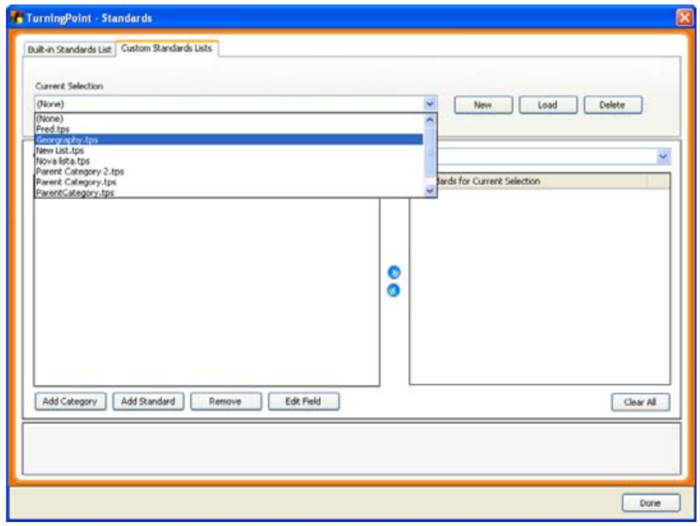


4 Select a Standards List in one of the following ways:

a Select a Standards List from the Standards folder using the Current Selection drop-down menu.

The categories and standards are displayed in the left-hand pane of the Standards window.

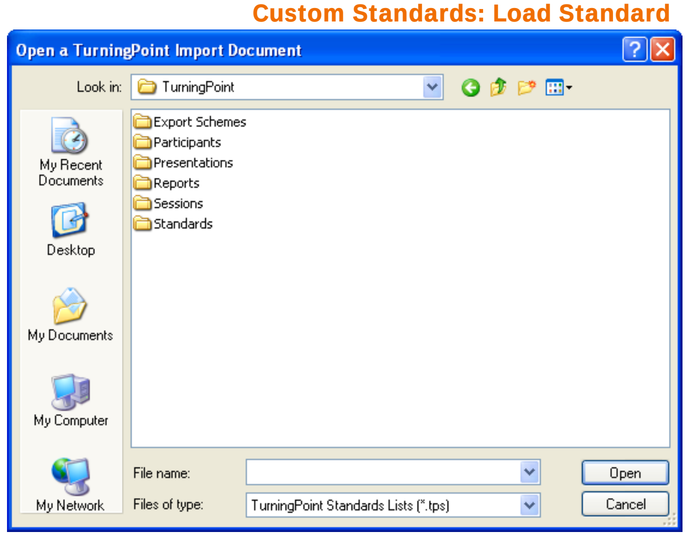
Custom Standards: Select from Current Selection



b Select a Standards List from elsewhere using the Load button.

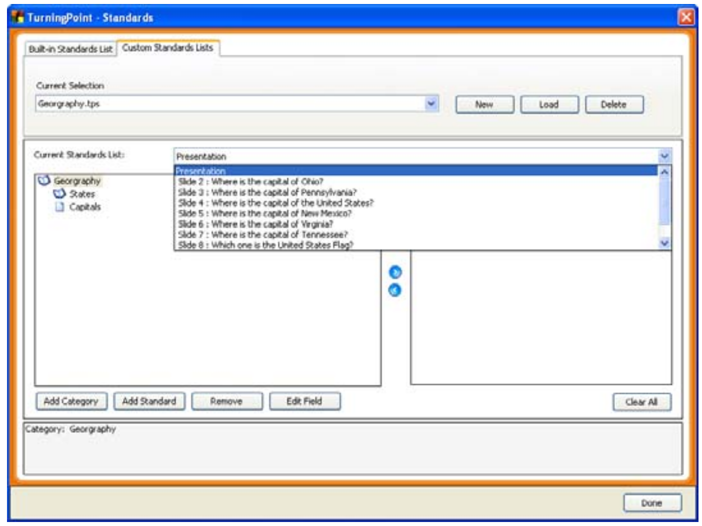
The categories and Standards List file is copied to your Standards folder and the standards are displayed in the left-hand pane of the Standards window.

Custom Standards: Load Standard



5 Select to assign a standard to the presentation or an individual slide using the Current Standards List drop-down menu.

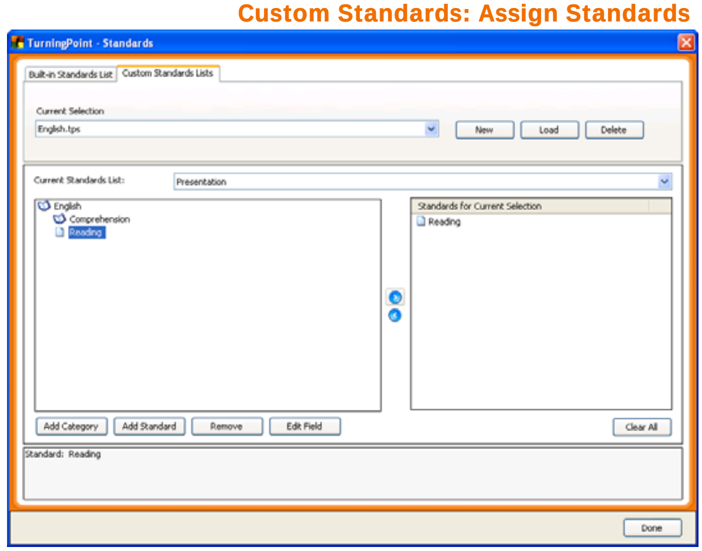
Custom Standards: Select Presentation or Slide



6 Select the right arrow button (>) to assign the standard to a presentation or individual slide.

The standard is displayed in the list of standards in the right-hand pane of the Standards window.

Custom Standards: Assign Standards



Remove a standard using the left arrow button (<).

7. Repeat these steps beginning with step 4 to add standards to additional slides.

   Assign multiple standards or 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.

8. When you are finished assigning standards, select the Done button.

Next Steps

Several reports allow you to assess participants' performance on the standards you assigned. Find more information in ***Reports*** on page 351.

QuestionPoint

QuestionPoint is a question bank of 30,000 assessment items aligned to state standards and sorted by grade and subject. This bank of questions enables teachers and administrators to easily generate assessments and create interactive presentations from those assessments.

This section describes how to:

- ***Create Slides from QuestionPoint***

Create Slides from QuestionPoint

You can use the assessments found in QuestionPoint to create an interactive presentation. QuestionPoint has been integrated with TurningPoint to provide a seamless connection between the two applications. Creating an interactive presentation is quick and easy.

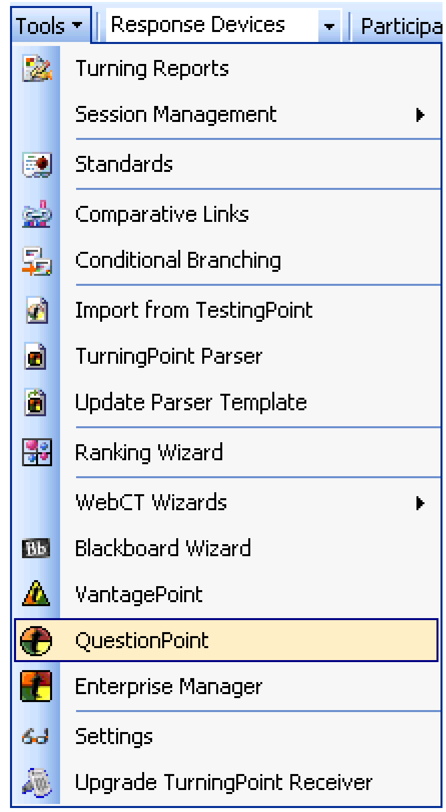
Step by Step Instructions

To generate a presentation using QuestionPoint…

1 From the TurningPoint toolbar, select Tools.

The Tools menu opens.

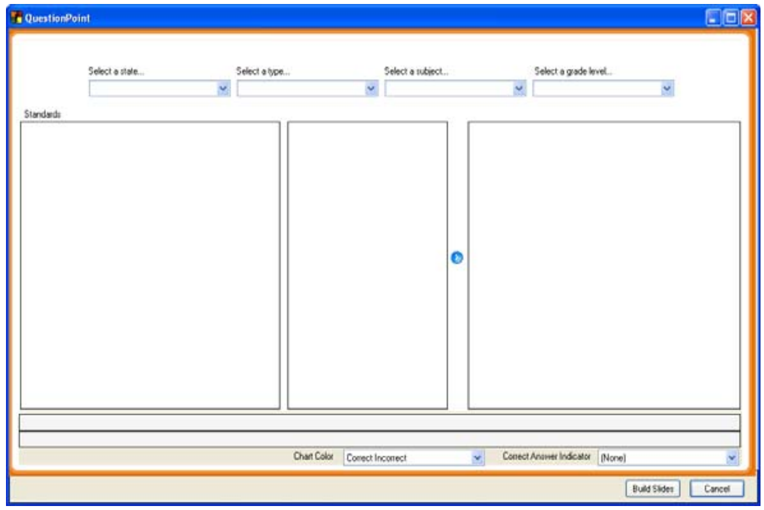
Select Question Point



2 Select QuestionPoint.

The QuestionPoint window opens.

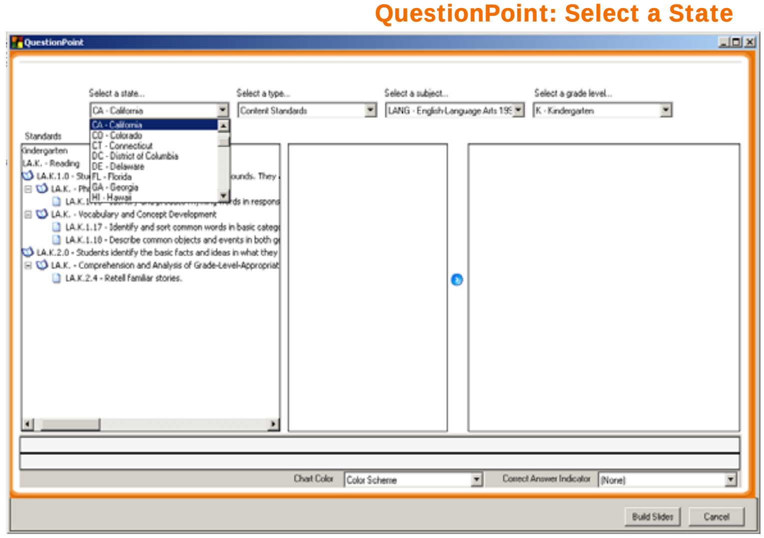
QuestionPoint



The window displays three window panes and the Select a state…, Select a type…, Select a subject…, Select a grade-level…, Chart Color, and Correct Answer Indicator drop-down menus.

3 From the Select a state… drop-down menu, select a state on which to base your assessment.

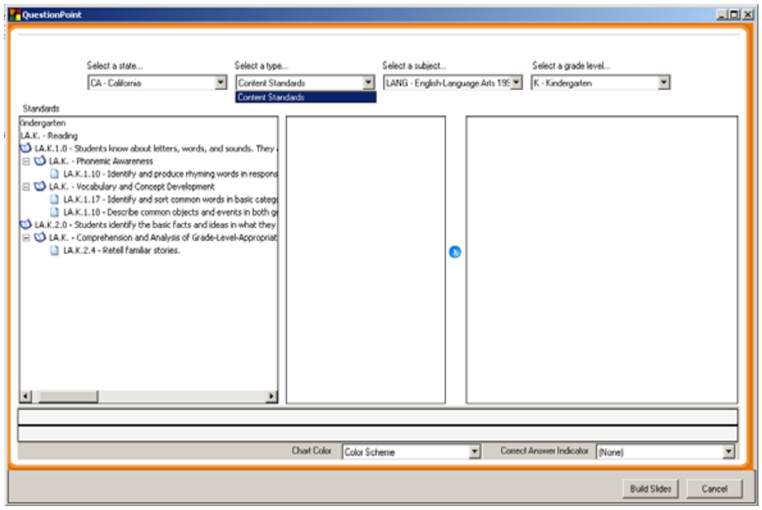
QuestionPoint: Select a State



The Select a type… drop-down menu populates with the types of standards available for the selected state.

4 Select a type of standard from the Select a type… drop-down menu.

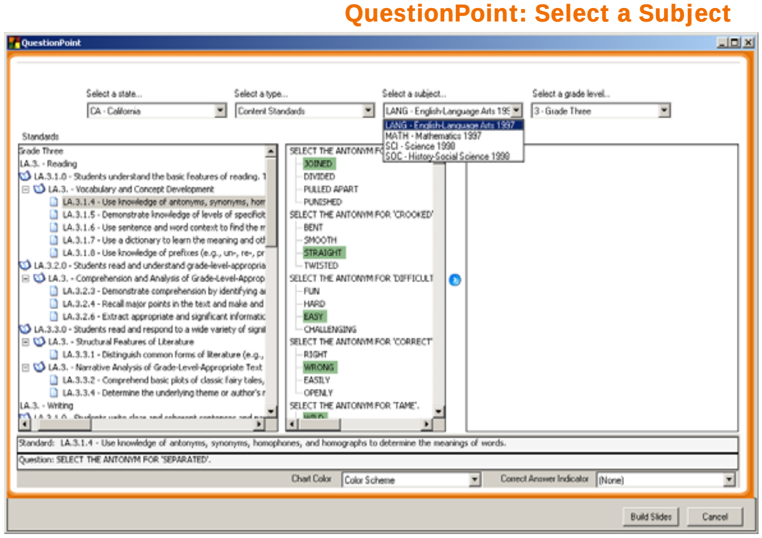
QuestionPoint: Select a Type



The Select a subject… drop-down menu populates with the available subjects for the selected state.

5 Select a subject from the Select a subject… drop-down menu.

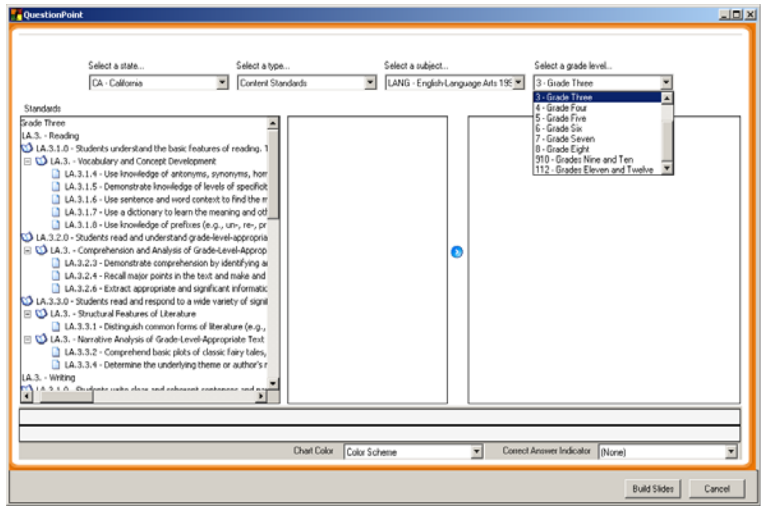
QuestionPoint: Select a Subject



The select a grade-level… drop-down menu populates with the available grade-levels for the selected state, type of standard, and subject.

6 Select a grade-level from the Select a grade-level… drop-down menu.

QuestionPoint: Select a Grade-level

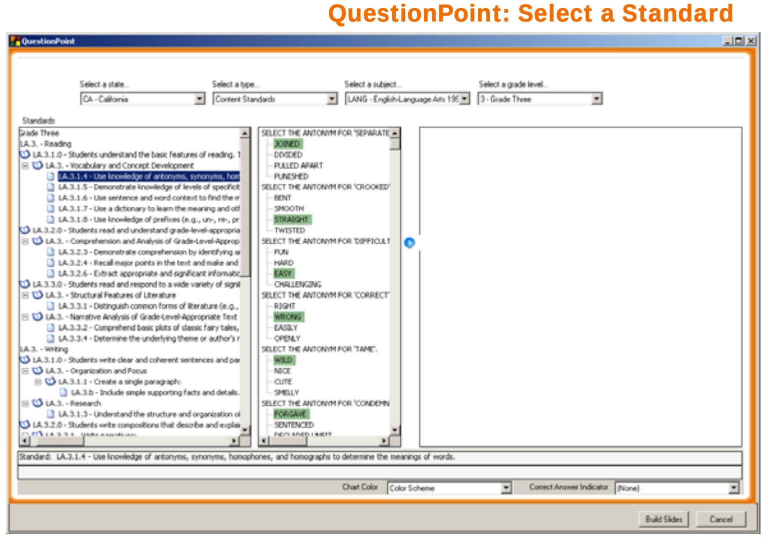


A list of standards displays in the left pane of the window. The standards are based on the selected state, type of standard, subject, and grade-level.

7 Select a standard from the list of standards.

A list of questions displays in the middle pane of the window.

QuestionPoint: Select a Standard

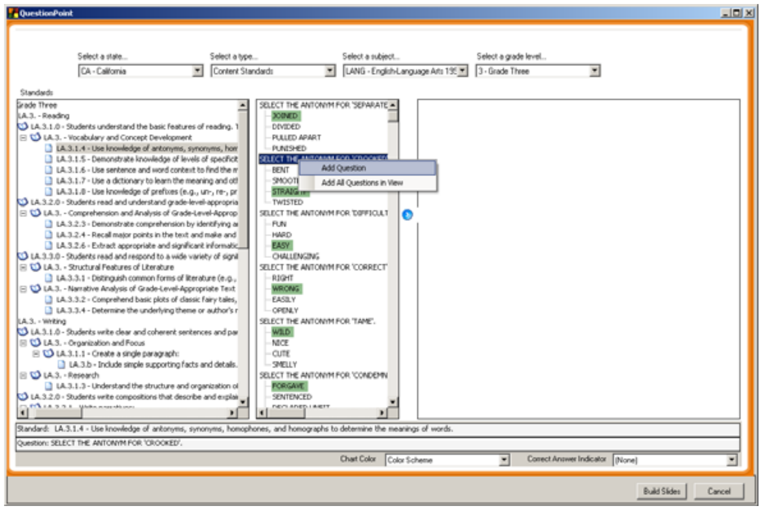


TurningPoint highlights the correct answer for each question in green.

8 Select a question from the list and click on the right arrow button located in the margin between the middle and right panes.

Alternatively, right-click on the question to display a contextual menu with the option to add the selected question or all questions in the list to the presentation. Double clicking on a question will add it to the presentation.

QuestionPoint: Select a Question

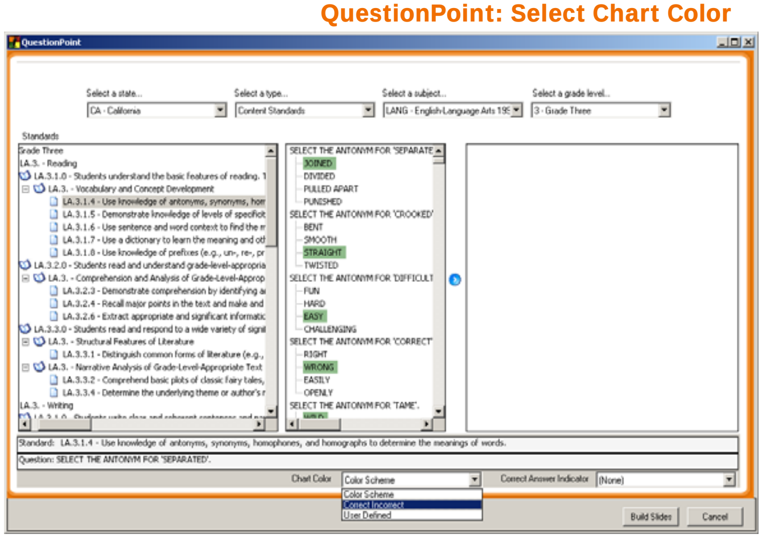


- Repeat steps 7 and 8 to add additional questions.

The selected question(s) display in the right pane of the window.

9 Optionally, select the chart colors to be used for the slides from the Chart Color drop-down menu.

QuestionPoint: Select Chart Color



Choose between Color Scheme, Correct Incorrect, and User Defined.

- Color Scheme - uses the color scheme of your PowerPoint presentation.

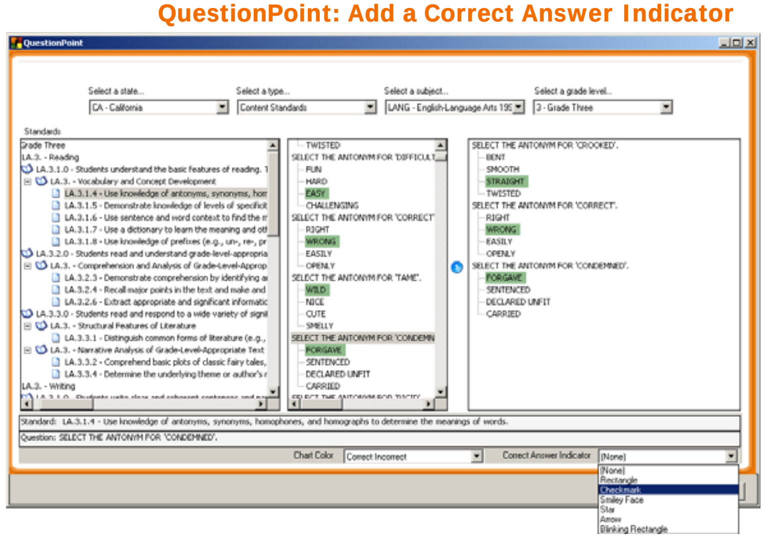
- User Defined - uses ten user-defined colors. Define these colors from the Settings window.

- Correct Incorrect - uses two user-defined colors, one for correct answers and one for incorrect. (The default colors for correct and incorrect are green and red respectively.) Define these colors from the Settings window.

Additionally, you can change the Chart Colors after you build the slides. Find more information about Changing Chart colors in ***Change Chart Colors*** on page 120.

10 Optionally, add a Correct Answer Indicator from the Correct Answer Indicator drop-down menu.

QuestionPoint: Add a Correct Answer Indicator



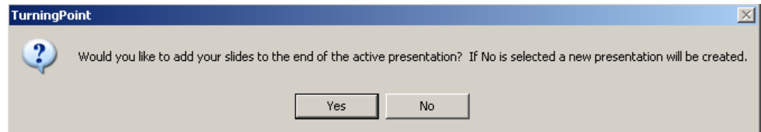
Choose from a Rectangle, Checkmark, Smiley Face, Star, Arrow, or Blinking Rectangle.

Additionally, you can add or change a Correct Answer Indicator after you build the slides. Find more information in ***Add a Correct Answer Indicator*** on page 146.

11 Select the Build Slides button.

A dialog opens asking whether you would like to add the slides to the end of the current presentation or create a new presentation.

Import Dialog



12 Select the Yes button to add the slides to the current presentation, or select the No button to create a new presentation.

You now have a fully functional TurningPoint presentation.

13 Save your presentation as a PowerPoint slide show.

Next Steps

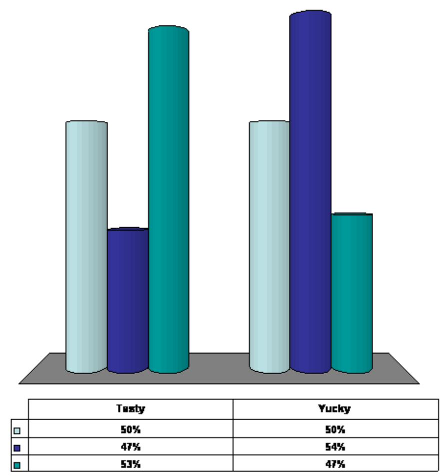
Find information about running your TurningPoint presentation in ***Run Presentations*** on page 325. Customize your slides by adding a variety of animated feedback mechanisms. Find information about these different presentation objects and a variety of other slide features in ***Creating and Saving Slides*** on page 53.

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.

This section describes how to:

- ***Set Up Comparative Links***

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 compare. 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 doughnut 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.

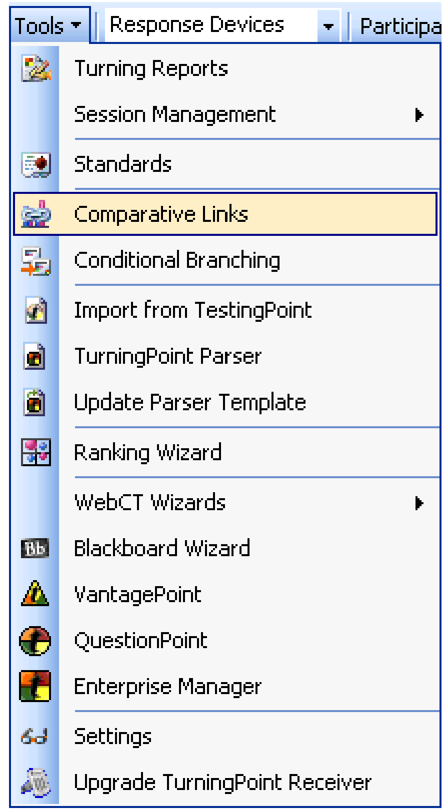
Step by Step Instructions

To create a comparative link…

1 From the TurningPoint toolbar, select Tools.

The Tools menu opens.

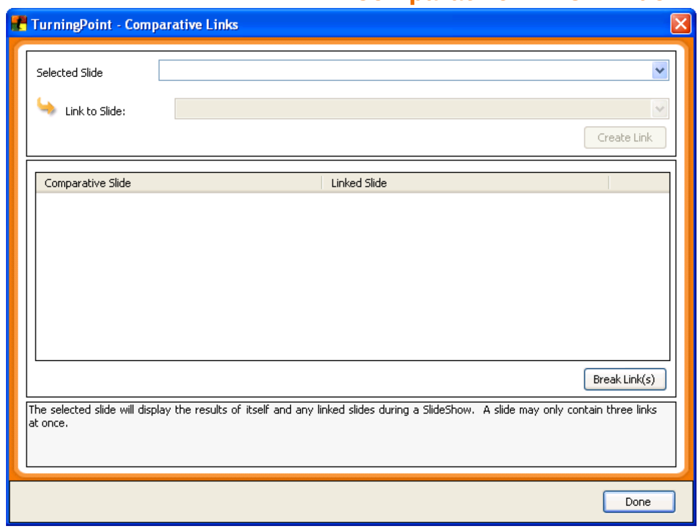
Select Comparative Links



2 Select Comparative Links from the Tools menu.

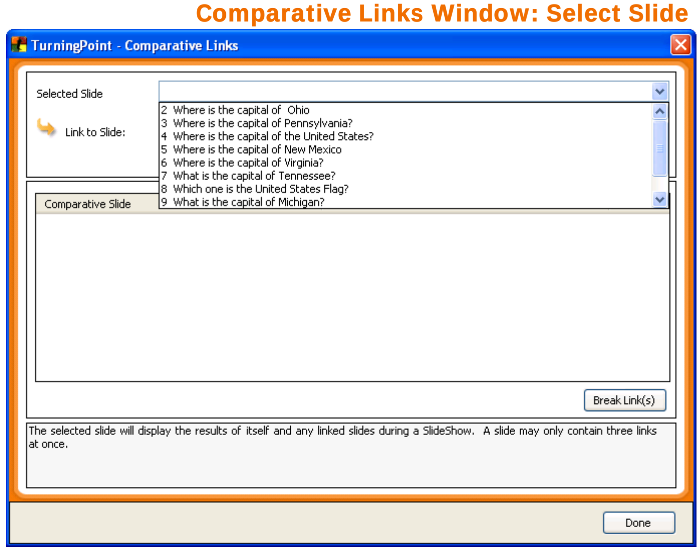
The Comparative Links window opens.

Comparative Links Window



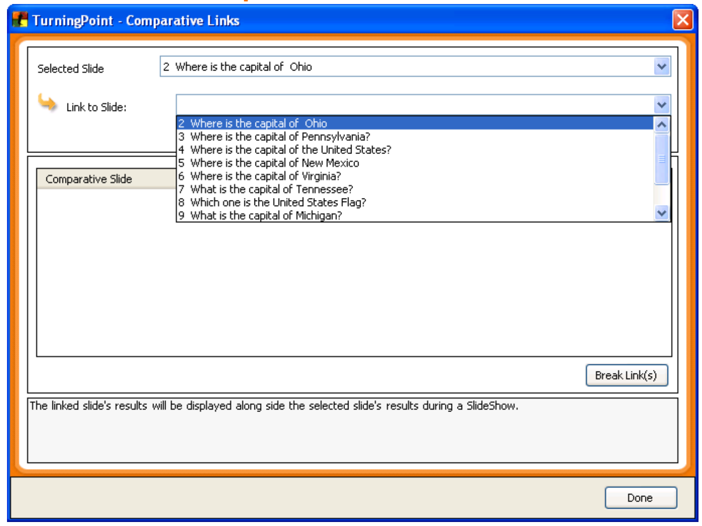
3 Select the slide to include the comparison in the Selected Slide drop-down menu.

Comparative Links Window: Select Slide



4 Select a slide to compare with in the Link to Slide drop-down menu.

Comparative Links Window: Link to Slide



5 Select the Create Link button to create the comparative link.

The link is displayed in the list of comparative links.

- Repeat steps 3 through 5 to add additional comparative links.

6 Select the Done button.

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 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.

This section describes how to:

- ***Set Up Conditional Branching***

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.

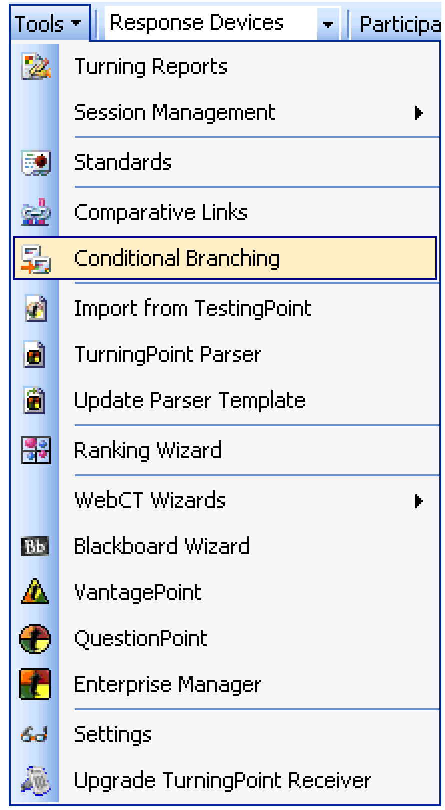
Step by Step Instructions

To set up conditional branching…

1 From the TurningPoint toolbar, select Tools.

The Tools menu opens.

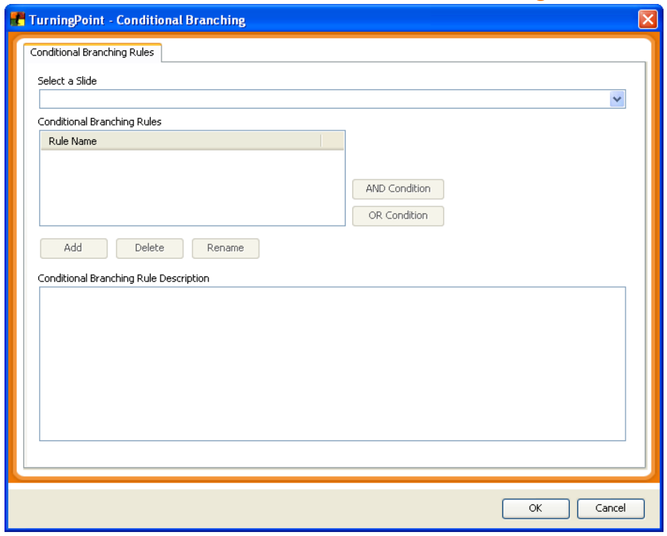
Select Conditional Branching



2 Select Conditional Branching from the Tools menu.

The Conditional Branching window opens.

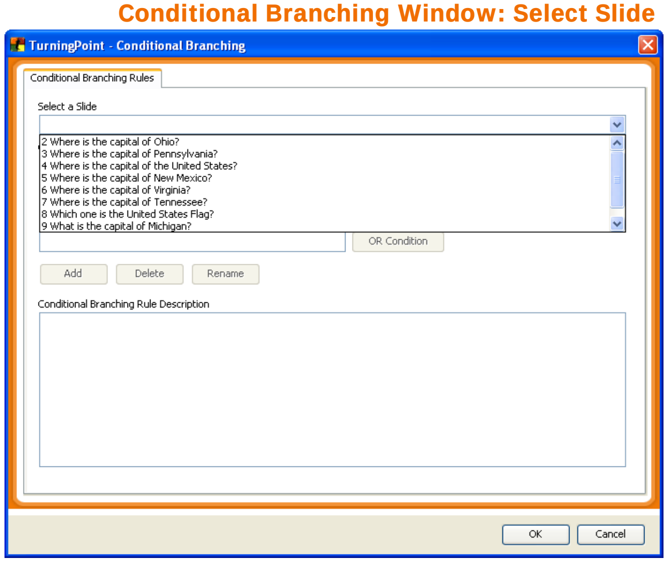
Conditional Branching Window



3 Select the slide where the branch will begin in the Selected Slide drop-down menu.

Specify where to branch (which slide to show next) based on the outcome of the selected slide's polling.

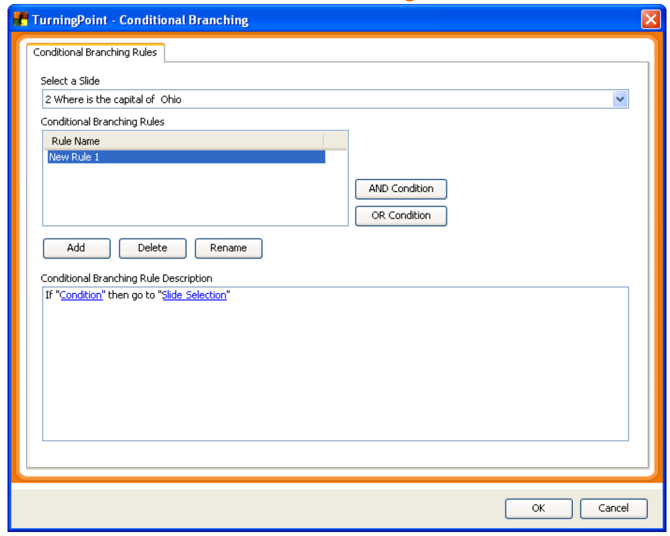
Conditional Branching Window: Select Slide



4 Select Add to add a condition.

The Conditional Rules box displays the condition with a default name of New Rule.

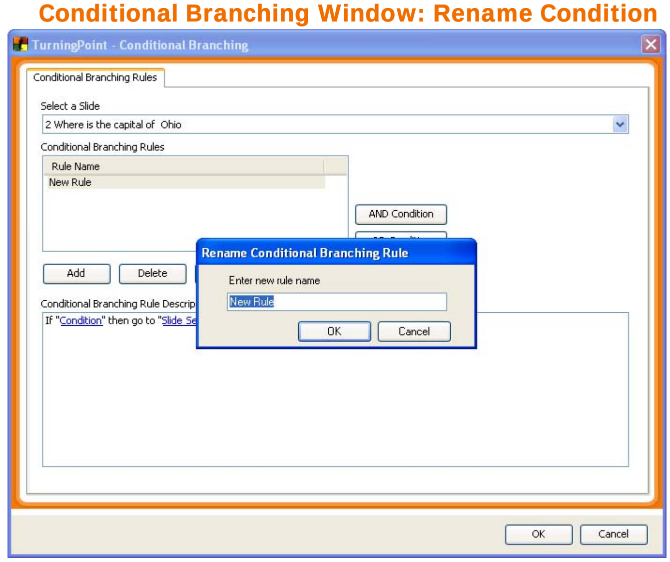
Conditional Branching Window: New Rule



5 Optionally, rename the condition by selecting Rename.

A dialog opens for you to enter the new name of the rule. Select OK. TurningPoint changes the name.

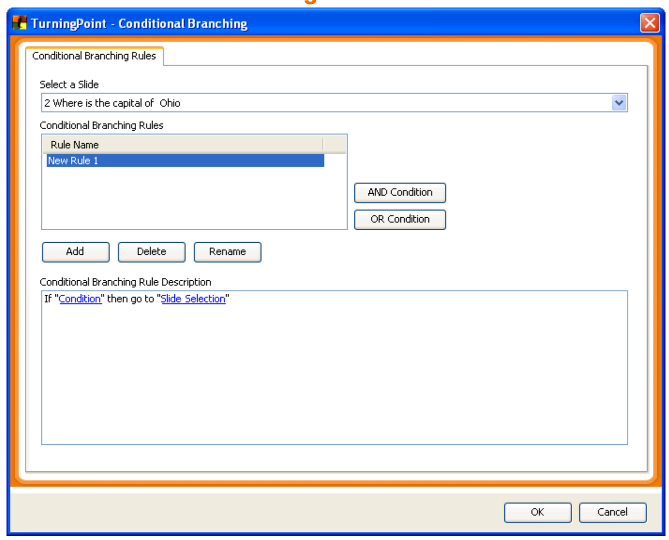
Conditional Branching Window: Rename Condition



6 Optionally, create multiple conditions for a slide by selecting AND Condition or OR Condition as Logical Operators.

Select AND Condition to link a conditional branching item to the previous item to specify that both conditions should be met. Select OR Condition to link a conditional branching item to the previous item to specify that either condition can be met.

Conditional Branching Window: And/Or Condition



Note You can link more than two conditional branching items for one slide.

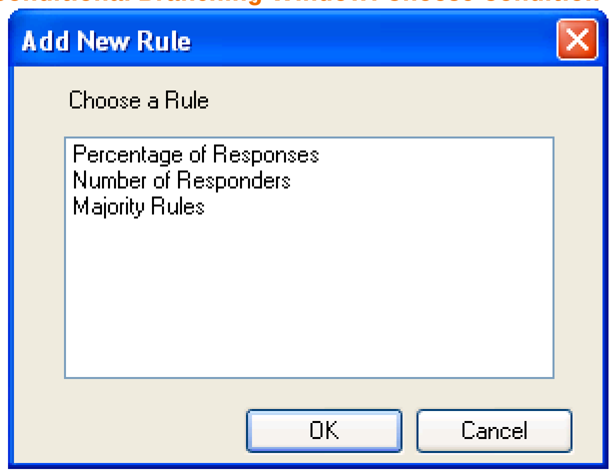
7 Define all conditions in the Conditional Branching Rule Description by selecting the appropriate link.

Find some examples of conditions in the examples following these instructions on page 303.

a Condition - Choose from the number or percentage of responders that must choose the same response to satisfy the condition.

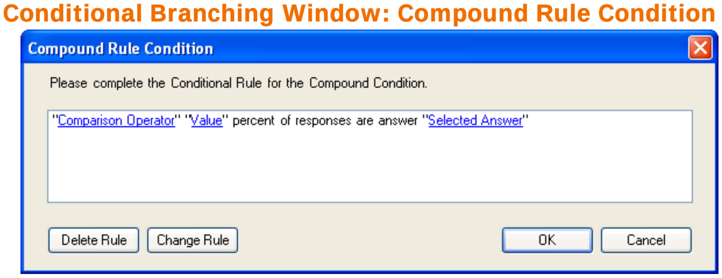
Choose from Percentage of Responses, Number of Responders, or Majority Rules.

Conditional Branching Window: Choose Condition



The Compound Rule Condition Box opens and displays up to three components of the Compound rule that must be selected: Comparison Operator, Value, and Selected Answer.

Conditional Branching Window: Compound Rule Condition



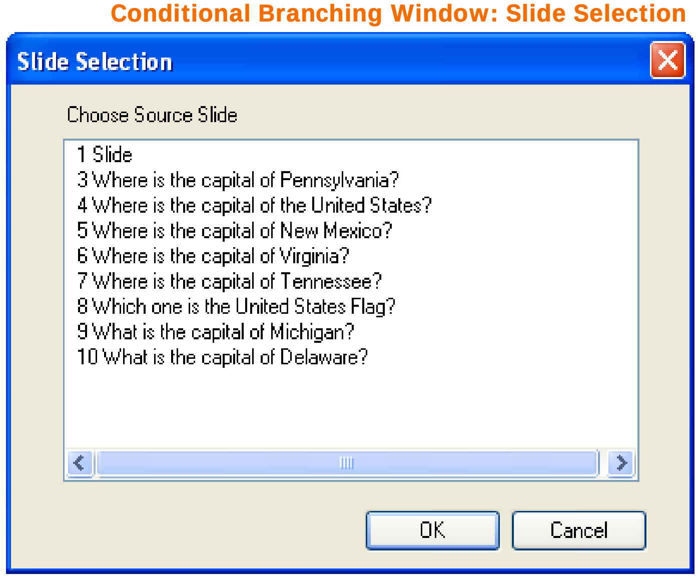
- Comparison Operator - Determines if the condition for the branch item has been met. You can choose from:
- Greater Than (>)
- Less Than (<)
- Equal To (=)
- Not Equal To (<>)

- Greater Than or Equal To (>=)
- Less Than or Equal To (<=)
- Value - Determines the value or percentage to be compared to in the next step. For Number of Responders, enter a number of responses (from 0 to the total number of participants). If you choose percentage, enter a percentage of responses (from 1 to 100).
- Selected Answer - Determines what answer must be selected to make the condition true. 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. The condition uses the number of responses for that selected answer choice.

b Slide Selection - Choose the slide you want to be displayed when the condition is fulfilled.

You can branch to any slide in your presentation.

Conditional Branching Window: Slide Selection



8 Repeat steps 4 through 7 to add additional independent conditions to same slide.

See examples of how to add multiple conditions to a slide on page 303.

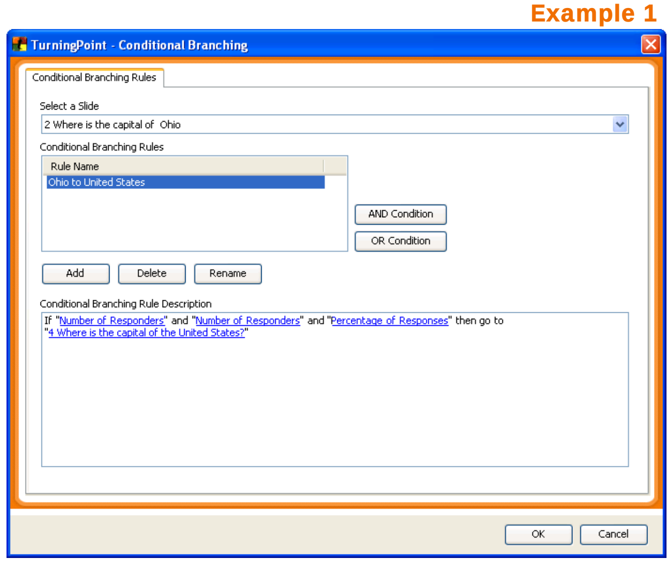
9 Select the OK button in the Conditional Branching window when you are finished adding all conditions to the slide.

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.

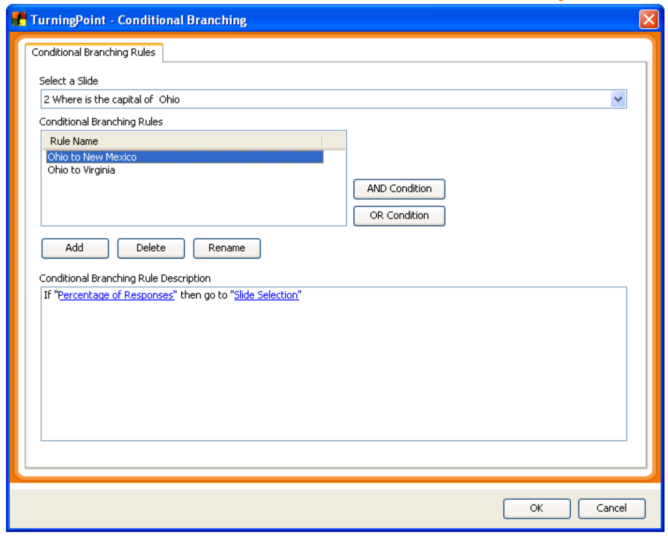
Example 1



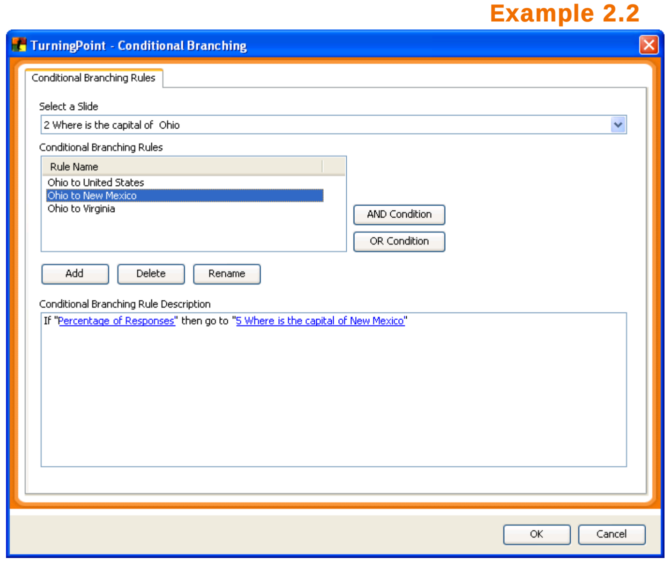
During the presentation, if one participant selects Cincinnati AND if one participant selects Cleveland AND if less than half select Youngstown, then the presentation continues to slide “4 Where is the capital of the United States?”.

Examples 2.1 and 2.2 illustrate two independent conditions added to the same slide.

Example 2.1



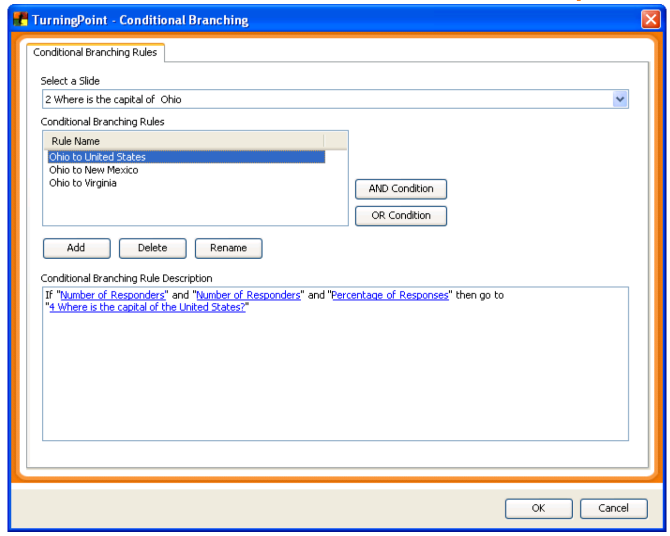
Example 2.2



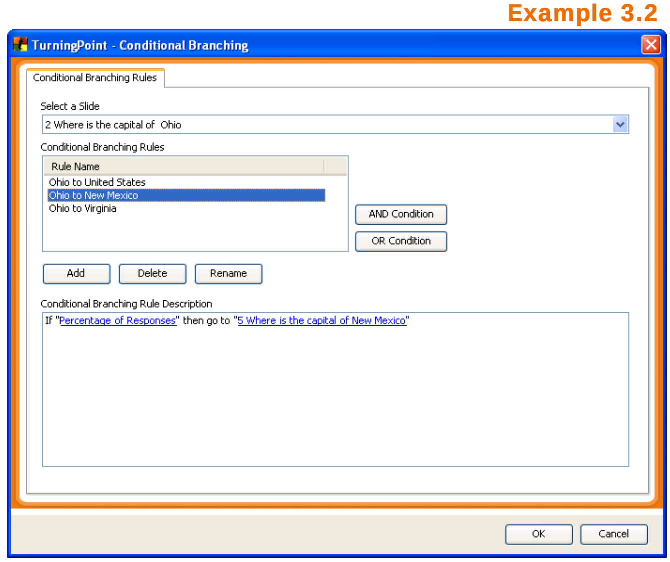
During the presentation, if all participants answer correctly, the presentation continues with slide “5 Where is the capital of New Mexico?”. Alternatively, if the majority of participants select Cleveland, the presentation continues with slide “6 Where is the capital of Virginia?”.

Examples 3.1 through 3.3 illustrate both linked and independent conditions added to a single slide.

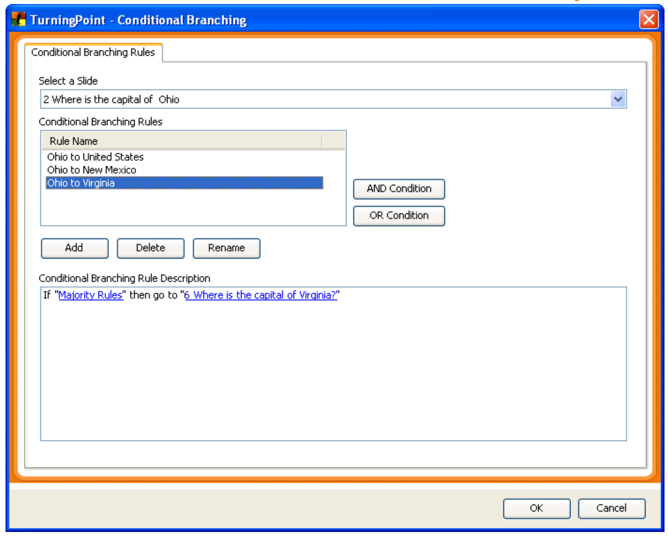
Example 3.1



Example 3.2



Example 3.3



Alternatively, if one participant selects Cincinnati AND if one participant selects Cleveland AND if less than half select Youngstown, then the presentation continues with slide “4 Where is the capital of the United States?”. During the presentation, if all participants answer correctly, the presentation continues with slide “5 Where is the capital of New Mexico?”. Alternatively, if the majority of participants select Cleveland, the presentation continues with slide “6 Where is the capital of Virginia?”.

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 Delete button.

Parser Documents

The TurningPoint Parser can import two kinds of documents:

- an XML document
- a Microsoft Word document (.doc)
- an Excel spreadsheet (.xls)

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.

This section describes how to:

- ***Format XML Documents***
- ***Format Word Documents***

Format XML Documents

The following is a basic shell of the XML document type accepted by the TurningPoint Parser:

```
<slides count="" id="">
  <slide id="" type="" multiresponse="">
   <question alias="" filename="" imageposition="" />
   <topic id="">
  </topic id>
   <answers>
      <answer alias="" value="" filename="" />
     </answers>
  </slide>
</slides>
```

Each element is described below, along with an example and an explanation of the attributes.

> ***Note*** Remember that the following characters are reserved in XML: < > & ‘ “
>
> Use the XML entities for these characters (`< > & ' "` respectively).

slides

The slides element is the top-level element in the XML document and contains all the information TurningPoint requires to create the interactive presentation. The `slides` element contains a number of `slide` elements.

```
<slides count="1" id="86FF9DB9">
</slides>
```

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">
</slides>
```

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: • Q = standard question slide • P = picture slide • D = demographic slide • S = speed scoring slide • F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • M = moment to moment slide
multiresponse	An optional attribute that contains the number of responses allowed per response device for the slide. Accepted values are 1–10.

question

The `question` element contains the question information (as attributes) and the question text (as content).

```
<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: • L = Left • R = Right • F = Full

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></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 from negative 10,000 through 10,000.
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”.

Format 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.

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 an answer.

Tag	Location	Description and Allowed Values
<t>	Following a question.	Defines what type of slide to create using a single-letter code. The following types are accepted: • Q = standard question slide • P = picture slide • D = demographic slide • S = speed scoring slide • F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • M = moment to moment slide
<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: • L = Left • R = Right • F = Full
<m>	Following a question.	Contains the number of responses allowed per ResponseCard 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 from negative 10,000 through 10,000.

Format Excel Documents

You can format an Excel spreadsheet so that it can be used with the TurningPoint Parser. The TurningPoint Parser will only use the data displayed in the first sheet of an Excel Workbook to create question slides. Figure 3-1 displays a sample Excel spreadsheet that contains information to create four TurningPoint slides.

Figure 3-1

	A	B	C	D	E	F
1	<d>123					
2	Which is a fish?	Sunset	Skier	Fish		
3	<t>P	<f>Sunset.jpg	<f>Freestyle.jpg	<v>c<f>Fish.jpg		
4						
5	What color is a toad?	Green	Tan	Brown		
6	<t>Q<a>Toad color	<v>5	<v>10	<v>10		
7						
8	Which do you prefer?	Mac OS	Windows			
9						
10	When is your birthday?	January - March	April - June	July - September	October - December	
11		<a>Jan-Mar	<a>Apr-Jun	<a>Jul-Sep	<a>Oct-Dec	
12						
13						
14						

Figure 3-1 displays four questions and their corresponding answers. Column A contains Question Text, columns B through K may contain Answer Text, and all columns that follow after column K are ignored by the TurningPoint Parser. The text does not have to be in any specific font. If you want to use Questions and Answers only, there must be a blank line after each Answer row. If you wish to use tags, use one row for the Question and Answer Text, one row for all of the tags (multiple tags are allowed per cell, see cell D3 in Figure 3-1), and one blank row below the tags. Make sure to include only one blank row between each tag row and the following Question row. As soon as the TurningPoint Parser detects two blank rows, it will stop searching for text.

The spreadsheet also contains several TurningPoint tags that allow the TurningPoint Parser to process additional information about the format of slides. A detailed listing of the TurningPoint tags and how they are used in figure 3-1 is shown below in figure 3-2. This table explains how the tags are used in figure 3-1 to format interactive slides. The tags are not case sesitive.

Figure 3-2

Tag	Cell #	Description and Allowed Values
<d>	A1	Session ID
	A2, or any untagged row in column A	Question Text

Tag	Cell #	Description and Allowed Values
<a>	A6, or directly below any Question Text	Question Alias Text
<t>	A3 or directly below Question Text	Defines what type of slide to create using a single-letter code. The following types are accepted: • Q = standard question slide • P = picture slide • D = demographic slide • S = speed scoring slide • F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths) • M = moment to moment slide
	A2, B2, C2, or any cell directly to the right of Question or Answer Text	Answer Text
<f>	B3, C3, D3, or directly below Answer Text	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>	In the cell directly beneath the Answer Text	Contains the question picture position. The following are acceptable values: • L = Left • R = Right • F = Full
<m>	In the cell directly beneath a question	Contains the number of responses allowed per ResponseCard for the slide. Accepted values are 1–10.

Tag	Cell #	Description and Allowed Values
<p>	In the cell directly beneath the Question Text	Contains the question topic.
<v>	B6, C6, D6, or preceding any numerical Answer Text	Contains a value for the answer. Valid answer values are c or C for Correct, i or I for Incorrect, or a point value from negative 10,000 through 10,000.

Import Slides

TurningPoint can automatically create TurningPoint slides from Microsoft Word files, XML files, or TestingPoint files.

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 an XML document, Microsoft Word document, or an Excel document using the TurningPoint Parser. Alternatively, you can import question and answer data from TestingPoint.

This section describes how to:

- ***Import Slides with the TurningPoint Parser***
- ***Import Slides from TestingPoint***

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.

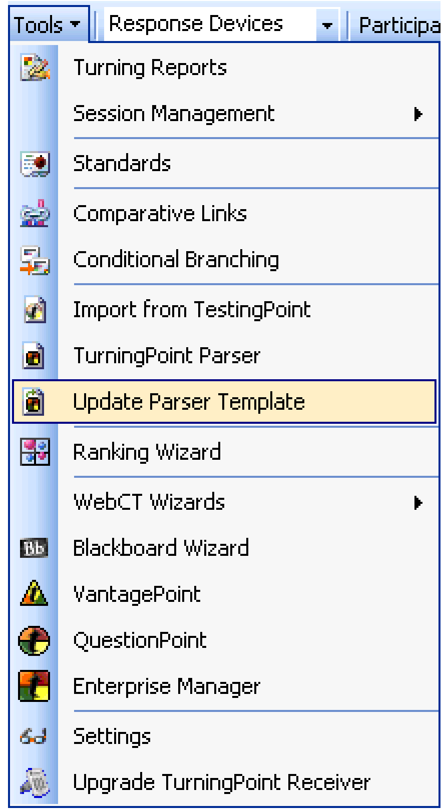
Step by Step Instructions

To import slides with the TurningPoint Parser…

1 Select Tools from the TurningPoint toolbar.

The Tools menu opens.

Select Update Parser Template



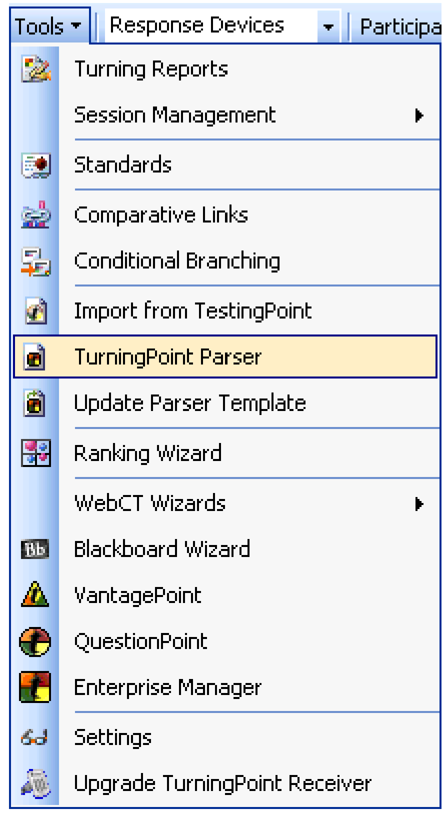
2 (Optional) Select Update Parser Template.

TurningPoint imports slides with default characteristics that may not match your settings. You can use the Update Parser Template command to update the imported slides to match your settings.

3 Select Tools from the TurningPoint toolbar.

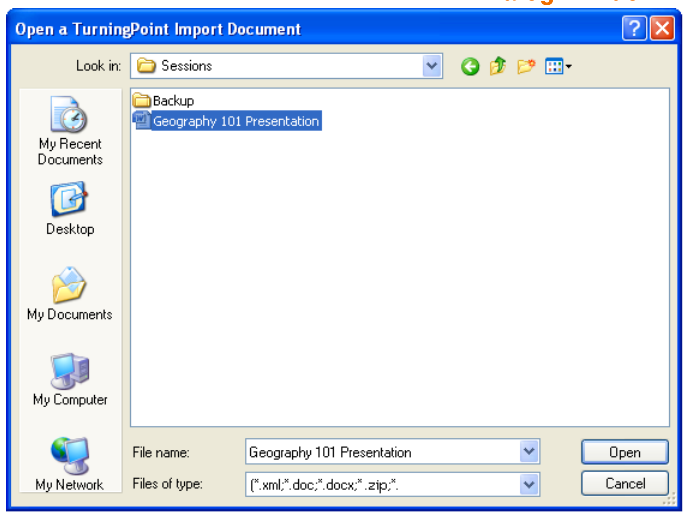
The Tools menu opens.

Select TurningPoint Parser



Step	Action	Result
4	Select TurningPoint Parser.	A dialog window opens.

Dialog Window



Step	Action	Result
5	Navigate to the file you would like to import (.xml, .doc, .doc, .xls, .zip) and select it.	
6	Select the Open button to continue.	A dialog opens 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 the TurningPoint customizations you would like to make on them.

Import Slides from TestingPoint

TurningPoint can insert files from TestingPoint and create slides based on them. TurningPoint retains the features used in the TestingPoint files.

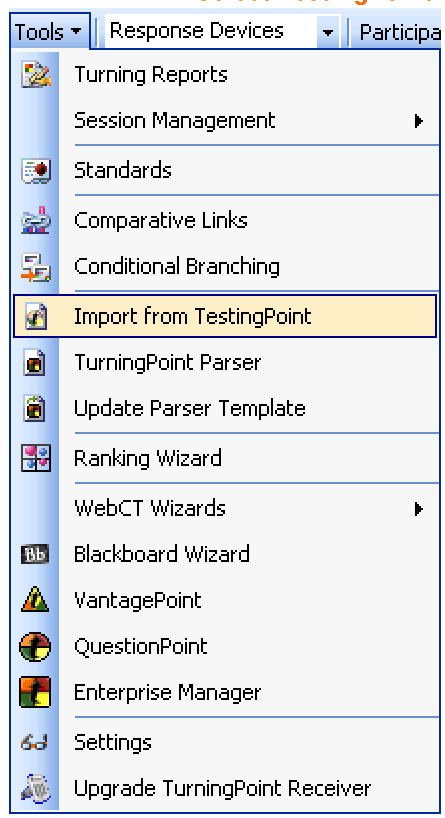
Step by Step Instructions

To import slides from TestingPoint…

1 Select Tools from the TurningPoint toolbar.

The Tools menu opens.

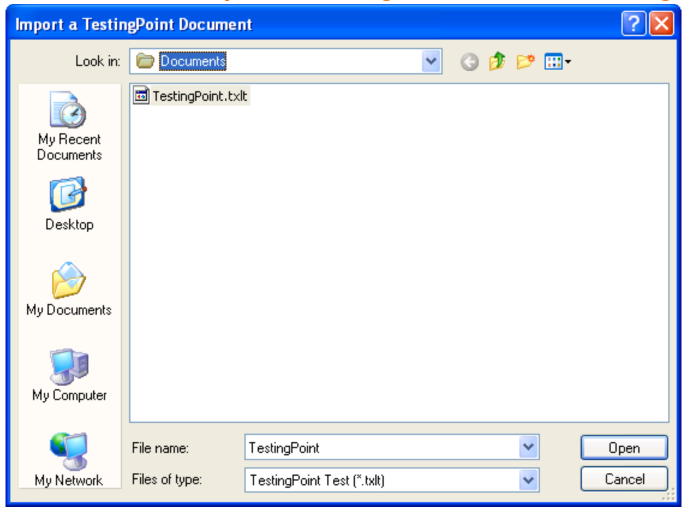
Select TestingPoint



2 Select Import from TestingPoint.

A dialog opens.

Import a TestingPoint Document dialog

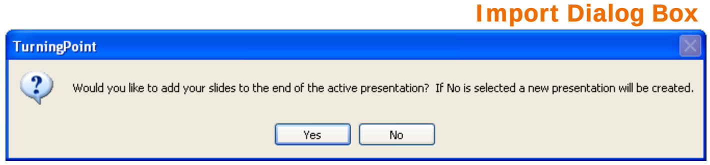


3 Navigate to the file you would like to import and select it.

4 Select the Open button to continue.

A dialog opens asking whether you would like to add the slides to the end of the current presentation or create a new presentation.

Import Dialog Box



5 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.

Where Do I Go From Here?

This chapter has demonstrated how to use tools with TurningPoint. After you create your TurningPoint slides, you are ready to run a presentation.

Chapter 7: Run Presentations describes the process of running a presentation.

7 Run Presentations

After you have created the slides and objects discussed in ***Chapter 3: Creating and Saving 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.

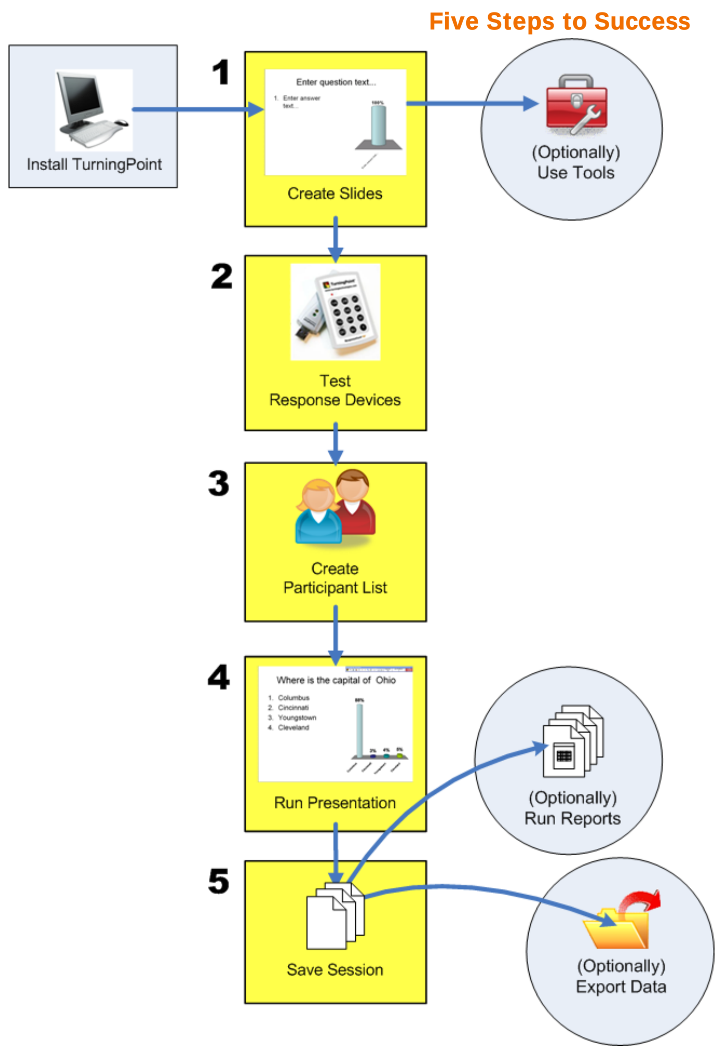
To run a presentation:

- 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 ResponseCards are used.
- Run a presentation session. A session is similar to running a typical PowerPoint slide show, but as you present, the Showbar is initially available at the top of the screen during interactive slides. The Showbar can be moved to any location on the screen by selecting the appropriate icon. 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.

Recall the five steps to presentation success. As depicted in the following diagram, running a presentation session is the fourth step when using TurningPoint.



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 Presentation*** on page 328.

- Control the presentation using the Showbar. Find instructions for using the Showbar in ***Run the Slide Show*** on page 333 and ***View Polling Status*** on page 337.
- Monitor the audience participation. Find instructions for monitoring in ***View Polling Status*** on page 337 and ***Use the Participant Monitor*** on page 340.

Run a Presentation

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.

This section describes how to:

- ***Establish the Presentation Settings***
- ***Run the Slide Show***
- ***View Polling Status***
- ***Use the Participant Monitor***
- ***Add Slides During a Presentation Session***
- ***Use Data Slicing (View Results by Question)***

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 ResponseCards, that gives participants confirmation that their responses were received.

Before You Begin

Chapter 4 discusses the response devices you set up before you begin. Find information on getting the response devices ready in ***Chapter 4: Response Device and Settings Management***.

If you are using ResponseCards or the ResponseWare App, you can use the Polling Test feature to test TurningPoint's ability to successfully receive responses. Find information on Polling Test in ***Chapter 4: Response Device and Settings Management***.

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 and generates an automatic participant list. Find information on Participant Lists in ***Chapter 5: Track Participants and Teams***.

Step by Step Instructions

To create the settings for the presentation session…

1 From the PowerPoint Office menu, select Open.

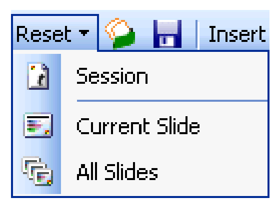
A window opens and displays the available files.

2 Select the TurningPoint presentation to be used, and select the Open button.

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.

3 From the TurningPoint toolbar, select Reset > Session.

Reset Sessions



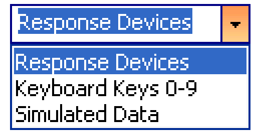
Prior to starting the presentation session, you must clear all prior audience responses that are stored in memory.

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 Device Selection



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 device must have been set up as outlined in ***Chapter 4: Response Device and Settings Management***.

- Keyboard Keys 0–9—you will provide input to the presentation using the keyboard, keypad, or number keys.

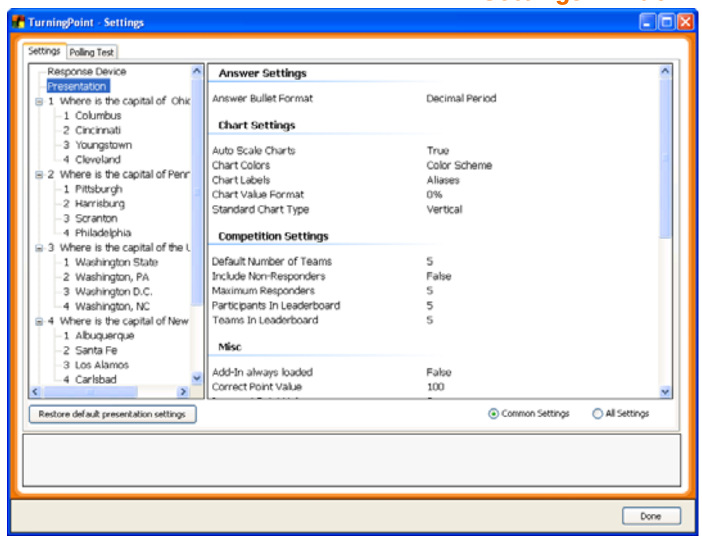
- Simulated Data—TurningPoint provides random responses to the presentation. TurningPoint determines the number of responses to provide based on the number of expected devices designated in settings. i.e. If you enter expected devices as 100, TurningPoint will provide 100 responses to each question in your presentation. Find more information on expected devices in ***Enable ResponseWare App*** on page 177.

> ***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 Optionally, from the TurningPoint toolbar, select Tools > Settings. In the window, select the Presentation from the Settings Hierarchy.

The TurningPoint Settings window opens.

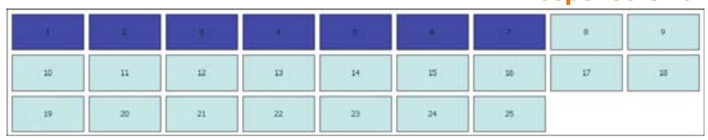
Settings Window



Use these settings to establish the settings for the entire presentation. You can establish the settings for a specific slide or answer by selecting that slide or answer, respectively, from the Settings Hierarchy. Find more information about modifying settings in ***Response Device and Settings Management*** on page 157.

If infrared ResponseCards 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 ResponseWare App devices provide on-screen confirmation that responses have been received. The following settings affect the presentation and style of the Response Grid that can be shown during an interactive slide show.

Response Grid



> **_Note_** A Response Grid is recommended for use with infrared ResponseCards 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 130.

These settings affect what is displayed in each box of the Response Grid.

- 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.

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. This is needed when there are too many participants to fit in one grid.

- Grid Size—identifies how wide and tall the Response Grid should be on the screen. The height and width are measured in pixels. The default setting is 1024 x768 (or full screen).

- Maximum Grid Width—identifies how wide the Response Grid should be on the screen. The width is measured in pixels. The default setting is 800.

- Use Scheme Colors—Determines if Scheme Colors or Custom Colors will be displayed on the Response Grid as established in Chart Settings.

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 session 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

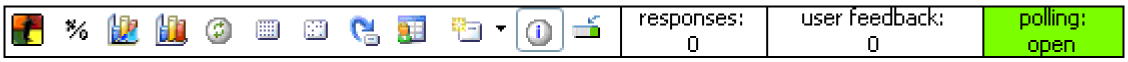
To run the interactive presentation…

1 From the PowerPoint menu, select Slide Show > View Show, or press the F5 key.

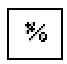
The first slide of the presentation is shown. TurningPoint displays the Showbar in the top right corner of the screen. The

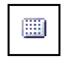
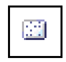
Showbar is a toolbar that provides activation buttons for polling, monitoring, and viewing responses during the slide show.

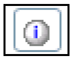
Showbar



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:

F9-Show/Hide Showbar 	Closes the Showbar for the duration of the current presentation session.
F2-Toggle Results 	Changes the values displayed on each chart. The values can be represented as either numbers or percents.
F3-Data Slicing 	Shows the responses on the chart for the portion of the audience who chose a certain response on another question.
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.
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.

F7-Show the Response Grid 	Opens a Response Grid on the screen allowing you to see which participants have responded to the question.
	The size, location, visual display, and contents of the grid are controlled in the Presentation Settings. Find more information about settings in ***Establish the Presentation Settings*** on page 328.
F8-Show Non-Response Grid 	Opens a Response Grid on the screen. As each participant responds to a question, their response box is removed from the grid.
	The size, location, visual display, and contents of the grid are controlled in the Presentation Settings. Find more information about settings in ***Establish the Presentation Settings*** on page 328.
F10-Go to Next Slide 	Advances the slide show to the next slide.
F12-Display Participant Monitor 	Opens the Participant Monitor. Find more information in ***Use the Participant Monitor*** on page 340.
F5-Insert Slide 	Select the down arrow to open a drop-down menu allowing you to select the slide type to be inserted into the presentation. Select the icon to open a window askind for a question and answers.

Display interactive results 	Expands the Showbar to display the responses, user feedback, and polling status.
Press for moveable Showbar 	Allows the Showbar to be moved anywhere on the Screen.

2 Click the mouse to control the progress of the slide show.

The control of each slide will vary slightly depending on the objects you choose to insert when you create the slides. Find information on slide objects and their behavior in ***Add Objects*** on page 130.

a Open polling. Polling will automatically open when you display a slide.

TurningPoint receives responses when polling is open.

Polling Open

b Click a second time to close polling and display the results.

No responses are accepted when polling is closed.

Polling Closed

c Click again to advance to the next slide.

> ***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 TurningPoint, the program prompts you to name and save the session results to a file. The default location is My Documents/TurningPoint/Sessions. If you choose the default name, TurningPoint adds the date and time to the file name. If you choose to name it specifically, the name you enter is stored.

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 ***Response Device and Settings Management*** on page 157.

> ***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 ***Reports*** on page 351.

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 responses.

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 340.

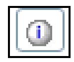
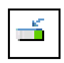
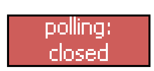
Step by Step Instructions

To view the polling results…

1 On the Showbar, select Display Interactive Results.

The Showbar expands to display three additional regions that show the polling status. The number in the Responses column is updated as responses are received.

Showbar Expansion

i-Display Interactive Results 	Displays the responses, user feedback, and polling status. The Showbar toggles from the default setting from fully visible to invisible on the slide.
Press for moveable Showbar 	Allows the Showbar to moved anywhere on the Screen.
Responses 	Identifies the number of responses received from the audience. This area is visible when the slide show starts unless you set the Expand Showbar setting to False.
User Feedback 	Shows the typed questions for ResponseWare App devices. For ResponseCards, shows the presses of the question mark key. Response Cards can only respond with the question mark once per slide, while ResponseWare Apps can submit multiple answers per slide.
Polling 	Identifies whether polling is open or closed. The background of this region is green when polling is open and red when closed.

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 responsecards.

> **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 130.

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 ResponseWare App devices display confirmation right on the device.

Response Grid

The Response Grid can be shown or hidden at will by selecting the Show Response Grid button. When this button is selected, the Response Grid does not display.

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 do not want to display the Showbar expansion, the the Expand Showbar setting to false.

Expand Showbar is a presentation-level setting. Find more information about modifying settings in ***Response Device and Settings Management*** on page 157.

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 chose. 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 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.

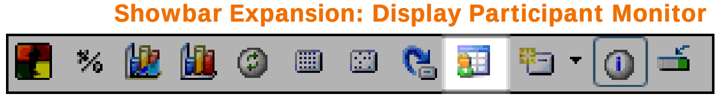
> ***Note*** If you want to limit the Participant Monitor to your eyes only, then you can set up a second monitor for displaying it. Find information about setting up a second monitor in Windows Help and ***Chapter 4: Response Device and Settings Management***.

Step by Step Instructions

To monitor participants…

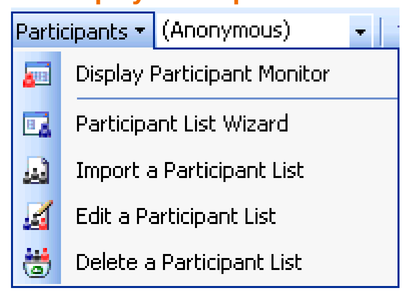
1 While running the slide show, from the Showbar select the Display Participant Monitor button.

Showbar Expansion: Display Participant Monitor



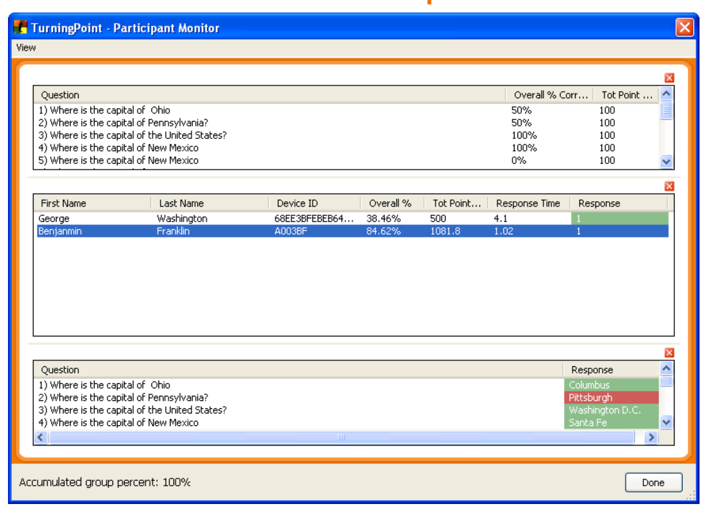
Alternatively, you can display the Participant monitor after running a slide show by selecting Participants > Display Participant Monitor from the TurningPoint toolbar.

Participants Menu: Display Participant Monitor



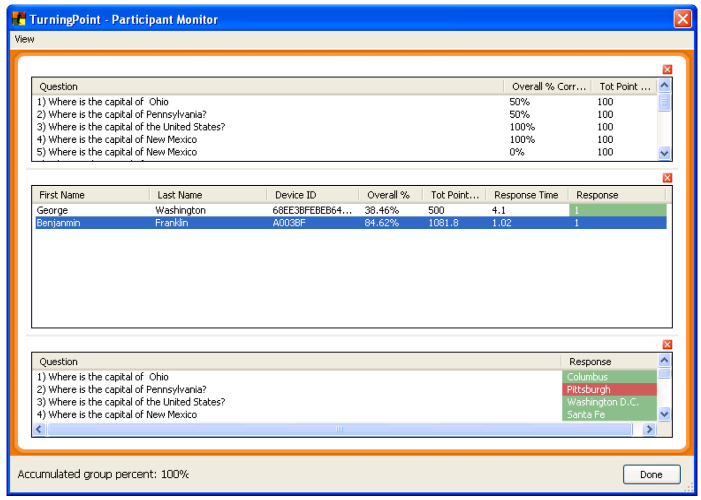
TurningPoint opens the Participant Monitor window displaying Question, Participant, and Individual details about each participant's response and the percentage of correct answers.

Participant Monitor Window



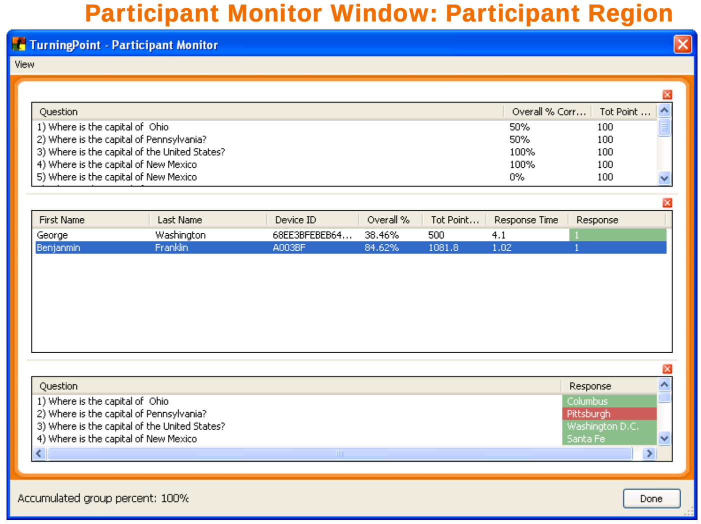
The Question Region lists all of the questions and the Overall percentage correct for the group and the total point value per question.

Participant Monitor Window: Question Region



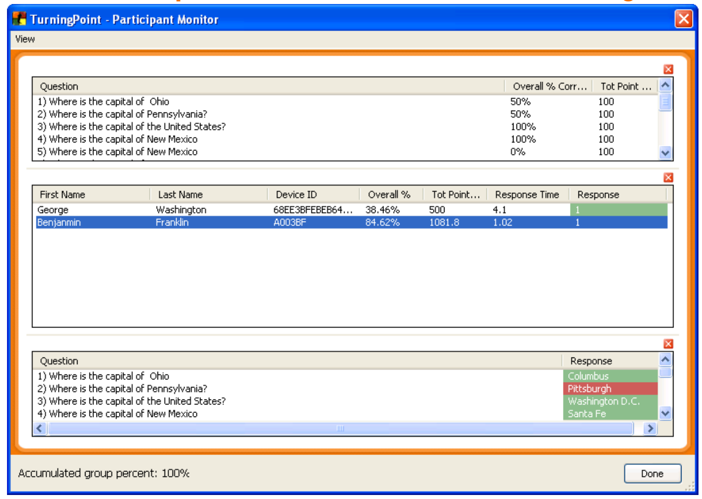
The Participant Region lists the details about the participant, overall percentage of correct answers, total points accumulated, and the response time and response for the question selected in the Question Region.

Participant Monitor Window: Participant Region



The Individual Region lists details about the response results for each participant for each question in the presentation.

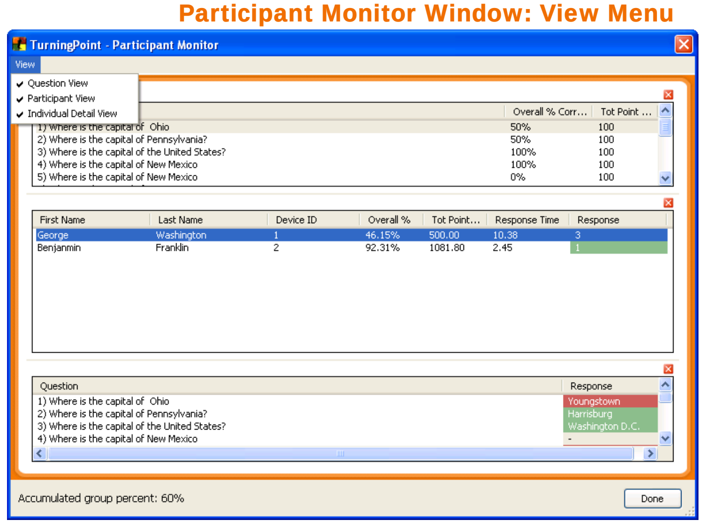
Participant Monitor Window: Individual Region



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, the Participant Monitor window must be closed to advance to the next slide. To view the window again, press the F12 key. (Alternatively, you can also press the Alt + Tab keys, or simply end the slide show.)

Participant Monitor Window: View Menu



3 Optionally, you can expand or reduce the size of the three regions by selecting the borders and dragging them up or down.

Add Slides During a Presentation Session

TurningPoint gives you the flexibility of adding a template or custom slide while running the presentation. Inserting a new slide is an option available at your fingertips through the Showbar.

Step by Step Instructions

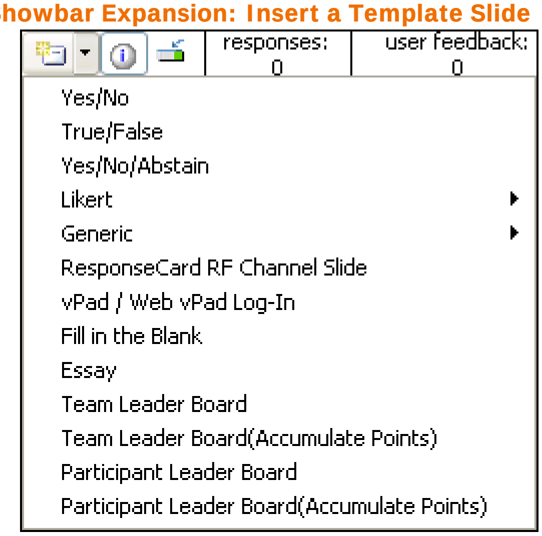
To add a new slide…

1 Insert a new slide in one of the following ways:

- Template Slide - select the arrow next to the Insert an on-the-fly slide button on the Showbar and select the type of slide. The slide is automatically inserted after the slide you had been viewing in the presentation.

A drop-down menu opens from the Showbar allowing you to select the slide type to be inserted into the presentation.

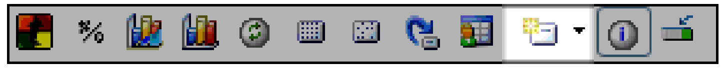
Showbar Expansion: Insert a Template Slide



The slide is automatically inserted.

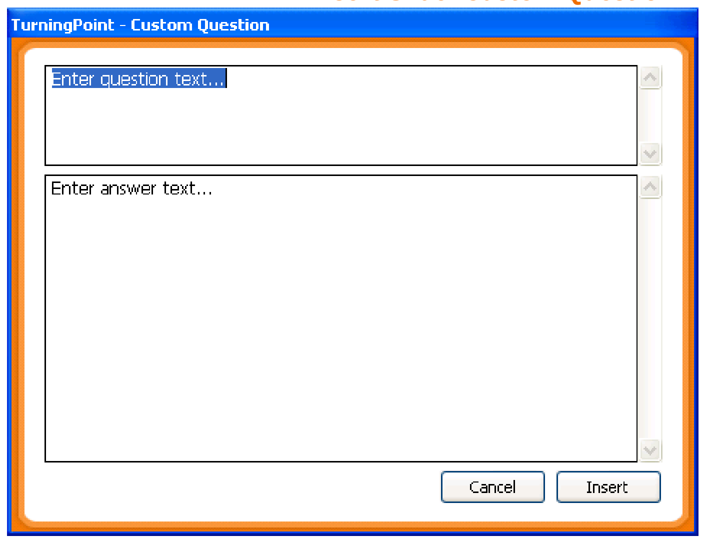
- Custom Slide - select the Insert an on-th-fly Slide drop-down menu on the Showbar, select Custom, and go to step 2.

Showbar Expansion: Insert a Custom Slide



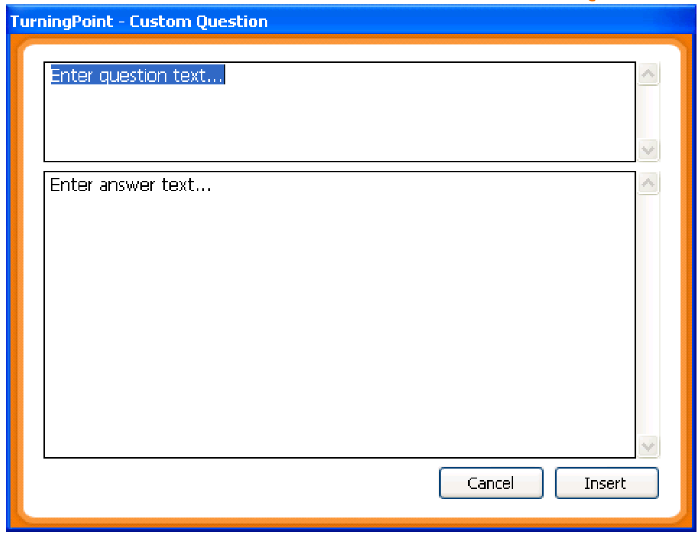
The Custom Question window opens to display the fields for typing the question and answer choices to be used on the interactive slide.

Insert Slide: Custom Question



2 Enter the question in the top region of the window. Enter the answer choices in the lower region, separating each answer with a line break.

Insert Slide: Custom 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.

- If you select the the Insert Slide button, the Custom Question window is displayed.

3 Select the Insert button.

Use Data Slicing (View Results by Question)

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 R&B music, how many seniors prefer big-band 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 as a demographic question in the TurningPoint settings at the slide-level. Set the Demographic setting to True. Find more information in ***Response Device and Settings Management*** on page 157 and ***Reports*** on page 351.

Step by Step Instructions

To use data slicing…

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.

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.

3 From the Showbar, select the Data Slicing button.

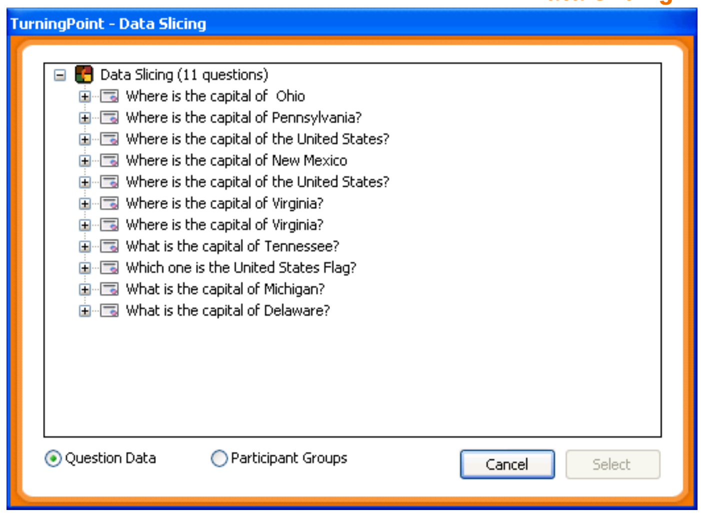
The Data Slicing window opens and displays a list of all questions from the interactive slides followed by their answers.

Showbar Expansion: Data Slicing

4 Select the answer whose data you wish to reference in the primary 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.

Where Do I Go From Here?

This chapter has demonstrated how to run and manage presentations.

You are now ready to begin reviewing reports and understanding presentation data. You can find information in ***Chapter 8: Reports***.

8 Reports

Turning Reports allows you to generate and view a wide variety of reports based on the responses you received during your TurningPoint, TurningPoint Anywhere, or TestingPoint sessions. The reports are generated as printable Word documents or Excel worksheets with information about the questions and answers, participants, and responses gathered in your presentation. Turning Reports displays a hierarchical menu of reports organized by category, such as Results by Question Reports and Demographic Reports. If you click on one of these categories, the Turning Reports screen displays subheadings of specific report titles, and shows samples of each selected report.

Thirty-one 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.

View a Report

You can create reports using Turning Reports available in the Tools menu in the TurningPoint toolbar.

This section describes how to:

- ***View a Report***

View a Report

Use Turning Reports to generate reports.

Before You Begin

Create a session file by running a presentation session. Find more information in ***Chapter 7: Run Presentations***.

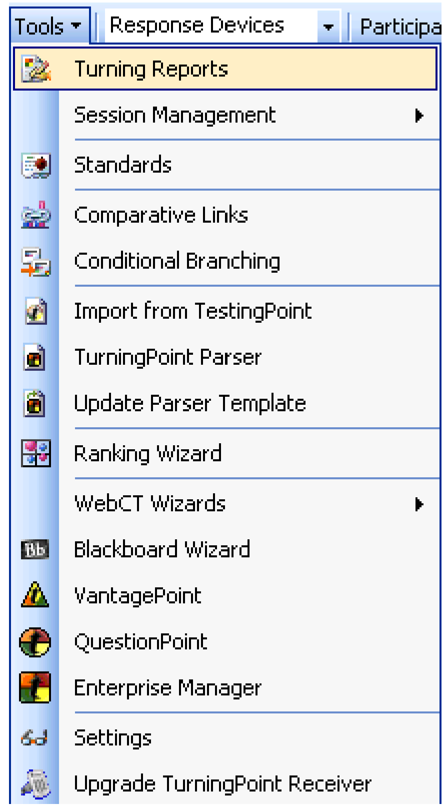
Step by Step Instructions

To view a report…

1 Select Tools in the TurningPoint toolbar.

The Tools menu opens.

Select Turning Reports



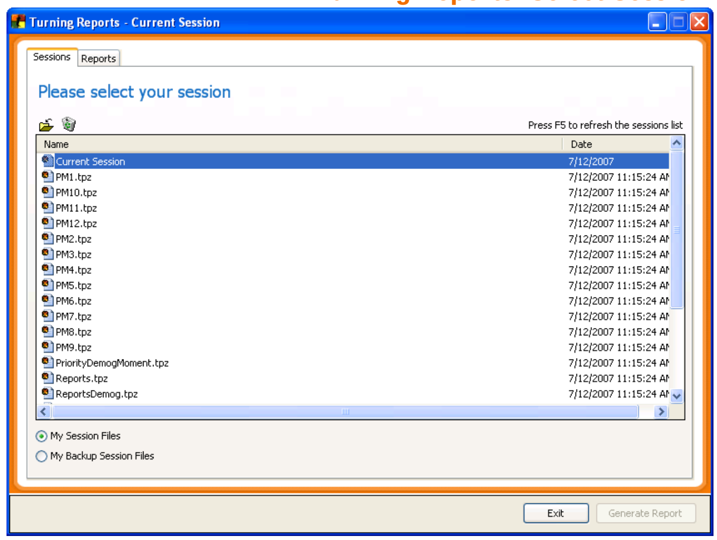
2 Select Turning Reports from the Tools menu.

The Turning Reports window opens, displaying two tabs: Sessions and Reports.

3 Select the Sessions tab.

The Turning Reports window displays a list of the session files in your Sessions folder.

Turning Reports: 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 393.

4 Choose a session file.

You may choose a session file in one of the following ways:

- Select the Current Session (in red text) to use the session currently open in PowerPoint.

  This option is available only if you have a TurningPoint presentation open and response data has been collected.

- Select a session file from the list of files in your Sessions folder.

  To display the session files from your Sessions folder in the list of files, select My Session Files.

- Select a session file from your backup session files.

  To display the backup session files in the list of files, select My Backup Session Files.

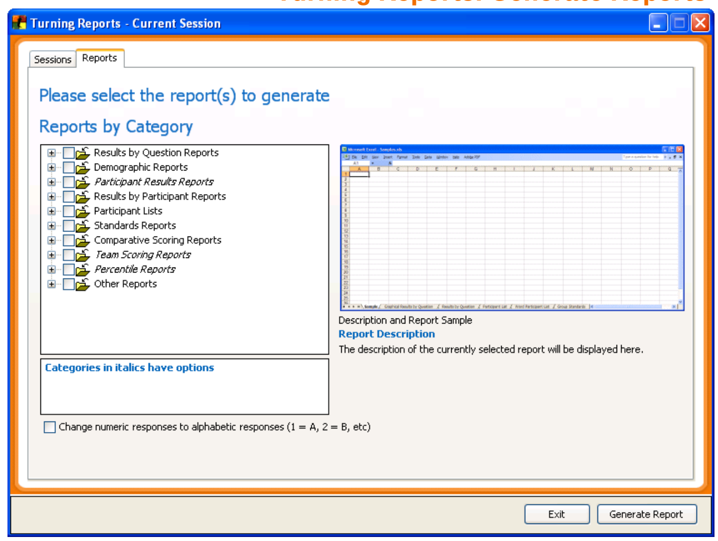
- Import a session file from another location.

  You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use TurningPoint, TurningPoint Anywhere, and TestingPoint session files you have stored elsewhere.

5 Select the Reports tab once you have selected a session file.

The Turning Reports window displays a list of the categories of reports you can generate from your session file.

Turning Reports: Generate Reports



Each category of reports 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.

When you select a report, you can see a sample preview of the report on the right-hand side of the Turning Reports window.

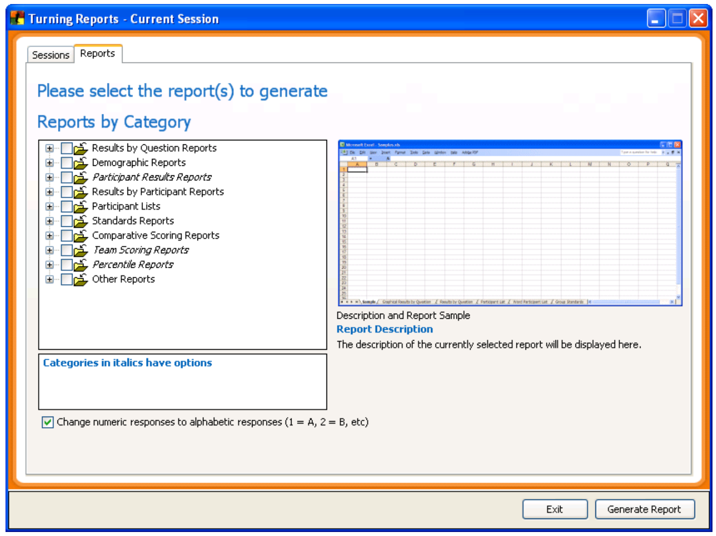
6 Select the type of report(s) you would like to generate by selecting the check box next to the report name.

Find more information in ***Types of Reports*** on page 358.

You can select multiple reports by selecting multiple check boxes. You can also select an entire category of reports by selecting the check box for the category.

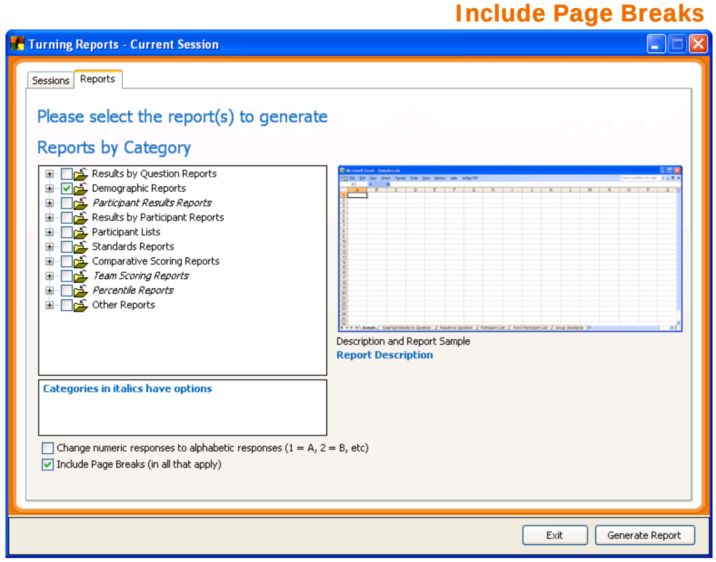
You can change numeric responses to alphabetic responses by checking the Change numeric responses to alphabetic responses check box.

Click Change Numeric Responses...



Depending on the type of report you select, the Include Page Breaks check box may be displayed below the report preview.

Include Page Breaks



7 Specify whether to include page breaks in the report by checking the Include Page Breaks check box (if available).

If you check the box, TurningPoint will create page breaks at convenient places in the report for ease of printing.

8 Select the Generate Report button.

Turning Reports generates the report(s) and opens it in Microsoft Excel or Word, which ever is appropriate.

This may take some time, especially if you selected to generate a large number of reports or if there are a large number of questions or participants in the session.

> ***Note*** If you selected to generate multiple reports, one Excel file is created with worksheets for each report.

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.

> ***Note*** Alternatively, you can generate a report by double clicking on the report name. Only that report will be generated. Any other reports that were selected will have to be generated by double clicking each report or selecting the Generate Report button to generate them all.

9 When you are finished creating reports, select the Exit button to close the Turning Reports window.

Next Steps

You can use Excel or Word to edit, save, or print the reports.

Types of Reports

This section describes:

- ***Results by Question Reports*** (2 Reports)
- ***Demographic Reports*** (2 Reports)
- ***Participant Results Reports*** (4 Reports)
- ***Results by Participant Reports*** (4 Reports)
- ***Participant List Reports*** (2 Reports)
- ***Standards Reports*** (3 Reports)
- ***Comparative Scoring Reports*** (2 Reports)
- ***Team Scoring Reports*** (2 Reports)
- ***Percentile Reports*** (2 Reports)
- ***Other Reports*** (8 Reports)

  - ***Attendance Report***
  - ***Moment to Moment Report***
  - ***Outline Report***
  - ***Response Data Export Report***
  - ***Ranking Summary Report***
  - ***Results by Group Report***
  - ***Statistics Report***

Results by Question Reports

The Graphical Results by Question and Results by Question Reports show a summary of responses for each question. Each of these reports creates an Excel worksheet.

Graphical Results by Question Report

The report includes the following information for each question:

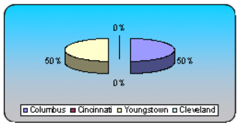
- the answers
- an indication of the correct answer(s)
- the number of responses for each answer
- the percentage of responses for each answer
- pie chart with a percentage of the responses per answer

Graphical Results by Question Report

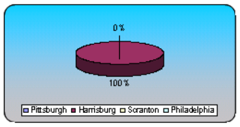
Turning Graphical Results by Question

Session Name: Reports.tpz
Created: 7/11/2007 4:22 PM

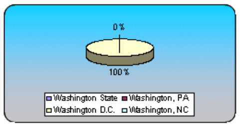
1.) Where is the capital of Ohio	Responses	
Columbus	*1*	*50%*
Cincinnati	0	0 %
Youngstown	1	50 %
Cleveland	0	0 %
Totals	2	100%



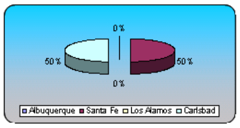
2.) Where is the capital of Pennsylvania?	Responses	
Pittsburgh	0	0 %
Harrisburg	*2*	*100%*
Scranton	0	0 %
Philadelphia	0	0 %
Totals	2	100%



3.) Where is the capital of the United States?	Responses	
Washington State	0	0 %
Washington, PA	0	0 %
Washington D.C.	*1*	*100%*
Washington, NC	0	0 %
Totals	1	100%



4.) Where is the capital of New Mexico	Responses	
Albuquerque	0	0 %
Santa Fe	*1*	*50%*
Los Alamos	0	0 %
Carlsbad	1	50 %
Totals	2	100%



Results by Question Report

The report includes 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
- the total count of participants that responded to the question

Results by Question Report

Turning Results by Question

Session Name: Reports.tpz
Created: 7/11/2007 4:23 PM

1.) Where is the capital of Ohio

	Responses (percent)	Responses (count)
Columbus	*50%*	*1*
Cincinnati	0%	0
Youngstown	50%	1
Cleveland	0%	0
Totals	100%	2

2.) Where is the capital of Pennsylvania?

	Responses (percent)	Responses (count)
Pittsburgh	0%	0
Harrisburg	*100%*	*2*
Scranton	0%	0
Philadelphia	0%	0
Totals	100%	2

3.) Where is the capital of the United States?

	Responses (percent)	Responses (count)
Washington State	0%	0
Washington, PA	0%	0
Washington D.C.	*100%*	*1*
Washington, NC	0%	0
Totals	100%	1

4.) Where is the capital of New Mexico

	Responses (percent)	Responses (count)
Albuquerque	0%	0
Santa Fe	*50%*	*1*
Los Alamos	0%	0
Carlsbad	50%	1
Totals	100%	2

5.) Where is the capital of the United States?

	Responses (percent)	Responses (count)
Washington State	0%	0
Washington, PA	50%	1
Washington D.C.	*50%*	*1*
Washington, NC	0%	0
Totals	100%	2

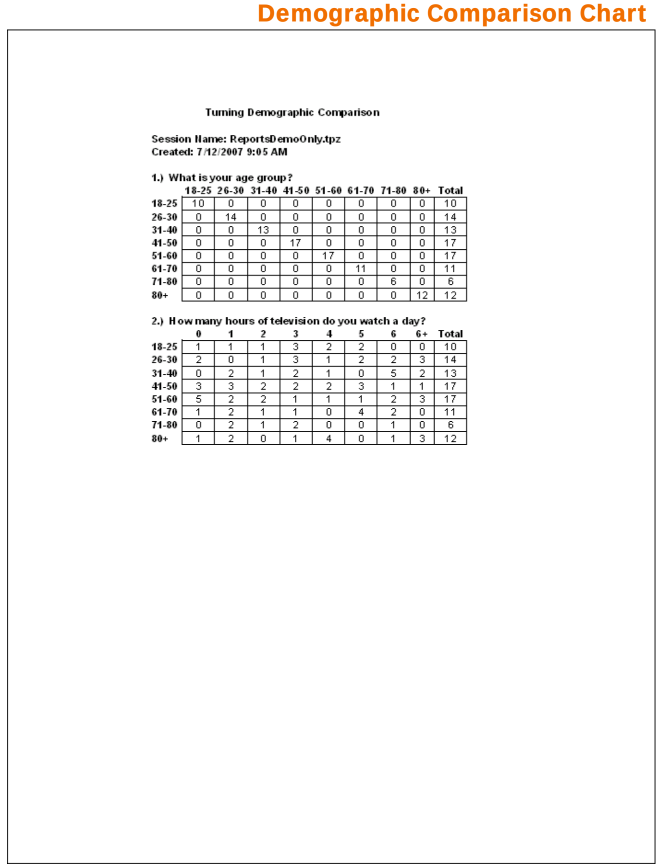
Demographic Reports

The Demographic Comparison and Graphical Demographic Comparison Reports show a summary of responses for each question broken down by demographics. Each of these reports creates an Excel worksheet.

Demographic Comparison Report

The Demographic Comparison Report includes the following information for each question:

Demographic Comparison Chart



Turning Demographic Comparison

Session Name: ReportsDemoOnly.tpz
Created: 7/12/2007 9:05 AM

1.) What is your age group?

	18-25	26-30	31-40	41-50	51-60	61-70	71-80	80+	Total
18-25	10	0	0	0	0	0	0	0	10
26-30	0	14	0	0	0	0	0	0	14
31-40	0	0	13	0	0	0	0	0	13
41-50	0	0	0	17	0	0	0	0	17
51-60	0	0	0	0	17	0	0	0	17
61-70	0	0	0	0	0	11	0	0	11
71-80	0	0	0	0	0	0	6	0	6
80+	0	0	0	0	0	0	0	12	12

2.) How many hours of television do you watch a day?

	0	1	2	3	4	5	6	6+	Total
18-25	1	1	1	3	2	2	0	0	10
26-30	2	0	1	3	1	2	2	3	14
31-40	0	2	1	2	1	0	5	2	13
41-50	3	3	2	2	2	3	1	1	17
51-60	5	2	2	1	1	1	2	3	17
61-70	1	2	1	1	0	4	2	0	11
71-80	0	2	1	2	0	0	1	0	6
80+	1	2	0	1	4	0	1	3	12

Graphical Demographic Comparison Report

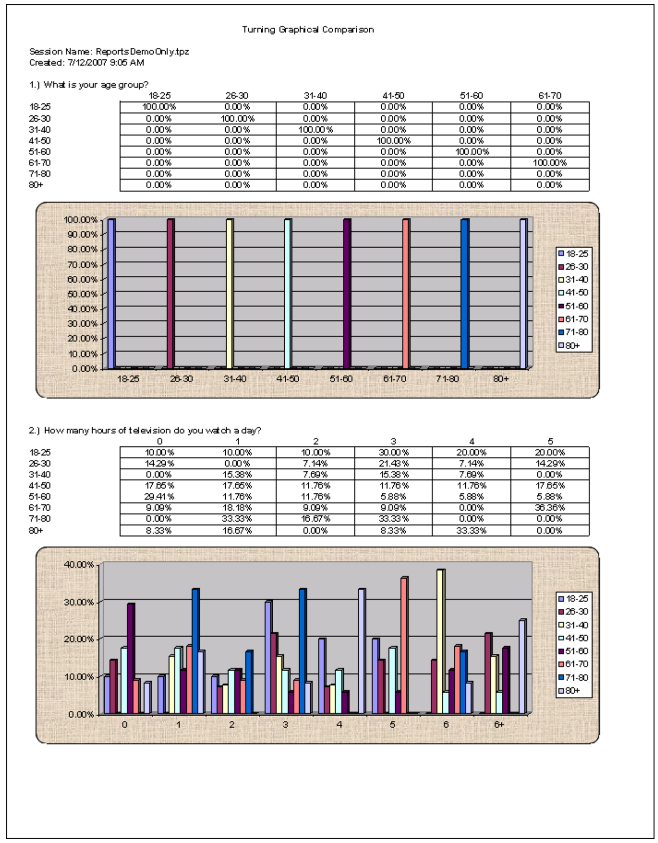
The Graphical Demographic Comparison includes the following information for each question:

- 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.

Graphical Comparison Report



Turning Graphical Comparison

Session Name: ReportsDemoOnly.tpz
Created: 7/12/2007 9:05 AM

1.) What is your age group?

	18-25	26-30	31-40	41-50	51-60	61-70
18-25	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
26-30	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
31-40	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
41-50	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%
51-60	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%
61-70	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
71-80	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
80+	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

2.) How many hours of television do you watch a day?

	0	1	2	3	4	5
18-25	10.00%	10.00%	10.00%	30.00%	20.00%	20.00%
26-30	14.29%	0.00%	7.14%	21.43%	7.14%	14.29%
31-40	0.00%	15.38%	7.69%	15.38%	7.69%	0.00%
41-50	17.65%	17.65%	11.76%	11.76%	11.76%	17.65%
51-60	29.41%	11.76%	11.76%	5.88%	5.88%	5.88%
61-70	9.09%	18.18%	9.09%	9.09%	0.00%	36.36%
71-80	0.00%	33.33%	16.67%	33.33%	0.00%	0.00%
80+	8.33%	16.67%	0.00%	8.33%	33.33%	0.00%

Participant Results Reports

The Participant Results, Graded Participant Results (correct/incorrect), Graded Participant Results (point values), and Graded Participant Results (ratio) Reports show a detailed question by question breakdown of responses. When generating these reports you have the option of displaying the entire question or excluding the question text. Each of these reports creates an Excel worksheet.

Participant Results Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant's response to each question

Participant Results Report

Turning Participant Results

Session Name: ReportsDemog2.tpz
Created: 7/12/2007 9:15 AM

Device ID	Last Name	First Name	Student ID	Team 1	Team 2	1) Where is the capital of Ohio	2) Where is the capital of Pennsylvania?	3) Where is the capital of the United States?
68EE3BFEBEB640	Washington	George	1776	True		4	3	3
A003BF	Franklin	Benjanmin	1752		True	3	1	2
90	Hamilton	Alexander	1801	True		1	1	3
43	Adams	John Q.	7679		True	3	2	3
9	Lincoln	Abraham	1865		True	4	1	4
23	Ford	Gerald	7878	True		4	1	2

Graded Participant Results (correct/incorrect) Report

The report includes the following information for each participant:

- Device ID

- fields defined in the Participant List
- the numerical value of the participant’s response to each question
- an indication of whether the response is correct or incorrect
- total percent correct

Graded Participant Results (correct / incorrect) Report

Turning Graded Participant Results

Session Name: ReportsDemog2.tpz
Created: 7/12/2007 9:15 AM

Device ID	Last Name	First Name	Student ID	Team 1	Team 2	1) Where is the capital of Ohio	2) Where is the capital of Pennsylvania?	3) Where is the capital of the United States?	Total % Correct
68EE3BFEBEB640	Washington	George	1776	True		4 i	3 i	3 c	25%
A003BF	Franklin	Benjanmin	1752		True	3 i	1 i	2 i	0%
90	Hamilton	Alexander	1801	True		1 c	1 i	3 c	25%
43	Adams	John Q.	7679		True	3 i	2 c	3 c	62.5%
9	Lincoln	Abraham	1865		True	4 i	1 i	4 i	0%
23	Ford	Gerald	7878	True		4 i	1 i	2 i	0%

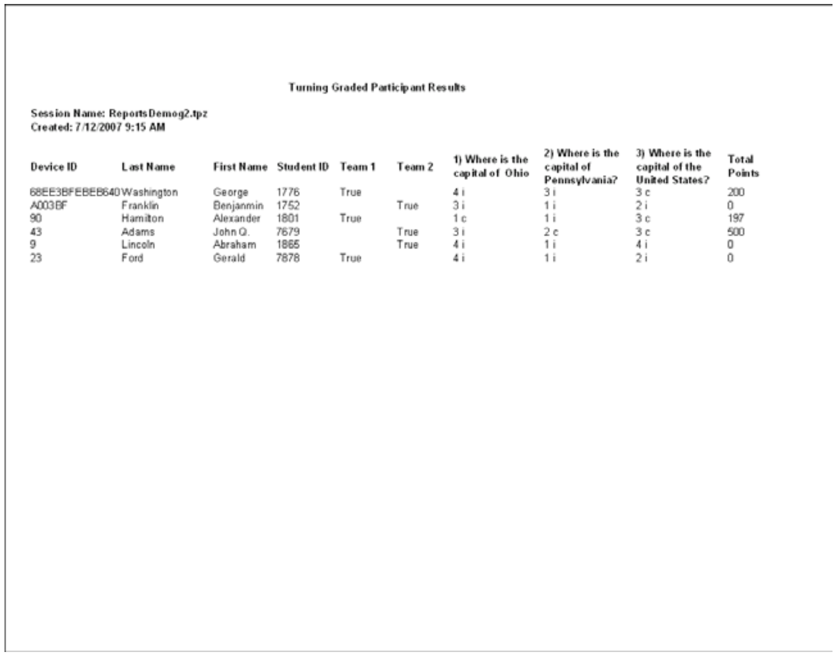
Graded Participant Results (point values) Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant’s response to each question
- an indication of whether the response is correct or incorrect

- the total number of points

Graded Participant Results (point values) Report



Turning Graded Participant Results

Session Name: ReportsDemog2.tpz
Created: 7/12/2007 9:15 AM

Device ID	Last Name	First Name	Student ID	Team 1	Team 2	1) Where is the capital of Ohio	2) Where is the capital of Pennsylvania?	3) Where is the capital of the United States?	Total Points
68EE3BFEBEB640	Washington	George	1776	True		4 i	3 i	3 c	200
A003BF	Franklin	Benjanmin	1752		True	3 i	1 i	2 i	0
90	Hamilton	Alexander	1801	True		1 c	1 i	3 c	197
43	Adams	John Q.	7679		True	3 i	2 c	3 c	500
9	Lincoln	Abraham	1865		True	4 i	1 i	4 i	0
23	Ford	Gerald	7878	True		4 i	1 i	2 i	0

Graded Participant Results (ratio) Report

The report includes the following information for each participant:

- Device ID
- fields defined in the Participant List
- the numerical value of the participant’s response to each question
- an indication of whether the response is correct or incorrect
- the ratio of correct answers to total number of answers for each question

Graded Participant Results (ratio) Report

Turning Graded Participant Results

Session Name: ReportsDemog2.tpz
Created: 7/12/2007 9:15 AM

Device ID	Last Name	First Name	Student ID	Team 1	Team 2	1) Where is the capital of Ohio	2) Where is the capital of Pennsylvania?	3) Where is the capital of the United States?	Total
68EE3BFEBEB640	Washington	George	1776	True		4 i	3 i	3 c	2 / 8
A003BF	Franklin	Benjanmin	1752		True	3 i	1 i	2 i	0 / 8
90	Hamilton	Alexander	1801	True		1 c	1 i	3 c	2 / 8
43	Adams	John Q.	7679		True	3 i	2 c	3 c	5 / 8
9	Lincoln	Abraham	1865		True	4 i	1 i	4 i	0 / 8
23	Ford	Gerald	7878	True		4 i	1 i	2 i	0 / 8

Results by Participant Reports

The Results by Participant, Results by Participant (Answer Detail), Response by Participant (Response Detail), Results by Participant (Score Detail) show a detailed listing of responses for each question from each individual participant. Each of these reports create an Excel worksheet.

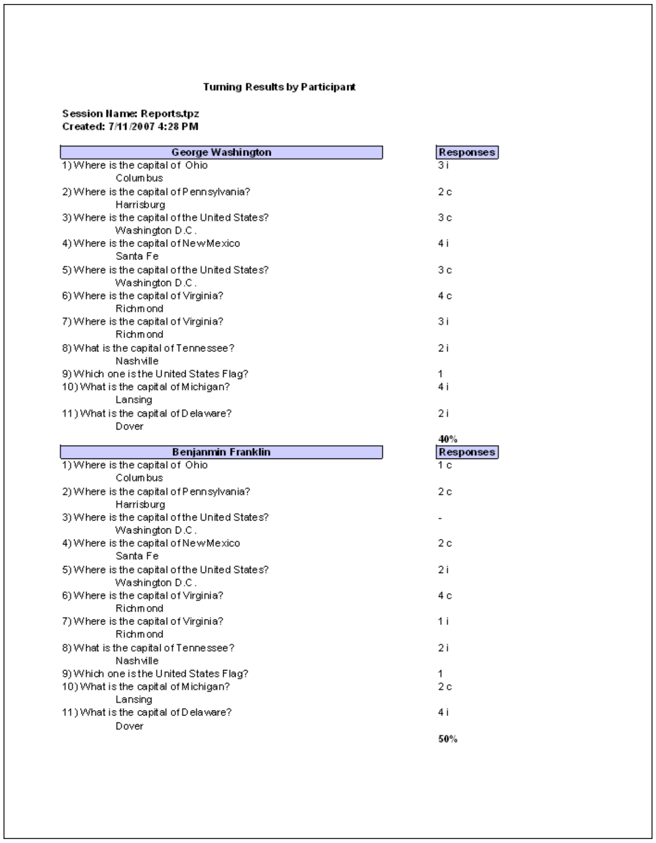
When generating these reports, you have the option of creating page breaks between each participant's section.

Results by Participant Report

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

Results by Participant Report



Turning Results by Participant

Session Name: Reports.tpz
Created: 7/11/2007 4:28 PM

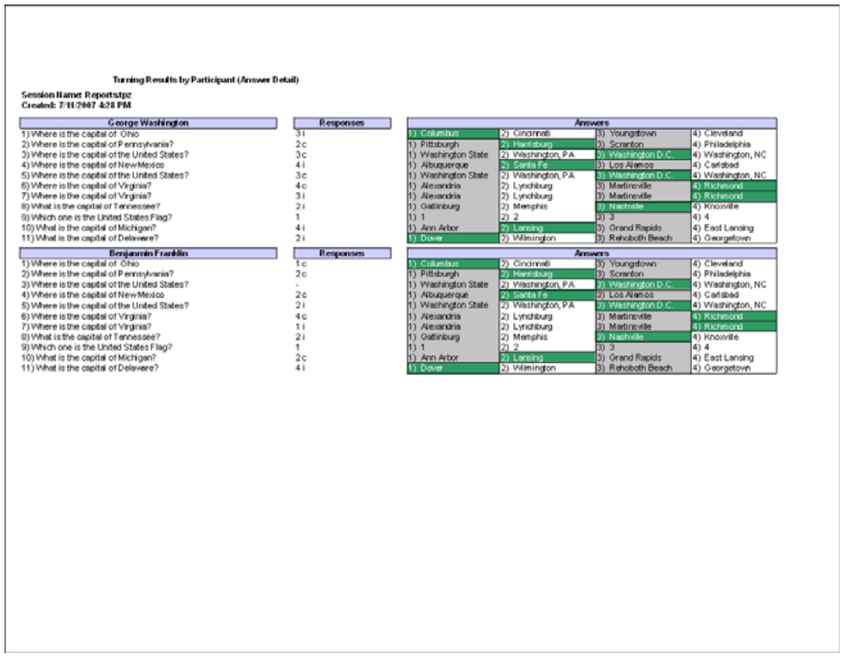
George Washington	Responses
1) Where is the capital of Ohio	3 i
Columbus	
2) Where is the capital of Pennsylvania?	2 c
Harrisburg	
3) Where is the capital of the United States?	3 c
Washington D.C.	
4) Where is the capital of New Mexico	4 i
Santa Fe	
5) Where is the capital of the United States?	3 c
Washington D.C.	
6) Where is the capital of Virginia?	4 c
Richmond	
7) Where is the capital of Virginia?	3 i
Richmond	
8) What is the capital of Tennessee?	2 i
Nashville	
9) Which one is the United States Flag?	1
10) What is the capital of Michigan?	4 i
Lansing	
11) What is the capital of Delaware?	2 i
Dover	
	40%

Benjanmin Franklin	Responses
1) Where is the capital of Ohio	1 c
Columbus	
2) Where is the capital of Pennsylvania?	2 c
Harrisburg	
3) Where is the capital of the United States?	-
Washington D.C.	
4) Where is the capital of New Mexico	2 c
Santa Fe	
5) Where is the capital of the United States?	2 i
Washington D.C.	
6) Where is the capital of Virginia?	4 c
Richmond	
7) Where is the capital of Virginia?	1 i
Richmond	
8) What is the capital of Tennessee?	2 i
Nashville	
9) Which one is the United States Flag?	1
10) What is the capital of Michigan?	2 c
Lansing	
11) What is the capital of Delaware?	4 i
Dover	
	50%

Results by Participant (Answer Detail) Report

The Answer Detail Report includes a complete list of answers for each question. The 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) and highlights the correct answer in green. The report also shows whether responses are correct or incorrect by marking them with a 'c' or an 'i.'

Results by Participant (Answer Detail) Report



Turning Results by Participant (Answer Detail)

Session Name: Reports.tpz
Created: 7/11/2007 4:28 PM

George Washington	Responses	Answers			
1) Where is the capital of Ohio	3 i	1) Columbus	2) Cincinnati	3) Youngstown	4) Cleveland
2) Where is the capital of Pennsylvania?	2 c	1) Pittsburgh	2) Harrisburg	3) Scranton	4) Philadelphia
3) Where is the capital of the United States?	3 c	1) Washington State	2) Washington, PA	3) Washington D.C.	4) Washington, NC
4) Where is the capital of New Mexico	4 i	1) Albuquerque	2) Santa Fe	3) Los Alamos	4) Carlsbad
5) Where is the capital of the United States?	3 c	1) Washington State	2) Washington, PA	3) Washington D.C.	4) Washington, NC
6) Where is the capital of Virginia?	4 c	1) Alexandria	2) Lynchburg	3) Martinsville	4) Richmond
7) Where is the capital of Virginia?	3 i	1) Alexandria	2) Lynchburg	3) Martinsville	4) Richmond
8) What is the capital of Tennessee?	2 i	1) Gatlinburg	2) Memphis	3) Nashville	4) Knoxville
9) Which one is the United States Flag?	1	1) 1	2) 2	3) 3	4) 4
10) What is the capital of Michigan?	4 i	1) Ann Arbor	2) Lansing	3) Grand Rapids	4) East Lansing
11) What is the capital of Delaware?	2 i	1) Dover	2) Wilmington	3) Rehoboth Beach	4) Georgetown

Benjamin Franklin	Responses	Answers			
1) Where is the capital of Ohio	1 c	1) Columbus	2) Cincinnati	3) Youngstown	4) Cleveland
2) Where is the capital of Pennsylvania?	2 c	1) Pittsburgh	2) Harrisburg	3) Scranton	4) Philadelphia
3) Where is the capital of the United States?	-	1) Washington State	2) Washington, PA	3) Washington D.C.	4) Washington, NC
4) Where is the capital of New Mexico	2 c	1) Albuquerque	2) Santa Fe	3) Los Alamos	4) Carlsbad
5) Where is the capital of the United States?	2 i	1) Washington State	2) Washington, PA	3) Washington D.C.	4) Washington, NC
6) Where is the capital of Virginia?	4 c	1) Alexandria	2) Lynchburg	3) Martinsville	4) Richmond
7) Where is the capital of Virginia?	1 i	1) Alexandria	2) Lynchburg	3) Martinsville	4) Richmond
8) What is the capital of Tennessee?	2 i	1) Gatlinburg	2) Memphis	3) Nashville	4) Knoxville
9) Which one is the United States Flag?	1	1) 1	2) 2	3) 3	4) 4
10) What is the capital of Michigan?	2 c	1) Ann Arbor	2) Lansing	3) Grand Rapids	4) East Lansing
11) What is the capital of Delaware?	4 i	1) Dover	2) Wilmington	3) Rehoboth Beach	4) Georgetown

Results by Participant (Response Detail) Report

The Response Detail Report includes the question along with the participant's response. The report displays correct answers in green, incorrect answers in red, the correct answer in brackets for incorrect answers, and calculates the percentage of correct answers and the total points accumulated by each participant.

Results by Participant (Response Detail) Report

Turning Results by Participant (Response Detail)

Session Name: Reports.tpz
Created: 7/11/2007 4:29 PM

Correct =	Response
Incorrect =	Response
No Value =	Response

George Washington	Responses
1) Where is the capital of Ohio	Youngstown
[Columbus]	
2) Where is the capital of Pennsylvania?	Harrisburg
3) Where is the capital of the United States?	Washington D.C.
4) Where is the capital of New Mexico	Carlsbad
[Santa Fe]	
5) Where is the capital of the United States?	Washington D.C.
6) Where is the capital of Virginia?	Richmond
7) Where is the capital of Virginia?	Martinsville
[Richmond]	
8) What is the capital of Tennessee?	Memphis
[Nashville]	
9) Which one is the United States Flag?	1
10) What is the capital of Michigan?	East Lansing
[Lansing]	
11) What is the capital of Delaware?	Wilmington
[Dover]	
Correct %	**40%**
Total Points	**400**

Benjanmin Franklin	Responses
1) Where is the capital of Ohio	Columbus
2) Where is the capital of Pennsylvania?	Harrisburg
3) Where is the capital of the United States?	-
4) Where is the capital of New Mexico	Santa Fe
5) Where is the capital of the United States?	Washington, PA
[Washington D.C.]	
6) Where is the capital of Virginia?	Richmond
7) Where is the capital of Virginia?	Alexandria
[Richmond]	
8) What is the capital of Tennessee?	Memphis
[Nashville]	
9) Which one is the United States Flag?	1
10) What is the capital of Michigan?	Lansing
11) What is the capital of Delaware?	Georgetown
[Dover]	
Correct %	**50%**
Total Points	**493**

Results by Participant (Score Detail) Report

The Score Detail Report calculates the percentage of correct answers and total points accumulated by each participant.

Results by Participant (Score Detail) Report

Turning Results by Participant (Score Detail)

Session Name: Reports.tpz
Created: 7/11/2007 4:29 PM

George Washington	
Correct %	40%
Total Points	400

Benjanmin Franklin	
Correct %	50%
Total Points	493

Alexander Hamilton	
Correct %	55%
Total Points	500

John Q. Adams	
Correct %	20%
Total Points	220

Abraham Lincoln	
Correct %	60%
Total Points	595

Gerald Ford	
Correct %	30%
Total Points	333

Participant List Reports

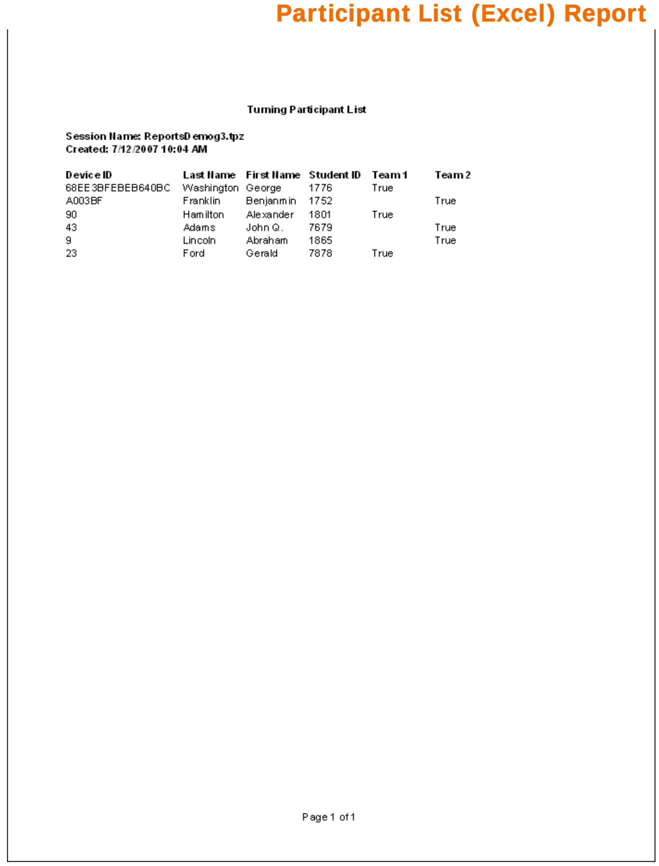
The Participant List Reports show the participant data from the Participant List in either an Excel worksheet or a Word document.

> ***Note*** If you selected to generate the Word document version of the Participant List along with any other report, the Word document is included as a worksheet in the Excel file.

Participant List (Excel) Report

The report shows Device ID and any of the fields defined in the Participant List (name, contact information, demographic groups or teams, etc.)

Participant List (Excel) Report



Turning Participant List

Session Name: ReportsDemog3.tpz
Created: 7/12/2007 10:04 AM

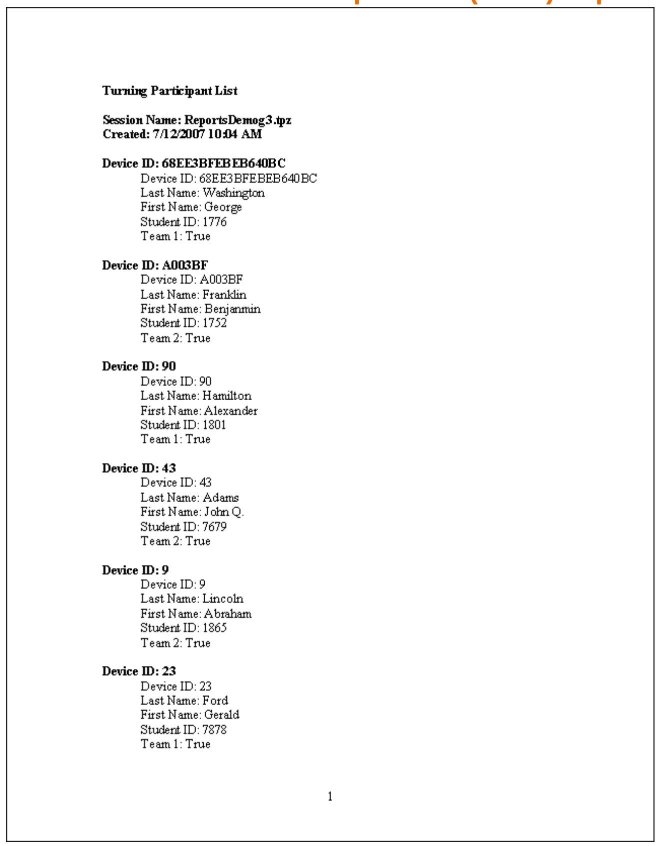
Device ID	Last Name	First Name	Student ID	Team 1	Team 2
68EE3BFEBEB640BC	Washington	George	1776	True	
A003BF	Franklin	Benjanmin	1752		True
90	Hamilton	Alexander	1801	True	
43	Adams	John Q.	7679		True
9	Lincoln	Abraham	1865		True
23	Ford	Gerald	7878	True	

Page 1 of 1

Participant List (Word) Report

The report shows Device ID and any of the fields defined in the Participant List (name, contact information, demographic groups or teams, etc.)

Participant List (Word) Report



Turning Participant List

Session Name: ReportsDemog3.tpz
Created: 7/12/2007 10:04 AM

Device ID: 68EE3BFEBEB640BC
Device ID: 68EE3BFEBEB640BC
Last Name: Washington
First Name: George
Student ID: 1776
Team 1: True

Device ID: A003BF
Device ID: A003BF
Last Name: Franklin
First Name: Benjanmin
Student ID: 1752
Team 2: True

Device ID: 90
Device ID: 90
Last Name: Hamilton
First Name: Alexander
Student ID: 1801
Team 1: True

Device ID: 43
Device ID: 43
Last Name: Adams
First Name: John Q.
Student ID: 7679
Team 2: True

Device ID: 9
Device ID: 9
Last Name: Lincoln
First Name: Abraham
Student ID: 1865
Team 2: True

Device ID: 23
Device ID: 23
Last Name: Ford
First Name: Gerald
Student ID: 7878
Team 1: True

1

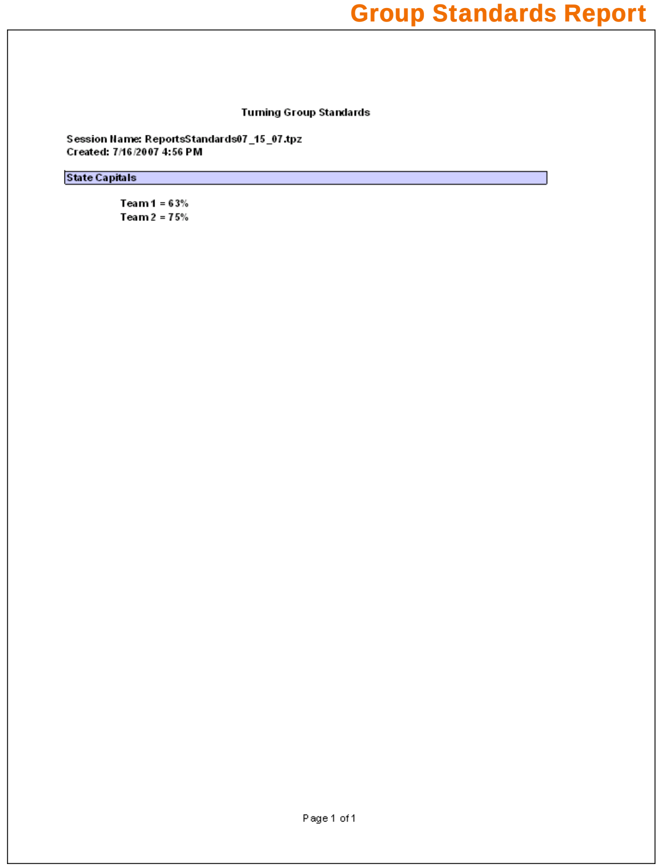
Standards Reports

The Group Standards, Individual, and Overall Standards Reports show response information based on standards identified for each question. Each of these reports creates an Excel worksheet.

Group Standards Report

The Group Standards Report displays the percentage of correct responses from each group for each standard.

Group Standards Report



Turning Group Standards

Session Name: ReportsStandards07_15_07.tpz
Created: 7/16/2007 4:56 PM

State Capitals

Team 1 = 63%
Team 2 = 75%

Page 1 of 1

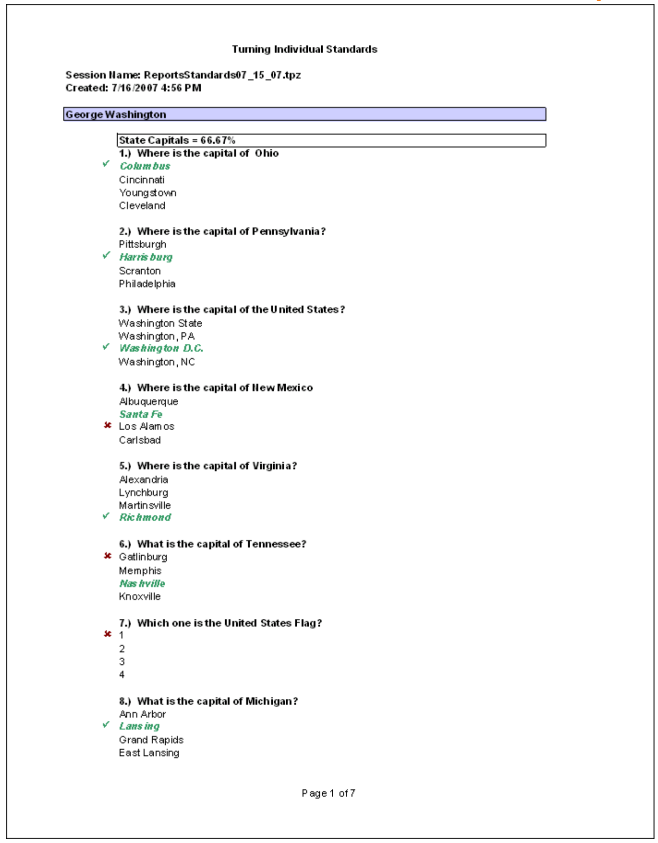
Individual Standards Report

The Individual Standards Report includes the following information for each individual participant for each standard:

- the participant’s percentage of comprehension 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

Individual Standards Report



Turning Individual Standards

Session Name: ReportsStandards07_15_07.tpz
Created: 7/16/2007 4:56 PM

George Washington

State Capitals = 66.67%

1.) Where is the capital of Ohio
✓ Columbus
Cincinnati
Youngstown
Cleveland

2.) Where is the capital of Pennsylvania?
Pittsburgh
✓ Harrisburg
Scranton
Philadelphia

3.) Where is the capital of the United States?
Washington State
Washington, PA
✓ Washington D.C.
Washington, NC

4.) Where is the capital of New Mexico
Albuquerque
Santa Fe
✗ Los Alamos
Carlsbad

5.) Where is the capital of Virginia?
Alexandria
Lynchburg
Martinsville
✓ Richmond

6.) What is the capital of Tennessee?
✗ Gatlinburg
Memphis
Nashville
Knoxville

7.) Which one is the United States Flag?
✗ 1
2
3
4

8.) What is the capital of Michigan?
Ann Arbor
✓ Lansing
Grand Rapids
East Lansing

Page 1 of 7

When generating the Individual Standards Report, you have the option of creating page breaks between each participant's section.

Overall Standards Report

The Overall Standards 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 percentage of overall comprehension 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 total count of participants that responded to the question
- the percentage of responses for each answer

Overall Standards Report

Turning Overall Standards

Session Name: ReportsStandards07_15_07.tpz
Created: 7/16/2007 4:56 PM

State Capitals = 51.85%

1.) Where is the capital of Ohio

	Responses (percent)	Responses (count)
Columbus	***66.67%***	***4***
Cincinnati	16.67%	1
Youngstown	16.67%	1
Cleveland	0%	0
Totals	100%	6

2.) Where is the capital of Pennsylvania?

	Responses (percent)	Responses (count)
Pittsburgh	16.67%	1
Harrisburg	***50%***	***3***
Scranton	16.67%	1
Philadelphia	16.67%	1
Totals	100%	6

3.) Where is the capital of the United States?

	Responses (percent)	Responses (count)
Washington State	0%	0
Washington, PA	33.33%	2
Washington D.C.	***50%***	***3***
Washington, NC	16.67%	1
Totals	100%	6

4.) Where is the capital of New Mexico

	Responses (percent)	Responses (count)
Albuquerque	0%	0
Santa Fe	***50%***	***3***
Los Alamos	33.33%	2
Carlsbad	16.67%	1
Totals	100%	6

5.) Where is the capital of Virginia?

	Responses (percent)	Responses (count)
Alexandria	16.67%	1
Lynchburg	16.67%	1
Martinsville	0%	0
Richmond	***66.67%***	***4***
Totals	100%	6

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Comparative Scoring Reports

The Individual Scoring and Scoring Distribution Reports show a summary of scoring information based on participant responses in comparison to other participants. Each of these reports creates an Excel worksheet.

Individual Scoring Report

The Individual Scoring Report includes the following information for each participant:

- numeric response labeled correct or incorrect
- question's overall percentage correct
- participant's percentage score
- whether the participant's score puts him/her above or below the class average

Individual Scoring Report

Turning Individual Scoring

Session Name: ReportsStandards07_15_07.tpz
Created: 7/17/2007 8:55 AM

George Washington			
Number of Questions	Average Percent Correct All Participants	Your Percent Score	Above/Below Class Average
9	58.33%	75%	16.67%

Question Number	Your Answer	Correct Answer(s)	% Audience Correct
1	1 c	1	66.67%
2	2 c	2	50%
3	3 c	3	50%
4	3 i	2	50%
5	4 c	4	66.67%
6	1 i	3	66.67%
7	1	-	-
8	2 c	2	50%
9	1 c	1	66.67%

Benjanmin Franklin			
Number of Questions	Average Percent Correct All Participants	Your Percent Score	Above/Below Class Average
9	58.33%	75%	16.67%

Question Number	Your Answer	Correct Answer(s)	% Audience Correct
1	1 c	1	66.67%
2	2 c	2	50%
3	3 c	3	50%
4	2 c	2	50%
5	1 i	4	66.67%
6	3 c	3	66.67%
7	1	-	-
8	3 i	2	50%
9	1 c	1	66.67%

Scoring Distribution Report

The Scoring Distribution Report includes the following information:

- the total number of participants
- the score ratios for assessment (number of correct answers to questions)
- the number of participants achieving each score ratio
- the answer value (correct, incorrect, points, no value, keywords)
- acceptable answer choices
- number of responses each answer received

Scoring Distribution Report

Turning Scoring Distribution Report

Session Name: ReportsStandards07_15_07.tpz
Created: 7/17/2007 8:58 AM

Scoring Distribution

Score ratios for assessment (correct answers to questions)	Number of participants achieving score ratio
8 out of 8	0
7 out of 8	0
6 out of 8	2
5 out of 8	1
4 out of 8	2
3 out of 8	1
2 out of 8	0
1 out of 8	0
0 out of 8	0

Total Participants: 6

Question Performance Data

Question	Answer Value	Answer Choice	Number of Responses
1	Correct	1	4
	Incorrect	2	1
	Incorrect	3	1
	Incorrect	4	0
2	Incorrect	1	1
	Correct	2	3
	Incorrect	3	1
	Incorrect	4	1
3	Incorrect	1	0
	Incorrect	2	2
	Correct	3	3
	Incorrect	4	1
4	Incorrect	1	0
	Correct	2	3
	Incorrect	3	2
	Incorrect	4	1
5	Incorrect	1	1
	Incorrect	2	1
	Incorrect	3	0
	Correct	4	4
6	Incorrect	1	1
	Incorrect	2	1
	Correct	3	4
	Incorrect	4	0

Team Scoring Reports

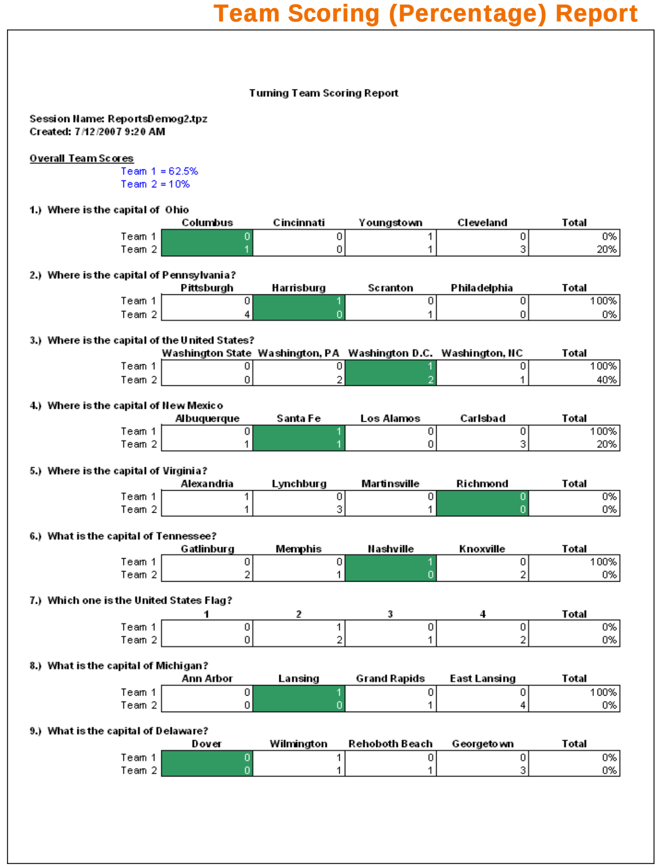
The Team Scoring (Percentage) and the Team Scoring (Points) Reports show overall team results, the correct answer for each questions, the number of responses per answer for each question, the results for each question, and the correct answer highlighted in green. While generating these reports, you have the option to exclude response details. Each of these reports creates an Excel worksheet.

Team Scoring (Percentage) Report

The Team Scoring Percentage Report includes the following additional information:

- the answers
- the overall percentage of questions each team answered correctly
- the percentage of team members that answered each question correctly

Team Scoring (Percentage) Report



Turning Team Scoring Report

Session Name: ReportsDemog2.tpz
Created: 7/12/2007 9:20 AM

Overall Team Scores
Team 1 = 62.5%
Team 2 = 10%

1.) Where is the capital of Ohio

	Columbus	Cincinnati	Youngstown	Cleveland	Total
Team 1	0	0	1	0	0%
Team 2	1	0	1	3	20%

2.) Where is the capital of Pennsylvania?

	Pittsburgh	Harrisburg	Scranton	Philadelphia	Total
Team 1	0	1	0	0	100%
Team 2	4	0	1	0	0%

3.) Where is the capital of the United States?

	Washington State	Washington, PA	Washington D.C.	Washington, NC	Total
Team 1	0	0	1	0	100%
Team 2	0	2	2	1	40%

4.) Where is the capital of New Mexico

	Albuquerque	Santa Fe	Los Alamos	Carlsbad	Total
Team 1	0	1	0	0	100%
Team 2	1	1	0	3	20%

5.) Where is the capital of Virginia?

	Alexandria	Lynchburg	Martinsville	Richmond	Total
Team 1	1	0	0	0	0%
Team 2	1	3	1	0	0%

6.) What is the capital of Tennessee?

	Gatlinburg	Memphis	Nashville	Knoxville	Total
Team 1	0	0	1	0	100%
Team 2	2	1	0	2	0%

7.) Which one is the United States Flag?

	1	2	3	4	Total
Team 1	0	1	0	0	0%
Team 2	0	2	1	2	0%

8.) What is the capital of Michigan?

	Ann Arbor	Lansing	Grand Rapids	East Lansing	Total
Team 1	0	1	0	0	100%
Team 2	0	0	1	4	0%

9.) What is the capital of Delaware?

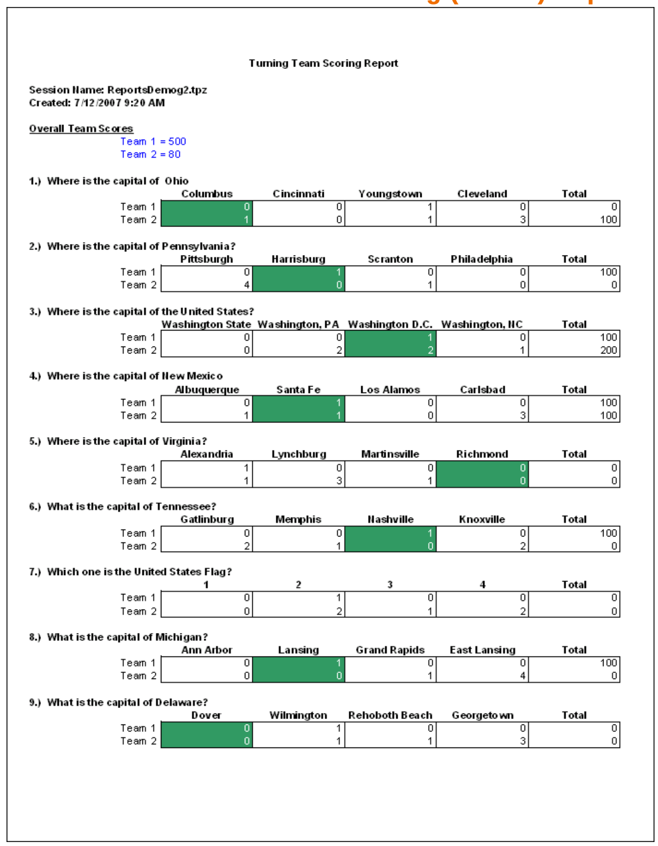
	Dover	Wilmington	Rehoboth Beach	Georgetown	Total
Team 1	0	1	0	0	0%
Team 2	0	1	1	3	0%

Team Scoring (Points) Report

The Team Scoring Points Report includes the following additional information:

- the answers
- the total points accumulated by each team
- the points each team received for every question

Team Scoring (Points) Report



Turning Team Scoring Report

Session Name: ReportsDemog2.tpz
Created: 7/12/2007 9:20 AM

Overall Team Scores
Team 1 = 500
Team 2 = 80

1.) Where is the capital of Ohio

	Columbus	Cincinnati	Youngstown	Cleveland	Total
Team 1	0	0	1	0	0
Team 2	1	0	1	3	100

2.) Where is the capital of Pennsylvania?

	Pittsburgh	Harrisburg	Scranton	Philadelphia	Total
Team 1	0	1	0	0	100
Team 2	4	0	1	0	0

3.) Where is the capital of the United States?

	Washington State	Washington, PA	Washington D.C.	Washington, NC	Total
Team 1	0	0	1	0	100
Team 2	0	2	2	1	200

4.) Where is the capital of New Mexico

	Albuquerque	Santa Fe	Los Alamos	Carlsbad	Total
Team 1	0	1	0	0	100
Team 2	1	1	0	3	100

5.) Where is the capital of Virginia?

	Alexandria	Lynchburg	Martinsville	Richmond	Total
Team 1	1	0	0	0	0
Team 2	1	3	1	0	0

6.) What is the capital of Tennessee?

	Gatlinburg	Memphis	Nashville	Knoxville	Total
Team 1	0	0	1	0	100
Team 2	2	1	0	2	0

7.) Which one is the United States Flag?

	1	2	3	4	Total
Team 1	0	1	0	0	0
Team 2	0	2	1	2	0

8.) What is the capital of Michigan?

	Ann Arbor	Lansing	Grand Rapids	East Lansing	Total
Team 1	0	1	0	0	100
Team 2	0	0	1	4	0

9.) What is the capital of Delaware?

	Dover	Wilmington	Rehoboth Beach	Georgetown	Total
Team 1	0	1	0	0	0
Team 2	0	1	1	3	0

Percentile Reports

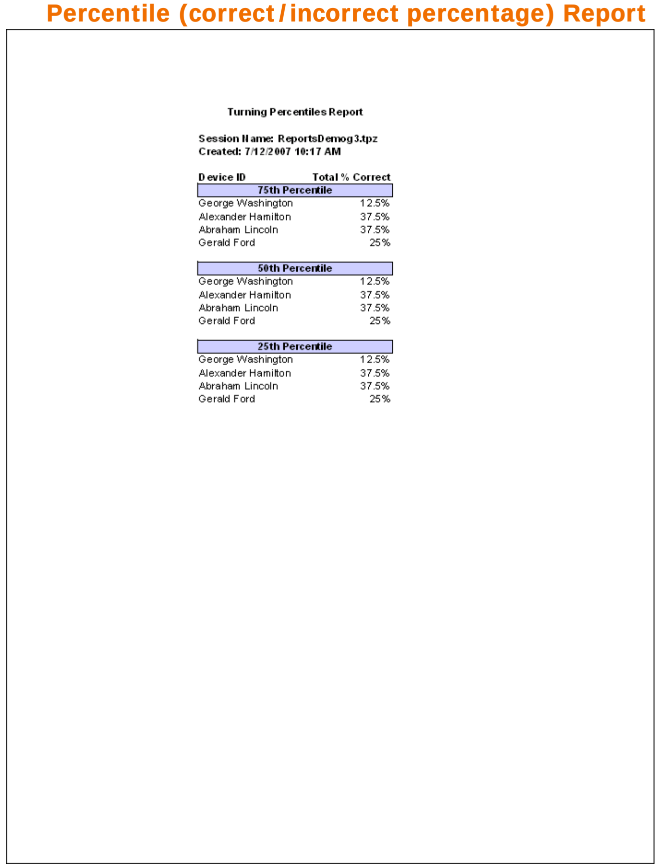
The Percentile (correct/incorrect percentage) and Percentile (points) Reports show how participants' responses. The reports include the Device ID, first and last name, and the percentile ranking for each participant grouped by percentiles. You can change the percentiles shown by entering the new percentiles separated by a semicolon in the appropriate box. Each of these reports creates an Excel worksheet.

Percentile (correct/incorrect percentage) Report

The Percentile (correct/incorrect percentage) Report includes the following additional information:

- the total percentage of questions each participant answered correctly

Percentile (correct/incorrect percentage) Report



Turning Percentiles Report

Session Name: ReportsDemog3.tpz
Created: 7/12/2007 10:17 AM

Device ID	Total % Correct
75th Percentile	
George Washington	12.5%
Alexander Hamilton	37.5%
Abraham Lincoln	37.5%
Gerald Ford	25%
50th Percentile	
George Washington	12.5%
Alexander Hamilton	37.5%
Abraham Lincoln	37.5%
Gerald Ford	25%
25th Percentile	
George Washington	12.5%
Alexander Hamilton	37.5%
Abraham Lincoln	37.5%
Gerald Ford	25%

Percentile (points) Report

The Percentile (points) Report includes the following additional information:

- the total points accumulated by each participant

Percentile (points) Report

Turning Percentiles Report

Session Name: ReportsDemog3.tpz
Created: 7/12/2007 10:17 AM

Device ID	Total Points
99th Percentile	
Alexander Hamilton	300
75th Percentile	
George Washington	100
Alexander Hamilton	300
Abraham Lincoln	243
Gerald Ford	143
50th Percentile	
George Washington	100
Alexander Hamilton	300
Abraham Lincoln	243
Gerald Ford	143
25th Percentile	
George Washington	100
Alexander Hamilton	300
Abraham Lincoln	243
Gerald Ford	143

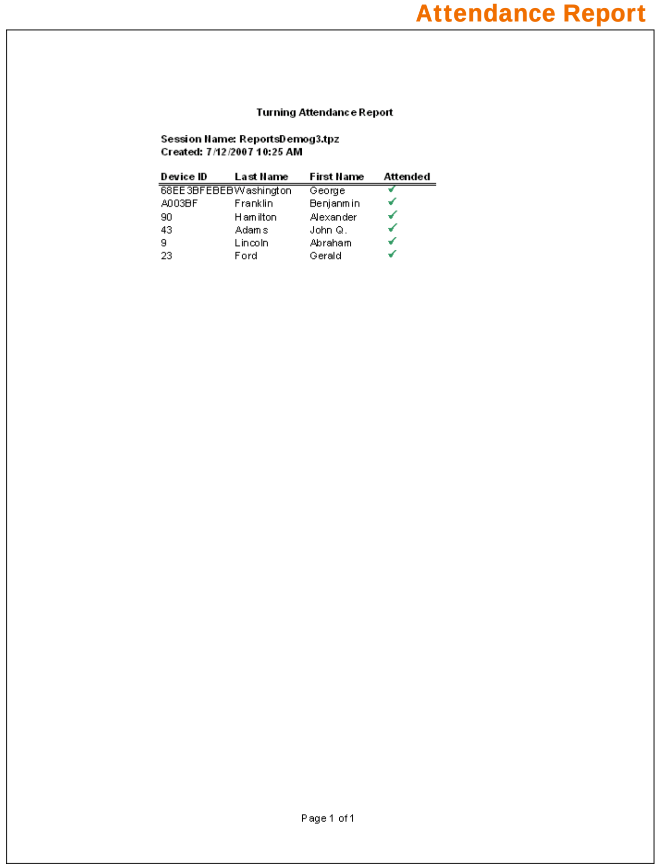
Other Reports

The Other Reports option TurningPointoffers seven uncategorized reports: Attendance, Participants Questions/Comments, Moment to Moment, Outline, Response Data Export, Ranking Summary, and Statistics Reports. Each of these reports with the exception of the Outline Report creates an Excel worksheet. The Outline Report creates a Word document.

Attendance Report

The Attendance Report provides basic participant information, including name and Device ID, and shows who has attended the presentation.

Attendance Report



Turning Attendance Report

Session Name: ReportsDemog3.tpz
Created: 7/12/2007 10:25 AM

Device ID	Last Name	First Name	Attended
68EE3BFEBEB	Washington	George	✓
A003BF	Franklin	Benjanmin	✓
90	Hamilton	Alexander	✓
43	Adams	John Q.	✓
9	Lincoln	Abraham	✓
23	Ford	Gerald	✓

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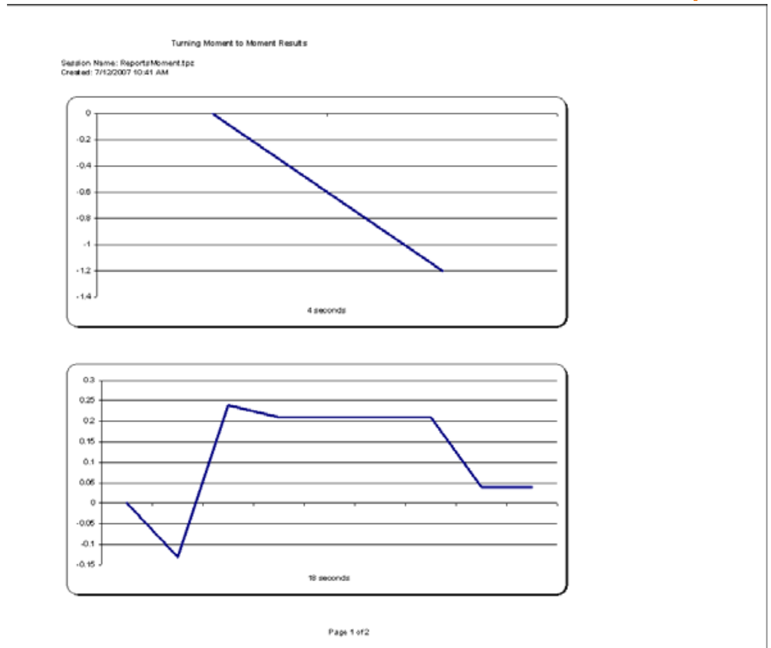
Moment to Moment Report

Moment to Moment Report shows a chart of the moment to moment rating results.

Moment to Moment Report



Outline Report

The Outline Report provides an outline of slide questions and answers. The outline shows all answer values.

Outline Report

Turning Outline

Session Name: ReportsDemog3.tpz
Created: 7/12/2007 10:25 AM

1) Where is the capital of Ohio
Correct - Columbus
Incorrect - Cincinnati
Incorrect - Youngstown
Incorrect - Cleveland

2) Where is the capital of Pennsylvania?
Incorrect - Pittsburgh
Correct - Harrisburg
Incorrect - Scranton
Incorrect - Philadelphia

3) Where is the capital of the United States?
Incorrect - Washington State
Incorrect - Washington, PA
Correct - Washington D.C.
Incorrect - Washington, NC

4) Where is the capital of New Mexico
Incorrect - Albuquerque
Correct - Santa Fe
Incorrect - Los Alamos
Incorrect - Carlsbad

5) Where is the capital of Virginia?
Incorrect - Alexandria
Incorrect - Lynchburg
Incorrect - Martinsville
Correct - Richmond

6) What is the capital of Tennessee?
Incorrect - Gatlinburg
Incorrect - Memphis
Correct - Nashville
Incorrect - Knoxville

7) Which one is the United States Flag?
No Value - 1
No Value - 2
No Value - 3
No Value - 4

1

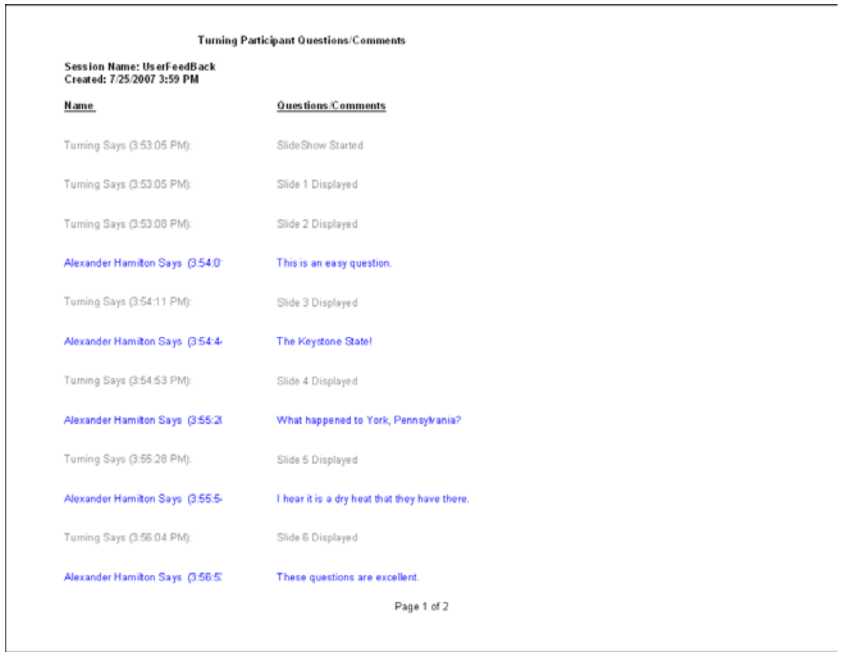
Participant Questions and Comments Report

The Participant Questions and Comments Report shows any comments or questions sent by any participants during the presentation. The report includes the following additional information:

- time the presentation started and ended
- time the slides were polled
- time the presenter sent information to ResponseWare App users

- time any participant sent a question or comment or indicated that they had a question or comment

Participant Questions and Comments Report



Turning Participant Questions/Comments

Session Name: UserFeedBack
Created: 7/25/2007 3:59 PM

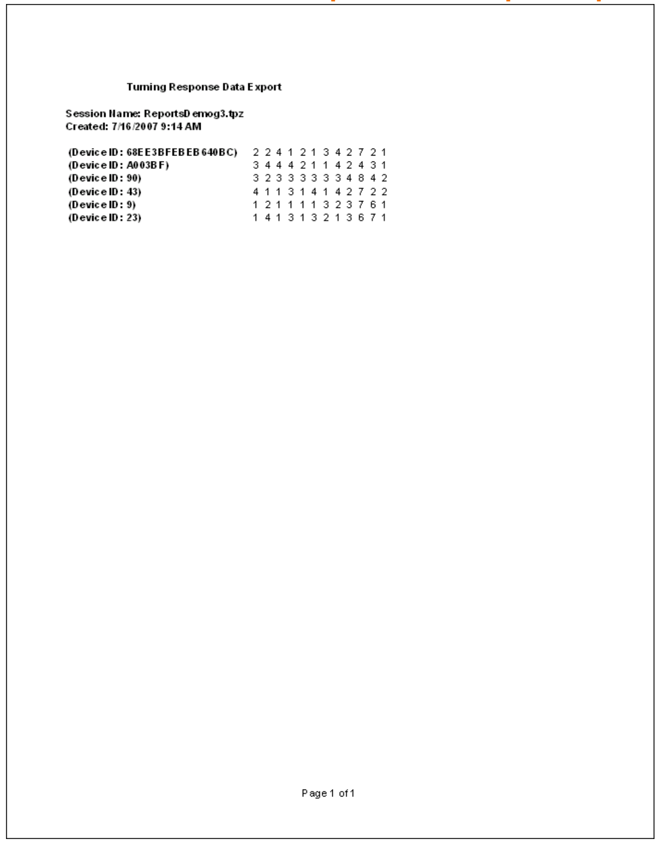
Name	Questions/Comments
Turning Says (3:53:05 PM):	SlideShow Started
Turning Says (3:53:05 PM):	Slide 1 Displayed
Turning Says (3:53:08 PM):	Slide 2 Displayed
Alexander Hamilton Says (3:54:0	This is an easy question.
Turning Says (3:54:11 PM):	Slide 3 Displayed
Alexander Hamilton Says (3:54:4	The Keystone State!
Turning Says (3:54:53 PM):	Slide 4 Displayed
Alexander Hamilton Says (3:55:2	What happened to York, Pennsylvania?
Turning Says (3:55:28 PM):	Slide 5 Displayed
Alexander Hamilton Says (3:55:5	I hear it is a dry heat that they have there.
Turning Says (3:56:04 PM):	Slide 6 Displayed
Alexander Hamilton Says (3:56:5	These questions are excellent.

Page 1 of 2

Response Data Export Report

The Response Data Export Report gives the raw response data. It creates a table of values displaying the numerical response values for each Device ID.

Response Data Export Report



Turning Response Data Export

Session Name: ReportsDemog3.tpz
Created: 7/16/2007 9:14 AM

(Device ID: 68EE3BFEBEB640BC)	2	2	4	1	2	1	3	4	2	7	2	1
(Device ID: A003BF)	3	4	4	4	2	1	1	4	2	4	3	1
(Device ID: 90)	3	2	3	3	3	3	3	3	4	8	4	2
(Device ID: 43)	4	1	1	3	1	4	1	4	2	7	2	2
(Device ID: 9)	1	2	1	1	1	1	3	2	3	7	6	1
(Device ID: 23)	1	4	1	3	1	3	2	1	3	6	7	1

Page 1 of 1

Ranking Summary Report

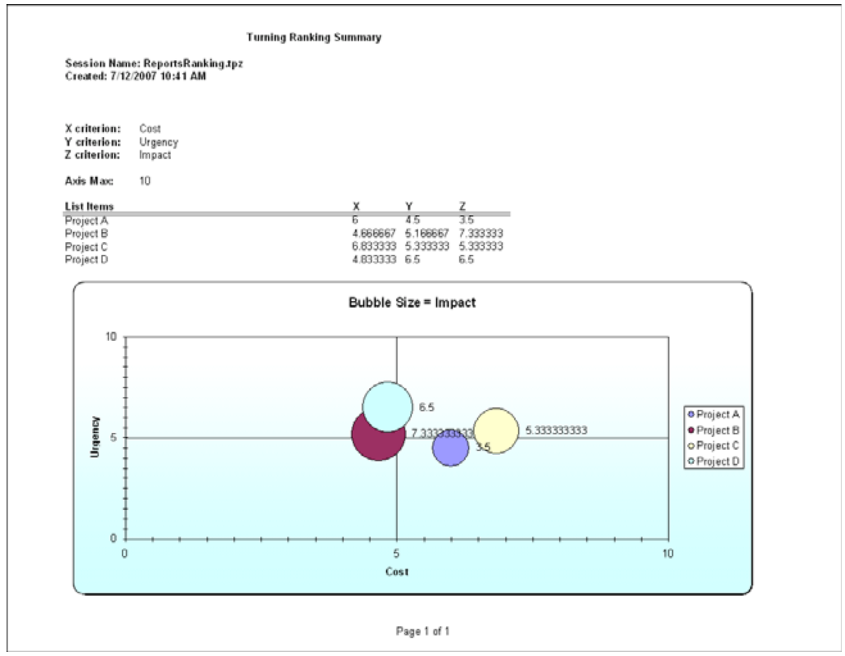
The Ranking Summary Report shows a summary of Ranking Slides.

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

Ranking Summary Report



Turning Ranking Summary

Session Name: ReportsRanking.tpz
Created: 7/12/2007 10:41 AM

X criterion: Cost
Y criterion: Urgency
Z criterion: Impact

Axis Max: 10

List Items	X	Y	Z
Project A	6	4.5	3.5
Project B	4.666667	5.166667	7.333333
Project C	6.833333	5.333333	5.333333
Project D	4.833333	6.5	6.5

Page 1 of 1

Results by Group Report

The Results by Group Report shows a summary of correct responses for each question by group.

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

Results by Group Report

Turning Results by Group

Session Name: ReportsResultsbyGroup07_17_07_05.tpz
Created: 7/17/2007 9:34 AM

1.) What is your Age Group?

1.) 18-25
2.) 25-30
3.) 31-40
4.) 41-50

Team 1 = 65%
Team 2 = 45%

2.) Where is the capital of Ohio

1.) Columbus
2.) Cincinnati
3.) Youngstown
4.) Cleveland

Team 1 = 45%
Team 2 = 55%

3.) Where is the capital of Pennsylvania?

1.) Pittsburgh
2.) Harrisburg
3.) Scranton
4.) Philadelphia

Team 1 = 25%
Team 2 = 75%

4.) Where is the capital of the United States?

1.) Washington State
2.) Washington, PA
3.) Washington D.C.
4.) Washington, NC

Team 1 = 100%
Team 2 = 100%

Page 1 of 3

Statistics Report

The Statistics Report shows the overall correct percentage per participant versus the mean and median.

Statistics Report

Turning Statistics Report

Session Name: ReportsDemog3.tpz
Created: 7/12/2007 10:25 AM

Mean Correct %: 18.75%
Median Correct %: 18.75%
Mode Correct %: 0, 37.5%

Device ID	User Data	Last Name	First Name	Total % Correct	vs Mean	vs Median
68EE3BFEBEB640BC	-	Washington	George	12.5%	-6.25%	-6.25%
A003BF	-	Franklin	Benjanmin	0%	-18.75%	-18.75%
90	-	Hamilton	Alexander	37.5%	+18.75%	+18.75%
43	-	Adams	John Q.	0%	-18.75%	-18.75%
9	-	Lincoln	Abraham	37.5%	+18.75%	+18.75%
23	-	Ford	Gerald	25%	+6.25%	+6.25%

Page 1 of 1

Where Do I Go From Here?

This chapter has introduced the various report types and has demonstrated how to view these reports.

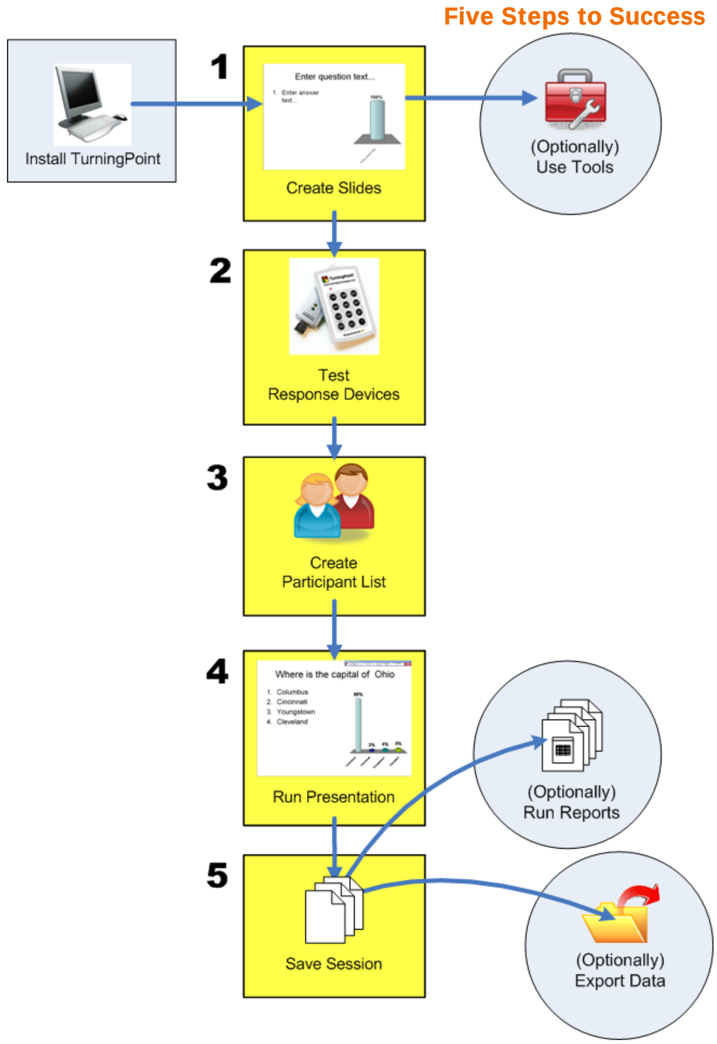
You are now ready to begin managing sessions. You can find information in ***Chapter 9: Sessions***.

9 Sessions

TurningPoint creates session files whenever you run a TurningPoint presentation. 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 settings, 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 chapter provides instructions for accessing and managing your TurningPoint sessions through Turning Reports. In addition to Turning Point sessions, Turning Reports allows you to access and manage TurningPoint Anywhere and TestingPoint sessions.

Recall the five steps to presentation success:



This chapter discusses how to save and manage sessions.

Manage and Edit Sessions

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 and resume a session gives you greater flexibility during your presentation.

This section describes how to:

- ***Save Results from a Session***
- ***Change the Default Save Location***
- ***Continue a Previously Saved Session***
- ***Edit Session Data***
- ***Delete Results from a Session***

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

To save a session…

1 From the Slide Show view, right-click the screen. Select End Show.

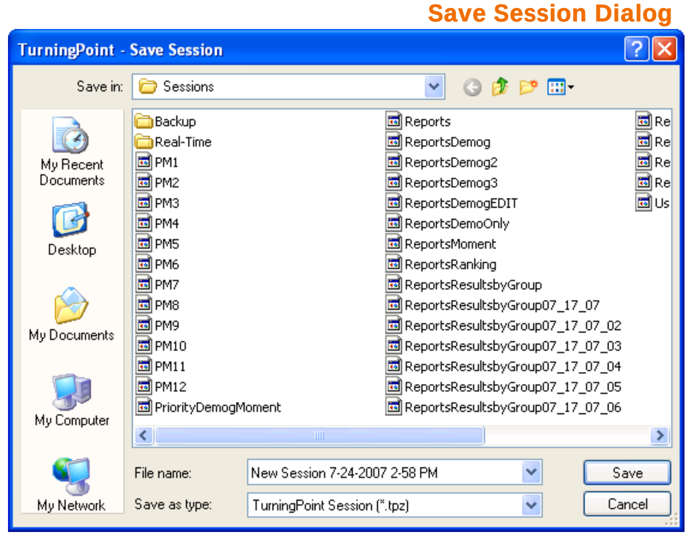
TurningPoint concludes the presentation.

2 From the TurningPoint toolbar, select the Save Session button.

Save Session

TurningPoint displays the Save Session dialog that shows the file name, file type, and where the file will be saved. The default location is My Documents\TurningPoint\Sessions. If you choose the default name, TurningPoint adds the date and time to the file name. If you choose to rename it, the name you chose is stored.

Save Session Dialog



If you wish to change the default location, select a file folder to save the session and give the session a file name. To permanently change the default location, go to ***Change the Default Save Location*** on page 395.

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, select the Settings tab, select Presentation from the Settings Hierarchy, and select All Settings. Then, under Backup Settings, select Real-time Backup Path 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. Find more about changing the default Real-time Backup Path, go to ***Chapter 4: Response Device and Settings Management***.

Change the Default Save Location

Change the default save location for your TurningPoint folder. This changes the save location of your session files, Participant Lists, and standards.

Before You Begin

Identify a reliable location on the computer where you would like to save your TurningPoint documents.

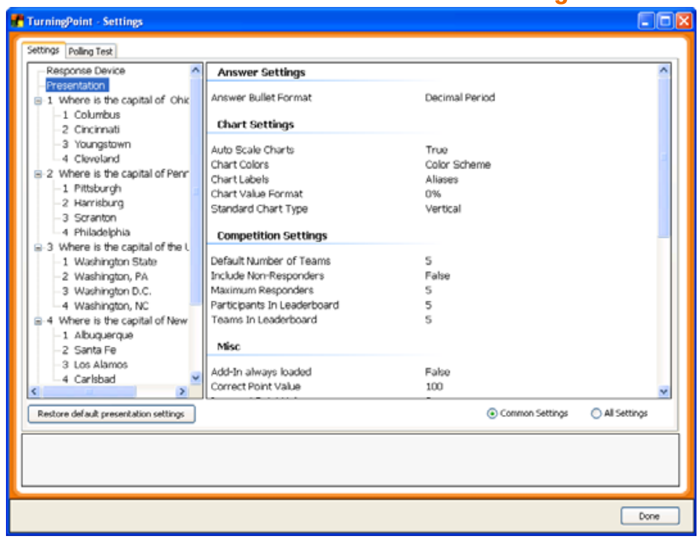
Step by Step Instructions

To change the default save location…

1 From the TurningPoint toolbar, select Tools > Settings.

The Settings window opens.

Settings Window



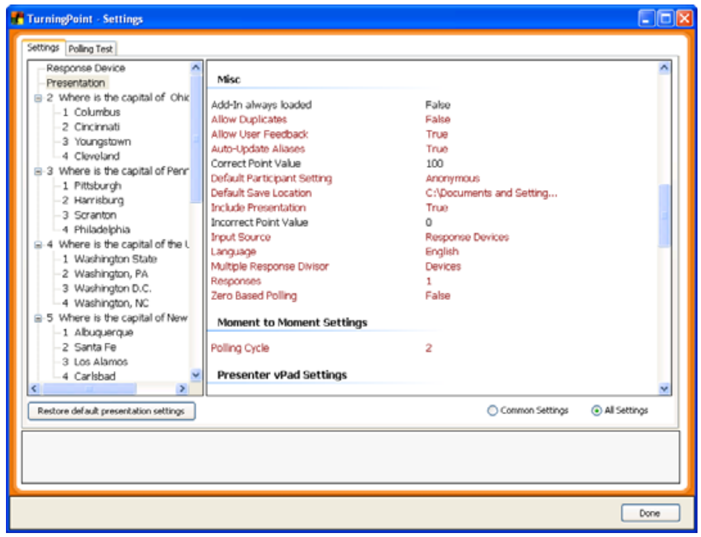
2 Select the Settings tab from the Settings window.

3 Select Presentation from the Settings Hierarchy.

4 Select All Settings at the bottom of the Settings window.

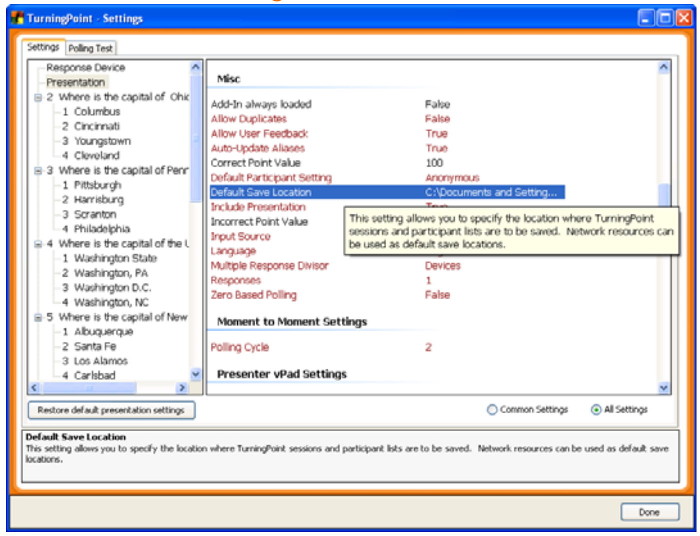
Find the Misc settings.

Settings Window: Misc Settings



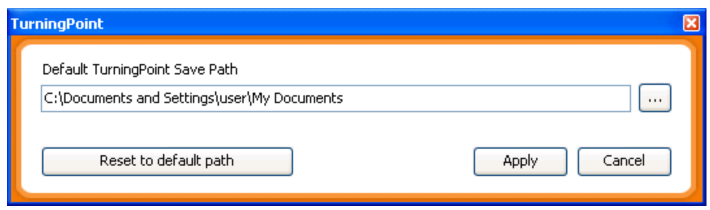
5 Under the Misc settings, find Default Save Location and click on the file path.

Settings Window: Default Save Location



A Default TurningPoint Save Path window opens.

Default Save Location Window



You can manually enter the location or click on the box to the right of the file path (box with ellipses) to display a dialog box. From the dialog box, you can browse to an existing folder location or create a new folder location.

6 Select a new default location.

> ***Note*** You can restore your save location to the default settings by selecting Reset to default path from the Default TurningPoint Save Path window.

7 Select Done.

Your TurningPoint folder location has been changed.

Continue a Previously Saved Session

TurningPoint can resume your presentation using a saved session file. TurningPoint appends new session information to the opened session file, allowing you to save the polling results for the presentation in one file.

Before You Begin

If the session file is saved 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

To continue a previously saved session…

1 From the TurningPoint toolbar, select the Continue Prior Session button.

Continue Prior 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 Show. Advance to the slide from which you want to resume your presentation. Continue presenting the session.

Edit Session Data

You can edit TurningPoint, TurningPoint Anywhere, or TestingPoint session data after the session is saved. You can choose to exclude a question, make a question demographic, or change answer values.

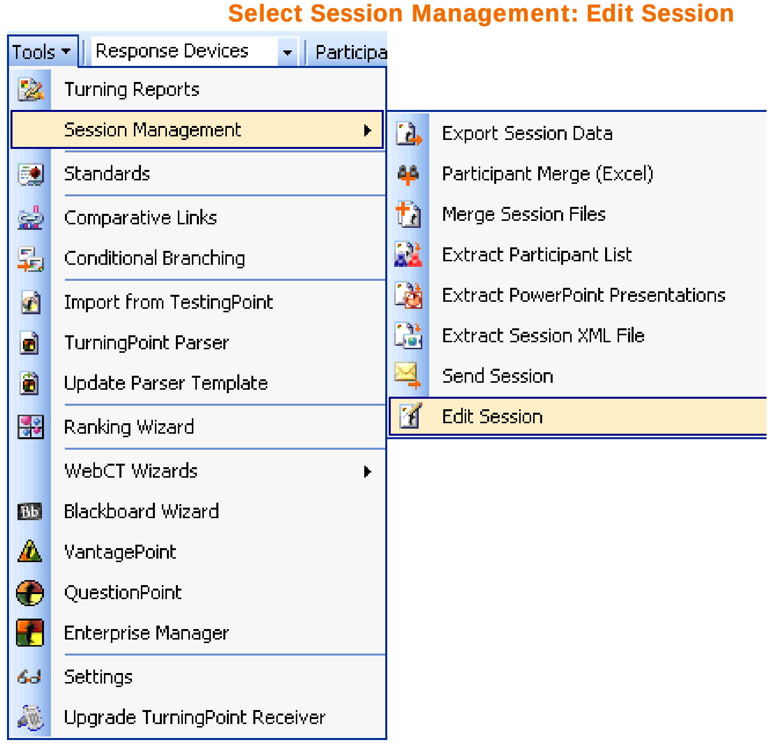
Step by Step Instructions

To edit session data…

1 From the TurningPoint tool bar, select Tools > Session Management.

The Tools menu opens.

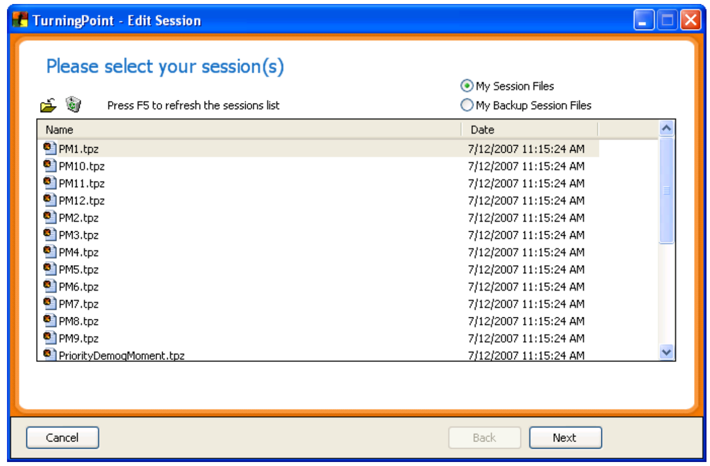
Select Session Management: Edit Session



2 Select Session Management > Edit Session.

The Edit Session window opens, displaying a list of session files in your sessions folder.

Edit Session Window



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 393.

3 Choose a session file.

You may choose a session file in one of the following ways:

- Select the Current Session (in red text) to use the session currently open in PowerPoint.

  This option is available only if you have a TurningPoint presentation open and response data has been collected.

- Select a session file from the list of files in your Sessions folder.

  To display the session files from your Sessions folder in the list of files, select My Session Files.

- Select a session file from your backup session files.

  To display the backup session files in the list of files, select My Backup Session Files.

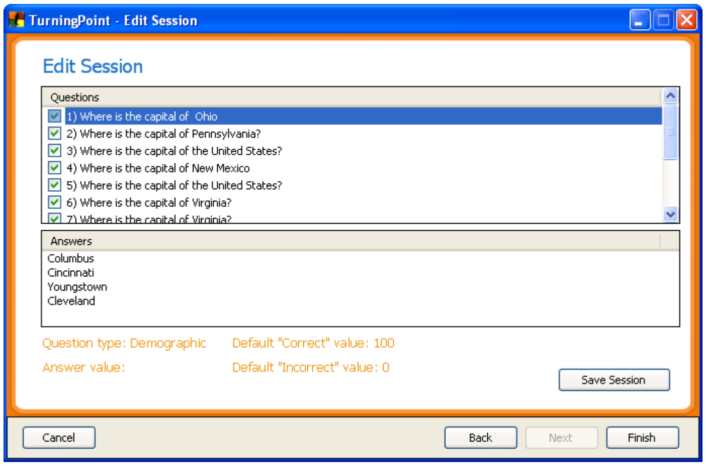
- Import a session file from another location.

  You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session file you have copied from elsewhere.

4 Select the Next button to continue.

The Edit Session window displays options for editing the session file.

Edit Session Window: Edit Session



The window shows a list of all questions in the session. Below the list of questions is a list of answers, which shows the answers for the questions selected in the list above.

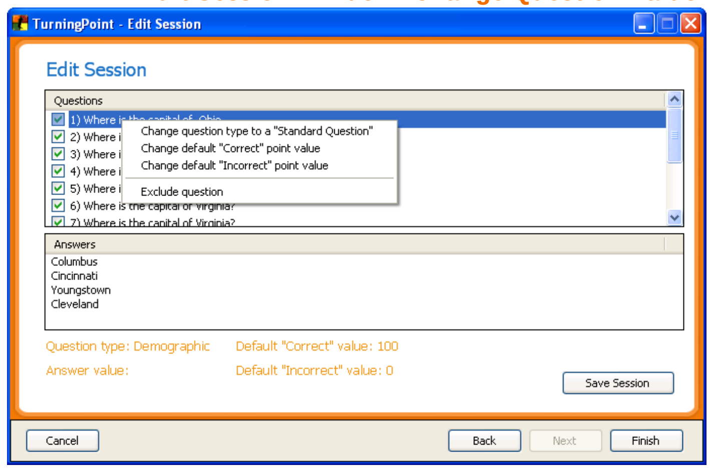
5 Uncheck the box next to any question in the list that you would like to exclude from the session.

Excluding a question will omit all data about that question from the session file.

6 If you would like to change the question type or value, right-click on the question and select the desired option from the Contextual menu that opens.

You can change the default Correct and Incorrect point values, or designate a question as demographic.

Edit Session Window: Change Question Value

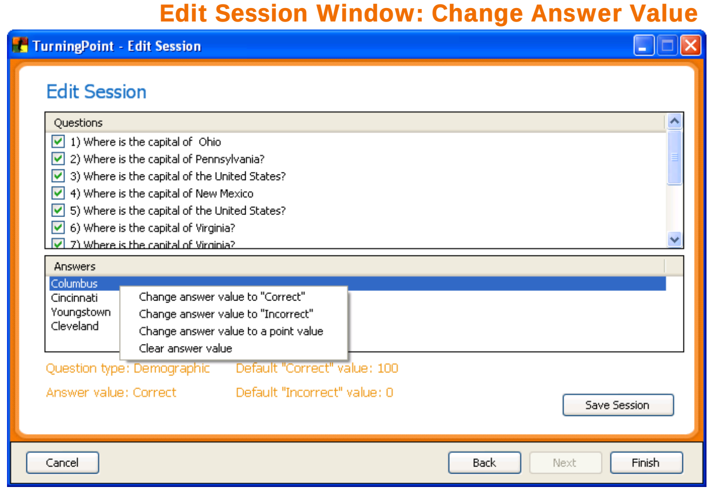


Demographic questions can be used in reports. Find more information in ***Reports*** on page 351.

7 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 opens.

You can mark the answer Correct or Incorrect, assign a point value, or clear the answer value (set to No Value).

Edit Session Window: Change Answer Value



8 When you are finished making changes to the session data, select the Save Session button below the list of answers.

A dialog opens listing the current location and name for the session file you edited. You can keep the same location and file name or specify a new name and location.

9 Specify a name and location or keep the current name and location for the edited file.

Note Ensure that the .tpz file extension is used for session files.

10 Select the Save button.

The file is saved and the dialog closes.

11 Select the Finish button to exit the Edit Session window.

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 from slides in order to redo a session or present a new session. The slide results will still be stored in the session data, but the slide will be cleared so that it can be used again in a new presentation. You also have the option to redo only one question slide in a session.

Note You cannot undo the Reset function, so be certain that you wish to delete the results form the slide.

Before You Begin

If you want to view the results at a later time, save the session before proceeding with the following steps.

Step by Step Instructions

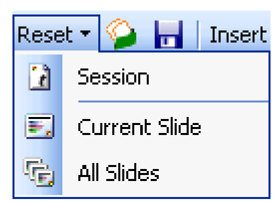
To delete the results of a session from a slide…

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.

The Reset menu opens offering the options to reset either the entire session, all the slides or simply the current slide.

Reset Session



> ***Note*** Be certain that you wish to delete the results from the slide! You cannot undo the Reset function for either the Session, All Slides or Current Slide options.

3 When you are ready to delete the results from the slide, select either Session, All Slides or Current Slide.

- Selecting Session resets every slide in the presentation by resetting the values to zero on all slides and clears all of the results data from the temporary session file by removing all of the response and participant data.
- Selecting All Slides resets every slide in the presentation by resetting the values to zero on all slides.

- Selecting Current Slide resets the currently viewed slide only by resetting the values to zero on that slide.

Where Do I Go From Here?

This chapter has demonstrated how to save and continue sessions and manage session data.

You are now ready to begin exporting information. Find more information in ***Chapter 10: Export***.

10 Export

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 393.

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 ***Reports*** on page 351).

Session files and can be merged with other session files and Participant Lists with other Participants Lists to show aggregated results from your presentations. TurningPoint also allows you to share and extract the information in your TurningPoint, TurningPoint Anywhere, or TestingPoint session files by exporting the data into several formats.

This section describes how to:

- ***Export Session Data***
- ***Export Session Results to VantagePoint***
- ***Export Results Data to a WebCT Server (Campus Edition 6.0 or Vista 3, 4)***
- ***Export Results Data to a WebCT Server (Campus Edition 4.1)***
- ***Merge Participant List***
- ***Merge Session Files***
- ***Extract Participant List***
- ***Extract PowerPoint Presentation***

- ***Extract Session Data as XML***
- ***Email Session***

Export Session Data

You can export the data from a TurningPoint, TurningPoint Anywhere, or TestingPoint 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.

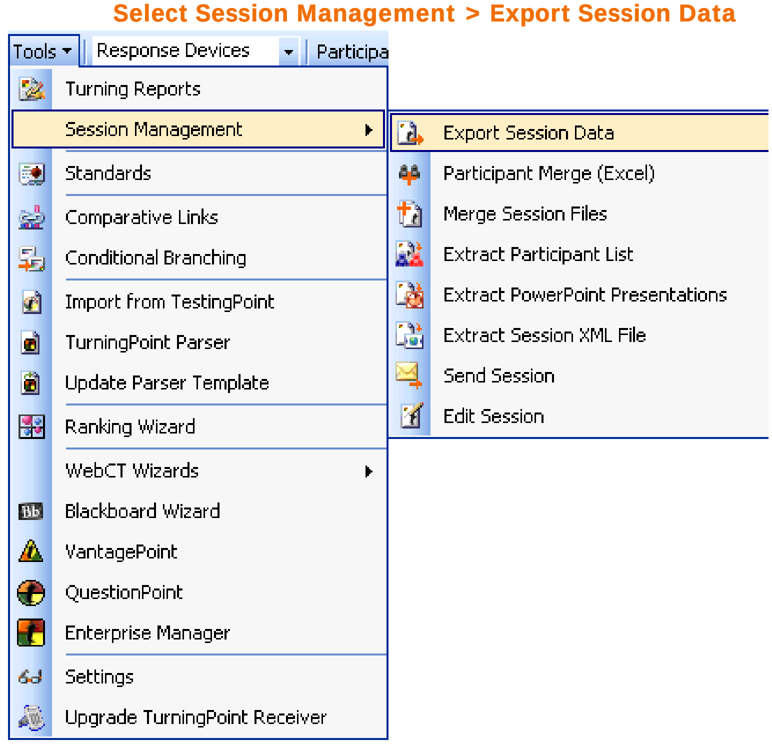
Step by Step Instructions

To export session data into a text file…

1 From the TurningPoint toolbar, select Tools > Session Management.

The Tools menu opens.

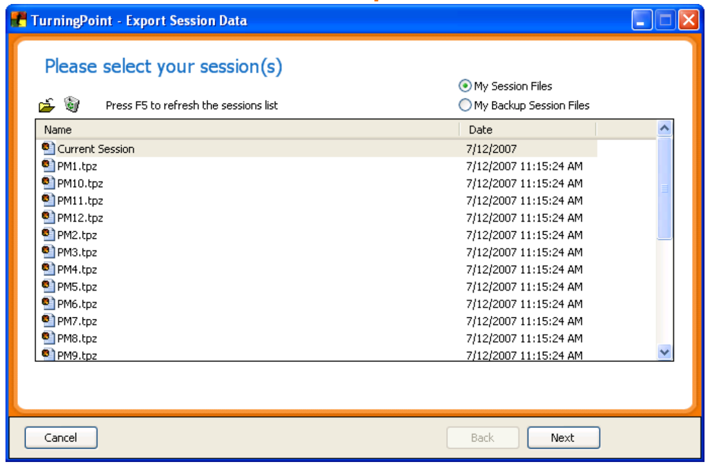
Select Session Management > Export Session Data



2 Select Session Management > Export Session Data.

The Export Session window opens, displaying a list of session files in your Session Folder.

Export Session Data Window



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 393.

3 Choose a session file.

You may choose a session file in one of the following ways:

- Select the Current Session (in red text) to use the session currently open in PowerPoint.

  This option is available only if you have a TurningPoint presentation open and response data has been collected.

- Select a session file from the list of files in your Sessions folder.

  To display the session files from your Sessions folder in the list of files, select My Session Files.

- Select a session file from your backup session files.

  To display the backup session files in the list of files, select My Backup Session Files.

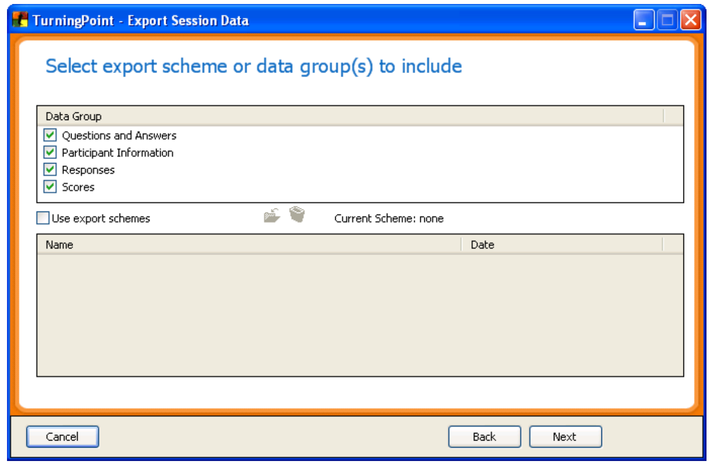
- Import a session file from another location.

  You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session file you have copied from elsewhere.

4 Select the Next button.

The Export Session window displays lists of the data and formats you can use to export the session file.

Export Session Data: Select Export Scheme or Data Groups



5 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.

  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.

- Check the Use Export Schemes box to select a pre-defined export scheme for a gradebook application from the Export Schemes list.

  Export schemes for several gradebook applications are available, including Angel, Easy Grade Pro, Gradebook for Windows, Gradekeeper for Windows, MicroGrade, Moodle for use with Moodle Participant List and Teacher's Marksheet.

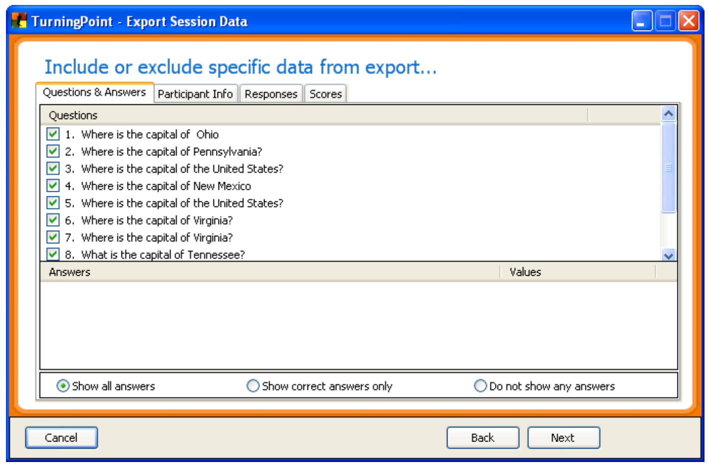
  Export schemes are saved as .tpx files in the Export Schemes folder, which is located in your TurningPoint folder. You can use an export scheme you have copied from elsewhere by selecting the Load an Export Scheme button (shaped like a folder).

  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.

6 Select the Next button to continue.

The Export Sessions window displays a tabbed view for you to specify the data to be used.

Export Session Data: Include or Exclude Data

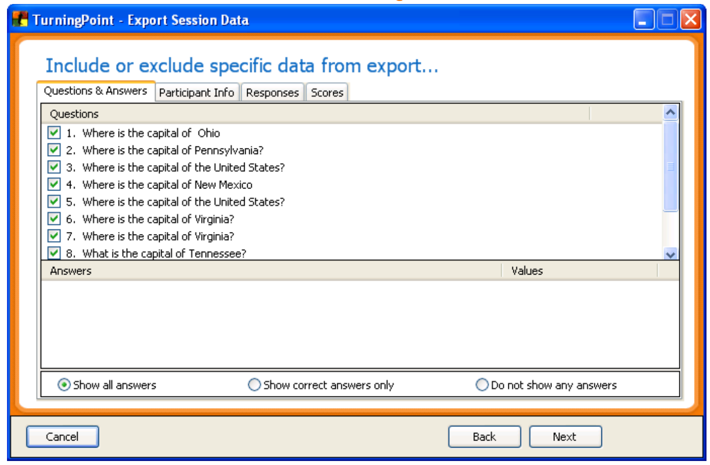


There are four tabs, one for each of the main groups of data you specified to include in the exported file. In each area you chose to include, review and modify the settings on the corresponding tab. The next few steps explain the settings on each tab.

7 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.

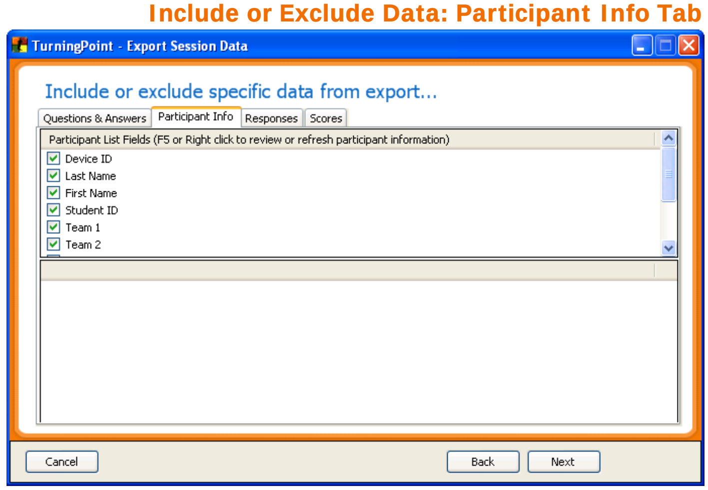
Include or Exclude Data: Questions & Answers Tab



8 Select the Participant Info tab.

The Export Data window displays the Participant Info tab.

Include or Exclude Data: Participant Info Tab



9 If you chose to include the participant information, select which fields from the Participant List to include by checking the boxes on the Participant Info tab.

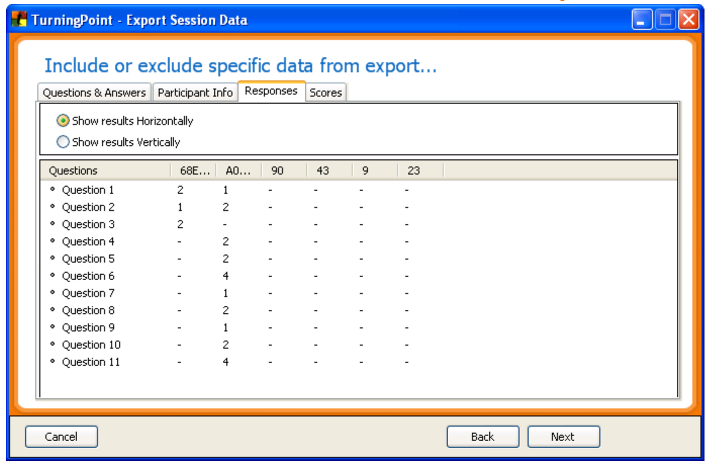
To view the information from the Participant List, press the F5 key or right-click in the window and select Refresh Participant List Data. This allows you to see the Participant List to help you decide which fields you would like to include in the exported data.

You can include any of the information defined in the Participant List.

10 Select the Responses tab.

The Export Data window displays the Responses tab.

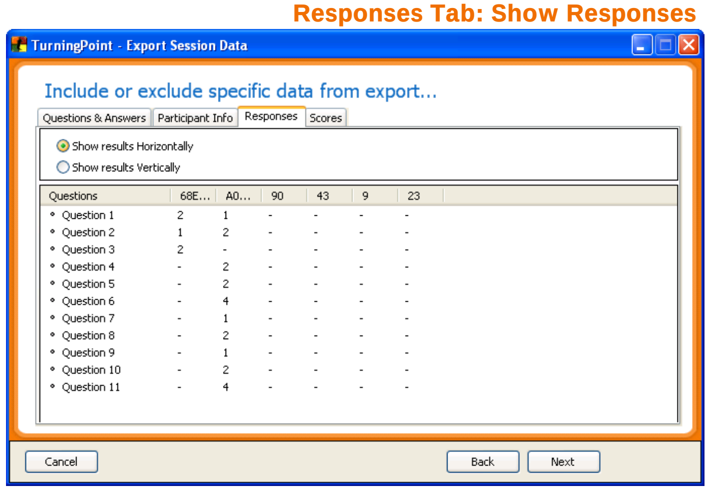
Include or Exclude Data: Responses Tab



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.

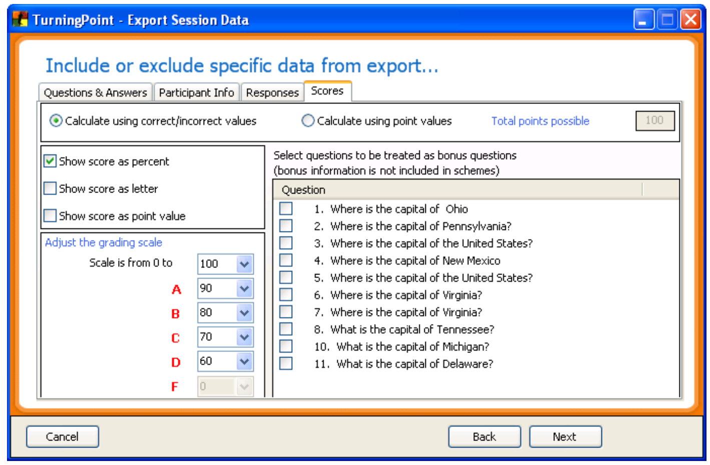
Responses Tab: Show Responses



12 Select the Scores tab.

The Export Data window displays the Scores tab.

Include or Exclude Data: Scores Tab

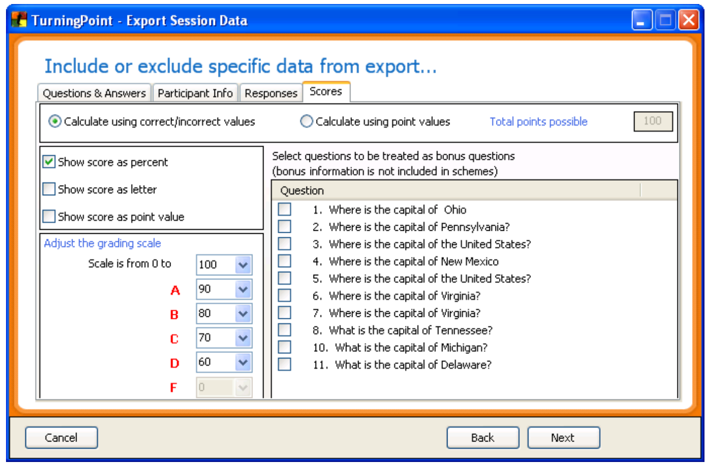


13 If you chose to include the scores, specify the following settings:

- Select whether to calculate scores based on Correct/Incorrect values or based on point values.

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.

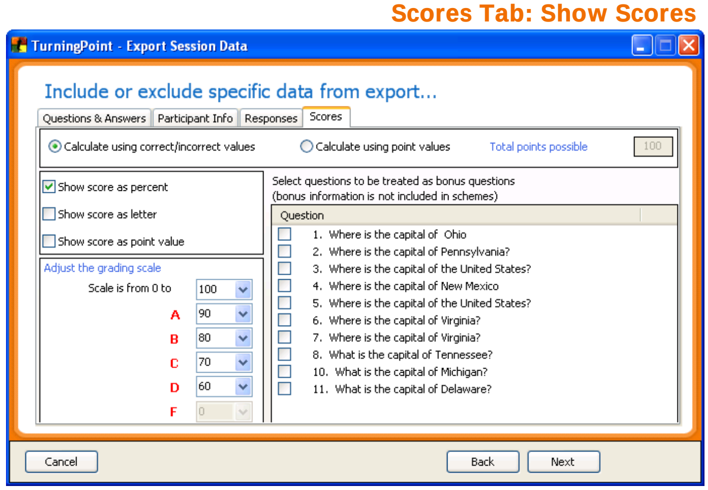
Scores Tab: Calculate Scores



- Select to show scores as percentages, as letter grades, as point values, or any combination by checking the boxes.

You may include any or all of these ways of representing the scores in the exported file.

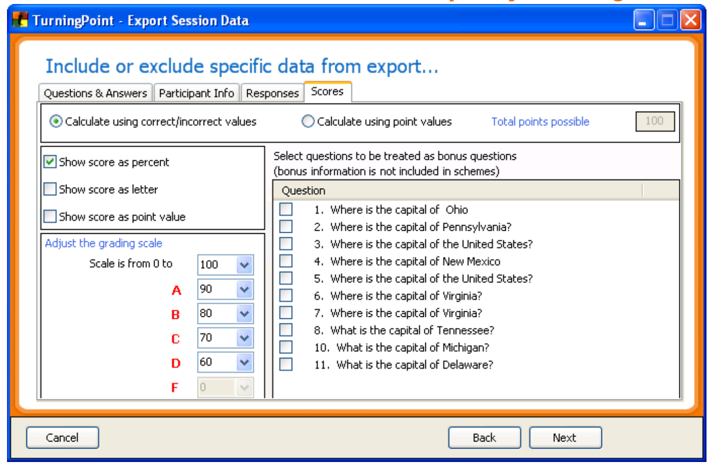
Scores Tab: Show Scores



- Specify the grading scale by selecting ranges for the letter grades from the drop-down menus.

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 the list to specify the ranges. To change values downward (grade on an easier scale), start from D and work your way up the list.

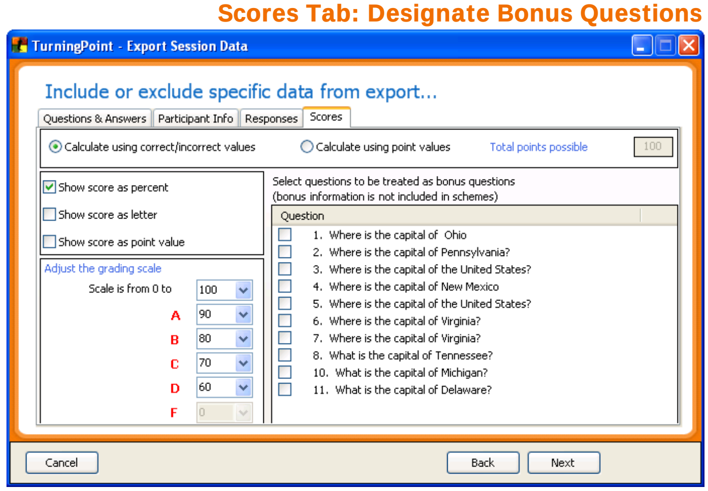
Scores Tab: Specify Grading Scale



- Designate questions as bonus questions (not to be included in the score totals) by checking the boxes.

Questions you designate as bonus questions are not included in the total number of questions for calculating scores, but are included in a participant's number of correct responses.

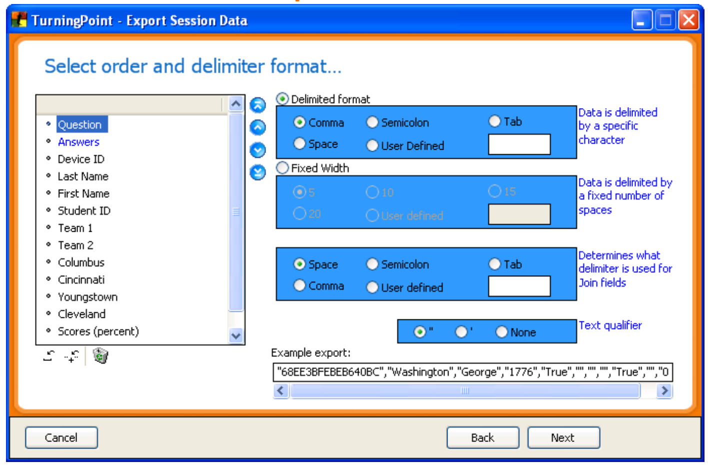
Scores Tab: Designate Bonus Questions



14 When you have finished modifying the settings on the applicable tabs, select the Next button.

The Export Data window displays a group of settings for specifying the format of the exported file.

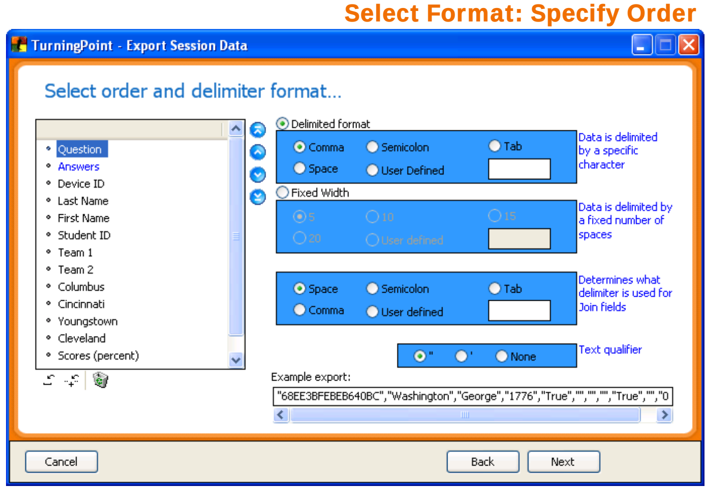
Export Session Data: Select Format



There is an example entry at the bottom of the window showing a sample based on the settings specified. Observe this example as you change the format settings in the next few steps to ensure it matches your expectations.

15 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 arrow buttons.

Select Format: Specify Order



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 blank field or join one or more fields. You can move blank fields and joined fields up and down the list just like the other fields.

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 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.

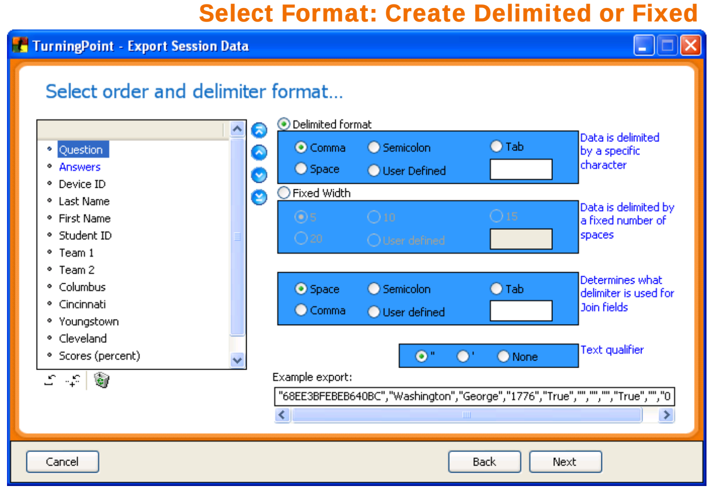
16 Specify whether to create a delimited or fixed-width file.

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.

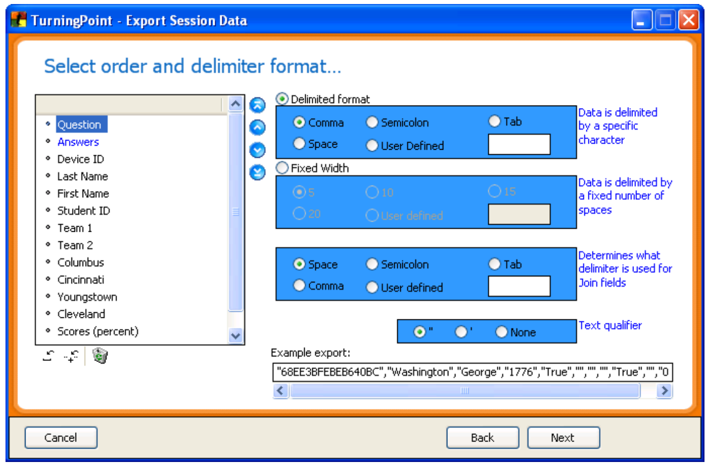
The format you choose depends on how you will use the exported file.

Select Format: Create Delimited or Fixed



17 Specify whether to use double quotes, single quotes, or no quotes to enclose the text in fields.

Select Format: Enclose Text

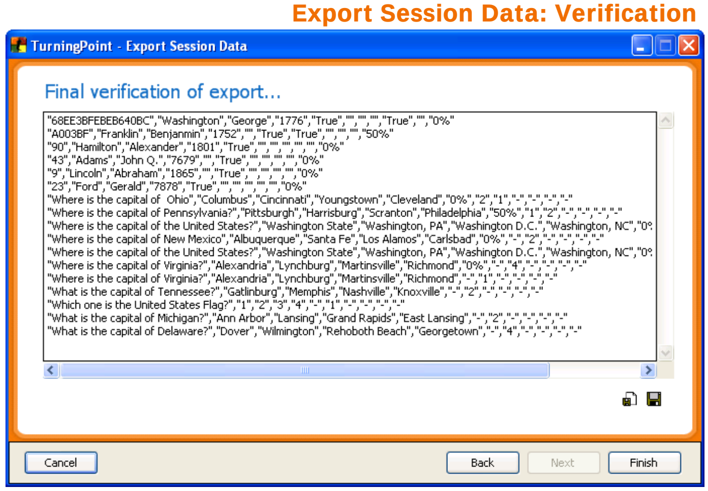


Note You should use either double or single quotes for the text qualifier if you are exporting a fixed-width file or using spaces as delimiters in a delimited file. Without quotes, the field boundaries in the exported file will be impossible to interpret correctly.

18 When you have finished modifying the settings for the format of the file, select the Next button.

The Export Data window displays the data in the format to be exported.

Export Session Data: Verification



Below the data are two buttons. The first, shaped like a document and a disk, saves the export file (.txt). The second,

		shaped like a disk, saves the format as an export scheme you can reuse for other session files (.tpx).
19	To save your export data, select the Save button (shaped like a document with a disk).	A dialog opens for you to specify a location and filename for the exported file.
20	Specify a name and location for the exported file.	
21	Select the Save button.	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.
22	Select the Finish button to exit the Export Data window.	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.

Export Session Results to VantagePoint

VantagePoint is a data assessment management system that enables superintendents, curriculum directors, principals, and teachers to view quarterly Adequate Yearly Progress (AYP) and performance reports in real-time at the district, building and classroom level.

VantagePoint allows you to monitor and improve performance on state testing through aggregate tracking and reporting to determine early intervention needs. VantagePoint provides a mechanism by which you can evaluate your class’ progress by comparing your TurningPoint session against your state’s standards.

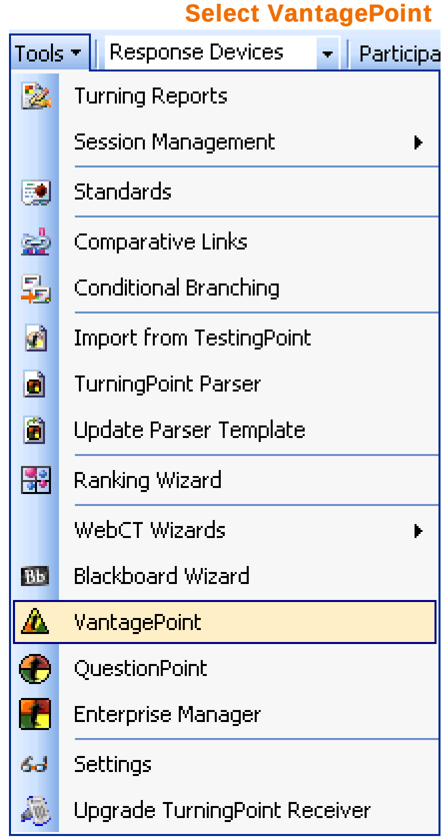
Step by Step Instructions

To upload a session into VantagePoint…

1 From the TurningPoint toolbar, select Tools > VantagePoint.

The tools menu opens.

Select VantagePoint

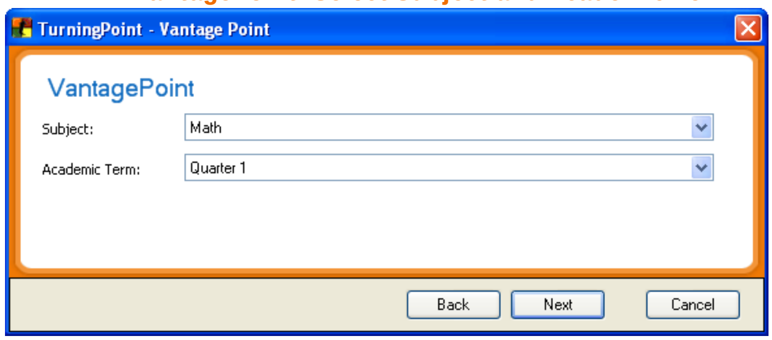


2 From the VantagePoint window, enter the Server URL, User Name, Password.

3 Select Login.

A window opens and displays the Subject and Academic Term drop-down menus.

VantagePoint: Select Subject and Academic Term



4 Select a subject from the Subject drop-down menu.

Choose from Math, Science, Social Studies, and Writing.

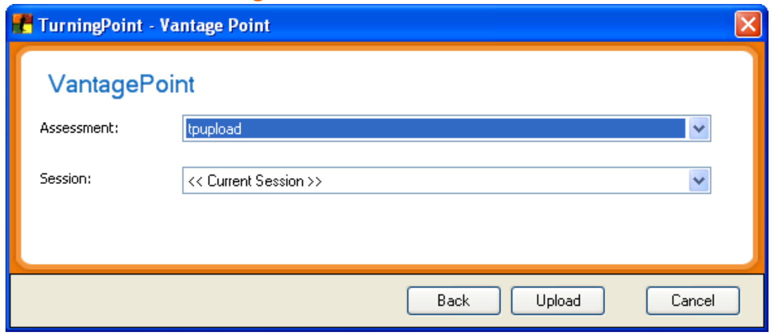
5 Select a term from the Academic Term drop-down menu.

Choose from Quarters 1 through 4.

6 Select Next.

A window opens and displays the Assessment and Session drop-menus.

VantagePoint: Select Assessment and Session



7 Select an assessment from the Assessment drop-down menu.

Choose from any of the assessments listed.

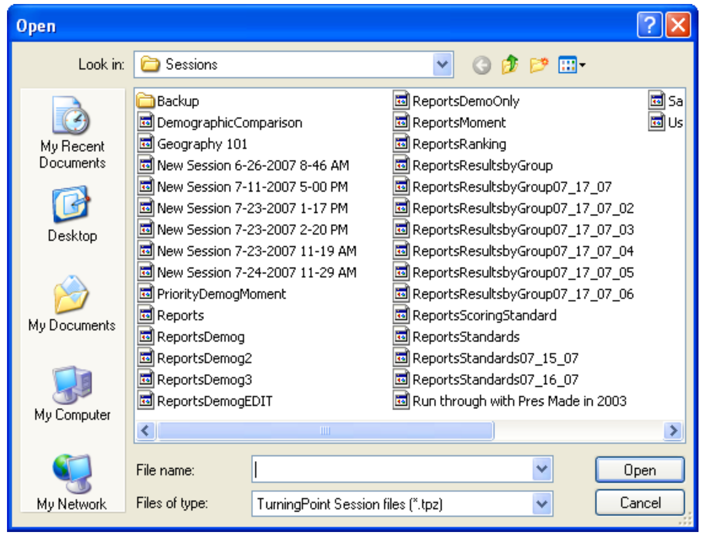
8 Select a session.

Select a session in two ways:

- Select Current Session to send your current session.

- Select Change to open a dialog. Choose from any sessions to which your computer has access and select Open.

Choose Session Dialog



9 Select Upload.

A dialog displays confirming that your session and assessment has been uploaded.

10 Select Ok.

Next Steps

You can now launch VantagePoint to run reports to analyze specific questions or create a summary of student performance.

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. 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 TurningPoint, TurningPoint Anywhere, or TestingPoint 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.

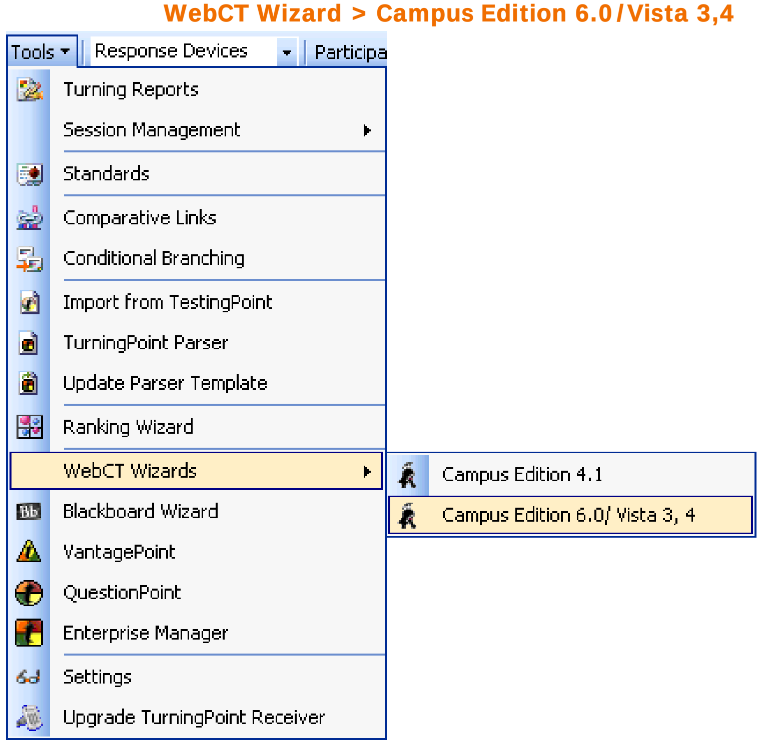
Step by Step Instructions

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

1 From the TurningPoint toolbar, select Tools > WebCT Wizards > Campus Edition 6.0/Vista 3, 4.

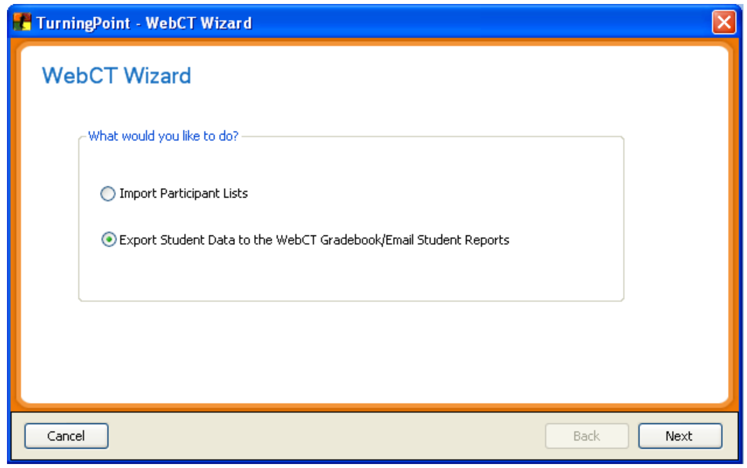
TurningPoint displays a window asking which task you would like to perform with the WebCT Wizard.

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.

WebCT Wizard: Select Task

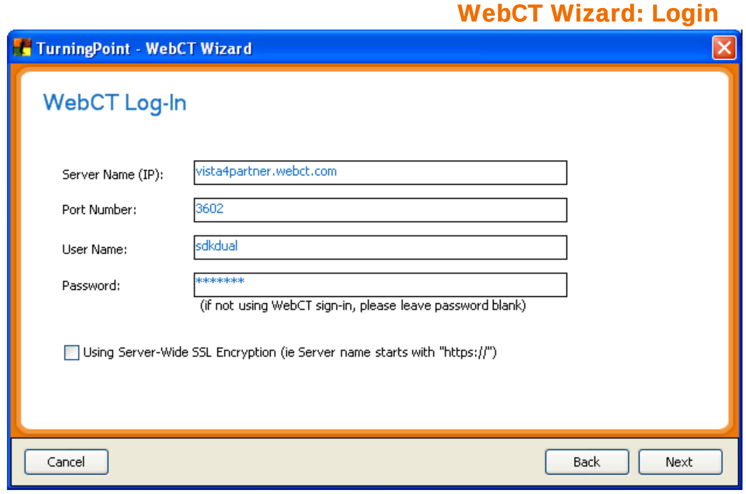


3 Select the Next button.

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 institution you belong to.

6 Select your institution.

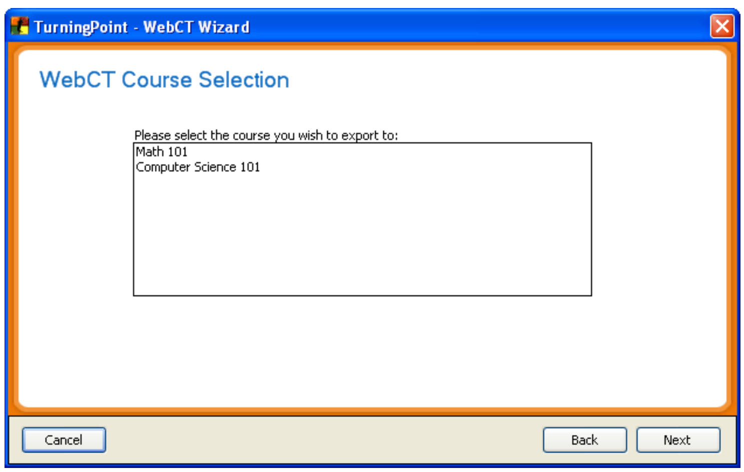
WebCT Wizard: Select Institution

7 Select the Next button.

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

8 Select the course you wish to export data to.

WebCT Wizard: Select Course



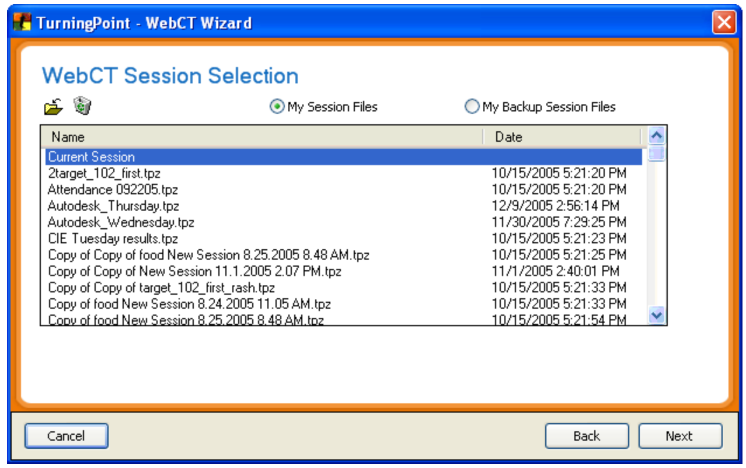
9 Select the Next button.

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

10 Select the Session you wish to upload.

You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session files you have copied from elsewhere.

WebCT Wizard: Select Session

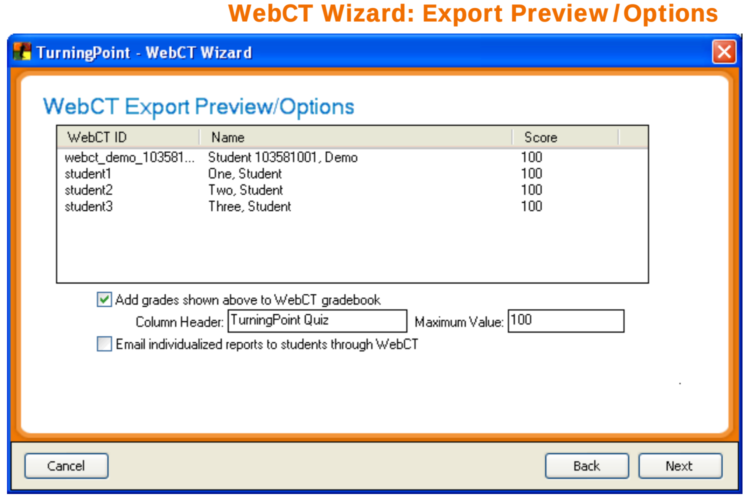


11 Select the Next button.

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.

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

14 Select the OK button.

WebCT Wizard: Export Complete

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

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

TurningPoint allows participants 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.

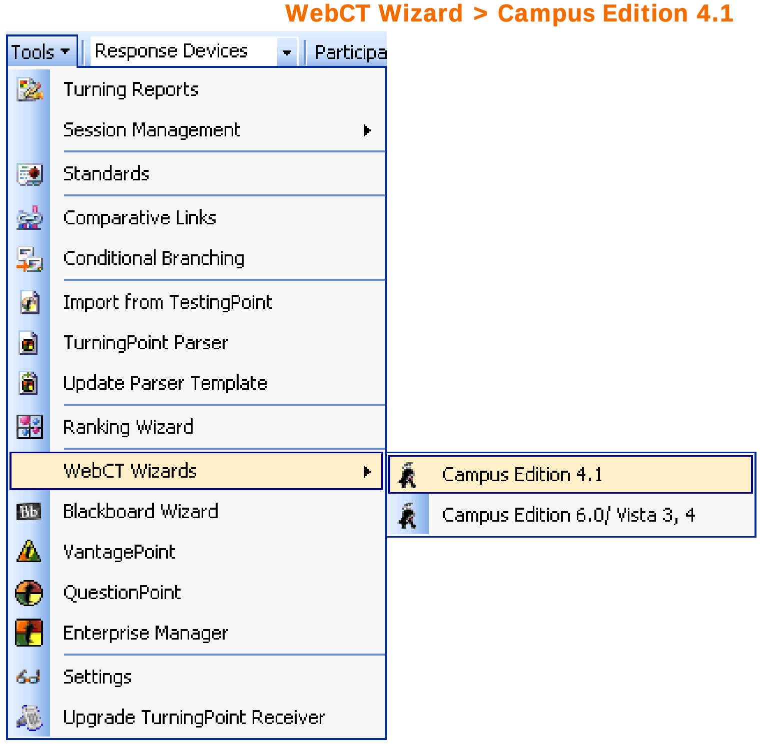
Step by Step Instructions

To export results data to a WebCT 4.1 Server…

1 From the TurningPoint toolbar, select Tools > WebCT Wizard > Campus Edition 4.1.

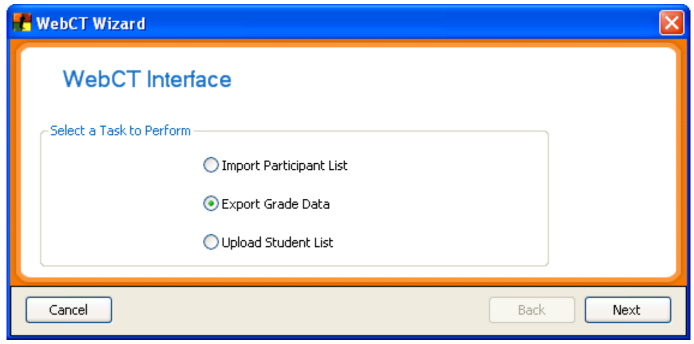
TurningPoint displays a window asking which task you would like to perform with the WebCT Wizard.

WebCT Wizard > Campus Edition 4.1



2 Select the button next to Export Grade Data.

WebCT Wizard: Select Task

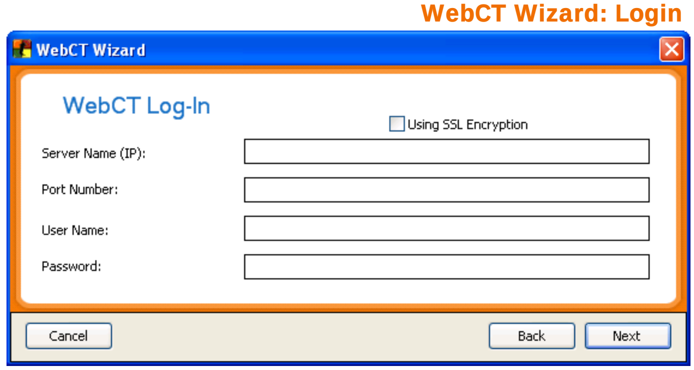


3 Select the Next button.

TurningPoint displays the WebCT Log-In window.

4 Enter your login information.

WebCT Wizard: Login



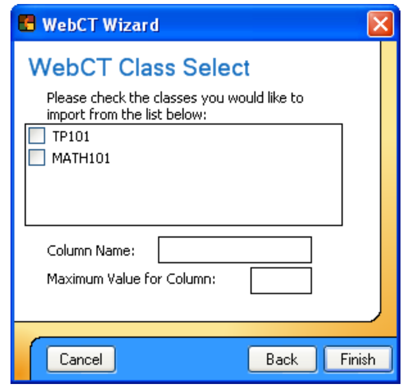
TurningPoint saves the Server Name (IP) and the Port Number. You must enter your username and password. The system prompts you for the Institution's name and then displays all courses associated with your user name and password.

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.

Merge Participant List

Participant Merge allows you to combine participant results of multiple Participant Lists with multiple sessions to generate a report based on a common field (Student ID, Device ID, etc.). The report shows the total scores of the sessions in an Excel file.

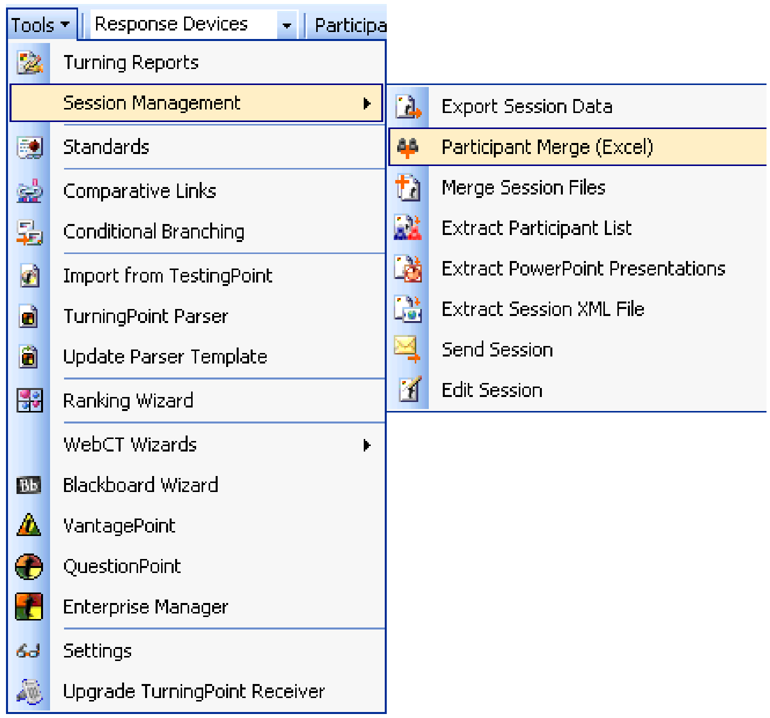
Step by Step Instructions

To merge Participant List…

1 From the TurningPoint toolbar, select Participant Merge (Excel).

The Tools menu opens.

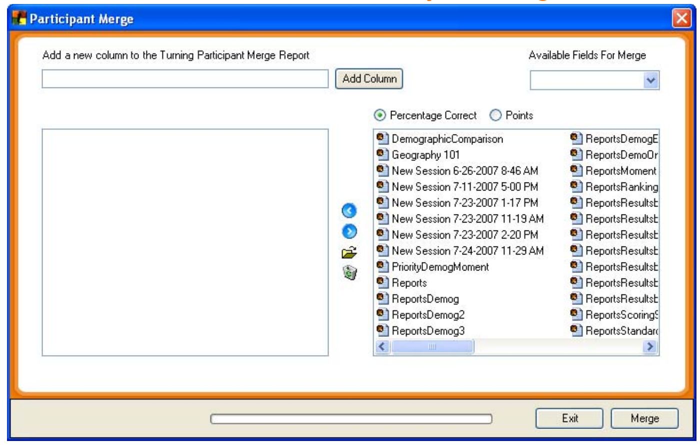
Select Participant Merge (Excel)



2 Select Session Management > Participant Merge (Excel).

Participant Merge window opens.

Participant Merge Window



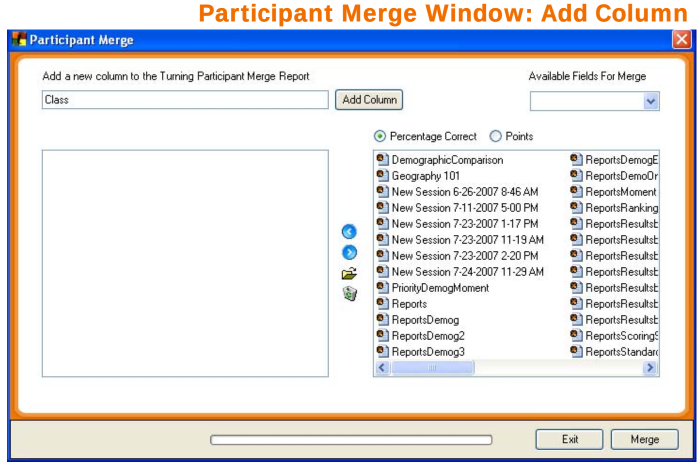
Initially, the left pane is empty. This is where your new column and sessions to be merged will be displayed. Above the left pane is the Available Fields for Merge drop-down box. Below the left pane is the Add Column text box and button.

The right pane displays all of the sessions available to be merged. Above the right pane are the Percentage Correct and Points radio buttons.

3 Add a Column.

TurningPoint displays the percentage correct or points in the added column when the sessions are merged.

Participant Merge Window: Add Column



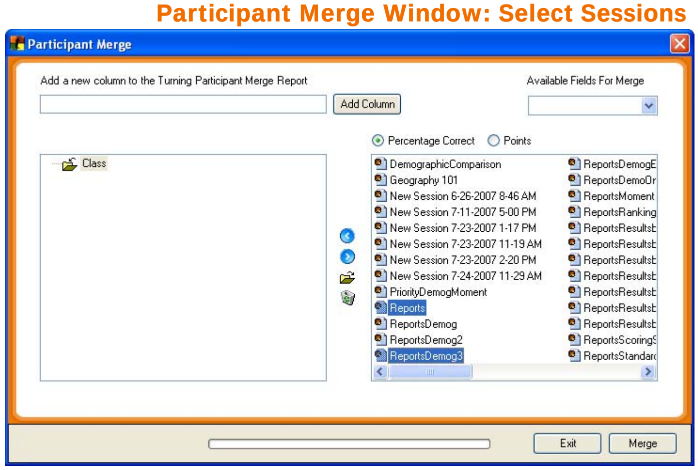
4 Select the sessions you want to merge from the list of sessions.

Highlight the sessions and use the left (<) button to add the sessions to your column. Use the right (>) to remove sessions from your columns.

When selecting session files, hold Shift to select multiple contiguous sessions, or Control to select multiple sessions.

Note Alternatively, double click on an session to add it to your column.

Participant Merge Window: Select Sessions



- Select the Current Session (in red text) to use the session currently open in PowerPoint.

  This option is available only if you have a TurningPoint presentation open and response data has been collected.

- Select a session file from the list of files in your Sessions folder.

  To display the session files from your Sessions folder in the list of files, select My Session Files.

- Import a session file from another location.

  You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session file you have copied from elsewhere.

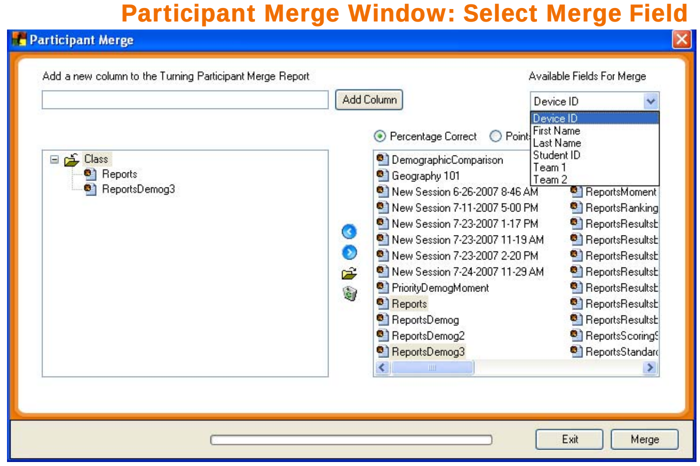
5 Alternately, remove all of the columns by selecting the button that looks like a trash can.

> **Note** Alternatively, double click on an session to remove it from your column.

6 Select the Field you want to merge the Participants Lists under from the Available Fields for Merge drop-down menu.

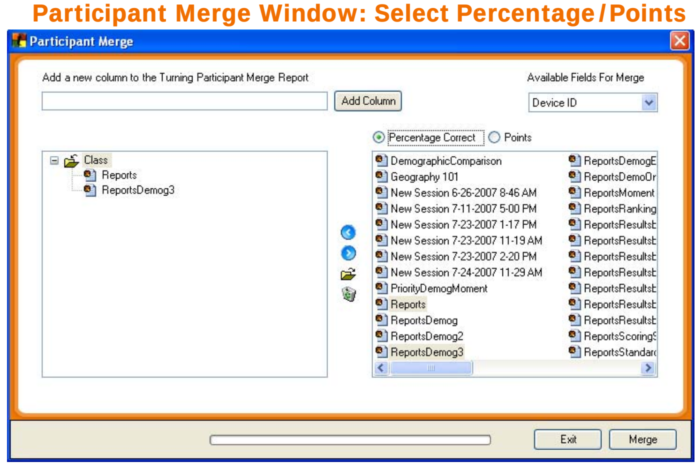
The sessions will be merged based on the selected value. Only fields that are common between the Participant Lists will be available from the drop-down menu.

Participant Merge Window: Select Merge Field



7 Select whether the report should display the Percentage Correct or Points.

Participant Merge Window: Select Percentage/Points



8 Select Merge. TurningPoint generates a report in an excel file.

Participant Merge Report

Turning Participant Merge Results

Created: 7/12/2007 12:50:54 PM

Merge Value	Last Name	First Name	Class	Total
68EE3BFEBEB640BC	Washington	George	40%	40%
A003BF	Franklin	Benjamin	55.56%	55.56%
90	Hamilton	Alexander	25%	25%
43	Adams	John Q.	65%	65%
9	Lincoln	Abraham	75%	75%
23	Ford	Gerald	50%	50%
12	Lee	Robert E.	12.5%	12.5%
198	Ross	Betsy	100%	100%
A008HF	Stowe	Harriet	37.5%	37.5%
86CC3BFEBEB727AA	Martha	Washington	90%	90%
5	Abigail	Adams	37.5%	37.5%
B001FY	Grant	Ulysses	25%	25%

Merge Session Files

You can merge multiple TurningPoint, TurningPoint Anywhere, or TestingPoint 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

The Import Session button allows you to import session files into youir Sessions file (as it is described in step 3). The list of sessions to choose from in the Merge Session Files windown lists the files in your sessions folder.

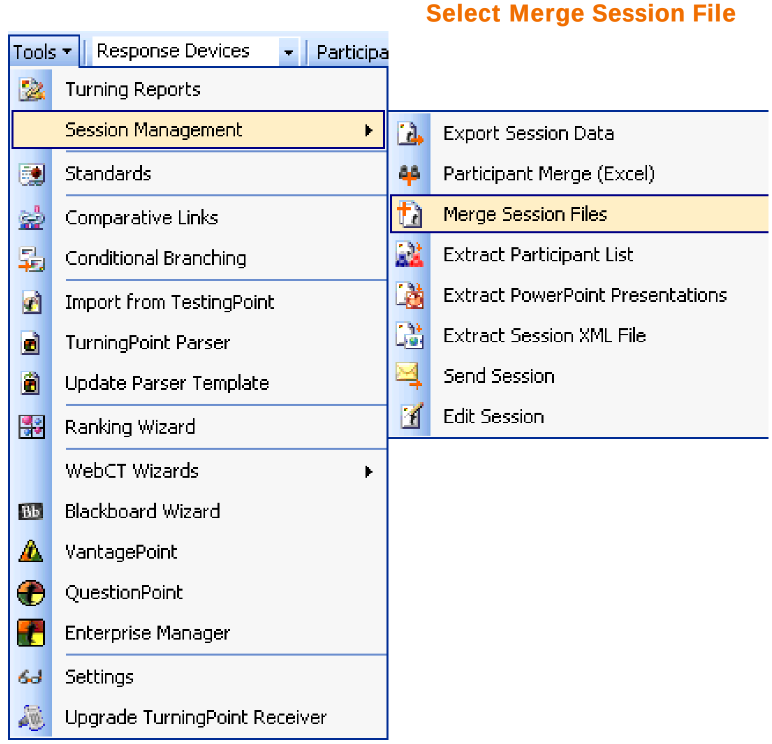
Step by Step Instructions

To merge session files…

1 From the TurningPoint toolbar, select Tools > Session Management.

The Tools menu opens.

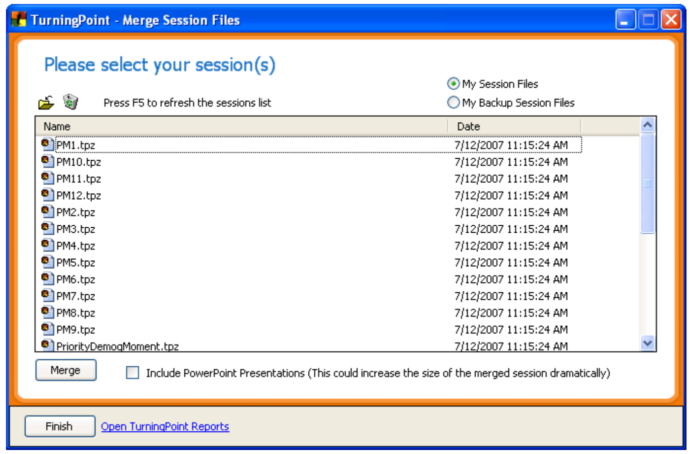
Select Merge Session File



2 Select Session Management > Merge Session File.

The Merge Session Files window opens and displays a list of session files in your Sessions folder.

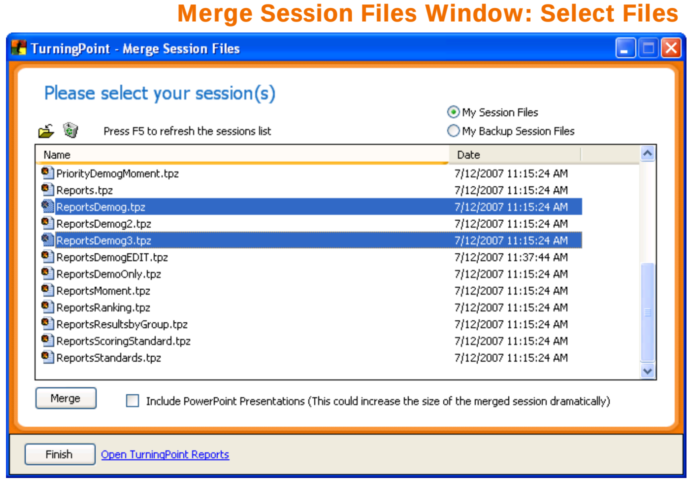
Merge Session Files Window



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 393.

3 Choose a session file to be merged.

Merge Session Files Window: Select Files



You may choose a session file in one of the following ways:

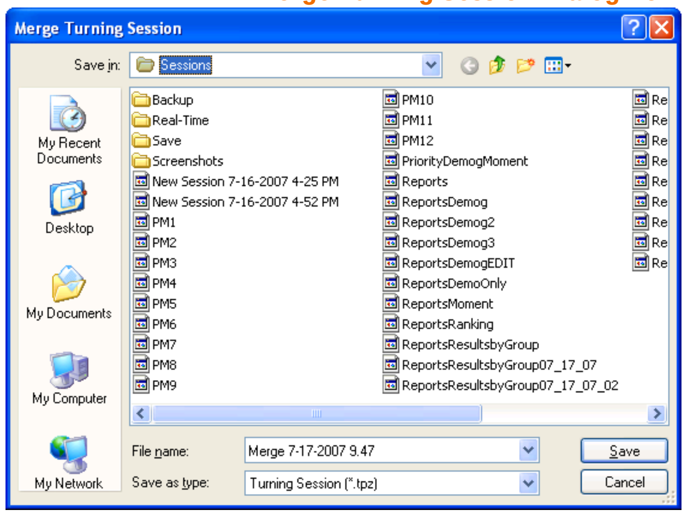
• Select the Current Session (in red text) to use the session currently open in PowerPoint.	This option is available only if you have a TurningPoint presentation open and response data has been collected.
• Select a session file from the list of files in your Sessions folder.	To display the session files from your Sessions folder in the list of files, select My Session Files.
• Select a session file from your backup session files.	To display the backup session files in the list of files, select My Backup Session Files.
• Import a session file from another location.	You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session file you have saved elsewhere. Unless you originally created the session in TurningPoint, TurningPoint Anywhere, or TestingPoint, the session files will not hold a PowerPoint presentation file.

4	Select additional files to be merged in the list by holding Shift to select multiple contiguous files, or Control to select multiple files.	Repeat this step until all the files you would like to merge are selected.
5	Optionally, check the box to include the PowerPoint presentations in the merged session file.	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.

6 Select the Merge button below the list of files.

A dialog opens for you to specify a location and filename for the merged session file.

Merge Turning Session Dialog Box



7 Specify a name and location for the exported file.

Note Ensure that the .tpz file extension is used for session files.

8 Select the Save button.

The file is saved and the dialog closes.

You can access TurningPoint Reports by selecting Open TurningPoint Reports located next to the Finish button.

9 Select the Finish button to exit the Merge Session Files window.

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 TurningPoint, TurningPoint Anywhere, or TestingPoint 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.

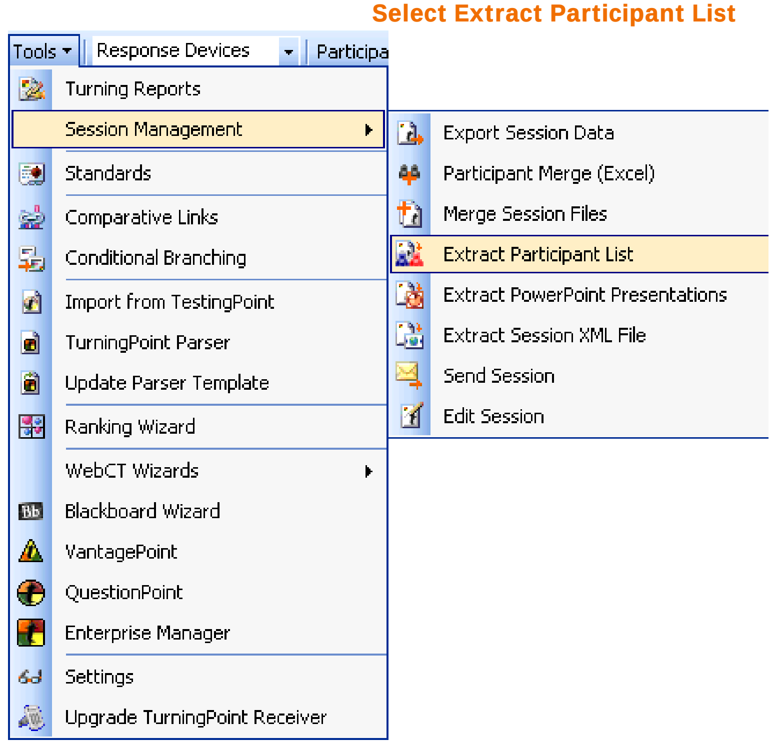
Step by Step Instructions

To extract a Participant List…

1 From the TurningPoint toolbar, select Tools > Session Management.

The Tools menu opens.

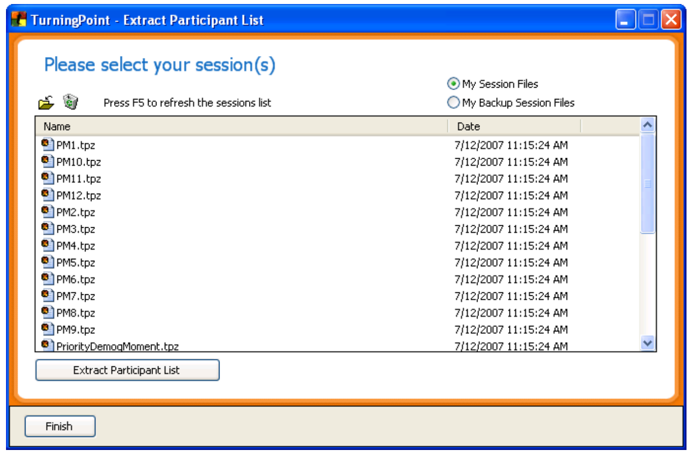
Select Extract Participant List



2 Select Session Management > Extract Participant List.

The Extract Participant List window opens to display the session files in your Sessions folder.

Extract Participant List Window



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 393.

3 Choose a session file.

You may choose a session file in one of the following ways:

- Select the Current Session (in red text) to use the session currently open in PowerPoint.

  This option is available only if you have a TurningPoint presentation open and response data has been collected.

- Select a session file from the list of files in your Sessions folder.

  To display the session files from your Sessions folder in the list of files, select My Session Files.

- Select a session file from your backup session files.

  To display the backup session files in the list of files, select My Backup Session Files.

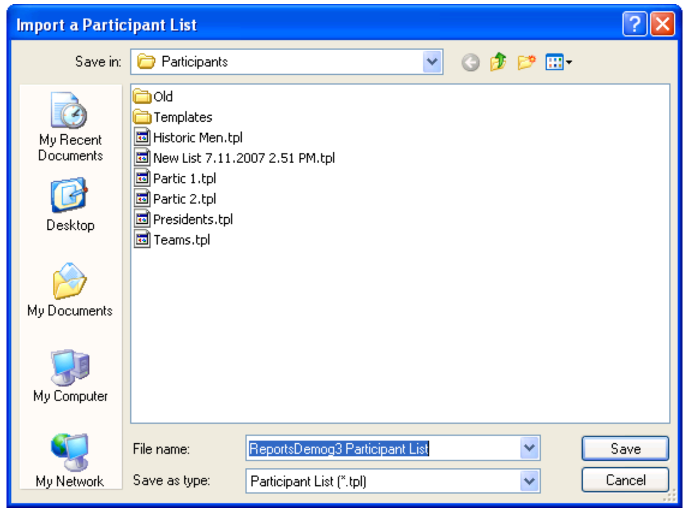
- Import a session file from another location.

  You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use TurningPoint session files you have saved elsewhere.

4 Select the Extract Participant List button below the list of files.

A dialog opens for you to specify a location and filename for the Participant List file.

Extract Participant List Dialog



5 Specify a name and location for the exported file.

Note Ensure that the .tpl file extension is used for Participant List files.

6 Select the Save button.

The file is saved and the dialog closes.

7 Select the Finish button to exit the Extract Participant List window.

Next Steps

You can now edit the Participant List or use it in a presentation. Find more information in ***Chapter 5: 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.

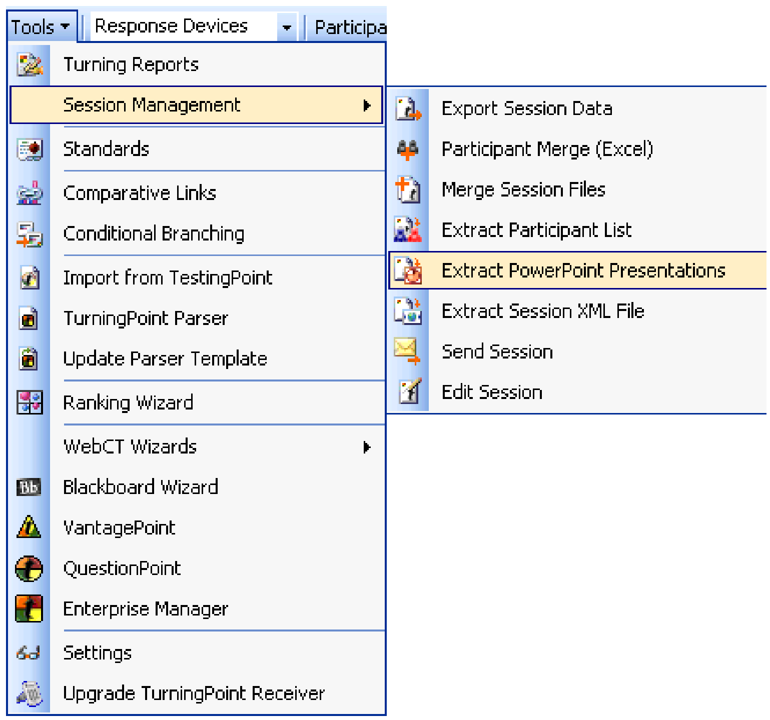
Step by Step Instructions

To extract a PowerPoint presentation…

1 From the TurningPoint toolbar, select Tools > Session Management.

The Tools menu opens.

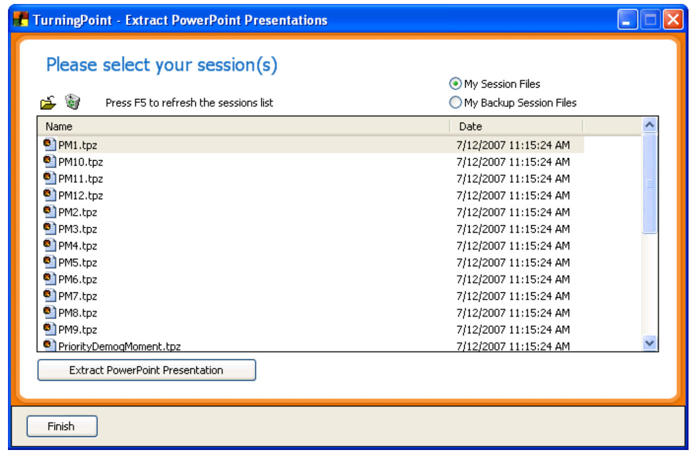
Select Extract PowerPoint Presentations



2 Select Session Management > Extract PowerPoint Presentations.

The Extract PowerPoint Presentations window opens to display a list of the session files in your Sessions folder.

Extract PowerPoint Presentations Window



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 393.

3 Choose a session file.

You may choose a session file in one of the following ways:

- Select the Current Session (in red text) to use the session currently open in PowerPoint.

  This option is available only if you have a TurningPoint presentation open and response data has been collected.

- Select a session file from the list of files in your Sessions folder.

  To display the session files from your Sessions folder in the list of files, select My Session Files.

- Select a session file from your backup session files.

  To display the backup session files in the list of files, select My Backup Session Files.

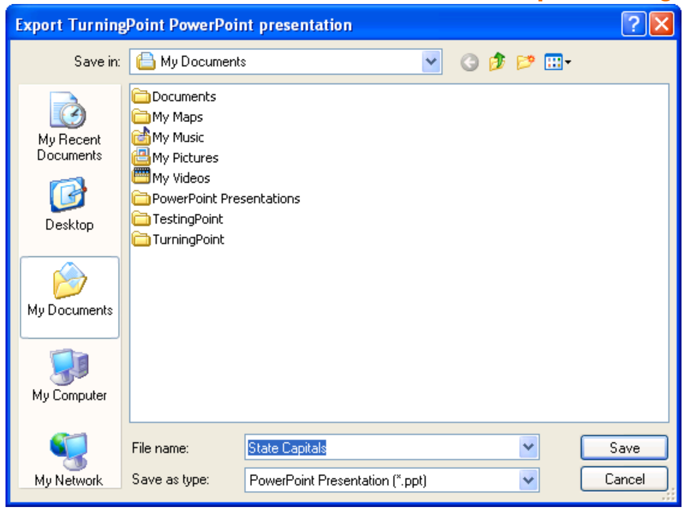
- Import a session file from another location.

  You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session file you have copied from elsewhere.

4 Select the Extract PowerPoint Presentation button below the list of files.

A dialog opens for you to specify a location and filename for the PowerPoint presentation.

Extract PowerPoint Presentations Window: Export Dialog



5 Specify a name and location for the exported file.

> ***Note*** Ensure that the .ppt file extension is used for PowerPoint presentations.

6 Select the Save button.

The file is saved and the dialog closes.

7 Select the Finish button to exit the Extract PowerPoint Presentations window.

Extract Session Data as XML

You can extract your TurningPoint, TurningPoint Anywhere, or TestingPoint session data into an XML file. The XML file is a text markup format that you can use to exchange and manipulate the data.

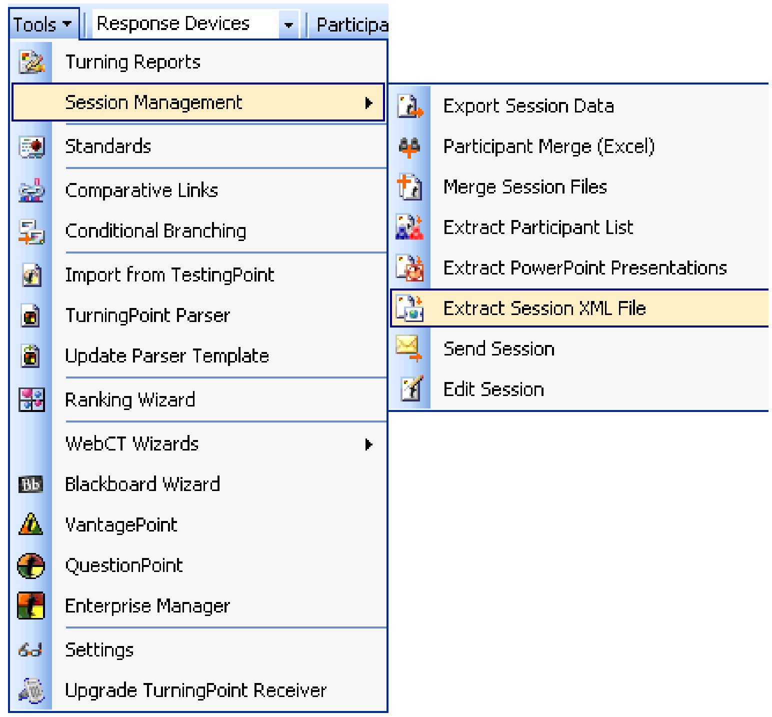
Step by Step Instructions

To extract the session data XML file…

1 From the TurningPoint toolbar, select Tools > Session Management.

The Tools menu opens.

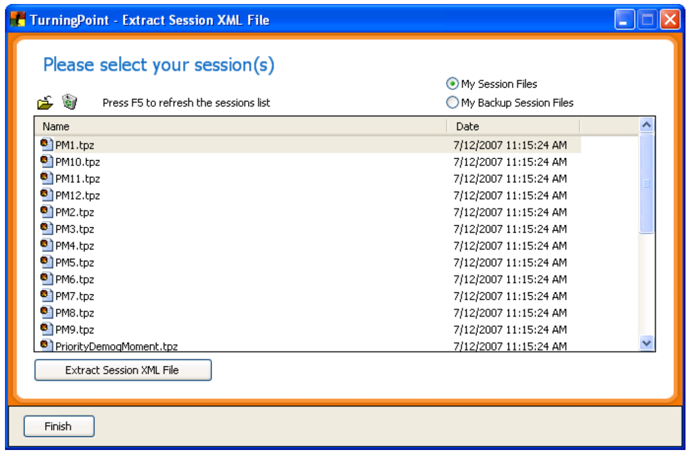
Select Extract Session XML File



2 Select Session Management > Extract Session XML File.

The Extract Session XML File window opens, displaying a list of session files in your Sessions folder.

Extract Session XML File Window



You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session file you have copied from elsewhere.

3 Choose a session file.

You may choose a session file in one of the following ways:

- Select the Current Session (in red text) to use the session currently open in PowerPoint.

  This option is available only if you have a TurningPoint presentation open and response data has been collected.

- Select a session file from the list of files in your Sessions folder.

  To display the session files from your Sessions folder in the list of files, select My Session Files.

- Select a session file from your backup session files.

  To display the backup session files in the list of files, select My Backup Session Files.

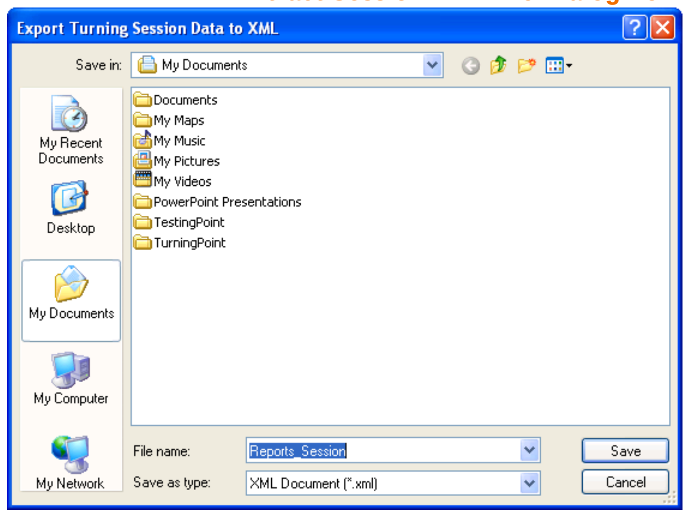
- Import a session file from another location.

  You can also import a session using the Import Session button (shaped like a folder) above the list of files. This allows you to use a TurningPoint, TurningPoint Anywhere, or TestingPoint session file you have copied from elsewhere.

4 Select the Extract Session XML File button below the list of files.

A dialog opens for you to specify a location and filename for the XML file.

Extract Session XML File Dialog Box



5 Specify a name and location for the exported file.

6 Select the Save button.

The file is saved and the dialog closes.

7 Select the Finish button to exit the Extract Session XML File window.

Email Session

You can use Session Management to quickly and easily send one or more TurningPoint, TurningPoint Anywhere, or TestingPoint session files by email.

Before You Begin

To use this feature, you must have access to the internet on the computer that has TurningPoint installed.

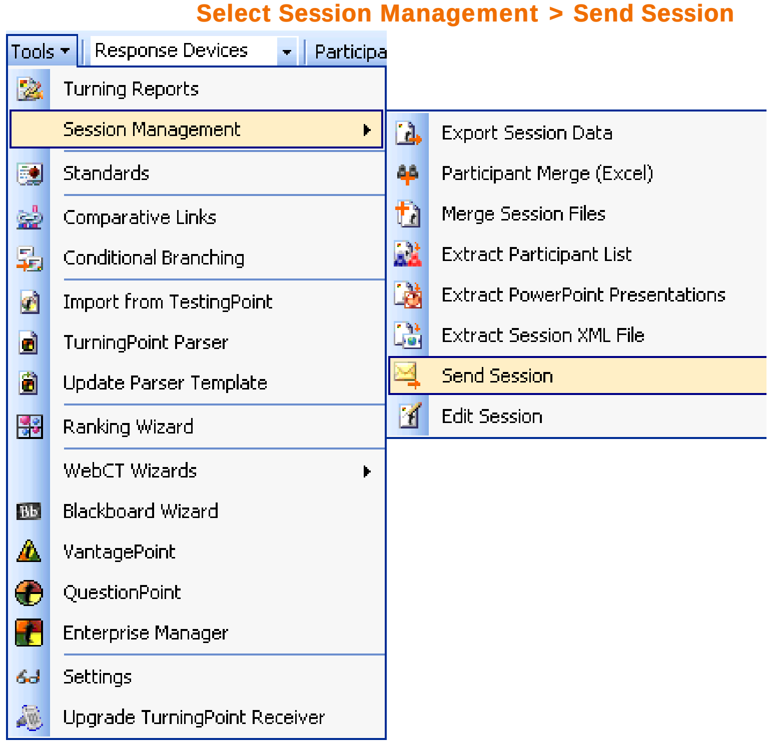
Step by Step Instructions

To email a session file using an SMTP client…

1 From the TurningPoint toolbar, select Tools > Session Management.

The Tools menu opens.

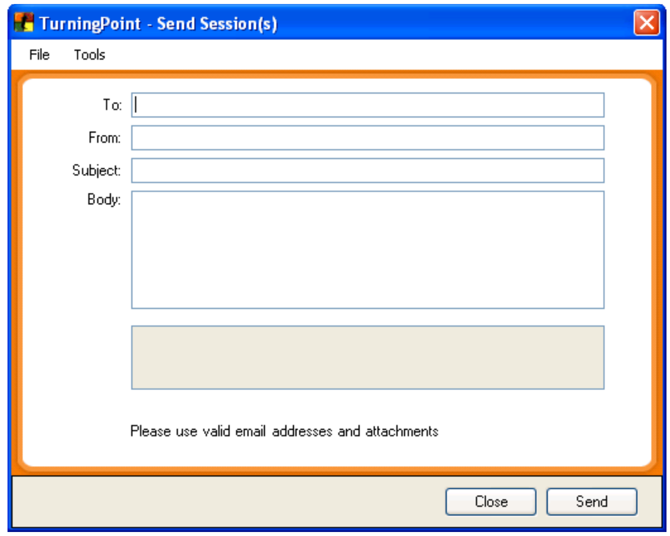
Select Session Management > Send Session



2 Select Session Management > Send Sessions.

The Send Sessions window opens, displaying a blank email form.

Send Sessions Window



3 Enter the recipient's email address in the To box for delivery of the session files.

You may enter more than one email address. Separate multiple email addresses with semicolons.

4 Enter your email address in the From box.

5 Enter a subject for the email in the Subject line.

6 Optionally, add a message to the email in the space provided.

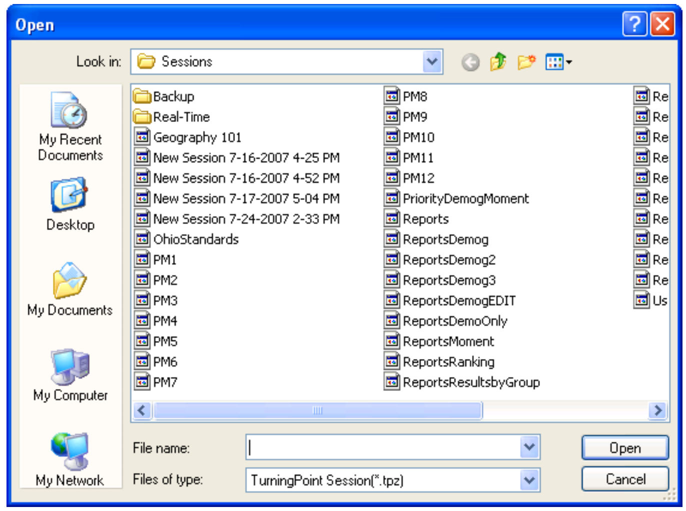
If you choose not to add a message, the body of the email will be blank for delivery.

7 Select File > Attach Session(s).

This opens a window displaying a list of sessions files from your Sessions folder.

From this window, you can also navigate to any other location where TurningPoint, TurningPoint Anywhere, or TestingPoint session files are located.

Send Sessions: Select a Session



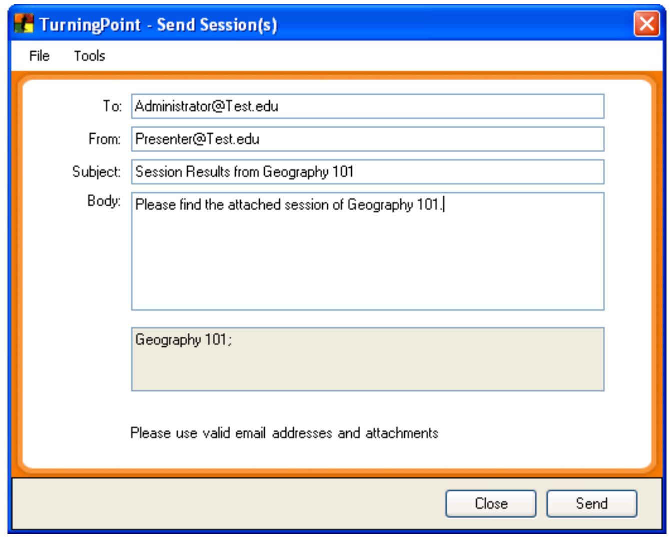
8 Choose a session file.

When selecting session files, hold Shift to select multiple contiguous sessions, or Control to select multiple sessions.

9 When you have selected all the files you would like to send, select the Open button to continue.

TurningPoint attaches the session(s) to the email and displays the session name in the lower portion of the Send Sessions window.

Send Session Session Attached

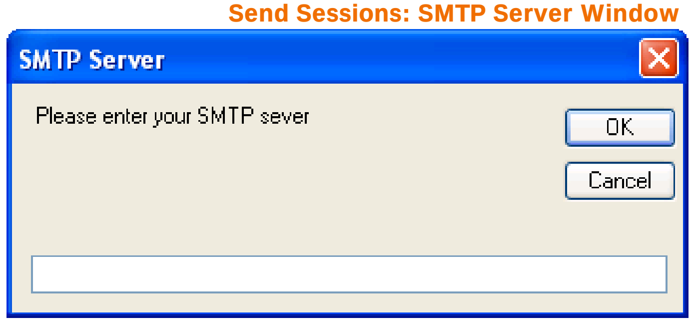


10 Set the SMTP Server.

a Select Tools > Change SMTP Server.

An SMTP Server window opens.

Send Sessions: SMTP Server Window



b Enter the SMTP server.

You may need to check with your IT Department for this information.

c Select OK.

Your SMTP server has been set. If you need to change the SMTP Sever, repeat this step.

11	Select the Send button.	A confirmation message displays indicating that the email was successfully sent.

Where Do I Go From Here?

This user guide has introduced you to the process of creating interactive presentations with TurningPoint. You have learned how to successfully build, deliver, and save the results of an interactive presentation in five easy steps.

You have customized the slides and included animation, feedback mechanisms, and excitement in your presentation. You have also created reports to view the results of your presentation session.

If you have further questions about the TurningPoint system, please feel free to contact Customer Support at Turning Technologies. See “Customer Support” on page 21.

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", "no value," or a point value range of negative 10,000 through 10,000.

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.

Countdown Sound

A Countdown Sound is a sound file used with a Countdown Indicator that gives the audience an audible indication that polling is about to close and that they should respond soon. The acceptable file extensions include: .aiff, .au, .mid, .midi, .mp3, .wav, and .wma.

Criteria

In a ranking slide, 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 a question to the results of a 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. For ResponseWare App, it is embedded in the application.

Essay Slide

An Essay slide asks an open-ended question. ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths.

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, ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare App users may provide alphanumeric responses of varying lengths.

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.

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.

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.

Participant List

A Participant List is the file used during a session to match participant information with the response device used. Users can customize the type of participant information/data fields to include in the list but every list will include a field for the Device ID.

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 participants' status and information pertaining to the participants' responses to all of the questions. This information includes the total percentage of correct responses, the answers that participants picked, and individual overall points and percentages scored.

Participants

The people in the audience of a presentation who use the response devices to respond to questions.

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 TurningPoint 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.

Report

Reports present session data in a variety of useful ways allowing you to analyze that data. You can generate reports from a session using Turning Reports.

Reset

To return the response tallies from the audience to zero.

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.

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.

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.

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 the .tpz extension.

Showbar

The Showbar is a toolbar that provides activation buttons for polling, monitoring, and viewing responses during the slide show.

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 the 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 ResponseWare App 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 the PowerPoint toolbars that contains the tools for using the TurningPoint software.

ResponseWare App

A ResponseWare App is a software version of a response device that is set up for use in Settings. It can be installed on a networked computer or Smart Device.

WebCT

WebCT is a software product that is popularly used by educational institutions to facilitate e-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.

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 TurningPoint?

You must be the local administrator to install TurningPoint for the first time using the administrative username and password.

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.

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, ResponseCard RF, and ResponseCard XR from Responsive Innovations are products that are optimally suited for use with TurningPoint. Users also have the option of using TurningPoint's ResponseWare App for using a virtual keypad.

How do I set up the response devices?

All of the response device settings can be found in the Settings windows. From the TurningPoint Toolbar, select the Tools > Settings. Find information about Installing Response Devices in ***Chapter 4: Response Device and Settings Management***.

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 90 feet (27 meters). You will need to install one receiver for every 80 participants. The effective range of a ResponseCard RF is about 200 feet (60 meters) and the ResponseCard XR is about 400 feet (120 meters). A single receiver is sufficient for up to 1000 ResponseCards, and a direct line of sight between the receiver and the ResponseCard is not necessary. When the receiver is connected, the participant has to simply press the number or letter on the ResponseCard to send a response. Find information about setting up the receiver in ***Chapter 4: Response Device and Settings Management***.

Why is a ResponseCard not working?

The correct ResponseCards may not be matched with the receiver. Check your response device settings. Find information about the response device settings in ***Chapter 4: Response Device and Settings Management***.

The ResponseCard's batteries may be too low or dead. Press a button on the ResponseCard. The light on the ResponseCard blinks or does not light up if the batteries need to be replaced.

The ResponseCard 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: Track Participants and Teams***. Find information about the Participant Monitor in ***Chapter 7: Run Presentations***.

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 2003 and Office 2007. 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 9: Sessions***.

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 9: Sessions***.

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 8: Reports***.

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