

# TurningPoint PowerPoint Polling for Mac

*User Guide*



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The following regulatory statements apply to radio frequency and infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard RF LCD, ResponseCard IR, ResponseCard XR, ResponseCard NXT, QT Device, CPS IR, CPS Pulse, CPS Spark, Gen 2, PRS RF, PRS IR, DualBoard, Touch Board, Touch Board Plus, MeetingBoard, SchoolBoard, iPanel, Mobi, MobiView, MobiKWIK, Mobi Learner, Mobi 360 and their respective receivers.

### **FCC Statement**

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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

### **IC Statement**

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

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# About

This chapter covers the following topics:

- Welcome to TurningPoint 5!***
- What's New in TurningPoint 5***
- Technical Requirements***
- Getting Started***

## Welcome to TurningPoint 5!

TurningPoint combines all of the Turning Technologies legacy applications into one, user-friendly interface. Content creation, participant lists, data management (*Results Manager*) and reports are in one central location. All three polling environments: PowerPoint Polling (*formerly TurningPoint*), Anywhere Polling (*formerly TurningPoint Anywhere*) and Self-Paced Polling (*formerly TurningKey*) are included.

Existing content such as question lists, participant lists and session files can be imported directly into the new software.

## What's New in TurningPoint 5

**TurningPoint is Turning Technologies' first, truly cross-platform, poll in ANY environment application.**

- Simplifies user workflow and user experience for all current applications by consolidating them into one central interface

**A robust HTML content editor that supports pictures, special characters, subscripts and superscripts**

**An equation editor**

**Simplifies the ability to create question lists for use in all three polling environments**

**Simplifies the ability to create, import and export participant lists from the new participant list editor**

- Drag and drop functionality for CSV and TXT files
- Copy and paste functionality for Mac and PC
- Quickly import files downloaded from specific gradebooks and Learning Management Systems

**A newly enhanced area to manage aggregate session data (*formerly ResultsManager*)**

- Customized view by toggling data options
- Update participant lists downloaded from Learning Management Systems, export both single session and cumulative grade columns

**Device and data manipulation, allowing different devices to be used for individual sessions**

**A report interface that consolidates the 32 reports, traditionally available from Turning Technologies, into six new customizable reports**

- Available for all environments: PowerPoint Polling, Anywhere Polling and Self-Paced Polling
- Reports are customized by toggling information on and off in the data view

- All reports can be easily printed without formatting
- Export results to Excel, CSV and HTML for sharing and manual manipulation

# Technical Requirements

TurningPoint is designed to function on most computers; however, there are some basic hardware and software requirements.

## Requirements for Software and Hardware

The following software and hardware specifications are required before using TurningPoint:

- Microsoft Windows® XP, Vista, 7 or 8
- Microsoft Office® 2003, 2007, 2010 or 2013 (for PowerPoint Polling and viewing exported reports in Excel)
- Microsoft .NET 3.5 SP1
- Intel or AMD 2GHz processor
- 512 MB RAM
- 120 MB hard disk space
- 1024 x 768 at 32-bit color or higher resolution, 100%DPI
- Standard USB 2.0 port (for USB-based hardware devices)
- Ethernet or 802.11 compatible wireless network card required if ResponseWare is in use
- Adobe® Flash® Player (for Animated 2D/3D charts)
- Adobe® Acrobat® Reader (for printing)
- Java™ 7 or later (for importing RTF, DOC, DOCX and QTI documents and exporting reports to Excel and CSV)
  
- Mac OS X 10.6 or higher
- Microsoft Office® 2011 (for PowerPoint Polling and viewing exported reports in Excel)
- Intel processor 2GHz or higher
- 512 MB RAM
- 70 MB hard disk space
- Standard USB 2.0 port (for USB-based hardware devices)
- Ethernet or 802.11 compatible wireless network card required if ResponseWare is in use
- Java™ 7 or later (for importing RTF, DOC, DOCX and QTI documents and exporting reports to Excel and CSV)

## Compatible Devices

The following devices are compatible with TurningPoint:

- ResponseCard IR, RF and RF LCD (PowerPoint Polling and Anywhere Polling)
- ResponseCard XR and NXT (PowerPoint Polling, Anywhere Polling and Self-Paced Polling)
- QT Device (PowerPoint Polling, Anywhere Polling and Self-Paced Polling)
- PresenterCard (PowerPoint Polling and Anywhere Polling)
- ResponseWare (PowerPoint Polling and Anywhere Polling)
- PresenterWare (PowerPoint Polling and Anywhere Polling)



# Getting Started

To get started with TurningPoint, the software must be downloaded from [www.turningtechnologies.com/downloads](http://www.turningtechnologies.com/downloads). Uninstalling previous versions of Turning Technologies software is not necessary; however, only one version of the software should be open at any given time.

This section covers the following topics:

## **Download and Setup**

*Downloading TurningPoint*

*Opening TurningPoint (Zipped File)*

*Installing TurningPoint (EXE File)*

*Opening TurningPoint*

*Configuring Automatic Updates*

## **Device Setup**

*Changing the Channel on the Receiver*

*Locking the Receiver Channel*

*Setting Up ResponseWare*

*Testing the Polling Connections*

*Pairing a PresenterCard*

## Download and Setup

TurningPoint can be downloaded through the Turning Technologies website. After it has been downloaded, the file will need to be unzipped or installed depending on the version that was downloaded.

This section covers the following topics:

**Downloading TurningPoint**

**Opening TurningPoint (Zipped File)**

**Installing TurningPoint (EXE File)**

**Opening TurningPoint**

**Configuring Automatic Updates**

### *Downloading TurningPoint*

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The TurningPoint software is accessible through the Turning Technologies website.

#### Prerequisites

Please verify that your computer meets the **Technical Requirements** on page 8 before downloading TurningPoint.

- 1 Go to [www.turningtechnologies.com/downloads](http://www.turningtechnologies.com/downloads).
- 2 Click **TurningPoint** and then click the **link** to download the PC/Mac version. Release notes are available in PDF format to the right of the download link.
- 3 Enter the required information and click **Submit**.
- 4 Click the **link** to start the download.
- 5 **Save** the file to a specified location.

## Opening TurningPoint (Zipped File)

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The zipped file must be extracted before TurningPoint can be opened.

- 1 Double-click the downloaded ZIP file.
- 2 Select the desired folder location and click **Unzip**.
- 3 Open the unzipped folder and double-click **TurningPoint.exe**.

### TIP

Create a shortcut for TurningPoint.exe on the desktop for quicker access to the application. DO NOT remove any files from the Application folder. The application will not function properly if files are removed.

## Installing TurningPoint (EXE File)

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The Extraction Wizard installs the software onto your computer if the “install” version of TurningPoint was downloaded from the Turning Technologies website.

- 1 Double-click the **downloaded setup** file.
- 2 Click **Next**.  
A window opens and displays the license agreement. Read the license agreement on the screen or click the Print button to send the text to a printer.
- 3 Select the radio button labeled **I accept the terms in the license agreement** if you accept the terms.
- 4 Click **Next**.
- 5 Enter the **name** and **organization** in the fields provided and click **Next**.  
A window opens and displays a message that the computer is ready to install TurningPoint.
- 6 Click **Install**.  
The computer installs TurningPoint and displays the Finish button on the page when the process is complete.
- 7 Click **Finish**.  
Select the Launch TurningPoint checkbox to immediately open the application, or double-click the TurningPoint shortcut on the desktop to open the application.

## Opening TurningPoint

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The TurningPoint software is downloaded as a DMG file.

- 1 Double-click the **DMG file**.
- 2 Drag and drop the **TurningPoint icon** to the Applications folder.

### NOTE

It is recommended to create an alias and add it to the Dock.

- 3 Double-click **TurningPoint**.

## Configuring Automatic Updates

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Automatic updates provides users the option to update the software without first uninstalling it.

**IMPORTANT**

An internet connection must be available to check for software updates.

- 1 Open TurningPoint.
- 2 Click the **TurningPoint logo** located at the bottom of the Dashboard.  
The *About TurningPoint* window is displayed.
- 3 Click **Check For Updates**.  
If an update is available, TurningPoint will download the update.
- 4 Optionally, **check the box** to automatically check for updates.

**NOTE**

TurningPoint will check for updates each time the application is opened. You may experience a slight lag between the application and the Turning Technologies server.

TurningPoint will check for updates once every 24 hours. You may experience a slight lag between the application and the Turning Technologies server.



To turn off automatic updates, click the **Preferences**  icon in the lower right corner of the Dashboard. Select **Software** from the left menu and uncheck **Automatically Check for Updates**.

## Device Setup

Participants interact with TurningPoint through clickers (ResponseCards) that communicate through a receiver or the internet with web enabled devices (ResponseWare).

This section provides instructions for:

- Changing the Channel on the Receiver***
- Locking the Receiver Channel***
- Setting Up ResponseWare***
- Testing the Polling Connections***
- Pairing a PresenterCard***

### *Changing the Channel on the Receiver*

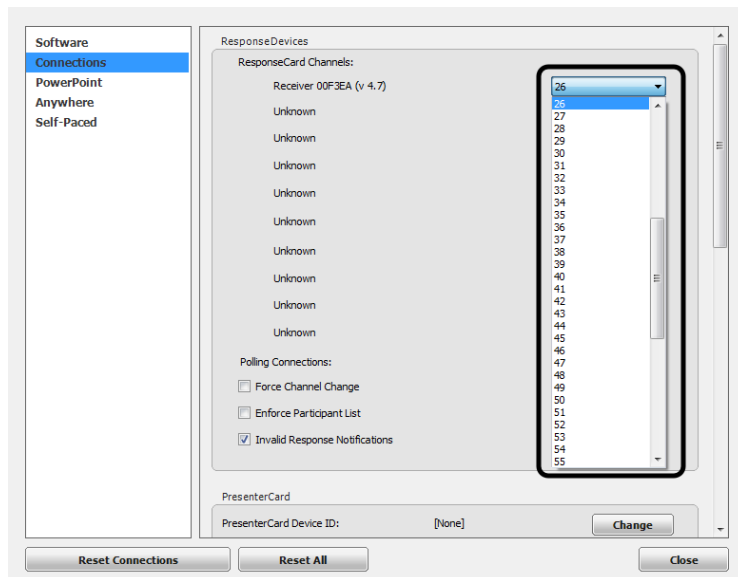
When the receiver is plugged in, it is automatically recognized by the computer. The default channel on the receiver is set to 41. Changing the channel allows multiple receivers to accept different sets of responses when in close proximity of one another. The ResponseCards need to be set to the same channel as the receiver when polling.

- 1 Plug in the **receiver** and open TurningPoint.
- 2 Click the **channel number** below *Receiver*.



The *Preferences* window opens.

- 3 Select the **channel number** from the drop-down menu under *ResponseCard Channels*.




- 4 Click **Close** to return to the TurningPoint Dashboard.

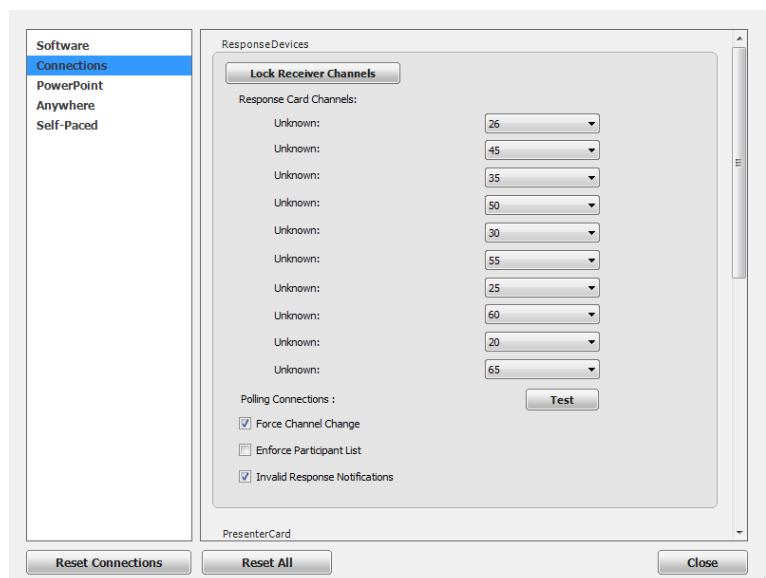
### Next Steps

Once the receiver has been setup, it is possible to begin **Testing the Polling Connections** on page 15. To test the polling connections, the ResponseCards need to be set to the same channel as the receiver.

### Locking the Receiver Channel

Administrators have the ability to lock the channel to prevent users from changing channels in shared environments.

- 1 Open TurningPoint as the **Administrator**.
- 2 Click the **Preferences**  icon in the bottom right corner.
- 3 Select **Connections** from the left panel.
- 4 Under the *ResponseDevices* section, select the desired **channel** and, optionally, select **Force Channel Change**. The Force Channel Change option, if selected, allows the receiver channel to be maintained once selected.
- 5 Click **Lock Receiver Channels**.



6 Click **Close**.**NOTE**

To remove the channel lock, run TurningPoint as the Administrator and select **Unlock Receiver Channels**.

## Setting Up ResponseWare

ResponseWare must be enabled for participants to use ResponseWare as a response device.

**NOTE**

ResponseWare is a virtual response solution that allows participants to respond through web-enabled devices and applications available for smart phones and tablets. If you do not have a ResponseWare account, skip this task.

1 Click **Click to Connect** below *ResponseWare*.

The ResponseWare window opens.

- 2 Enter your ResponseWare **Username** and **password** in the fields provided.
- 3 If connecting through a proxy server on a PC:
  - a **Check** the box labeled *I connect to the internet through a proxy server*.
  - b Click **Settings**.  
The *Proxy Settings* window opens.

- c Select **Automatically detect proxy settings** or **Manually configure proxy settings**.  
Manually configure proxy settings requires the **proxy server address** and **port number** to be entered in the boxes provided.
  - d If required, enter the **Authentication Information** in the fields provided.
  - e Click **Test** to test the connection to the proxy server.
  - f Click **Save** to save the settings and close the proxy settings window.
- 4 Select one of the following options:
- **Allow Guests** - Allows participants who do not have a Participant ResponseWare account to attend the session.
  - **Require Login** - Participants must log into the session with their Participant ResponseWare account.

Optionally, select **Do not prompt participants to enter user information**. If checked, participants will not be prompted to enter their user information prior to joining the session.

Optionally, enter the **Reserved Session ID** in the box provided.

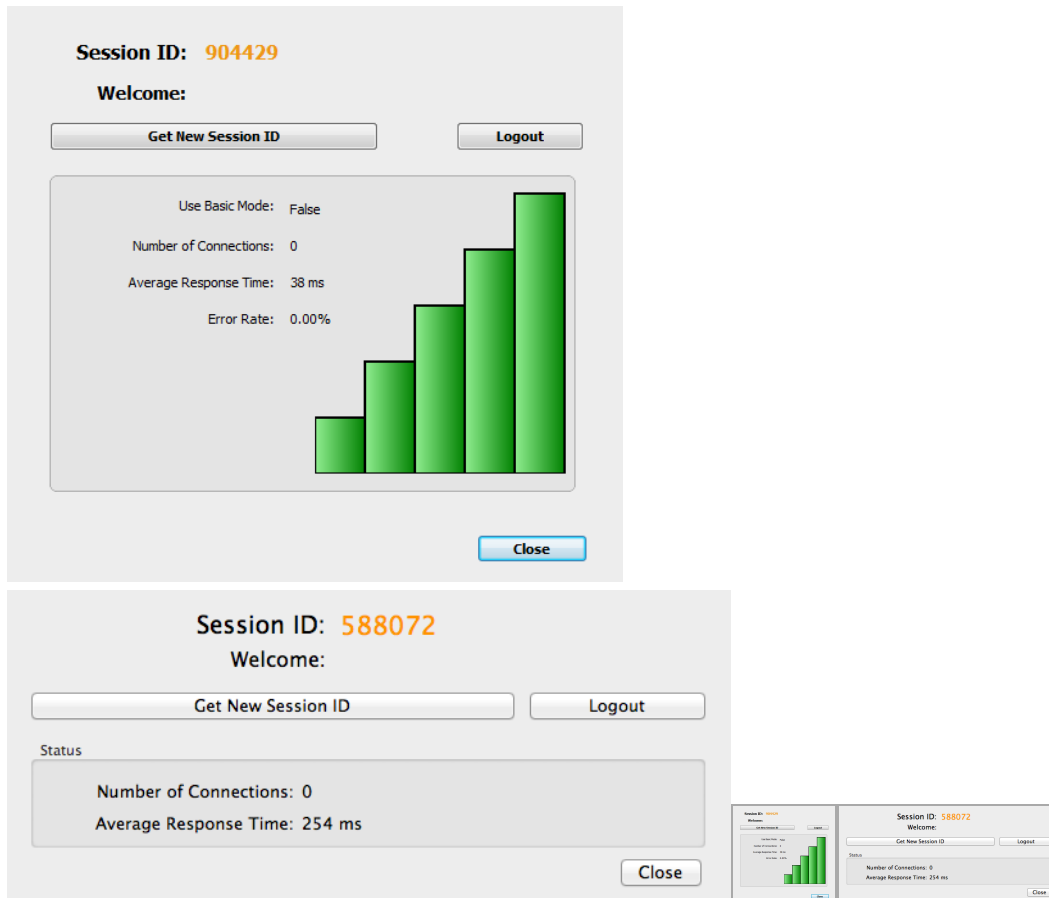
#### NOTE

A reserved Session ID can be created through a Presenter ResponseWare account.

#### 5 Click **Login**.

The *License Agreement* window opens the first time ResponseWare is enabled on a computer.

- a Select the box labeled **I have read both the Privacy Statement and the Terms of Use Agreement**.
- b Click **Accept** to accept the license agreement.  
The *ResponseWare* window opens. The Session ID and connection information is displayed.



6 Click **Close**.

#### NOTE

It is possible to switch between polling environments without logging out of the current ResponseWare session. Participants do not need to log out and join a new session.

The ResponseWare window does not need to be open for ResponseWare to be enabled. ResponseWare will remain enabled until TurningPoint is closed. The next time the application is opened, you will need to login with your ResponseWare credentials.

### *Testing the Polling Connections*

The polling test is used to ensure that each response device can communicate with TurningPoint.

## Prerequisites

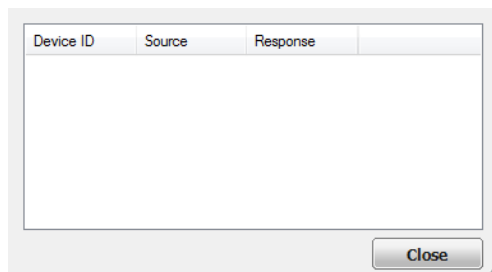
Ensure the receiver is properly installed (if using ResponseCards) and the compatible response device to be tested is available.

- 1 If using ResponseCards, plug in the **receiver**, open TurningPoint and click the channel number below *Receiver*. If using ResponseWare, open **TurningPoint** and click the **Session ID** below *ResponseWare*.

The *Preferences* window opens.

- 2 Click **Test**.

The *Polling Test* window opens.



There are three columns in the polling test window.

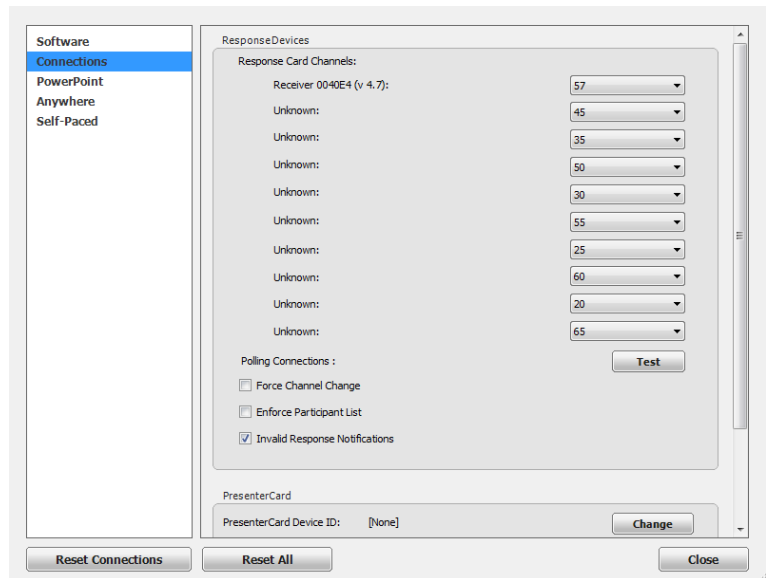
- **Device ID** - Displays the Device ID of the response device. A count of the devices that have responded are also displayed next to the Device ID column header.
- **Source** - Displays the serial number of the receiver.
- **Response** - Displays the response sent from the response device.

- 3 Press a **button** on the response device.

For ResponseCard users, if the receiver and response device are set to the same channel, the response will appear in the polling test. For ResponseWare users, the ResponseWare Device ID will appear in the polling test.

Device ID	Source	Response
FFF0E4	0040E4	1
14076E	0040E4	2
811B1	0040E4	2
811B3	0040E4	1
811D8	0040E4	3

- 4 Click **Close** when finished with the polling test.
- 5 Click **Close** on the *Preferences* window.



## Pairing a PresenterCard

A PresenterCard must be paired with TurningPoint before it can be used as a presentation device. If you do not have a PresenterCard, skip this task.



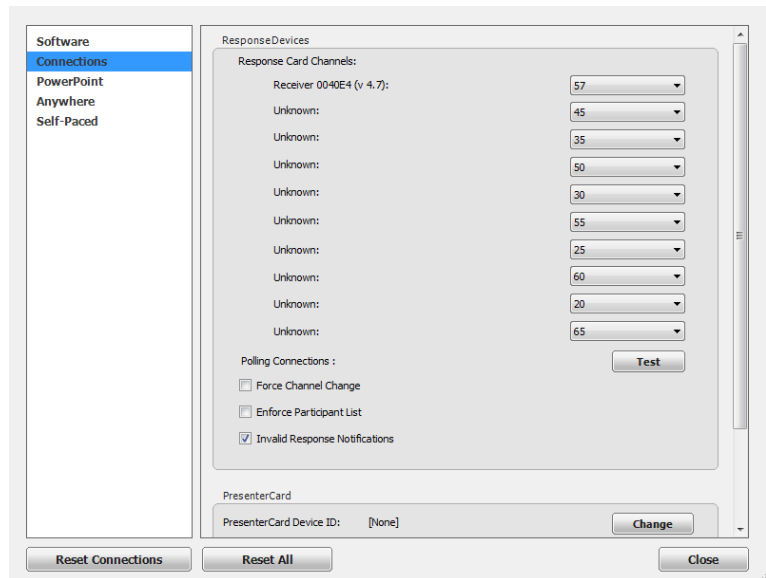
- 1 Plug in the **receiver** and open TurningPoint.
- 2 Click the **channel number** below *Receiver*.

The *Preferences* window opens.

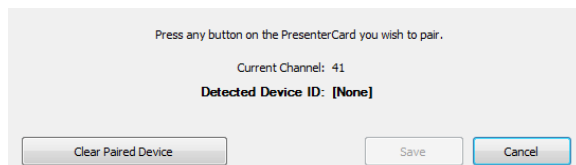
- 3 Verify that the PresenterCard is programmed to the same channel as the receiver.

To change the channel on the PresenterCard:

- a Press the **Channel** button on the PresenterCard.
- b Use the **Back** or **Forward** buttons to select the correct channel number.
- c Press **Channel** to save the new channel number.



- 4 Scroll to the *PresenterCard* section and click **Change** next to *PresenterCard Device ID*. The *Pair PresenterCard* window opens.



- 5 Press any **button** on the PresenterCard. The Device ID of the PresenterCard is displayed next to Detected Device ID.
- 6 Click **Save**. The PresenterCard can now be used with the PowerPoint Polling and Anywhere Polling environments. For information on how to configure the programmable buttons, see **PresenterCard** on page 79.

# Before the Presentation

This chapter covers the following topics:

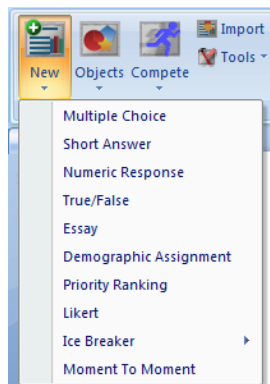
- Inserting a Polling Slide*
- Question Types and Options*
- Creating Participant Lists*

## Inserting a Polling Slide

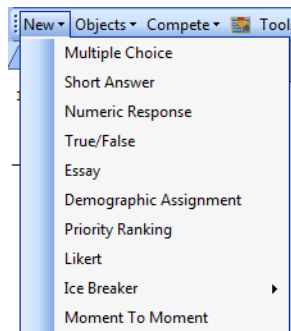
Creating content in PowerPoint is similar to the way content was created in previous versions of TurningPoint software.

- 1 From the TurningPoint ribbon/toolbar, click the **New** icon and select a **slide type**.

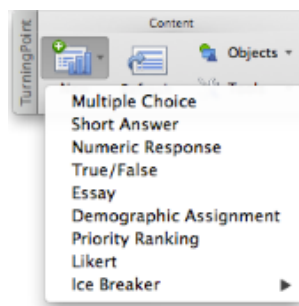
Office 2007/2010/2013



Office 2003



Office 2011



There are 10nine slide types available. For more information, see **Slide Types and Slide Preferences** on page 54. For information on how to change the chart type, see **Inserting a Chart/Changing the Chart Type** on page 63.

- 2 Enter the **question text** and **answer text** if available.

**NOTE**

All slides will automatically refresh when launching the TurningPoint slide show.

- 3 Repeat steps 1 and 2 as many times as needed to create the PowerPoint Polling presentation.

**NOTE**

When editing a slide, or a slide's preferences, verify that the Preferences panel reflects the appropriate slide number. If it does not, select the desired slide and click once on the Preferences panel. The Preferences panel heading now coincides with the selected slide.

- 4 When finished, **save** the PowerPoint presentation.

**NOTE**

If a slide is copied and pasted, it is necessary to click Refresh after pasting the new slide and before performing any slide or slide preference edits.

Enhance the presentation by adding **Objects** on page 61 or **Competition** slides to help increase participation. Also, try using the Tools available on the TurningPoint ribbon/toolbar.

## Question Types and Options

The following sections explain each question type, how to set correct answers and the available question options.

There are several question types available:

**Multiple Choice**

**Short Answer**

**Numeric Response**

**True/False**

**Matching**

**Essay**

**Demographic Assignment**

**Priority Ranking**

### *Multiple Choice*

---

A multiple choice question may have up to 10 answer options.

#### Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Multiple Choice** from the *Question Type* drop-down menu.
- 3 Select the **number of possible answer choices** from the *Choices* drop-down menu.
- 4 Enter the **correct answer** in the box provided.

**NOTE**

Each correct answer choice needs to be separated by a semicolon. For example, "a; c; d".

Correct answers may also be assigned by selecting **Correct** from the drop-down menu next to the answer choice bullet in the scoring options.

- 5 Adjust the **Question, Polling** and **Scoring** options as necessary.

*Question Options*

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses** - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.

*Polling Options*

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Correct Answer Indicator** - A correct answer indicator allows participants to view the correct answer(s) after polling has been closed.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

*Scoring Options*

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

**Next Steps**

Now that the question type and options have been defined, the question and answer text may be edited. For more information, see [Editing Question List Content](#).

## Short Answer

A short answer question requires participants to respond with a phrase. Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to a short answer question.

### NOTE

A short answer response can have up to 160 characters in the PowerPoint and Anywhere Polling environments. In the Self-Paced Polling environment, a short answer response can have up to 16 characters.

### Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Short Answer** from the *Question Type* drop-down menu.
- 3 Enter a **keyword(s)** for the correct answer in the box provided.  
Multiple keywords should be separated with a semicolon.

### NOTE

The following symbols are supported:

ResponseCard NXT as of firmware version 1.0.1:

., ‘ “ ? @ # \$ % ^ & \* ( ) \_ + - = / < > [ ] { } √ £ € E

ResponseCard XR as of firmware version 1.2.1:

., + - \* / % ( ) ^ @ ! & E √ €

- 4 Adjust the Question, Polling and Scoring Options as necessary.

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

#### Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Keyword** - After polling closes, the correct keyword(s) is displayed on the slide.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

#### Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.

- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Answer Value** - The answer value can be set by selecting *Correct* or *No Value* from the drop-down box.
- **Correct Keyword(s)** - Multiple keywords should be separated with a semicolon.
- **Enforce Capitalization** - When checked, the participant response must have proper capitalization to receive credit.

## Numeric Response

---

A numeric response question requires participants to respond with a numeric value. Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to a numeric response question.

### NOTE

A numeric response can have up to 16 characters in all three polling environments.

### Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Numeric Response** from the *Question Type* drop-down menu.
- 3 Enter a **value** for the correct answer in the box provided.
- 4 Optionally, enter a **minimum** and **maximum** value in the boxes provided. All responses within this range will be marked correct.
- 5 Adjust the Question, Polling and Scoring Options as necessary.

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

#### Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Answer** - After polling closes, the correct answer is displayed on the slide.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

#### Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.

- **Answer Value** - The answer value can be set by selecting *Correct* or *No Value* from the drop-down box.
- **Acceptable Value** - Enter a specific value in the box provided.
- **Acceptable Range** - If a specific value is not required for a correct answer, a range can be set. Enter a minimum value and a maximum value in the boxes provided.

## Next Steps

Now that the question type values have been defined, the question text may be edited. For more information, see [Editing Question List Content](#).

## True/False

---

A true/false question requires participants to respond with 1/A for true or 2/B for false.

### Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **True/False** from the *Question Type* drop-down menu.
- 3 Select **True**, **False** or **No Correct** as the correct answer.
- 4 Adjust the Question, Polling and Scoring Options as necessary.

#### *Question Options*

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

#### *Polling Options*

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Correct Answer Indicator** - A correct answer indicator allows participants to view the correct answer(s) after polling has been closed.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

#### *Scoring Options*

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.

- Select *True* or *False* as the correct answer. A value of *No Correct* can also be selected if there is no correct answer.

## Next Steps

Now that the question type and options have been defined, the question and answer text may be edited. For more information, see [Editing Question List Content](#).

## Matching

Matching questions may have up to 10 answer choices. To set up a matching question, a list of matches is paired with a list of choices. Participants submit the choices in the order they correspond to the matches.

Matching questions are NOT supported in the PowerPoint Polling environment.

## Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Matching** from the *Question Type* drop-down menu.
- 3 Select the **number of matches** from the *Matches* drop-down menu.
- 4 Select the **number of choices** from the *Choices* drop-down menu.
- 5 Enter the **correct answers** in the box provided.

### NOTE

Each correct answer choice needs to be separated by a semicolon. For example, "a; c; d".

Correct answers may also be assigned by selecting the correct answer choices that corresponds to the matched item.

- 6 Adjust the Question, Polling and Scoring Options as necessary.

### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **All or Nothing Scoring** - When checked, the participant must choose each correct answer to receive points.

### Polling Options

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.



### Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.

### Next Steps

Now that the question type and options have been defined, the question and answer text may be edited. For more information, see [Editing Question List Content](#).

## Essay

---

Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to an essay question.

### NOTE

An essay response can have up to 160 characters in all three environments.

### Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Essay** from the *Question Type* drop-down menu.
- 3 Adjust the Question and Polling Options as necessary.

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

#### Polling Options

- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

#### Scoring Options

- TurningPoint does not score essay slides. Manual score adjustments can be made in Results Manager.

### Next Steps

Now that the question type has been defined, the question text may be edited. For more information, see [Editing Question List Content](#).

## Demographic Assignment

---

A demographic assignment question may have up to 10 answer choices. A demographic assignment question can also be used to assign participants to teams for competitions.

### Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Demographic Assignment** from the *Question Type* drop-down menu.
- 3 Select the **number of possible answer choices** from the *Choices* drop-down menu.
- 4 Adjust the Demographic, Question and Polling Options as necessary.

#### *Demographic Options*

- **Demographic Grouping** - Categorize the demographic options for easier reporting.
- **Use in Competition** - The answer options become teams and can be used in team competitions. When unchecked, the slide is no longer considered a Team Assignment slide.
- **Save to Participant List** - The competition information is saved to the current participant list.

#### *Question Options*

- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

#### *Polling Options*

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

### Next Steps

Now that the question type has been defined, the question and answer text may be edited. For more information, see [Editing Question List Content](#).

## Priority Ranking

---

Priority ranking questions may have up to 10 answer choices. Items are ranked by the participants and then scored based on response weights.

### Prerequisites

A new question list must be created or opened for editing. To open a question list for editing, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

- 1 Select a **question** from the question list.
- 2 Select **Priority Ranking** from the *Question Type* drop-down menu.
- 3 Select the **number of choices** and **number of responses** from the drop-down menus.
- 4 Adjust the Question, Polling and Scoring Options as necessary.

#### *Question Options*

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Response Limit** - The response limit dictates the number of answer choices a participant can select for a specific question.
- **Allow Duplicates** - When checked, participants are permitted to select the same answer choice more than once.
- **Response Weights** - Set the value for each response by selecting a value from the drop-down menu or enter a value from 0 to 99999. Repeat for the remaining answers.

#### *Polling Options*

- **Show Results** - When checked, the chart is displayed after polling is closed.
- **Countdown Timer** - A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.

### Next Steps

Now that the question type and options have been defined, the question and answer text may be edited. For more information, see [Editing Question List Content](#).

## Creating Participant Lists

Participant lists can be created by entering the participant information into TurningPoint or by downloading the information from a Learning Management System (LMS).

This section covers both methods for creating a participant list.

### ***Manually Creating a Participant List*** ***Downloading a Participant List from an Integration***

#### ***Manually Creating a Participant List***

---

Participant lists created in TurningPoint can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling.

- 1 Select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **New**.  
The *Create Participant List* window opens.

Name:

Create Manually  
(Includes .csv, txt, and .tpbx imports)

Download from Integration  
(Blackboard, Moodle, Acuity, etc.)

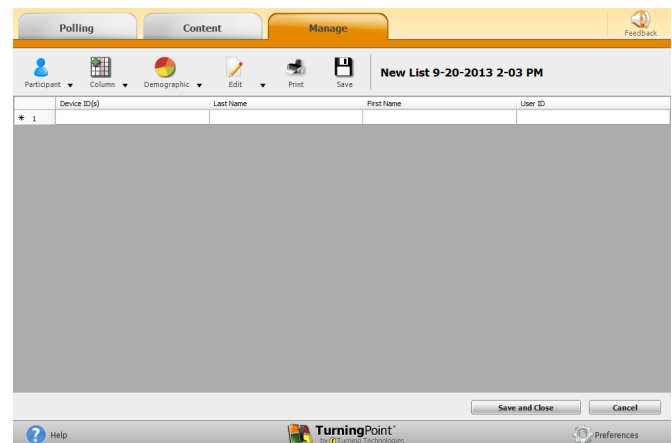
3 **Name** the participant list, select the **Create Manually** radio button and click **Create List**.  
The Participant List Editor is displayed.

4 SelectDouble-click a **cell** and enter the participant information relevant to that particular category. For example, enter the participant's last name under the Last Name column.

#### TIP

If there is a CSV or TXT file that already contains the participant information, drag and drop the file into the Participant List Editor. For more information, see [Importing a CSV or TXT File](#).

It is also possible to copy and paste text from an Excel file directly into the Participant List Editor.



5 Press **Enter** on the keyboard to add another participant.

6 When finished, click **Save and Close** to save the participant list and return to the Participant List Overview screen.

### Next Steps

To edit existing participant list information, see [Modifying Participant Lists](#).

## *Downloading a Participant List from an Integration*

Participant information can be imported from a student roster in a Learning Management System (LMS).

#### NOTE

Importing from an LMS can only be used if the integration has been installed on the LMS server. Please contact your IT Department to confirm that the LMS integration is installed and configured to operate with TurningPoint.

To import a participant list with an exported file from an Integration, see **Importing Participant Lists**.

- 1 Select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **New**.  
The *Create Participant List* window opens.
- 3 Select the **Download from Integration** radio button and click **Create List**.

- 4 Select the **Integration** from the *Integration* drop-down menu.
- 5 Enter the **Server Address**, **Username** and **Password** in the appropriate fields.
- 6 If applicable, select the **Institution** from the *Select an Institution* drop-down menu.
- 7 Click **Connect**.

Optionally, click **Remember this information** to have the Integration, Server Address and User Name stored for future use.

The *Import Participant List* window opens.

- 8 Select the **course or courses** to import. Optionally, select the **Select All** checkbox to import all courses.
- 9 Click **Import**.  
A confirmation box of the import is displayed.
- 10 Click **OK**.  
The participant list is added to the left panel of the Participant List Overview screen.
- 11 Select the **participant list** to view the participant information.

TurningPoint has successfully imported 1 participant list(s).

OK

## Next Steps

To edit participant list information, see **Modifying Participant Lists**.

### WARNING

DO NOT alter the User ID when editing a participant list from an LMS. Editing the User ID may cause errors when uploading the results to the LMS.

# During the Presentation

This chapter covers the following topics:

- Opening the PowerPoint Polling Environment**
- Resetting a PowerPoint Polling Session or Charts**
- Running a Slide Show**
- Saving a PowerPoint Polling Session**

## Opening the PowerPoint Polling Environment

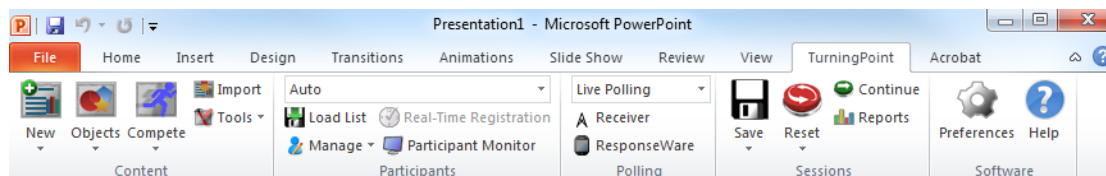
The PowerPoint Polling environment is embedded/integrated directly into PowerPoint.

### IMPORTANT

You may be prompted to install the PowerPoint library. If you are a user with administrative privileges, click the **Install PowerPoint Library** icon on the PowerPoint Polling environment. When prompted, enter your credentials. This action is only required once. If you are a user without administrative privileges, the PowerPoint library must be installed by an IT Administrator. Contact Turning Technologies' Customer Support Team to receive a document on how to install the library.

- 1 Open TurningPoint.
- 2 Optionally, select a **participant list**, **question list** or **PowerPoint presentation** from the left panel.  
If using a question list, TurningPoint will automatically parse the content into PowerPoint slides. This may take a few moments if there are a large number of questions in the question list. For more information on participant lists, see [Participant Lists](#). For more information on question lists, see [Question Lists](#).
- 3 Click **PowerPoint Polling**.  
PowerPoint opens with TurningPoint.

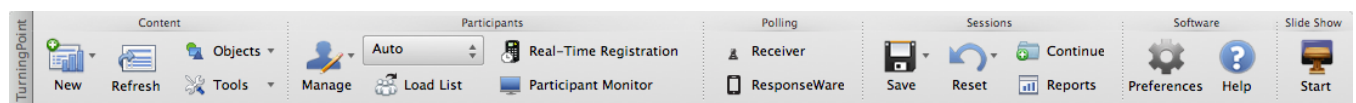
Office 2007/2010/2013



Office 2003



Office 2011



**TIP**

If using a display setting of 1024 x 768, the TurningPoint toolbar may exceed the width of the screen. To view the full toolbar, ensure that TurningPoint is selected, click **View** from the menu bar and select **Toggle Compact Mode**.

**Next Steps**

Polling slides can be created directly in PowerPoint. There are also tools available for enhancing the presentation. For more information, see **Content**.

## *Resetting a PowerPoint Polling Session or Charts*

---

The reset function in TurningPoint allows users to prepare the presentation for polling.

**WARNING**

Once the reset function has been performed, it cannot be undone.

- 1 Click the **Reset** icon on the TurningPoint ribbon/toolbar.
- 2 Select one of the following options:
  - **Session** - All of the results from the session file will be reset and all of the participant data will be removed.
  - **Selected Charts (Slides)** - Selected chart(s) will be reset but the session data and participant information will NOT be removed. When the presentation is run, the previous session data will also be stored in the session file.
- 3 If **Session** was selected in the previous step, click **Save** or **Don't Save** to save the current session data.

**Next Steps**

Now that the session or charts have been reset, a new session can be run. For more information on running a session, see **Running a Slide Show** on page 31.

## *Running a Slide Show*

---

Use the PowerPointTurningPoint Slide Show functionality to run the polling presentation.

**Prerequisites**

To poll in PowerPoint, a presentation with polling slides or a question list is required. To track results based on participants, a participant list is also required. For more information on creating a PowerPoint Polling presentation, see **Content**.

- 1 Plug in the receiver or establish a ResponseWare session.

**NOTE**

For information on how to establish a ResponseWare session, see **Setting Up ResponseWare** on page 13.

- 2 Open TurningPoint and select a **participant list** and a **question list**, or a **PowerPoint presentation**, if applicable.
- 3 Click **PowerPoint Polling**.

The TurningPoint Dashboard closes and PowerPoint opens. If using a question list, TurningPoint will automatically parse the content into polling slides. This may take a few moments if there are a large number of questions in the question list.

- 4 Open the **PowerPoint presentation** that contains the question slides if a question list has not been chosen.
- 5 Select the **TurningPoint** ribbon/toolbar.
- 6 Verify the correct participant list is loaded and **Live Polling** is selected in the *Polling* drop-down box.
- 7 **Start** the Slide Show from the TurningPoint toolbar. Starting the Slide Show from the PowerPoint toolbar will result in the Slide Show running as non-interactive.
- 8 Click **Start** to open polling. Depending on the Polling Options selected during content creation, the slide may need to be advanced to open polling. Press the spacebar, enter/return key or down arrow to advance the slide. If using a mouse, a mouse click also advances the slide. Alternatively, a PresenterCard may be used to advance slides and control polling. For more information on PresenterCard, see **Pairing a PresenterCard** on page 16.
- 9 Click **Stop** to close polling.  
Press the spacebar, enter/return key or down arrow to advance the slide. If using a mouse, a mouse click also advances the slide. Alternatively, a PresenterCard may be used to advance slides and control polling. For more information on PresenterCard, see **Pairing a PresenterCard** on page 16.
- 10 Continue until the Slide Show is finished.

### Next Steps

Now that the Slide Show is finished and the results have been gathered, the session data needs to be saved in order to generate reports and manage results.

For more information on saving session files, see **Saving a PowerPoint Polling Session** on page 32.

## Saving a PowerPoint Polling Session

---

Saving the session data enables a user to generate reports and manage results.

### Prerequisites

An audience must be polled with a PowerPoint presentation that contains polling slides.

- 1 From the TurningPoint ribbon/toolbar, click the **Save** icon and select **Save Session**.

#### **WARNING**

Saving the PowerPoint presentation *through PowerPoint* does **NOT** save the session data!

- 2 Session files should be stored in the default save location. If the session is saved in another location, it will then need to be placed in the TurningPoint Sessions folder or manually imported into TurningPoint.
- 3 **Name** the session file and click **Save**.
- 4 **Close** PowerPoint to return to the TurningPoint Dashboard. **Close** the PowerPoint application to return to the TurningPoint Dashboard.

### Next Steps

Now that the session has been saved, reports can be generated and the results can be managed. For more information on managing results, see **Individual Session Management** on page 74 or **Results Manager** on page 34. For more information on generating reports, see **Reports**.



# After the Presentation

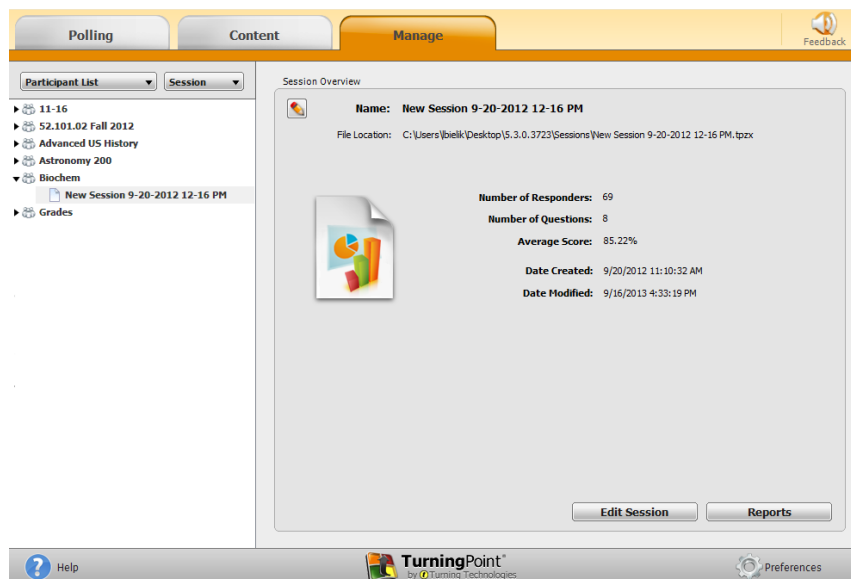
This chapter covers the following topics:

## **Generating Reports** **Results Manager**

### *Generating Reports*

There are six types of session reports (Results by Question, Results by Participant, Results Detail, Results by Demographic, Comparative Results and Session Log Report). Each report can be customized by selecting the data options on the right side of the reports window.

- 1 From the Manage tab, select a **session** from the left panel.  
The Session Overview screen is displayed.



- 2 Click **Reports** at the bottom of the Session Overview screen.

#### **TIP**

Double-clicking the session name will also open the reports window.

3 Select the **report type** from the drop-down menu in the upper right corner.

Session Name: Questions 6-27-2014 1-13 PM  
 Date Created: 6/27/2014 1:12:16 PM    Active Participants: 256 of 260  
 Average Score: 20.44%    Questions: 4

**Results by Question**

1. Where is Turning Technologies located? (Multiple Choice)

	Responses	
	Percent	Count
Brussels	24.76%	51
Seattle	24.76%	51
Youngstown (c)	25.24%	52
Dublin	25.24%	52
<b>Totals</b>	<b>100%</b>	<b>206</b>

The report session header appears on all reports. The session header includes the session name, date created, active participant count, average score and the question count.

#### NOTE

The calculation for the average score is the sum of the total points for each active participant divided by the number of active participants.

For more information about the types of reports available, see [Reports](#).

## Results Manager

In Results Manager, all session files are associated with a participant list that resembles a gradebook.

Results Manager, a session manager designed like a gradebook, organizes session files associated with a participant list. Participant and session data can be viewed as well as edited within Results Manager.

This section covers the following topics:

### Overview

The Results Manager Overview screen displays all of the sessions associated with a participant list. The top right of the screen displays the participant list name, number of columns, number of participants, maximum points and average score.

Participant names (last name, first name) are displayed in the first column. The User ID is displayed if the participant list does not contain first and last names. The Device ID is displayed if the participant list does not contain names or User IDs.

Columns with a white background represent individual sessions or manual columns. Columns with a shaded background are compiled by TurningPoint and can be hidden. Session columns are arranged by the order in which they were added to the TurningPoint Sessions folder. The sessions are arranged alphabetically if several sessions are added to the Sessions folder at once. In Results Manager, columns may be manually reordered, if necessary.

The Overview panel on the right changes depending on the area selected in the Results Manager Overview. Each category can be expanded to reveal additional options.

TurningPoint automatically saves any changes made within Results Manager.

This section covers the following topics:

- Opening the Results Manager Overview**
- Adding a Manual Grade Column**
- Reordering the Session Columns**
- Overwriting Session Scores**

## Opening the Results Manager Overview

The Overview screen displays options that can be changed to reflect different data sets. TurningPoint remembers your Results Manager display options.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.  
The Results Manager screen is displayed.

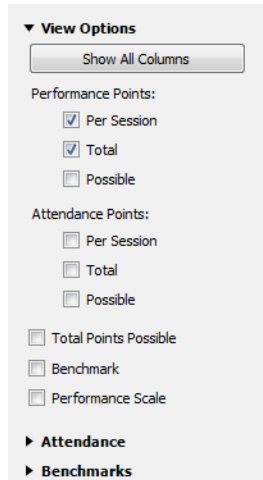
The screenshot displays the Results Manager Overview screen. At the top, there are tabs for 'Polling', 'Content', and 'Manage' (which is selected). Below the tabs, there are icons for 'Overview', 'Columns', 'Integrations', and 'Export'. The main content area is titled 'US History' and shows a table of participant performance data. The table has columns for 'Name', 'New Session 9...', 'Total Performance', 'Total Points', and 'Percent'. The data is as follows:

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
<b>Unassigned Devices</b>				
AFBA59	1	1	1	33.33%

On the right side, there is an 'Overview' panel with expandable sections: 'View Options', 'Attendance', and 'Benchmarks'. At the bottom of the screen, there is a 'Close' button and a footer with 'Help' and 'Preferences' links.

2 Expand the **View Options** category in the *Overview* panel on the right and adjust the options as necessary.

- **Show All Columns** - Click the button to display all possible columns on the Results Manager screen.
- **Performance Points** - Check or uncheck the boxes to show or hide performance points Per Session, Total or Possible columns.
- **Attendance Points** - Check or uncheck the boxes to show or hide attendance points Per Session, Total or Possible columns.
- **Total Points Possible** - Check or uncheck the box to show or hide the Total Points Possible column.
- **Benchmark** - Check or uncheck the box to show or hide the Benchmark column.
- **Performance Scale** - Check or uncheck the box for the Performance Scale column. For instructions on how to set the Performance Scale, see step 4.

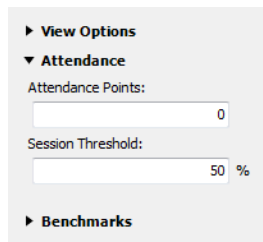


3 Expand the **Attendance** category.

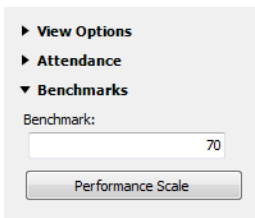
**IMPORTANT**

Attendance points are not applied to a session unless the session has been viewed in Results Manager.

- **Attendance Points** - Attendance points are awarded to participants for responding to a certain percentage of questions within a session. The points are added to the total participant score. Enter the attendance points in the box provided.
- **Session Threshold** - The session threshold is the percentage of questions a participant is required to answer to earn attendance points. Enter the session threshold in the box provided.

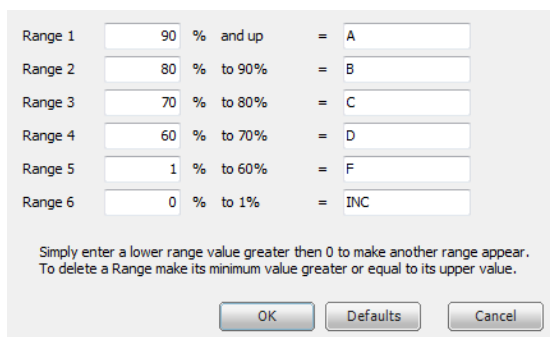


4 Expand the **Benchmarks** category.



- **Benchmark** - A benchmark is a standard by which a grade can be measured. Benchmarks can be set for all sessions in the Overview. A participant falling below the benchmark will display the percentage in red, and a participant falling at or above the benchmark will display the percentage in green.
- **Performance Scale** - A performance scale can be set to display a text or numeric value equal to how the participant has performed across all sessions. The default is set to view as an educational grading scale, but can be adjusted to fit other purposes. Default values can be restored at any time by clicking **Restore Defaults**. Any changes

will be lost and replaced with the default values.



**NOTE**

If the lower value of a range is adjusted, the upper value of the range below will automatically adjust. Additional ranges can be added by entering a number greater than zero for the lowest range value.

## Adding a Manual Grade Column

Manual grade columns can be added for assignments that were not conducted in one of the three polling environments. These values will be added to overall average scores and will be included in the export options.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **column** (by selecting the column header), click the **Columns** icon and select **Add Manual Column**.

The *Manual Column* window is displayed.

- 3 Enter the **column name**, **date**, **performance points value** and **attendance points value**.
- 4 Click **Add**.
- 5 Double-click a **cell** in the new column to manually enter the participant's grade.

## Reordering the Session Columns

A user can reorder the Results Manager session columns to fit specific needs. The course must contain more than one session.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Columns** icon and select **Reorder Grade Columns**.  
The *Reorder Grade Columns* window is displayed.
- 3 Use the **up and down arrows** to reorder the sessions. Alternatively, sessions can be dragged and dropped into place or sorted by clicking on the column headers.
- 4 Click **Save** to apply the changes.  
The sessions now appear in user defined order.

**TIP**

The sessions will also reflect the new order in the Manage tab under the associated participant list.

Grade Column	Date Created
Session 1	12/14/2012 3:15:00 PM
Session 2	12/14/2012 3:15:40 PM

## Overwriting Session Scores

---

Results Manager allows users to manipulate scores when needed. This is useful if grading on a curve or if a new score needs entered for a specific participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Locate the **participant** and the **session column**.
- 3 Double-click the cell and enter the **new grade**.  
The upper left corner of the cell will turn black to flag modified grade values. Modified grade values will be updated in all averages and scores throughout the software.

## Sessions

Sessions in Results Manager are setup in a gradebook format. Sessions can have performance points, attendance points and grades that can be manually edited. Sessions can also be excluded from the overall score and average calculations. Any sessions associated with a participant list are automatically generated into Results Manager.

This section covers the following topics:

- Excluding a Session***
- Setting Session Performance Points***
- Setting Attendance Points***

### *Excluding a Session*

---

Sessions that are excluded from the Overview are not calculated into the total performance points, total points or the total percentage for the participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **session header**.
- 3 Check **Exclude Session** in the right panel.

Sessions can be included again by unchecking the exclude box at any time. Session columns will be grayed out to denote exclusion.

The screenshot shows the 'Manage' tab in the TurningPoint software. The main window displays a table with the following data:

Name	Total Performance	Total Points	Percent
Five, Participant	1	0	0.00%
Four, Participant	2	0	0.00%
One, Participant	1	0	0.00%
Three, Participant	1	0	0.00%
Two, Participant	2	0	0.00%
<b>Unassigned Devices</b>			
AFBA59	1	0	0.00%

Summary statistics: Number of Questions: 3, Number of Responders: 6, Maximum Points: 3, Average Score: 44.44%. The right-hand panel shows the 'Performance' section with a 'Save Device IDs' button and an 'Exclude Session' checkbox.

## Setting Session Performance Points

The session performance points are the total number of points possible for the selected session.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **session header**.
- 3 Expand the **Performance** category in the right panel.
- 4 Enter the **maximum number** of performance points possible for the session.

This value is used to calculate scores and averages throughout the Manage tab.

The screenshot shows the 'Manage' tab in the TurningPoint software. The main window displays a table with the following data:

Name	Total Performance	Total Points	Percent
Five, Participant	1	1	33.33%
Four, Participant	2	2	66.67%
One, Participant	1	1	33.33%
Three, Participant	1	1	33.33%
Two, Participant	2	2	66.67%
<b>Unassigned Devices</b>			
AFBA59	1	1	33.33%

Summary statistics: Number of Questions: 3, Number of Responders: 6, Maximum Points: 3, Average Score: 44.44%. The right-hand panel shows the 'Performance' section with a 'Maximum Points' input field set to 3 and a 'Save Device IDs' button.

## Setting Attendance Points

The number of attendance points can be set or adjusted for each session. To set the default attendance points for all sessions, see **Opening the Results Manager Overview** on page 35.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **session header**.
- 3 Expand the **Attendance** category from the right panel.
- 4 Enter the **Attendance Points** and the **Session Threshold** in the boxes provided.

The threshold is the percentage of questions that must be answered in order to receive attendance points. By default, the session threshold is 50%. This value can be set between 0 and 100%. The values are automatically applied to the individual session.

Name	Total Performance	Total Points	Percent
Five, Participant	1	1	33.33%
Four, Participant	2	2	66.67%
One, Participant	1	1	33.33%
Three, Participant	1	1	33.33%
Two, Participant	2	2	66.67%
<b>Unassigned Devices</b>			
AFBA59	1	1	33.33%

## Participants

Minor adjustments can be made to participant list data from Results Manager. For full participant list management information, see [Managing Participant Lists](#). Adjustments to participant data will apply to all associated session files. If there are a large number of sessions affected, closing the Results Manager screen may take slightly longer than normal.

This section covers the following topics:

### ***Editing Participant Information***

### ***Viewing Grade Overview Information***

### ***Removing a Participant from a Single Session***

### ***Removing a Participant from the Participant List via Results Manager***

### ***Deleting a Removed Participant from Results Manager***

### ***Viewing Removed Participants***

### ***Reinstating a Participant***

## *Editing Participant Information*

Participant names and User IDs can be edited from within Results Manager.

### **WARNING**

User IDs should NOT be modified if the list was imported from an LMS integration, as this will affect the ability to correctly export sessions.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **participant row**.
- 3 Expand the **Participant Information** category in the *Participant View* right panel.



#### 4 Make desired modifications to the participant's **First** or **Last** name or **User ID**.

The screenshot shows the 'Manage' tab in the TurningPoint software. The main window displays a table of participant performance for a 'US History' session. The table has columns for Name, New Session 9-..., Total Performance, Total Points, and Percent. The data is as follows:

Name	New Session 9-...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
<b>Unassigned Devices</b>				
AFBA59	1	1	1	33.33%

Summary statistics: Number of Columns: 1, Number of Participants: 5, Maximum Points: 3, Average Score: 46.67%. The 'Participant View' panel on the right shows 'Participant Information' with fields for First Name, Last Name, and User ID, all of which are currently empty. A red box highlights this section.

### Viewing Grade Overview Information

The grade overview displays the number of sessions the participant attended, the performance points, attendance points and the total points earned. Demographic information is also displayed if applicable.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select the **participant row** and expand the **Grade Overview** category in the *Participant View* right panel.

This screenshot shows the same 'Manage' tab interface as above, but with the 'Grade Overview' section expanded in the 'Participant View' panel. A red box highlights this section, which displays the following information:

- Session Count: 1 of 1
- Performance Points: 1 of 3
- Attendance Points: 0 of 0
- Total Points: 1 of 3
- Total Percentage: 33.33%

The 'Remove Participant' button is visible below the grade overview information.

## Removing a Participant from a Single Session

A device and associated responses can be removed from a participant for a single session. The device can then be assigned to another participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Locate the **participant** and the **session column** and select the **participant score**.
- 3 Expand the **Session Information** category in the *Participant Session View* right panel.
- 4 Click **Remove from Session**.
- 5 Click **Yes** on the confirmation box to remove the participant from the session.

The device associated with the participant is moved into the Unassigned Devices category in the Results Manager Overview. The score associated with the device remains intact.

The screenshot shows the 'Manage' tab in the TurningPoint interface. The 'US History' table displays participant performance data. The right-hand panel, 'Participant's Session View', is expanded to show 'Session Information', where the 'Remove from Session' button is highlighted with a red box.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
<b>Unassigned Devices</b>				
AFBA59	1	1	1	33.33%

To assign the device to a participant, see **Assigning a Single Session to a Participant** on page 47.

## Removing a Participant from the Participant List via Results Manager

Participants can be removed from within the Results Manager overview. Removing a participant from Results Manager will not remove the participant from session reports. However, they will not generate into participant reports or upload to an integration from Results Manager.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **participant row**.
- 3 Click **Remove Participant** from the right panel.

To view a removed participant, see **Viewing Removed Participants** on page 43. To reinstate a participant, see **Reinstating a Participant** on page 44.

The screenshot shows the 'Manage' tab in the TurningPoint interface. The 'US History' table displays participant performance data. The right-hand panel, 'Participant View', is expanded to show 'Grade Overview', where the 'Remove Participant' button is highlighted with a red box.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
<b>Unassigned Devices</b>				
AFBA59	1	1	1	33.33%

## Deleting a Removed Participant from Results Manager

A participant can be permanently deleted after it is removed from Results Manager.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Check **Show Removed Participants** at the bottom of the screen.

Name	New Session 9-...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
<b>Unassigned Devices</b>				
AFBAS9	1	1	1	33.33%
<b>Removed Participants</b>				
Six, Participant	-	0	0	0.00%

- 3 Select the appropriate participant under the Removed Participants section.
- 4 Click **Delete Participant** in the right panel.

Name	New Session 9-...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
<b>Unassigned Devices</b>				
AFBAS9	1	1	1	33.33%
<b>Removed Participants</b>				
Six, Participant	-	0	0	0.00%

#### NOTE

The Device ID and associated scores will remain stored under Unassigned Devices after the removed participant is permanently deleted from Results Manager.

### Viewing Removed Participants

Participants that have been removed from the participant list can be viewed and reinstated to the list at anytime. Their previous session data will also be recovered.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Check **Show Removed Participants** at the bottom of the screen.

The screenshot shows the 'Manage' tab in the Results Manager. The 'US History' view displays a table with columns: Name, New Session 9..., Total Performance, Total Points, and Percent. The table lists participants and their scores. At the bottom, the 'Show Removed Participants' checkbox is checked, and the 'Delete Removed Participants' button is visible.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
<b>Unassigned Devices</b>				
AFBAS9	1	1	1	33.33%
<b>Removed Participants</b>				
Six, Participant	-	0	0	0.00%

## Reinstating a Participant

A participant that has been removed may be reinstated in the participant list.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Check **Show Removed Participants** at the bottom of the screen.
- 3 Select the **removed participant row** and click **Reinstate Participant** from the right panel.

The screenshot shows the 'Manage' tab in the Results Manager. The 'US History' view displays a table with columns: Name, New Session 9..., Total Performance, Total Points, and Percent. The table lists participants and their scores. At the bottom, the 'Show Removed Participants' checkbox is checked. In the right panel, the 'Reinstate Participant' button is highlighted.

Name	New Session 9...	Total Performance	Total Points	Percent
Five, Participant	1	1	1	33.33%
Four, Participant	2	2	2	66.67%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
Two, Participant	2	2	2	66.67%
<b>Unassigned Devices</b>				
AFBAS9	1	1	1	33.33%
<b>Removed Participants</b>				
Six, Participant	-	0	0	0.00%

## Devices

In the Results Manager Overview, there may be a list of unassigned devices. Unassigned devices are devices that responded during a session but are not assigned to an individual in the participant list.

This section covers the following topics:

### ***Saving Device IDs from the Real-Time Registration Tool***

#### ***Adding or Removing Devices***

#### ***Assigning an Unassigned Device***

#### ***Viewing the Grade Overview for Unassigned Devices***

#### ***Assigning a Single Session to a Participant***

### ***Saving Device IDs from the Real-Time Registration Tool***

The Real-Time Registration Tool must have been used before polling in the PowerPoint or Anywhere polling environment. The results of the session must be saved and accessible in Results Manager.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select the **session header** (column name) that contains the results of the Real-Time Registration session.
- 3 Click **Save Device IDs** in the right panel.  
A confirmation box appears.
- 4 Click **Yes** to save the Device IDs.
- 5 Click **OK** on the confirmation box.

The screenshot shows the 'Manage' tab in the TurningPoint software. The main area displays a table titled 'US History' with columns for Name, Total Performance, Total Points, and Percent. The table lists several participants and their scores. On the right side, there is a panel for 'New Session 9-20-2013 2:46 PM' with a 'Save Device IDs' button highlighted by a red box. Below the table, there are buttons for 'Show Removed Participants', 'Delete Removed Participants', and 'Close'.

Name	New Session 9-...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
<b>Unassigned Devices</b>				
AFBA59	1	1	1	33.33%
<b>Removed Participants</b>				
Six, Participant	-	0	0	0.00%

### ***Adding or Removing Devices***

Device IDs can be added to a participant from Results Manager.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select a **participant row**.
- 3 Expand the **Devices** category from the right panel.
- 4 To add a device, select the **Device ID** and click the (+).
- 5 To remove a device, select the **Device ID** and click (-).  
Select one of the following options:

The screenshot shows the 'Manage' tab in the TurningPoint software. The main area displays the same 'US History' table as in the previous screenshot. On the right side, the 'Participant Information' panel is expanded to show the 'Devices' category, which contains a list of device IDs, including '792D0'. Below the table, there are buttons for 'Show Removed Participants', 'Delete Removed Participants', and 'Close'.

Name	New Session 9-...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
<b>Unassigned Devices</b>				
AFBA59	1	1	1	33.33%
<b>Removed Participants</b>				
Six, Participant	-	0	0	0.00%

- **Yes** - The device is removed from the participant as well as all grade entries assigned with that device.
- **Remove Device Only** - The device will not be registered for future sessions, but current scores associated with the device are kept.

## Assigning an Unassigned Device

An unassigned device can be assigned to a participant in the participant list. The scores associated with the unassigned device will be transferred to the selected participant.

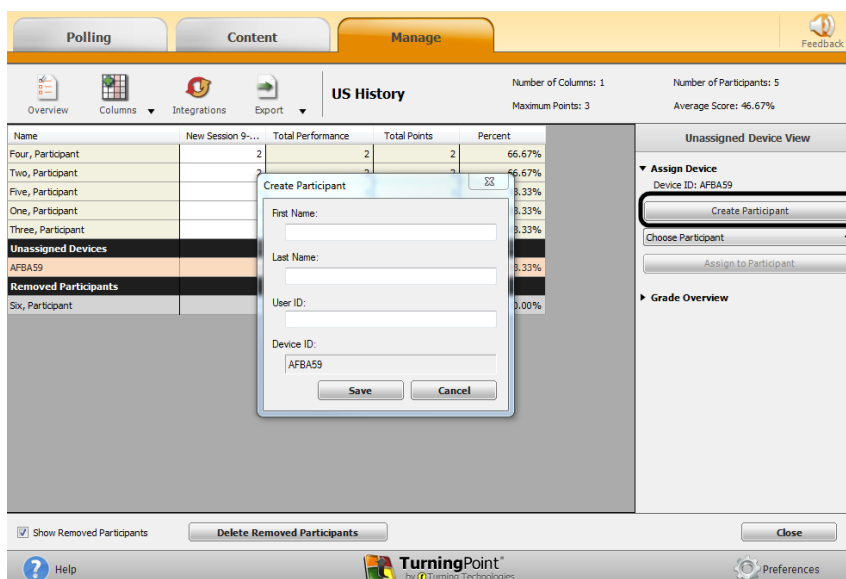
- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select the **unassigned device** in the Results Manager Overview.
- 3 Expand the **Assign Device** category from the right panel.
- 4 Select the appropriate participant from the *Choose Participant* drop-down menu and click **Assign to Participant**.
- 5 If the participant is not in the participant list, a new participant can be created.



### NOTE

A participant may not appear in the drop-down menu if they are ineligible to have the device assigned to them. A participant is ineligible if they already have session data from a device assigned to them for any of the sessions in which the unassigned device responded.

- a Click **Create Participant** in the right panel.



- b Enter the **participant information**.
- c Click **Save**.

## Viewing the Grade Overview for Unassigned Devices

The grade overview displays the number of sessions in which the device was used, as well as the performance points, attendance points and total points earned by the participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Select the **unassigned device** and expand the **Grade Overview** category from the right panel.

The screenshot shows the 'Manage' tab selected. The main table displays 'US History' results for various participants. The 'Unassigned Devices' section is highlighted, and the 'Grade Overview' for device AFBA59 is shown in a side panel.

Name	New Session 9...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
<b>Unassigned Devices</b>				
AFBA59	1	1	1	33.33%
<b>Removed Participants</b>				
Six, Participant	-	0	0	0.00%

**Unassigned Device View**

**Assign Device**

**Grade Overview**

Session Count: 1 of 1

Performance Points: 1 of 3

Attendance Points: 0 of 0

Total Points: 1 of 3

Total Percentage: 33.33%

## Assigning a Single Session to a Participant

A device from the unassigned devices can be assigned to a participant for a single session.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Locate the **unassigned device** and the **session** column.

The screenshot shows the 'Manage' tab selected. The main table displays 'US History' results for various participants. The 'Unassigned Devices' section is highlighted, and the 'Unassigned Session View' for device AFBA59 is shown in a side panel.

Name	New Session 9...	Total Performance	Total Points	Percent
Four, Participant	2	2	2	66.67%
Two, Participant	2	2	2	66.67%
Five, Participant	1	1	1	33.33%
One, Participant	1	1	1	33.33%
Three, Participant	1	1	1	33.33%
<b>Unassigned Devices</b>				
AFBA59	1	1	1	33.33%
<b>Removed Participants</b>				
Six, Participant	-	0	0	0.00%

**Unassigned Session View**

**Session Information**

Device ID: AFBA59

Choose Participant

Assign Session to Participant

**Submitted Information**

- 3 Select the **score** cell.

#### NOTE

If a participant responded and was not in the participant list, information such as first name, last name or User ID will appear in the **Submitted Information** category in the right panel. This information will only appear if the information was entered on a ResponseCard NXT, ResponseCard XR or ResponseWare.

- 4 Expand the **Session Information** category from the right panel.
- 5 Select the appropriate **student** from the *Choose Participant* drop-down menu and click **Assign Session to Participant**.

## Export

Participant reports, session information and the Results Manager Overview can be exported from TurningPoint.

This section covers the following topics:

### **Exporting a Participant Report**

### **Exporting a Session to an Export Scheme**

### **Exporting the Results Manager Overview**

## *Exporting a Participant Report*

The participant report contains detailed session data broken down by participant.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Export** icon and select **Participant**.  
The *Participant Report* window opens.
- 3 Set the **Participant Information** to be included in the report by selecting an option in the **Participant Information drop-down menu**.
  - **Name Only** - Only the participant's name is displayed.
  - **Include All** - The participant's name, devices, demographics and User ID are displayed.
- 4 Set the **Session Details** to be included in the report by selecting an option in the **Session Details** drop-down menu.
  - **Date and Name** - Displays the session date and name.
  - **Date Only** - Displays only the session date.
  - **Name Only** - Displays only the session name.
- 5 Check **options** to be included. Options available include Performance Points, Attendance Points, Benchmark and Performance Scale.
  - **Performance Points** - Adds a performance points column to the participant report. This displays the number of performance points earned for each session.
  - **Attendance Points** - Adds an attendance points column to the participant report. This displays the number of attendance points earned for each session.

Participant Information:

Grade Overview:

Session Details:

Performance Points

Attendance Points

Benchmark

Performance Scale

Print Option:



- **Benchmark** - Displays the benchmark for the participant for all sessions in the report.
  - **Performance Scale** - Displays the participant's letter grade based upon the set performance scale for the participant list.
- 6 Select which participants to include in the report. All participants or individual participants can be selected from the **Print Options** drop-down menu.
  - 7 The report is now ready to be printed or saved. A print preview option is also available.
    - a Click **Save** to save the report as a CSV file.
    - b Click **Preview** to display a print preview of the report or to save the report as a PDF file. A print option is available from the preview screen.
    - c Click **Print** to print the report.

## Exporting a Session to an Export Scheme

Sessions can be exported to an export scheme.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click on a **session header** to select the session column.
- 3 Click the **Export** icon and select **Session**.  
The *Export Session to Data Scheme* window opens.
- 4 Choose an **export scheme** from the **Select a Scheme** drop-down menu.
- 5 Click **Save**.
- 6 Enter a **file name** for the export file and click **Save**.

### NOTE

Depending on the scheme selected in step 4 above, specific criteria may be required for the export to function properly.

The file is now saved and can be imported into the system selected in step 4 above.

## Exporting the Results Manager Overview

The session overview can be exported to a CSV file.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Export** icon and select **Overview**.  
The *Export to CSV* window opens.
- 3 Select one of the following options:
  - **Export Current View** - Exports the current view of the Overview. This view can be customized based on the options set in *Opening the Results Manager Overview* on page 35.
  - **Export All Columns** - Exports the current view and all other columns even if they are not selected in View Options. Columns include: session columns, attendance points per session, total performance points, possible

performance points, total attendance points, total points, total points possible, percent, benchmark performance, performance scale and removed participants.

- 4 Click **Save**.
- 5 Name the **CSV file** and click **Save**.

## Next Steps

Now that the Session Overview has been exported, the file can be opened with Microsoft Excel.

## Integrations

Integrations allow for the sharing of data between the Turning Technologies Web Registration Tool or Learning Management Systems (LMS) and TurningPoint.

This section covers the following topics:

### **Updating Participant Lists from an LMS** **Exporting Sessions to an LMS Integration**

#### *Updating Participant Lists from an LMS*

TurningPoint can update participant list information from the LMS integration.

#### Prerequisites

An LMS integration must be configured on an LMS server. Confirm with your IT department that the integration is properly setup before attempting to use the TurningPoint integration.

- 1 From the **Manage** tab, select a **participant list** and click **Results Manager**.
- 2 Click the **Integrations** icon.  
The *Connect to Integration* window opens.
- 3 Select the **Integration** from the *Integration* drop-down menu.
- 4 Enter the **Server Address**, **Username** and **Password** in the appropriate fields.
- 5 If applicable, select an **Institution** from the *Select an Institution* drop-down menu.
- 6 Click **Connect**.  
Optionally, click **Remember this information** to have the Integration, Server Address and User Name stored for future use.  
The *Update with Integration* window opens.
- 7 Select **Update Participant List** and click **Update List**.
- 8 Click **OK** at the prompt.

#### *Exporting Sessions to an LMS Integration*

LMS integrations allow for the sharing of data between TurningPoint and the LMS. Sessions can be exported to the LMS grade book directly from TurningPoint.

## Prerequisites

An LMS Integration must be configured on an LMS server. Confirm with your IT department that the integration is properly setup before attempting to use the integration in TurningPoint.

1 From the **Manage** tab, select a **participant list** and click **Results Manager**.

2 Click the **Integrations** icon.

The *Connect to Integration* window opens.

3 Select the **Integration** from the *Integration* drop-down menu.

4 Enter the **Server Address**, **Username** and **Password** in the appropriate fields.

5 If applicable, select an **Institution** from the *Select an Institution* drop-down menu.

6 Click **Connect**.

Optionally, click **Remember this information** to have the Integration, Server Address and User Name stored for future use.

The *Update with Integration* window opens.

7 Select **Export Session(s)**.

8 Check the **session or sessions** to be exported.

- Check **Select All** to export all sessions associated with the participant list.
- Check **Active Participants Only** to include only participants who have an active device in the session or have grade overrides within a column.

9 Click **Export**.

A prompt will appear displaying the number of columns being exported to the LMS.

10 Click **Export**.

11 Click **OK** on the confirmation box.

## Next Steps

Login to the LMS to verify the sessions correctly uploaded.

## Archiving

A participant list and its associated session or sessions can be archived when it is no longer needed. Archiving a participant list is beneficial when you no longer wish to view it and its associated session or sessions, but would like to store it in a specified location for later use.

This section covers the following topics:

***Archiving a Participant List***

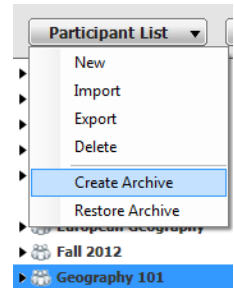
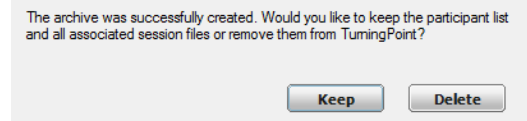
***Restoring an Archived Participant List***

### *Archiving a Participant List*

An archived participant list can be saved in any location, such as a shared network drive or flash drive.

- 1 From the **Manage** tab, select the appropriate **participant list**, click the **Participant List drop-down menu** and select **Create Archive**.
- 2 Browse to the desired save location and click **Save**.

The participant list saves as a TPRX file. The following message is displayed.



- 3 Click **Keep** to leave the participant list visible under the *Manage* tab or click **Delete** to remove the participant list.

#### NOTE

Keeping the participant list and session files will allow them to remain active. This allows the archive to function as a file backup for later restoration if necessary.

### *Restoring an Archived Participant List*

An archived participant list can be easily restored by importing the TPRX file.

- 1 From the **Manage** tab, click the *Participant List* drop-down menu.
- 2 Click **Restore Archive**.
- 3 Browse to the location of the stored TPRX file and click **Open**.  
The participant list appears under the *Manage* tab.

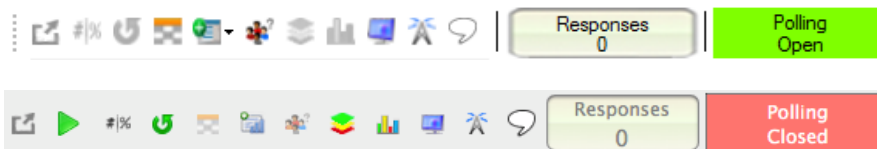
# Additional Topics

This chapter covers the following topics:

**The PowerPoint Polling Showbar**  
**Slide Types and Slide Preferences**  
**Objects**  
**Individual Session Management**  
**Preferences**

## The PowerPoint Polling Showbar

The showbar appears when a polling slide is displayed during the Slide Show. The showbar is a toolbar that provides icons for polling, monitoring, viewing responses and other polling tools during the slide show. The showbar can be moved if necessary.



Below is a description for each icon on the showbar:

**Minimize Showbar** - When the showbar is minimized, the Start/Stop, responses, polling status and maximize showbar icons are displayed.



**Start** - Select the Start icon to open polling.



**Stop** - Select the Stop icon to close polling.



**Toggle Response Count** - *Toggle Response Count* changes the values displayed on each chart. The values can be represented as response counts or percentage of votes.



**Repoll Question** - *Repoll Question* clears the responses and accepts new responses from the participants for the current question. Both the original responses and the new responses are stored in the session file.



**Show/Hide Response Grid** - The *Show/Hide Response Grid* toggles the display of a response grid on the screen to indicate which participants have responded.

The visual display and contents of the response grid are controlled in the PowerPoint preferences. For more information about these preferences, see **Questions** on page 82.



**Insert New Question** - Select a slide type from the drop-down menu to be inserted into the presentation.



**Set Anonymous** - Makes the current slide anonymous. Participant information will not be associated with the results.



**Data Slice** - *Data Slice* allows the chart to display only the section of responses that correlate to chosen responses from previous slides.



**View Original Chart** - Use this command after using the *Toggle Response Count* or *Data Slice* commands to return the chart to its original appearance.



**Display Participant Monitor** - *Display Participant Monitor* opens the participant monitor.



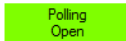
**Show/Hide Connection Info** - *Show/Hide Connection Info* displays the ResponseCard channel number. The ResponseWare logon information is also displayed if applicable.



**Display Messaging Window** - *Display Messaging Window* opens the feedback monitor.



**Responses** - *Responses* displays the number of participants that have responded to the current question.



**Polling Status** - *Polling Status* displays the current polling status.

## Slide Types and Slide Preferences

There are several slide types available for PowerPoint Polling:

- Multiple Choice
- Short Answer
- Numeric Response
- True/False
- Essay
- Demographic Assignment
- Priority Ranking
- Likert
- Ice Breaker
- Moment to Moment

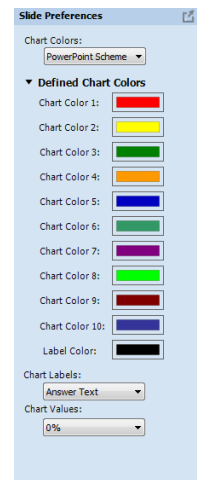
Each slide type has specific preferences. For competition slides, see **Competition**. For information on setting default preferences, see **Preferences** on page 76.

## Chart Preferences

Clicking a chart on a polling slide displays the chart preferences on the Slide Preferences Panel. The chart colors, labels and values can be adjusted without having to open the TurningPoint Preferences window. The chart preferences only appear on charts for the following slides: Multiple Choice, Short Answer, Numeric Response, True/False, Demographic Assignment, Priority Ranking, Likert and Ice Breaker.



Select a color scheme from the drop-down menu to determine what colors will be used during the presentation. There are three options available.



- **PowerPoint Scheme** - uses the selected PowerPoint color scheme.
- **Defined** - uses user defined chart colors.
- **Correct/Incorrect** - applies green for correct answers and red for incorrect answers.

## Multiple Choice

A multiple choice slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart.

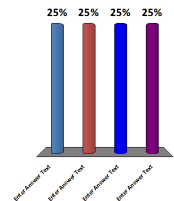
### Multiple Choice Slide Preferences:

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses** - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.

#### Enter Question Text

- A. Enter Answer Text
- B. Enter Answer Text
- C. Enter Answer Text
- D. Enter Answer Text



#### Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

#### Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.

- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.
- **Convert to Demographic** - When selected, the slide becomes demographic. A demographic grouping must be assigned in the Preferences Panel.

## Short Answer

A short answer slide contains a question text box, a chart and a list of the five most common responses.

### NOTE

ResponseCard NXT as of firmware version 1.0.1

. , ' " ? @ # \$ % ^ & \* ( ) \_ + - = / < > [ ] { } √ £ € E

ResponseCard XR as of firmware version 1.2.1

. , + - \* / % ( ) ^ @ ! & E √ €

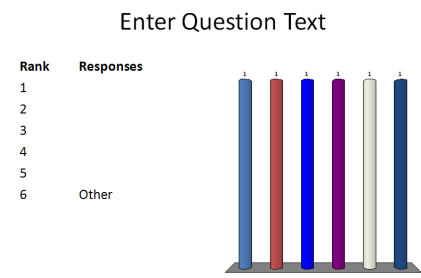
### Short Answer Slide Preferences:

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

#### Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Keyword** - After polling closes, the correct keyword(s) is displayed on the slide.



#### Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Answer Value** - The answer value can be set by selecting "Correct" or "No Value" from the drop-down box.
- **Correct Keyword(s)** - Enter keyword(s) in the box provided. Multiple keywords should be separated with a semicolon.
- **Enforce Capitalization** - If a response does not have proper capitalization the response is considered incorrect.

## Numeric Response

A numeric response slide contains a question text box, a chart and a list of the five most common responses.



### Numeric Response Slide Preferences:

#### Question Options

Enter Question Text

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

#### Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.
- **Show Correct Answer** - After polling closes, the correct answer is displayed on the slide.

#### Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Answer Value** - The answer value can be set by selecting "Correct" or "No Value" from the drop-down box.
- **Acceptable Value** - Enter a specific value in the box provided.
- **Acceptable Range** - If a specific value is not required for a correct answer, a range can be set. Enter a minimum value and a maximum value in the boxes provided.

### True/False

A true/false slide is used for a question with a true or false response. The slide includes generically worded question and answers. The question text can be edited.

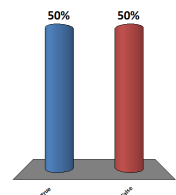
#### True/False Slide Preferences:

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

Enter Question Text

A. True  
B. False



#### Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

## Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- Select True or False as the correct answer. A value of No Correct can also be selected if there is no correct answer.

## Essay

The essay slide contains a question region to pose a question.

### Essay Slide Preferences:

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.

Enter Question Text

#### Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

#### Scoring Options

- TurningPoint does not score essay slides. Manual score adjustments can be made in Results Manager.

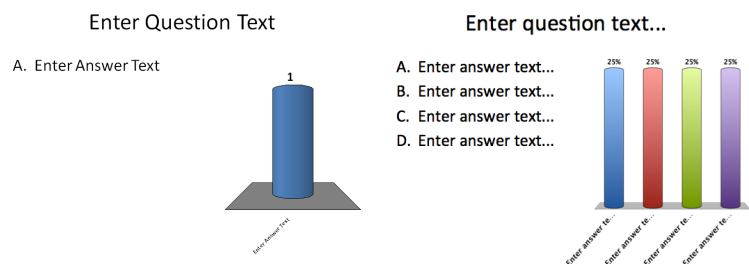
## Demographic Assignment

A demographic assignment slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart. The demographic assignment slide assigns participants to demographic/competition groups.

### Demographic Assignment Slide Preferences:

#### Demographic Options

- **Demographic Grouping** - Categorize the demographic options for easier reporting.
- **Use in Competition** - The answer options become teams and can be used in team competitions. When unchecked, the slide is no longer considered a Team Assignment slide.
- **Save to participant list** - The competition demographic information is saved to the current participant list.



#### Question Options

- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.

## Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

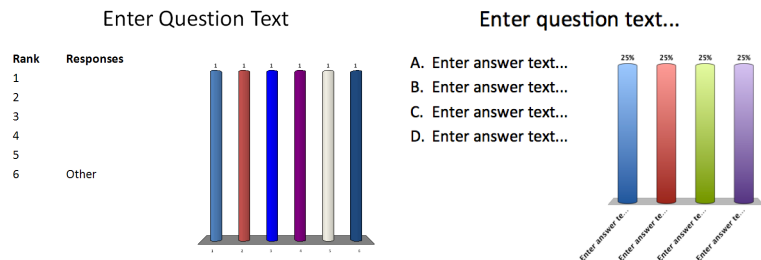
## Priority Ranking

The priority ranking slide contains a question text box, an answer text box that allows for up to 10 answer choices and a chart. The participants' responses are weighed and then ranked accordingly.

### Priority Ranking Slide Preferences:

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Response Limit** - The Response Limit dictates the number of answer choices a participant can select for a specific question.
- **Allow Duplicates** - When checked, participants are permitted to select the same answer choice more than once.
- **Response Weights** - Set the value for each response by selecting a value from the drop-down menu or enter a value from 0 to 99999. Repeat for the remaining answers.



## Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **Convert to Demographic** - When selected, the slide becomes demographic. A demographic grouping must be assigned in the Preferences Panel.

## Likert

A likert slide is used to determine varying levels of agreement or disagreement. The slide includes a generically worded question and answers. The text can be edited.

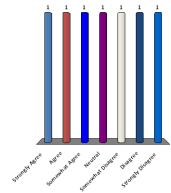
### Likert Slide Preferences:

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses** - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.

What is your opinion?

- A. Strongly Agree
- B. Agree
- C. Somewhat Agree
- D. Neutral
- E. Somewhat Disagree
- F. Disagree
- G. Strongly Disagree



#### Polling Options

- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

#### Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.
- **Convert to Demographic** - When selected, the slide becomes demographic. A demographic grouping must be assigned in the Preferences Panel.

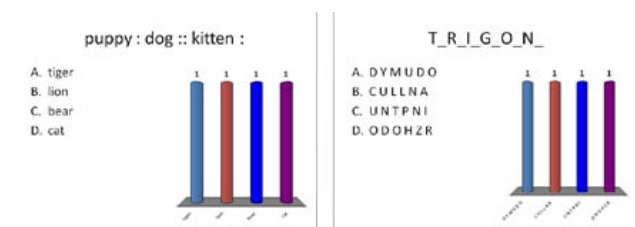
### Ice Breaker

An ice breaker slide is a slide with an analogy or word scramble question to get the participants involved in the polling presentation. Analogies are automatically generated, but a word must be provided for the word scramble.

#### Ice Breaker Slide Preferences:

#### Question Options

- **Anonymous** - A question marked anonymous does not track participant list information when polling.
- **Bullet Format** - The bullet format for the answer choices can be changed from the drop-down menu.
- **Multiple Responses** - Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set: Number of Responses, Allow Duplicates and All or Nothing Scoring.



## Polling Options

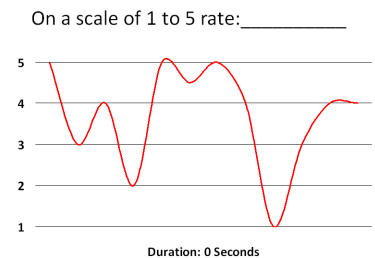
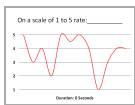
- **Automatically Open Polling** - When checked, polling automatically opens. When unchecked, the slide needs to be advanced to open polling.
- **Show Results** - When checked, the chart is displayed after polling is closed. *Showing Results during polling is not available in Office 2007.*
- **First Response Only** - When checked, TurningPoint only accepts the first response sent by each participant.

## Scoring Options

- **Correct Point Value** - The point value of the correct answer(s) can be set by entering a value in the box provided.
- **Incorrect Point Value** - The point value of the incorrect answer(s) can be set by entering a value in the box provided.
- **Speed Scoring** - When checked, point values will decrease relative to the time polling is kept open.
- **Show Advanced Scoring** - When checked, the answer value and the point value are both displayed. The point value can be changed by entering a new value in the box provided.
- **Convert to Demographic** - When selected, the slide becomes demographic. A demographic grouping must be assigned in the Preferences Panel.

## Moment to Moment

The moment to moment slide can be used to have participants rate something on a scale of 1 to 5 over a period of time. The slide contains a question text box and a chart that shows the average response at each polling interval. The chart displays the average response over time in a line graph.



### Moment to Moment Slide Preferences:

- **Polling Cycle** - Select the polling interval (in seconds) from the drop-down menu. The default is one second. The chart will update based on the polling interval.

## Objects

Objects may be added to each slide in several ways. This section covers adding objects to a slide through the TurningPoint ribbon/toolbar.

- Objects such as charts, countdown timers, response grids and prompts may be set as default objects that are automatically inserted on each slide. To set default objects, see **PowerPoint** on page 81 for more information.
- Objects may also be set during question list creation. For more information, see **Content**.
- Objects can be added to a slide through the TurningPoint ribbon/toolbar.

There are several types of objects available, this section covers:

- Inserting a Correct Answer Indicator***
- Inserting a Chart/Changing the Chart Type***
- Inserting an Animated Chart***
- Inserting a Countdown Timer***
- Inserting a Grid***
- Inserting a Prompt***
- Inserting a Response Counter***
- Inserting Stats***

## *Inserting a Correct Answer Indicator*

A correct answer indicator allows participants to see the correct answer or answers after polling is closed. The indicator appears during a presentation when the slide is advanced after displaying the chart.

### Prerequisites

A correct answer must be set before a correct answer indicator can be inserted on a polling slide.

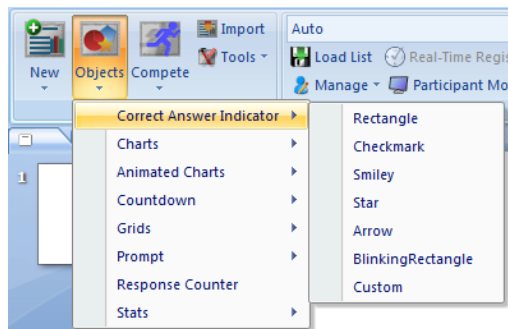
- 1 Select the polling slide.

#### TIP

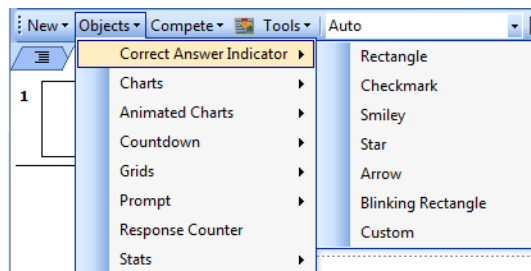
Select more than one slide by holding down the Ctrl/Cmd or Shift key on the keyboard.

- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Correct Answer Indicator** and select the **desired indicator**.

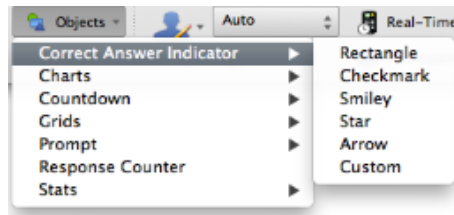
Office 2007/2010/2013



Office 2003



## Office 2011



There are seven types of correct answer indicators available.

Rectangle

A. Answer 1

Checkmark

✓ A. Answer 1

Smiley

😊 A. Answer 1

Star

★ A. Answer 1

Arrow

➔ A. Answer 1

Custom

😬 A. Answer 1

Blinking Rectangle

A. Answer 1

- A custom answer indicator can be a BMP, JPG, GIF, PNG or JPEG file. The image is placed in the same location as the checkmark, smiley, star and arrow correct answer indicators.
- Select a different correct answer indicator from the Objects menu to change the current correct answer indicator on the slide.
- To remove the correct answer indicator, simply delete the object from the slide.

#### TIP

Correct answer indicators can be formatted like regular PowerPoint objects. Right-click/Control-click on the object and select a formatting option from the menu.

## *Inserting a Chart/Changing the Chart Type*

A chart displays the results of participant responses. The default chart type and display options, such as colors, labels and value, can be defined in the Preferences. For more information on how to set a default chart type/default chart options, see [Charts](#).

### Prerequisites

To make a PowerPoint slide interactive, a TurningPoint chart must be added to the slide. Assuming that the PowerPoint slide is in **Title and Content** form, a chart can be added by following the steps below.

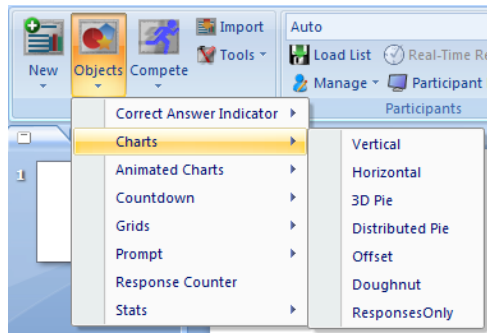
- 1 Select the polling slide.

#### TIP

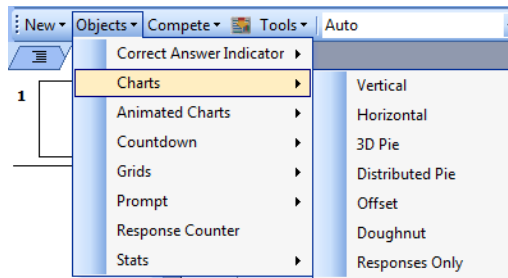
Select more than one slide by holding down the Ctrl/Cmd or Shift key on the keyboard.

2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Charts** and select the desired **chart**.

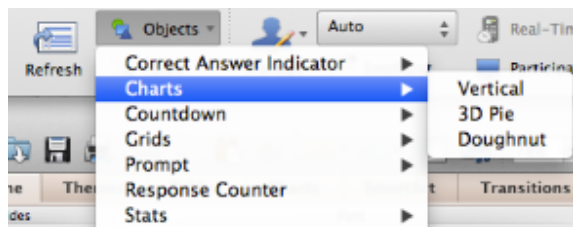
Office 2007/2010/2013



Office 2003

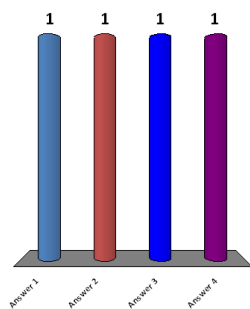


Office 2011



There are seven chart types available.

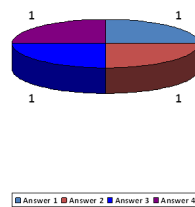
Vertical



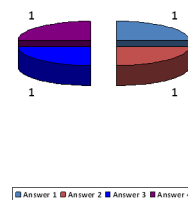
Horizontal



3D Pie



Distributed Pie

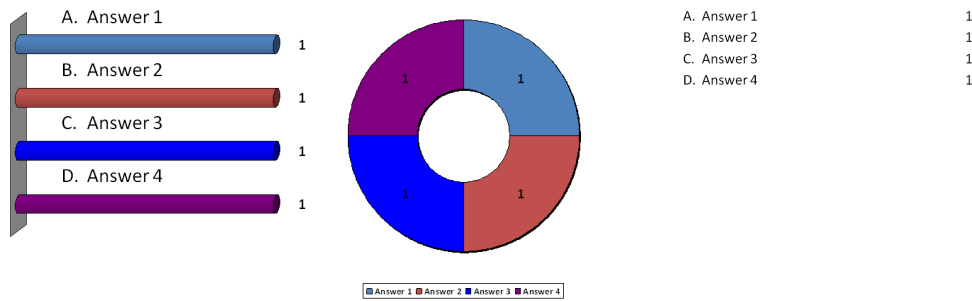


Offset

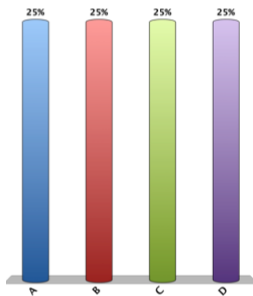
Doughnut

Responses Only

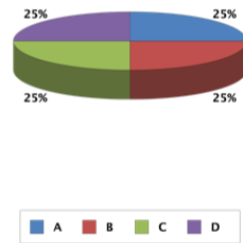




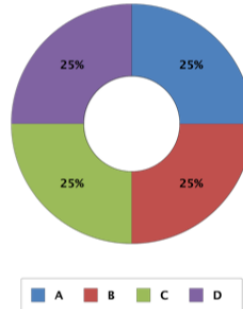
Vertical



3D Pie



Doughnut



- 3 Select a different chart from the Objects menu to change the current chart on the slide.
- 4 To remove the chart, simply delete the object from the slide.

**WARNING**

Deleting a TurningPoint chart from a slide demotes the slide to non-interactive. To hide the chart from the audience, simply uncheck the Show Results option in the Slide Preferences Panel or to apply to all slides, click the Preferences icon on the TurningPoint toolbar, select PowerPoint, uncheck Show Results and click Apply All.

### Inserting an Animated Chart

An animated chart is a flash object that appears over the Slide Show in full screen.

Adobe Flash Player must be installed to use the animated charts. Go to <http://get.adobe.com/flashplayer> to download the latest version of Adobe Flash Player.

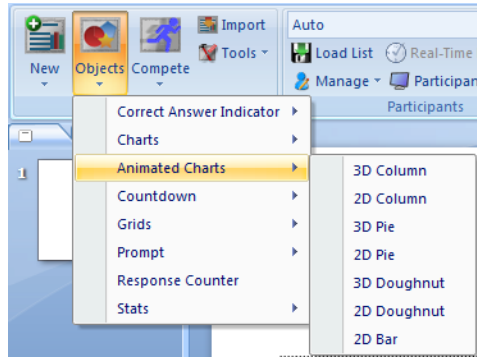
- 1 Select the polling slide.

**TIP**

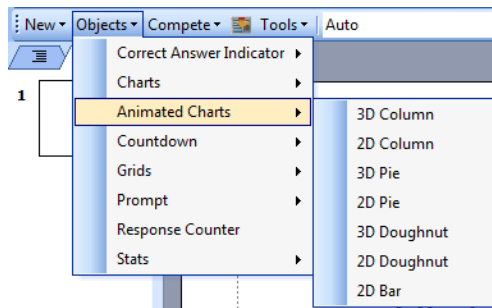
Select more than one slide by holding down the Ctrl or Shift key on the keyboard.

- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Animated Charts** and select the **desired chart**.

Office 2007/2010/2013

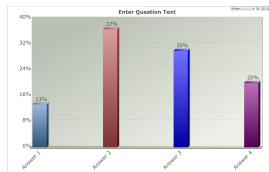


Office 2003

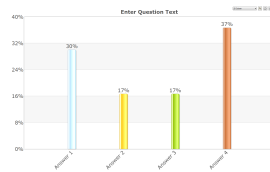


A placeholder is inserted for the animated chart.  
 There are seven animated chart types available.

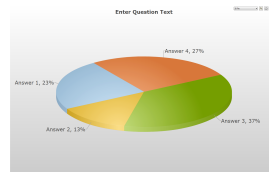
3D Column



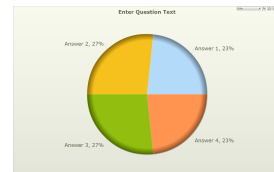
2D Column



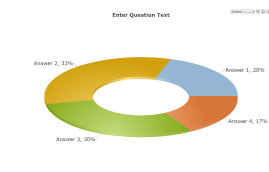
3D Pie



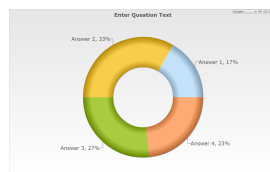
2D Pie



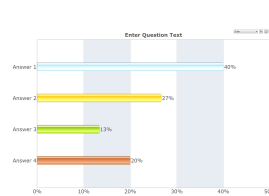
3D Doughnut



2D Doughnut



2D Bar



- 3 Select a different chart from the Objects menu to change the current chart on the slide. The chart can also be changed during the Slide Show by selecting a different chart type from the drop-down menu on the chart window.
- 4 To remove the animated chart, simply delete the placeholder from the slide.

## Inserting a Countdown Timer

A countdown timer provides participants with a visual cue that polling is about to close as it counts down to zero. When the countdown expires, the countdown timer disappears and polling is automatically closed. A countdown timer can be made to appear on each polling slide that is created. For more information on how to automatically include a countdown timer on each polling slide, see **PowerPoint** on page 81.

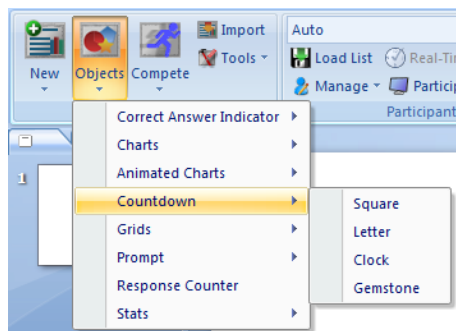
- 1 Select the polling slide.

### TIP

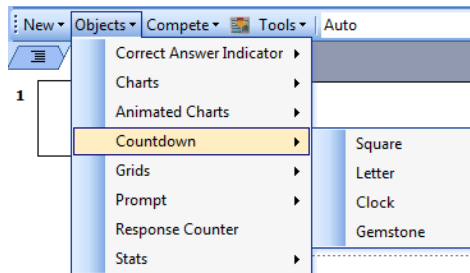
Select more than one slide by holding down the Ctrl/Cmd or Shift key on the keyboard.

- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Countdown** and select the desired **countdown timer**.

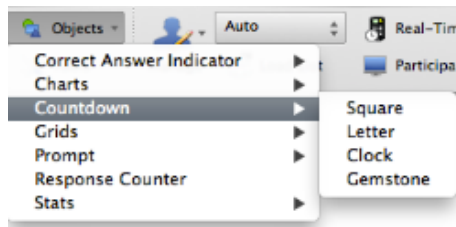
Office 2007/2010/2013



Office 2003



Office 2011



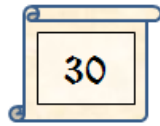
There are four countdown timers available.

Square

Letter

Clock

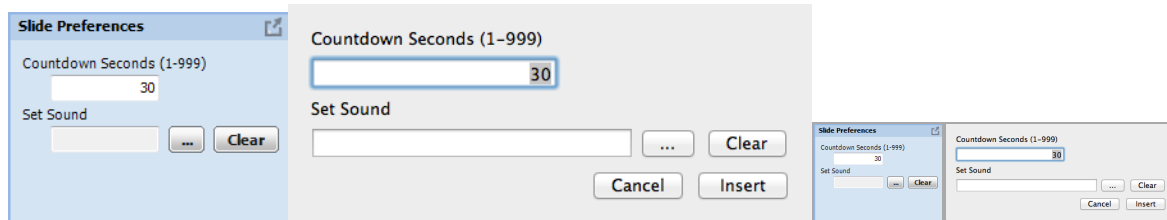
Gemstone



- Select a different countdown from the Objects menu to change the current countdown on the slide.
- To remove the countdown, simply delete the object from the slide.

3 To adjust the time or add a sound to the countdown timer, click the **countdown timer**.

Adjust the time from the Slide Preferences Panel.



- To adjust the time, enter a **value** into the *Countdown Seconds* box. A valid entry is 1 - 999.
- To add a sound, click ..., browse to the **location** of the sound file and click **Open**.

#### TIP

Countdown timers can be formatted like regular PowerPoint objects. Right-click/Control-click on the object and select a formatting option from the menu.

- To change the countdown time, insert a new countdown timer. Changing the time on the existing object *will not* alter the time value.

#### TIP

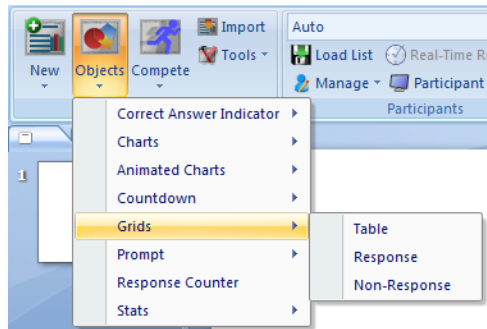
To adjust the time on all countdown timers, click the Preferences icon on the TurningPoint toolbar. Select PowerPoint from the left menu, check Countdown timer, adjust the time and click Apply All.

## Inserting a Grid

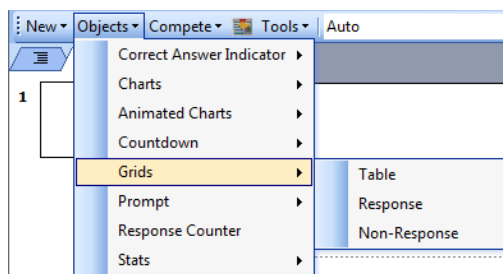
A grid is an object that is overlaid on a slide during the presentation and indicates which participants have responded. A grid can be made to appear on each polling slide that is created. For more information on how to automatically include a grid on each polling slide or to customize the grid, see **PowerPoint** on page 81.

- 1 Select the polling slide.
- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Grids** and select the **desired grid**.

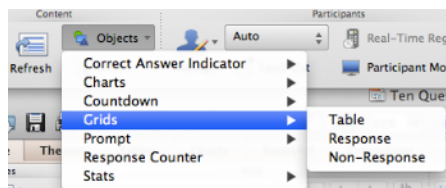
Grids Menu (Office 2007/2010/2013)



Grids Menu (Office 2003)



Grids Menu (Office 2011)



A placeholder is inserted for the grid.

There are three grids available:

Table

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

Response

Participant 1 FFF0E4	Participant 2 14076E
Participant 3 811B1	Participant 4 811B3
Participant 5 811D8	Participant 6
Participant 7	Participant 8
Participant 9	Participant 10

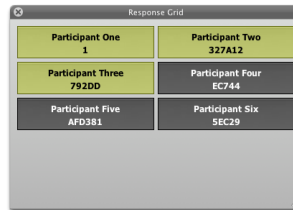
Non-Response

Participant 1 FFF0E4	
Participant 3 811B1	
	Participant 6
Participant 7	Participant 8
Participant 9	Participant 10

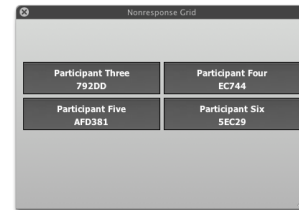
## Table



## Response



## Non-Response



- **Table** - The table grid displays numbered boxes that represent each participant in the participant list. If polling with an auto list, the number of boxes displayed is determined by the number of participants responding.
- **Response Grid** - A response grid displays participant names by default. As participants respond, the corresponding box changes color. If polling with an auto list, it is recommended to change the response grid text to *Device ID Only*. As participants respond, a Device ID appears in the box.
- **Non-Response** - The non-response grid displays the participant name by default. As the participants respond, the corresponding box is removed. If polling with an auto list it is recommended to change the response grid text to *Device ID Only* in the preferences.

- 3 Select a different grid from the Objects menu to change the current grid on the slide.
- 4 To remove the grid, simply delete the object from the slide.
- 5 While polling is open, **hold the mouse over the grid** to access the grid controls.



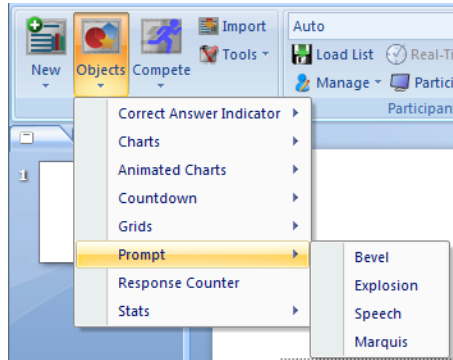
- a Click the **left or right arrows** below *Rotate* to view more participants.
- b Click the **left or right "A"** to increase or decrease font size. The font size will increase or decrease by one size for each click. The minimum font size is 12 and the maximum font size is 48.

## Inserting a Prompt

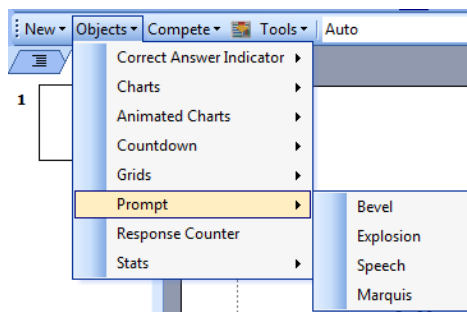
A prompt provides participants with a visual cue that the slide is a polling slide to which they can respond. A prompt can be made to appear on each polling slide that is created. For more information on how to automatically include a prompt on each polling slide, see **PowerPoint** on page 81.

- 1 Select the polling slide.
- 2 From the TurningPoint ribbon/toolbar click **Objects**, mouse over **Prompt** and select the **desired prompt**.

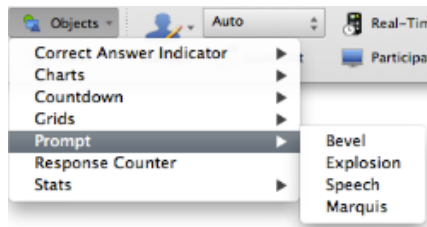
Office 2007/2010/2013



Office 2003

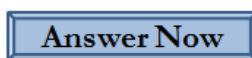


Office 2011



There are four prompts available.

Bevel



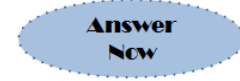
Explosion



Speech



Marquis



- 3 Select a different prompt from the Objects menu to change the current prompt on the slide.

- 4 To remove the prompt, simply delete the object from the slide.

### TIP

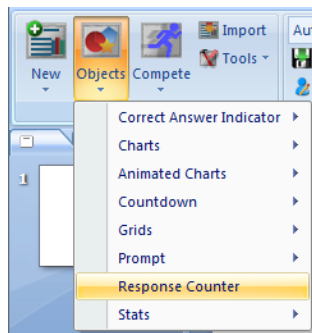
Prompts can be formatted like regular PowerPoint objects. Right-click/Control-click on the object and select a formatting option from the menu. The prompt text can be adjusted in the preferences.

## Inserting a Response Counter

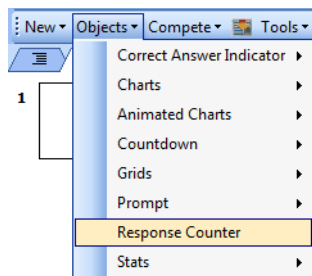
During the Slide Show, the response counter displays the number of responses. For example, if there are 32 participants in the participant list, the response counter displays “0 of 32.” It continues to count as the responses are received and closes polling when the 32nd response is received.

- 1 Select the polling slide.
- 2 From the TurningPoint ribbon/toolbar click the **Objects** icon and select **Response Counter**.

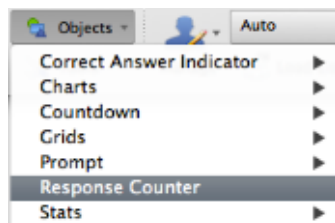
Office 2007/2010/2013



Office 2003



Office 2011



A placeholder is inserted for the response counter.



## Response Counter

- To remove the response counter, simply delete the object from the slide.

### TIP

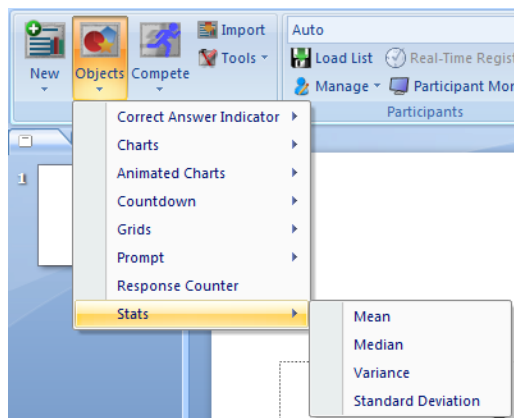
The response counter can be formatted like regular PowerPoint objects. Right-click/Control-click on the object and select a formatting option from the menu. The prompt text can be adjusted in the preferences.

## Inserting Stats

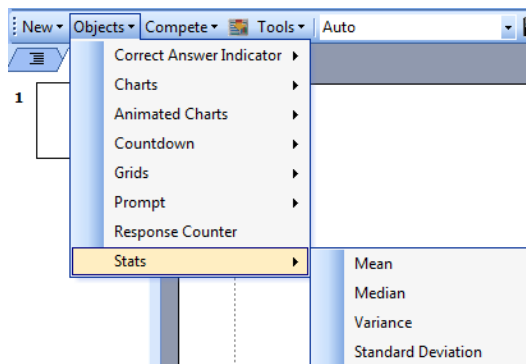
Stats objects reveal statistics about responses after polling is closed. The value of the statistic is displayed in the stats object during a presentation after polling has been closed.

- Select the polling slide.
- From the TurningPoint ribbon/toolbar click the **Objects** icon, mouse over **Stats** and select the **desired stat**.

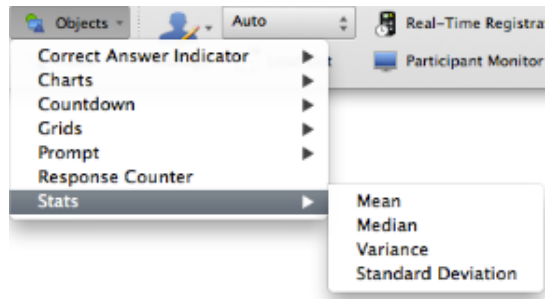
Office 2007/2010/2013



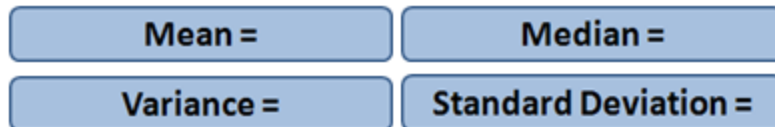
Office 2003



## Office 2011



There are four stats available.



- 3 Select a different stat from the Objects menu to change the current stat on the slide.

**TIP**

Multiple stats may be placed on a single slide.

- 4 To remove a stat, simply delete the object from the slide.

**TIP**

Stats can be formatted like regular PowerPoint objects. Right-click/Control-click on the object and select a formatting option from the menu. The prompt text can be adjusted in the preferences.

## Individual Session Management

This chapter covers the following topics:

### *Importing Sessions*

Each time the software is opened, it automatically detects sessions that have been saved in the TurningPoint Sessions folder. If new files are found, a prompt displays with the option to import the files. If the files are not imported through the prompt, they must be manually imported.

- 1 From the **Manage** tab, click the *Session* drop-down menu and select **Import**.
- 2 Browse to the location of the session or sessions.
- 3 Select the **session or sessions** and click **Open**.
- 4 Click **OK**.  
The import summary displays the status of each session or sessions selected for import.

### 5 Click **OK**.

The session or sessions are now displayed in the left panel. Select the session to view the file location, dates and an overview of the session contents.

#### TIP

The icon to the left of the session information displays the polling environment that generated the session file.

## Merging Sessions

Multiple session files can be merged into a single session file. Sessions may be merged by questions, by participants, or by both questions and participants.

#### IMPORTANT

If any of the sessions' question lists are read-only, the entire session's question list will be marked as read-only.

#### NOTE

PowerPoint presentations and screenshots cannot be extracted from the merged session file and response times will not be displayed in the reports.

### 1 From the **Manage** tab, **highlight** and **expand** a course, click the *Session* drop-down menu and select **Merge**.

#### IMPORTANT

If the course is not highlighted, the merged session file will default to the Merged folder. Once in the Merged folder, the file cannot be associated with a participant list.

The *Merge Sessions* window opens.

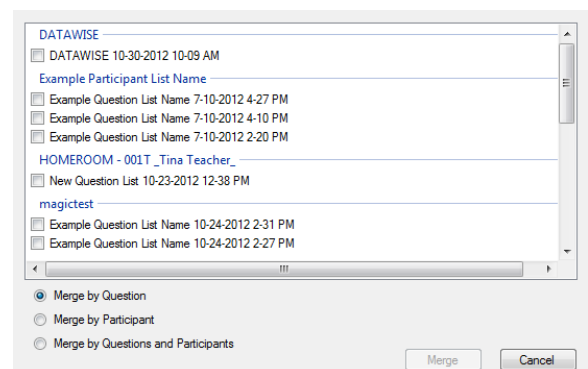
### 2 Select the **sessions** to be merged.

#### NOTE

Anonymous sessions cannot be merged.

### 3 Select one of the following options:

- **Merge by Question** - Use when the sessions share a common question list or PowerPoint presentation; this will result in cumulative results for each question. Anonymous questions within a session will be skipped in the merged file.
- **Merge by Participant** - Use when the sessions include a common participant list or common devices; this will result in cumulative results for each participant.
- **Merge by Questions and Participants** - Use when the sessions share a common question list or PowerPoint presentation and a common participant list; the participants will be merged into one list.



**IMPORTANT**

Merged sessions ran under Auto CANNOT be moved to a participant list. However, you can run sessions under Auto, move them to a participant list and THEN merge.

- 4 Click **Merge**.
- 5 **Name** the merged file and click **Save**.  
All of the merged session files are placed in a new category in the left panel called "Merged." If **Merge by Participant** was selected, the merged sessions may be added to the participant list category or to the merged folder. Once the file is in the merged folder, it cannot be moved.


## Preferences

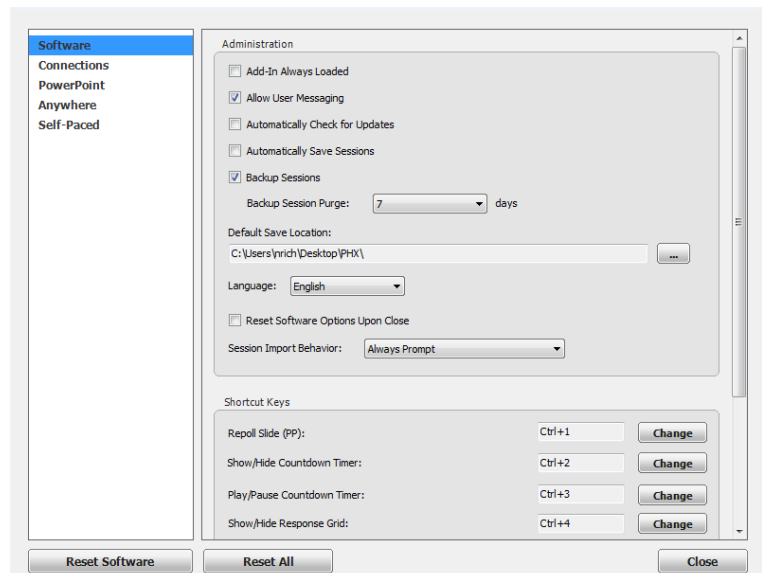
This chapter explains how to access the Preferences window within TurningPoint and all three polling environments.

The TurningPoint preferences are organized into five categories:

### Opening the TurningPoint Preferences

The Preferences window opens in a new window on top of the TurningPoint Dashboard. Preferences can also be accessed through any of the polling environments. When opening Preferences through a polling environment, the window opens with that particular environment displayed.

- 1 Open TurningPoint.
- 2 Click the **Preferences**  icon on the bottom right corner of the TurningPoint Dashboard.  
The *Preferences* window opens.
- 3 Optionally, the Preferences window can be accessed through any of the polling environments.
  - To open Preferences in the PowerPoint polling environment, click the **Preferences** icon on the TurningPoint ribbon/toolbar.
  - To open Preferences in the Anywhere polling environment, click the **Options** icon and select **Preferences**.
  - To open Preferences in the Self-Paced polling environment, click **ToolsTurningPoint** on the menu bar and select **Preferences**.



- Adjust the preferences as necessary.

### NOTE

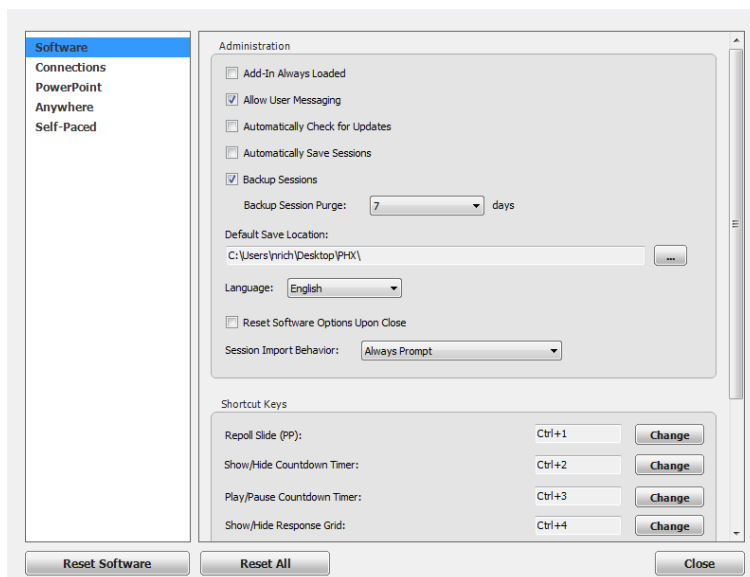
Changes made in Preferences are automatically saved.

Click **Reset All** to revert all preferences back to their original state. Click the **Reset** button to revert all preferences for individual categories back to their original state.

- Click **Close** to close the *Preferences* window.

## Software

Software preferences apply to the overall TurningPoint software and are grouped into two sections:



## Administration

Administration settings refer to preferences that apply to the entire TurningPoint application.

<b>Add-in Always Loaded</b>	Determines if the PowerPoint Polling environment automatically loads when PowerPoint is open.
<b>Allow User Messaging</b>	Allows participants to send feedback to the presenter. Only participants with ResponseCard NXT or ResponseWare have the option to send feedback.
<b>Automatically Check for Updates</b>	When checked, TurningPoint will notify the user that an updated version of the software is available for download.
<b>Automatically Save Sessions</b>	Sessions are automatically saved to the default save location when sessions are reset or the polling environment is closed.

	When checked, a backup session is automatically saved when a user does not save a session file.
<b>Backup Sessions</b>	<ul style="list-style-type: none"> <li>• <b>Backup Session Purge</b> - Backup sessions are automatically deleted after the user-specified number of days.</li> </ul>
<b>Default Save Location</b>	Determines a custom location to save the session files.
<b>Language</b>	Changes the TurningPoint language. TurningPoint supports the following languages: English-US, French, German and Spanish.
<b>Reset Software Options Upon Close</b>	When checked, all preferences and software options (any items saved to memory) revert to their original state when TurningPoint is closed. Administration and Response Devices preferences are not affected.
	Determines how TurningPoint handles session files when they are detected.
<b>Session Import Behavior</b>	<ul style="list-style-type: none"> <li>• <b>Move Files to Directory</b> - This option moves the session files from their original location to the default session directory.</li> <li>• <b>Leave Files in Previous Location</b> - This option adds the session file to the Manage tab but does not move the session file. If the file is moved from that location at a later date, it will need to be located to view reports or edit the session.</li> <li>• <b>Always Prompt</b> - Every time new session files are detected TurningPoint prompts the user to move the files or leave them in the previous location.</li> </ul>

## Shortcut Keys

TurningPoint allows for user-specified shortcut keys in PowerPoint Polling and Anywhere Polling.

To change the shortcut key click Change, press a button on the keyboard, select Ctrl, Shift or AltOption or Command.

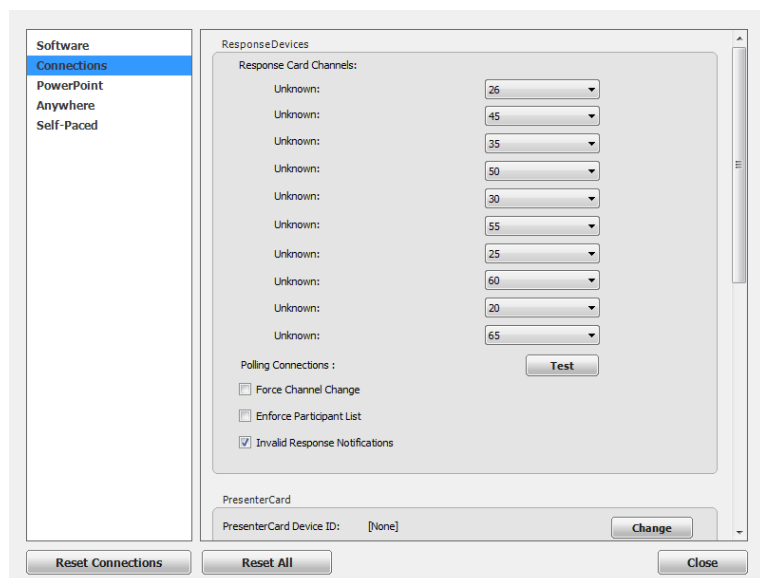
Shortcut keys are available for the following software functions:

<b>Repoll Slide (PP)</b>	The repoll function in the PowerPoint Polling environment.
<b>Show/Hide Countdown Timer (AW)</b>	This shortcut applies to the countdown timer in the Anywhere Polling environment.
<b>Play/Pause Countdown Timer</b>	This shortcut applies to the countdown timer in all three polling environments.
<b>Show/Hide Response Grid</b>	This shortcut applies to the response grid in the PowerPoint and Anywhere Polling environments.
<b>Show/Hide Connection Information</b>	This shortcut applies to the PowerPoint and Anywhere Polling environments.
<b>Show/Hide Chart (AW)</b>	This shortcut applies to the chart window in the Anywhere Polling environment.
<b>Show/Hide Presentation Window</b>	This shortcut applies to the PowerPoint and Anywhere Polling environments. In the PowerPoint Polling environment the screen displays black.
<b>Show/Hide Showbar (PP)</b>	This shortcut applies to the PowerPoint Polling environment.
<b>Start/Stop Polling</b>	This shortcut applies to the Anywhere Polling environment.
<b>Toggle Responses</b>	This shortcut toggles the response count and percentages in the PowerPoint and Anywhere Polling environments.

## Connections

Connection preferences apply to response devices and are grouped into five sections:

- **Response Devices** on page 79
- **PresenterCard** on page 79
- **PresenterWare** on page 80
- **RemotePoll** on page 80
- **RemotePoll Monitor** on page 80



## Response Devices

This section contains preferences for the response devices compatible with TurningPoint.

<b>ResponseCard Channels</b>	Displays the Receiver ID and channels of the receivers connected to the computer. To change the channel on the receiver, select the channel number from the drop-down menu.
<b>Polling Connections</b>	The polling test is used to ensure that each response device can communicate with TurningPoint. For instructions on how to test the polling connections, see <b>Testing the Polling Connections</b> on page 15.
<b>Force Channel Change</b>	Determines whether TurningPoint will allow the receiver channel to be maintained once connected. When checked, TurningPoint will force the receiver to change to the first available channel slot.
<b>Enforce Participant List</b>	When checked, responses from participants who are not in the loaded participant list will be excluded. TurningPoint will accept all participant responses and append them to the end of the participant list.
<b>Invalid Response Notifications</b>	When checked, the ResponseCard sends a notification or flash indicating that the participant chose an invalid response. This preference does NOT apply to ResponseCard IR.

## PresenterCard

This section contains the preferences for pairing the PresenterCard with TurningPoint and setting the programmable buttons.

<b>PresenterCard Device ID</b>	Click Change to open the PresenterCard pairing window. The PresenterCard must be paired to be compatible with TurningPoint. For pairing instructions, see <b>Pairing a PresenterCard</b> on page 16.
<b>PowerPoint Programmable Button 1</b>	Select an option from the drop-down menu for the first programmable button.
<b>PowerPoint Programmable Button 2</b>	Select an option from the drop-down menu for the second programmable button.
<b>PowerPoint Programmable Button 3</b>	Select an option from the drop-down menu for the third programmable button.

## PresenterWare

This section contains the preferences for enabling PresenterWare Support. PresenterWare setup must be completed through either the PowerPoint Polling or Anywhere Polling Preferences.

<b>Enable PresenterWare Support</b>	Check this option to enable PresenterWare Support via TurningPoint.
<b>PresenterWare Connection</b>	Click Confirm. To enable this button, PresenterWare must be launched on your smart phone or tablet.
<b>Current IP Address</b>	Displays the presenting computer's IP address to establish communication between the PresenterWare software and TurningPoint.
<b>PresenterWare Port</b>	Enter the presenting computer's network port number. Default is 6090.
	Optionally, enter your computer's Bonjour name.
<b>Bonjour Name</b>	<p><b>TIP</b> For more information about PresenterWare, including configuring a device, please visit <a href="http://www.turningtechnologies.com/user-guides">www.turningtechnologies.com/user-guides</a>.</p>

## RemotePoll

This section contains the preferences for enabling RemotePoll.

<b>Enable RemotePoll Support</b>	Check this option to enable RemotePoll Support via TurningPoint.
<b>Current IP Address</b>	Displays the presenting computer's IP Address to establish communication between the RemotePoll software and TurningPoint.
	Enter the presenting computer's network port number. Default is 1025.
<b>RemotePoll Port</b>	<p><b>TIP</b> For more information about RemotePoll, please visit <a href="http://www.turningtechnologies.com/user-guides">www.turningtechnologies.com/user-guides</a>.</p>

## RemotePoll Monitor

This section contains the preferences for enabling the RemotePoll Monitor.



**Enable RemotePoll Monitor Support**

Check this option to enable RemotePoll Monitor Support via TurningPoint.

**Current IP Address**

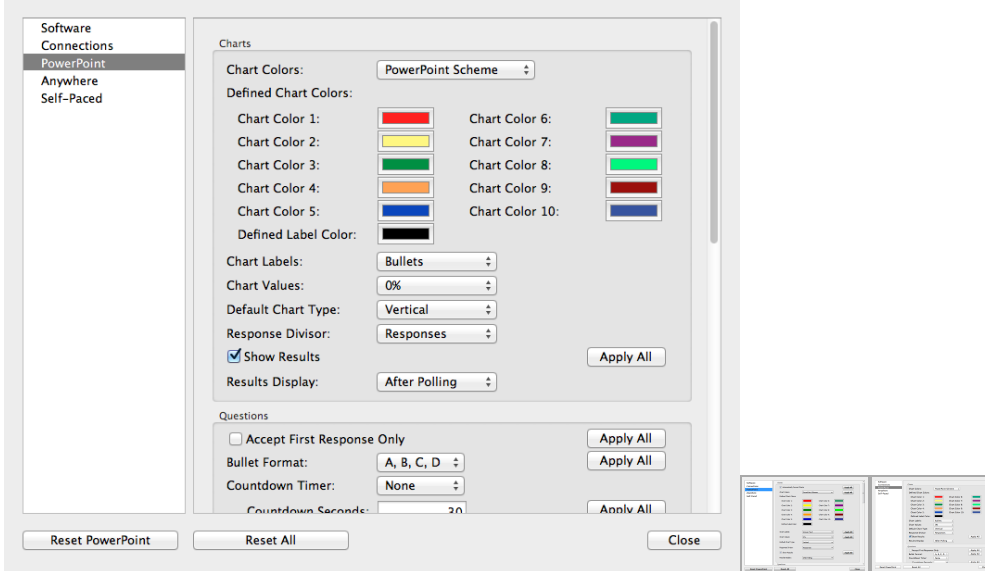
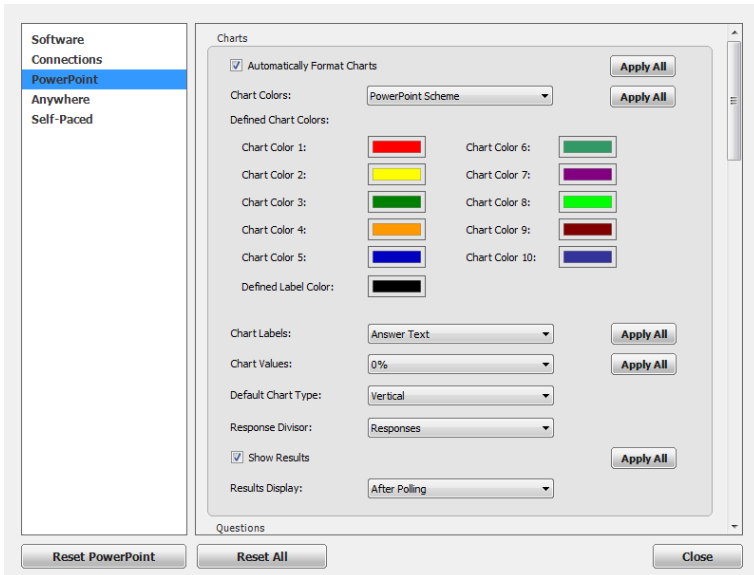
Displays the presenting computer's IP Address to establish communication between the RemotePoll Monitor software and TurningPoint.

**RemotePoll Port**

Enter the presenting computer's network port number. Default is 2010.

**PowerPoint**

PowerPoint preferences only apply to the PowerPoint polling environment and are grouped into four three sections:



**NOTE**

The **Apply All** button will apply the setting to question slides in the current presentation and *all future slides*.

## Charts

This section enables the user to view and change the chart preferences.

<b>Automatically Format Charts</b>	If checked, the charts will retain their default properties. If unchecked, the user has the option to edit the chart properties by double-clicking on the chart and editing as necessary. Each chart must be edited separately, however the general setting may be applied via Preferences.
<b>Chart Colors</b>	Select a color scheme from the drop-down menu to determine what colors will be used during the presentation. There are twothree options available. <ul style="list-style-type: none"> <li>• <b>PowerPoint Scheme</b> - Uses the selected PowerPoint color scheme.</li> <li>• <b>Defined</b> - Uses user defined chart colors.</li> <li>• <b>Correct/Incorrect</b> - Applies green for correct answers and red for incorrect answers.</li> </ul>
<b>Defined Chart Colors</b>	These are the colors that will display when Defined is the selected Chart Color. Click a color to open the color palette and select a new color.
<b>Defined Label Color</b>	Determines the color of the chart label text. Click the color to open the color palette and select a new color.
<b>Chart Labels</b>	Determines if answer text or bullets will be displayed in the chart labels and legends.
<b>Chart Values</b>	Determines whether a response count (number of participants) or a percentage is displayed. There are three formats for displaying the percentage: 0%, 0.0% and 0.00%.
<b>Default Chart Type</b>	Determines the default chart that is used when a slide is inserted into a presentation. To change the chart type, simply select another one from the drop-down menu.
<b>Response Divisor</b>	Determines whether the divisor used to calculate the percentages on a multiple response question will be: <ul style="list-style-type: none"> <li>• the total number of responses received (responses)</li> <li>• the total number of participants in the session's participant list</li> <li>• the total number of devices that responded</li> </ul>
<b>Show Results</b>	When checked, a chart is displayed when polling is closed.
<b>Results Display</b>	Determines whether the results are displayed during polling or after polling. <i>The during polling option is only available for Office 2003 or Office 2010 users.</i>

## Questions

This section enables the user to view and change question preferences.

<b>Accept First Response Only</b>	When checked, TurningPoint only accepts the first response sent by each participant.
<b>Bullet Format</b>	Determines the type of answer notation for polling slides. The available options include: alphabetic uppercase [A, B, C, D], alphabetic lowercase [a, b, c, d], numeric starting at 1 [1, 2, 3, 4] or numeric starting at 0 [0, 1, 2, 3].
<b>Automatically Advance After Objects</b>	When checked, chart results will automatically display upon the completion of a countdown timer or response counter.

<b>Automatically Open Polling</b>	When checked, polling automatically opens when the slide is shown. When unchecked, the slide needs to be advanced to open polling.
<b>Countdown Timer</b>	<p>Determines if a countdown object will be automatically inserted on new slides.</p> <ul style="list-style-type: none"> <li>• <b>Countdown Seconds</b> - Set the number of seconds a countdown object will display. The acceptable range is 1 - 999. The default is set at 30 seconds.</li> <li>• <b>Countdown Sound</b> - A sound file can be added to a countdown timer. To add a countdown sound click ..., browse to the location of the sound file and click Open.</li> </ul>
<b>Response Grid</b>	<p>When checked, a response grid is automatically inserted onto each new polling slide. The following settings are available for response grids:</p> <ul style="list-style-type: none"> <li>• <b>Response Grid Type</b> - Determines the default response grid type. There are three response grids available: <ul style="list-style-type: none"> <li>• The table grid displays numbered boxes that represent each participant in the participant list. If polling with an auto list, the number of boxes displayed is determined by the number of participants responding.</li> <li>• The response grid displays the participant name by default. As the participants respond, the corresponding box will change color. If polling with an auto list, it is recommended to change the response grid text to <i>Device ID Only</i> in the preferences. As the participants respond a Device ID will appear in the box.</li> <li>• The non-response grid displays the participant name by default. As the participants respond, the corresponding box will be removed. If polling with an auto list, it is recommended to change the response grid text to <i>Device ID Only</i> in the preferences.</li> </ul> </li> <li>• <b>Response Grid Text</b> - Determines what participant information is displayed.</li> <li>• <b>Rotation Interval</b> - Determines the number of seconds a Response/Non-Response Grid will pause between intervals. The acceptable range is two to ten seconds. The default is set at four.</li> <li>• <b>Font Size</b> - Determines the font size for the text displayed on the response grids.</li> <li>• <b>Starting Cell Color</b> - Determines the response/non-response grid starting color.</li> <li>• <b>First Response Color</b> - Determines the color of the cell when a participant submits a response.</li> <li>• <b>Second Response Color</b> - Determines the color of the cell when a participant submits a second response.</li> <li>• <b>Third Response Color</b> - Determines the color of the cell when a participant submits a third response.</li> </ul>
<b>Multiple Responses</b>	<p>Multiple responses allow participants to send more than one response to a question. When this box is checked the following options may be set:</p> <ul style="list-style-type: none"> <li>• <b>Number of ResponsesResponse Limit</b> - Select the number of responses allowed for each participant from the drop-down menu.</li> <li>• <b>Allow Duplicates</b> - When checked, participants are allowed to select the same answer choice more than once.</li> <li>• <b>All or Nothing Scoring</b> - When checked, the participant must choose each correct answer to receive points.</li> </ul>

Determines the correct and incorrect point values. Click Apply All to change all correct or incorrect point values.

### Point Values

- **Correct** - The point value of the correct answer can be set by entering a value in the box provided.
- **Incorrect** - The point value of the incorrect answer can be set by entering a value in the box provided.

Selecting a prompt type from the drop-down menu will automatically insert the prompt object on the polling slide during slide creation.

### Prompt

- **Prompt Text** - The phrase that will display in the prompt object.

## Competitions

This section enables the user to view and change the preferences for competition.

The Fastest Responders settings determine what type of information and how many participants are displayed.

### Fastest Responders

- **Display Correct Responders Only** - Only participants who responded correctly to the previous question slide will be displayed.
- **Participant Information** - Select the type of participant information to be displayed from the drop-down menu.
- **Participant Count** - Select the number of participants to be displayed from the drop-down menu.

The Participant Scores preferences determine what type of information is displayed, how many participants are displayed and how the scores are calculated.

### Participant Scores

- **Participant Information** - Select the type of participant information to be displayed from the drop-down menu.
- **Participant Count** - Select the number of participants to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.

The Team Scores settings determine how many teams are displayed and how the scores are calculated.

### Team Scores

- **Include Teams with Less Than 1 Point** - When checked, teams that have zero or negative points will be displayed on the slide.
- **Team Display Count** - Select the number of teams to be displayed from the drop-down menu.
- **Score Calculations** - Select whether the points displayed are Cumulative or Single from the drop-down menu. Cumulative points are the total points earned up to that point in the presentation. Single points are only the points earned on the previous question slide.
- **Include Non-Responders** - When checked, participants who have been active in the session but did not respond to a particular question or questions will be counted as a response for their team and scored as a 'zero.'

The Overall Racing preferences determine what image is used to represent the teams, whether or not the winner board is displayed and what the point threshold is to win the race.

### Overall Racing Settings

- **Animated Image** - Select the image to represent the teams. One image is used for all teams.
- **Display Winner Board** - When checked, a slide displaying the winning team will appear when the point threshold is met.
- **Point Threshold to Win** - When the point level has been reached the winner board will display.

## Presentation

This section enables the user to view and change various presentation preferences.

Collapse Showbar	When checked, the showbar is displayed in a shortened form.
Display Showbar	When checked, the showbar is visible when a polling slide is displayed.
Include PowerPoint Presentation	When checked, a copy of the PowerPoint presentation is automatically saved inside each session. For more information on how to extract a PowerPoint presentation, see <a href="#">Extracting Session Information</a> .
Use Secondary Monitor	When checked, the showbar is displayed on a secondary monitor, if available.

# Contact Us

For additional help, contact Turning Technologies Technical Support.

Technical Support is available from 8 a.m. - 9 p.m. EST.

From within the contiguous United States, you can reach Technical Support toll-free by calling 866.746.3015. If you are calling from outside of the United States, please call +1 330.746.3015.

Technical Support may also be reached via e-mail at [support@turningtechnologies.com](mailto:support@turningtechnologies.com).

We want to hear from you! To submit a product enhancement request, visit us at <http://www.turningtechnologies.com/product-enhancement-request-form>.

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# Glossary

The following is a list of terms commonly used within TurningPoint.

## A

### Acceptable Range

Applies to a numeric response question. If a specific value is not required for a correct answer, a participant's response must fall between the minimum and maximum values (range) set to be counted as correct.

### Acceptable Value

Applies to a numeric response question. A participant's response must be equal to the value to be counted as correct.

### Active Participants

Active participants are those who have responded to at least one question in the session, sent feedback and/or invalid responses.

### Advanced Scoring

An option for multiple choice and matching questions that allows point values to be set for each response. This preference is not valid when *All or Nothing Scoring* is checked.

### All or Nothing Scoring

An option for multiple response and matching questions that, when checked, requires a participant to respond correctly to a question that has more than one correct answer to receive the full amount of points.

### Allow Duplicates

Allow Duplicates permits participants to respond with the same answer choice more than once.

### Animated Chart

An animated chart is a flash object (chart) that appears over the slide show in full screen.

### Anonymous Questions

A question marked Anonymous does not track participant list information when polling.

### Anonymous (Participant List)

An Anonymous participant list allows the polling of responses without associating responses to response devices.

### Answer Key

Located within the Question List Editor, this preference prints the selected test header information, question numbers and correct answers.

### Anywhere Polling

This polling environment allows polling independent of other applications. An interactive, floating toolbar displays polling with or without question lists on top of any application. For more information, see [Anywhere Polling](#).

## Anywhere Polling Showbar

The Anywhere Polling showbar provides access to several features that may be used while polling in the Anywhere Polling environment. For more information, see [About the Anywhere Polling Showbar](#).

## Attendance Points

Attendance Points can be delegated to track attendance in Results Manager. These points are added to the overall session points earned for each participant. Attendance points can be hidden or shown by checking the option in the Results Manager Overview.

## Auto (Participant List)

A participant list option that allows the polling of responses, tracking of responses with Device ID and any user information sent from the response device.

# B

## Benchmark

A standard by which a grade can be measured. A participant falling below the benchmark will display the percentage in red; a participant falling at or above the benchmark will display the percentage in green.

## Bullet Format

Determines the type of answer notation to be displayed. The available options include: alphabetic uppercase [A, B, C, D], alphabetic lowercase [a, b, c, d], numeric starting at 1 [1, 2, 3, 4] or numeric starting at 0 [0, 1, 2, 3].

# C

## Chart Window

The chart window displays participant results in the Anywhere Polling environment. The window can be moved, resized, expanded and collapsed. Depending on the current question type, some buttons may not be visible or usable.

## Comparative Links

Comparative Links can be used to display the results from two separate questions on one chart. If a question is asked at the beginning of the presentation and then again towards the end, a comparative chart will display the results from each question. For more information, see [Comparative Links](#).

## Comparative Results

The Comparative Results report allows a user to select two questions from the session and compare them side-by-side. For more information, see [Comparative Results](#).

## Compete

The Compete button on the Anywhere Polling chart window and the PowerPoint Polling toolbar allows a user to insert a Team Leaderboard, Team MVP Leaderboard, Racing Leaderboard, Participant Leaderboard and Fastest Responders slide.

## Conditional Branching

Conditional Branching allows a user to control the order of slides in their PowerPoint Polling presentation based on participant responses. For more information, see [Conditional Branching](#).



## Content

Content consists of question lists and PowerPoint presentations that can be created, edited and organized into folders under the Content tab. For more information, see **Content**.

## Continue Prior Session

A previously run session can be continued, allowing for new response data to be added to the existing data.

## Convert to Picture

In the PowerPoint Polling environment, text-based answer options can be converted to pictures when visual aids would be beneficial to the audience. For more information, see **Convert to Picture**.

## Correct Answer Indicator

A correct answer indicator denotes the correct answer or answers to a question. The audience will see the correct answer indicator after polling is closed.

## Correct Point Value

The correct point value indicates the number of points awarded to a participant for responding to a question correctly.

## D

### Demographic

Demographics group participants by a specific criteria, i.e. male or female. Demographics can be assigned in a participant list or from a polling question.

### Demographic Comparison

In the PowerPoint Polling environment, the Demographic Comparison slide displays the responses based on the specified demographic.

### Demographic Grouping

The demographic grouping is the overall categorization of a group of demographics. For example, the demographic grouping “gender” groups the demographics “male” and “female.”

### Device ID

A Device ID is the unique six to eight-digit hexadecimal character set that distinguishes every response device. On ResponseCards, the Device ID is found on the back below the barcode. In ResponseWare, the Device ID is displayed when a participant creates an account or logs into ResponseWare.

### Duplicate (Question List and Participant List)

An option in the Question List Editor and the Participant List Editor that duplicates the current question list or participant list as a new list to facilitate the ease of creating multiple lists with the same data or format.

## E

### **Enforce Capitalization**

An option in the Slide Preferences Panel that requires participants to respond to short answer questions with proper punctuation.

### **Essay**

A question type that allows for an open ended response. TurningPoint does not grade essay responses; only XR, NXT and ResponseWare devices are able to respond to essay questions.

### **Exclude from Grading**

In the Session Editor, questions that are excluded from grading will not figure into the overall session percentages, points possible or points earned if this option is selected.

### **Exclude Session**

In Results Manager, sessions that are excluded from grading will not figure into the overall percentages, points possible or points earned if this option is selected. If a session is excluded from grading, it cannot be included again.

### **Expected File Location**

This is the location that TurningPoint expects to find the selected session. If the session is not found in that location, a "locate" button will appear to allow for the redirection to the session's location.

### **Export Overview**

Export Overview is an option in Results Manager that allows the export of the Participant List Overview to a CSV.

### **Export Participant**

Export Participant is an option in Results Manager that allows the export of multi-session information for each participant to a CSV or PDF.

### **Export Session**

Export Session is an option in Results Manager that allows the export of the selected session's column results to a CSV in a predefined format.

### **Extract Session**

A session can be selected and its data extracted from that file. Extract options include the PowerPoint presentation, screenshots and the session's question list.

## **F**

### **Fastest Responders Slide**

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

## **G**

## Group Options

Group Options denotes the individual demographic designation for assigning groups; i.e. “male” and “female” are group options assigned to the demographic grouping “gender.”

## I

### Incorrect Point Value

Incorrect point value denotes the number of points awarded to a participant for responding to a question incorrectly.

### Integration

Integrations allow for the sharing of data between the Turning Technologies Web Registration Tool or Learning Management Systems (LMS) and TurningPoint. For more information, see **Integrations** on page 50.

## IR

IR is the abbreviation for Infrared. This refers to all Turning Technologies IR receivers and response devices.

## K

### Keyword

When set on a short answer question, a participant’s response must equal the keyword to be counted as correct. Multiple keywords can be set.

## L

### Live Polling

PowerPoint Polling offers the option to poll the presentation with live participant responses or simulated computer responses. By default, live polling is selected.

## M

### Matching

A question type that allows for the matching of two columns of information. Responding to a matching question operates in the same manner of all other multiple response questions. All response devices are able to respond to a matching question, however a matching question is only supported in the Anywhere and Self-Paced environments.

### Merge Session

Multiple session files can be merged into a single session file. Sessions may be merged by questions, participants or by both questions and participants. For more information, see **Merging Sessions** on page 75.

### Merged (Session Manager)

After the merge, a new category is created in the left panel called “Merged.” Merged sessions that are not added to a participant list are found in this category. Once in this category, sessions cannot be moved to a participant list.

## Messaging

Participants using ResponseCard NXT or ResponseWare can send feedback/messages to the presenter during a session.

## Moment to Moment

In PowerPoint Polling, the Moment to Moment slide allows participants rate something on a scale of 1 to 5 over a period of time. The slide contains a question text box and a chart that shows the average response at each polling interval.

## Multiple Choice

A question type that allows for several answers from which the correct one(s) can be selected by the participant.

## Multiple Responses

Multiple responses allow participants to send more than one response to a multiple choice question.

## N

### No Value

When an answer choice is neither correct nor incorrect, the answer is considered to have no value.

### Numeric Response

A numeric response question requires the participants to respond with a numeric value. Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to a numeric response question.

## NXT

A ResponseCard that allows for all of the functionality of the IR and RF ResponseCards, but also offers numeric response, short answer and essay responses, as well as messaging and Self-Paced Polling capability.

## O

### Overview

In Results Manager, the Overview displays the details and options for the participant list and sessions. This can be viewed by clicking the Overview button or any of the shaded columns.

## P

### Participant

Any individual who may respond to questions during a session.

### Participant Leaderboard

A Participant Leaderboard displays the top individual participants ranked by their total points.

### Participant List

A list of participants that are expected to be part of a session. Information about participants may be entered for precise tracking and reporting.

## Participant List Overview

This information is displayed when a participant list is selected from the Manage tab. Information includes details about the list as well as a preview of the content.

## Participant Monitor

The Participant Monitor displays question information, participant information and participant question details. For more information, see [Using the Participant Monitor](#).

## Participant View

In Results Manager, the Participant View displays the view and options of an individual participant.

## Participant's Session View

In Results Manager, the Participant's Session View displays the view and options of an individual participant's session entry.

## Performance Points

Performance Points are assigned to a participant in Results Manager for performance in a specific session. For more information, see [Setting Session Performance Points](#) on page 39.

## Performance Scale

A scale set to display a text or numeric value equal to how the participant has performed across all sessions.

## PowerPoint Polling

The PowerPoint Polling environment allows polling as an integrated part of a PowerPoint presentation. Polling slides are created from a ribbon/toolbar that is integrated/embedded into PowerPoint. For more information, see [PowerPoint Polling](#).

## PowerPoint Showbar

The PowerPoint showbar appears automatically when a polling slide is displayed during the Slide Show. The showbar is a toolbar that includes options for polling, monitoring, viewing responses and other polling tools during the slide show. For more information, see [The PowerPoint Polling Showbar](#) on page 53.

## Preferences

The various settings that control the behavior of the software and each polling environment are referred to as Preferences. For more information, see [Preferences](#) on page 76.

## Presentation Window

This window displays the question and answer text of the currently polled question in the Anywhere environment.

## PresenterCard

An RF (Radio Frequency) device that controls polling presentations via TurningPoint.

## PresenterWare

PresenterWare is a separate mobile device application that controls polling presentations via TurningPoint. PresenterWare is available for Android and iOS devices.

## Priority Ranking

A question type that allows participants to vote multiple times, ranking items by response weights. For more information, see [Priority Ranking](#) on page 26.

## Prompt

An object that can be added to a PowerPoint Polling slide which alerts the participants that the current slide is a polling slide.

## Proxy Server

In computer networks, a proxy server is a server (a computer system or an application program) that acts as an intermediary for requests from clients seeking resources from other servers.

## Q

### Question List

A question list is a list of questions created within the Content tab. A question list can be used to poll questions in Anywhere Polling and Self-Paced Polling, or to create slides in PowerPoint Polling.

### Question List Overview

The Question List Overview displays details about the question list as well as a preview of the contents.

## R

### Racing Leaderboard

In the PowerPoint Polling environment, the Racing Leaderboard slide presents a visual representation of the team scores. An image to represent the teams is selected from the Slide Preferences Panel. When the slide is advanced, the images move in relation to the number of points earned.

### Real-Time Registration Tool

Found in the PowerPoint and Anywhere Polling environments, this tool provides a fast and simple way to utilize a participant list for smaller audiences. It allows participants to respond with their device, temporarily assigning the device to their name for the duration of the session. Assignments can be saved permanently in Results Manager.

### Receiver

A USB device that receives RF (Radio Frequency) or IR (Infrared) signals from response devices and communicates them to TurningPoint. A receiver is required for use with all ResponseCards and PresenterCards.

### Refresh

From the Content tab, the Refresh option allows the user to update the display of content if changes to the content folders have been made outside of TurningPoint on the local computer. For more information, see [Refreshing Folder Content](#).

### Removed Participants

Participants with associated session data, but removed from a participant list, are considered removed participants.

### Reports

There are six types of session reports (Results by Question, Results by Participant, Results Detail, Results by Demographic, Comparative Results and Session Log Report). Each report can be customized by selecting the data options on the right side of the reports window. For more information, see [Reports](#).

## Reserved Session ID

A unique ResponseWare Session ID created by the presenter. The reserved Session ID must be set from the presenter's account at [www.rwpoll.com](http://www.rwpoll.com).

## Reset Slides

A PowerPoint Polling feature that allows selected slides to be reset while retaining the session data.

## Reset Session

A feature that resets the charts to zero percent and clears all session data.

## Response Grid

In the PowerPoint and Anywhere Polling environments, a Response Grid displays which participants have or have not responded to a question.

## Response History

A Results by Participant report option that displays the last 10 responses from a participant to any given question.

## Response Times

In the Results by Participant report, response times display the number of seconds it took each participant to respond to a question with their final valid response.

## Response Weights

For priority ranking questions, the response weight designates the number of votes each participant's first, second, third, etc. responses may receive. For example, a response weight of 10 for a first choice (response) equals 10 votes for every participant's first choice (response).

## ResponseWare

A ResponseCard alternative that operates from a web-enabled device. ResponseWare offers the same functionality as IR and RF ResponseCards, but also offers numeric response, short answer and essay responses as well as messaging between the participant and presenter.

## Results Manager

A compilation of all sessions associated to a single participant list. Cumulative scores from multiple sessions and other tools are also available within Results Manager. For more information, see **Results Manager** on page 34.

## RF

RF is the abbreviation for Radio Frequency. This refers to all Turning Technologies RF receivers and response devices.

## S

### Save Session

An option in each polling environment that is required if saved response data is desired for reporting or exporting.

### Screenshot

An image snapshot of the computer screen contents at the moment polling is closed in Anywhere Polling.

## Self-Paced Polling

The polling environment that allows participants to proceed through a polling session at their own pace. Question lists/tests are usually printed and distributed as participants answer questions on their XR or NXT ResponseCards.

## Session

A session is the collection of response data from a polling session. Saving the data will result in a session file.

## Session Events

Events that occur and are logged during a session, such as the beginning and end times of a poll and messages received or sent, are referred to as session events. These items can be viewed from the Session Log report.

## Session ID

A code that is generated in ResponseWare and used by all participants in order to gain access to the session.

## Short Answer

A question type that requires participants to respond with a short text answer. Only participants using a ResponseCard XR, NXT or ResponseWare may respond to a short answer question.

## Simulated Polling

PowerPoint Polling offers the option to poll the presentation with simulated computer responses. By selecting Simulated Polling, TurningPoint automatically populates the charts with response data.

## Simulated (Session Manager)

Sessions run in PowerPoint Polling with Simulated Polling will be grouped together under the same heading for reporting and session editing.

## Slide Preferences Panel

The Slide Preferences Panel is a movable, floating panel in the PowerPoint Polling environment that is displayed when a TurningPoint slide is selected. It offers the ability to customize slide options.

## Standards

Set learning benchmarks that can be attached to individual questions or slides. Standards achievement levels can be reviewed in Reports. For more information on Standards, see **Standards**.

Custom Standards - Any standard created to suit specific user needs. Custom Standards can be created manually or imported from another location.

Downloaded Standards - These standards are available via the Turning Technologies software, **QuestionPoint**.

## T

### Team Leaderboard

The Team Leaderboard displays the top teams ranked by their total points. The team's points are the average of the team's participants' points.

### Team MVP

In the PowerPoint Polling environment, the Team MVP Leaderboard displays the top scoring participant for each team.



## Tools

The menu of additional features available for presentation enhancement in PowerPoint Polling is referred to as Tools. These features include: Convert to Picture, Ranking Wizard and Comparative Links.

## Total Points Possible

In Results Manager, this is the column that displays the total number of points (performance plus attendance) possible for each participant across all sessions.

## True/False

A question type that requires a true or false response.

## TurningTalk

Turning Talk is Turning Technologies' user community. Visit [turningtalk.turningtechnologies.com](http://turningtalk.turningtechnologies.com) to view shared content, forums and QuestionPoint.

# U

## Unassigned Devices

In Results Manager, any device that is not permanently assigned to a participant can be found below the participant list as an Unassigned Device. These devices may be associated to a participant at any time.

## Unassigned Session View

In Results Manager, an unassigned device may also have unassigned sessions. Any session individually selected may then be assigned to a participant on a per session basis.

## Use in Competition

This check box is found in the Demographic Options section of the Question List Editor. Use in Competition allows for demographics to also be used as teams in competitions.

## User ID

A User ID is a unique identifier for a participant. This is not a required participant list field, however when present in a participant list and sent from a device, it can be used to match an unassigned device to the appropriate participant for that session.

# V

## Version

Question lists are able to have multiple versions created, allowing different test versions to be given simultaneously in the Self-Paced Polling environment.

## Voting Weight

A voting weight allows the adjustment of a participant's vote to equal the same weight as that of a specified number of votes. For example, a voting weight of "4" would be equal to four votes.

## X

### XR

A ResponseCard that allows for all of the functionality of the IR and RF ResponseCards, but also offers numeric response, short answer and essay responses, as well as messaging and Self-Paced Polling capability.