

# User Guide



**TurningPoint**<sup>®</sup>

© 2007 Turning Technologies, LLC. Portions Responsive Innovations, LLC and Microsoft Corporation.

No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Turning Technologies, LLC. All rights reserved.

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

TurningPoint® is a registered trademark of Turning Technologies, LLC. Other trademarked product names mentioned in this manual are owned by their respective companies.

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

<b>1 About TurningPoint . . . . .</b>	<b>7</b>
Product Introduction . . . . .	8
System Requirements . . . . .	9
Requirements for Hardware . . . . .	9
Requirements for Software . . . . .	9
Initial Setup . . . . .	10
Install TurningPoint . . . . .	11
Tour of the TurningPoint Toolbar . . . . .	15
Customer Support Resources . . . . .	17
Online Assistance . . . . .	17
Customer Support . . . . .	17
Where Do I Go From Here? . . . . .	19
<b>2 Getting Started with TurningPoint . . . . .</b>	<b>21</b>
Five Steps to Presentation Success . . . . .	22
Step One: Create Presentation Slides . . . . .	24
Step Two: Set Up the Response Devices . . . . .	28
Step Three: Create a Participant List . . . . .	34
Step Four: Run a Presentation Session . . . . .	39
Step Five: Save Session Results . . . . .	42
Where Do I Go From Here? . . . . .	44
<b>3 Creating and Saving Slides . . . . .</b>	<b>47</b>
Creating Slides . . . . .	51
Insert a Slide . . . . .	51
Save the Presentation Slides . . . . .	54
Types of Slides . . . . .	56
Chart Slides . . . . .	57
Template Slides . . . . .	61
Special Slides . . . . .	64
Modify Slides . . . . .	68
Designate a Demographic Slide . . . . .	68
Change Chart Types . . . . .	70
Identify a Correct Answer . . . . .	72
Set Point Values . . . . .	74
Clear Answer Values . . . . .	76
Create Picture Slides . . . . .	78
Change Chart Colors . . . . .	82

- Make a PowerPoint Slide Interactive by Inserting a Chart . . . 82
- Add Objects . . . . . 84
  - Add an Answer Now Indicator . . . . . 84
  - Add a Countdown Indicator . . . . . 86
  - Add a Correct Answer Indicator . . . . . 88
  - Add Text Messaging . . . . . 90
  - Add Statistics Indicators . . . . . 93
- Where Do I Go From Here? . . . . . 96

#### **4 Response Device and Settings Management 97**

- Install Devices . . . . . 101
  - Install Infrared Response Device Receiver . . . . . 101
  - Install Radio Frequency Response Device Receiver . . . . . 105
  - Install the vPad Response Software . . . . . 108
- Response Device Management . . . . . 114
  - Add or Update Response Device Receivers . . . . . 114
  - Enable vPad . . . . . 115
  - Check Device Communication . . . . . 118
  - Identify the Number of Devices to be Used. . . . . 120
- Settings . . . . . 124
  - Application Settings. . . . . 126
  - Response Devices Settings . . . . . 129
  - Presentation Settings . . . . . 131
  - Slide Settings . . . . . 134
  - Answer Settings . . . . . 135
- Where Do I Go From Here? . . . . . 136

#### **5 Track Participants. . . . . 137**

- Create Participant Lists . . . . . 139
  - Create a Participant List Using Participant List Assistant 139
- Manage Participant Lists . . . . . 145
  - Modify a Participant List . . . . . 145
  - Delete a Participant List . . . . . 151
- Where Do I Go From Here? . . . . . 154

#### **6 Tools . . . . . 155**

- Standards . . . . . 156
  - Create and Assign a Built-in Standards List . . . . . 156
  - Create a Custom Standards List. . . . . 161
  - Assign Custom Standards to Slides . . . . . 166
- QuestionPoint . . . . . 170
  - Create Slides from QuestionPoint. . . . . 170
- Parser Documents. . . . . 177
  - Format XML Documents . . . . . 178

Format Word Documents . . . . .	182
Import Slides . . . . .	184
Import Slides with the TurningPoint Parser . . . . .	184
Import Slides from TestingPoint. . . . .	186
Where Do I Go From Here? . . . . .	189
<b>7 Run Presentations . . . . .</b>	<b>191</b>
Run a Presentation . . . . .	193
Establish the Presentation Settings. . . . .	193
Run the Slide Show . . . . .	197
View Polling Status . . . . .	201
Use the Participant Monitor . . . . .	203
Add Slides During a Presentation Session . . . . .	206
Where Do I Go From Here? . . . . .	209
<b>8 Reports . . . . .</b>	<b>211</b>
View a Report . . . . .	212
View a Report . . . . .	212
Types of Reports . . . . .	216
Results by Question Reports . . . . .	217
Demographic Reports . . . . .	219
Participant Results Reports . . . . .	222
Participant List Reports . . . . .	226
Standards Reports. . . . .	228
Comparative Scoring Reports . . . . .	231
Percentile Reports . . . . .	233
Other Reports . . . . .	235
Where Do I Go From Here? . . . . .	239
<b>9 Sessions . . . . .</b>	<b>241</b>
Manage Sessions . . . . .	243
Save Results from a Session. . . . .	243
Change the Default Save Location . . . . .	244
Continue a Previously Saved Session. . . . .	247
Delete Results from a Session . . . . .	248
Where Do I Go From Here? . . . . .	250
<b>Glossary . . . . .</b>	<b>251</b>
<b>Index. . . . .</b>	<b>263</b>



# Welcome to TurningPoint

TurningPoint enables you to take an ordinary PowerPoint slide show and create an interactive presentation. With TurningPoint's many customizable features you can conduct a presentation, collect your audience's responses, and then save those session results. The tools that TurningPoint provides allows you to import slide shows, run reports and export your session data.

TurningPoint allows you to interchange charts, use pictures as answers, and add Countdown Timers and Correct Answer Indicators. TurningPoint offers additional features including:

## **Enhanced Response Device Detection**

TurningPoint's Enhanced Response Device Detection...

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

## **User Friendly Settings and options allow for a Personal Experience**

With the settings interface, you can:

- Use the Settings Hierarchy to personalize the Application, Response Devices, Presentation-level, Slide-level and Answer-level settings
- Use drop-down menus to change many of the settings
- Review a detailed description of each setting
- Set an answer as Correct/Incorrect or assign a point value
- Clear the value for an answer

### **Built-in Testing Standards**

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

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

### **TestingPoint 2008 Support**

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.

### **Participant List Features**

Participant Lists allow you to create predefined audience lists allowing you to gather session information by participant or response device. With the Participant List, the Device ID field is automatically added when you create a new list. Additionally, you can:

- Add/Remove Fields, such as Class or Company, from the Participant Information Screen
- Allow audience members not in your Participant List to participate in a presentation

### **Turning Reports**

With the reports interface, you can easily review the results of your TurningPoint session in reports.

The following chapters in this guide demonstrate how to implement these new features to make the most of your presentation.



# 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 a computer running Office 2004 for Mac with Mac OS X 10.3 or higher support. (Find additional information in **System Requirements** on page 9.) 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 Assistant helps to you get started quickly.

Other TurningPoint features include participant monitoring and reporting tools. TurningPoint also provides the ability to use Turning Technologies' TestingPoint to streamline the creation of Participant Lists and reporting of classroom results and grades.

# 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:

- G3 processor or better / Intel processors fully supported (Universal Binary)
- 256 MB RAM (512 MB recommended)
- 10 MB hard disk space
- Available USB 1.1 or USB 2.0 port

## Requirements for Software

The following software applications are required to take full advantage of TurningPoint capabilities:

- Mac OS X 10.3 or higher
- Microsoft Office 2004 for Mac

# 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*

---

## 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 9. 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 on the DMG file to begin the installation process.

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

After you insert the CD, double-click on the disc that displays on the desktop to begin the installation process.

- 2 If an older version of TurningPoint is installed, a message displays 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.

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

- 3 Select the Continue 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.



- 4 Select Continue.

A license agreement window opens.

### Agree/Disagree with License Agreement

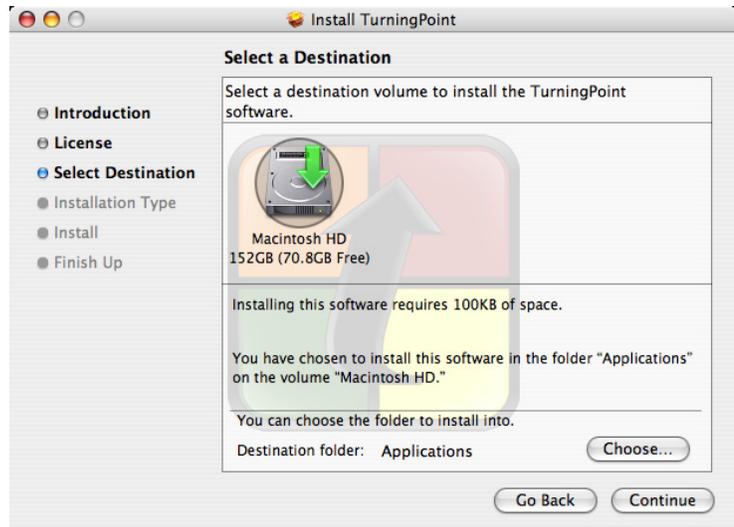


- 5 Select Agree if you accept these terms.

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

A window opens and allows you to choose the installation destination.

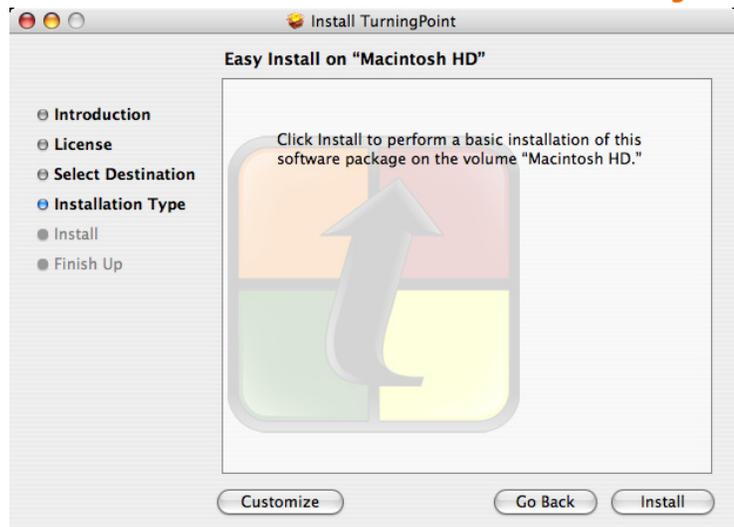
**Choose Destination**



- 6 Choose the installation destination and select Continue.

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

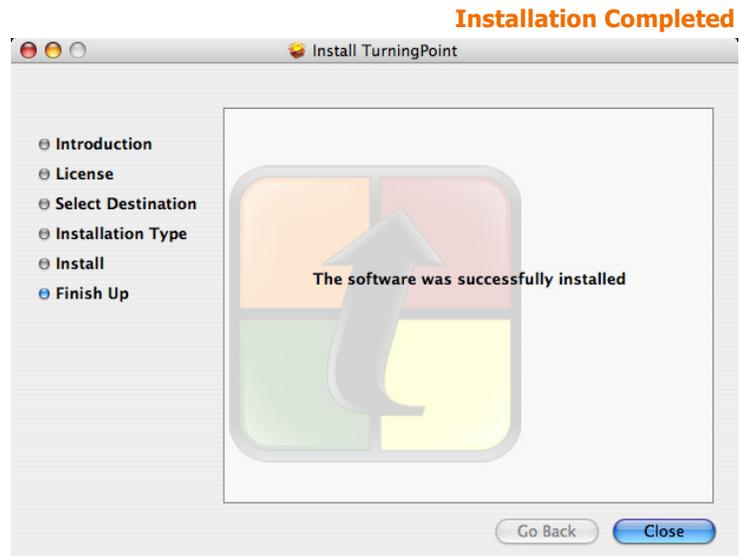
**Install the Program**



## Chapter 1: About TurningPoint

- 7 Select the Install button.

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



- 8 Select the Close button.

A window opens and displays a message that the installation is complete.

# 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 License.

### 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



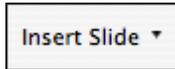
Stores the current session for retrieval later. Find information about saving sessions in **Chapter 9: Sessions**.

### Refresh Current Slide



Implements the changes that have been made to the slide on which you are currently working.

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 instead 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 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**.

Select a Participant List



Assigns a Participant List to a session. Find information about participant lists in **Chapter 5: Track Participants**.

Start a TurningPoint SlideShow



Starts your interactive presentation.

# 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](mailto:support@turningtechnologies.com).

*Office Hours:*

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

## Chapter 1: About TurningPoint

*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. **Welcome to TurningPoint** on page 5 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.

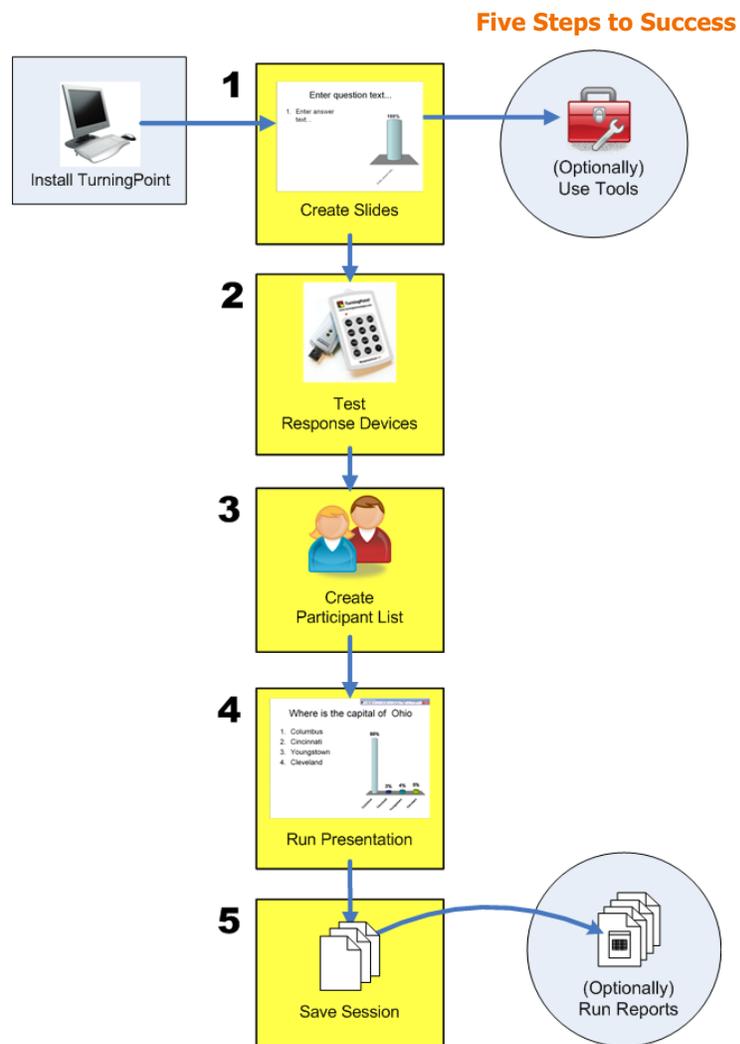
From there, with a little more effort, you can customize the slides and include animation, feedback mechanisms, and excitement in your presentation. You can also create reports to view the results of your presentation session.

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 44.

# Five Steps to Presentation Success

Creating an interactive presentation with TurningPoint can be accomplished in five easy steps.



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 reminders and timers.

### Before You Begin

Install TurningPoint on the machine to be used to run the presentation. Find installation instructions in *Install TurningPoint* on page 11.

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

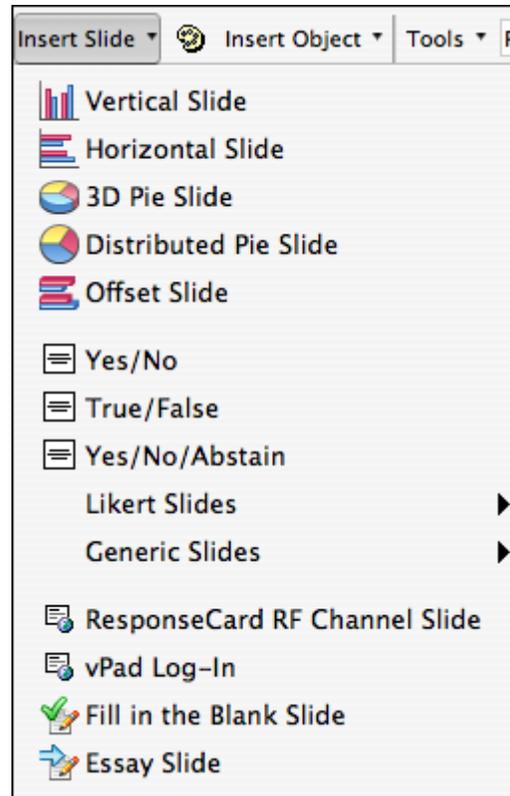
- 1 From the TurningPoint toolbar, select the Insert Slide menu.

To create a simple slide...

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 56.

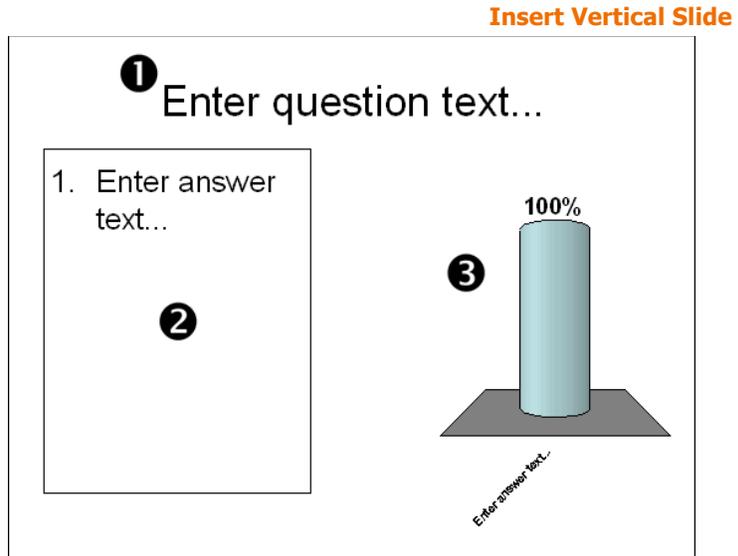
**Insert Slide**



## Chapter 2: Getting Started with TurningPoint

- 2 Highlight and select the Vertical Slide option.

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



- 1 Question region - "Enter question text..."
- 2 Answer region - "Enter answer text..."
- 3 Chart region - This example is a vertical bar chart. Charts can be positioned anywhere on the slide.

- 3 Select and highlight the text in the Question region and enter in a question.

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 vPad, laptop and desktop computers.

**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

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

To set up the response devices...

Connect the USB Response Device Receiver to your computer. The device is now ready for use.

### Infrared and Radio Frequency Response Device Receivers



If you are using a response device licensed for TurningPoint 2006, contact your Account Executive to receive a new license code.

## Step Two: Set Up the Response Devices

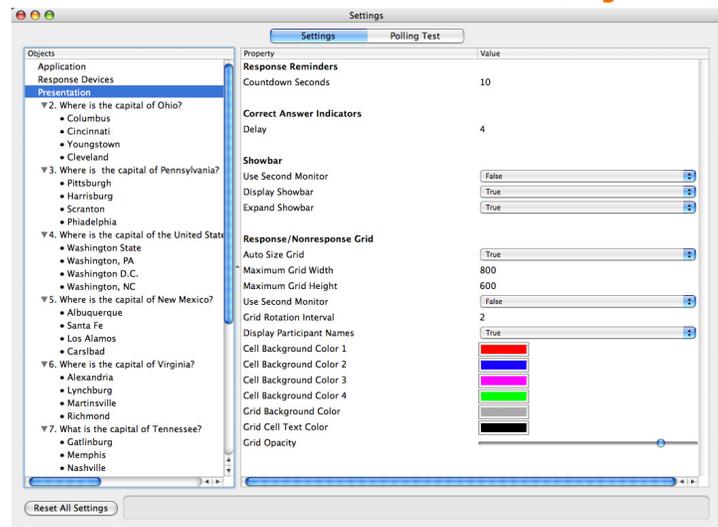
- 2 If required, Upgrade your Response Device. Otherwise, go step 3.
  - a. From the TurningPoint toolbar, select Tools > Upgrade TurningPoint Receiver. Follow the on screen instructions.

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

- 3 From the TurningPoint toolbar, select Tools > Settings.

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

**Settings Window**

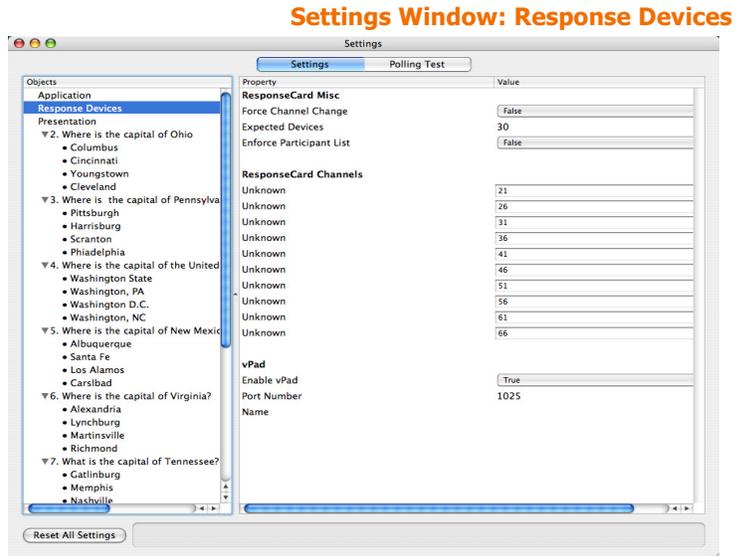


- 4 Select the Settings tab.

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

- 5 Select Response Devices from the Settings Hierarchy.

Settings for the Response Devices display in the right pane of the Settings window.



**Note** The vPad is a software version of a response device. The vPad 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.

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

- 7 Close the Settings Window.

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 vPad response devices provide on-screen confirmation that responses have been received. For infrared response devices, the use of a Response Grid will help to alert you of a non-communicating device. Find more information in **View Polling Status** on page 201.

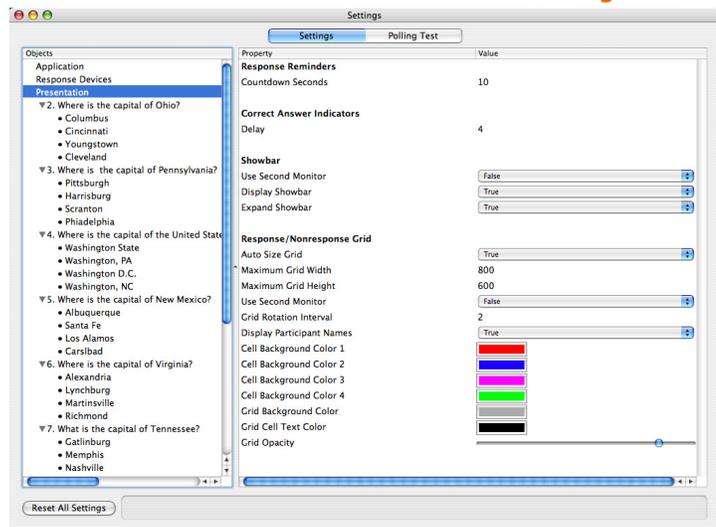
## Step by Step Instructions

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

To Check Device Communication...

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

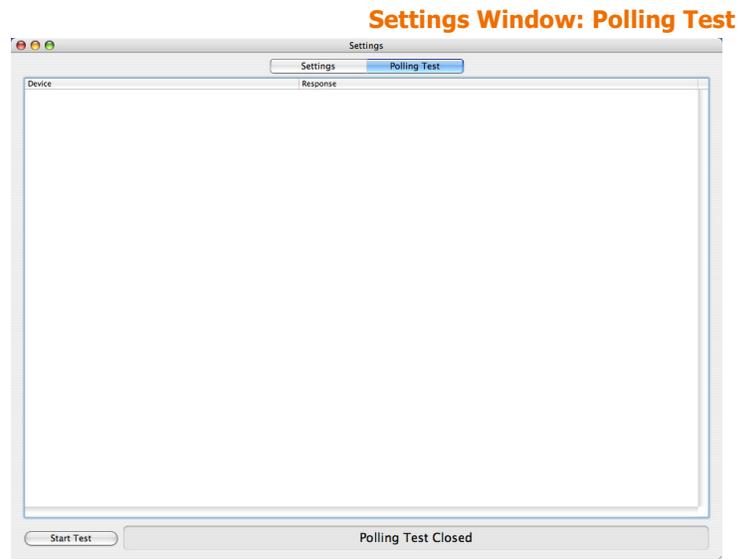
Settings Window



## Chapter 2: Getting Started with TurningPoint

- 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.



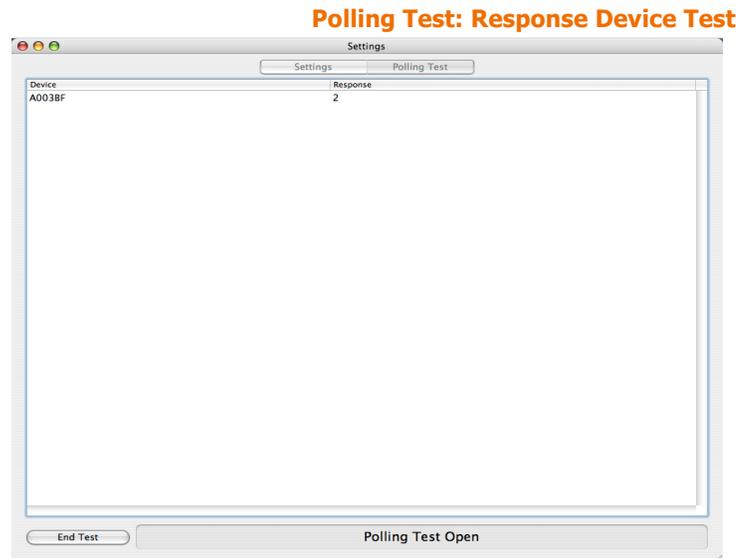
- 3 Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices.

## Step Two: Set Up the Response Devices

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

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



- 5 Select the End Test button.

TurningPoint ends Polling test.

- 6 Close the Settings Window.

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

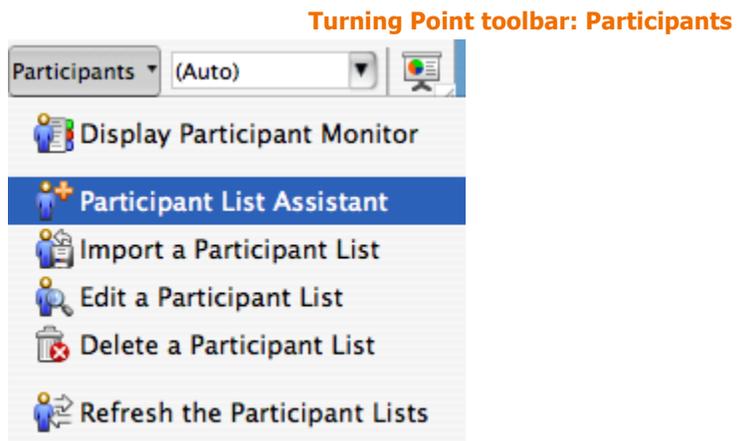
Your Participant List must not exceed the number of devices licensed for use. If you are not sure of the number, check the number of devices and then perform the following steps on the computer to be used for presentations after you setup your response devices.

### Step by Step Instructions

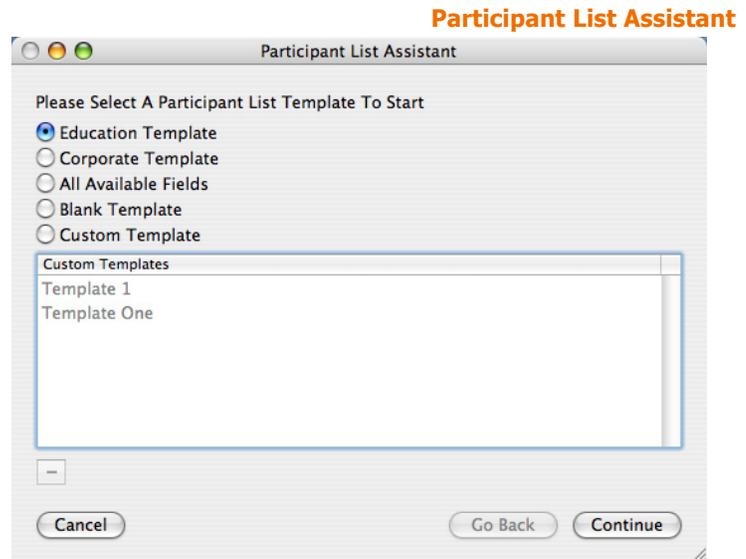
- 1 From the TurningPoint toolbar, select Participants > Participant List Assistant.

To create a Participant List...

The TurningPoint Participant List Assistant window opens.



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



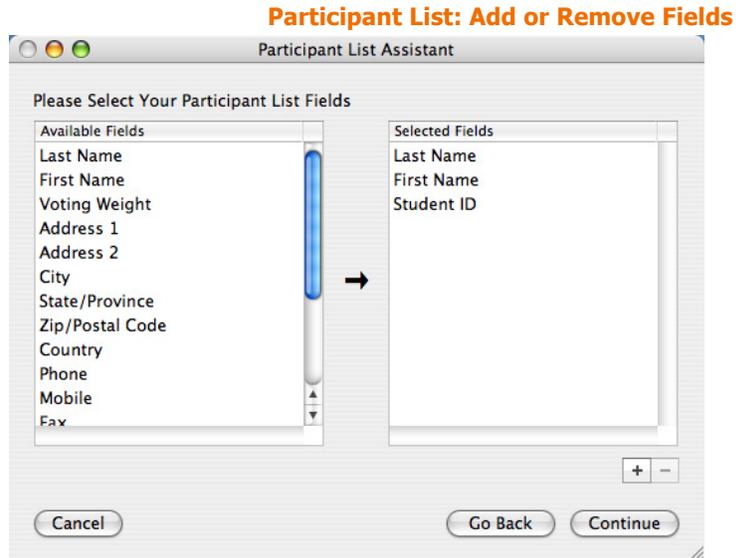
Participant List template choices include:

- 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.
- All Available Fields—contains all information entries defined for use with TurningPoint.
- Blank—allows you to create a personalized Participant List and to name the template.
- Custom—allows you to select a previously created template from the list.

- 3 Select the Continue button.

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.

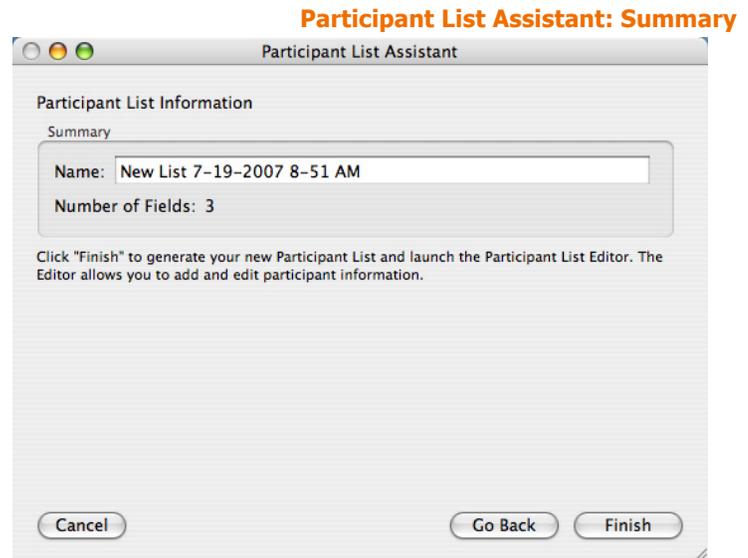


- 4 Optionally, drag and drop a field from the Available Fields to the Selected Fields.

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

- 5 Select the Continue button.

TurningPoint displays the Participant List summary screen displaying the file name and number of fields.



- 6 Optionally, edit the Participant File composition.

You can change the Participant List file name by entering a new name over the old one. Select the Go Back button to add or delete a field.

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

TurningPoint opens the Participant Information window where you can type, Edit, or paste data.



## 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, 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

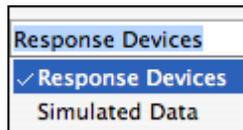
To run a presentation session...

- 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



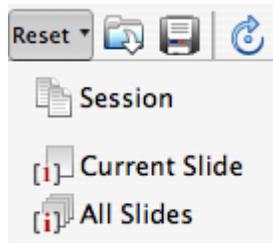
- Response Devices—a response device will be used during the presentation. The response devices must have been set up in Settings. Find more information on response devices in ***Install Devices*** on page 101.
- Simulated Data—TurningPoint provides random responses to the presentation. TurningPoint 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 up to 100 responses to each question in your

presentation. Find more information on expected devices in **Enable vPad** on page 115.

- 3 From the TurningPoint toolbar, select Reset > Session.

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

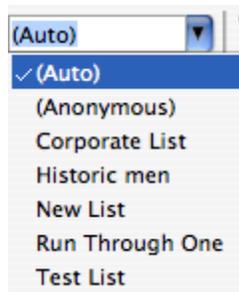
### Reset Session



- 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 (Auto). 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 TurningPoint toolbar, select the Start a TurningPoint Slide Show button.

The currently selected slide of the presentation is shown.

- 6** Use the mouse button to control the progress of the slide show. For each slide:
- a** Advance the presentation to a TurningPoint slide.

Optionally, you can press the N key, Return, Right Arrow, Down Arrow, Enter, or the Space Bar to control progress.

Polling must be opened by the presenter.
  - b** Select the play button on the Showbar to open polling.

TurningPoint receives responses when polling is open. Polling is the mechanism by which TurningPoint accepts and tallies responses provided by the audience using the Response Devices.
  - c** Select the stop button on the Showbar to close polling.

TurningPoint displays the polling results. No responses are accepted when polling is closed.
  - d** Click the slide to advance to the next slide.

Repeat steps a through c for each TurningPoint slide in your presentation.
- 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.

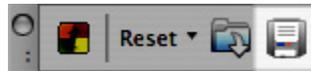
When you save a session, a default TurningPoint setting automatically includes the PowerPoint presentation with your TurningPoint file.

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.



### Save Sessions

TurningPoint opens the Save Session dialog box.

- 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.

<b>Chapter Name</b>	<b>Description</b>
<b><i>Creating and Saving Slides</i></b>	<p>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.</p> <p>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.</p>
<b><i>Response Device and Settings Management</i></b>	<p>Device setup is easy. However, if you need more help than what is included in this Getting Started chapter, you'll find it here.</p> <p>Read this chapter for a comprehensive guide of the available settings and how they can help you create a presentation to meet your needs.</p>
<b><i>Track Participants</i></b>	<p>Participant Lists can use the default templates or can be customized to include information according to your needs or requirements.</p> <p>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.</p>
<b><i>Tools</i></b>	<p>The tools discussed in this chapter include how to set up standards for your slides and import slides.</p>
<b><i>Run Presentations</i></b>	<p>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?</p> <p>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.</p>

<b>Chapter Name</b>	<b>Description</b>
<b><i>Reports</i></b>	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.
<b><i>Sessions</i></b>	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.
<b><i>Appendices</i></b>	The appendices include a Glossary and a guide to <b><i>Frequently Asked Questions</i></b> .



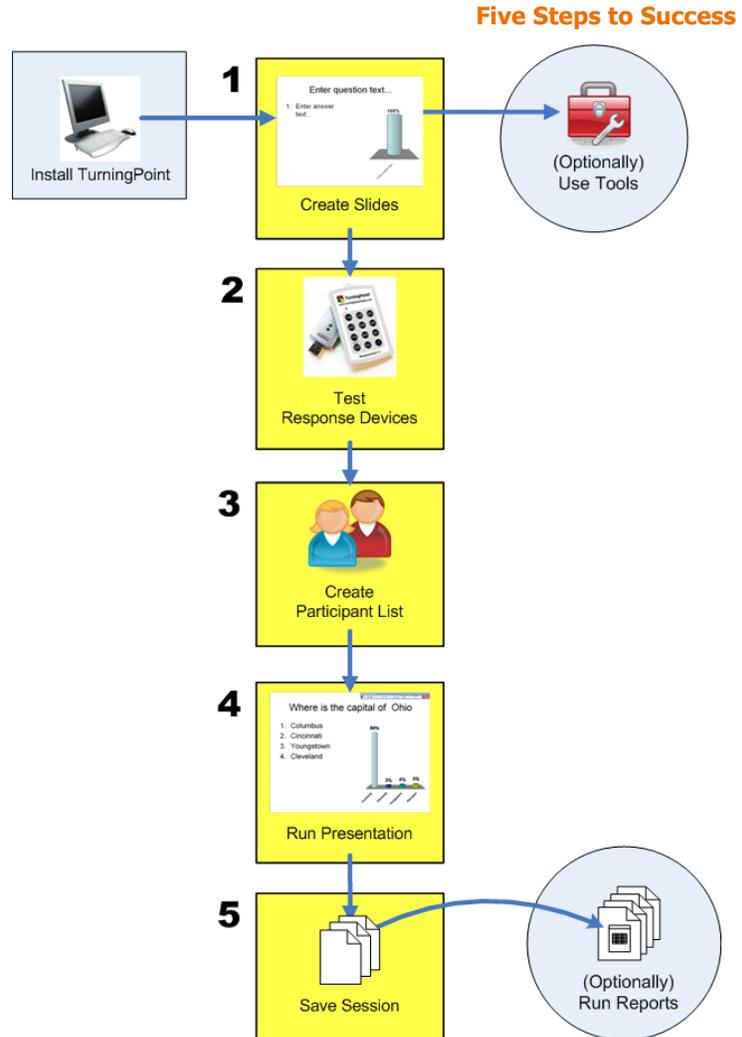
# 3

## 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.

## Chapter 3: Creating and Saving Slides

Recall the five steps to presentation success:

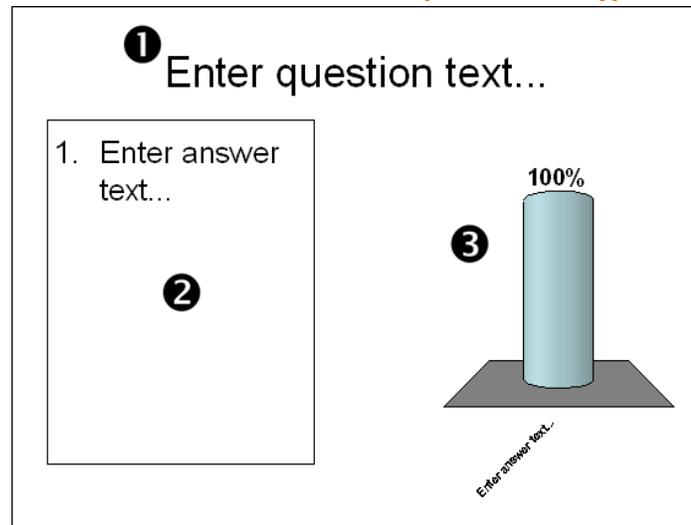


As the previous diagram depicts, the first step is to create the presentation slides. This chapter demonstrates how to use TurningPoint to create the slides you will use later in a presentation.

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 78.)

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 five types of charts available. Find more information in **Chart Slides** on page 57.

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 51.
- 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 82.

### Chapter 3: Creating and Saving Slides

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 68.

Additionally, TurningPoint allows you to add a number of TurningPoint objects to your slides. These include Answer Now prompts and Countdown shapes and statistics like the average and variance of the responses. Find information on adding objects in **Add Objects** on page 84.

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 54.

# 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...

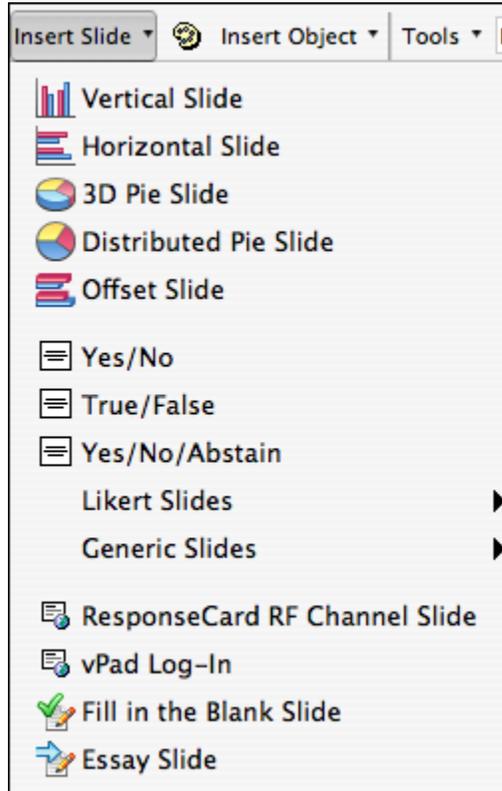
- 1** Launch TurningPoint.
  
- 2** Open a presentation or create a new presentation.

## Chapter 3: Creating and Saving Slides

- 3 From the TurningPoint toolbar, select Insert Slide.

The Insert Slide menu opens.

Insert Slide menu



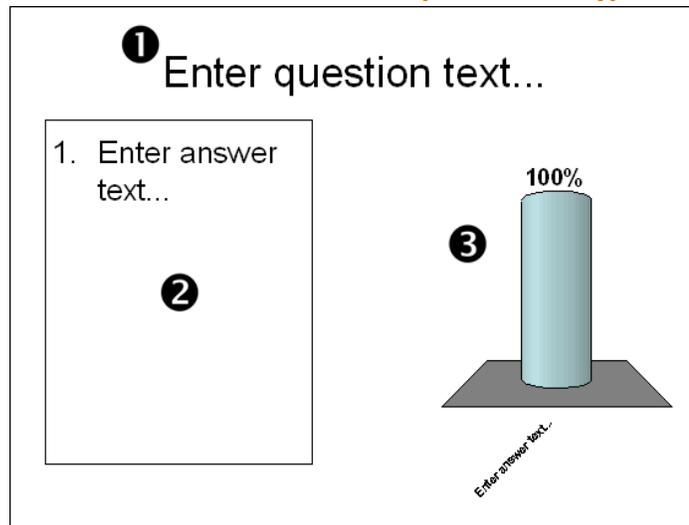
- 4 Select the type of slide you would like to insert from the Insert Slide menu.

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 56.

**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 or Countdown. Find more information on adding or changing these objects in **Add Objects** on page 84.

- 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

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

To save your presentation...

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.

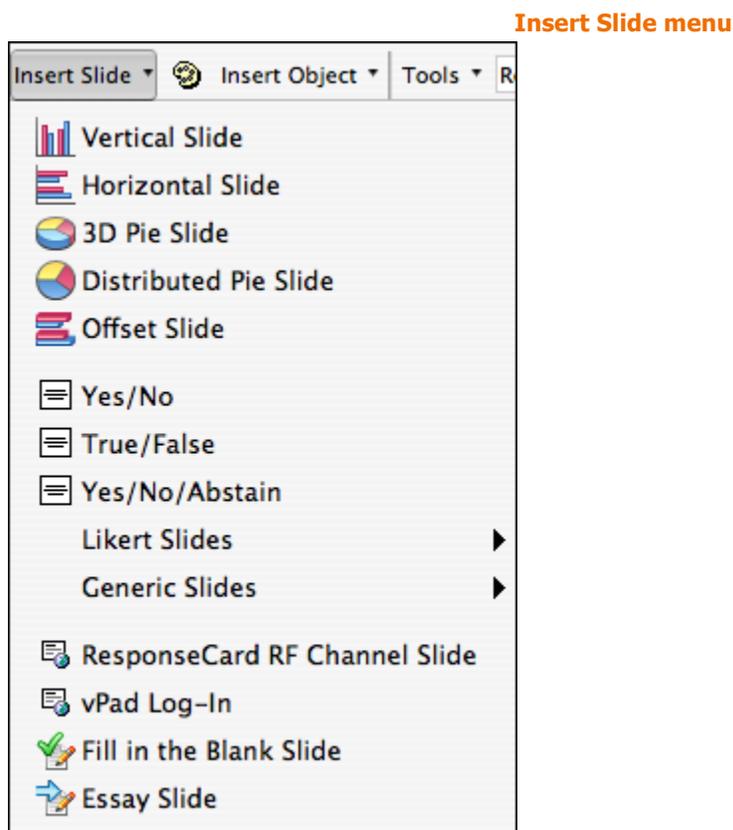
TurningPoint saves all of the presentation-level settings that you defined in the Settings menu with your interactive presentation. When you open the presentation on a different computer, the saved presentation settings are used instead of the computer's default settings. This function preserves your 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. A Reset All Settings button displays in the bar below the settings options. Select this button and a dialog box opens with this statement: 'Do you want to reset all settings to the default values?' Select Reset 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.



This section describes

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

## Chart Slides

The first set of five 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 answers.

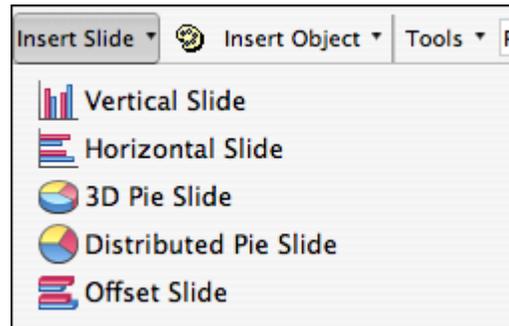


Chart Slides Menu

The five 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

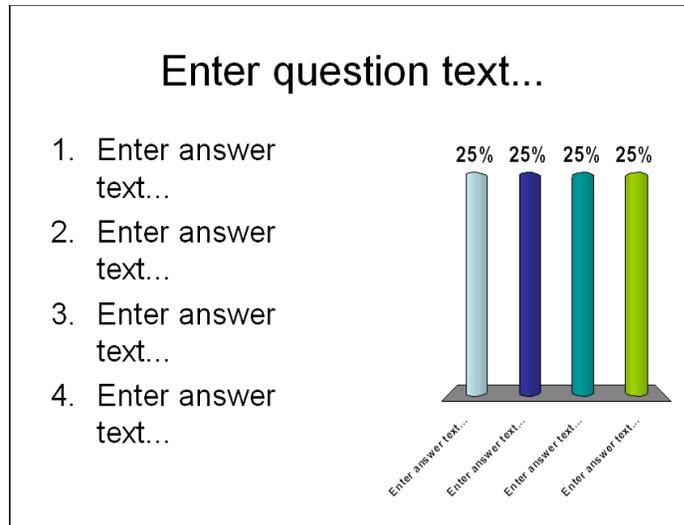
**Note** Horizontal and Offset slides display Choice One, Choice Two, and etc. in the Answer Region.

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 70.

**Vertical Slide**

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

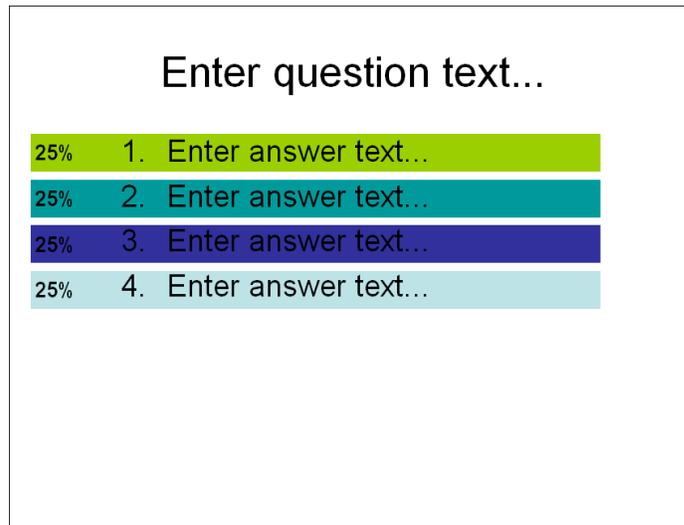
**Vertical Slide**



**Horizontal Slide**

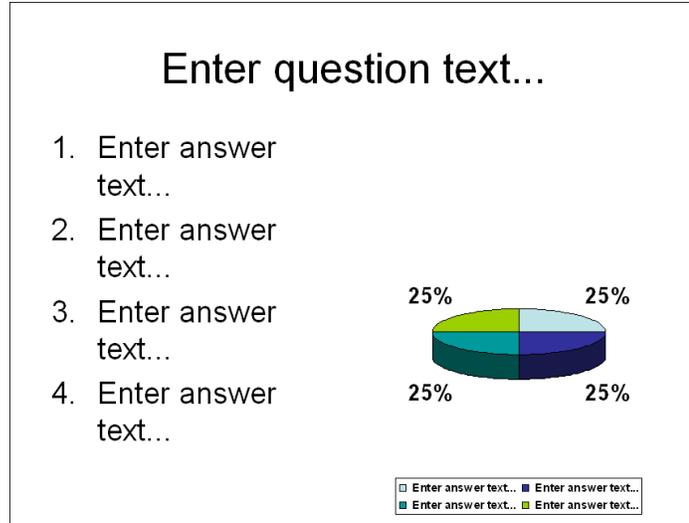
The horizontal slide contains a bar chart with horizontal bars for each answer. Each bar displays behind the corresponding answer in the answer region.

**Horizontal Slide**

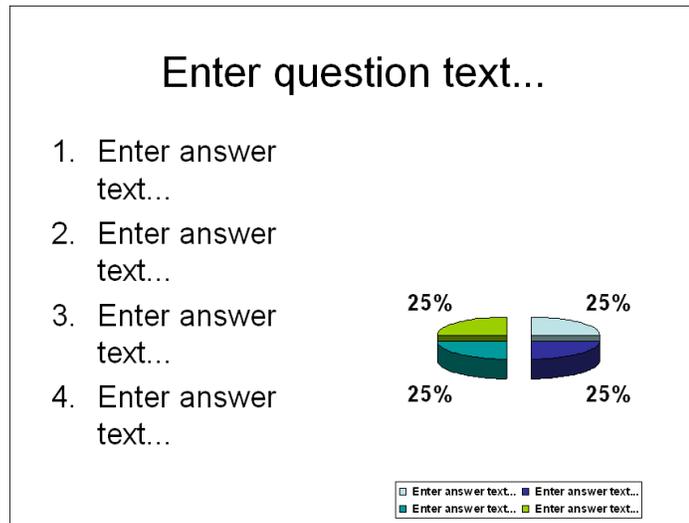


**3D Pie Slide**

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**

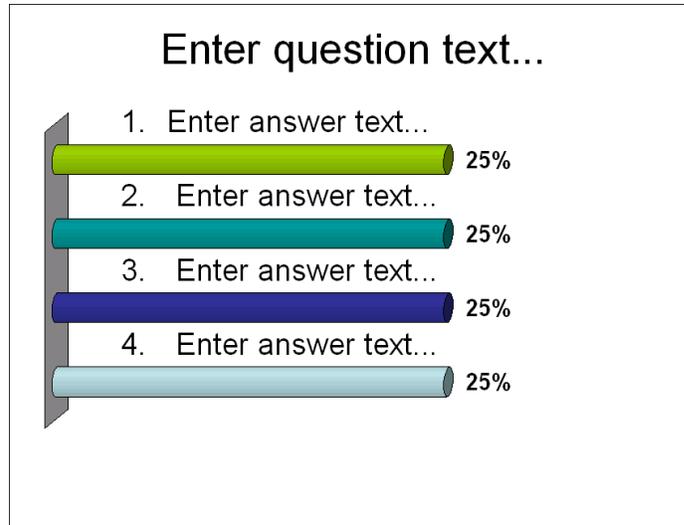
The distributed pie slide is similar to the 3D pie slide except the slices are shown separated from each other.

**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.

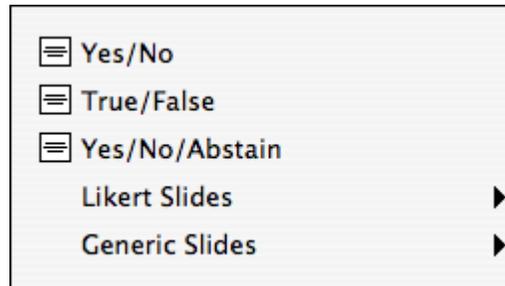
**Offset Slide**



## Template Slides

The second 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, and Generic Slides.

### Template Slides Menu

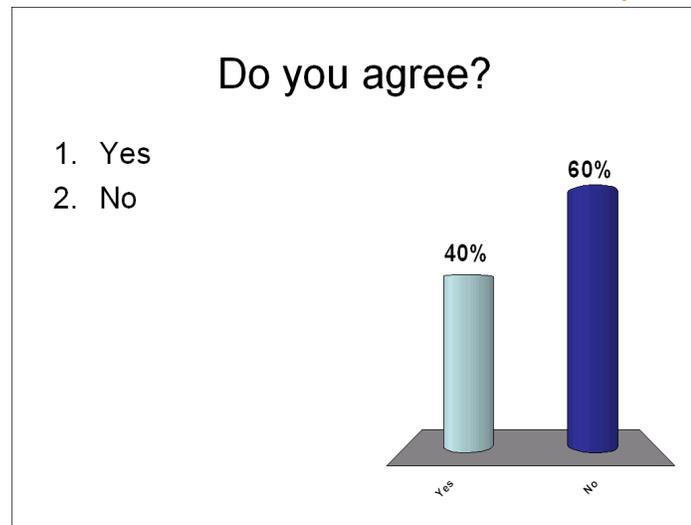


When you insert any of the template slides, a Vertical chart is inserted onto the slide. You can change the chart type on the inserted slide. Find information for changing chart types in **Chart Slides** on page 57.

### 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.

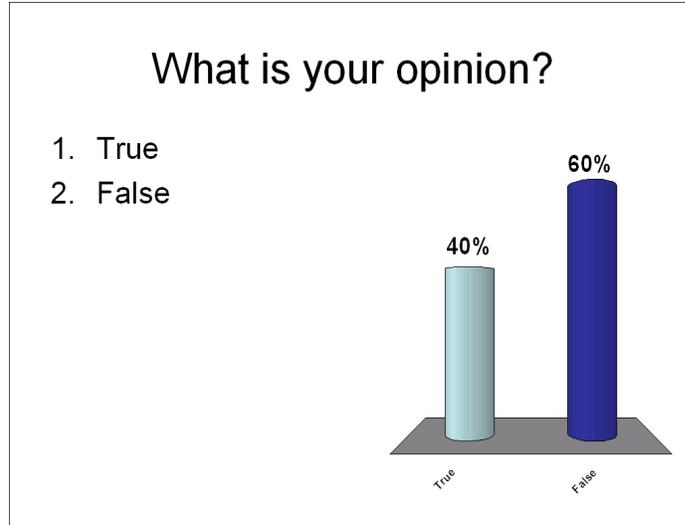
### Yes/No Slide



**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.

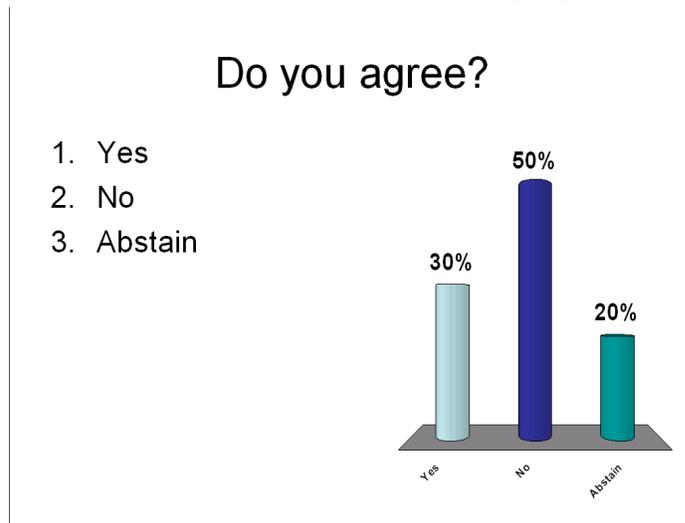
**True/False Slide**



**Yes/No/Abstain Slide**

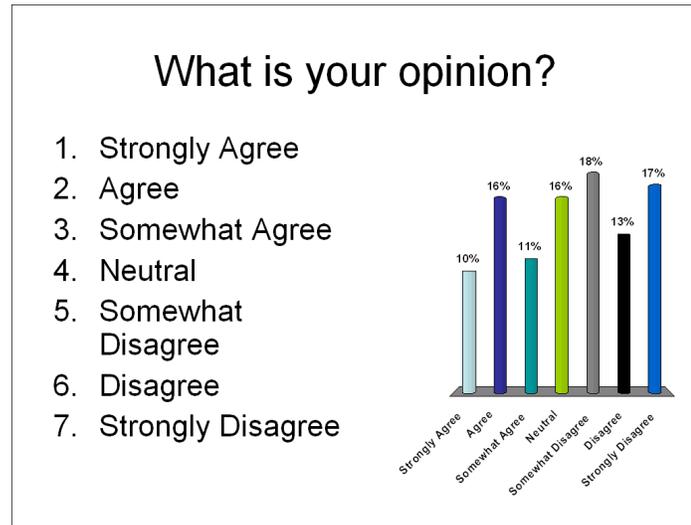
A Yes/No/Abstain slide is used with a yes or no response with option to abstain. The slide includes a generically worded question and answers. You may wish to edit the question to be more specific.

**Yes/No/Abstain Slide**

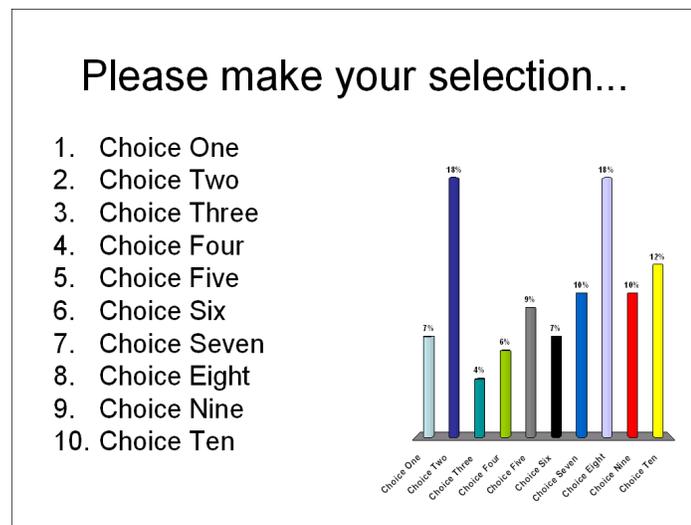


**Likert Scale Slide**

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**

## 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, vPad Log-In, Fill in the Blank Slide, and Essay Slide.

### 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

#### Channel Setting Instructions for *ResponseCard RF*

1. Press and release the "GO" button.
2. While the light is flashing red and green, enter the 2 digit channel code (i.e. channel 1 = 01, channel 21 = 21).
3. After the second digit is entered, Press and release the "GO" button.
4. Press and release the "1/A" button. The light should flash yellow to confirm.

### vPad Log-In Slide

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

The vPad Log-In slide displays the computer's friendly name, IP address, and port number, which are required for participants submitting responses using vPad. If some of the participants in your audience will be using vPad, you should include this slide early in your presentation so that they can successfully connect.

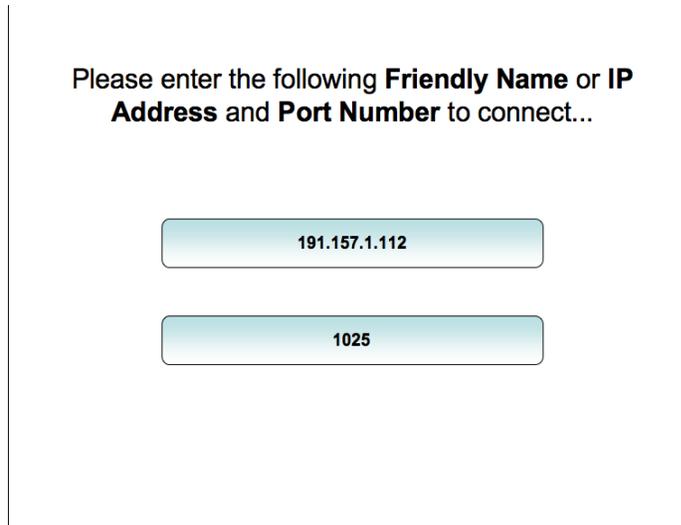
Find more information on using vPad in **Chapter 4: Response Device and Settings Management**.

### vPad Log-In Slide

Please enter the following **Friendly Name or IP Address** and **Port Number** to connect...

191.157.1.112

1025



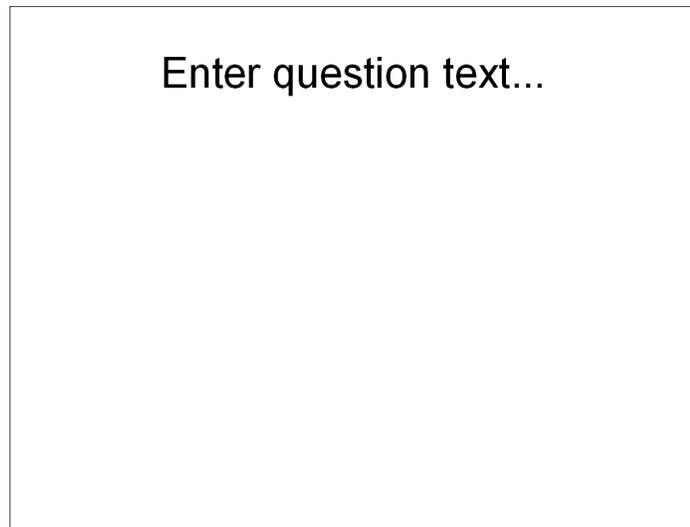
### Fill in the Blank Slide

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 vPad 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**

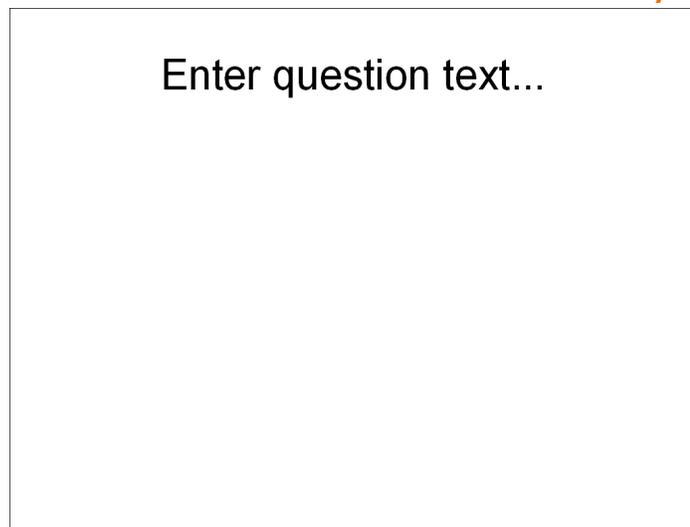


Enter question text...

**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 vPad users may provide alphanumeric responses of varying lengths.

**Essay Slide**



Enter question text...

# 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 57. You can use pictures for answers. Find more information in **Create Picture Slides** on page 78. And you can add a Correct Answer Indicator. Find more information in **Add a Correct Answer Indicator** on page 88.

**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**
- **Identify a Correct Answer**
- **Set Point Values**
- **Clear Answer Values**
- **Create Picture Slides**
- **Change Chart Colors**
- **Make a PowerPoint Slide Interactive by Inserting a Chart**

---

## 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 Reports. Find more information on **Demographic Reports** on page 219.

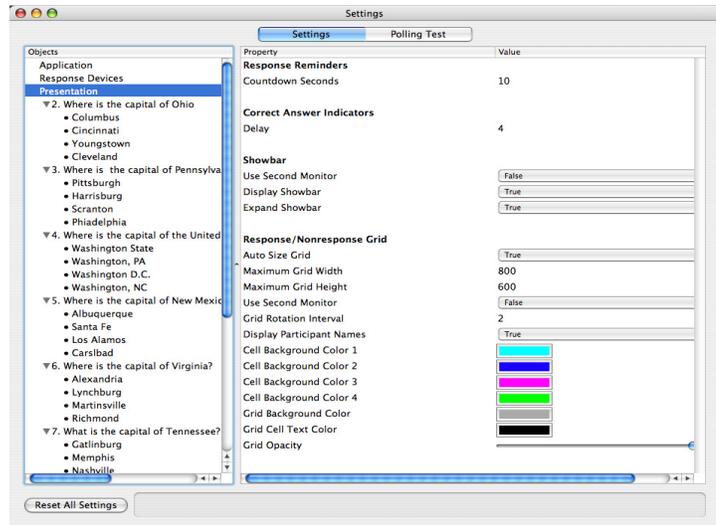
### Step by Step Instructions

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

To designate a slide as 'Demographic'...

The Settings window opens.

Settings Window

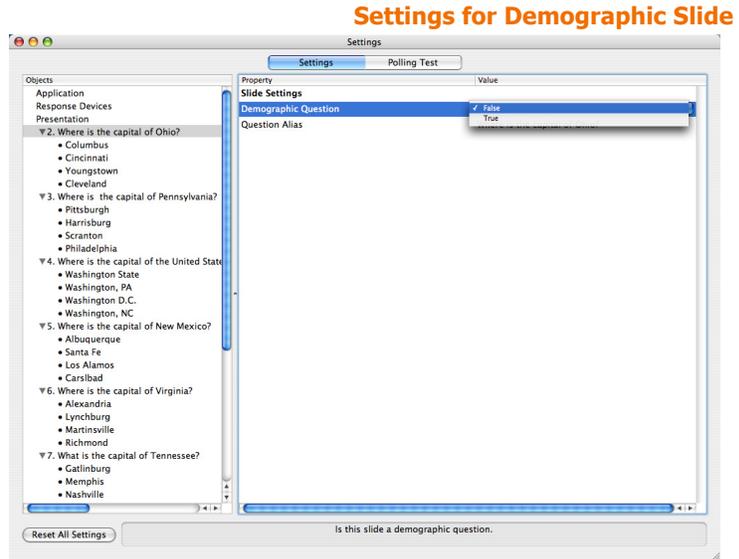


- 2 Select the slide you want to designate as Demographic from the Settings Hierarchy.

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

- 3 Select Demographic Question.

A Drop-down menu opens.



- 4 Select True.

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.

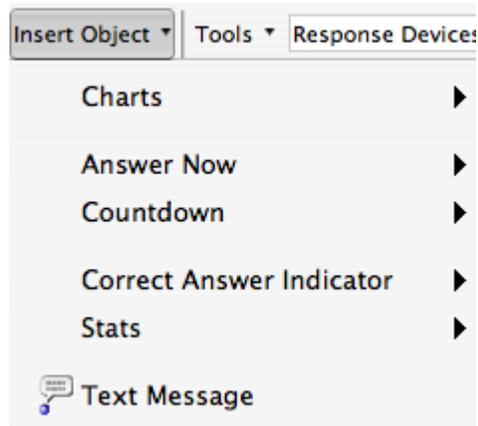
### Step by Step Instructions

To change a chart's type...

- 1 Navigate to the TurningPoint slide in your presentation on which you would like to change the chart.

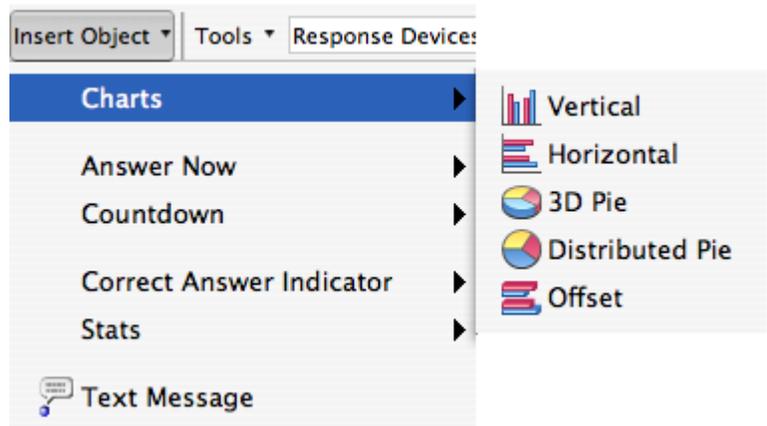
- 2 Select Insert Object from the TurningPoint toolbar.

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.

## Identify a Correct Answer

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 88.

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** on page 74.

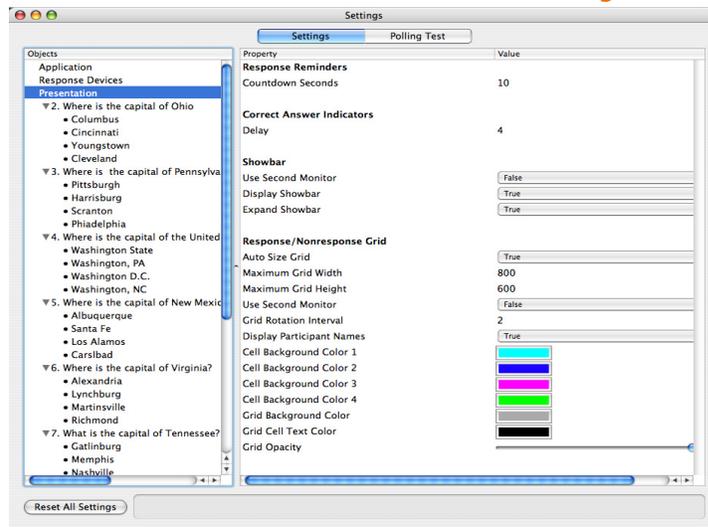
### Step by Step Instructions

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

To mark an answer correct from the Settings window...

The Settings window opens.

Settings Window

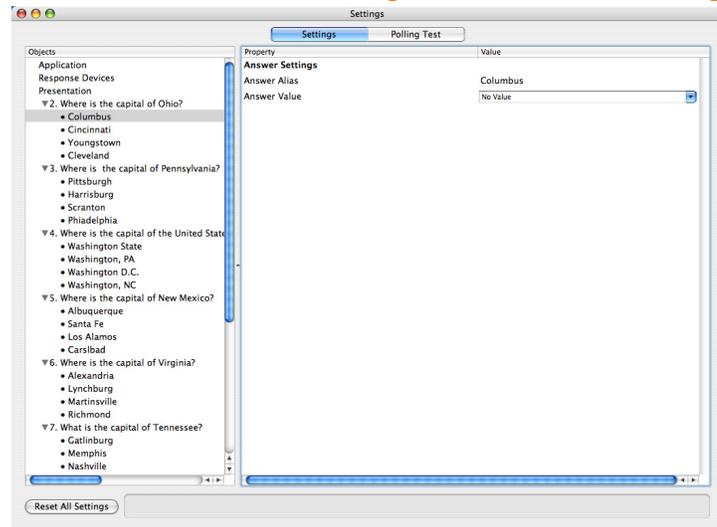


- 2 From the Settings Hierarchy, select the slide on which you would like to identify a correct answer.

- 3 Select the Answer you want to identify as correct.

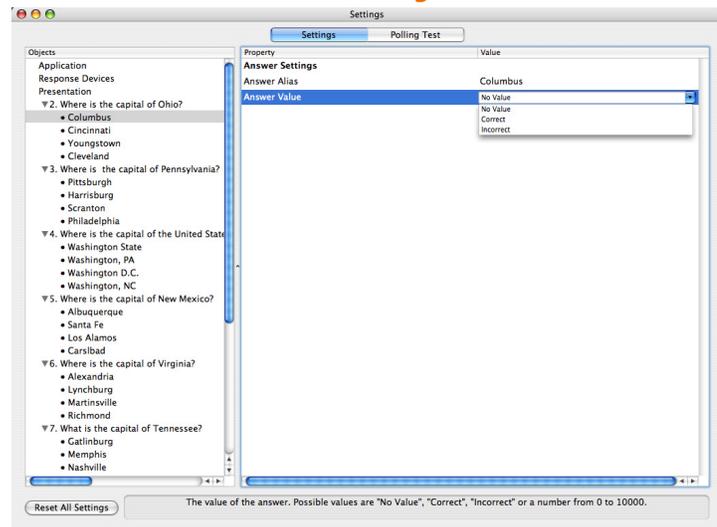
The settings for that answer display in the right pane of the window.

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.

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.

---

### Set Point Values

The answer values are used in generating graded reports, scoring reports and others available in Turning Reports. Find more information in **Reports** on page 211.

You can set the point value for an answer in the range of 0 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).

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** on page 72.

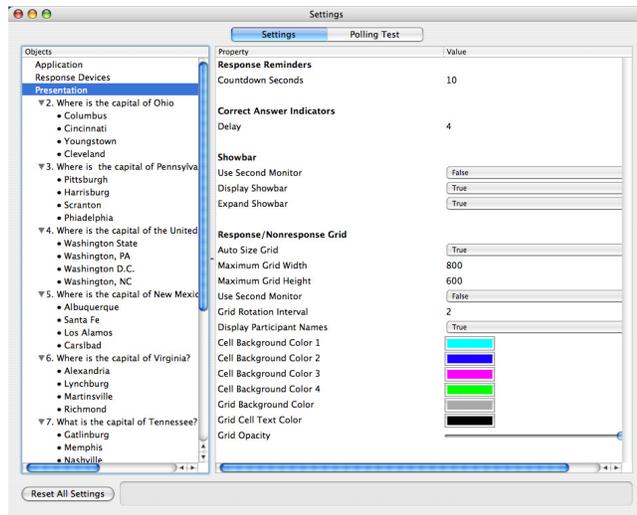
## Step by Step Instructions

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

To set a point value for an answer...

The Settings window opens.

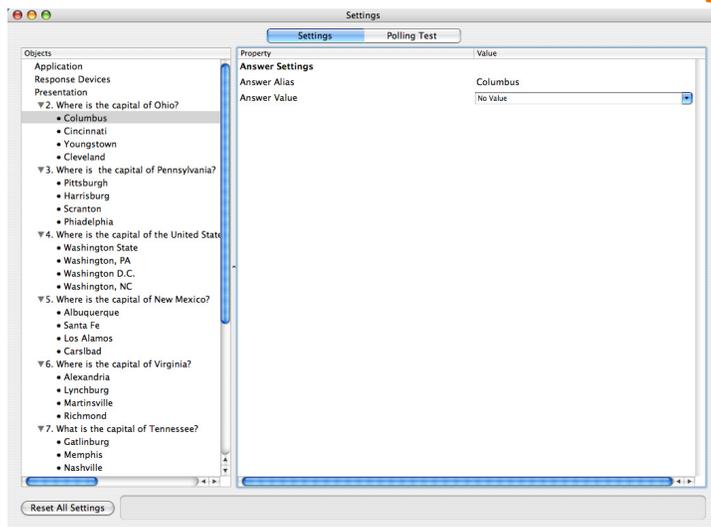
### Settings Window



- 2 From the Settings Hierarchy, select the answer to which you would like to assign a point value.

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

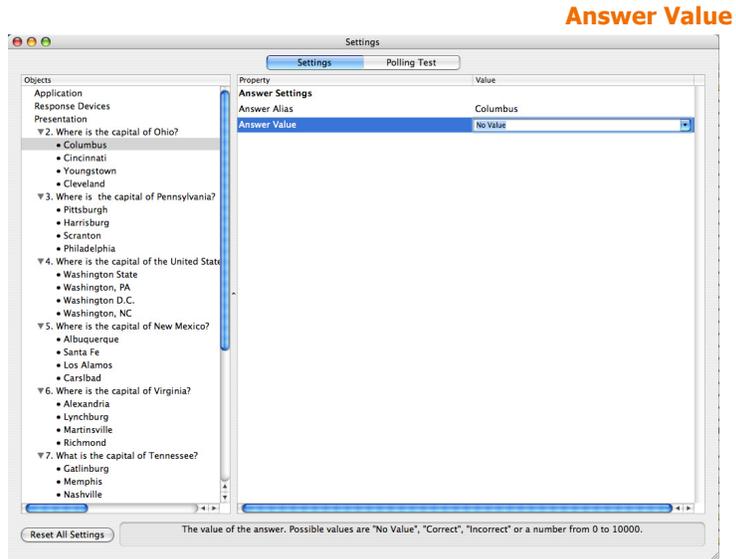
### Answer Settings



## Chapter 3: Creating and Saving Slides

- 3 Double-click in the Answer Value drop-down menu.

The current value is highlighted.



- 4 Enter a point value.

You can enter a point value ranging from zero through 10,000.

- 5 Press the Enter Key.

TurningPoint sets the point value for the selected answer.

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 instead.

You can clear the point value for a particular answer on a slide or all answers in a presentation by following the instructions in **Clear Answer Values** on page 76.

---

## Clear Answer Values

You can clear the value from an answer.

### Step by Step Instructions

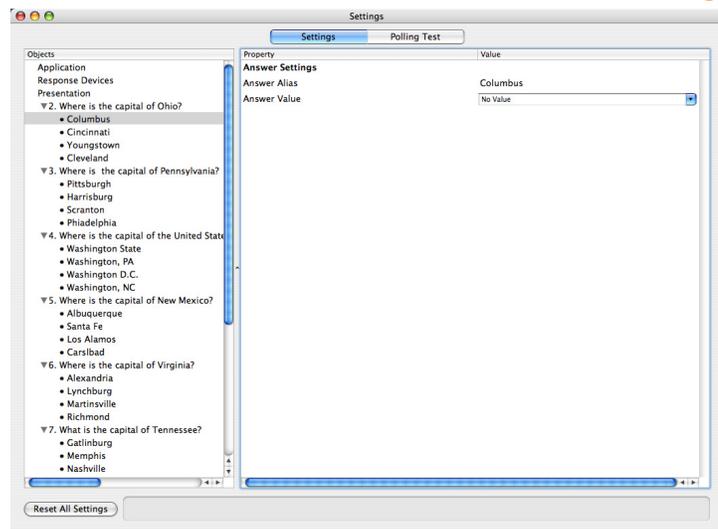
- 1 From the TurningPoint toolbar, select Tools > Settings.
  
- 2 From the Settings Hierarchy, select the answer for which you would like to clear the answer value.

To clear the answer values for a presentation...

The settings window open

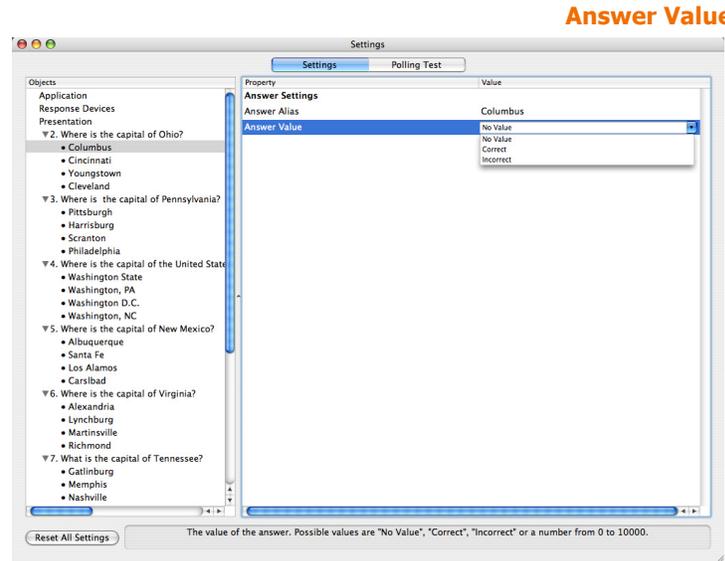
The available settings for the answer display in the right pane of the window.

### Answer Settings



- 3 Select No Value from the Answer Value drop-down menu.

TurningPoint clears the answer value for the selected answer.



Alternatively, select the Reset All Settings button to reset all of the answer values in the presentation. If you choose this option, TurningPoint resets all of the settings back to their default settings.

Find information for setting Correct or Incorrect values in **Identify a Correct Answer** on page 72.

Find information for setting point values in **Set Point Values** on page 74.

---

## 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

- 1 Create a TurningPoint slide.

To create a picture 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 51.

**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, or distributed pie chart. Find more information in *Types of Slides* on page 56.

- 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.

## Chapter 3: Creating and Saving Slides

- c Select the picture that corresponds to the second answer by holding the Shift key on your keyboard and clicking on the picture.
- d Repeat step c for each additional picture until you have selected one for each answer.

Now both the first and second picture are selected.

**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, according to the answers you assigned them.

### Picture Slide

A screenshot of a presentation slide titled "Which one is the United States Flag?". On the left, there are four numbered options, each with a small circular selection handle and a flag image: 1. United States flag, 2. Irish flag, 3. United Kingdom flag, and 4. Canadian flag. On the right, there is a 3D pie chart with four segments. The segments are labeled with percentages: 27%, 25%, 25%, and 24%. A legend at the bottom right of the slide shows four colored squares corresponding to the pie chart segments: light blue, dark blue, green, and yellow.

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*** on page 72 and ***Set Point Values*** on page 74.

## Change Chart Colors

TurningPoint slides display in the same color scheme as your PowerPoint presentation. See PowerPoint help for more information on changing chart 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

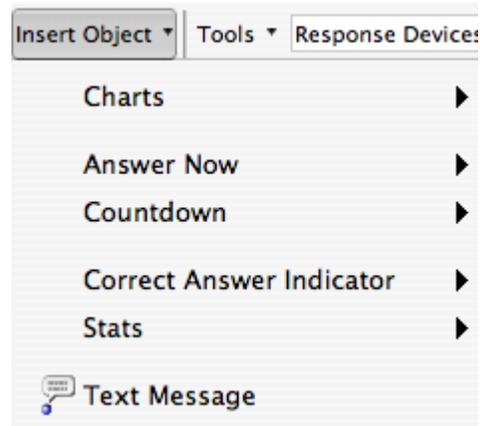
To convert a PowerPoint slide to an interactive slide...

- 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.

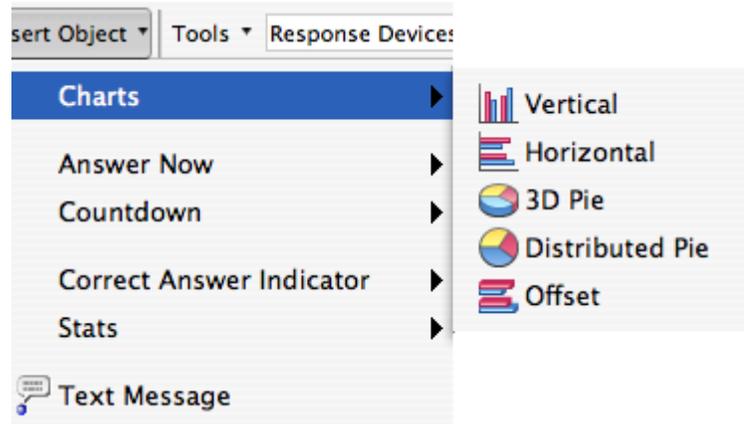
**Insert Object Menu**



- 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.

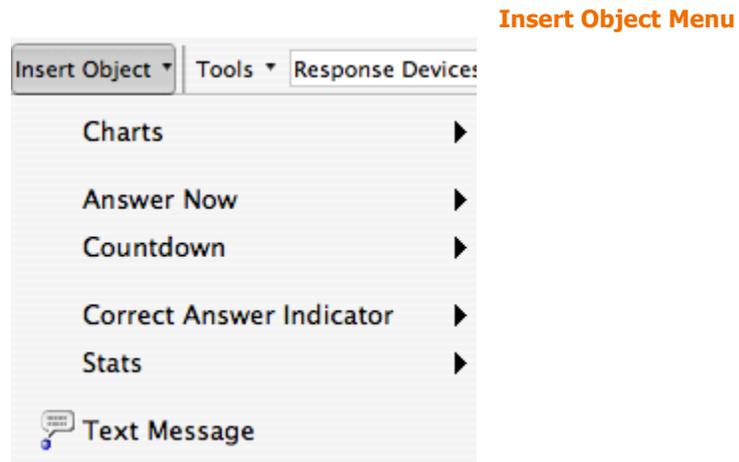
When you select the chart to be added, TurningPoint converts the title of your slide to the question, the bulleted or numbered list to the answers, and adds the chart to the slide.

You now have a functioning TurningPoint slide.

Find more information on chart types in **Chart Slides** on page 57.

# Add Objects

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



This section describes how to:

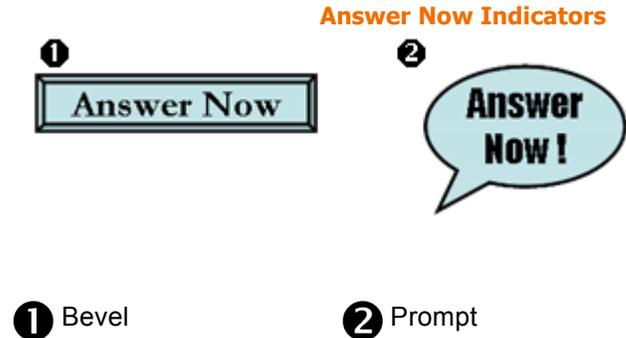
- *Add an Answer Now Indicator*
- *Add a Countdown Indicator*
- *Add a Correct Answer Indicator*
- *Add Text Messaging*
- *Add Statistics Indicators*

---

## 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.

There are two Answer Now Indicators to choose from.



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.

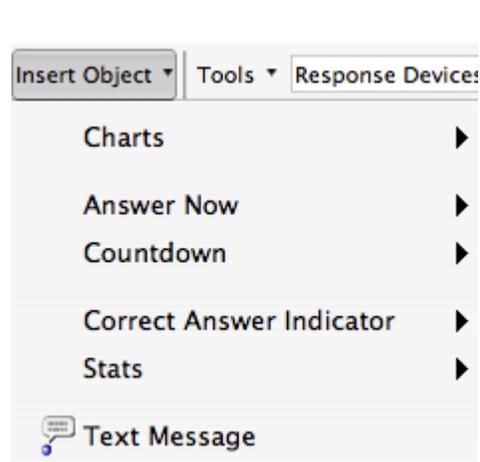
### Step by Step Instructions

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.

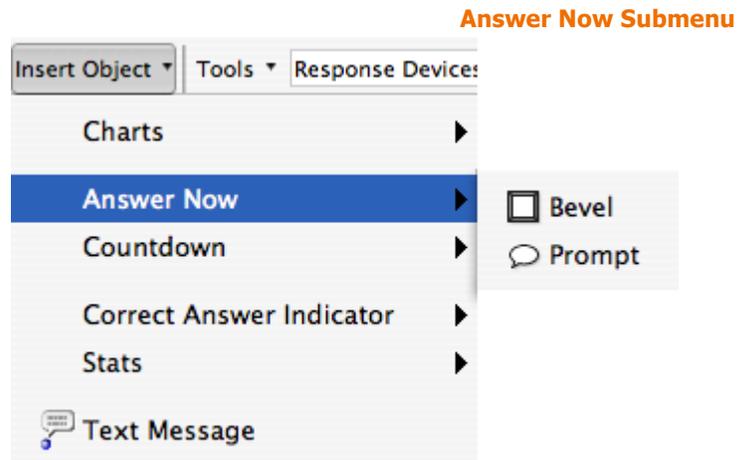
- 2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.



### 3 Select Answer Now.

A submenu opens displaying the available Answer Now Indicators.



### 4 Select an Answer Now Indicator.

TurningPoint places the Answer Now Indicator on your slide.

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.

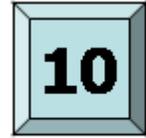
---

## 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 97.

### Countdown Indicator



Timer

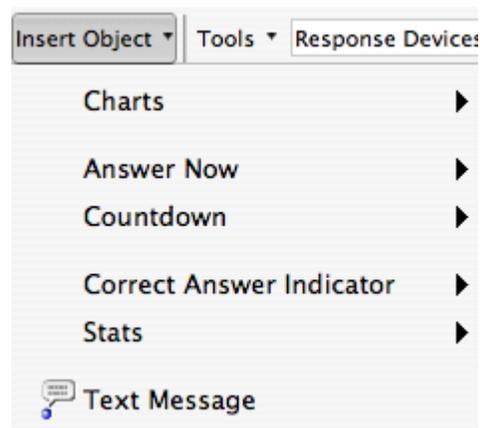
### Step by Step Instructions

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

To add a Countdown Indicator...

- 2 From the TurningPoint toolbar, select Insert Object.

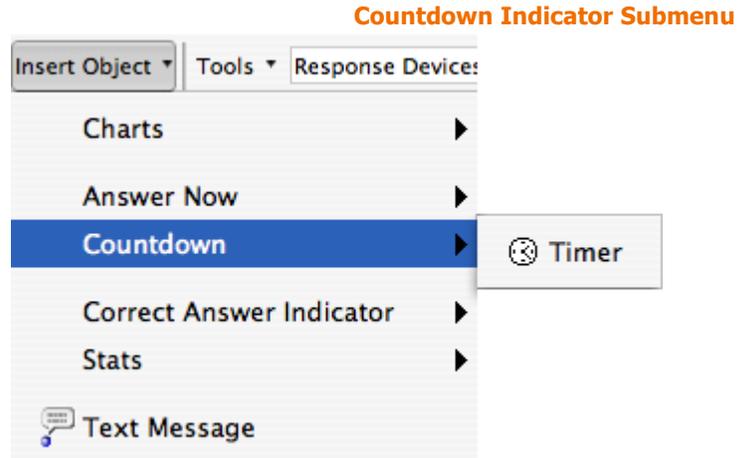
The Insert Object menu opens.



### Insert Object Menu

### 3 Select Countdown.

A submenu opens displaying the Countdown indicator.



### 4 Select the Countdown Indicator.

TurningPoint places the Countdown Indicator on your slide.

**Note** You can also change the length of the countdown by pressing control + click (or right click on the mouse) and selecting Change Timer Limit from the contextual menu. 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.

---

## 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** on page 72 or **Set Point Values** on page 74.

### Correct Answer Indicator



### Step by Step Instructions

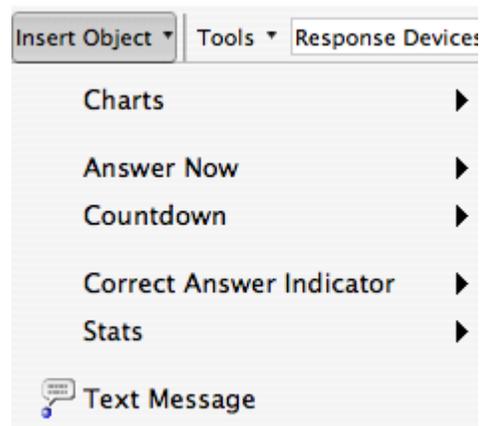
- 1 Navigate to the TurningPoint slide in your presentation to which you would like to add a Correct Answer Indicator.

To add a Correct Answer Indicator...

- 2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.

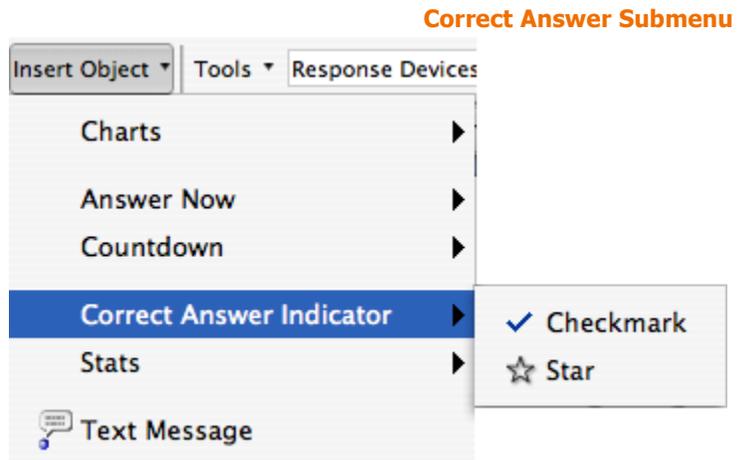
### Insert Object Menu



## Chapter 3: Creating and Saving Slides

- 3 Select Correct Answer Indicator.

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



- 4 Select a Correct Answer.

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 vPad 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 vPad.

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.

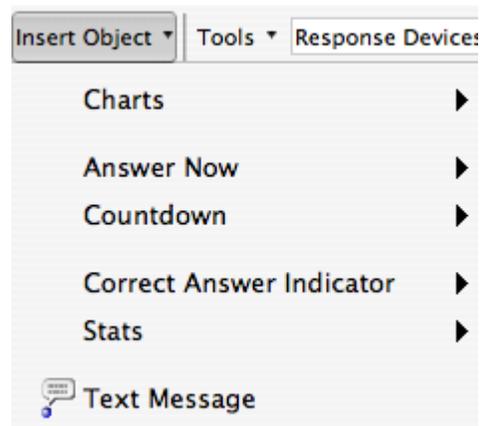
### Step by Step Instructions

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

To add a Text Message...

- 2 From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.



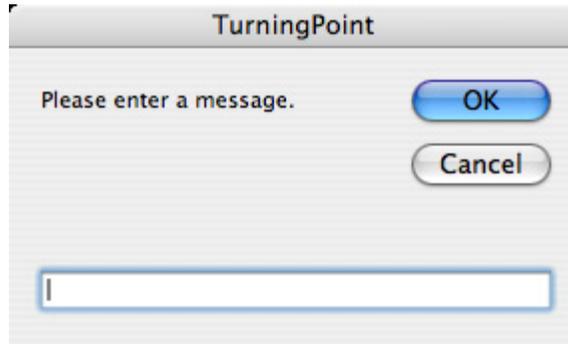
**Insert Object Menu**

## Chapter 3: Creating and Saving Slides

- 3 Select Text Message.

A dialog box opens.

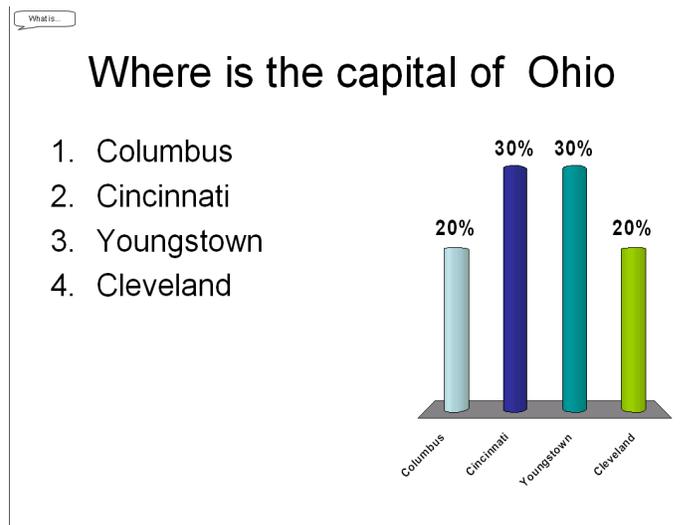
Text Message Dialog Box



- 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 vPads for a text message.

Slide with Text Message



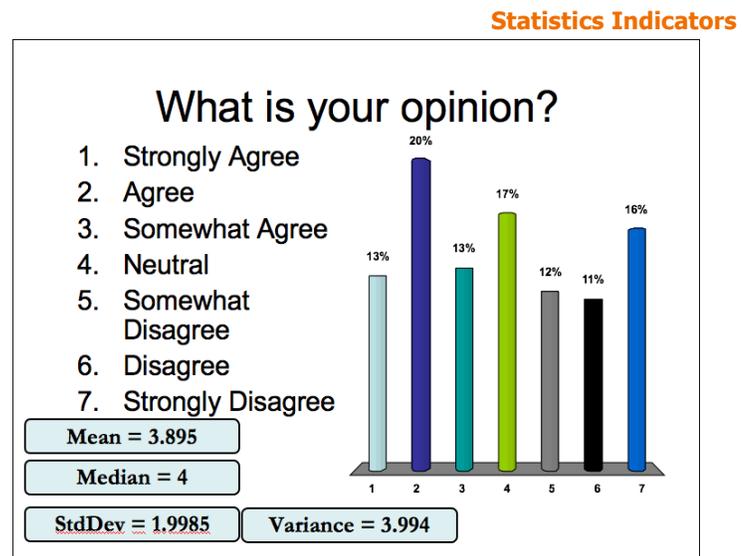
You may now alter the timing of the message using PowerPoint's animation features. By default, the message is sent as soon as the slide is shown, Find more information in PowerPoint's help file.

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 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

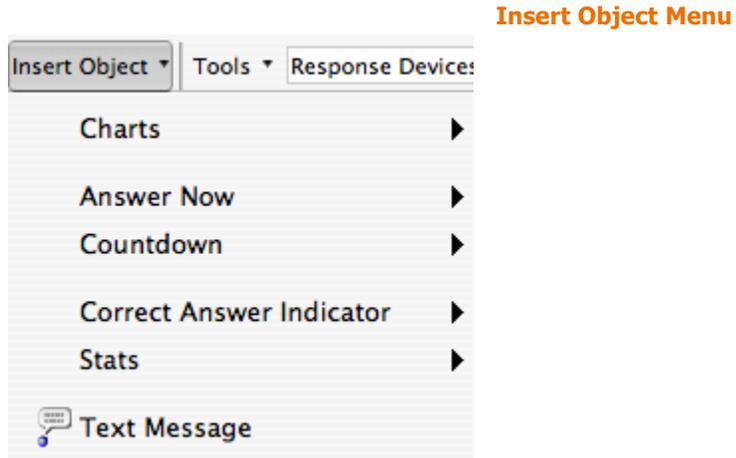
To add a Statistic Indicator...

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

## Chapter 3: Creating and Saving Slides

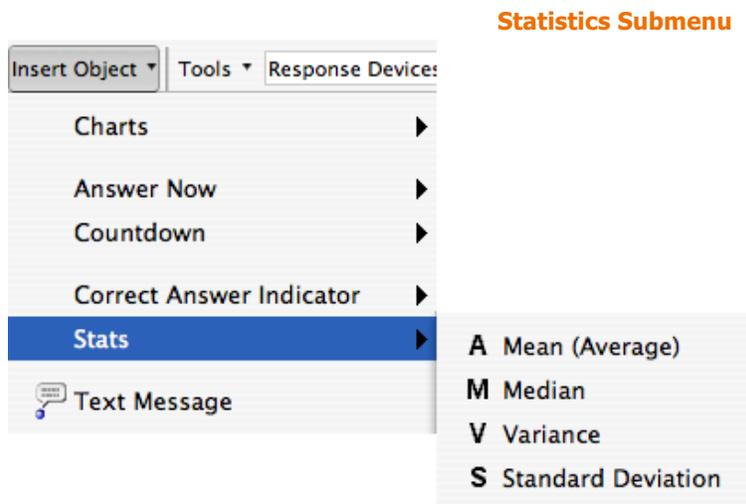
- From the TurningPoint toolbar, select Insert Object.

The Insert Object menu opens.



- Select Stats.

A submenu opens displaying the available Statistic Indicators.



- 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** 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.

## Chapter 4: Response Device and Settings Management

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



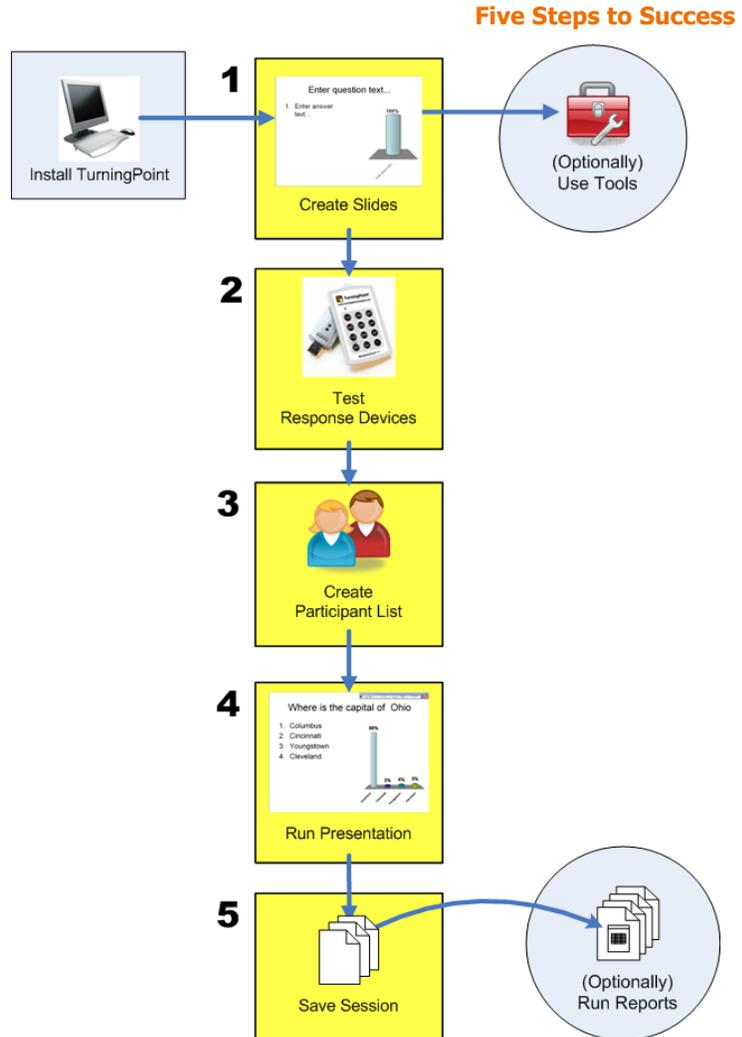
Responsive Innovations' ResponseCard XR—a compact response device that uses radio frequency technology to send audience responses and allows for self-paced testing by letting students enter responses to many different questions on the card's multi-line LCD; then transmitting all the answers at once.



Turning Technologies' vPad—a virtual keypad, installed on a personal computer, or Smart Devices, that takes advantage of a classroom network to send responses or control presentations.

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 vPad response device software application allows users to participate with your presentation through an internal network. The vPad allows participants to respond to and provide feedback about your presentation. This section includes instructions to install the vPad software.

This section describes how to:

- ***Install Infrared Response Device Receiver***
- ***Install Radio Frequency Response Device Receiver***
- ***Install the vPad 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 Response Card 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. 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 114 to manage the settings for the response devices.

The use of a Response Grid will help to alert you of a non-communicating Infrared response device. Find more information in **View Polling Status** on page 201.

**Step by Step Instructions**

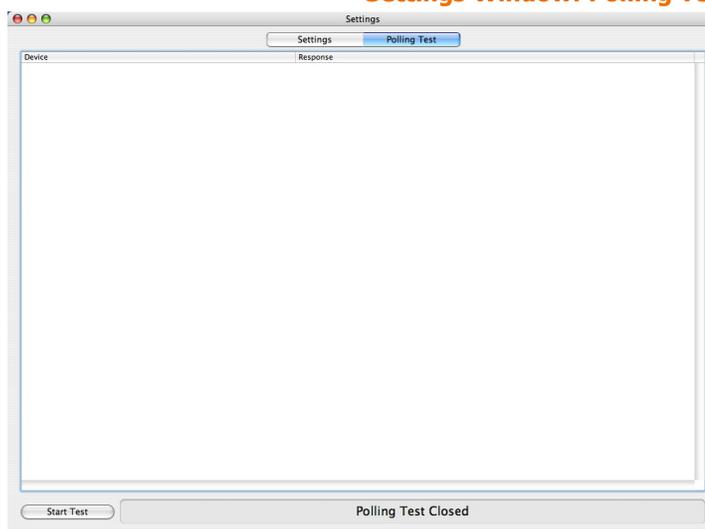
- 1 From the TurningPoint toolbar, select Tools > Settings.

To Check Device Communication...

The Settings window opens.

- 2 Select Polling Test.

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

**Settings Window: Polling Test**

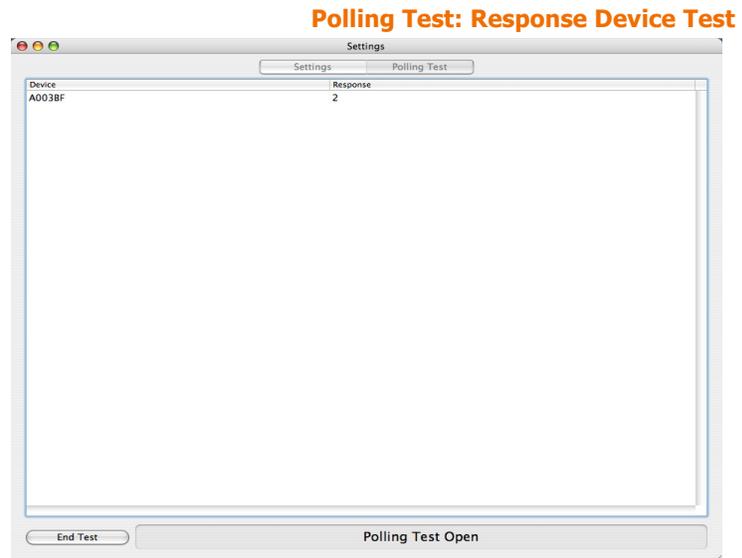
- 3 Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices.

## Chapter 4: Response Device and Settings Management

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

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



- 5 Select the End Test button.

TurningPoint ends Polling test.

- 6 Close the Settings window.

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 Response Card 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

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

To install the radio frequency response device receiver...

Connect the USB Response Device Receiver to your computer. The device is now ready for use.

### Radio Frequency Response Device Receiver



**Note** The effective range of a Legacy RF Receiver 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 114 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

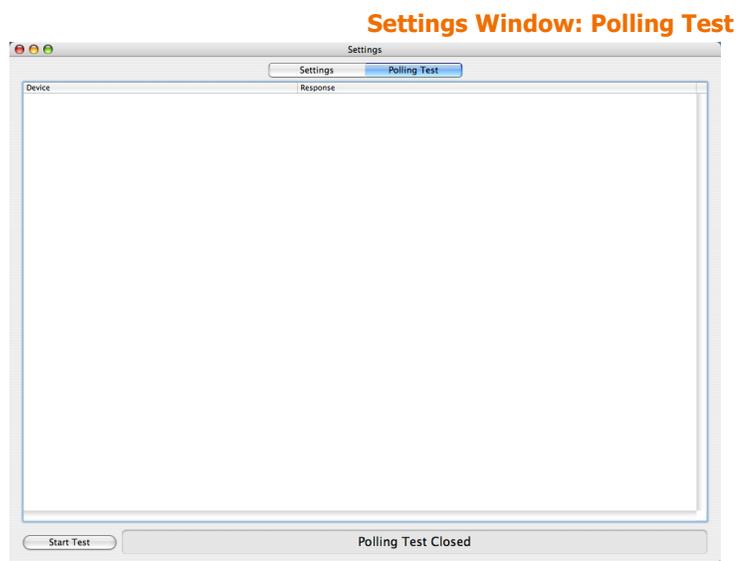
- 1 From the TurningPoint toolbar, select Tools > Settings.

To Check Device Communication...

The Settings window opens.

**2** Select Polling Test.

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

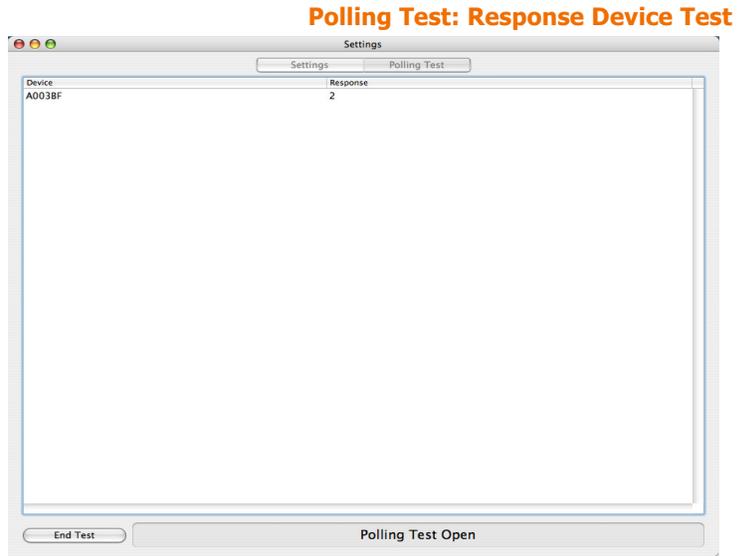
**3** Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices.

## Chapter 4: Response Device and Settings Management

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

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



- 5 Select the End Test button.

TurningPoint ends Polling test.

- 6 Close the Settings window.

The device communication check is now complete.

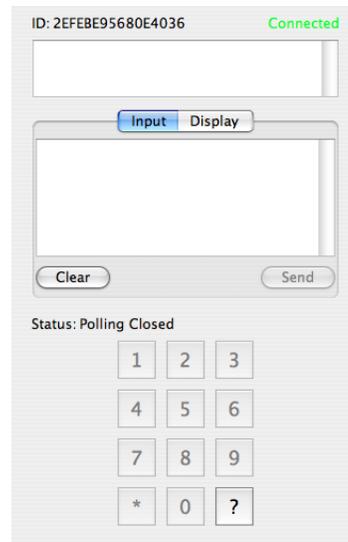
---

## Install the vPad Response Software

The vPad 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.

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

### vPad 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 vPad software on a PC...

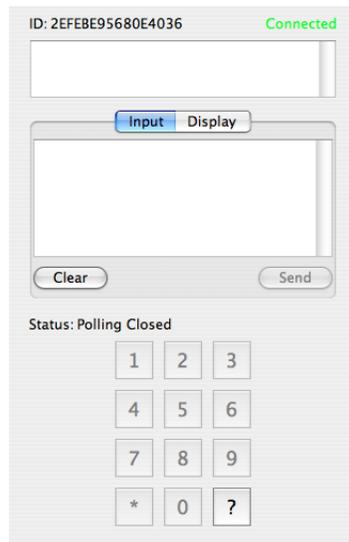
- 1** Insert the vPad installation CD into your computer's CD-ROM drive.
- 2** Run the vPad setup program. Follow the instructions in the vPad setup to install vPad on your desktop or laptop computer. The installation creates a vPad entry in your computer's Applications menu.

## Chapter 4: Response Device and Settings Management

- 3 Double click on the vPad icon to start the vPad software.

The Turning vPad window opens.

### vPad Response Device

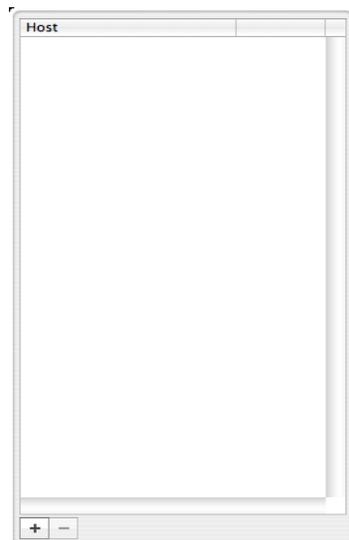


You need to configure vPad to enable it to communicate on the network.

- 4 On the Turning vPad window, select Connection > Host.

The Select a Host Computer window opens.

### vPad: Select A Host Computer



- 5 Select the Plus button.

The Turning vPad dialog box displays the friendly name setup and port number prompts.

#### vPad: Enter Friendly Computer Name/Port Number

Please enter the host computer's friendly name or IP address:

Please enter the port number assigned by the host computer. Must be a whole number 1 to 65535:

Cancel Save

- 6 In the Turning vPad window, enter the computer's friendly name and Port number and select Save.

vPad adds the Host computer to the list of Host computers.

#### vPad: Host Computer List

ID: 2EFEBE95680E4036 Not Connected

Input Display

Clear Send

Status: Idle

1	2	3
4	5	6
7	8	9
*	0	?

Host  
Friendly Computer : 1025 Connect

+ -

- 7 In the Host Computer list, select Connect.

Turning vPad displays dialog box while attempting to connect and another dialog box when connection is successful.

- 8 Repeat steps 1 to 7 for each computer to be used as a response device.

### Next Steps

Go to **Response Device Management** on page 114 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. vPad response devices provide on-screen confirmation that responses have been received.

### Step by Step Instructions

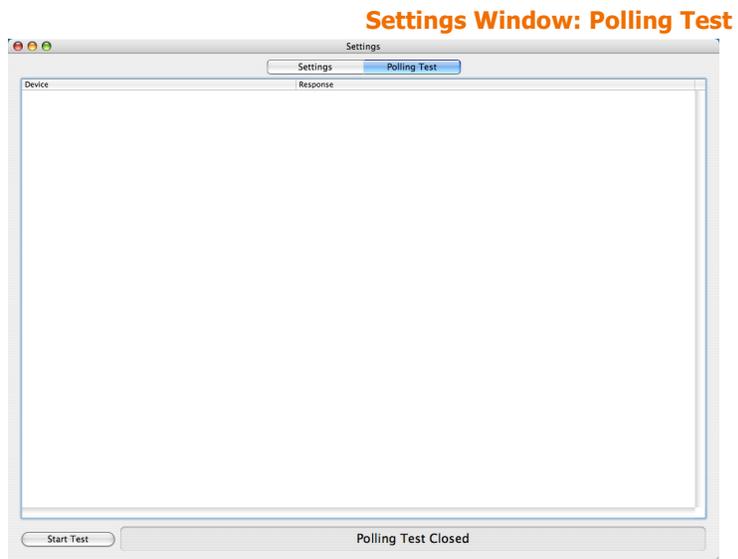
To Check Device Communication...

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

The Settings window opens.

- 2 Select Polling Test.

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

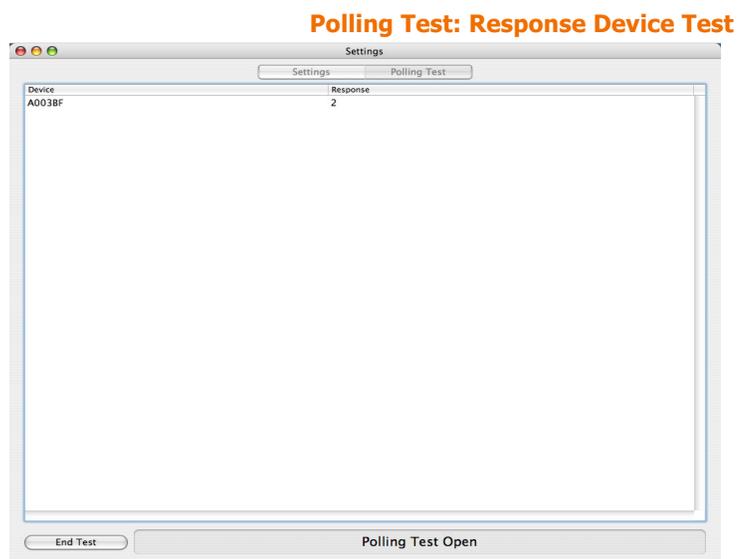


- 3 Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices.

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

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



- 5 Select the End Test button.

TurningPoint ends Polling test.

- 6 Close the Settings window.

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 Smart Devices.

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 vPad***
- ***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. 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 118. Radio Frequency response devices provide on-screen confirmation that responses have been received. For infrared response devices, the use of a Response Grid will help to alert you of a non-communicating device. Find more information in **View Polling Status** on page 201.

---

## Enable vPad

Use the Response Device settings to enable vPad use with TurningPoint.

### Before You Begin

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

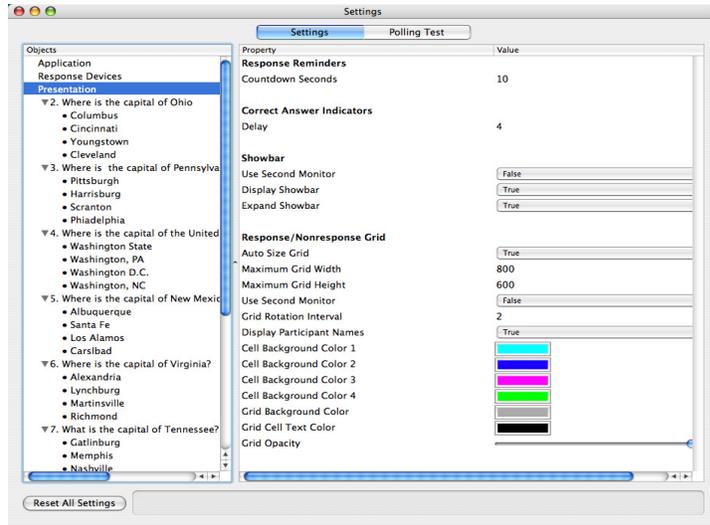
**Step by Step Instructions**

To manage the response devices...

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

The Settings window opens.

**Settings Window**



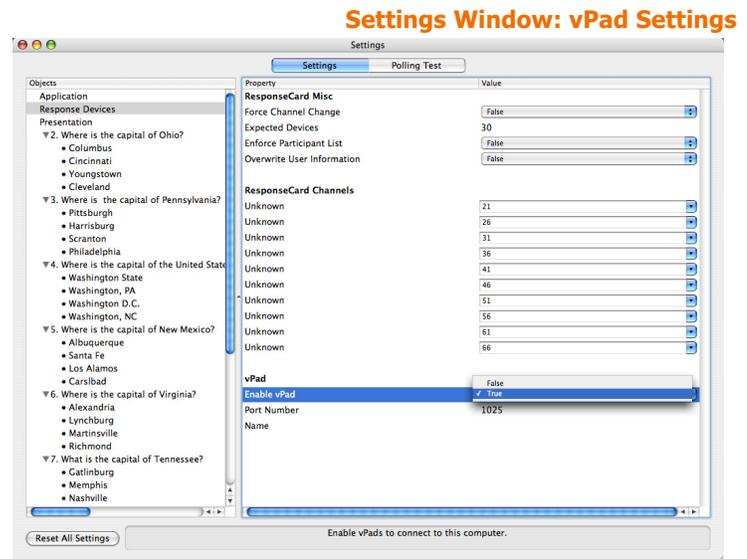
- 2 Select the Settings tab.

- 3 Select Response Devices from the Settings Hierarchy.

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

- 4 Enable the vPad.
  - a Find Enable vPad under the vPad settings.
  - b Select Enable vPad.

A drop-down menu opens.



- c Select True.

TurningPoint enables the vPad.

**Note** TurningPoint uses True as the default setting for Enable vPad.

- 5 Close the Settings window. 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. vPad response devices provide on-screen confirmation that responses have been received.

Repeat this procedure when you need to change your vPad settings. Additionally, go to **Identify the Number of Devices to be Used** on page 120 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 vPad response devices provide on-screen confirmation that responses have been received. For infrared response devices, the use of a Response Grid will help to alert you of a non-communicating device. Find more information in **View Polling Status** on page 201.

### Before You Begin

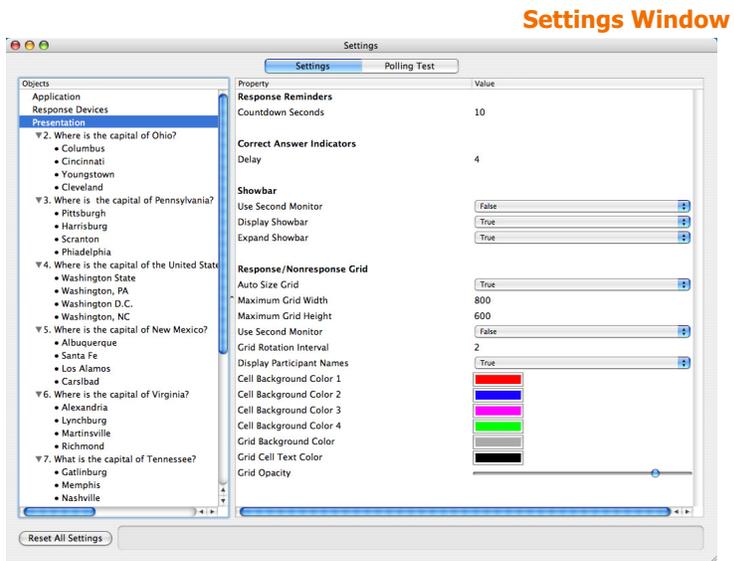
Ensure the device receiver is properly installed and the device to be tested is available.

### Step by Step Instructions

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

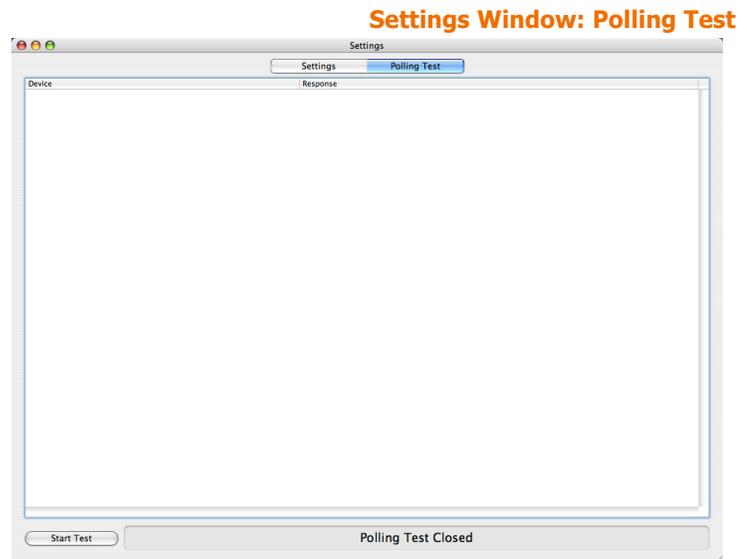
To test for device communication...

The Settings window opens.



- 2 Select Polling Test.

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



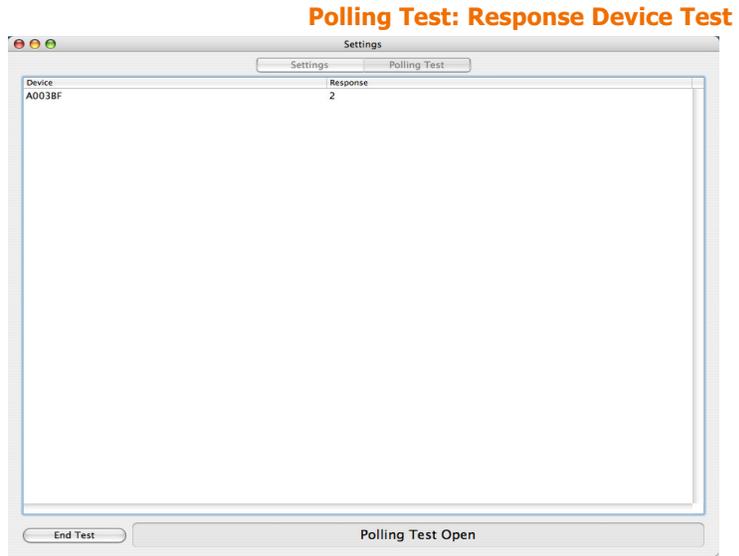
- 3 Select the Start Test button.

TurningPoint is now ready to accept responses from the response devices.

## Chapter 4: Response Device and Settings Management

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

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



- 5 Select the End Test button.

TurningPoint ends Polling test.

- 6 Close the Settings window.

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.

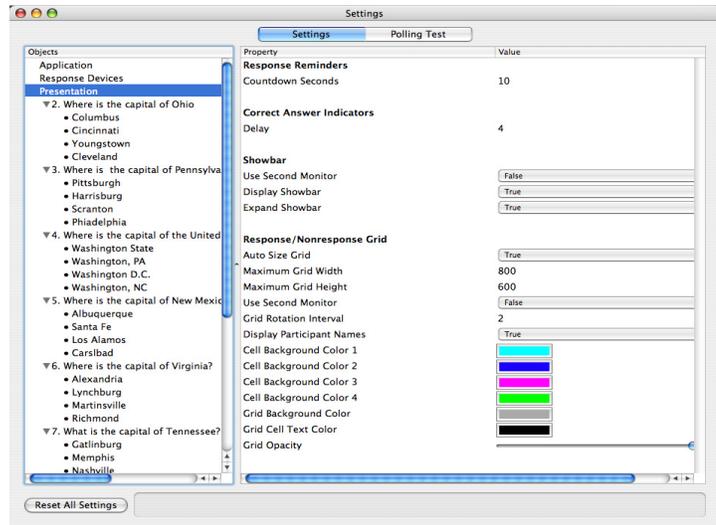
## Step by Step Instructions

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

To increase or decrease the expected devices...

The Settings window opens.

### Settings Window

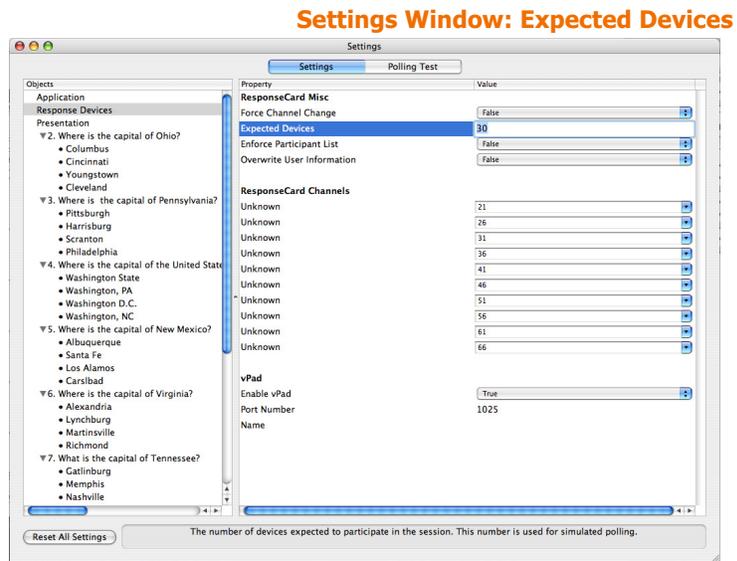


- 2 Select Response Devices from the Settings Hierarchy.

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

- 3 Enter the number of expected response devices.

- a Find Expected Devices under the ResponseCard Misc settings.



- 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 Close the Settings Window.

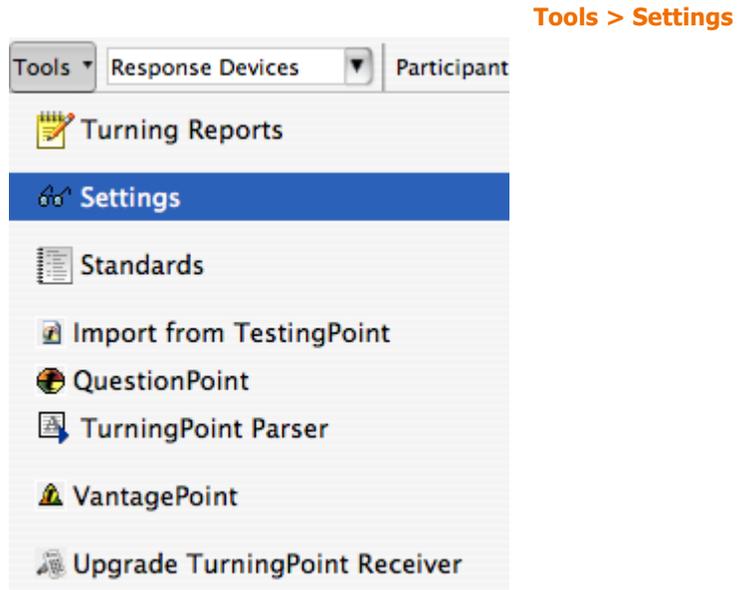
The expected number of response devices has been updated.

### Next Steps

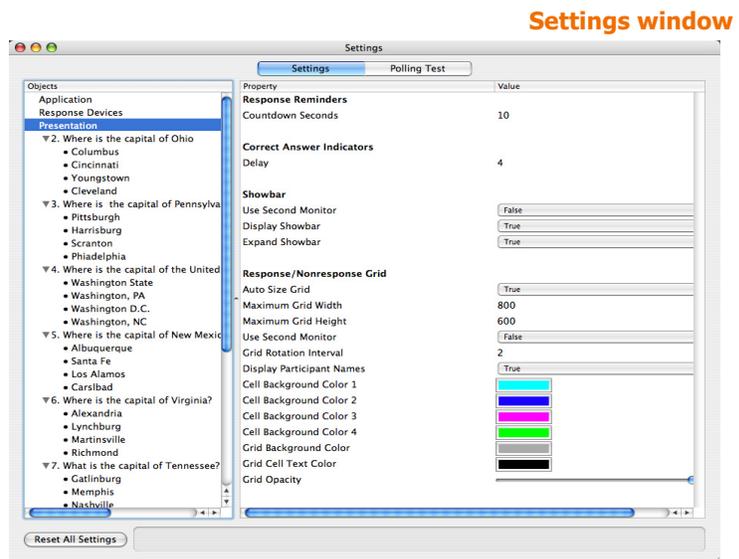
Optionally, test your response device communication by selecting the Polling Test tab from the Settings window. Find more information in ***Check Device Communication*** on page 118.

# 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.



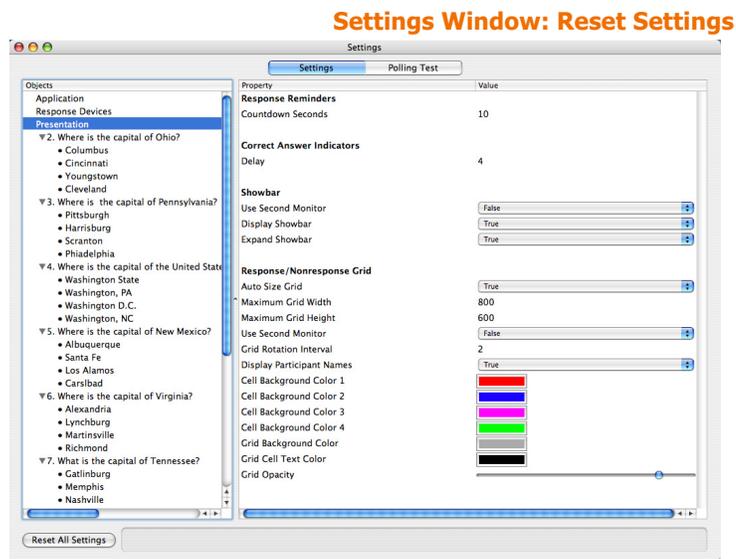
You can adjust the settings in the Settings window:



The Settings window contains two tabs: Settings and Polling Test. See **Check Device Communication** on page 118 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 Application, Response Devices, 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 Reset all Settings button allows you to return the settings back to the default installation state.

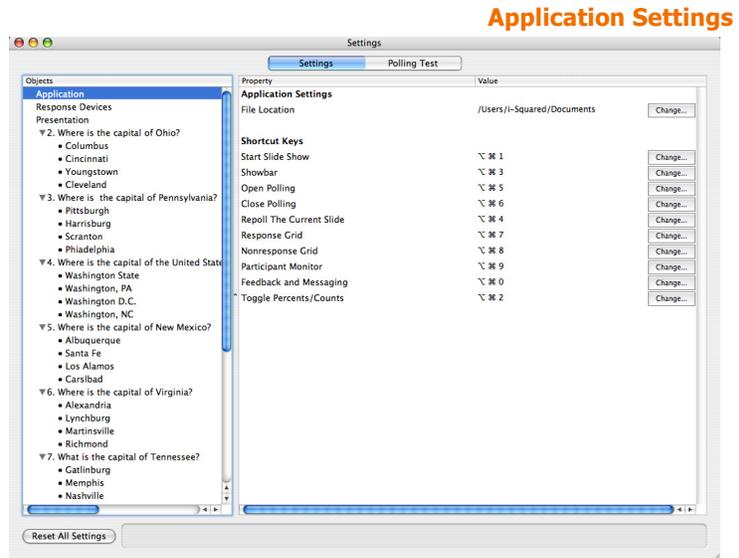
The section describes:

- ***Application Settings***
- ***Response Devices 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: Application, Response Device, Presentation, an individual slide or an answer.

## Application Settings

Application contains settings that affect how TurningPoint functions. The list below contains detailed information for each setting.



### Application Settings

Allows you to view and change application settings.

Setting	Description
File Location	Determine the default location to save your sessions. The default setting is Documents. To change the location: 1.) Select Change to open a dialog box. 2.) Choose a file location. 3.) Select Open.  To restore to the initial default location, click the Reset All Settings button.

### Shortcut Keys

Allows you to view and change various shortcut key settings. To change the default key strokes: 1.) Select the shortcut key to be

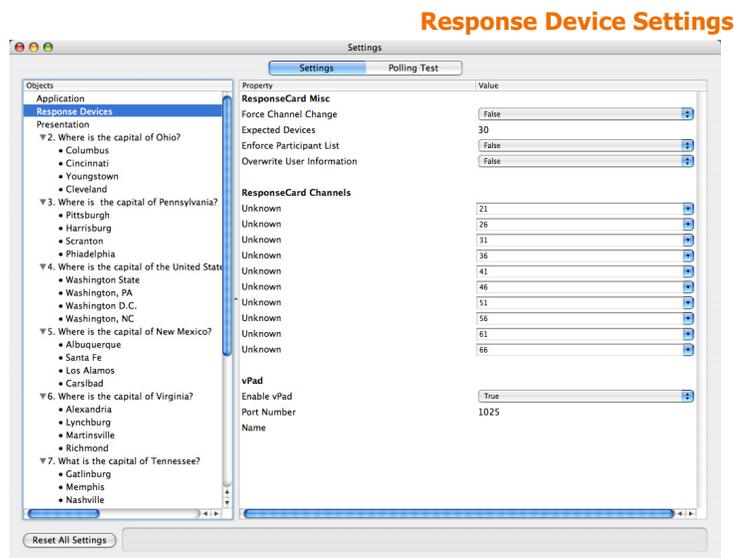
changed. 2.) Select Change to open a dialog box. 3.) Select the new keystrokes. 4.) Select Save.

<b>Setting</b>	<b>Description</b>
Start Slide Show	Determines what keystrokes Start the TurningPoint Slide Show.
Showbar	Determines what keystrokes display and/or hide the Showbar during your interactive presentation.
Open Polling	Determines what keystrokes open polling and allow participants to provide responses to your interactive presentation.
Close Polling	Determines what keystrokes close polling and allow participants to provide responses to your interactive presentation.
Repoll The Current Slide	Determines what keystrokes clear the responses and enable you to accept new responses from the audience for the currently displayed question. Both the original responses and the new responses are stored in the session file.
Response Grid	Determines what keystrokes open a Response Grid on the screen and allow you to see which participants have responded to the question.
Non-response Grid	Determines what keystrokes open a Non-Response Grid on the screen. As each participant responds, their response box is removed from the grid.
Participant Monitor	Determines what keystrokes open the Participant Monitor.

<b>Setting</b>	<b>Description</b>
Feedback and Messaging	Determines what keystrokes opens and/or closes Feedback and Messaging.
Toggle Percents/Counts	Determines what keystrokes change the values displayed on each chart. The values can be represented as either numbers or percents

## Response Devices Settings

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



### ResponseCard Misc

Allows you to view and change various response card 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.

Setting	Description
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 not overwrite the Participant List.

### ResponseCard Channels

Allows you to view the Response Receiver settings.

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

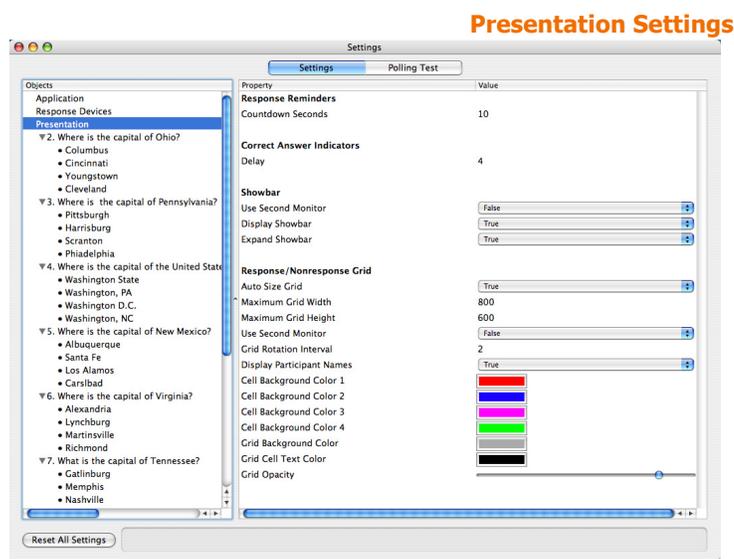
### vPad

Enables you to view and change various vPad settings.

Setting	Description
Enable vPad	Determines whether vPads can participate in the presentation remotely. The default is set to False and will not allow vPads to participate remotely.
Port Number	Manually change the Port number that vPads use to participate in the presentation.
Name	Displays the name of the presentation computer.

## 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.



### Response Reminders Settings

Enables you to view and set the Response Reminders setting.

Setting	Description
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.

### Correct Answer Indicators

Enables you to view and change Correct Answer Indicator settings.

Setting	Description
Delay	Determines the number of seconds between the end of polling and displaying the Correct Answer Indicator. The range can be from 0 to 20 seconds. The default is set at 4 seconds.

**Showbar** Enables you to view and change Showbar settings.

Setting	Description
Use Second Monitor	Determines if the Showbar is displayed on the secondary monitor if available. The default is set to False, which does not display the Showbar on the secondary monitor.
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.

**Response/Non-Response Grid Settings**

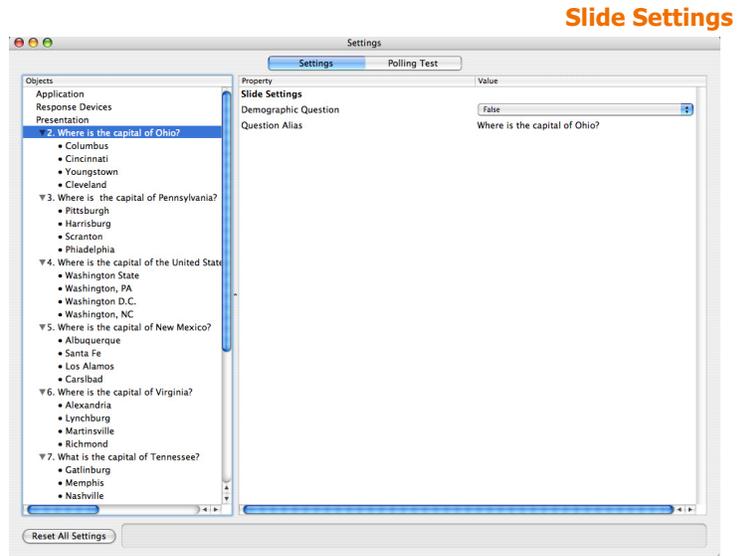
Enables you to view and set the Response/Non-Response Grid Settings. To change Grid Colors: 1.) Select the current color to display the Color Select window. 2.) Select the new color. 3.) Close the window.

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.
Maximum Grid Width	Determines the maximum width, in pixels, of the Response/Non-Response Grid when the Auto Size Grid is set to False. The default size is set to 800.
Maximum Grid Height	Determines the maximum height, in pixels, of the Response/Non-Response Grid when the Auto Size Grid is set to False. The default size is set to 600.

Setting	Description
Use Second Monitor	Determines if the grid is displayed on secondary monitor if available. The default is set to False, which does not display the Showbar on the secondary monitor.
Grid Rotation Interval	Determines the number of seconds a Response/Non-Response Grid will pause between intervals. The acceptable range is 0.5 to 10 seconds. The default is set at 2.
Display Participant Names	Determines if Participant names will be displayed in the Response/Non-Response Grid. The default is set to True, which will display the Participant Names
Cell Background Color 1	Determines the color that will be used for the Response/Non-Response Grid's cell 1st background color.
Cell Background Color 2	Determines the color that will be used for the Response/Non-Response Grid's cell 2nd background color.
Cell Background Color 3	Determines the color that will be used for the Response/Non-Response Grid's cell 3rd background color.
Cell Background Color 4	Determines the color that will be used for the Response/Non-Response Grid's cell 4th background color.
Grid Background Color	Determines the color that will be used for the Response/Non-Response Grid background color.
Grid Cell Text Color	Determines the color of the text that will be used in the Response/Non-Response Grid.
Grid Opacity	Determines how transparent or opaque the Response/Non-Response Grid is displayed. Move the slider to the right to increase opacity and to the left to decrease opacity.

## Slide Settings

Slide settings affect specific slides and answers. The slide settings apply to the slide selected from the Settings Hierarchy (and the particular answer, if applicable).



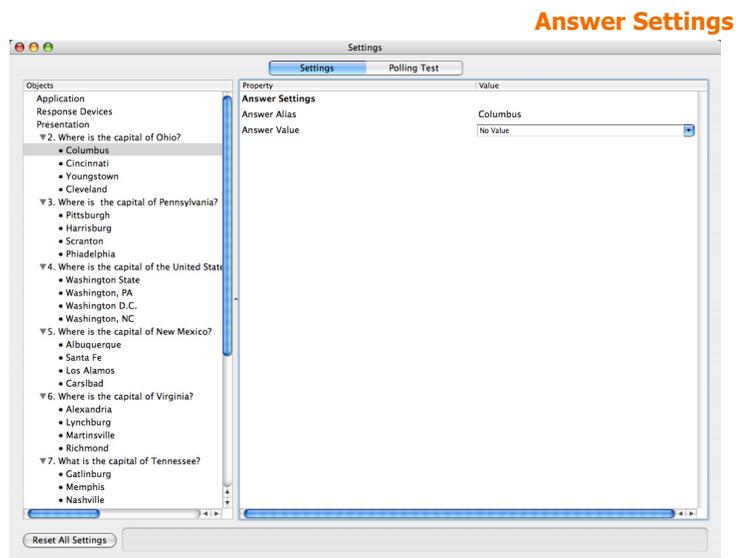
### Slide Settings

Enables you to view and set Slide settings.

Setting	Description
Demographic	Determines if the question on the selected slide is treated as demographic question. The default is set to False, which does not treat the question as demographic.
Question Alias	Determines how the question is labeled. This applies only to some reports. The default is set to how the question appears on the slide.

## Answer Settings

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



### 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 zero 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***.

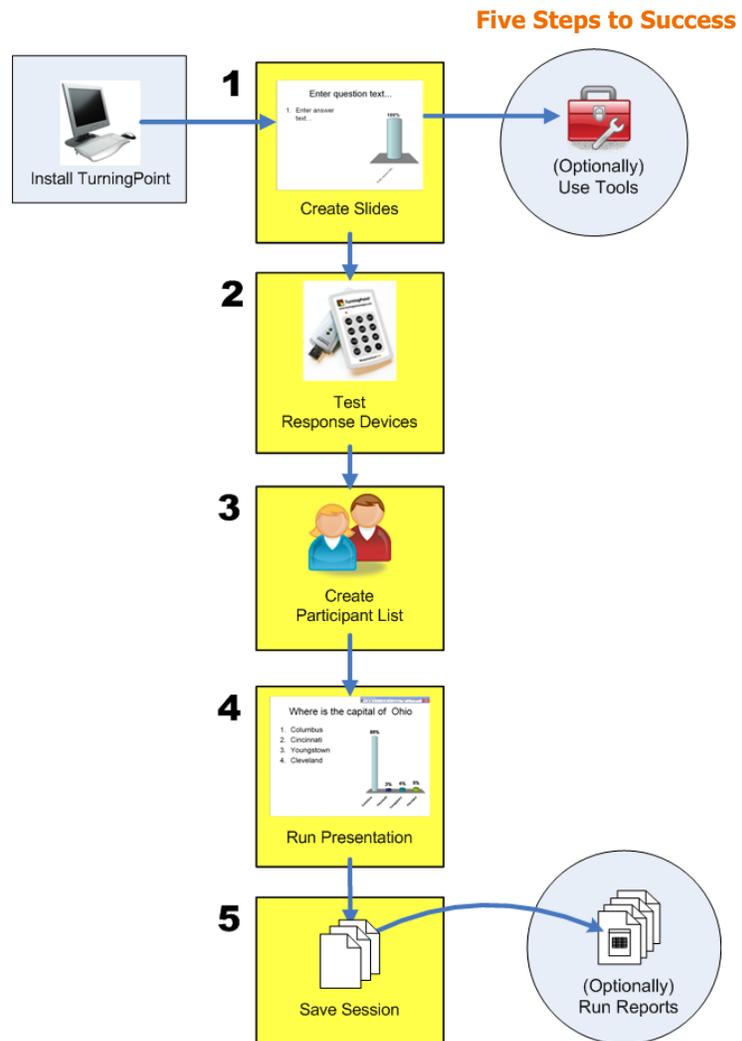
If you have installed new response device hardware, and you have already set up your Participant List, you can create a new interactive presentation or run an existing presentation using the new device. Find instructions to create slides in ***Chapter 3: Creating and Saving Slides***. Find instructions to run a presentation in ***Chapter 7: Run Presentations***.

# 5 Track Participants

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 vPad response software).

## Chapter 5: Track Participants

Recall the five steps to presentation success.



This chapter discusses creating and managing a Participant List.

# Create Participant Lists

Create a Participant List using the Participant List Assistant.

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

- **Create a Participant List Using Participant List Assistant**

---

## Create a Participant List Using Participant List Assistant

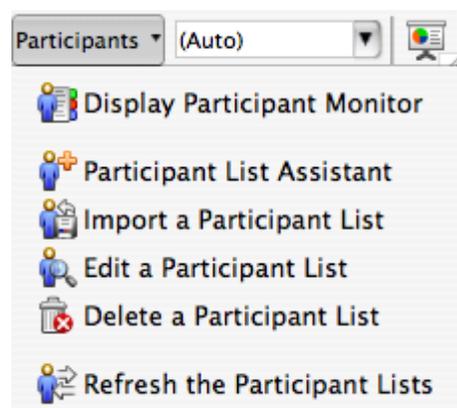
The Participant List Assistant guides you through the creation of a Participant List to be used with your interactive presentation. You can control the number of responses TurningPoint will accept, which equates to the number of audience members by selecting to enforce a Participant List. A Participant 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 97.

Create a Participant List using the Participant List Assistant. 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

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

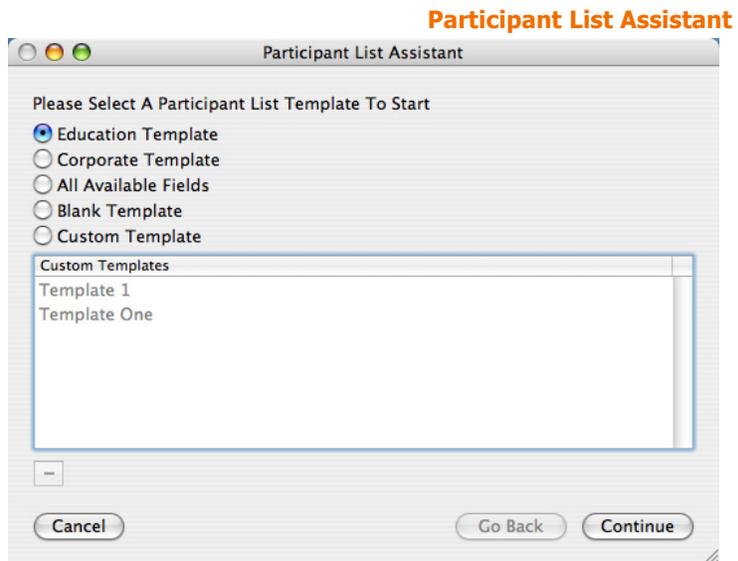
To create a Participant List...



### Participants Menu

The TurningPoint Participant List Assistant 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 Custom Templates region when the Custom Template button is selected.

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



Participant List template choices include:

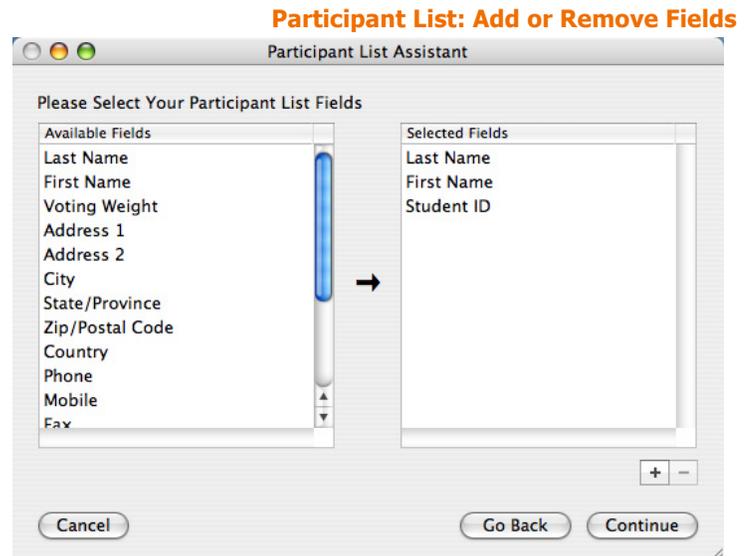
- Education—contains standard student information used for K–12 and higher education presentations, such as name and student ID.
- Corporate—contains entries for the information most often used in corporate feedback meetings including name, company name, telephone numbers, etc.
- All Fields—contains all information entries defined for use with TurningPoint.
- Blank—allows you to create a personalized Participant List and to name the template.

- Custom—allows you to select a previously created template from the list.

**Tip** Each of the templates can be customized. It may be faster to add and remove entries from a pre-defined template than to select Custom template and choose every entry.

- 3 Select the Continue button to continue.

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.



## Chapter 5: Track Participants

### 4 Optionally, customize the list of Selected Fields.

- To remove an entry from the template, select it under the Selected Fields region and press the Delete key.

When selecting entries from the fields lists, hold Shift + click to select multiple contiguous entries, or Command + click to select multiple entries.

**Note** Alternatively, press the “-” button located at the bottom right of the window to delete the selected entry.

- To add an entry to the template, select the desired entry from the Available Fields region, and drag and drop the field into Selected Fields.

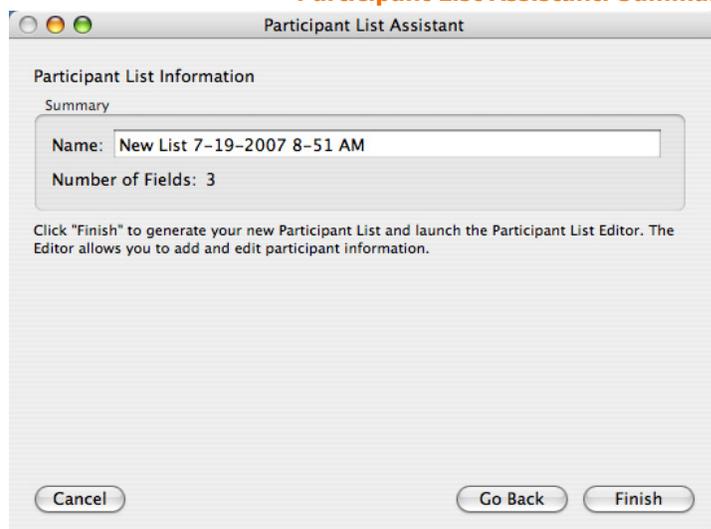
**Note** Alternatively, press the “+” button located at the bottom right of the window to add the select entry.

- To change the order in Selected Fields, select the field and drag and drop it up or down the list.

### 5 Select the Continue button to continue.

TurningPoint displays the Participant List summary page.

#### Participant List Assistant: Summary



The screenshot shows a dialog box titled "Participant List Assistant" with a subtitle "Participant List Assistant: Summary". The dialog box contains the following text:

Participant List Information  
Summary

Name:   
Number of Fields: 3

Click "Finish" to generate your new Participant List and launch the Participant List Editor. The Editor allows you to add and edit participant information.

At the bottom of the dialog box, there are three buttons: "Cancel", "Go Back", and "Finish".





# Manage Participant Lists

After you have imported a Participant List or created one with the Participant List Assistant, 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. Although the presenter's computer assigns response Device IDs to each participant, you can change the recorded Device ID for a participant by modifying the list.

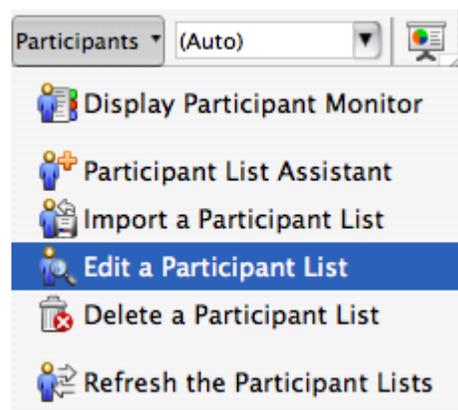
### Before You Begin

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 Assistant before editing it with TurningPoint.

### Step by Step Instructions

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

To modify a Participant List...



### Participants Menu







- c Select Rename Field.

A text entry window opens.

**Participant Information: Field Entry**

The screenshot shows a dialog box titled "Participant Information: Field Entry". The dialog contains a text input field with a blue border and a drop-down menu to its right. Below the input field are two buttons: "Cancel" and "Add". The background of the dialog is a table with the following data:

First Name	Student ID
Geo	1752
Benjamin	1752
Alexan	1801

- d Enter the new name of the field or select a field from the drop-down menu.

- e Select Change.

TurningPoint renames the selected field.



- 7** Optionally, rearrange the column order in your Participant List.
  - a** Select the column you would like to be moved.
  - b** Drag and drop the column in its new location.
  
- 8** Select File > Save. A confirmation message displays.

---

## Delete a Participant List

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

### Before You Begin

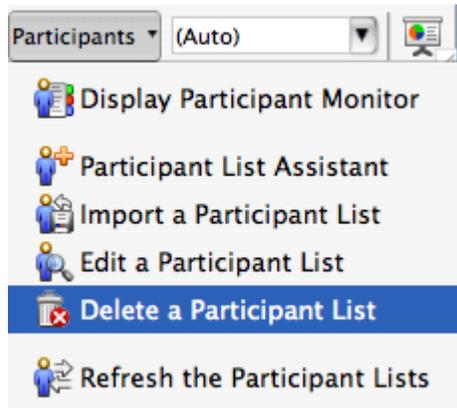
Deleting a Participant List sends the file to the computer's Trash. Save a backup copy in another location if you would like to be able to access the file later.

**Step by Step Instructions**

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

To delete a Participant List...

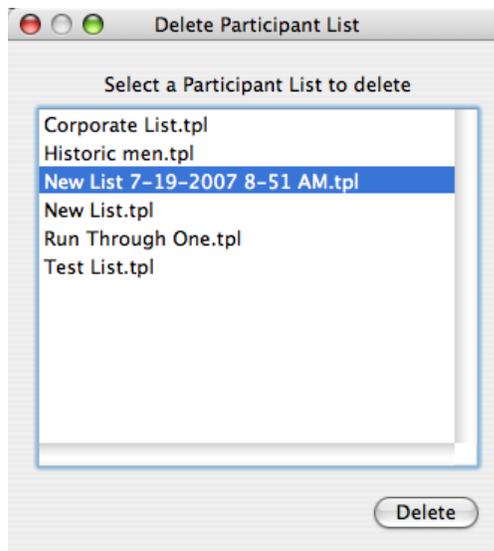
**Participants Menu**



TurningPoint displays a window listing all Participant Lists.

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

**Delete Participant List**



- 3 Click the Delete button.

TurningPoint removes the file from the list.

**Tip** To retrieve a Participant List after deleting it, open the computer's Trash, find the file and select it. Drag and drop the file from the Trash 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.

## Where Do I Go From Here?

This chapter has demonstrated how to create and customize Participant Lists for your presentation.

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 tools that allow you to use powerful advanced features:

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

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 156.

QuestionPoint allows you to access a question bank to create slides. Find more information in **Create Slides from QuestionPoint** on page 170.

The TurningPoint Parser allows you to automatically create presentations from XML or Word documents. Find more information in **Import Slides with the TurningPoint Parser** on page 184.

The Import from TestingPoint tool allows you to automatically create presentations from TestingPoint documents. Find more information in **Import Slides from TestingPoint** on page 186.

# Standards

TurningPoint's standards tools allow you to use built-in standards (per state/country, type, 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 211.

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:

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

---

## Create and Assign a Built-in Standards List

TurningPoint 2008 comes loaded with built-in standards per state/country, topic, subject and grade level. Create a list of standards using any of these criteria.

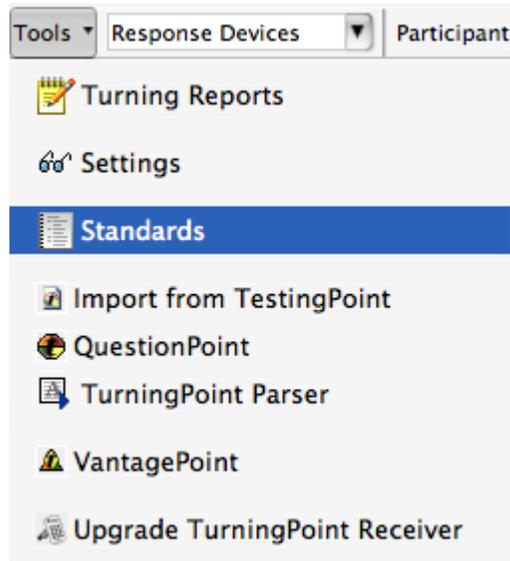
## Step by Step Instructions

- 1 From the TurningPoint toolbar, select Tools.

To create a Built-in Standards List...

The Tools menu opens.

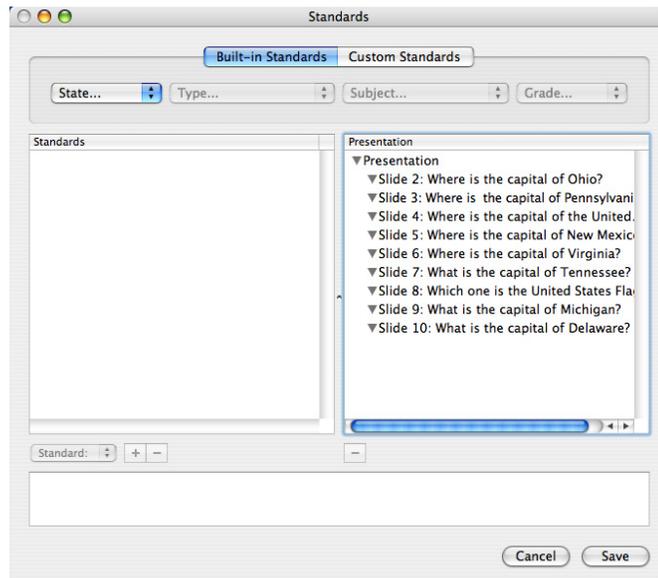
### Select Standards



- 2 Select Standards from the Tools menu.

The Standards window opens.

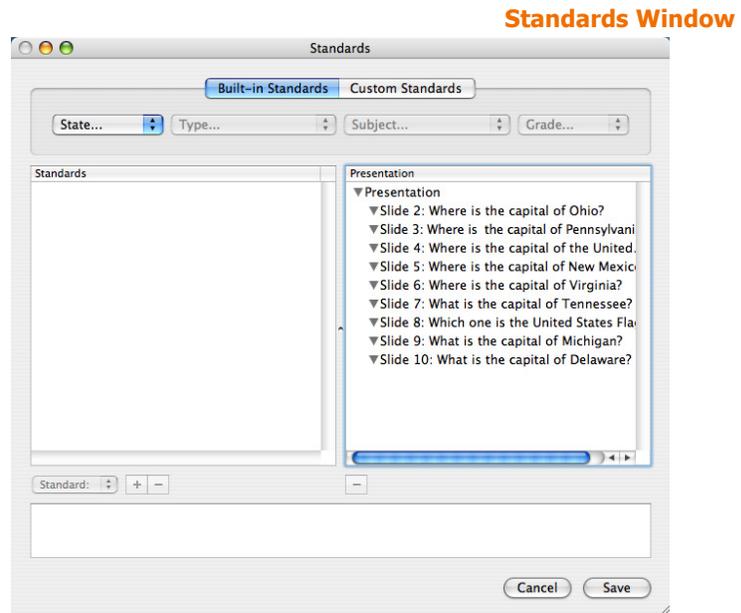
### Standards Window



## Chapter 6: Tools

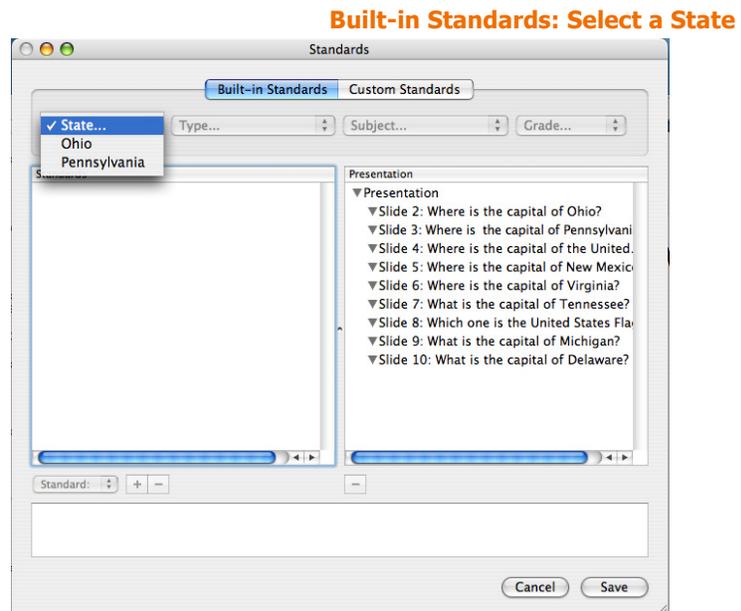
### 3 Select Built-in Standards.

A window opens and displays four drop-down menus: State..., Type..., Subject..., and Grade....



### 4 From the State... drop-down menu, select a state.

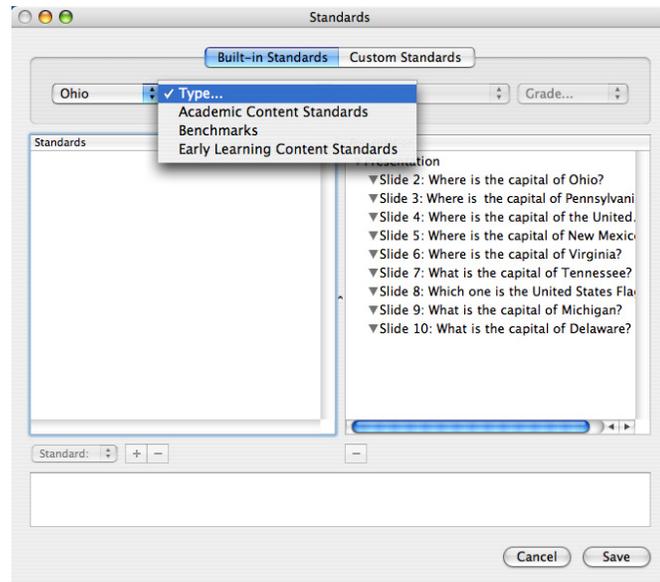
The Type... drop-down menu populates with topics for the selected state.



- 5 From the Type ... drop-down menu, select a type.

The Subject... drop-down menu populates with subjects for the selected topic.

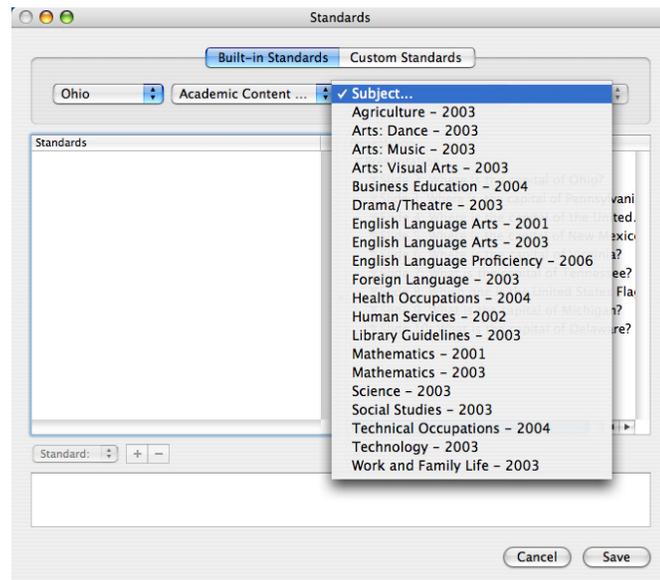
### Built-in Standards: Select a Type



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

The Grade... drop-down menu populates with grade-levels for the selected subject.

### Built-in Standards: Select a Subject

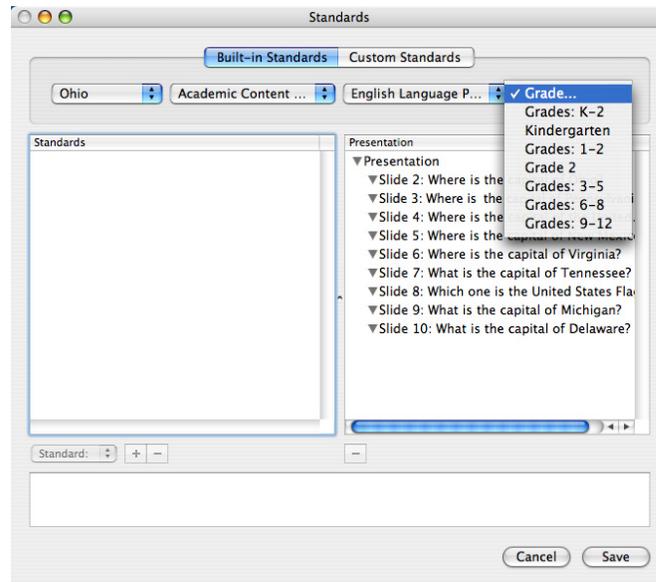


## Chapter 6: Tools

- From the Grade... drop-down menu, select a grade-level.

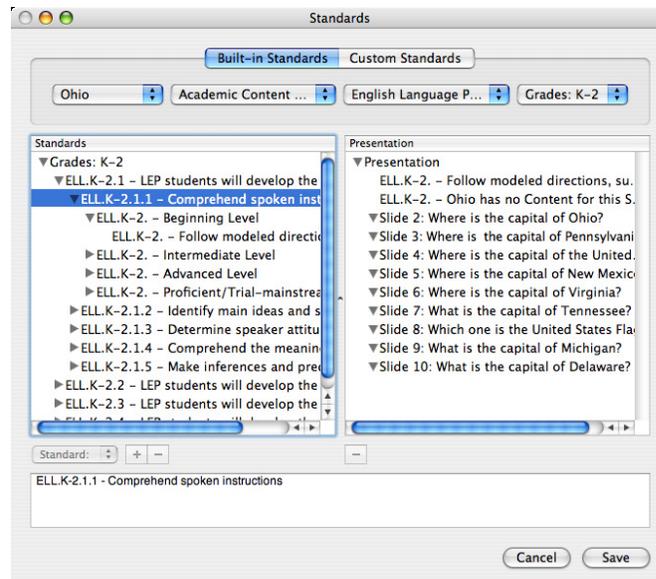
All of the standards for the selected state, type, subject, and grade-level display in the left pane of the Standards window.

### Built-in Standards: Select a Grade



- Drag and drop the standard to add it to the presentation or specific slide.

### Standards Window: Standards for Presentation



You can remove a standard by highlighting it and pressing the delete key on the keyboard.

**Note** Alternatively, press the “-” button located at the bottom of the window to remove the selected standard.

- 9 Repeat these steps beginning with step 4 to add standards to additional slides.
  
- 10 When you are finished assigning standards, select the Save button.

Assign multiple standards or use multiple Standards Lists.

---

## Create a Custom Standards List

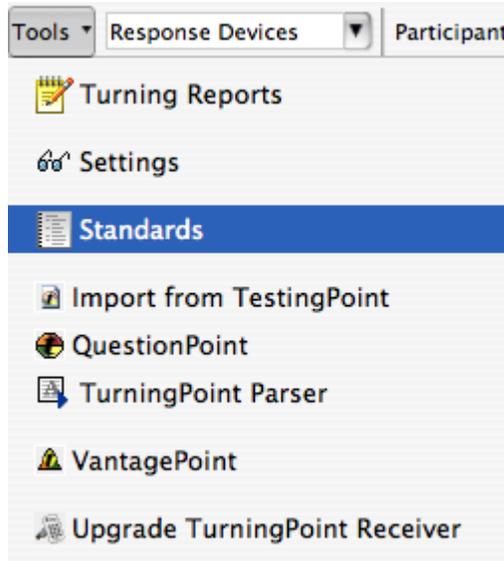
TurningPoint allows you to create a list of standards to suit your specific needs.

**Step by Step Instructions**

- 1 From the TurningPoint toolbar, select Tools.

To create a Custom Standards List...

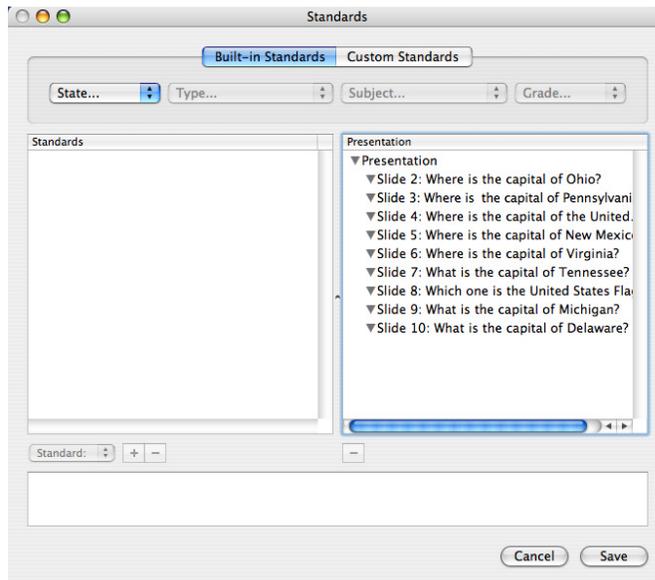
The Tools menu opens.



Select Standards

- 2 Select Standards from the Tools menu.

The Standards window opens.

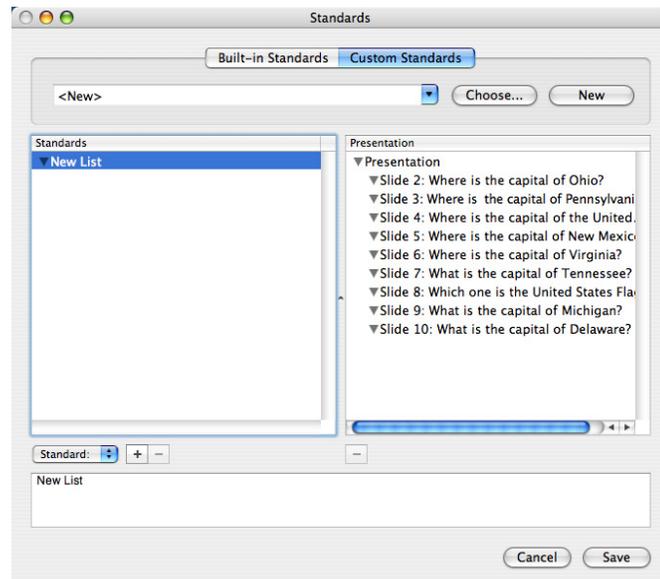


Standards window

- 3 Select Custom Standards Lists.

A drop-down menu displays and allows you to choose from the Standards Lists in your Standards folder. Alternatively, select the Choose button to display the Standards Lists in your Standards folder.

### Custom Standards Window



- 4 Select the New button.

TurningPoint places a new list under the Standards Pane of the Custom Standards window.

- 5 Optionally, double click on the name and enter a new name.

TurningPoint displays the new Standards List in the left-hand pane of the Standards Window.

The new Standards List has a top-level category named <New>.

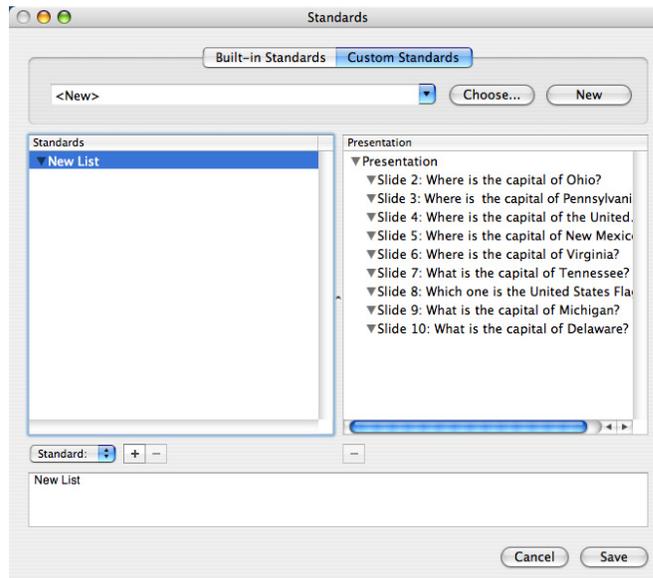
**Note** The standard is renamed when you save the standards list.

## Chapter 6: Tools

- 6 To add a category or a standard, complete the following steps.
  - a Select the parent category in which to include the category or standard you wish you to add.

Categories arrange standards into a hierarchy.

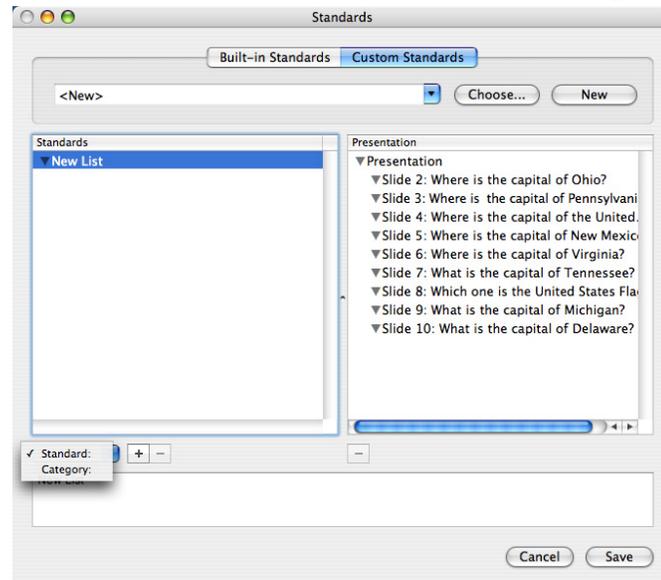
### Customs Standards: Select Parent Category



- b** Select the Category or Standard from the selection box at the bottom of the Standards Window.

You can change the name by double clicking on the category or standard and entering a new name.

### Custom Standards Window: Add Standard/Category



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

- c** Repeat steps a and b until you have added all the categories and standards you require.

Select a category or standard from the list and select the Delete key to remove a category or standard from the list. Double click on a category or standard to change the name.

**Note** Alternatively, press the “-” button located at the bottom of the window to remove the selected category or standard.

- 7** When you are finished creating your Standards List, select the Save 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.

A Save As dialog displays and allows you to name the Standard List.

- 9 Select Save.

TurningPoint saves the changes 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.

### 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 161.

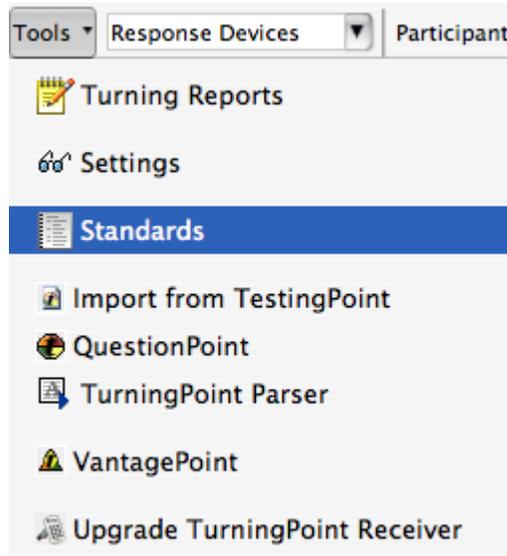
### Step by Step Instructions

- 1 From the TurningPoint toolbar, select Tools.

To assign standards to slides...

The Tools menu opens.

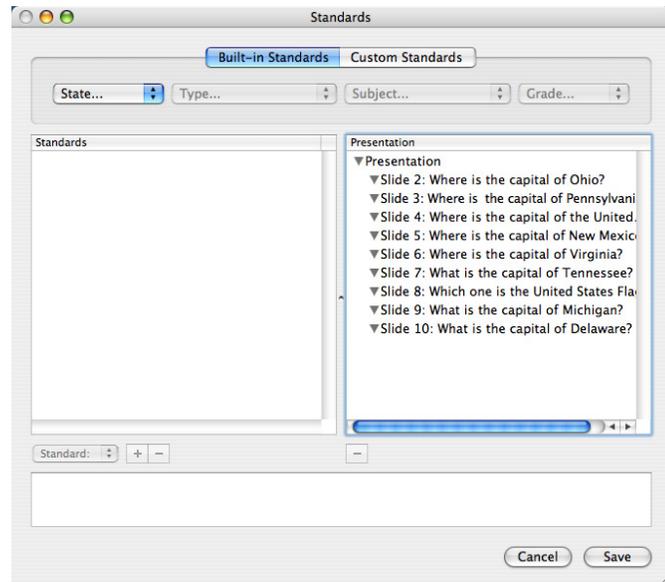
Select Standards



- 2 Select Standards from the Tools menu.

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

Standards window

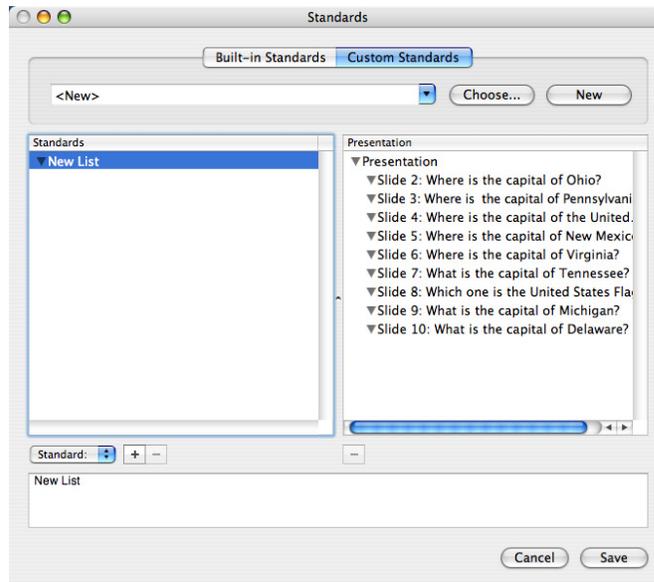


- 3 Select Custom Standards Lists.

A drop-down menu displays and allows you to choose from the Standards Lists in your Standards folder. Alternatively, select

the Choose button to display the Standards Lists in your Standards folder.

**Custom Standards Window**



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

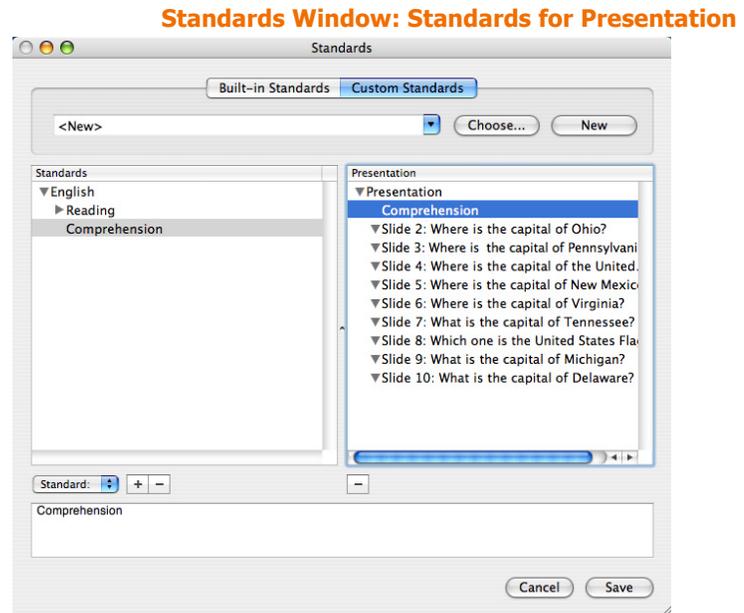
**a** Select a Standards List from the Standards folder using the drop-down menu.

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

**b** Select a Standards List from elsewhere using the Choose button.

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

- 5 Drag and drop the standard to add it to the presentation or specific slide.



You can remove a standard by highlighting it and pressing the delete key on the keyboard.

**Note** Alternatively, press the “-” button located at the bottom of the window to remove the selected standard.

- 6 Repeat these steps beginning with step 5 to add standards to additional slides.

Assign multiple standards or use multiple Standards Lists.

- 7 When you are finished assigning standards, select the Save button.

### Next Steps

Several reports allow you to assess participants’ performance on the standards you assigned. Find more information in **Reports** on page 211.

# 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.

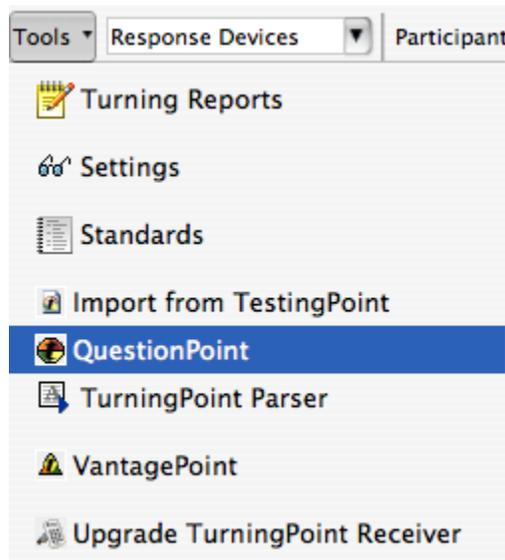
### Step by Step Instructions

- 1 From the TurningPoint toolbar, select Tools.

To generate a presentation using QuestionPoint...

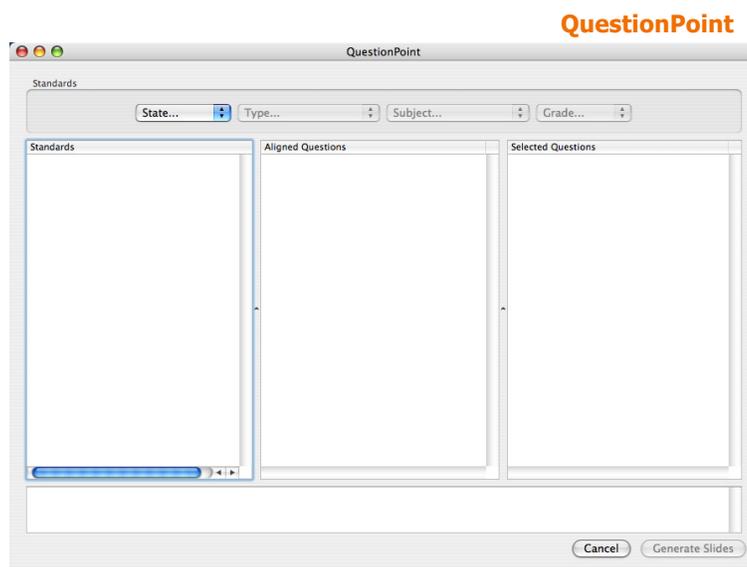
The Tools menu opens.

Select QuestionPoint



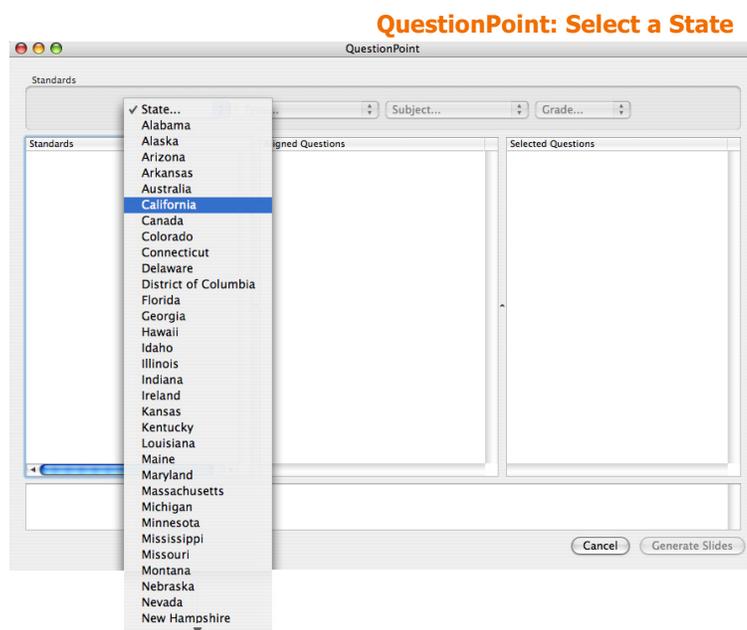
**2** Select QuestionPoint.

The QuestionPoint window opens.



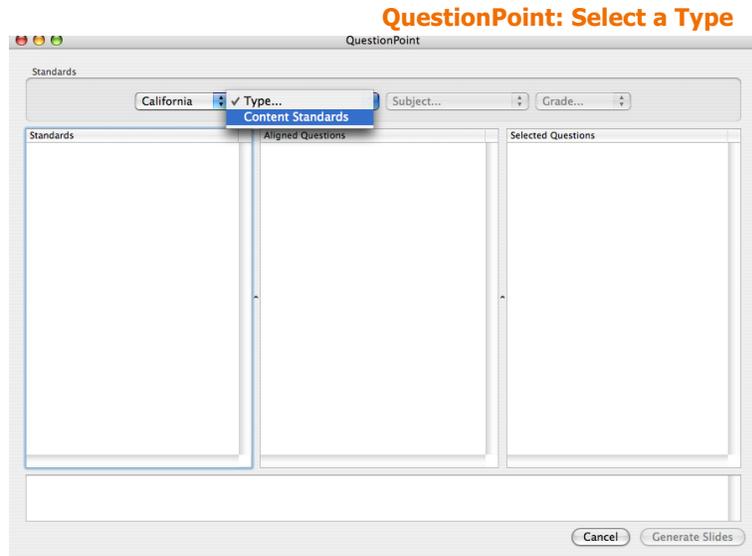
The window displays the Standards, Aligned Questions, and Selected Questions window panes and the State..., Type..., Subject..., and Grade..., drop-down menus.

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



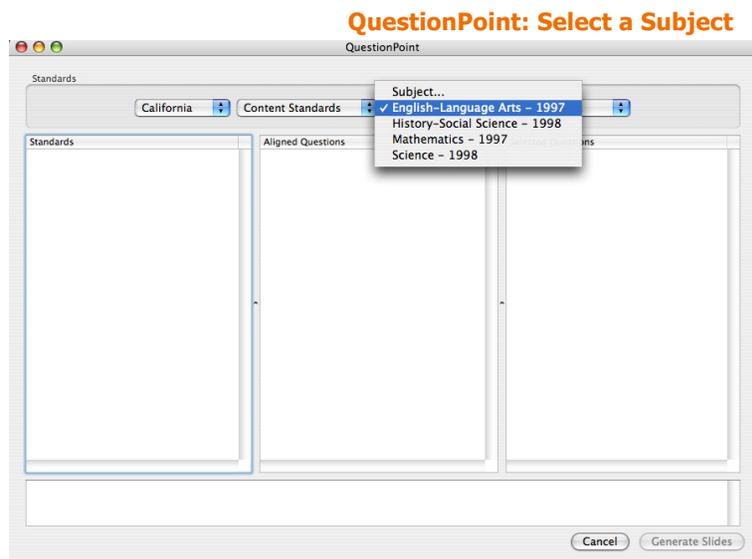
The Type... drop-down menu populates with the types of standards available for the selected state.

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



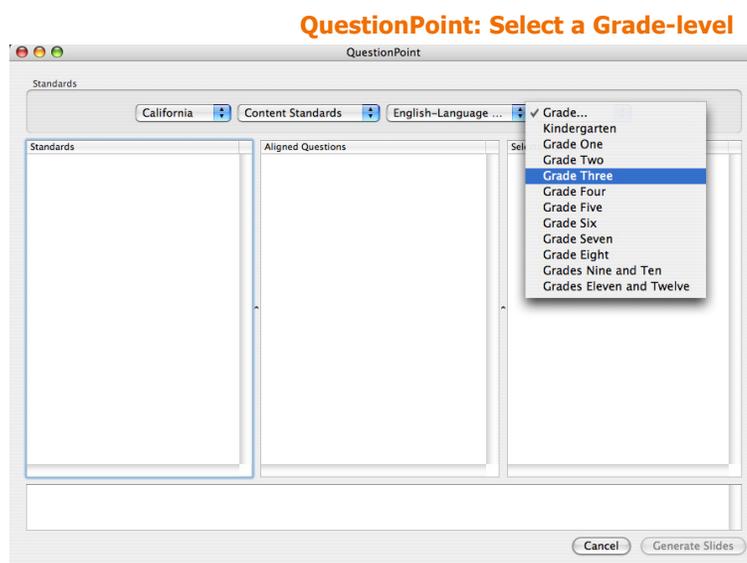
The Subject... drop-down menu populates with the available subjects for the selected state.

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



The Grade... 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 Grade... drop-down menu.

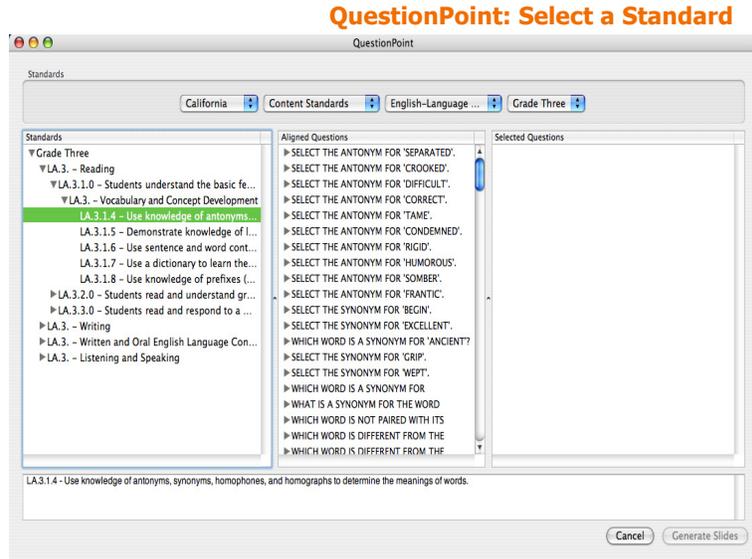


A list of standards displays in the Standards pane. The standards are based on the selected state, type of standard, subject, and grade-level.

## Chapter 6: Tools

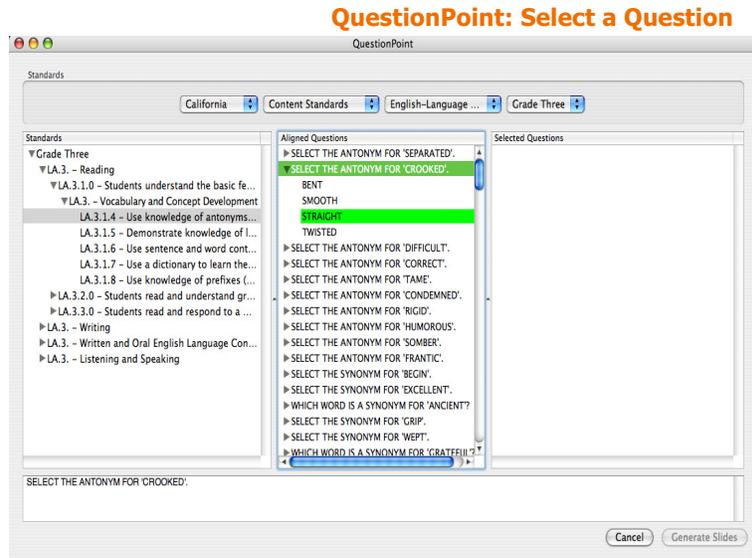
- 7 Select a standard from the list of standards.

A list of questions displays in the Aligned Questions pane.



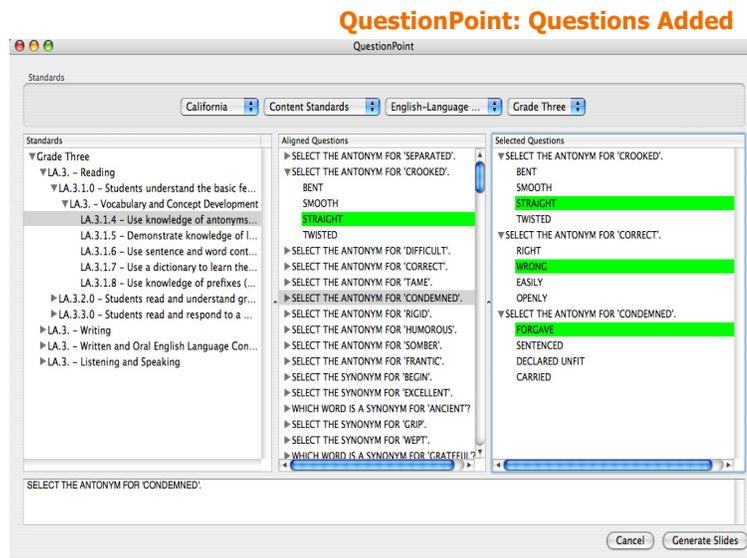
TurningPoint highlights the correct answer for each question in green.

- 8 Select a question from the list and double click or drag and drop the question to the Selected Questions pane.



- Repeat steps 7 and 8 to add additional questions.

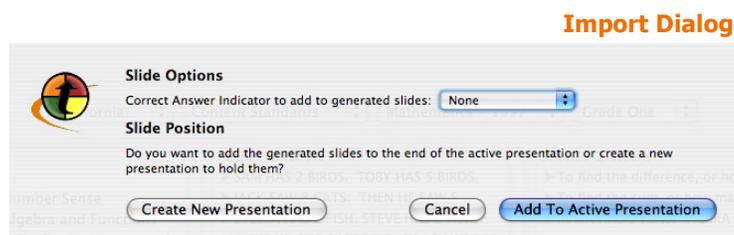
The selected question(s) display in the Selected Questions pane.



- Select the Generate Slides button.

A dialog opens presenting two options: Slide Options and Slide Position.

- Slide Options - Add a Correct Answer Indicator to the slides.
- Slide Position - Choose to add the slides to the end of the current presentation or create a new presentation.



## Chapter 6: Tools

**10** Optionally, add a Correct Answer Indicator from the Correct Answer Indicator drop-down menu under Slide Options.

Choose from a Checkmark or Star.

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 88.

**11** Under Slide Position, select the Create a New Presentation button to create a new presentation, or Select Add to Active Presentation to add the slides to the current presentation.

You now have a fully functional TurningPoint presentation.

**12** Save your presentation as a PowerPoint slide show.

### Next Steps

Find information about running your TurningPoint presentation in **Run Presentations** on page 191. 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 47.

# Parser Documents

The TurningPoint Parser can import two kinds of documents:

- an XML document
- a Microsoft Word document (.doc)

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***



**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	<p>Defines what type of slide to create using a single-letter code. The following types are accepted:</p> <ul style="list-style-type: none"> <li>• Q = standard question slide</li> <li>• P = picture slide</li> <li>• F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and vPad users may provide alphanumeric responses of varying lengths)</li> <li>• E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and vPad users may provide alphanumeric responses of varying lengths)</li> </ul>

**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.

Attribute	Description
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: <ul style="list-style-type: none"> <li>• L = Left</li> <li>• R = Right</li> <li>• F = Full</li> </ul>

**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.

Attribute	Description
value	An optional attribute that contains a value for the answer. Valid answer values are "Correct", "Incorrect", or a point value from zero 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
<code>&lt;c&gt;</code>	Start of outline.	The number of slides in the presentation.
<code>&lt;d&gt;</code>	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).
<code>&lt;a&gt;</code>	Following a question or an answer.	Contains an alias for a question or answer.

Tag	Location	Description and Allowed Values
<t>	Following a question.	<p>Defines what type of slide to create using a single-letter code. The following types are accepted:</p> <ul style="list-style-type: none"> <li>• Q = standard question slide</li> <li>• P = picture slide</li> <li>• F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and vPad users may provide alphanumeric responses of varying lengths)</li> <li>• E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and vPad users may provide alphanumeric responses of varying lengths)</li> </ul>
<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.	<p>Contains the question picture position. The following are acceptable values:</p> <ul style="list-style-type: none"> <li>• L = Left</li> <li>• R = Right</li> <li>• F = Full</li> </ul>
<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 zero through 10,000.

# Import Slides

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

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 or Microsoft Word 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.

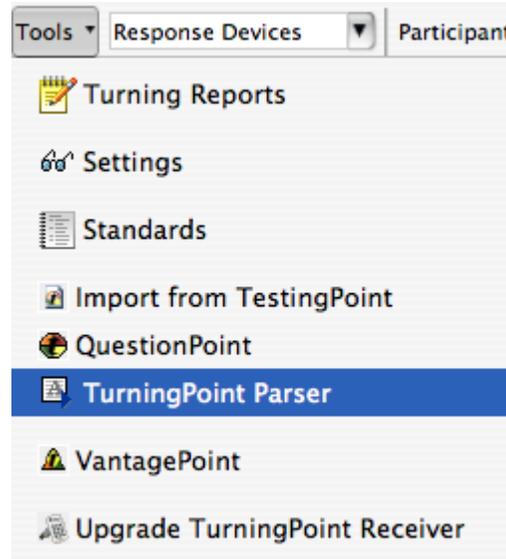
**Step by Step Instructions**

- 1 Select Tools from the TurningPoint toolbar.

To import slides with the TurningPoint Parser...

The Tools menu opens.

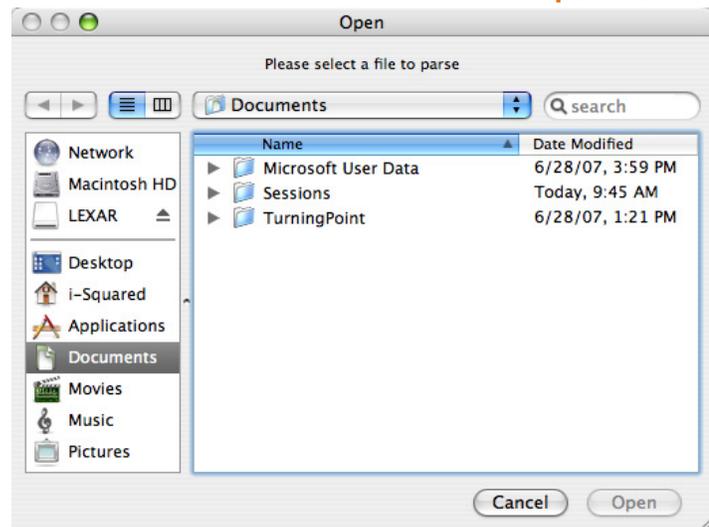
**Select TurningPoint Parser**



- 2 Select TurningPoint Parser.

A dialog window opens.

**Open File Dialog**



## Chapter 6: Tools

- 3** Navigate to the file you would like to import (.xml and .doc) and select it.
  
- 4** Select the Open button to continue. A dialog opens asking whether you would like to add the slides to the active presentation or create a new presentation.
  
- 5** Select the Yes button to add the slides to the active 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.

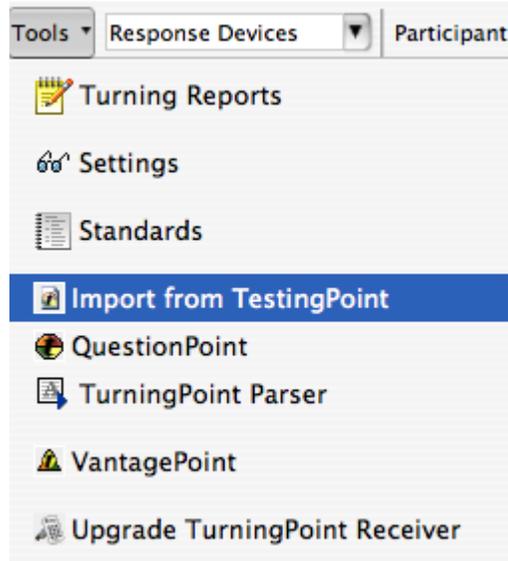
**Step by Step Instructions**

- 1 Select Tools from the TurningPoint toolbar.

To import slides from TestingPoint...

The Tools menu opens.

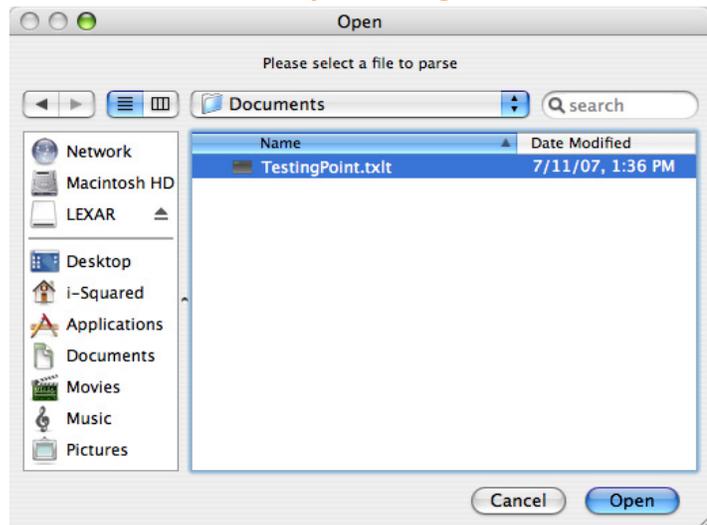
**Select TestingPoint**



- 2 Select Import from TestingPoint.

A dialog opens.

**Open TestingPoint Document Dialog**



## Chapter 6: Tools

**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 active presentation or create a new presentation.

**5** Select the Yes button to add the slides to the active 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.

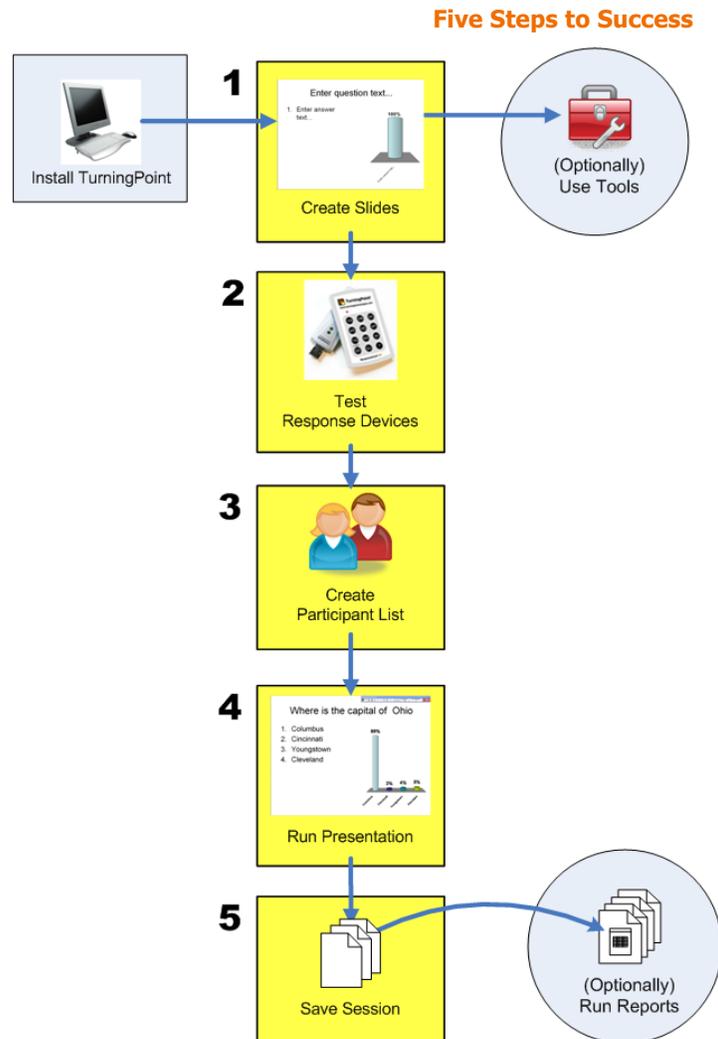
To run a presentation:

- 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 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.

## Chapter 7: Run Presentations

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.

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 193.
- Control the presentation using the Showbar. Find instructions for using the Showbar in ***Run the Slide Show*** on page 197 and ***View Polling Status*** on page 201.
- Monitor the audience participation. Find instructions for monitoring in ***View Polling Status*** on page 201 and ***Use the Participant Monitor*** on page 203.

# 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***

---

## 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 vPad, 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 Assistant. 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**.

### Step by Step Instructions

- 1 From the PowerPoint Office button, select Open.

To create the settings for the presentation session...

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.



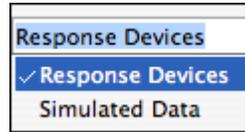
### Reset Sessions

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.

- Optionally, from the TurningPoint toolbar, select the Response Device menu and select an option for testing the presentation.



### Response Device Selection

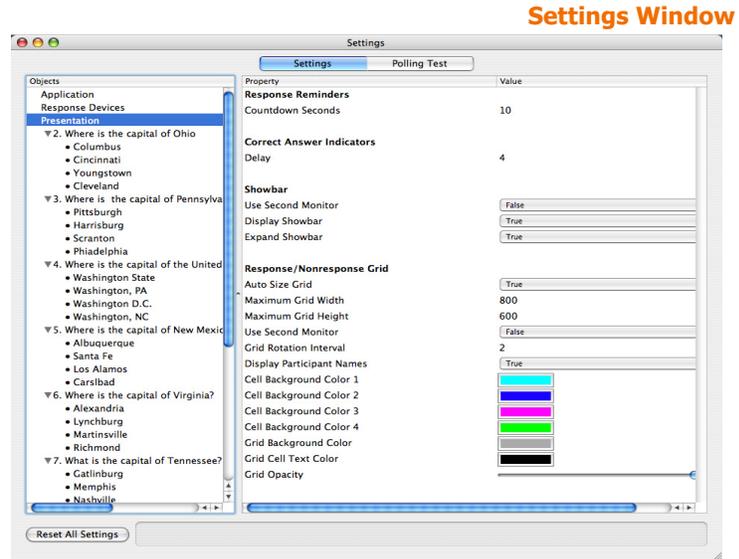
Response Devices is the default setting. TurningPoint allows you to select how responses will be provided during the presentation. Your choices are:

- 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**.
- 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 up to 100 responses to each question in your presentation. Find more information on expected devices in **Enable vPad** on page 115.

**Note** Always use the Response Devices default setting for an actual presentation. Select 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.



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 Settings Hierarchy. Find more information about modifying settings in **Response Device and Settings Management** on page 97.

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 vPad 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

George Washington Device ID: A0038F	Benjamin Franklin Device ID: 80045	Alexander Hamilton Device ID: 90	John Q. Adams Device ID: 43	Abraham Lincoln Device ID: 9	Gerald Ford Device ID: 23
--	---------------------------------------	-------------------------------------	--------------------------------	---------------------------------	------------------------------

**Note** A Response Grid is recommended for use with infrared ResponseCards to give participants confirmation that their responses are received.

These settings affect what is displayed in each box of 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**—use a slider to choose a percentage to identify how opaque the Response Grid should be when opened.
- **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.
- **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.
- **Maximum Grid Height**—identifies how wide the Response Grid should be on the screen. The height is measured in pixels. The default setting is 600.

### 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**

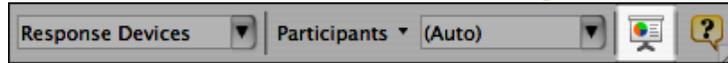
To run the slide show, you must first perform the steps listed under Establish Presentation Settings to create the settings for your presentation session.

**Step by Step Instructions**

To run the interactive presentation...

- 1 From the TurningPoint Toolbar select Start a TurningPoint Slide Show.

**Start TurningPoint Slide Show**



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**



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 short cut keys on your keyboard. Use the commands on the Showbar as follows:

Show/Hide Showbar		Closes the Showbar for the duration of the current presentation session.
Open Polling		Opens polling and allows participants to provide responses to your interactive presentation.
Close Polling		Closes polling and prevents participants from providing responses to your interactive presentation.
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.

Toggle Results



Changes the values displayed on each chart. The values can be represented as either numbers or percents.

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 using the controls in the Presentation Settings. Find more information about settings in ***Establish the Presentation Settings*** on page 193.

Show Non-Response Grid



Opens a Non-Response Grid on the screen. As each participant responds, their response box is removed from the grid.

Display Participant Monitor



Opens the Participant Monitor. Find more information in the ***Use the Participant Monitor*** on page 203.

Show/Hide Feed Back and Messaging



Opens and/or closes Feedback and Messaging.

Display interactive results



Expands the Showbar to display the responses, user feedback, and polling status.

Insert Slide



Opens a drop-down menu and allows you to select the slide type to be inserted into the presentation.

- 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 84.

Optionally, you can press the N key, Return, Right Arrow, Down Arrow, Enter, or the Space Bar to control progress.

- a Open polling. Select the Play button from the Showbar to open polling.

TurningPoint receives responses when polling is open.

**Polling Open**

Responses	Feedback	Polling Open
0	0	

- b Select the Stop button to close polling and display the results.

No responses are accepted when polling is closed.

**Polling Closed**

Responses	Feedback	Polling Closed
0	0	

- 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 the TurningPoint, the program prompts you to name and save the session results to a file. The default location is 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 chose is stored.

**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 211.

## 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 response.

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 203.

### Step by Step Instructions

- 1 On the Showbar, select the Down Arrow button.

To view the polling results...

The Showbar expands to display four additional regions that allow you to insert a slide and show the polling status. After everyone submits a response, the number in the Responses column equals the total number of participants.

#### Showbar Expansion



Down Arrow  
button



Expands the Showbar to display the responses, user feedback, and polling status. The Showbar also becomes fully visible on the slide.

Insert Slide drop-  
down menu



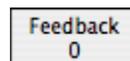
Allows you to insert a slide during an interactive presentation.

Responses



Identifies the number of responses received from the audience. This area is not visible when the slide show starts.

Feedback



With vPad devices, shows the typed questions. With ResponseCards, shows the presses of the question mark key.

Polling



Identifies whether polling is open or closed. The background of this region is green when polling is open and red when closed. This area is not visible when the slide show starts.

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.

- 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 vPad 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, an interactive slide displays the Response Grid when the question is first presented. The Response Grid is removed when polling is closed.

- 3 After you close polling, 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 want to always display the Showbar expansion, set the Expand Showbar setting to True. Expand Showbar is a presentation-level setting. Find more information about modifying settings in **Response Device and Settings Management** on page 97.

## 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 Mac Help and **Chapter 4: Response Device and Settings Management**.

### Step by Step Instructions

- 1 While running the slide show, from the Showbar select the Display Participant Monitor button.

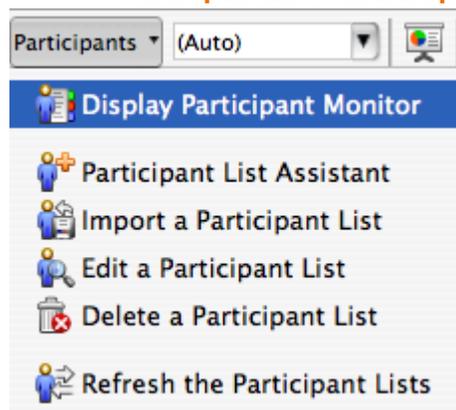
To monitor participants...

#### Select 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.

#### Participant List 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 screenshot shows the 'Participant Monitor' window with three main sections:

- Question Region:** A table listing five questions about state capitals with their overall group percentages and total points possible.
- Participant Region:** A table listing six participants (George Washington, Benjamin Franklin, Alexander Hamilton, John Q. Adams, Abraham Lincoln, and Gerald Ford) with their individual overall percentages and total points.
- Response Region:** A grid showing the specific responses for each participant to each question, with correct answers highlighted in green and incorrect ones in red.

Question	Overall % Correct	Total Points Possible
1) Where is the capital of Ohio?	16.67%	100
2) Where is the capital of Pennsylvania?	0%	250
3) Where is the capital of the United States?	16.67%	350
4) Where is the capital of New Mexico?	16.67%	600
5) Where is the capital of Virginia?	0%	50

Device ID	First Name	Last Name	Overall %	Total Points	Response
A003BF	George	Washington	60%	1050	1
B0045	Benjamin	Franklin	0%	0	-
90	Alexander	Hamilton	0%	0	-
43	John Q.	Adams	0%	0	-
9	Abraham	Lincoln	0%	0	-
23	Gerald	Ford	0%	0	-

Question	Response
1) Where is the capital of Ohio?	1
2) Where is the capital of Pennsylvania?	1
3) Where is the capital of the United States?	3
4) Where is the capital of New Mexico?	2
5) Where is the capital of Virginia?	3

Accumulated group percent: 10%

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**

This screenshot is identical to the one above, showing the 'Participant Monitor' window with the same data tables and response grid.

The Participant Region lists the specific responses chosen by 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 screenshot shows the 'Participant Monitor' window with the 'Participant Region' selected. It contains three main sections:

Question	Overall % Correct	Total Points Possible
1) Where is the capital of Ohio?	16.67%	100
2) Where is the capital of Pennsylvania?	0%	250
3) Where is the capital of the United States?	16.67%	350
4) Where is the capital of New Mexico?	16.67%	600
5) Where is the capital of Virginia?	0%	50

Device ID	First Name	Last Name	Overall %	Total Points	Response
A003BF	George	Washington	60%	1050	1
B0045	Benjamin	Franklin	0%	0	-
90	Alexander	Hamilton	0%	0	-
43	John Q.	Adams	0%	0	-
9	Abraham	Lincoln	0%	0	-
23	Gerald	Ford	0%	0	-

Question	Response
1) Where is the capital of Ohio?	1
2) Where is the capital of Pennsylvania?	1
3) Where is the capital of the United States?	3
4) Where is the capital of New Mexico?	2
5) Where is the capital of Virginia?	3

Accumulated group percent: 10%

The Individual Region lists details about the response results for each participant for each question in the presentation.

**Participant Monitor Window: Individual Region**

The screenshot shows the 'Participant Monitor' window with the 'Individual Region' selected. It contains three main sections:

Question	Overall % Correct	Total Points Possible
1) Where is the capital of Ohio?	16.67%	100
2) Where is the capital of Pennsylvania?	0%	250
3) Where is the capital of the United States?	16.67%	350
4) Where is the capital of New Mexico?	16.67%	600
5) Where is the capital of Virginia?	0%	50

Device ID	First Name	Last Name	Overall %	Total Points	Response
A003BF	George	Washington	60%	1050	1
B0045	Benjamin	Franklin	0%	0	-
90	Alexander	Hamilton	0%	0	-
43	John Q.	Adams	0%	0	-
9	Abraham	Lincoln	0%	0	-
23	Gerald	Ford	0%	0	-

Question	Response
1) Where is the capital of Ohio?	1
2) Where is the capital of Pennsylvania?	1
3) Where is the capital of the United States?	3
4) Where is the capital of New Mexico?	2
5) Where is the capital of Virginia?	3

Accumulated group percent: 10%

- 2 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...

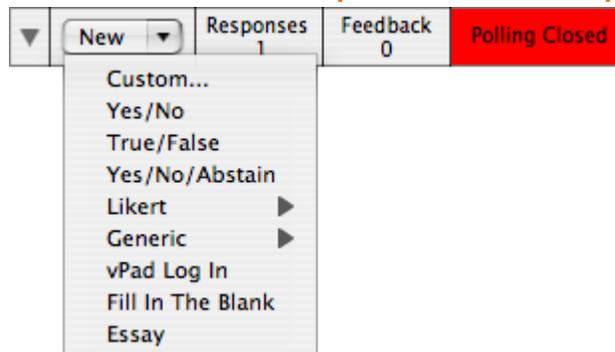
- 1 Insert a new slide in one of the following ways:

- Template Slide - select the Insert Slide drop-down menu on the Showbar, select the type of slide.

A drop-down menu opens from the Showbar allowing you to select the slide type to be inserted into the presentation.

The slide is automatically inserted.

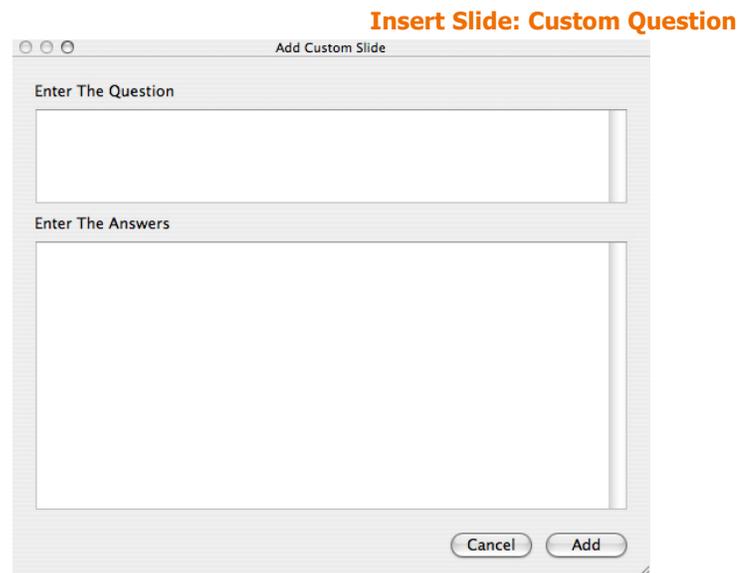
#### Showbar Expansion: Insert a Template Slide



- Custom Slide - select the Insert Slide drop-down menu on the Showbar, select Custom, and go to step 2.

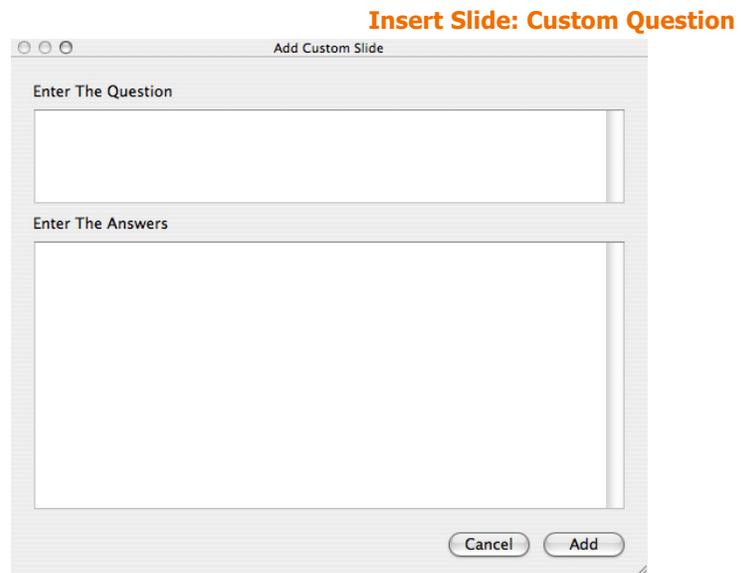


The Custom Question window opens to display the fields for typing the question and answer choices to be used on the interactive slide.



## Chapter 7: Run Presentations

- 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.



- 3 Select the Add button.

TurningPoint adds a new interactive slide, after the slide you have been viewing.

**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.

# 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 and 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.

Twenty reports are available for reporting on the entire audience, by individual participants, by standards, and on the basis of demographics. If you have specified correct answers or point values, you can “grade” participants, 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 TestingPoint toolbar.

This section describes how to:

- *View a Report*

---

## View a Report

Use Turning Reports to generate reports.

### Before You Begin

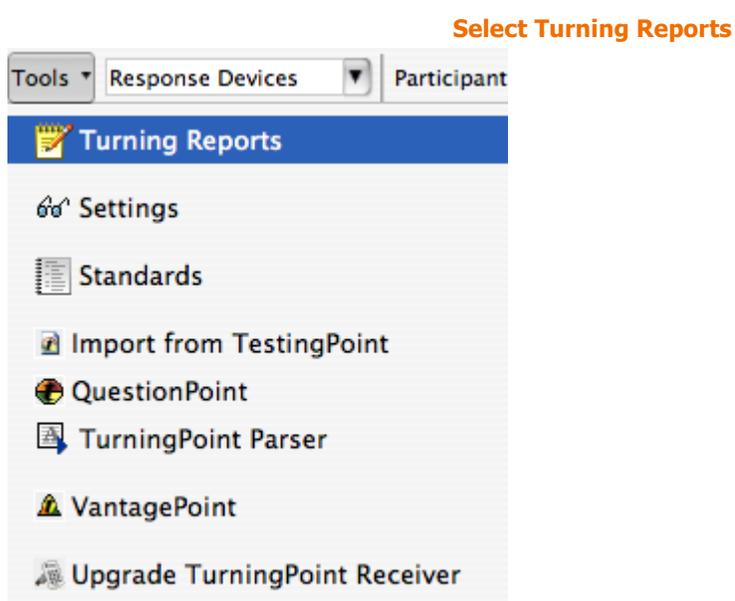
Create a session file by running a presentation session. Find more information in *Chapter 7: Run Presentations*.

## Step by Step Instructions

- 1 Select Tools in the TurningPoint toolbar.

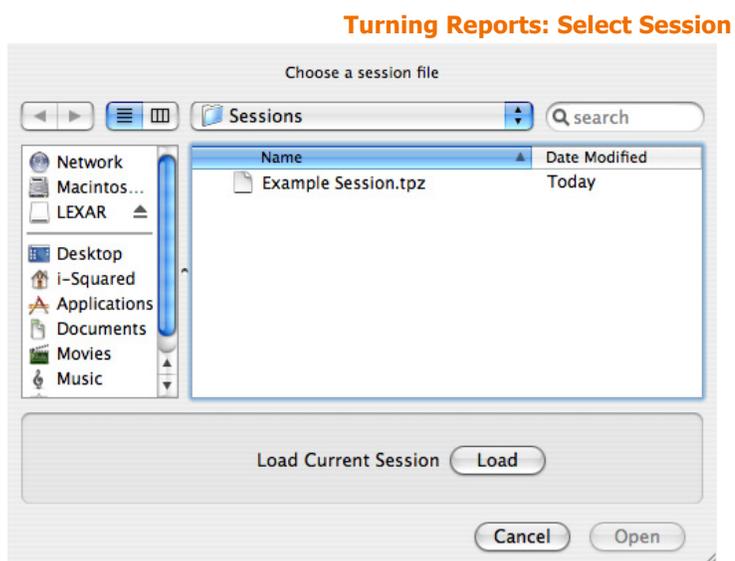
To view a report...

The Tools menu opens.



- 2 Select Turning Reports from the Tools menu.

The Turning Reports window opens and displays a list of the session files in your Sessions folder.

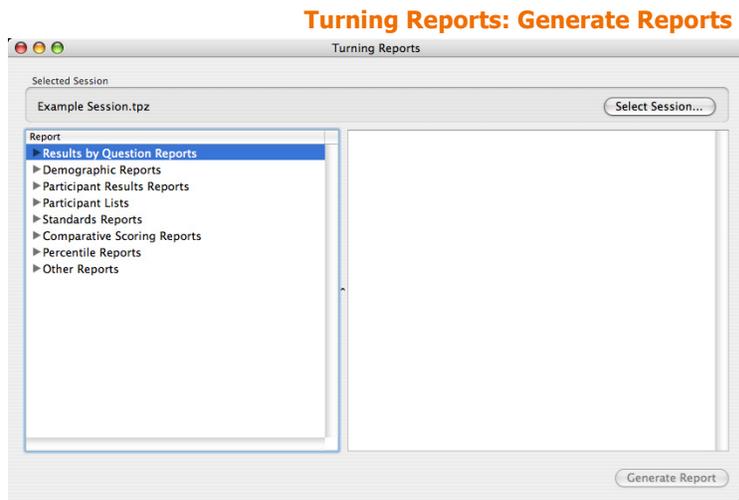


You also have the option of navigating to a session file you have stored elsewhere on your computer.

3 Choose a session file.

4 Select Open.

The Turning Reports window displays a list of the categories of reports you can generate from your session file.



Each category of report is listed by name. You can select the category or click on the triangle beside the category to view a list of reports in each category.

When you select a report, you can see a sample preview of the report on the right-hand side of the Turning Reports window.

5 Select the type of report(s) you would like to generate by selecting the report name.

Find more information in **Reports** on page 211.

6 Select the Generate Report button.

TestingPoint 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.

- 7 When you are finished creating reports, 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)
- **Participant List Reports** (2 Reports)
- **Standards Reports** (2 Reports)
- **Comparative Scoring Reports** (2 Reports)
- **Percentile Reports** (2 Reports)
- **Other Reports** (4 Reports)
  - **Attendance Report**
  - **Participant Questions and Comments Report**
  - **Response Data Export Report**
  - **Statistics Report**

## Results by Question Reports

The Results by Question Reports and Graphical Results by Question show a summary of responses for each question. Each of these reports creates an Excel file.

### 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

### Results by Question Report

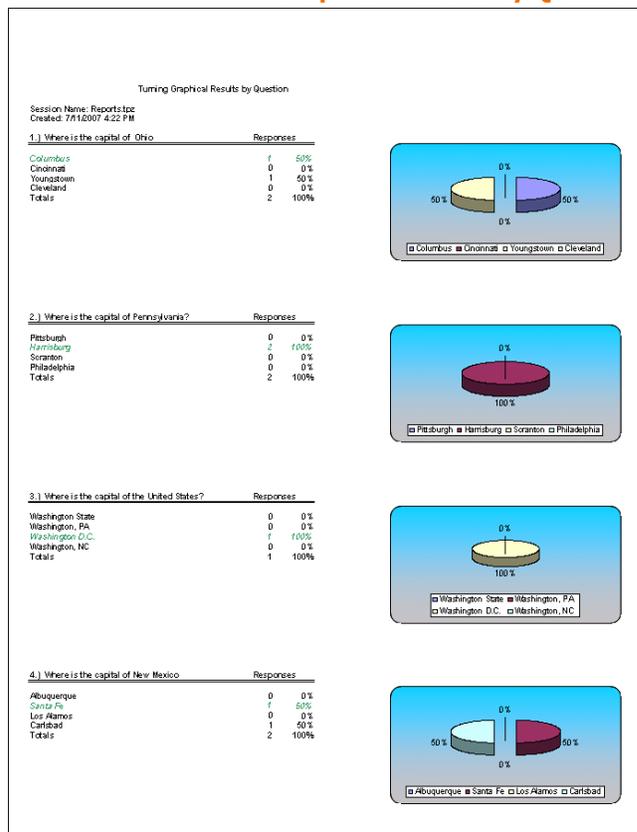
Tuning Results by Question		
Session Name: Reportstpz Created: 7/11/2007 4:23 PM		
1.) Where is the capital of Ohio		
Columbus	50%	1
Cincinnati	0%	0
Youngstown	50%	1
Cleveland	0%	0
<b>Totals</b>	<b>100%</b>	<b>2</b>
2.) Where is the capital of Pennsylvania?		
Pittsburgh	0%	0
Harrisburg	100%	2
Scranton	0%	0
Philadelphia	0%	0
<b>Totals</b>	<b>100%</b>	<b>2</b>
3.) Where is the capital of the United States?		
Washington State	0%	0
Washington, PA	0%	0
Washington D.C.	100%	1
Washington, NC	0%	0
<b>Totals</b>	<b>100%</b>	<b>1</b>
4.) Where is the capital of New Mexico		
Albuquerque	0%	0
Santa Fe	50%	1
Los Alamos	0%	0
Carlsbad	50%	1
<b>Totals</b>	<b>100%</b>	<b>2</b>
5.) Where is the capital of the United States?		
Washington State	0%	0
Washington, PA	50%	1
Washington D.C.	50%	1
Washington, NC	0%	0
<b>Totals</b>	<b>100%</b>	<b>2</b>

**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**



## 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

The Demographic Comparison Chart includes the following information for each question:

- the answers
- indication of the correct answer(s)
- the number of responses for each answer from each group
- the total number of responses from each group

- demographically categorized response data on a per question basis

**Demographic Comparison**

**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+	Total
18-25	1	1	1	3	2	2	0	10
26-30	2	0	1	3	1	2	2	14
31-40	0	2	1	2	1	0	5	13
41-50	3	3	2	2	2	3	1	17
51-60	5	2	2	1	1	1	2	17
61-70	1	2	1	1	0	4	2	11
71-80	0	2	1	2	0	0	1	6
80+	1	2	0	1	4	0	1	12

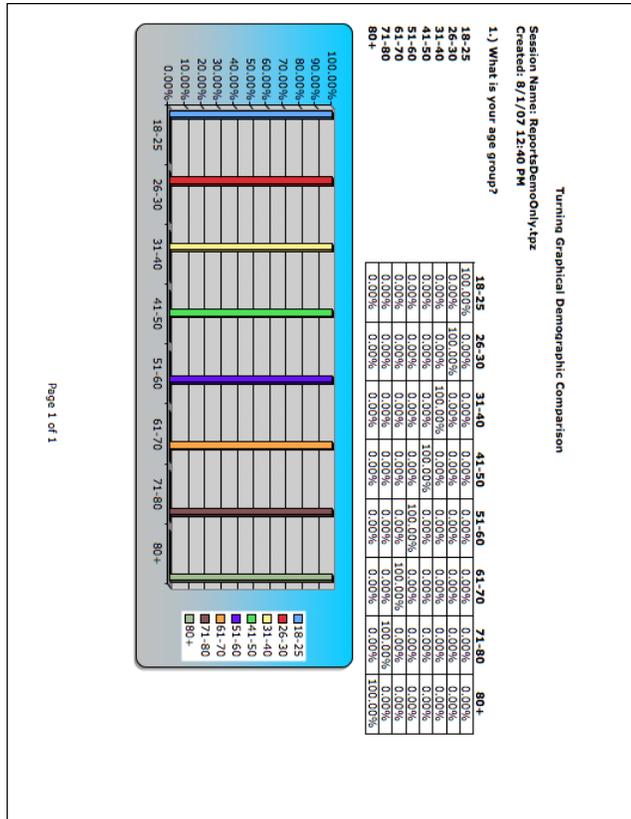
**Graphical Demographic Comparison**

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

**Graphical Demographic Comparison**



## Participant Results Reports

The Participant Results, Graded Participant Results (correct/incorrect), Graded Participant Results (point values), 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: ReportDemo2.qtz									
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?	
88EBBFEBEBC0V	Vishalshah	Garage	1775	True	True	4	1	2	
A000BF	Franklin	Benjamin	1752	True	True	3	1	2	
43	Hamilton	Alexander	1801	True	True	1	2	3	
9	Adams	John Q.	7673	True	True	3	1	3	
23	Lynch	Abraham	1665	True	True	4	1	4	
	Ford	Gerald	7278	True	True	4	1	2	



**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: Reports Demo02.rpt										
Created: 7/17/2007 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	
68EE3BFEBE8B0V	Washington	George	1776	True	True	4	3	2	200	
AQ03BF	Franklin	Benjamin	1752	True	True	3	1	2	197	
90	Hamilton	Alexander	1801	True	True	1	2	3	500	
43	Adams	John O.	2829	True	True	3	2	3	500	
9	Lincoln	Abraham	7828	True	True	4	1	2	0	
23	Ford	Gerald	7828	True	True	4	1	2	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 to total number of answers for each question

## Graded Participant Results (ratio) Report

Turning Graded Participant Results										
Session Name: Reports Demo24tz Created: 7/12/2017 8:15 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 mississipi?	3) Where is the capital of the United States?	Total	
8BEE3FEBEB40W	Washington	George	1776	True	True	4i	1i	2i	2/8	
A00BF	Franklin	Benjamin	1752	True	True	3i	1i	2i	0/8	
90	Hamilton	Alexander	1801	True	True	1c	1i	3c	2/8	
43	Adams	John Q.	1679	True	True	3i	2c	3c	5/8	
6	Lincoln	Abraham	1865	True	True	4i	1i	1i	0/8	
23	Ford	Gerald R.	1976	True	True	4i	1i	2i	0/8	

## 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: ReportID emog3.qrz					
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	Benjamin	1752		True
50	Hamilton	Alexander	1801	True	
43	Adams	John Q.	7679		True
9	Lincoln	Abraham	1865		True
23	Ford	Gerald	7678	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**

<p><b>Turning Participant List</b></p> <p><b>Session Name:</b> ReportsDemog3.rptz <b>Created:</b> 7/12/2007 10:04 AM</p> <p><b>Device ID:</b> 68EE3BFEB640BC Device ID: 68EE3BFEB640BC Last Name: Washington First Name: George Student ID: 1776 Team 1: True</p> <p><b>Device ID:</b> A003BF Device ID: A003BF Last Name: Franklin First Name: Benjamin Student ID: 1752 Team 2: True</p> <p><b>Device ID:</b> 90 Device ID: 90 Last Name: Hamilton First Name: Alexander Student ID: 1801 Team 1: True</p> <p><b>Device ID:</b> 43 Device ID: 43 Last Name: Adams First Name: John Q. Student ID: 7679 Team 2: True</p> <p><b>Device ID:</b> 9 Device ID: 9 Last Name: Lincoln First Name: Abraham Student ID: 1865 Team 2: True</p> <p><b>Device ID:</b> 23 Device ID: 23 Last Name: Ford First Name: Gerald Student ID: 7878 Team 1: True</p> <p>1</p>
--

## Standards Reports

The Overall and Individual Standards Reports show response information based on standards identified for each question. Each of these reports creates an Excel worksheet.

### 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 percentage of responses for each answer

## Overall Standards Report

Turning Overall Standards

Session Name: ReportsStandards07\_15\_07.rpt  
Created: 7/16/2007 4:56 PM

**State Capitals = 51.85%**

1.) Where is the capital of Ohio

	Responses (percent) (count)	
Columbus	66.67%	4
Cincinnati	16.67%	1
Youngstown	16.67%	1
Cleveland	0%	0
<b>Totals</b>	<b>100%</b>	<b>6</b>

2.) Where is the capital of Pennsylvania?

	Responses (percent) (count)	
Pittsburgh	16.67%	1
Harrisburg	50%	3
Scranton	16.67%	1
Philadelphia	16.67%	1
<b>Totals</b>	<b>100%</b>	<b>6</b>

3.) Where is the capital of the United States?

	Responses (percent) (count)	
Washington State	0%	0
Washington, PA	33.33%	2
Washington D.C.	50%	3
Washington, NC	16.67%	1
<b>Totals</b>	<b>100%</b>	<b>6</b>

4.) Where is the capital of New Mexico?

	Responses (percent) (count)	
Albuquerque	0%	0
Santa Fe	50%	3
Los Alamos	33.33%	2
Carlsbad	16.67%	1
<b>Totals</b>	<b>100%</b>	<b>6</b>

5.) Where is the capital of Virginia?

	Responses (percent) (count)	
Alexandria	16.67%	1
Lynchburg	16.67%	1
Martinsville	0%	0
Richmond	66.67%	4
<b>Totals</b>	<b>100%</b>	<b>6</b>

Page 1 of 2

## 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\_07.4p2  
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  
Asheville  
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

## 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
- whether the participant's score puts him/her above or below the class average

### Individual Scoring Report

Turning Individual Scoring			
Session Name: ReportsStandard07_15_07.tpz Created: 7/17/2007 8:55 AM			
<b>George Washington</b>			
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%
<b>Benjamin Franklin</b>			
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)
- acceptable answer choices
- number of responses each answer received

**Scoring Distribution Report**

Turning Scoring Distribution Report

Session Name: ReportsStandards07\_15\_07.rpt  
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

## Percentile Reports

The Percentile (correct/incorrect percentage) and Percentile (points) Reports show how participants' responses compared to other participants' responses, Device ID, first and last name, and the percentile ranking for each correct answer for each participant group by percentiles. You can change the percentiles shown by recording the new percentiles separated by a semicolon in the appropriate box. Each of these reports creates an Excel worksheet.

### Percentile (correct/incorrect percentage) Reports

The Percentile (correct/incorrect percentage) Report includes the following additional information:

- the total percentage of questions each participant answered correctly

### Percentile (correct/incorrect percentage) Reports

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: Reports0 emog3.tpz	
Created: 7/12/2007 10:17 AM	
Device ID	Total Points
<b>99th Percentile</b>	
Alexander Hamilton	300
<b>75th Percentile</b>	
George Washington	100
Alexander Hamilton	300
Abraham Lincoln	243
Gerald Ford	143
<b>50th Percentile</b>	
George Washington	100
Alexander Hamilton	300
Abraham Lincoln	243
Gerald Ford	143
<b>25th Percentile</b>	
George Washington	100
Alexander Hamilton	300
Abraham Lincoln	243
Gerald Ford	143

## Other Reports

TurningPoint offers four unclassified reports: Attendance, Participants Questions and Comments, Response Data Export, and Statistics Reports. Each of these reports creates an Excel worksheet.

### 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
06EE3BFEBB	Washington	George	✓
A003BF	Franklin	Benjamin	✓
90	Hamilton	Alexander	✓
43	Adams	John Q.	✓
9	Lincoln	Abraham	✓
23	Ford	Gerald	✓

Page 1 of 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 vPad 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: UseFeedback Created: 7/25/2007 3:39 PM	
Name	Questions/Comments
Turning Says Q:53:05 PM	Slide Show Started
Turning Says Q:53:05 PM	Slide 1 Displayed
Turning Says Q:53:08 PM	Slide 2 Displayed
Alexander Hamilton Says Q:54:0	This is an easy question
Turning Says Q:54:11 PM	Slide 3 Displayed
Alexander Hamilton Says Q:54:4	The Keystone State!
Turning Says Q:54:53 PM	Slide 4 Displayed
Alexander Hamilton Says Q:55:3	What happened to York, Pennsylvania?
Turning Says Q:55:28 PM	Slide 5 Displayed
Alexander Hamilton Says Q:55:5	I hear it's a dry heat that they have there.
Turning Says Q:56:04 PM	Slide 6 Displayed
Alexander Hamilton Says Q:56:5	These questions are excellent.

**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**

Timing Response Data Export	
Session Name: Report00emog3.tpz	
Created: 7/16/2007 9:14 AM	
(Device ID: 68EE38FE8E640BC)	2 2 4 1 2 1 3 4 2 7 2 1
(Device ID: A003BF)	3 4 4 2 1 1 4 2 4 3 1
(Device ID: 90)	3 2 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 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



# 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***.

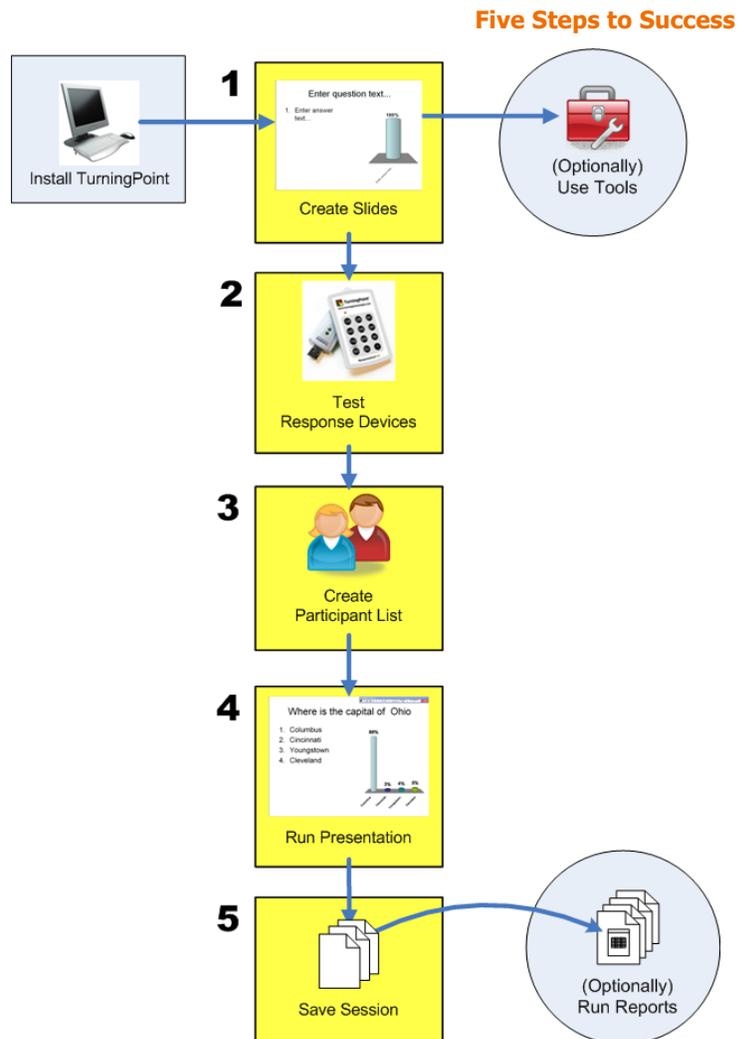


# 9 Sessions

TurningPoint creates session files whenever you run a TurningPoint presentation. When you save a session, TurningPoint automatically includes the PowerPoint presentation with your TurningPoint file.

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.

Recall the five steps to presentation success:



This chapter discusses how to save and manage sessions.

# Manage Sessions

This section describes how to:

- *Save Results from a Session*
- *Change the Default Save Location*
- *Continue a Previously Saved Session*
- *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

- 1 From the Slide Show view, click the screen. Select End Show.

To save a session...

TurningPoint concludes the presentation.

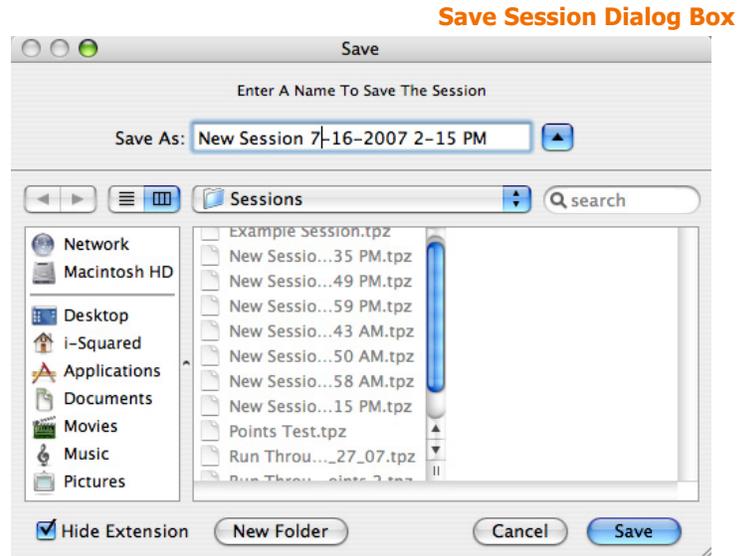
- 2 From the TurningPoint toolbar, select the Save Session button.



### 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 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 chose is stored.



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 244.

- 3 Select the Save button.

TurningPoint saves the file in the designated location.

---

## 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.

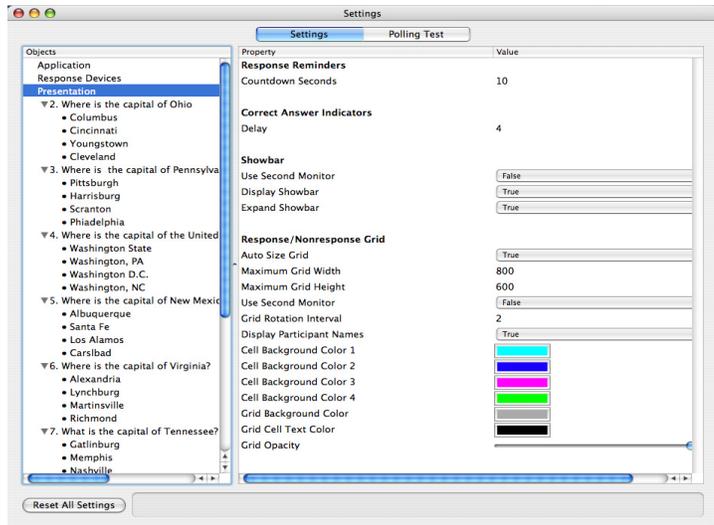
### Step by Step Instructions

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

To change the default save location...

The Settings window opens.

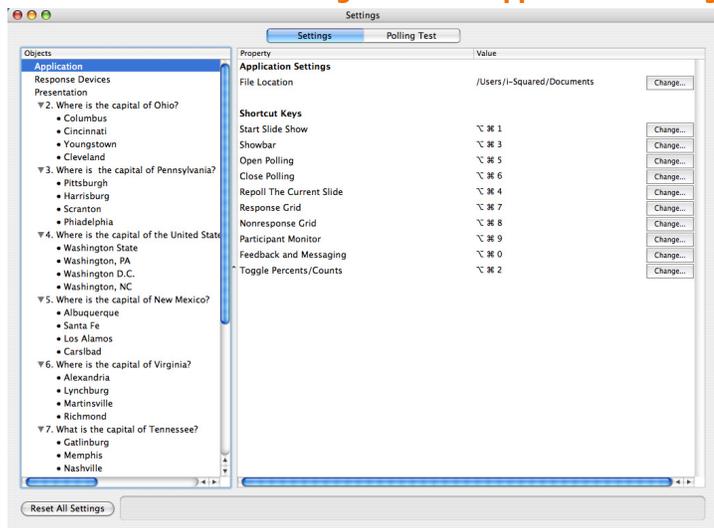
Settings Window



- 2 Select the Settings tab from the Settings window.

- 3 Select Application from the Settings Hierarchy.

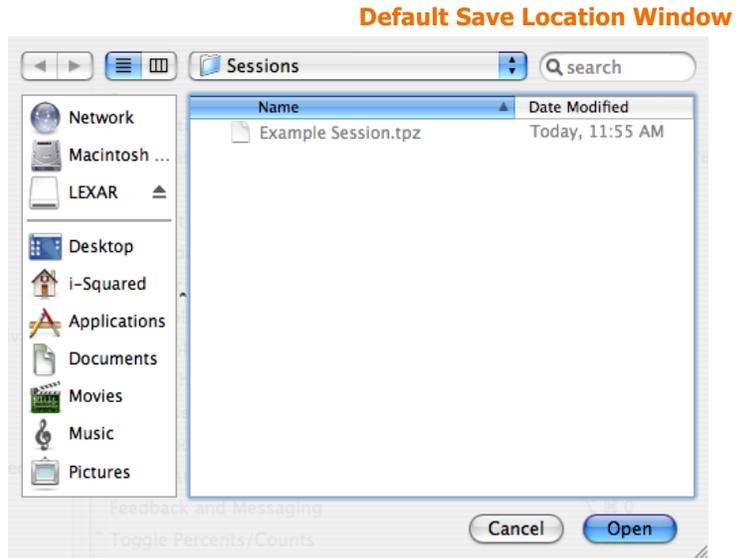
Settings Window: Application Settings



File Location is the first setting listed under the Application Settings Heading.

- 4 Select Change.

A dialog opens allowing you to choose a file location.



- 5 Select a new default location.

**Note** You can restore your save location to the default settings by selecting Reset All Settings. This will reset all settings to the default.

- 6 Select Open.

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

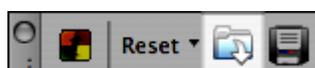
If the session file is saved on an external storage device, insert the device into the computer.

Locate the session you wish to open. On the computer that is running the presentation, the default location for saved sessions is Documents\TurningPoint\Sessions.

### 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 dialog that shows the file name, file type, and where the file is located. The default location is 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 TurningPoint toolbar select the Start a TurningPoint Slide Show button. Advance to the slide from which you want to resume your presentation. Continue presenting the session.

## 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 in order to redo a session or present a new session. 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.

### 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 from a session or a single slide...

- 1 Open the presentation. To delete the results of one question only, select that slide.

- 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! 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, 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.

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 17.

# 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, you can assign answer values to answers on a TurningPoint slide. The possible values are "correct", "incorrect", "no value," or a point value zero through 10,000.

## ***Chart***

A chart is a visual representation of the results of polling on a TurningPoint slide.

## ***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.

## ***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 vPad, 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 vPad 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 vPad 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.

### ***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 Assistant***

The Participant List Assistant 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 status and information pertaining to the participants' responses to all of the questions,

including the total percentage of correct responses, which answers they picked, and individual overall points and percentage 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.

### ***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.

### ***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.

### ***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 Documents\TurningPoint\Sessions and have extension .tpz.

### ***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.

### ***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 vPad 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 to the PowerPoint toolbars that contains the tools for using the TurningPoint software.

***vPad***

A vPad 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.

***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 vPad application 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 Assistant or by importing an existing file. Find

information about Participant Lists in **Chapter 5: Track Participants**. Find information about the Participant Monitor in **Chapter 7: Run Presentations**.

### ***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 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**.



# Index

## 0–9

3D Pie  
Chart . . . . . 59  
Slide . . . . . 59

## A

Add Objects . . . . . 84  
anonymous responses . . . 194  
Answer Now indicator . . . . 84  
  *def.* . . . . . 251  
Answer Settings . . . . . 135  
answers  
  clear values . . . . . 76  
  identifying correct . . . . 72  
Application Settings . . . . . 126

## B

Built-in Standards  
  create . . . . . 156

## C

Chart Settings . . . . . 135  
Chart Slides  
  3D Pie Slide . . . . . 59  
  Distributed Pie Slide . . . 59  
  Horizontal Slide . . . . . 58  
  menu . . . . . 57  
  Offset Chart Slide . . . . . 60  
  Offset Slide . . . . . 60  
  Vertical Slide . . . . . 58  
charts . . . . . 57  
  3D Pie . . . . . 59  
  *def.* . . . . . 251  
  change type . . . . . 70  
  Distributed Pie . . . . . 59  
  Horizontal . . . . . 58  
  inserting . . . . . 82  
  Offset . . . . . 60  
  Vertical . . . . . 58  
clear answer values . . . . . 76  
Comparative Scoring Reports . . . . . 231  
  Individual Scoring Report . . . . . 231  
  Scoring Distribution Report . . . . . 232  
Composition of a slide . . 49, 53  
Convert PowerPoint slides . . 82  
Correct Answer indicator . . 88  
  *def.* . . . . . 251  
Correct Answers . . . . . 72  
Countdown indicator . . . . . 86  
Custom Question window . 207,  
  . . . . . 208  
Custom standards . . . . . 161  
  editing . . . . . 164  
customer support . . . . . 17

## D

Demographic Reports . . . .	219	Demographic Slide	
Demographic Comparison		designate. . . . .	68
Chart . . . . .	219, 220	device ID, <i>def.</i> . . . .	34
Graphical Comparison Chart		Distributed Pie	
. . . . .	220, 221	Chart . . . . .	59
		Slide . . . . .	59

## E

edit		Essay Slide . . . . .	67
chart. . . . .	70	<i>def.</i> . . . .	252
slide answer. . . . .	54	evaluations. . . . .	156
slide question. . . . .	53	Excel . . . . .	211

## F

Fill in the Blank Slide . .	66, 67	Five Steps to Success .	22, 48,
<i>def.</i> . . . .	252	. . . . .	100, 138, 192, 242

## G

Generic Slide . . . . .	63
-------------------------	----

## H

hardware requirements . . . .	9	Horizontal	
help . . . . .	17	Chart . . . . .	58
		Slide . . . . .	58

## I

import		Insert Slide	
from TestingPoint. . . . .	186	menu . . . . .	52, 56
initial setup . . . . .	10	Insert slide . . . . .	51
Insert Object Toolbar . .	84, 85,	Install devices . . . . .	101
. . . . .	87	installation . . . . .	11
		interactive results. . . .	199, 201

## L

Likert Scale Slide . . . . .	63
------------------------------	----

## M

Microsoft Excel . . . . . 211  
 Microsoft Word . . . . . 182, 211  
     format to import. . . . . 182

## N

Non-Response Grid . . . . . 199

## O

objects. . . . . 84  
 Offset  
     Chart. . . . . 60  
     Slide . . . . . 60  
 Other Reports . . . . . 235  
     Attendance Report . . . . . 235  
     Participant Questions and  
     Comments . . . . . 235  
     Participant Questions and  
     Comments Report . . . . . 236  
     Response Data Export  
     Report. . . . . 237  
     Statistics Report. . . . . 238

## P

parser  
     *def.* . . . . . 252  
 Parser Documents . . . . . 177  
 Participant Information window  
     . . . . . 143, 144, 146  
     edit Participant List . . . . . 143,  
     . . . . . 144  
 Participant List. . . . . 137  
     *def.* . . . . . 137, 252  
     add a field . . . . . 146  
     add/remove fields . . . . . 36, 141,  
     . . . . . 142  
     create template . . . . . 141  
     creating . . . . . 34, 139  
     customize . . . . . 141  
     customizing fields . . . . . 35, 141  
     deleting . . . . . 151  
     edit . . . . . 146  
     edit from Participant List  
     window . . . . . 143, 144  
     manage . . . . . 145  
     modify. . . . . 145  
     rearrange columns . . . . . 151  
     remove field . . . . . 150  
     remove group . . . . . 150  
     rename field . . . . . 148  
     using templates . . . . . 35, 139,  
     . . . . . 143  
 Participant List Assistant. . . . . 139  
     Participant Information . . . . . 143  
     summary. . . . . 142  
 Participant List Information  
 window . . . . . 143  
 Participant List Reports. . . . . 226  
     Participant List (Excel)  
     Report. . . . . 226  
     Participant List (Word)  
     Report. . . . . 227  
 Participant List templates . . . . . 140  
 Participant List window  
     add a field. . . . . 146  
     rearrange columns . . . . . 151  
     remove field . . . . . 150  
     remove group . . . . . 150  
     rename field . . . . . 148

Participant Lists	
selecting . . . . .	16
Participant Monitor . . . . .	127, 199,
. . . . .	252
<i>def.</i> . . . . .	203, 252
Participant Results Reports . . . . .	222
Graded Participant Results	
(correct/incorrect) Report . . . . .	223
Graded Participant Results	
(point values) Report . . . . .	224
Graded Participant Results	
(ratio) Report . . . . .	225
Participant Results Report . . . . .	222
Percentile Reports . . . . .	233
Percentile (correct/incorrect	
percentage) Reports . . . . .	233
Percentile (points) Reports . . . . .	233, 234
picture slides	
<i>def.</i> . . . . .	78, 253
converting . . . . .	16
points	
setting values . . . . .	74
Polling Test . . . . .	102, 103, 106,
. . . . .	107, 112, 119
polls . . . . .	32, 200
viewing status . . . . .	201
PowerPoint	
Covert PowerPoint slides	82
.ppt file extension . . . . .	54
presentation . . . . .	131
running . . . . .	191, 193, 197
saving . . . . .	54
presentation settings . . . . .	131, 193
Response Reminders	
Settings . . . . .	131
Response/Non-Response	
Grid Settings . . . . .	131, 132

## R

range of receivers . . . . .	102, 106,
. . . . .	260
receiver	
installing . . . . .	101, 105
range . . . . .	102, 106, 260
Repoll . . . . .	198
reports . . . . .	211
Attendance Report . . . . .	235
Comparative Scoring	
Reports . . . . .	231
Demographic Comparison	
Chart . . . . .	219, 220
Demographic Reports . . . . .	219
Graded Participant Results	
(correct/incorrect) Report . . . . .	223
Graded Participant Results	
(point values) Report . . . . .	224
Graded Participant Results	
(ratio) Report . . . . .	225
Graphical Comparison Chart	
. . . . .	220, 221
Graphical Results by	
Question Report . . . . .	218
Individual Scoring Report . . . . .	231
Individual Standards Report	
. . . . .	229, 230
Other Reports . . . . .	235
Overall Standards Report . . . . .	228, 229
Participant List (Excel)	
Report . . . . .	226
Participant List (Word)	
Report . . . . .	227
Participant List Reports . . . . .	226
Participant Questions and	

- Comments Report . . . . 235, 236
- Participant Results Report . . . . . 222
- Participant Results Reports . . . . . 222
- Percentile (correct/incorrect percentage) Reports . . . 233
- Percentile (points) Reports . . . . . 233, 234
- Percentile Reports . . . . . 233
- Response Data Export Report . . . . . 237
- Results by Question Report . . . . . 217
- Scoring Distribution Report . . . . . 232
- Statistics Report . . . . . 238
- viewing . . . . . 212
- reset . . . . . 248
- response device
  - adding additional receivers . . . . . 114
  - changing . . . . . 30, 31, 106, 112, 115, 117, 120
  - choosing . . . . . 98
  - install . . . . . 101
  - not working . . . . . 118
  - receiver . . . . . 101, 105
  - ResponseCard IR . . . . . 98
  - ResponseCard RF . . . . . 98
  - ResponseCard XL . . . . . 98
  - ResponseCard XR . . . . . 99
  - selecting . . . . . 16, 39
  - settings . . . . . 129
  - setup . . . . . 28, 114
  - testing . . . . . 30, 118
  - vPad . . . . . 99
  - vPad installation . . . . . 108
- response device settings . 129
  - ResponseCard Misc . . . 129
  - vPad . . . . . 130
- response devices
  - enable vPad . . . . . 115
- Response Grid . 127, 193, 196, 199
  - def. . . . . 202, 254
- ResponseCard
  - def. . . . . 254
  - Response Card XR . . . . 99
  - ResponseCard IR . . . . . 98
  - ResponseCard RF . . . . . 98
  - ResponseCard XL . . . . . 98
- ResponseCard RF Channel Slide . . . . . 64, 65
- restore default settings . . . 125
- Results by Question report . . . . . 217
- Results by Question Reports
  - Graphical Results by Question Report . . . . . 218
  - Results by Question Report . . . . . 217

## S

- Sessions . . . . . 241
  - change default save location . . . . . 244
  - reset . . . . . 248
  - resetting . . . . . 15
  - Restore Reset Default . 246
  - resuming . . . . . 15, 247
  - running . . . . . 39, 197
  - saving . . . . . 15, 200, 243
- sessions
  - saving . . . . . 42
- set up devices . . . . . 97

- settings . . . . . 97
  - Answer . . . . . 135
  - Application . . . . . 126
  - Chart Settings . . . . . 135
  - establishing . . . . . 193
  - manage . . . . . 97
  - presentation . . . . . 131
  - response device . . . . . 129
  - Response Reminders
    - Setting . . . . . 134
  - Response Reminders
    - Settings . . . . . 131
  - Response/Non-Response
    - Grid Settings . . . . . 132
  - ResponseCard Channels . . . . . 130
  - ResponseCard Misc. . . . . 129
  - restore default . . . . . 125
  - Showbar Settings. 131, 132
  - slide . . . . . 134
  - vPad . . . . . 130
  - window . . . . . 124
- ShowBar . . . . . 198
  - def. . . . . 254
  - expansion. . . . . 201
- slide settings . . . . . 134
  - Response Reminders
    - Setting . . . . . 134
- slides
  - 3D Pie . . . . . 59
    - def. . . . . 48
  - adding objects . . . . . 84
  - advancing. . . . . 200
  - chart . . . . . 57
  - converting . . . . . 82
  - creating . . . . . 24, 47, 51
  - customizing . . . . . 27, 176
  - Distributed Pie . . . . . 59
  - edit . . . . . 53, 54
  - Essay . . . . . 67
  - Fill in the Blank. . . . . 66, 67
  - Generic . . . . . 63
  - Horizontal. . . . . 58
  - import . . . . . 184
  - import using TurningPoint
    - Parser . . . . . 184
    - inserting. . . . . 199
    - inserting on the fly . . . . . 206
    - Likert Scale . . . . . 63
    - modifying. . . . . 68
    - Offset. . . . . 60
    - ResponseCard RF Channel
      - . . . . . 64, 65
      - saving . . . . . 54
      - selecting . . . . . 56
    - Special. . . . . 64
    - Template . . . . . 61
    - True/False . . . . . 62
    - type . . . . . 56
    - Vertical . . . . . 58
    - vPad Log-In . . . . . 65, 66
    - Yes/No. . . . . 61
    - Yes/No/Abstain . . . . . 62
- software requirements . . . . . 9
- Special Slides . . . . . 64
  - designate Demographic
    - Slide . . . . . 68
  - Essay Slide . . . . . 67
  - Fill in the Blank Slide . . . . . 66, 67
    - . . . . . 67
  - Menu . . . . . 64
  - ResponseCard RF Channel
    - Slide . . . . . 64, 65
    - vPad Log-In Slide . . . . . 65, 66
- standards. . . . . 155, 156
  - def. . . . . 254
  - assigning. . . . . 166
  - creating Built-in standards. . . . . 156
  - creating custom lists . . . . . 161, 163, 167
  - deleting lists. . . . . 163, 167
  - importing lists . . . . . 163, 167
- Standards Reports. . . . . 228
  - Individual Standards Report . . . . . 229, 230
  - Overall Standards Report . . . . . 228, 229
  - reports . . . . . 228
- Statistic indicator
  - def. . . . . 255
- Statistics indicators . . . . . 93
- system requirements . . . . . 9

## T

Template Slides . . . . .	61	The . . . . .	61
Generic Slide . . . . .	63	tools . . . . .	155
Likert Scale Slide . . . . .	63	True/False Slide . . . . .	62
Menu . . . . .	61	Turning Reports . . . . .	211
True/False . . . . .	62	TurningPoint Parser . . . . .	155, 184
Yes/No Slide . . . . .	61	<i>def.</i> . . . . .	184
Yes/No/Abstain Slide . . . . .	62	importing . . . . .	184
TestingPoint . . . . .	155, 184	TurningPoint Toolbar . . . . .	15
import . . . . .	186		
Text Messaging . . . . .	90		
<i>def.</i> . . . . .	255		

## V

Vertical		vPad . . . . .	30, 99, 110, 255
Chart . . . . .	58	installing . . . . .	108
Slide . . . . .	58	vPad Log-In Slide . . . . .	65, 66

## W

Word . . . . .	182, 211
----------------	----------

## X

XML	
<i>def.</i> . . . . .	255
format documents . . . . .	178

## Y

Yes/No Slide . . . . .	61
Yes/No/Abstain Slide . . . . .	62

