TurningPoint for Mac

Version 5.0

Turning Technologies

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

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 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.

1 Welcome to TurningPoint!

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. Both polling environments: Anywhere Polling *(formerly TurningPoint Anywhere)* and Self-Paced Polling *(formerly TurningKey)* are included.

> *Note*
>
> PowerPoint Polling will soon be coming to TurningPoint for Mac, but is not included in the initial release.

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

What's New

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

Simplifies the ability to create question lists for use in both 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 both environments: Anywhere Polling or 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 reports to HTML for easy sharing

Technical Requirements

TurningPoint was 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:

- Mac OS X 10.5 or higher
- Intel processor 2GHz or higher
- 512 MB RAM
- 30 MB hard disk space
- Standard USB 1.1/2.0 port (for USB-based hardware devices)
- Ethernet or 802.11 compatible wireless network card required if ResponseWare is in use
- Java (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 (Anywhere Polling)
- ResponseCard XR and NXT
- PresenterCard (Anywhere Polling)
- ResponseWare (Anywhere Polling)

Getting Started

To get started with TurningPoint, the software must be downloaded from **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.

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.

Downloading TurningPoint

The TurningPoint software is accessible through the Turning Technologies website.

Before You Begin

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

How to download TurningPoint...

1. Go to **www.turningtechnologies.com/downloads**.
2. Click **TurningPoint** and then click the **link** to download the PC or 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

The TurningPoint software is downloaded as a DMG file.

How to open TurningPoint...

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.**

Device Setup

Participants interact with TurningPoint through response devices (ResponseCards) that communicate through a receiver or the internet with web enabled devices (ResponseWare). A list of the compatible devices can be found on page 9.

This section provides instructions for:

- ***Changing the Channel on the Receiver***
- ***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.

How to change the channel on the receiver...

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.

Next Steps

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

Setting Up ResponseWare

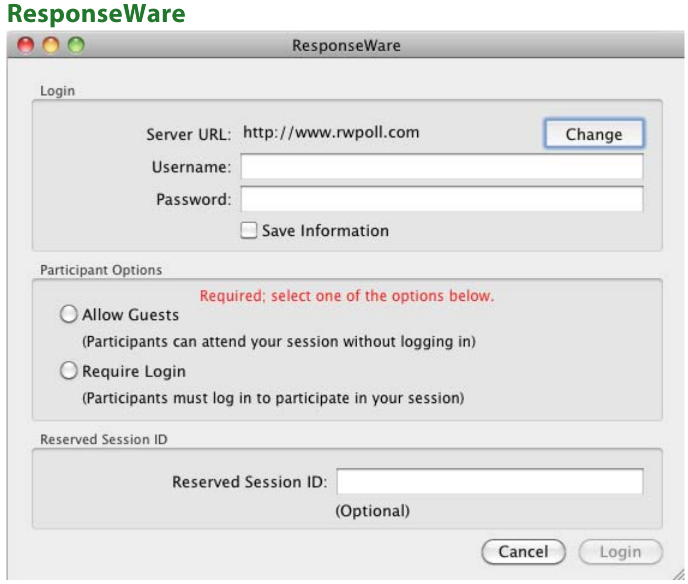
ResponseWare must be enabled for participants to use ResponseWare as a response device.

How to setup ResponseWare...

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

The ResponseWare window opens.

ResponseWare



2 Enter the ResponseWare **Username** and **Password** in the fields provided.

3 Select one of the following options:

- **Allow Guests** - allows participants to attend the session who do not have a Participant ResponseWare account.
- **Require Login** - participants must login to the session with their Participant ResponseWare account.

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

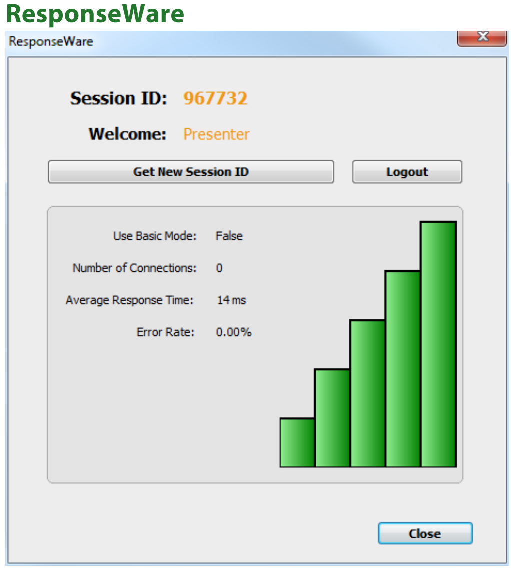
ResponseWare Web - License Agreement

a **Check** 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.

ResponseWare



6 Click **Close**.

Next Steps

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 these steps will need to be repeated to enable ResponseWare.

Testing the Polling Connections

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

Before You Begin

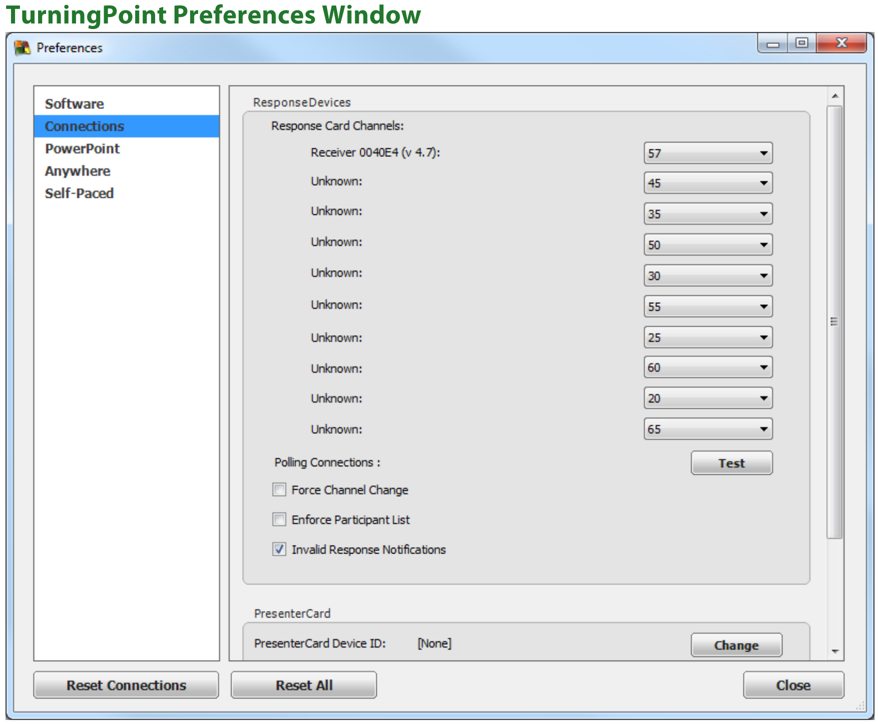
Ensure the device receiver is properly installed and the compatible response device to be tested is available.

How to test the polling connections...

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

   The Preferences window opens.

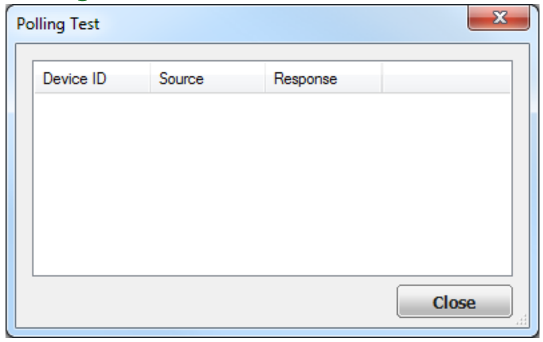
TurningPoint Preferences Window



3. Click **Test**.

The Polling Test window opens.

Polling Test



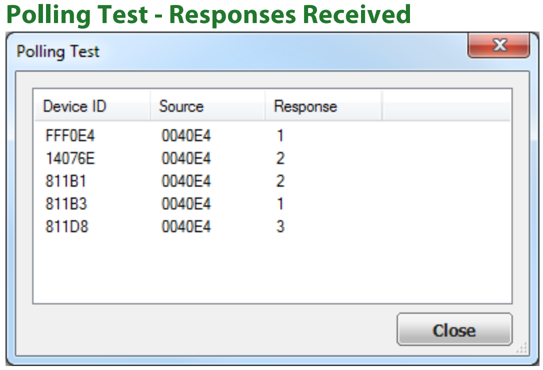
There are three columns in the polling test window.

- 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.

4 Press a **button** on the response device.

If the receiver and response device are set the same channel, the response will appear in the polling test.

Polling Test - Responses Received



5 When finished with the polling test click **Close**.

6 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.

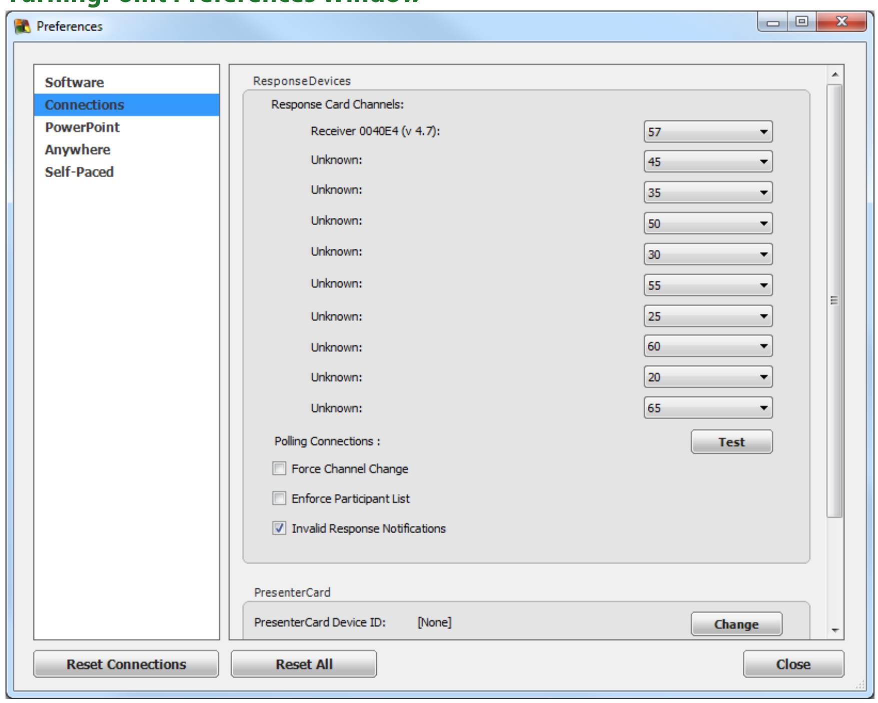
How to pair a PresenterCard...

1 **Plug in** the receiver and open **TurningPoint**.

2 Click the **channel number** below *Receiver*.

The Preferences window opens.

TurningPoint Preferences Window



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.

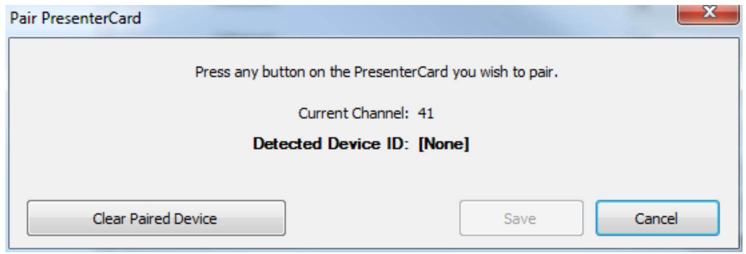
b Use the **Back** or **Forward** buttons to select the correct channel number.

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.

Pair PresenterCard



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 environment and the Anywhere Polling environment.

Next Steps

For information on how to configure the programmable buttons, see ***PresenterCard*** in Chapter 4: Preferences on page 95.

Migrating Previous Turning Technologies' Files

Questions lists, participant lists and session files created with previous Turning Technologies' products can be imported into TurningPoint.

> *Note*
>
> It is recommend to make copies of the session files, participant lists, question lists, answer keys and TurningPoint 2008 presentations before migrating them to TurningPoint. Once these files have been converted to the new format, they can not be used with previous versions of Turning Technologies' products.

This section covers the following tasks:

- ***Importing Participant Lists***
- ***Importing Session Files***
- ***Importing Question Lists or Answer Keys***

Importing Participant Lists

Participant lists that were created with previous Turning Technologies' products can be imported into TurningPoint. There is no need to recreate existing participant lists.

How to import existing participant lists...

1. Select the **Manage** tab.
2. Click **Participant List** and select **Import**.
3. Click **Choose File...** and browse to the location of the participant list to be imported.
4. Select the **participant list** and click **Open**.

   The participant list is now displayed in the panel on the left.
5. Repeat steps 2- 4 to import additional participant lists.

Importing Session Files

Session files created with other Turning Technologies products may be copied into TurningPoint/Sessions and TurningPoint will convert them to the new format. The session files can also be converted using the import function in the Manage tab.

How to import sessions from another location...

1. Select the **Manage** tab.
2. Click **Session and select Import**.
3. Browse to the location of the session.
4. Select the **session(s)** and click **Open**.
5. Select one of the following options:

    a. **Convert and Replace**: This option converts the session file to the new format and deletes the original session file. The new session file is saved in the TurningPoint Sessions folder.

    b. **Convert and Keep**: This option adds the session to the sessions list, but the file remains in its original location. The file must remain in this location to view reports and edit the session. If the file is moved it must be relocated in the session overview screen.

    The import summary displays the status of each session(s) that were selected for import.

6. Click **OK**.

    The session(s) are now displayed in the panel on the left.

Importing Question Lists or Answer Keys

Question lists and answer keys that were created in TurningPoint Anywhere and TurningKey can be imported into TurningPoint. There is no need to recreate existing content.

How to import existing question lists or answer keys...

1. Select the **Content** tab.

2. Click **Question List** and select **Import**.

> *Important*
>
> Answer key files (TKY) are considered question list files in this case.

3. Browse to the location of the file to be imported.

4. Select the **question list** and click **Open**.

   A dialog box appears. Click **Yes** to convert the selected file to the new format.

2 Content

This chapter covers the following sections:

- ***Managing Content***
- ***Question Lists***
- ***Standards***

Managing Content

The TurningPoint Content tab allows a user to organize content into folders for both polling environments. Content may be in the form of question lists.

This section covers the following topics:

- ***Organizing Content Into Folders***
- ***Exporting Content***
- ***Importing Content***
- ***Deleting Content***
- ***Refreshing Folder Content***

Organizing Content Into Folders

Folders can be created to organize content. Once a folder is created, content items can be placed into the folder.

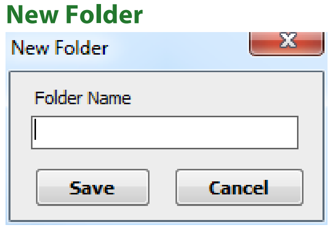
How to organize content into folders...

1 Select the **Content** tab.

2 Click **Folder** and select **New**.

The New Folder window opens.

New Folder



3 Enter a **name** for the folder in the box provided and click **Save**.

Folders are added to the top of the list in the panel on the left and sorted alphabetically.

4 Optionally, create a sub-folder.

   a Select a **folder**.

   b Click **Folder** and select **New**.

   c Enter a **name** for the sub-folder in the box provided and click **Save**.

5 Repeat steps 2 - 4 to create additional folders or sub-folders.

6 To remove a folder, select the **folder**, click **Folder** and select **Delete**.

> *Warning*
>
> Deleting a folder will remove all files and sub-folders, including those not displayed in TurningPoint. Click **Delete** to continue.

Next Steps

To place content into a folder, select the content and drag it to the desired folder.

Exporting Content

Question listscan be exported from TurningPoint. Exporting content creates a copy of the file in the specified location. The file is not removed from its current location.

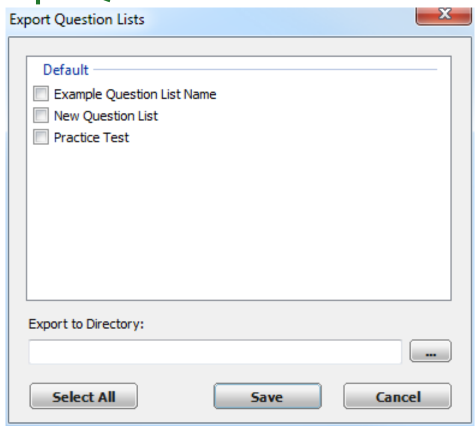
How to export content...

1 Select the **Content** tab.

2 Click **Question List** and select **Export**.

The Export Question Lists window is displayed.

Export Question Lists



3 Check the **content** to be exported.

To export all content from TurningPoint, click **Select All**.

> *Note*
>
> When exporting content it is important to remember that folder structure is exported as well. For example, a folder named “Practice” contains three question lists. If a question list from “Practice” is exported, a folder “Practice” is created and the exported question list will be inside the folder.

4 Click **. . .** and navigate to the **desired location**.

5 Click **OK**.

6 Click **Save**.

Importing Content

The following file types can be imported into TurningPoint: question list files (TPQX and TPQ), answer key files from TurningKey (TKY), QuestionPoint files (TQZ). When a file is imported, it is copied from its current location to the Content folder in TurningPoint.

How to import existing question list into TurningPoint...

1. Select the **Content** tab.
2. Click the **Question List** and select **Import**.

> *Tip*
> If there are a large number of files to be imported, they can manually be moved into the TurningPoint Content folder.

3. Select a **file** and click **Open**.

Next Steps

To place content into a folder, select the content and drag it to the desired folder. For more information on folders, see ***Organizing Content Into Folders*** in Chapter 2: Content on page 23.

Deleting Content

To delete content from TurningPoint, follow the steps below.

How to delete content from TurningPoint...

1. Select the **Content** tab.
2. Select a **content item**.
3. Click **Question List** and select **Delete**.

   A confirmation window is displayed.

4. Click **Delete**.

Refreshing Folder Content

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.

How to refresh folder content...

1. Select the **Content** tab from the Dashboard.

2. Click the **Folder** drop-down box.

3. Select **Refresh**.

   Any changes that were made in the folder structure of the content outside of TurningPoint will now be displayed.

Question Lists

A question list is a file that contains questions and answers. For Anywhere Polling and Self-Paced Polling, content is created through question lists. A single question list can be used to poll in both environments.

Question lists and answer keys that were created with previous versions of Turning Technologies products can be imported into TurningPoint. For more information, see ***Importing Content*** on page 26.

This section covers the following topics:

- ***Creating a New Question List***
- ***Question Types and Options***
- ***Editing Question List Content***
- ***Importing Questions Into a Question List***
- ***Printing a Question List***
- ***Versions for Self-Paced Polling***

Creating a New Question List

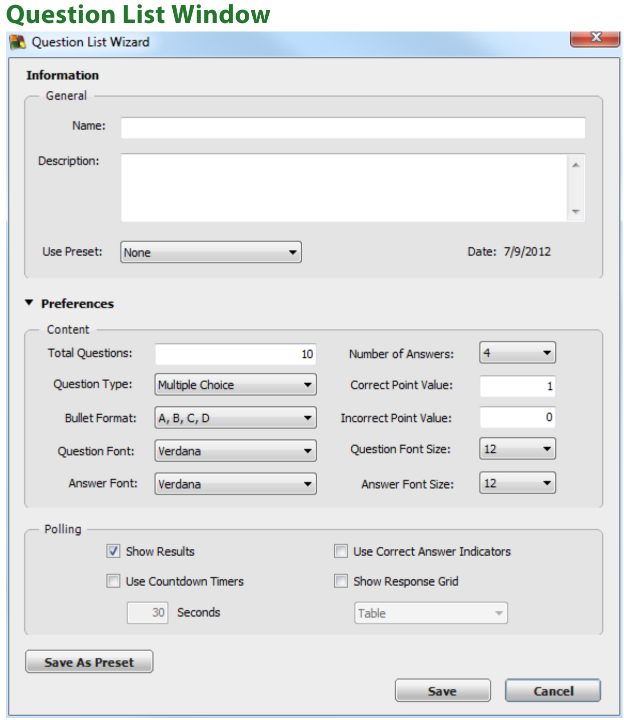
A question list can be used for Anywhere Polling and Self-Paced Polling. When creating a question list, the preferences can be saved and used as a template for other question lists.

How to create a new question list...

1. Select the **Content** tab.
2. Click **Question List** and select **New**.

   The question list window opens.

Question List Window



3. Enter a **name** and a brief **description** for the question list.

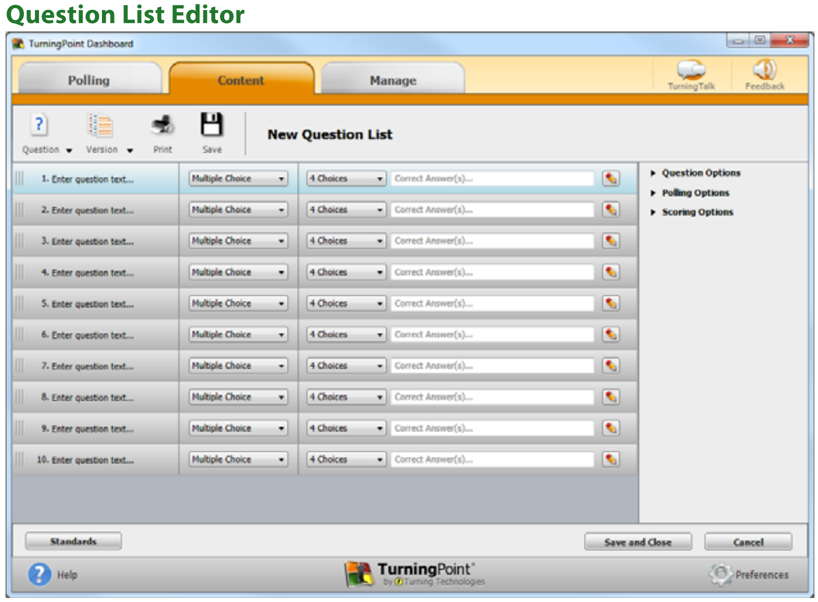
4 Click the arrow next to Preferences to expand the window and adjust the options as necessary in the *Content* and *Polling* sections.

> *Tip*
>
> Save the preferences as a preset for other question lists. Click **Save as Preset**, provide a name, click **Add** and then **Save**. The next time a question list is created, select the name from the Use Preset drop-down menu.

5 Click **Save**.

The Question List Editor is displayed.

Question List Editor



Next Steps

Now that a new question list has been created, the content, such as question text, answer text and correct answers, may be entered. Session files saved from a previous version of Turning Technologies products can be imported and converted to a question list as well. For more information, see ***Importing Session Files*** on page 20.

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.

Before You Begin

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.

How to assign multiple choice question options...

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 the participants to see the correct answer(s) after polling for a question has been closed.
- **Countdown Timer**
  A countdown timer provides the 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 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 *Device ID Only*. As the participants respond, a Device ID will appear in the box. See ***Presentation*** in Chapter 4: Preferences on page 99.

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*** on page 46.

Short Answer

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

Before You Begin

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.

How to assign short answer question options...

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.

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 Answer**
  After polling closes, the correct answer is displayed on the slide.
- **Countdown Timer**
  A countdown timer provides the 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 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 *Device ID Only*. As the participants respond a Device ID will appear in the box. See ***Presentation*** in Chapter 4: Preferences on page 99.

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 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.

Before You Begin

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.

How to assign numeric response question options...

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 the 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 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 *Device ID Only*. As the participants respond, a Device ID will appear in the box. See ***Presentation*** in Chapter 4: Preferences on page 99.

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*** on page 46.

True/False

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

Before You Begin

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.

How to assign true/false question options...

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 the participants to see the correct answer(s) after polling for a question has been closed.
- **Countdown Timer**
  A countdown timer provides the participant 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 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 *Device ID Only*. As the participants respond, a Device ID will appear in the box. See ***Presentation*** in Chapter 4: Preferences on page 99.

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*** on page 46.

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.

Before You Begin

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.

How to assign matching question options...

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 the participant 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 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 *Device ID Only*. As the participants respond, a Device ID will appear in the box. See ***Presentation*** in Chapter 4: Preferences on page 99.

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*** on page 46.

Essay

Essay questions are not graded by TurningPoint. Only participants using a ResponseCard XR, ResponseCard NXT or ResponseWare may respond to an essay question.

Before You Begin

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.

How to assign essay question options...

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 the participant 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 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 *Device ID Only*. As the participants respond, a Device ID will appear in the box. See ***Presentation*** in Chapter 4: Preferences on page 99.

Next Steps

Now that the question type has been defined, the question text may be edited. For more information, see ***Editing Question List Content*** on page 46.

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.

Before You Begin

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.

How to assign demographic assignment question options...

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 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

- **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.
- **Countdown Timer**
  A countdown timer provides the participant 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 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 *Device ID Only*. As the participants respond, a Device ID will appear in the box. See ***Presentation*** in Chapter 4: Preferences on page 99.

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*** on page 46.

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.

Before You Begin

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.

How to assign priority ranking question options...

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.
- **Allow Duplicates**
  When checked, the participants are allowed 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 the participant 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 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 *Device ID Only*. As the participants respond, a Device ID will appear in the box. See ***Presentation*** in Chapter 4: Preferences on page 99.

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*** on page 46.

Editing Question List Content

Now that a question list has been created, question and answer text, question options, scoring options and polling options can be assigned. The HTML editor allows for advanced formatting of pictures, special characters, subscripts, superscripts and hyperlinks. Questions can also be added, deleted or duplicated for quick authoring.

> *Note*
>
> For question lists to be used as answer keys, simply select a question type and assign a correct answer for each question. Question and answer text are not necessary.

Before You Begin

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.

How to edit question list content...

1 Select a **question**.

2 Select a **question type** and the corresponding **question options** from the drop-down menus. For more information on the available question types, see ***Question Types and Options*** on page 31.

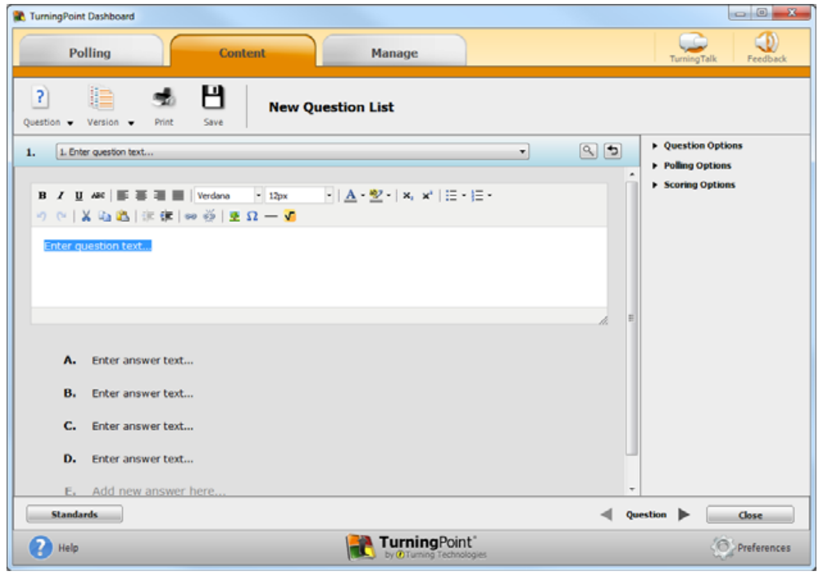
3 Optionally, set the Question, Scoring and Polling Options in the panel on the right. Click the arrow next to the category to view the available options. For more information, see ***Question Types and Options*** on page 31.

> *Note*
>
> Polling Options do not apply to Self-Paced Polling.

4 Click the **pencil icon** to the right of the question.

The HTML editor opens.

Question List HTML Editor



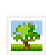
5 Select the **question** or **answer text** and enter the **new text**.

Use the HTML editor toolbar to enhance the question or answer text.

HTML Editor Toolbar

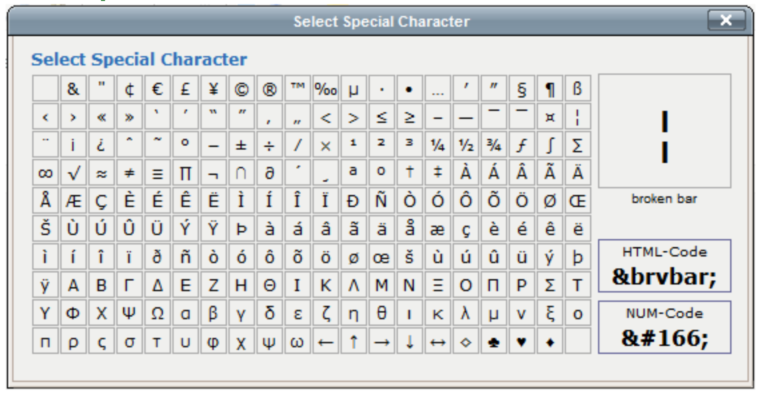
a The buttons and drop-down menus on the first row of the toolbar are for text editing. Adjustments can be made to text alignment, font, size, color, highlight, subscript, superscript and bullet options.

b The buttons on the second row of the toolbar include undo, redo, cut, copy, paste, indent and hyperlinks.

c Click the **Insert image icon**  to include a picture in the question or answer options.

d Click the **Insert custom character** to select a special character.

Select Special Character Window



e Click the **Insert horizontal ruler icon** to include a line separator in the question or answer options.

6 Repeat step 5 for the remaining answer choices.

> *Tip*
>
> Click the magnifying glass to see how the question will appear on-screen for polling.

7 Click the **left** or **right** arrows at the bottom of the window to navigate to another question for editing.

8 Repeat steps 2 - 7 for the remaining questions.

9 Click **Close** to return to the question list.

10 Optionally, questions may be added, deleted, duplicated or rearranged within the question list.

a To add a question, select a **question**, click **Question** on the toolbar and select **Add**. The new question will be added directly below the selected question.

b To delete a question, select a **question**, click **Question** on the toolbar and select **Delete**.

c To duplicate a question, select a **question**, click **Question** on the toolbar and select **Duplicate**.

> *Tip*
>
> Duplicating questions can speed up the question list creation process if there are a multitude of questions with similar formatting. When a question is duplicated, the question, scoring and polling options are duplicated as well.

d To rearrange the order of the questions, click the **area to the left of the question number** and **drag** the question to the new location.

11 Click **Save and Close** to save the question list.

Next Steps

The question list is now ready to be used for ***Anywhere Polling*** or ***Self-Paced Polling***.

Importing Questions Into a Question List

Existing questions can be imported into a question list. Supported question types include other question lists, session files, QuestionPoint files, RTF files or QTI files. The Java Runtime Environment is required for importing RTF, DOC, DOCX and QTI documents.

A Word document must have question text formatted as Heading 1 and answer text formatted as Heading 2. Only multiple choice questions can be imported. The question type may be changed after import.

A QTI document can be imported from Respondus® (3.5 - 4.0) (QTI XML zip file) or Examview® (5.1 and higher) (HTML file without any fonts).

An RTF document can be imported from Examview® (7.0 - 8.0) (Style gallery: Default).

Before You Begin

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.

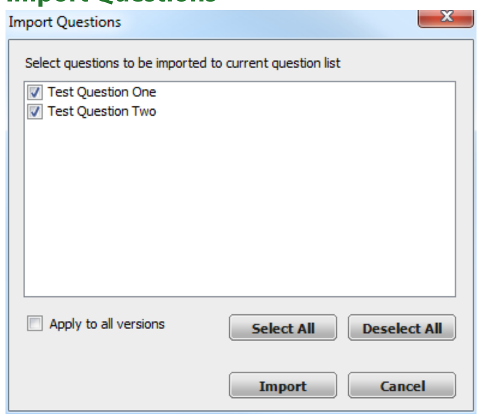
How to import questions into a question list...

1 Click **Question** and select **Import**.

2 Select the **desired file** and click **Open**.

The Import Questions window is displayed.

Import Questions



3 Check the **questions** to be imported.

4 Optionally, select **Apply to all versions** to import the new questions into all corresponding versions of the question list.

5 Click **Import**.

The imported questions are added to the bottom of the question list.

> *Tip*
>
> To rearrange the order of the questions, click the area to the left of the question number and drag the question to the new location.

6 Optionally, repeat steps 1 - 5 to import additional questions.

7 Click **Save and Close** to save the changes and return to the Question List Overview screen.

Printing a Question List

There are three printing options available when printing a question list:

- Student Copy - The student copy contains the question and answer choices.
- Teacher Copy - The teacher copy contains all of the question and answer choices along with the correct answers and standards (if applicable).
- Answer Key - The answer key contains the correct answers.

Before You Begin

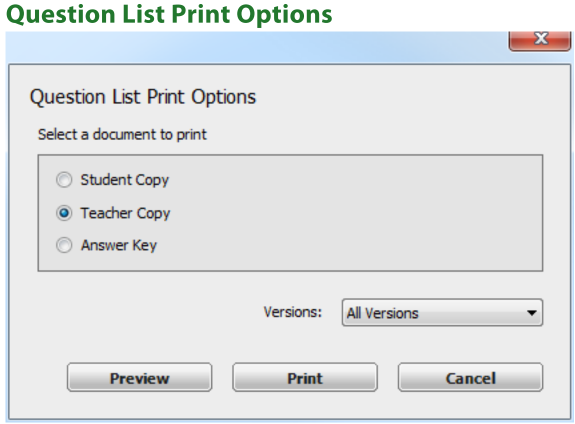
A question list must be open. If a question list is not open, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

How to print a question list...

1 From the question list editor toolbar, click **Print**.

The Question List Print Options window is displayed.

Question List Print Options



2 Optionally, select a **version** from the Versions drop-down menu.

> *Note*
> Only a teacher copy of the master version can be printed.

3 Select **Student Copy**, **Teacher Copy** or **Answer Key**.

4 Click **Print**.

> *Tip*
>
> Click **Preview** to view the file before printing or to save it as a PDF.

5 Click **Save and Close** to return to the Question List Overview screen.

Versions for Self-Paced Polling

The Self-Paced Polling environment can accommodate multiple versions of a question list. A master list is generated which allows for quick editing that is reflected in all versions of the question list.

> *Note*
>
> A master list is NOT a separate, testable version of the question list.

The following topics are covered in this section:

- ***Adding a Version***
- ***Editing a Version***
- ***Renaming a Version***
- ***Deleting a Version***

Adding a Version

Question lists can be generated into different versions for Self-Paced Polling. A master list of the question list is generated for quick editing of the question and answer choices.

> *Note*
>
> Versions containing more than 250 questions cannot be used for Self-Paced Polling.

Before You Begin

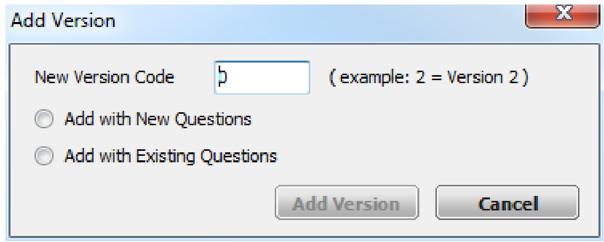
A question list must be open. If a question list is not open, select the Content tab, select a question list and click Edit Question List on the Question List Overview screen.

How to add a version to a question list...

1. Click **Version** and select **Add**.

The Add Version window opens.

Add Version



2 Enter a **New Version Code**. A version code must be a numeric value.

When the participants take the Self-Paced Polling test they will be prompted for a version code. The version code corresponds to the question list version they received.

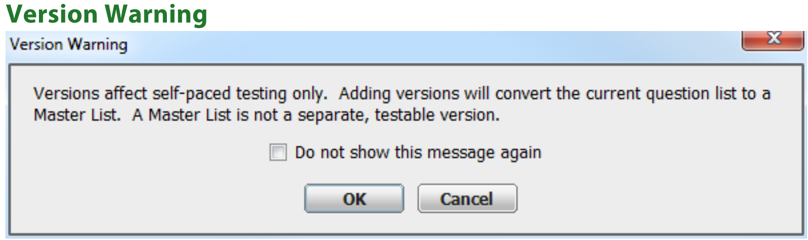
3 Select one of the following options:

- **Add with New Questions** - A new version of the question list is created and the new questions are added to the master list.
  - **a** Enter the **Number of Questions** in the box provided.
  - **b** Select the **Default Question Type** from the drop-down menu.
- **Add with Existing Questions** - A new version of the question list is created with the question from the master list.
  - **a** Select the **questions** to be included in the new version.
  - **b** Optionally, check the box to **Randomize Questions**.
  - **c** Optionally, check the box to **Randomize Answers**.

4 Click **Add Version**.

The Version Warning dialog box is displayed.

Version Warning



5 Click **Add Version** to create the new version.

6 Optionally, repeat steps 1 - 5 to create additional versions.

7 Click **Save and Close** to save the changes and return to the Question List Overview screen.

Editing a Version

Questions can be rearranged or removed from a specific version.

> *Note*
>
> A Master Version cannot be edited.

Before You Begin

A master list must be open. If a master list is not open, select the Content tab, select the master list and click Edit Question List on the Question List Overview screen.

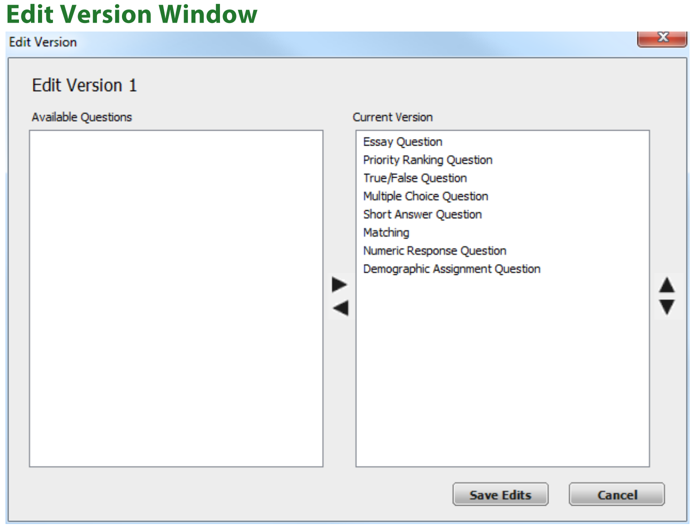
How to edit a version...

1 Select the **version** to be edited from the version drop-down menu in the upper right corner of the question list editor.

2 From the question list editor toolbar, click **Version** and select **Edit**.

The Edit Version window is displayed.

Edit Version Window



- The panel on the left displays questions from the master list that are not being used in the current version.
- The panel on the right displays the questions being used in the current version.

3 To remove a question from the current version:

   a Select a **question** from the current version panel on the right.

   b Click the **bottom arrow** between the panels.

4 To add a question from the master list:

   a Select a **question** from the available questions panel on the left.

   b Click the **upper arrow** between the panels.

5 To rearrange the order of the questions in the current version:

   a Select the **question** to be moved from the panel on the right.

   b Click the **up arrow** or **down arrow** to the right of the panel to move the question to the desired place in the list.

6 Click **Save Changes** to close the window and save the changes.

7 Optionally, repeat steps 1 - 6 to edit to additional versions.

8 Click **Save and Close** to save the changes and return to the Question List Overview screen.

Renaming a Version

To change the name of a version, follow the steps below.

Before You Begin

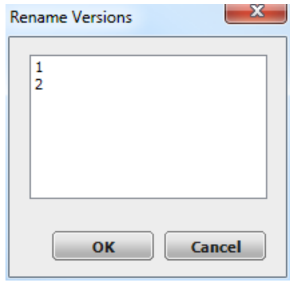
A question list with versions must be open. If a question list is not open, select the Content tab, select the master list and click Edit Question List on the Question List Overview screen.

How to rename a version...

1 From the question list editor toolbar, click **Version** and select **Rename**.

The Rename Versions window is displayed. All of the versions associated with the question list are listed in the window.

Rename Versions



2 Double-click the **version name** to be edited.

3 Enter the **new version name**.

4 Click **OK**.

5 Click **Save and Close** to save the changes and return to the Question List Overview screen.

Deleting a Version

To delete a question list version, follow the steps below.

> *Note*
> A master list cannot be deleted.

Before You Begin

A question list with versions must be open. If a question list is not open, select the Content tab, select the master list and click Edit Question List on the Question List Overview screen.

How to delete a question list version...

1 Select the **version** to be edited from the version drop-down menu in the upper right corner of the question list editor.

2 From the question list editor toolbar, click **Version** and select **Delete**.

The Delete Version confirmation box is displayed.

3 Click **Delete Version** to delete the question list version.

4 Repeat steps 1 - 3 to delete additional question list versions.

5 Click **Save and Close** to return to the Question List Overview screen.

Standards

TurningPoint's standards tool allows a user to download K-12 standards (per state or country, topic, subject and grade level) or to create a custom standards list on which participants can be evaluated. For training, teaching or testing, standards help organize the material in the question list or presentation into subject areas, competencies, or other standards which the participants should meet.

This section covers the following topics:

- ***Downloading Standards***
- ***Assigning Standards Using a Downloaded Standards List***
- ***Creating a Custom Standards List***
- ***Assigning Standards Using a Custom Standards List***

Downloading Standards

Downloadable standards are available for the United States, Australia, Canada, Ireland and the United Kingdom. Common Core Standards are also available. Downloaded standards are saved to the local computer and cannot be saved to a flash drive.

> *Note*
>
> An active internet connection is required to download standards.

Before You Begin

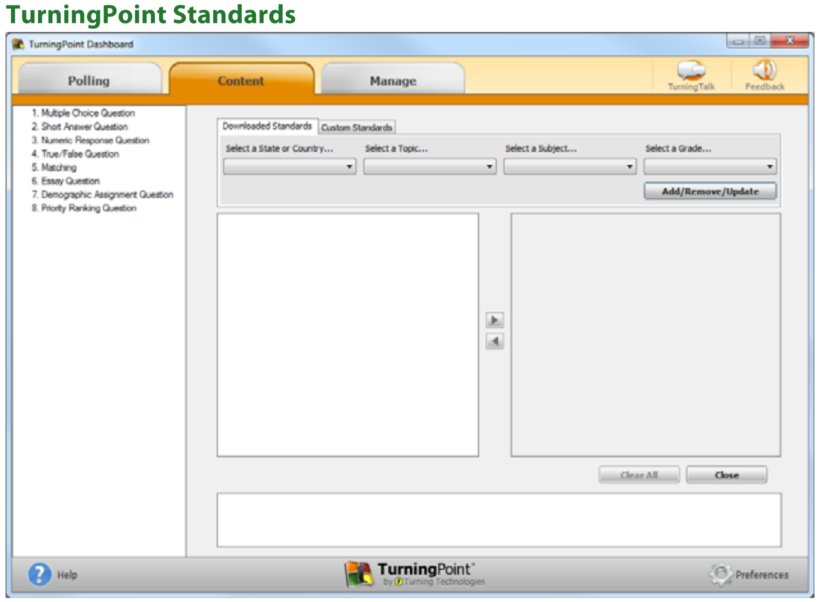
A question list must be open. If a question list is not open, select the Content tab, select the question list and click Edit Question List on the Question List Overview screen.

How to download standards...

1 Click **Standards** on the bottom left of the question list editor screen.

The Standards screen is displayed.

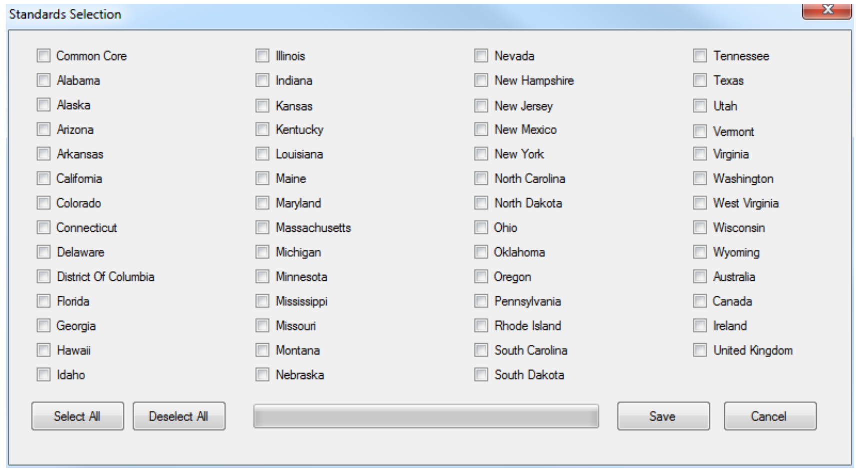
TurningPoint Standards



2 Click **Add/Remove/Update Standards**.

The Standards Selection window is opened.

Standards Selection



3 Check the **standard(s)** to be downloaded.

> *Note*
>
> To remove standards uncheck the box.

4 Click **Save**.

The selected standards are downloaded or removed. Depending on the internet connection, this may take a few moments. Once finished, a confirmation box appears.

5 Click **OK**.

Next Steps

To associate downloaded standards with questions, follow the instructions in the next section, ***Assigning Standards Using a Downloaded Standards List***.

Assigning Standards Using a Downloaded Standards List

Once standards are downloaded, they can be assigned to questions in a question list. Standards may also be added to a session in the session editor. For more information, see ***Editing a Session*** on page 135.

Before You Begin

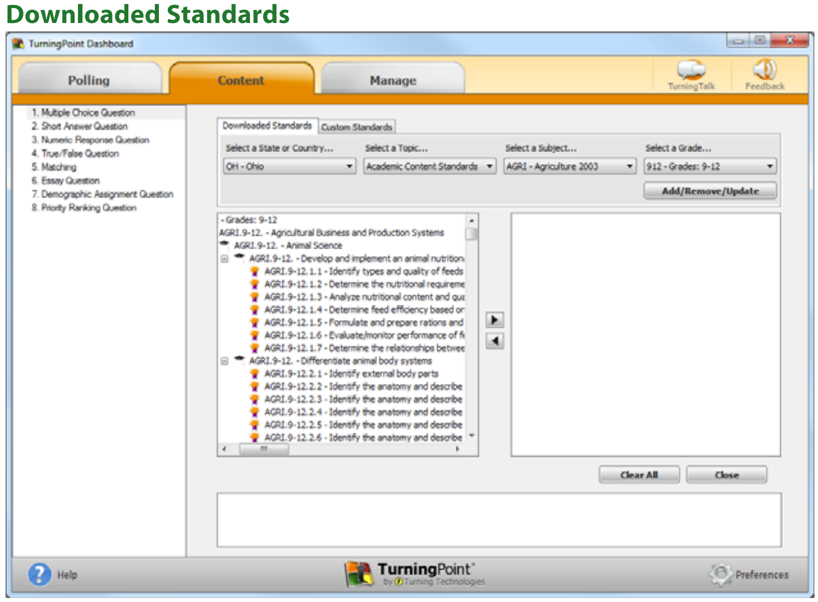
A question list must be open. If a question list is not open, select the Content tab, select the question list and click Edit Question List on the Question List Overview screen. At least one standard group must be downloaded.

How to assign standards using a downloaded standards list...

1 Click **Standards** on the bottom left of the question list editor screen.

The standards screen is displayed.

Downloaded Standards



2 Select a **State** or **Country** from the Select a State or Country drop-down menu.

3 Select a **Topic** from the Select a Topic drop-down menu.

4 Select a **Subject** from the Select a Subject drop-down menu.

5 Select a **Grade** from the Select a Grade drop-down menu.

All of the standards for the selected state/country, topic, subject and grade are displayed.

> *Note*
>
> TurningPoint will remember these selections for future use.

6 Select a **question** from the panel on the left.

7 Select a **standard** from the list. **Double-click** the standard to apply it to the selected question.

> *Tip*
>
> Multiple standards can be selected by holding the Shift key while selecting standards. Multiple questions can also be selected by holding the Shift key while selecting questions.

8 Repeat steps 6 - 7 to assign standards to remaining questions.

9 To remove a standard from a question:

- Select the **question** and **double-click** the assigned standard.
- Click **Clear All** to remove all standards associated with the question.

10 When finished, click **Close**.

11 Click **Save and Close** to save the changes and return to the Question List Overview screen.

Creating a Custom Standards List

Custom standards can be created to suit a users specific needs.

Before You Begin

A question list must be open. If a question list is not open, select the Content tab, select the question list and click Edit Question List on the Question List Overview screen.

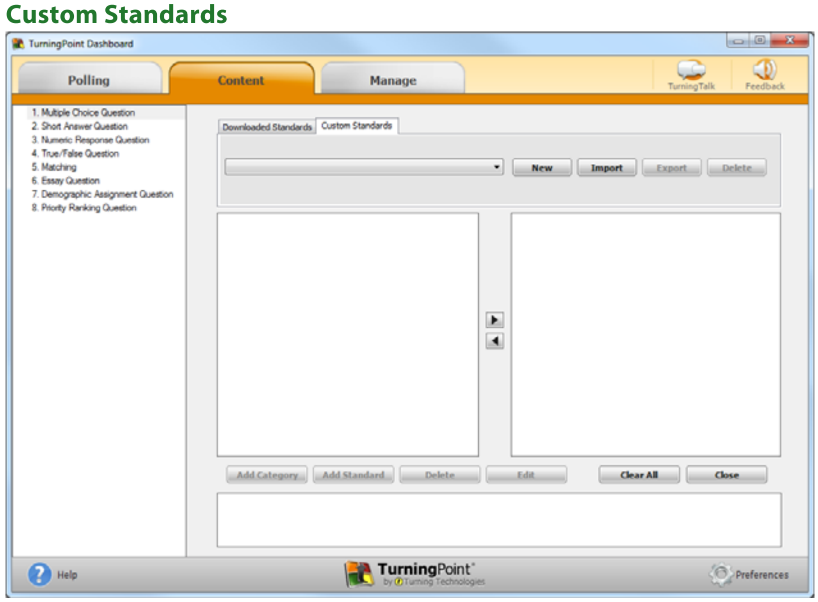
How to create a custom standards list...

1 Click **Standards** on the bottom left of the question list editor screen.

The standards screen is displayed.

2 Select the **Custom Standards** tab.

Custom Standards



- The drop-down menu displays the current Standards list associated with the question list.
- The *New* button allows a user to create a custom standards list.
- The *Import* button allows a user to import a standards list from another location on the computer or network.
- The *Export* button allows a user to export a standards list to another location on the computer or network.

- The *Delete* button allows a user to delete a standards list. A standards file can also be deleted by removing it from the Standards folder.

3 Click **New**.

4 Enter a **name** for the new standards list in the box provided and click **Save**.

TurningPoint creates the standards list in the Standards folder.

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

Categories arrange standards into a hierarchy.

5 To add a category or a standard:

a Click **Add Category** or **Add Standard**.

b Enter a **name** in the box provided and click **Save**.

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

6 Optionally, to delete a category or standard, select the **category** or **standard** and click **Delete**.

7 To edit a standard or category name, select the **category** or **standard** and click **Edit**. Enter a **name** in the box provided and click **Save**.

8 When finished, click **Close**.

A confirmation box appears.

9 Click **Yes** to save the new standards list.

Next Steps

To associate standards with questions, follow the instructions in the next section, ***Assigning Standards Using a Custom Standards List***.

Assigning Standards Using a Custom Standards List

Once custom standards have been created, they can be assigned to questions in a question list. Standards may also be added to a session in the session editor. For more information, see ***Editing a Session*** on page 135.

Before You Begin

A question list must be open. If a question list is not open, select the Content tab, select the question list and click Edit Question List on the Question List Overview screen. A custom standards list is also necessary. For more information on custom standards list, see ***Creating a Custom Standards List*** on page 64.

How to assign standards using a custom standards list...

1 Click **Standards**.

The standards screen is displayed.

2 Select the **Custom Standards** tab.

3 Select a standards list in one of the following ways:

a Select a standards list from the **drop-down menu**.

b Click **Import** and select a standards list from another location.

4 Select a **question** from the panel on the left.

5 Select a **standard** from the list. **Double-click** the standard to apply it to the selected question.

> *Tip*
>
> Multiple standards can be selected by holding the Shift key while selecting standards. Multiple questions can also be selected by holding the Shift key while selecting questions.

6 Repeat steps 4 - 5 to assign standards to remaining questions.

7 To remove a standard from a question:

- Select the **question** and **double-click** the assigned standard.
- Click **Clear All** to remove all standards associated with the question list.

8 When finished, click **Close**.

9 Click **Save and Close** to save the changes and return to the Question List Overview screen.

3 Participant Lists

A participant list is a list of participant names, user IDs, device IDs and other custom categories. The use of a participant list allows for detailed reporting on each participant from a session.

TurningPoint sessions are grouped based on the participant list with which they are associated. For more information on participant list-based session management, see ***Results Manager*** in Chapter 7: Sessions on page 139.

This chapter covers the following sections:

- ***Creating Participant Lists***
- ***Modifying Participant Lists***
- ***Demographics***
- ***Managing Participant Lists***

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

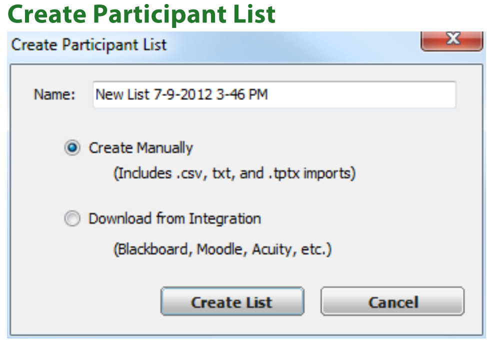
Participant lists created in TurningPoint can be used for Anywhere Polling and Self-Paced Polling.

How to create a new participant list...

1. Select the **Manage** tab.
2. Click **Participant List** and select **New**.

   The Create Participant List window opens.

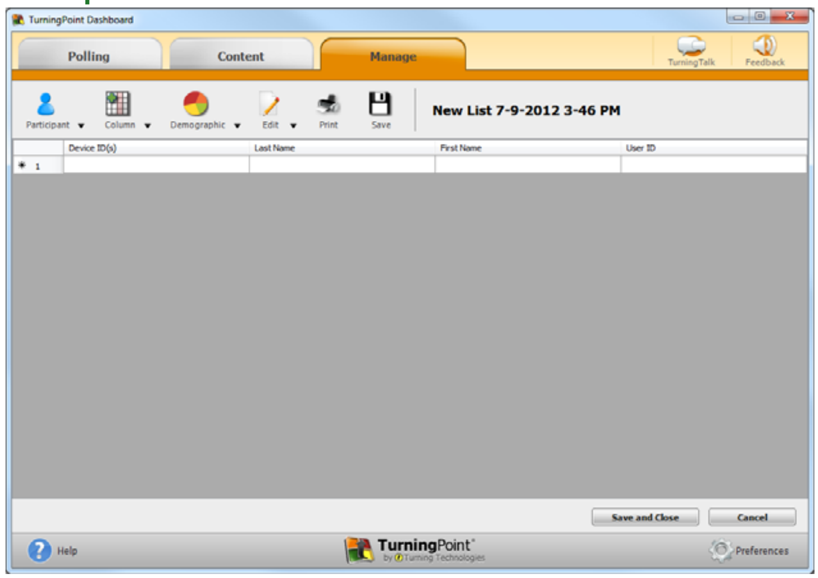
Create Participant List



3. Select **Create Manually** and click **Create List**.

The Participant List Editor is displayed.

Participant List Editor



4 Double click a **cell** and **enter** the participant information.

> *Tip*
>
> If there is a CSV or TXT file that already contains the participant information, drag and drop the file into this window. For more information, see ***Importing a CSV or TXT File*** on page 75.
>
> It is also possible to copy and paste text from an Excel file directly into the Participant List Editor.

5 Press **Enter** or 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*** on page 73.

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 Administrator to confirm that the LMS integration is installed.

To import a participant list with an exported file from an Integration, see ***Importing Participant Lists*** on page 82.

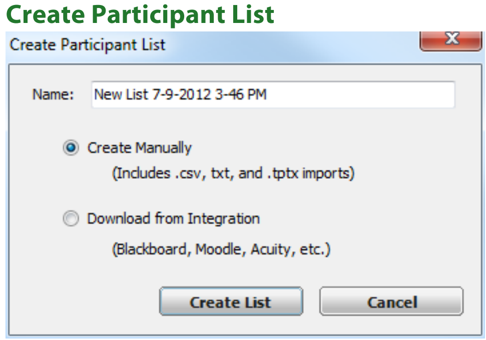
How to download a participant list from an integration...

1 Select the **Manage** tab.

2 Click **Participant List** and select **New**.

The Create Participant List window opens.

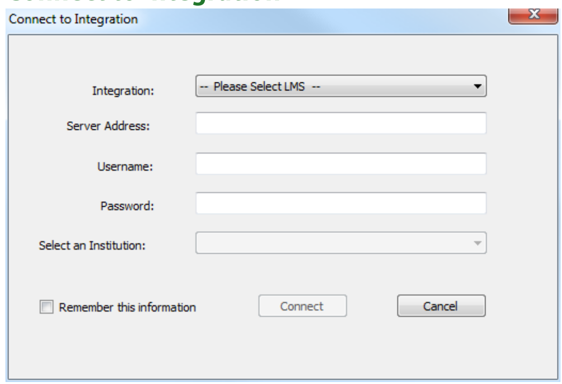
Create Participant List



3 Select **Download from Integration** and click **Create List**.

The Connect to Integration window opens.

Connect to Integration



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

5 Enter the **Server Address**, **Username** and **Password**.

6 If applicable, select the **Institution** from the drop-down menu.

7 Click **Connect**.

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

8 Select the **course(s)** to import.

9 Click **Import**.

A confirmation box of the import is displayed.

10 Click **OK**.

The participant list is added to the panel on the left of the Participant List Overview screen.

11 Select the **participant list** to view the participant information.

Next Steps

To edit participant list information, see ***Modifying Participant Lists*** on page 73.

Warning

Do not alter the user ID when editing a participant list from a LMS. Editing the user ID may cause issues when uploading the results to the LMS.

Modifying Participant Lists

After a participant list has been created, changes may be made to suit a user's specific needs.

> *Warning*
>
> Modifying a participant list WILL alter data or scores in all associated session files.

This section covers the following topics:

- ***Editing Participant List Information***
- ***Importing a CSV or TXT File***
- ***Exporting to a CSV, HTML or Template File***
- ***Importing a Template File***

Editing Participant List Information

Follow these steps to make changes to an existing participant list.

How to edit participant list information...

1. Select the **Manage** tab.
2. Select a **participant list** and click **Edit Participants**.

   The Participant List Editor is displayed.
3. Double click a cell and edit the participant information.
4. To add a participant, click **Participant** and select **Add**.
5. To remove a participant, select the **participant**, click **Participant** and select **Remove**.
6. To add a column, click **Column** and select **Add**.

   Select a header type.

   - **Custom** - Enter a **name** for the column header in the box provided and click **OK**.
   - **Voting Weight** - A participant vote is equal to one. Voting weights allow a participant’s vote to be weighted heavier than a single vote. A voting weight of “2” would be equal to two votes.
7. To remove or edit a column, select select the **column header**, click **Column** and select **Remove** or **Edit**.
8. To use the find or replace feature, click **Edit** and select **Find**.
9. Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Importing a CSV or TXT File

If participant information is stored in a CSV or TXT file, it can be imported directly into the participant list editor.

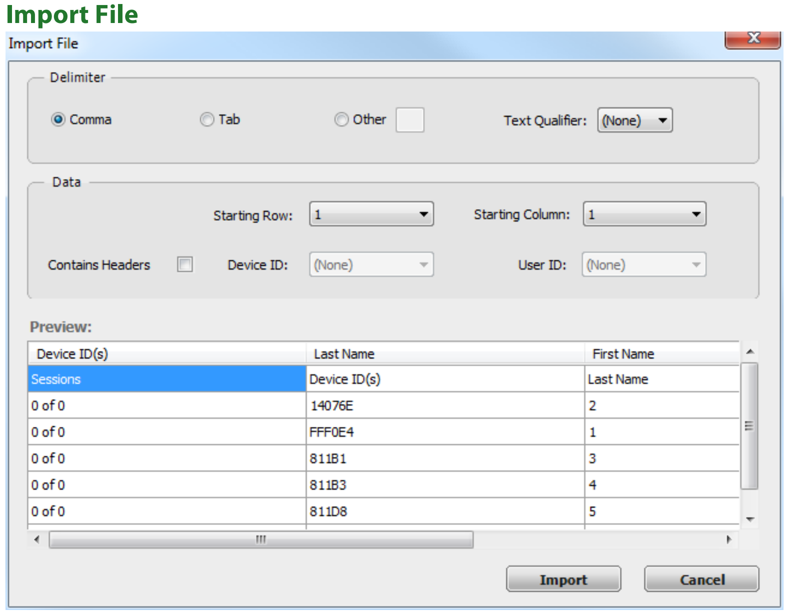
How to import participant list information from a CSV or TXT file...

1. Select the **Manage** tab.
2. Select a **participant list** and click **Edit Participants**.

   The Participant List Editor is displayed.
3. Click **Participant**, mouse over **Import** and select one of the following options:
   - **CSV** - A comma-separated values (CSV) file contains tabular data (numbers and text) in plain-text form. An Excel spreadsheet can be saved as a CSV file.
   - **TXT** - A TXT file is a computer file that stores a typed document as a series of alphanumeric characters and does not contain special formatting.
4. Navigate to the **desired file** and click **Open**.

   The Import File window opens.

Import File



A preview of the import is displayed in the bottom half of the Import File window.

5 Select the **delimiter** type.

6 Check the box to the right of **Contains Headers** if the file being imported has headers. Headers will be excluded from the import.

7 If necessary, adjust the **Starting Row** or **Starting Column**.

8 If the Device ID or User ID is in a column with a different header name, select the **column header** from the appropriate drop-down menu.

9 Click **Import**.

> *Warning*
>
> Importing data will overwrite all data currently in the grid.

10 Click **Yes** to proceed.

The participant information is imported into the participant list.

11 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Exporting to a CSV, HTML or Template File

To export a CSV, HTML or template file, follow the steps below.

How to export participant list information to a CSV, TXT or Template file...

1 Select the **Manage** tab.

2 Select a **participant list** and click **Edit Participants**.

The Participant List Editor is displayed.

3 Click **Participant**, mouse over **Export** and select one of the following options:

- **CSV** - A comma-separated values (CSV) file contains tabular data (numbers and text) in plain-text form. An Excel spreadsheet can be saved as a CSV file.
- **HTML** - An HTML file can be opened with an internet browser.

- **Template** - The template file contains all of the fields in the participant list. Importing a template into a participant list makes creating a new participant list with the same fields easier. For more information on how to import a template, see ***Importing a Template File*** in the next section.

4 Provide a name for the file and click **Save**.

5 Click **Save and Close** to close the participant list and return to the Participant List Overview screen.

Next Steps

Now that a participant list has been exported as a CSV or HTML, it can be imported into another program such as a gradebook.

Importing a Template File

Importing a template file will overwrite the existing columns.

How to import a template file...

1 Select the **Manage** tab.

2 Select a **participant list** and click **Edit Participants**.

The Participant List Editor is displayed.

3 Click **Participant**, mouse over **Import** and select **Template**.

4 Select the **template file** (TPTX extension) and click **Open**.

The template is applied to the current participant list.

5 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Demographics

Demographics can be assigned in a participant list for team competitions and detailed reporting on session data.

This section covers the following topics:

- ***Adding Demographics to a Participant List***
- ***Editing Demographics in a Participant List***
- ***Removing Demographics from a Participant List***

Adding Demographics to a Participant List

Participant list demographics allow a user to assign participants to teams or other demographics. This information can be used to display demographic results during a presentation or in the Results by Demographic report. The demographics will apply to all sessions associated with the participant list.

How to add demographics to a participant list...

1. Select the **Manage** tab.
2. Select a **participant list** and click **Edit Participants**.

   The Participant List Editor is displayed.
3. Click **Demographic** and select **Add**.
4. Enter the **Demographic Grouping** name.

   The demographic grouping name allows for organization of demographic information. (example: gender)
5. Enter text for individual demographic **Group Options**. (example: male, female)
6. Click **Add**.

7 Repeat step 5 - 6 until all group options have been added.

> *Tip*
>
> Set up different groups for different types of demographics in order to apply multiple demographic filters in the demographic report.

8 Optionally, check **Use for Competitions** if the demographic will be used for team leader boards during the presentation.

9 Click **OK**.

10 Assign a demographic for each participant from the drop-down menu in the Demographic column.

11 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Editing Demographics in a Participant List

Editing a demographic allows the demographic name to be changed along with the available demographic options.

How to edit demographics in a participant list...

1 Select the **Manage** tab.

2 Select a **participant list** and click **Edit Participants**.

The Participant List Editor is displayed.

3 Select the **demographic column header**.

4 Click **Demographic** and select **Edit**.

5 Change the demographic name, demographic options or set competition settings as necessary.

6 Click **OK**.

7 Click **Save and Close** to save the changes and return to the Participant List Overview screen.

Removing Demographics from a Participant List

To remove a demographic from a participant list, follow the steps below.

How to remove a demographic from a participant list...

1. Select the **Manage** tab.
2. Select a **participant list** and click **Edit Participants**.

   The Participant List Editor is displayed.
3. Select the **demographic column header**.
4. Click **Demographic** and select **Remove**.

Managing Participant Lists

This section covers the following topics:

- ***Changing a Participant List Name***
- ***Exporting Participant Lists***
- ***Importing Participant Lists***
- ***Duplicating a Participant List***
- ***Printing a Participant List***
- ***Deleting a Participant List***

Changing a Participant List Name

A participant list name may be changed at any time. Participant list names are displayed on the Polling tab so that they are easily identifiable for polling sessions.

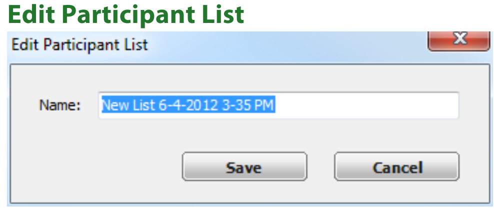
How to change a participant list name...

1 Select the **Manage** tab.

2 Select a **participant list** and click the **pencil icon** at the top-left of the Participant List Overview screen.

The Edit Participant List window opens.

Edit Participant List



3 Enter a **name** for the participant list in the box provided and click **Save**.

The new participant list name is displayed in the panel on the left.

Exporting Participant Lists

A participant list can be exported from TurningPoint on one computer for use on another computer.

How to export a participant list...

1 Select the **Manage** tab.

2 Click **Participant List** and select **Export**.

3 Select the **participant list(s)** to be exported.

4 Click **...**, **navigate** to the save location and click **Open**.

5 Click **Save**.

The selected participant list(s) are now saved to the selected location.

Next Steps

Now that a participant list has been exported, it can be imported into TurningPoint on another computer. To import a participant list see the next section, ***Importing Participant Lists***.

Importing Participant Lists

Exported participant lists can be imported into TurningPoint on another computer. Exported participant information from an integration can also be imported as a participant list.

> *Note*
>
> Participant lists used in previous Turning Technologies' products can be imported into TurningPoint.

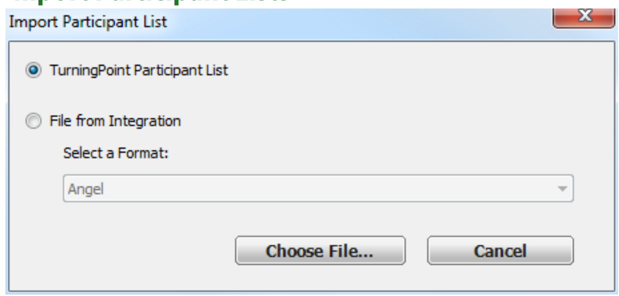
How to import a participant list...

1 Select the **Manage** tab.

2 Click **Participant List** and select **Import**.

The Import Participant List window opens.

Import Participant Lists



3 Select one of the following options:

- **TurningPoint Participant List**
- **File from Integration** - Select the file format from the drop-down menu.

4 Click **Choose File...**.

5 Select the **file** and click **Open**.

The participant list appears in the panel on the left.

Next Steps

To edit participant list information, see ***Modifying Participant Lists*** on page 73.

Duplicating a Participant List

Existing participant lists can be duplicated, allowing for quick replication of the list and data.

How to duplicate a participant list...

1 Select the **Manage** tab.

2 Select a **participant list** and click **Edit Participants**.

The Participant List Editor is displayed.

3 Click **Participant** and select **Duplicate List**.

4 Enter a **name** for the duplicated list and click **OK**.

The new participant list is displayed in the Participant List Editor.

Next Steps

To edit the participant list information, see ***Modifying Participant Lists*** on page 73.

Printing a Participant List

To print a participant list, follow the steps below.

How to print a participant list...

1 Select the **Manage** tab.

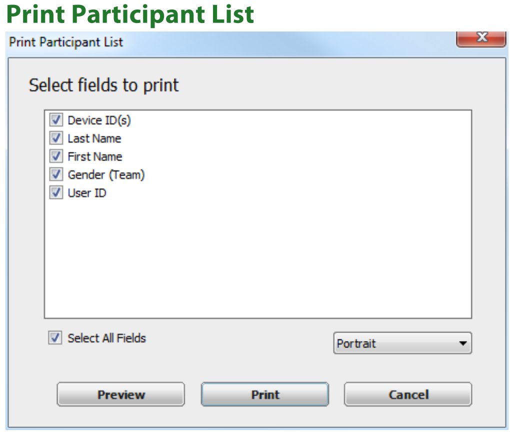
2 Select a **participant list** and click **Edit Participants**.

The Participant List Editor is displayed.

3 Click **Print**.

The Print Participant List window opens.

Print Participant List



4 Select the **fields** to be printed.

5 Select the **print orientation** from the drop-down menu.

6 Click **Print**.

- Optionally, a print preview can be displayed by clicking **Preview**. The participant list can also be printed from the preview window.

7 Click **Save and Close** to close the participant list and return to the Participant List Overview screen.

Deleting a Participant List

Participant lists that are no longer used can be deleted from TurningPoint.

> *Warning*
>
> TurningPoint sessions are grouped based on the participant list associated with them. Deleting a participant list will delete all associated session file information.

How to delete a participant list...

1 Select the **Manage** tab.

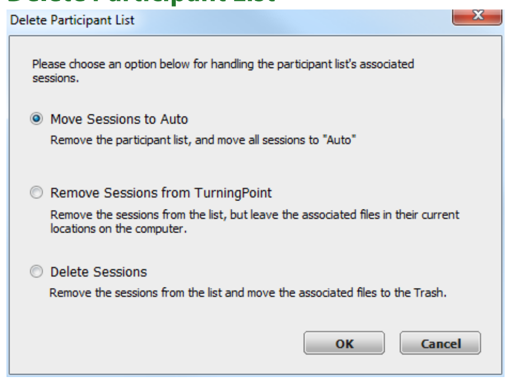
2 Select the **participant list** to be deleted.

3 Click **Participant List** and select **Delete**.

If a participant lists does not contain associated session data, click **Delete**.

If a participant list has session data associated with it, a prompt is displayed with options for the session data.

Delete Participant List



a Select one of the following options:

- **Move Sessions to Auto** - Remove the participant list, and move all sessions to "Auto"
- **Remove Sessions from TurningPoint** - Remove the sessions from the list, but leave the associated files in their current location on the computer
- **Delete Sessions -** Remove the sessions from the list and move the associated files to the Trash

> *Warning*
>
> If Delete Session is selected, all session files will be placed in the Trash and will be permanently removed from the system if the Trash is emptied.

b Click **OK**.

4 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.

- ***Software***
- ***Connections***
- ***Anywhere***
- ***Self-Paced***

Opening the TurningPoint Preferences

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

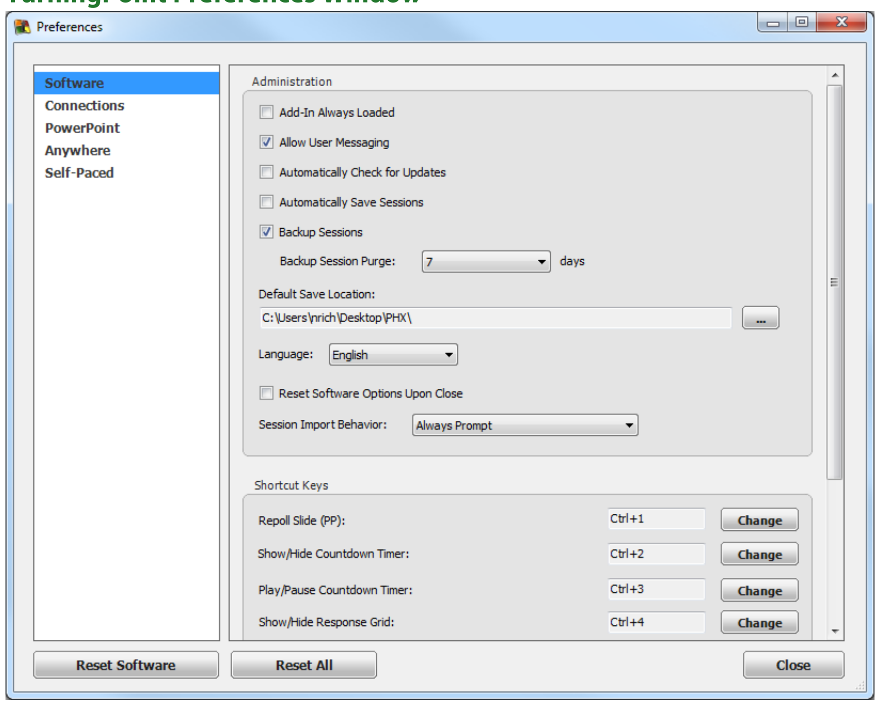
How to open the preferences window in TurningPoint...

1 Open TurningPoint.

2 Click **Preferences** in the bottom right-hand corner of the TurningPoint Dashboard.

The Preferences window opens.

TurningPoint Preferences Window



3 Optionally, the preferences window can be accessed through any of the polling environments.

- To open the preferences window in the PowerPoint polling environment, click the **Preferences icon** on the TurningPoint ribbon.
- To open the preferences window in the Anywhere polling environment, click the **Options** button and select **Preferences**.
- To open the preferences window in the Self-Paced polling environment, click **Tools** on the menu bar and select **Preferences**.

4 Adjust the preferences as necessary.

> *Note*
>
> Changes made within the 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.

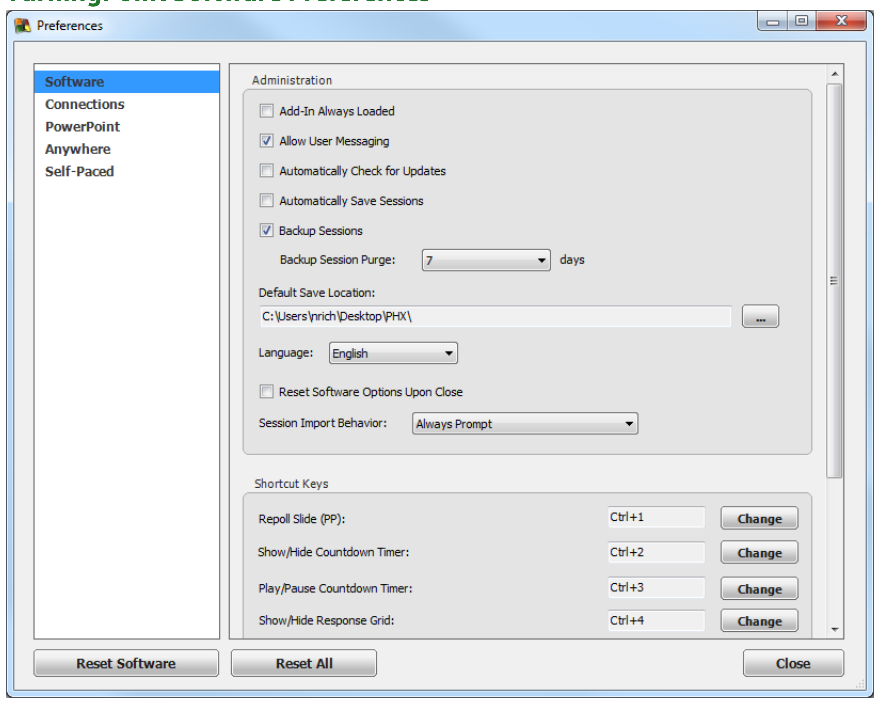
5 Click **Close** to close the Preferences window.

Software

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

- ***Administration***
- ***Shortcut Keys***

TurningPoint Software Preferences



Administration

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

Add-in Always Loaded

Determines if the PowerPoint Polling environment automatically loads when PowerPoint is open.

Allow User Messaging

Allows participants to send feedback to the presenter.

Automatically Check for Updates

When checked, TurningPoint will notify the user that an updated version is available for download.

Automatically Save Sessions

Sessions are automatically saved to the default save location when sessions are reset or the polling environment is closed.

Backup Sessions

A backup session is automatically saved when a user decides to not save a session file.

- Backup Session Purge - Backup session are automatically deleted after the specified number of days.

Default Save Location

Determines a custom location to save the session files.

Reset Software Options Upon Close

When checked, all settings 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.

Session Import Behavior

Determines how TurningPoint handles session files when they are detected.

- Move Files to Directory - This option moves the session files from their original location to the default session directory.
- Leave Files in Previous Location - 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.
- Always Prompt - Every time new session files are detected TurningPoint prompts the user to move the files or leave them in the previous location.

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 Alt. Shortcut keys are available for the following software functions:

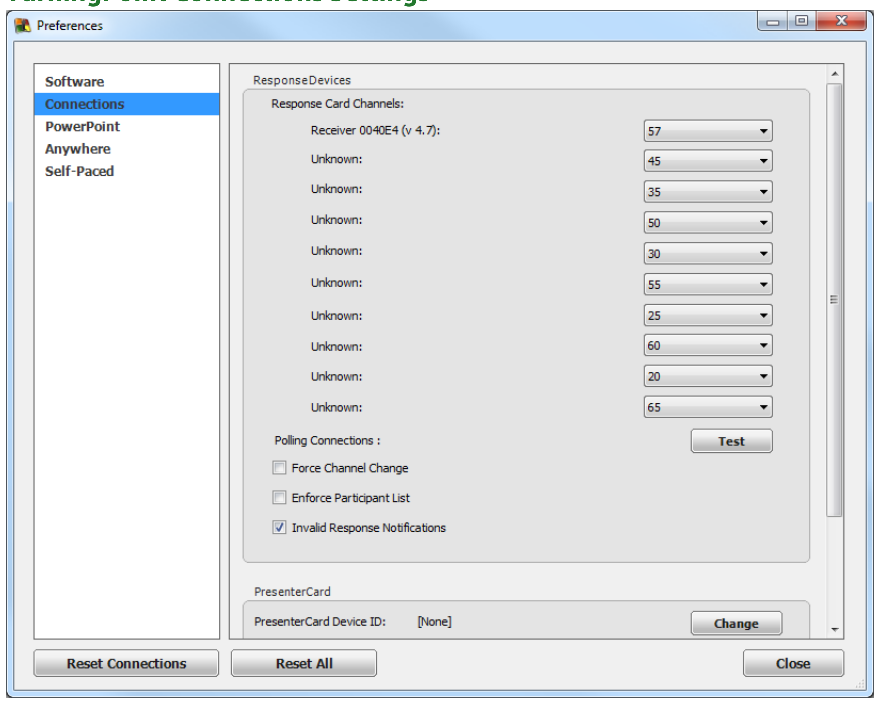
- Repoll Slide (PP) - The repoll function in the PowerPoint Polling environment.
- Show/Hide Countdown Timer (AW) - This shortcut applies to the countdown timer in the Anywhere Polling environment.
- Play/Pause Countdown Timer - This shortcut applies to the countdown timer in all three polling environments.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

- ***Response Devices***
- ***PresenterCard***

TurningPoint Connections Settings



Response Devices

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

ResponseCard Channels

Displays the Receiver ID and Channels of the receivers connected to computer. To change the channel on the receiver, select the channel number from the drop-down menu.

Polling Connections

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 ***Testing the Polling Connections*** on page 15.

Force Channel Change

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.

Enforce Participant List

When checked, responses from participants who are not in the loaded participant list are excluded. The default will accept all participants' responses and append them to the end of the participant list.

Invalid Response Notifications

When checked, the ResponseCard will notify the participant that an invalid response was chosen.

> *Note*
>
> The invalid response notification does not apply to the ResponseCard IR.

PresenterCard

This section contains the preferences for pairing the PresenterCard with TurningPoint and programming the customizable buttons.

PresenterCard Device ID

Click Change to open the PresenterCard pairing window. The PresenterCard must be paired to be compatible with TurningPoint. For pairing instructions, see ***Pairing a PresenterCard*** on page 17.

PowerPoint Programmable Button 1

Select an option from the drop-down menu for the first programmable button.

PowerPoint Programmable Button 2

Select an option from the drop-down menu for the second programmable button.

PowerPoint Programmable Button 3

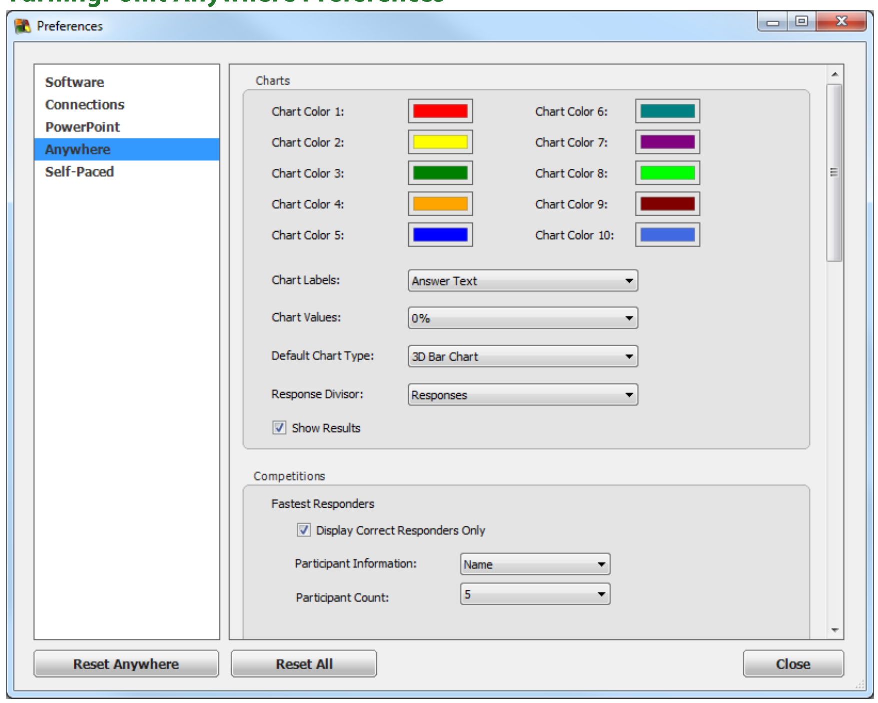
Select an option from the drop-down menu for the third programmable button.

Anywhere

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

- ***Charts***
- ***Competitions***
- ***Presentation***

TurningPoint Anywhere Preferences



Charts

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

Chart Colors

Determines the colors that are displayed in each chart. Click a color to open the color palette and select a new color.

Chart Labels

Determines if Answer Text or Bullets will be displayed in the chart labels and legends.

Chart Values

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%.

Default Chart Type

Determines the default chart that is used for the presentation.

Response Divisor

Determines whether the divisor used to calculate the percentages on a multiple response question will be the total number of responses received, the total number of participants or the total number of devices that responded.

Show Results

When checked, a chart is displayed when polling is closed.

Competitions

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

Fastest Responders

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

- 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.

Participant Scores

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

- 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 Calculation - Select wether 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.

Team Scores

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

- 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 Calculation - Select wether 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.

Presentation

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

Accept First Response Only

When checked, TurningPoint only accepts the first response sent by each participant.

Countdown Timer

Determines if a countdown timer will be displayed.

- Countdown Seconds - Set the number of seconds a countdown timer will display. The acceptable range is 1 - 999. The default is set at 30 seconds.

Include Screenshots

When checked, the screenshots are automatically saved with each session for reports and session editing. For more information on how to extract screenshots, see ***Extracting Session Information*** on page 131.

Point Values

Determines the correct and incorrect point values.

- Correct - The point value of the correct answer(s) 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.

Quick Poll Answers

Determines the default number of answer choices for a Quick Poll question.

Quick Poll Font

Determines on the Quick Poll question display.

Bullet Format

Determines the type of answer bullets. 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].

Quick Poll 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.

- Number of Responses - Select the number of responses allowed for each participant from the drop-down menu.
- Allow Duplicates - When checked, the participants are allowed to select the same answer choice more than once.
- All or Nothing Scoring - When checked, the participant must choose each correct answer to receive points.

Response Grid

When checked, the selected response grid type is displayed each time polling is open in the PowerPoint Polling environment. The following settings are available for Response Grids.

- Response Grid Type - Determines the default Response Grid type.
- Response Grid Text - Determines what participant information is displayed.
- Rotation Interval - 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.
- Font Size - Determines the font size for the text displayed on the response grids.
- Starting Cell Color - Determines the Response/Non-Response Grid starting color.
- First Response Color - Determines the color of the cell when a participant submits a response.
- Second Response Color - Determines the color of the cell when a participant submits another response.
- Third Response Color - Determines the color of the cell when a participant submits another response for the third time.

Show Question List

The question list is displayed in a window beneath the Anywhere Polling showbar.

Show Presentation Window

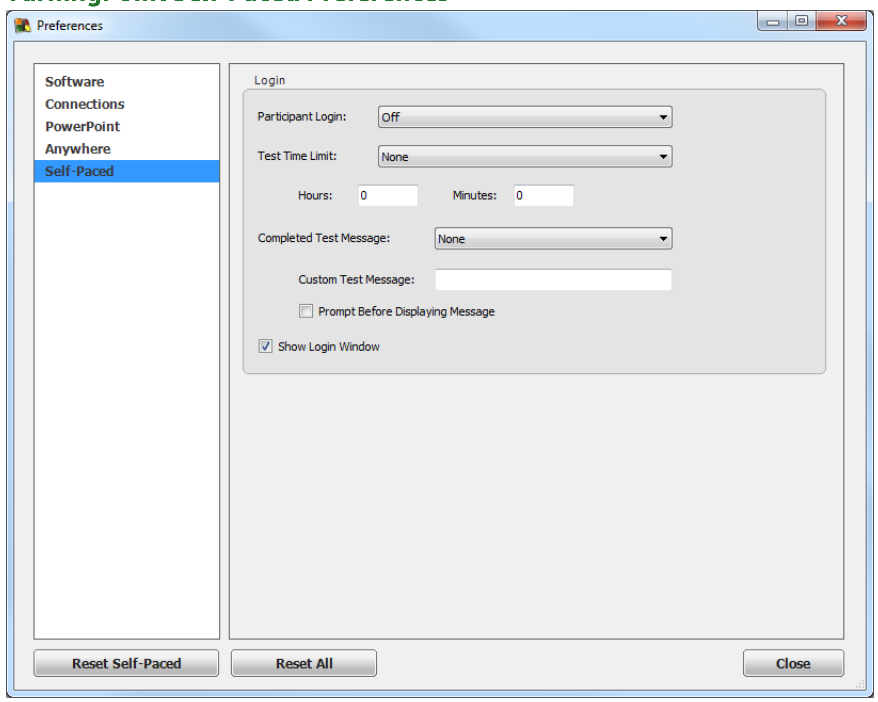
Displays the polling questions in a resizable window. The show presentation window only applies if a question list is loaded.

Self-Paced

Self-Paced preferences only apply to the Self-Paced polling environment.

- ***Login***

TurningPoint Self-Paced Preferences



Login

This section enables the user to view and change the Self-Paced Polling preferences.

Participant Login

Determines whether the participants are required to login to the test. There are three login options available from the drop-down menu.

- Off - Does not require the participants to login to the test.
- Required (Default to Previous User ID on Card) - The participant logs in with the current user ID stored in the card.
- Required (Clear Previous User ID on Card) - The participants are required to enter their user ID before logging in.

Test Time Limit

There are three time limit options available from the drop-down menu.

- None - The test will have no timer and polling must be closed manually.
- Set Duration - Enter the hours and/or minutes for the length of the test. Polling will automatically close at this time.
- End Time - Set a specific end time for the test. Polling will automatically close at this time.

Completed Test Message

A completed test message can be sent to the participants. Different grade options are available from the drop-down menu along with a *Custom* option.

- Custom Text Message - If *Custom* is selected as the completed test message, enter text for the message in the box provided.
- Prompt Before Displaying Message - Allows participants to determine if the completed test message is displayed.

Show Login Window

Displays the Login window when Accept Logins is clicked, otherwise the Participant Login, Test Time Limit and Completed Test Message preferences will be observed.

5 Anywhere Polling

Anywhere Polling allows the user to poll atop any application, including web pages, videos and documents, using a floating interactive toolbar.

This chapter covers the following sections:

- ***Polling***
- ***Sessions***

Polling

The polling function in Anywhere allows a user to poll an audience with any application.

This section covers the following topics:

- ***Running a Session***
- ***About the Anywhere Polling Showbar***
- ***About the Chart Window***
- ***Quick Poll Question Types***
- ***Marking a Question as Anonymous***
- ***Using the Real-Time Registration Tool***
- ***Messaging***

Running a Session

Anywhere Polling allows for polling atop any application.

How to run an Anywhere Polling session...

1 Plug in the receiver or establish a ResponseWare session.

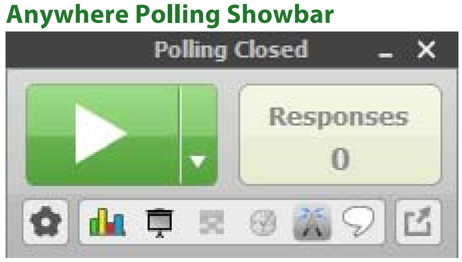
> *Note*
>
> For information on how to establish a ResponseWare session, see ***Setting Up ResponseWare*** on page 13.

2 Open TurningPoint and select a **participant list** and a **question list**, if applicable.

3 Click **Anywhere Polling**.

The TurningPoint Dashboard closes and Anywhere Polling opens. For more information on the Anywhere Polling showbar, see ***About the Anywhere Polling Showbar*** on page 107.

Anywhere Polling Showbar



> *Note*
>
> If a question list was selected it will be visible on the Anywhere showbar.

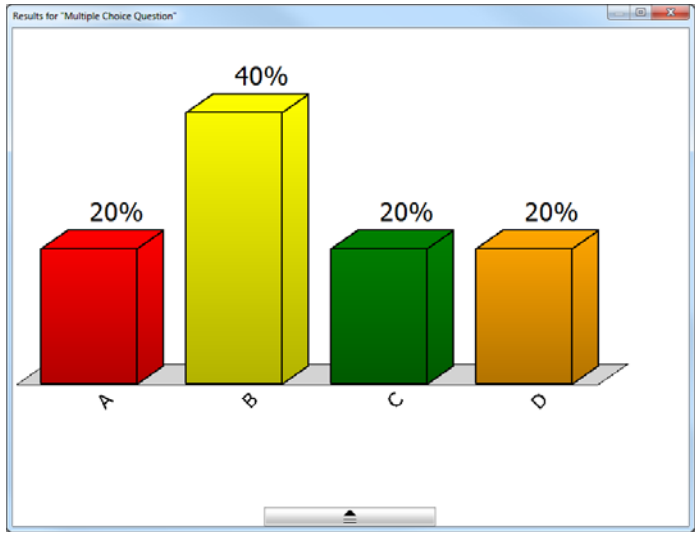
4 Click **Open Polling**.

Participants may now respond to the question.

5 Click **Close Polling** once all responses are received.

The chart window displays if "show results" is enabled for the question. For more information about the chart window, see ***About the Chart Window*** on page 109.

Chart Window



6 Repeat steps 4 and 5 for the remaining questions.

7 When finished, **close** the Anywhere Polling application.

A message appears stating that the current session contains unsaved response data.

8 Click **Save**.

9 **Name** the session and click **Save**.

The Anywhere Polling application closes and the TurningPoint Dashboard opens to the Manage tab.

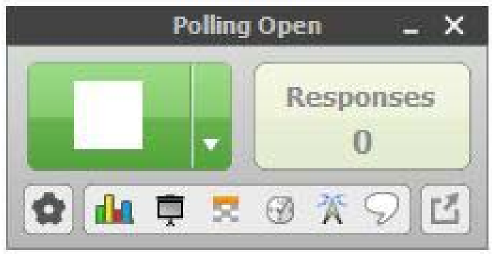
Next Steps

To edit session data or manage results, see ***Chapter 7: Sessions*** for more information.

About the Anywhere Polling Showbar

The Anywhere Polling showbar provides access to several features that may be used while polling.

Anywhere Polling Showbar



Open/Close Polling

The open polling button allows participants to respond to a question. The close polling button closes polling and opens the chart window.

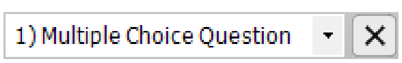
Quick Poll Menu

The quick poll menu contains a list of generic questions that can be used to poll the participants. The custom question option allows a user to enter their own question and answer text.

Responses

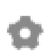
Responses displays the number of devices that have responded to the current question.

Question List



When a question list is selected for polling, the questions can be viewed from the drop-down menu. Click the X to close the question list view.

Options



From the options menu a user can perform the following tasks:

- Mark a question as anonymous
- Access session options such as save, reset and continue
- Access the Real-Time Registration Tool
- Access question list options such as view and close
- Connect with ResponseWare
- Open the preferences
- View the help file
- Close the application

Show/Hide Chart

The Show/Hide Chart button toggles the display of the chart window.

Show/Hide Presentation

The Show/Hide Presentation button toggles the display of the presentation window. Questions and answers from the question list are displayed in the presentation window. If a question list is not loaded, the question number and response choices are displayed.

Show/Hide Response Grid

The Show/Hide Response Grid button toggles the display of a response grid on the screen to indicate which participants have responded. To set the default grid type, see ***Anywhere*** in Chapter 4: Preferences on page 96.

Countdown Timer

The Countdown Timer button displays a countdown timer. Once the countdown reaches zero, polling is closed. To set the default time for a countdown timer, see ***Anywhere*** in Chapter 4: Preferences on page 96.

Show/Hide Connection Info

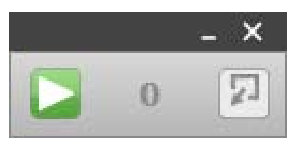
The Show/Hide Connection Info button toggles the display of the connection information for IR receivers, RF channels and ResponseWare session IDs.

Show/Hide Messaging

The Show/Hide Messaging button opens and closes the messaging window. For more information on messaging, see ***Messaging*** on page 115.

Minimize/Maximize Showbar

The Minimize/Maximize Showbar toggles the showbar to display only the Open/Close Polling button, the responses and the Maximize button.

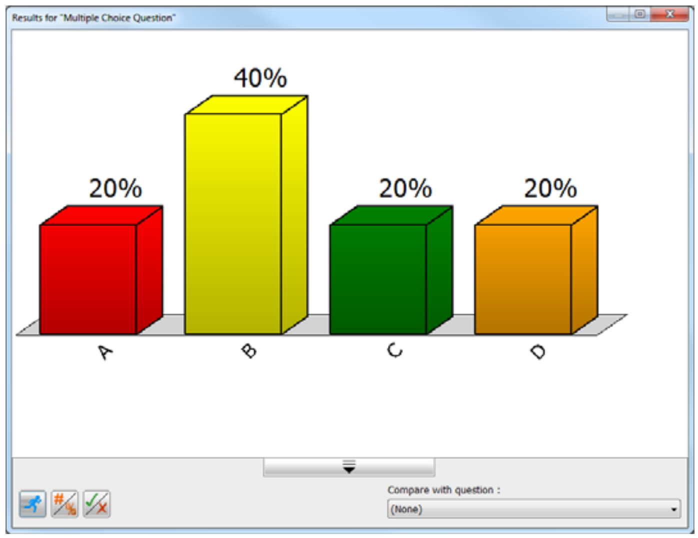


About the Chart Window

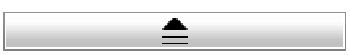
The chart window displays the participant results. The window can be moved, resized, expanded and collapsed. Depending on the current question data, some buttons may not be visible or usable.

> *Tip*
>
> Right-click on a bar of the chart to mark the answer as correct.

Chart Window



Show/Hide Chart Options



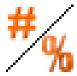
The Show/Hide Chart Options button toggles the display of the chart options.

Compete

The Compete button gives the presenter the option to view the following items:

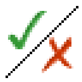
- Team Leaderboard - The team leader board displays the top teams ranked by their total points. The team's points are the average of the team's participants' points.
- Participant Leaderboard - A participant leader board displays the top individual participants ranked by their total points.
- Fastest Responders - The fastest responders displays the individual participants who responded correctly and fastest to the most recent question. This feature requires a correct response or point value.

Response Data View



The Response Data View button allows the presenter to change the data values shown on the chart window. Options include: 0% (Percentage: No Decimal Places), 0.0% (Percentage: One Decimal Place), 0.00% (Percentage: Two Decimal Places) and 0 (Response Count).

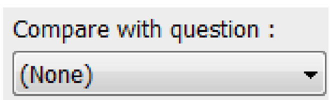
Correct and Incorrect Comparison



The Correct and Incorrect Comparison button toggles the chart colors to reflect red for incorrect response answers and green for correct response answers. Clicking this button again returns the chart to its original view.

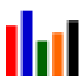
Correct answers can be set by clicking on the answer choice(s) that are correct. They can be toggled to incorrect if necessary.

Compare with question drop-down menu



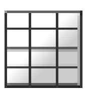
The Compare with question drop-down menu allows the presenter to compare the results of the current question with results from a previously answered multiple choice question.

Chart Button



When showing short answer and numeric response results, a toggle button for Charts and Tables is displayed. The chart will display a graph of responses collected.

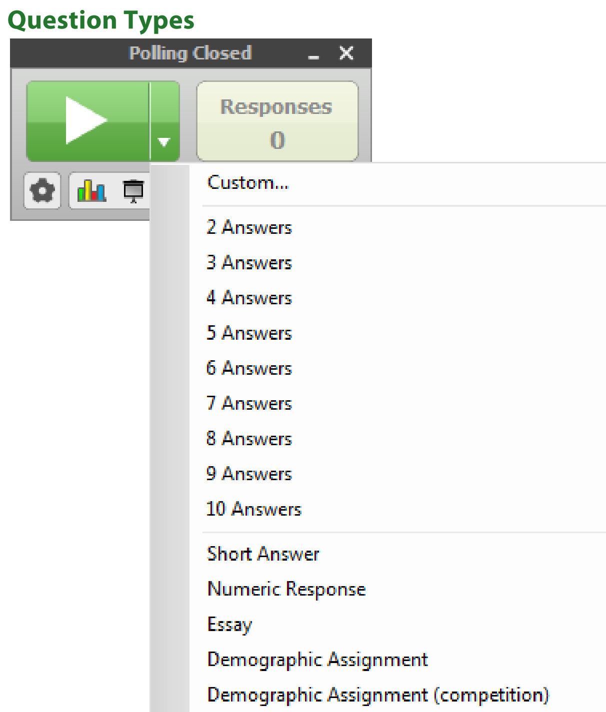
Table Button



The Table will display a table of responses and the number of participants that responded with that answer.

Quick Poll Question Types

There are several Quick Poll question types available for Anywhere Polling. To use a Quick Poll question, click on the **Quick Poll Menu** and select the desired question type.



- ***Custom***
- ***2 - 10 Answers***
- ***Short Answer***
- ***Numeric Response***
- ***Essay***
- ***Demographic Assignment***
- ***Demographics Assignment (competition)***

Custom

A custom multiple choice question contains a question and answer box that allows for up to ten answer choices.

2 - 10 Answers

Opens polling on a multiple choice question and 2-10 answer choices.

Short Answer

Opens polling on a question that allows the participants to respond with a short text answer. Supported response devices are ResponseWare, ResponseCard NXT and ResponseCard XR.

Numeric Response

Opens polling on a numeric response question. Any numerical value can be submitted. Supported response devices are ResponseWare, ResponseCard NXT and ResponseCard XR.

Essay

Opens polling to accept essay responses. Supported response devices are ResponseWare, ResponseCard NXT and ResponseCard XR. Essay responses are not graded by TurningPoint.

Demographic Assignment

The demographic assignment question assigns participants to demographic groups. Each participant can choose one group out of the ten options.

Demographics Assignment (competition)

This option assigns the demographic for competitions (teams, scoring, etc).

Marking a Question as Anonymous

If using a participant list, all responses are associated with a participant as they respond during a session. Follow the steps below if anonymous responses are desired. Questions created in the question list with the Anonymous option checked do not need to be selected again.

> *Warning*
>
> Once enabled, this feature cannot be undone for the current question poll. If enabled by mistake, close polling and reopen on the same question.

How to mark a question as anonymous...

1. Click **Options**.
2. Select **Mark Question as Anonymous**.
3. Repeat the steps above anytime anonymous polling is required.

Using the Real-Time Registration Tool

The Real-Time Registration Tool provides a fast and simple way to create a participant list for smaller audiences (ideally less than 50 participants). Registration only takes a few moments, thus eliminating the need for a permanent participant list. The steps below can be performed before each presentation to ensure each participant has the appropriate response device.

Before You Begin

A participant list that contains names but does not contain device IDs is required. For more information on creating a participant list, see ***Chapter 3: Participant Lists***.

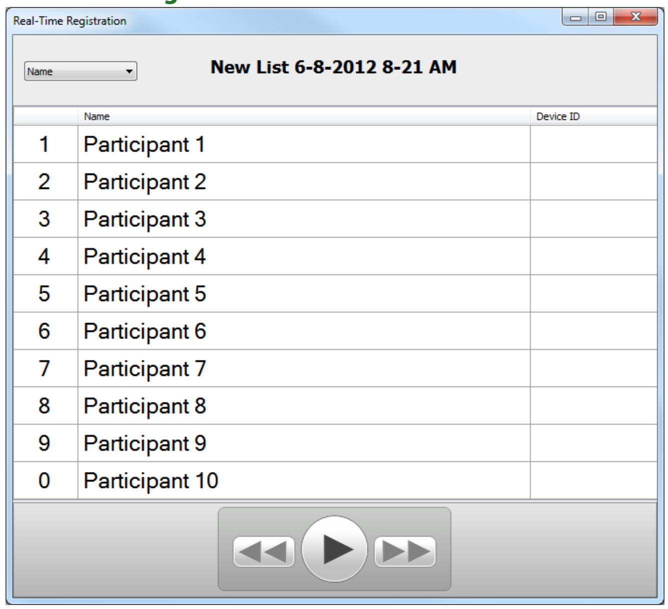
How to use the Real-Time Registration tool...

1. Select a list from the **Participants** section of the Dashboard.
2. Click **Anywhere Polling.**
3. Click **Options**.

4 Mouse over **Participant Lists** then select **Real-Time Registration**.

The Real-Time Registration Tool opens.

Real-Time Registration Tool



5 Click **Play** to open registration.

6 Each participant must press a number on their response device that corresponds with the number to the left of their name.

The device ID for the participant will appear in the device ID column.

If more than 10 participants are in the participant list, click the forward or back buttons to scroll page by page to see the remaining participants.

7 Click the **Pause** button to close registration once all participants have responded.

8 Close the Real-Time Registration tool by clicking the **(X)** in the upper left corner of the window.

> *Warning*
>
> The participant list is temporarily saved. If the session is reset, or if Anywhere Polling is closed, the device IDs are not saved.

Messaging

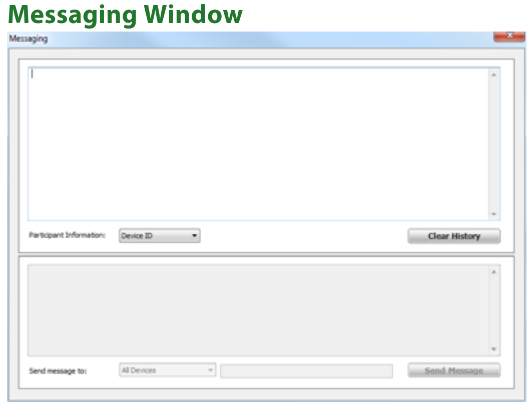
Participants can send feedback to the presenter by using the Note to Leader function on the ResponseCard NXT or through the ResponseWare application.

How to view the messaging window...

1 Click the **Display Messaging** icon from the showbar.

The Messaging Window opens.

Messaging Window



The message history appears in the top panel.

> *Note*
>
> Replies can only be sent to participants using ResponseWare as a response device.

2 **Type** a response to a message in the bottom panel.

3 From the Send message to drop-down menu select **All Devices** or a **Specific Device**.

- If a response is sent to a specific device, the device ID must be entered in the text box to the right of the drop-down menu.

4 Click **Send Message**.

- Optionally, click **Clear History** to delete all messages.

Sessions

Anywhere Polling sessions contain all of the response data and screen shots collected during a presentation.

This section covers the following topics:

- ***Saving an Anywhere Polling Session***
- ***Resetting an Anywhere Polling Session***
- ***Continuing a Prior Anywhere Polling Session***

Saving an Anywhere Polling Session

Saving the session data enables a user to generate reports and manage results from the TurningPoint Manage tab.

Before You Begin

An audience must be polled with Anywhere Polling.

How to save an Anywhere Polling session...

1. Click **Options**.
2. Mouse over **Session** and select **Save Session**.

   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 imported into TurningPoint.
3. **Name** the session file and click **Save**.
4. **Close** Anywhere Polling to return to the TurningPoint Dashboard.

Resetting an Anywhere Polling Session

The reset session option gives the user an option of deleting results from questions in order to repoll a session.

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

How to reset an Anywhere Polling session...

1. Click **Options**.
2. Mouse over **Session** and select **Reset Session**.

   If session data is detected, the user will be prompted to save the session.
3. Optionally, **save** the session file.

Continuing a Prior Anywhere Polling Session

Anywhere Polling can resume a session from a saved session file. New session information is appended to the open session file. When saved, the polling results are saved in one session file.

How to continue a prior Anywhere Polling session...

1. Click **Options**.
2. Mouse over **Session** and select **Continue Prior Session...**
3. Select the **session file** to be continued and click **Open**.

   The previously saved session file is now open.

Next Steps

Now that the session has been continued, it can be polled. For more information, see ***Running a Session*** on page 105.

6 Self-Paced Polling

The Self-Paced Polling environment allows participants to take a paper-based test on a response device.

This chapter covers:

- ***Setting Up Self-Paced Polling***
- ***Viewing the Compact Mode***
- ***Manually Setting a Timer***
- ***Polling***
- ***Sessions***

Setting Up Self-Paced Polling

The following instructions explain how to open the Self-Paced Polling environment, how to select the content and participant list and how to set up the test so participants may login.

How to set up self-paced polling...

1. Plug in the receiver.

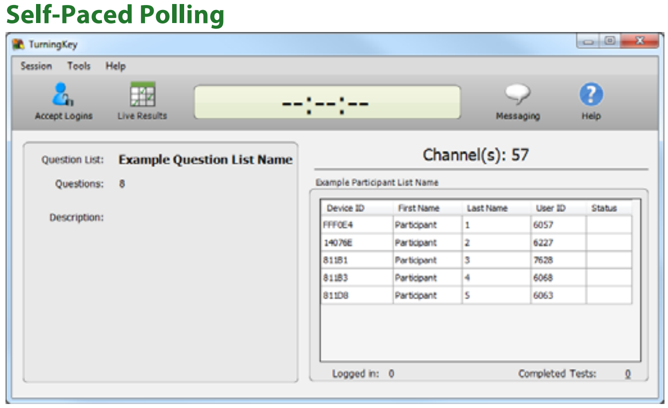
2. Open TurningPoint, select a **Participant List** and a **Question List**.

> *Note*
>
> For information on participant lists, see ***Chapter 3: Participant Lists***. And for more information on question lists, see ***Chapter 2: Content***.

3. Click **Self-Paced Polling**.

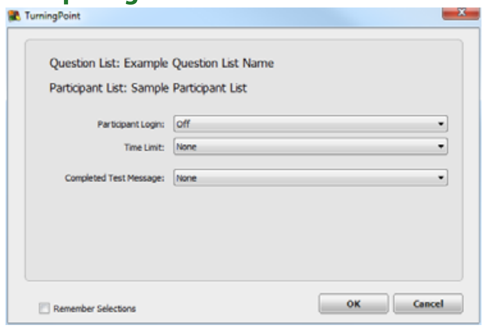
   The TurningPoint Dashboard closes and the polling application opens.

Self-Paced Polling



4 Click **Accept Logins**.

Accept Logins



a Select the **Participant Login** option from the drop-down menu.

b Select the **Time Limit** from the drop-down menu.

c Select the **Completed Test Message** from the drop-down menu.

Tip

The default login options can be set in the preferences. For more information, see ***Self-Paced*** in Chapter 4: Preferences on page 101.

5 Click **OK**.

At this time the participants may login to the test.

Next Steps

Now that participants have logged in to the test, it is time to begin ***Self-Paced Polling***.

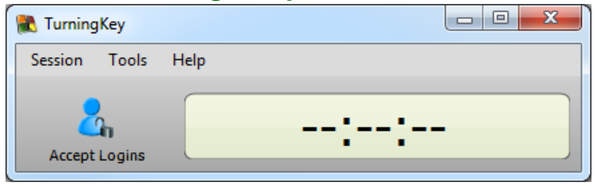
Viewing the Compact Mode

For users who do not want to view the entire Self-Paced Polling application window, a compact view is available. Compact mode displays the menu bar, polling button and timer.

How to view the compact mode...

1 From the menu bar, click **View** and select **Toggle Compact Mode**.

Self-Paced Polling Compact Mode



2 To return to full mode, click **View** and select **Toggle Compact Mode**.

Manually Setting a Timer

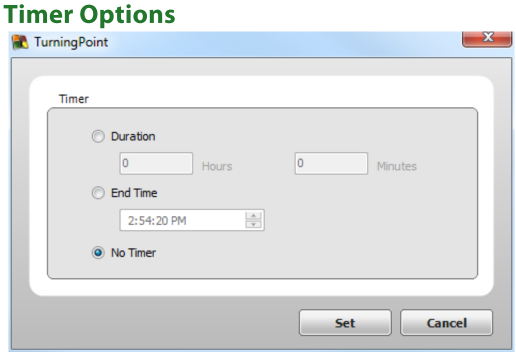
Test time limits may be set manually set or changed if the time limit was set incorrectly while setting up the test.

How to set up a test timer...

1 Click **Window** from the Self-paced Testing menu bar and select **Timer**.

The Timer Options window opens.

Timer Options



2 Select one of the following options:

- **Duration** - Enter the hours and/or minutes for the length of the test.
- **End Time** - Set a specific end time for the test.
- **No Timer** - The test will have no timer and polling must be closed manually.

3 Click **Set**.

Polling

The Self-Paced Polling environment allows participants to take a paper-based test on a response device.

The Polling section covers:

- ***Self-Paced Polling***
- ***Viewing the Live Results Monitor***

Self-Paced Polling

If the instructions in ***Setting Up Self-Paced Polling*** have already been completed, skip to step 6.

How to poll with Self-Paced Polling...

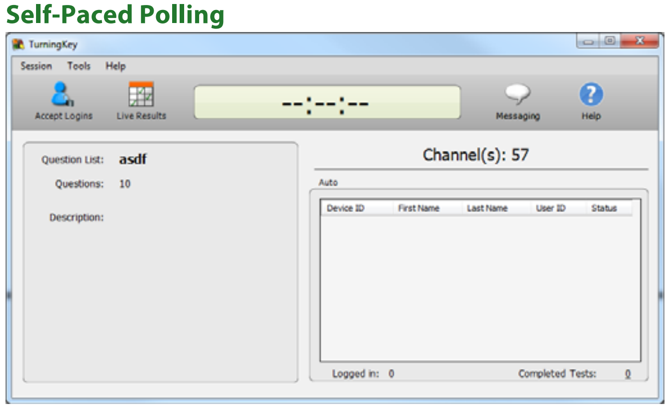
1 Plug in the receiver.

2 Open TurningPoint, select a **Participant List** and a **Question List**.

3 Click **Self-Paced Polling**.

The TurningPoint Dashboard closes and the polling application opens.

Self-Paced Polling



4 Click **Accept Logins**.

> *Note*
>
> If Show Login Window is unchecked in the preferences, skip to step 6.

a Select the **Participant Login** option from the drop-down menu.

b Select the **Time Limit** from the drop-down menu.

c Select the **Completed Test Message** from the drop-down menu.

5 Click **OK**.

At this time participants may login to the test.

6 Click **Start Polling**.

Participants may now begin the test. Once they have finished the test, they can submit their results from the response device.

7 Click **Stop Polling** once all the results have been received.

8 Click **Save** to save the session results.

9 Name the session and click **Save**.

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 Turning folder or imported into TurningPoint.

10 Close the application to return to the TurningPoint Dashboard.

Next Steps

The session file can now be used to manage results or generate reports. For more information, see ***Individual Session Management*** on page 129 or ***Results Manager*** on page 139.

Viewing the Live Results Monitor

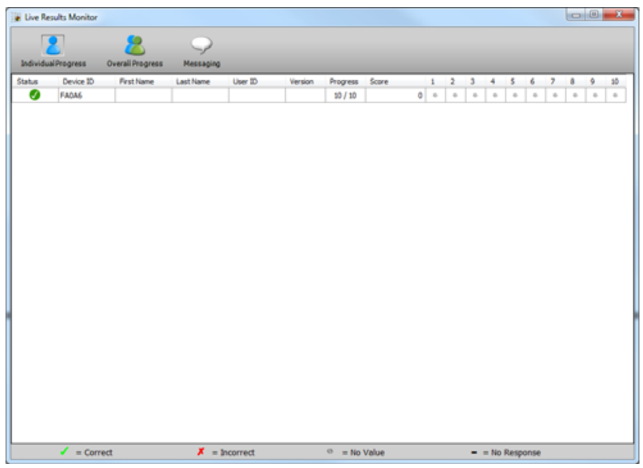
The Live Results Monitor provides real-time information about the test. The monitor displays which questions each participant has answered and whether they responded correctly or incorrectly. There is also an option to view the overall progress for the entire test. Additionally, messaging can be monitored in this window.

How to view the live results monitor...

1 While a test is being administered, click **Live Results** on the Self-Pace Polling toolbar.

The Live Results Monitor window opens.

Live Results Monitor



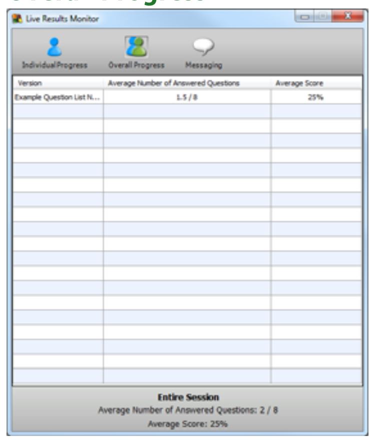
2 Click **Individual Progress** to view progress by participant.

The test version, score and overall progress for each participant is displayed. Green check marks indicate the participant answered the question correctly and red X's indicate the participant answered incorrectly. A dash represents an unanswered question, while a circle with a line through it indicates the question had neither a correct or incorrect answer value. Hover the mouse over the check marks, X or circle to see the participant's response.

3 Click **Overall Progress** to view progress by test version.

The test version numbers are listed, as well as the average number of answered questions and the average score. At the bottom of the window the statistics for the entire test are displayed.

Overall Progress

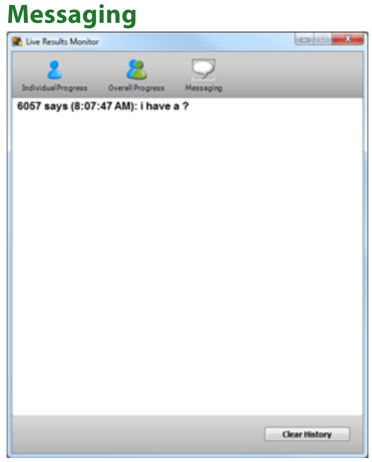


4 Click **Messaging** to view feedback submitted by participants.

Participants can send feedback to the presenter at anytime by using the Note to Leader function on the ResponseCard NXT.

> *Note*
>
> Replies can not be sent to the participants.
>
> Click **Clear History** to remove all messages from the participants.

Messaging



Sessions

The Session menu on the Self-Paced Polling menu bar provides the following options:

- ***Saving a Self-Paced Polling Session***
- ***Resetting a Self-Paced Polling Session***
- ***Continuing a Self-Paced Polling Session***

Saving a Self-Paced Polling Session

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

How to save a Self-Paced Polling session...

1 Click **Save** on the Self-Paced Polling toolbar.

> *Note*
>
> Sessions can also be saved by clicking **Session** on the menu bar and selecting **Save Session** or **Save as New Session**.

2 Name the session file and click **Save**.

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 folder or imported into TurningPoint.

3 **Close** Self-Paced Polling 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 129 or ***Results Manager*** on page 139. For more information on generating reports, see ***Reports*** on page 175.

Resetting a Self-Paced Polling Session

Resetting a Self-Paced Polling session permanently deletes the responses from the current session.

How to reset a Self-Paced Polling session...

1 From the menu bar, click **File** and select **Reset Session**.

Next Steps

Now that the session has been reset the test is ready for polling.

Continuing a Self-Paced Polling Session

Continuing a session enables a user to collect additional participant responses after the initial test. This feature can be useful when a participant needs to make up a missed test.

How to continue a Self-Paced Polling session...

1 From the menu bar, click **File** and select **Continue Prior Session**.

2 Select a session file and click **Open**.

The participant list and question list associated with the session file will be loaded.

3 The Login window appears.

- Select the **Participant Login**, **Time Limit** and **Completed Test Messages** from the drop-down menus.

4 Click **Start Polling**.

Participants may now begin the test. Once finished, participants can submit their results from the response device.

5 Click **Stop Polling** once all results have been received.

6 Click **Save** to save the session results.

7 Name the session and click **Save**.

8 Close the application to return to the TurningPoint Dashboard.

7 Sessions

This chapter covers the following sections:

- ***Individual Session Management***
- ***Results Manager***

Individual Session Management

This section covers the following topics:

- ***Importing Sessions***
- ***Exporting Sessions***
- ***Extracting Session Information***
- ***Merging Sessions***
- ***Deleting Sessions***
- ***Changing a Session Name***
- ***Editing a Session***

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.

How to manually import a session...

1. From the **Manage** tab, click **Session** and select **Import**.
2. Browse to the location of the session.
3. Select the session and click **Open**.
4. Click **OK**.

   The import summary displays the status of each session or sessions that were selected for import.
5. Click **OK**.

Next Steps

The session(s) are now displayed in the panel on the left. 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.

Exporting Sessions

Exporting a session file places a copy of the session into a user-specified directory.

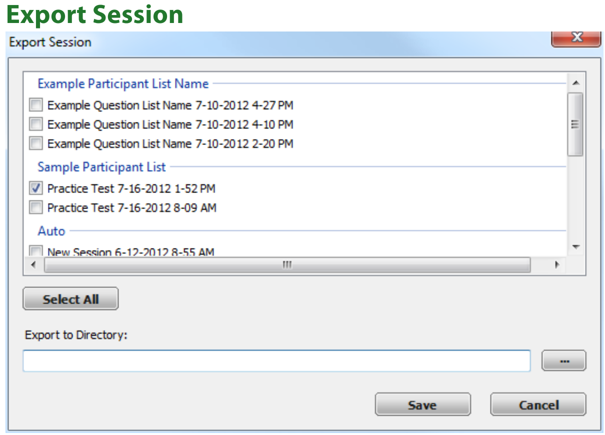
> *Note*
>
> If exporting a session to a Learning Management System (LMS), see ***Exporting Sessions to a LMS Integration*** on page 173.

How to export a session...

1 From the **Manage** tab, click **Session** and select **Export**.

The Export Session window opens.

Export Session



2 Place a checkmark next to the session or sessions to be exported.

> *Note*
>
> Click **Select All** to select all session files for export. Sessions will be saved in a folder with the same name as the participant list.

3 Click **...** to select the location to save a copy of the session file.

4 Click **Export**.

A copy of the session file is now saved in the new directory.

Extracting Session Information

Information such as PowerPoint presentations, screenshots and question lists can be extracted from a session file. This feature is useful if the original files are deleted.

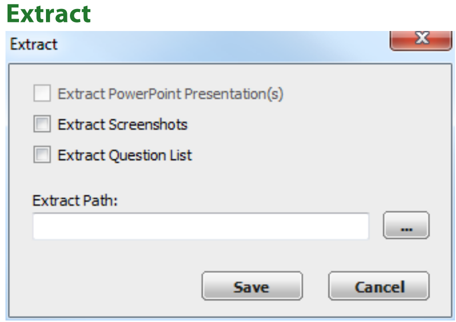
How to extract session information...

1 From the **Manage** tab, select a **session** from the panel on the left.

2 Click **Session** and select **Extract**.

The Extract window opens.

Extract



3 Select the type of file to be extracted from the session. More than one option may be selected depending on the session file.

- **Extract PowerPoint Presentation(s)**: A PowerPoint presentation will be extracted from the session file. This option can only be used for sessions that were created via the PowerPoint Polling environment.

> *Note*
>
> Include PowerPoint Presentation must be checked in the PowerPoint preferences at the time the presentation is run.

- **Extract Screenshots**: Screenshots will be extracted from the session file. This option can only be used for sessions that were created via the Anywhere Polling environment.

> *Note*
>
> Include Screenshots must be checked in the Anywhere preferences at the time the presentation is run.

- **Extract Question List**: A question list will be extracted from the session file. This option applies to all polling environments.

4 Click **...** to select a location to save the extracted files.

5 Click **OK**.

Merging Sessions

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

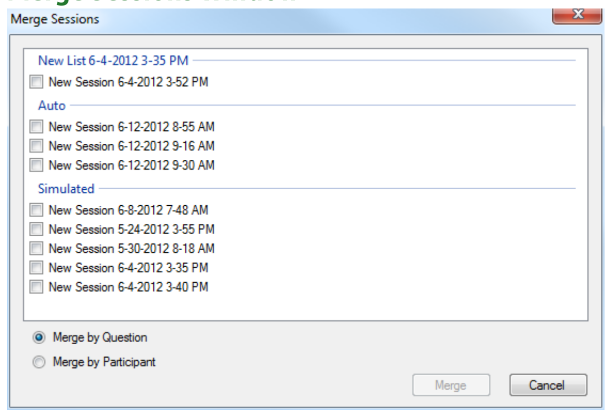
> *Note*
>
> PowerPoint presentations and screenshots cannot be extracted from the merged session file and response times will not be displayed in the reports.

How to merge sessions...

1 From the **Manage** tab, click **Session** and select **Merge**.

The Merge Sessions window opens.

Merge Sessions Window



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

> *Note*
>
> Anonymous sessions cannot be merged.

3 Select one of the following options:

- Select **Merge by Question** 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.
- Select **Merge by Participant** when the sessions include a common participant list or devices. This will results in cumulative results for each participant.

4 Click **Merge**.

5 Name the merged file and click **Save**.

A new category is created in the panel on the left named “Merged”. All of the merged session files are placed in this category. If the sessions were merged by participant, the merged session may be added to the participant list category or the merged folder.

Deleting Sessions

A session can be deleted from the computer or the sessions list on the Manage tab.

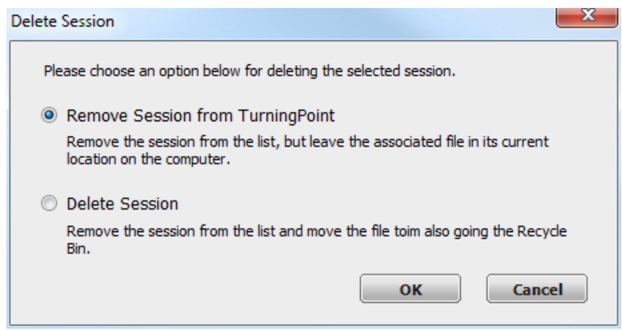
How to delete a session...

1 From the **Manage** tab, select a **session** from the panel on the left.

2 Click **Session** and select **Delete**.

The Delete Session window opens.

Delete Session Window



3 Select one of the following options:

- **Remove Session from TurningPoint** - Remove the session from the list, but leave the associated file in its current location on the computer.
- **Delete Session** - Remove the session from the list and move the file to the Trash.

4 Click **OK**.

Warning

A session deleted from the sessions folder but not from the Manage tab will still appear in the sessions list. However, generating reports or session editing will no longer be available.

Changing a Session Name

The session name can be changed from the session overview window. Changing the session name only changes the name in the Manage tab; it does not change the file name.

How to change the session name...

1. From the **Manage** tab, select a **session** from the panel on the left.

   The Session Overview screen is displayed.

2. Click the **pencil icon** on the top left of the Session Overview screen.
3. Enter a new session name in the box provided.
4. Click **Save**.

Editing a Session

Editing a session allows a user to exclude questions from grading, remove questions, view the question charts (or screenshots if available), adjust scoring options, edit question and answer text and apply standards.

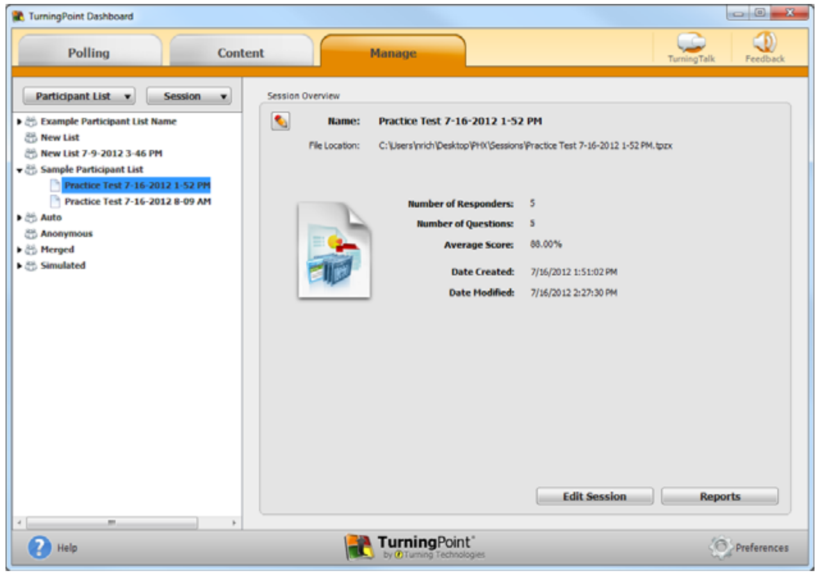
> *Note*
>
> Editing a question within a session containing versions will make the appropriate adjustment to all connected questions in all versions.

How to edit a session...

1. From the **Manage** tab, select a **session** from the panel on the left.

The Session Overview screen is displayed.

Session Overview



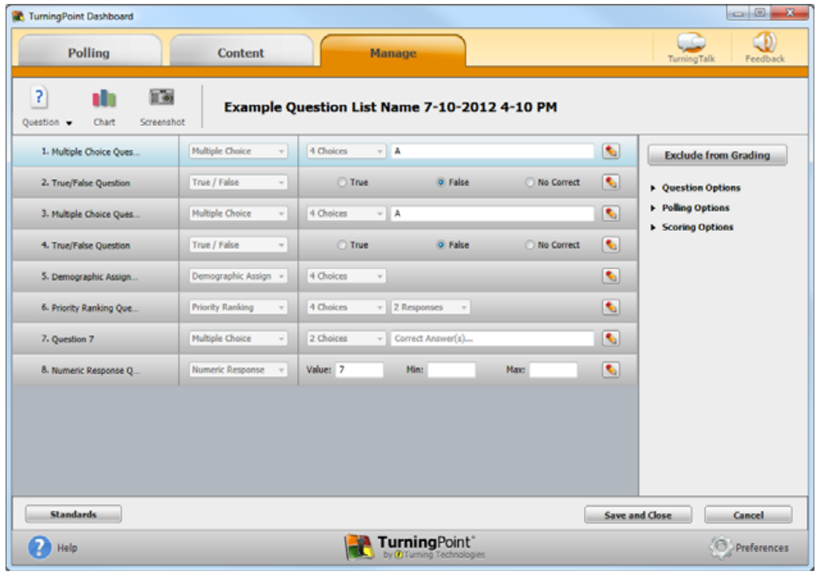
- The Session Overview screen displays the session name, session file location, number of responders, number of questions, average score, date created and date modified.

> *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.

2 Click **Edit Session** at the bottom of the Session Overview screen.

The Session Editor screen is displayed.

Session Editor Screen



a To exclude a question from grading, select a **question** and click **Exclude from Grading** on the panel on the right. Scores for the question will now appear as zeros and the answer values will change to no value.

b To remove a question, select a **question**, click **Question** on the toolbar and select **Delete**.

> *Note*
>
> Questions cannot be deleted from Self-Paced Polling sessions.

c To view the question chart or screenshot, select a **question** and click **Chart** or **Screenshot** from the toolbar.

> *Note*
>
> Screenshots are only available for sessions from the Anywhere Polling environment if Include Screenshots has been checked in the preferences.

d To adjust answer values, select a **question** and expand the **Scoring Options** to the panel on the right. Adjust the correct or incorrect point values and answer values as necessary.

e To edit the question or answer text, select a **question** and click the **pencil icon** to the right. **Type** the new text in the box provided. Click **Close** to return the question list.

f. To adjust standards for the question, click **Standards**. Assign the standards as necessary. For more information about how to apply standards, see ***Standards*** in Chapter 2: Content on page 59.

3. Click **Save and Close** to save any changes made to the session file.

Next Steps

Question lists can be extracted from an edited session. The extracted question list will contain all changes made while editing the session. For more information on extracting a question list, see ***Extracting Session Information*** on page 131.

Results Manager

Results Manager allows for the management of all session files associated with a participant list. The content of Results Manager is setup like a grade book. From within Results Manger, session and participant data can be viewed along with information on the standing of each participant.

This section covers the following topics:

- ***Overview***
- ***Sessions***
- ***Participants***
- ***Unassigned Devices***
- ***Removed Participants***
- ***Export***
- ***Integrations***

Overview

The Results Manager screen displays all 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 white backgrounds represent individual sessions or manual columns. Session columns are arranged by the order in which they were added to the TurningPoint Session folder. The sessions are arranged alphabetically if several sessions are added to the Sessions folder at once.

Columns with the light gray background are compiled by TurningPoint and can be hidden.

The panel on the right-side of the screen changes depending on the area selected in the Results Manager Overview.

Changes made to the Results Manager screen are automatically saved by TurningPoint.

This section covers the following topics:

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

Opening the Results Manager Overview

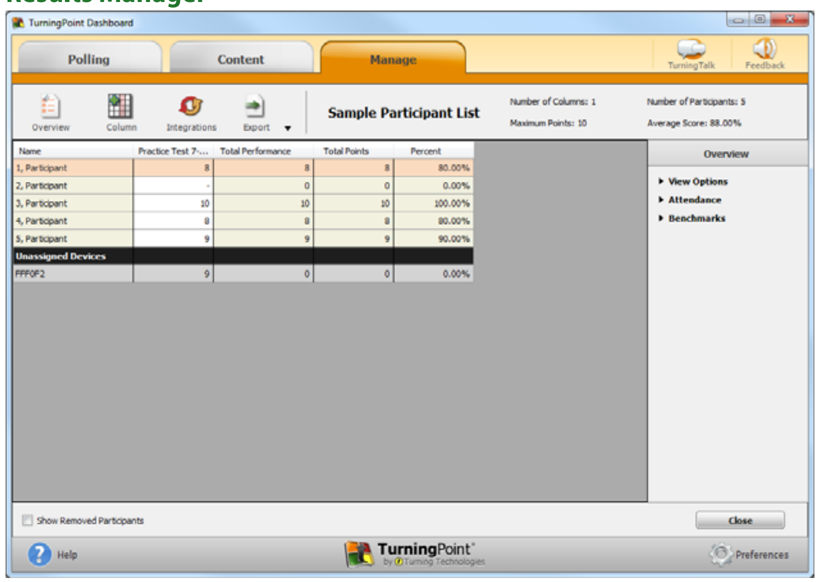
The overview screen display options can be changed to display a number of different data sets. TurningPoint will remember the columns that were last selected each time the Results Manager is opened.

How to open the Results Manager Overview...

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

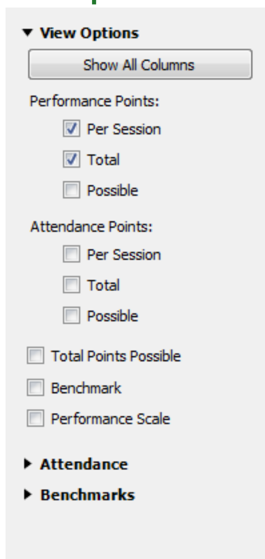
The Results Manager screen is displayed.

Results Manager



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

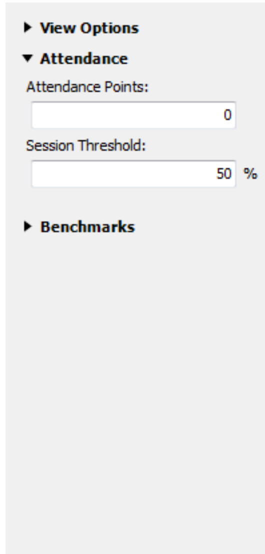
View Options



- **Show All Columns** - Click the button to display all possible columns in 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 to the Performance Scale column. For instructions on how to set the Performance Scale, see step 4.

3 Expand the **Attendance** category in the panel on the right.

Attendance

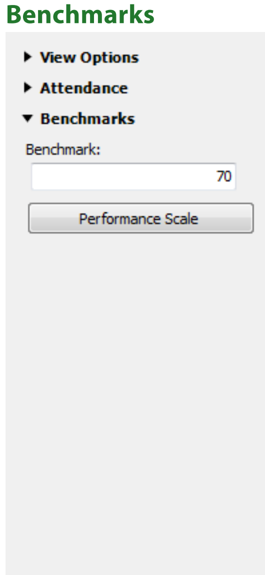


Attendance points can be set for all new sessions. The attendance points will not be applied to the session until Results Manager is opened at least once with the session present. Attendance points will be added to the total points for the session file.

- **Attendance Points** - 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.

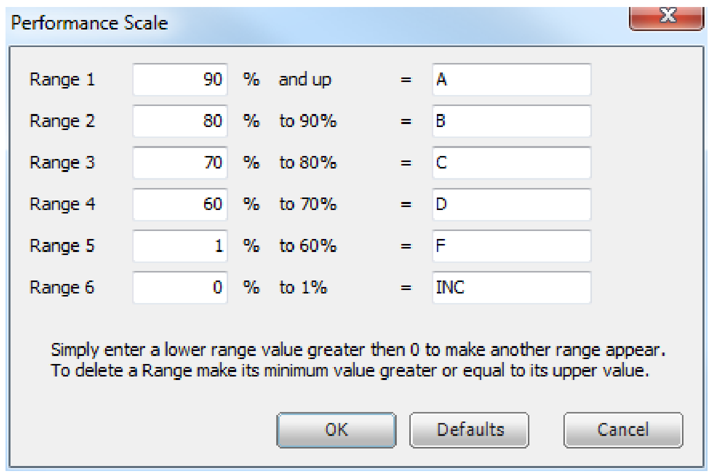
4 Expand the **Benchmarks** category in the panel on the right.

Benchmarks



- **Benchmark** - 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 **Defaults**. Any changes will be lost and replaced with the default values.

Performance Scale



Note

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

Adding a Manual Grade Column

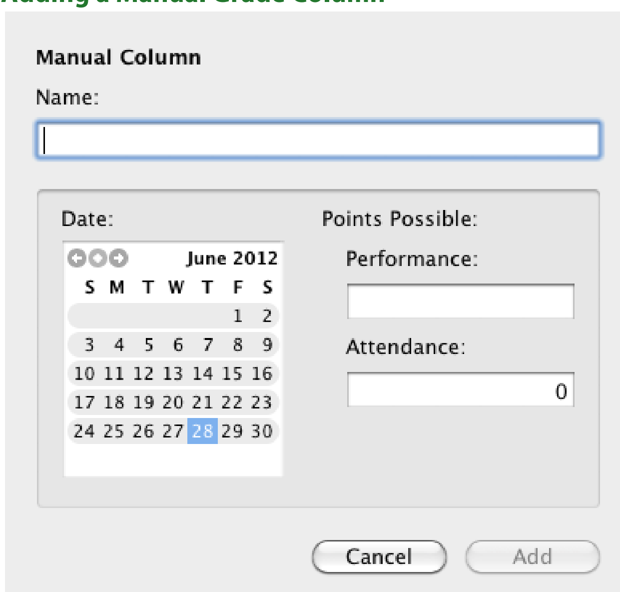
Manual grade columns can be added for assignments that were not conducted in a polling environment. These values will be added to overall average scores and will be included in the export options.

How to add a manual grade column...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Select a **column** and click **Column**.

   The new grade column will be added after the selected column.
3. Enter the column **name**, **date**, **performance points value** and **attendance points value**.

   Adding a Manual Grade Column

4. Click **Add**.
5. Double-click a **cell** in the new column to manually enter the participant's grade.

Overwriting Session Scores

Results Manager allows the manipulation of scores when needed. This is useful if grading on a curve or if a question is omitted after the fact and a new score needs entered.

How to overwrite session scores...

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

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 grade book 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

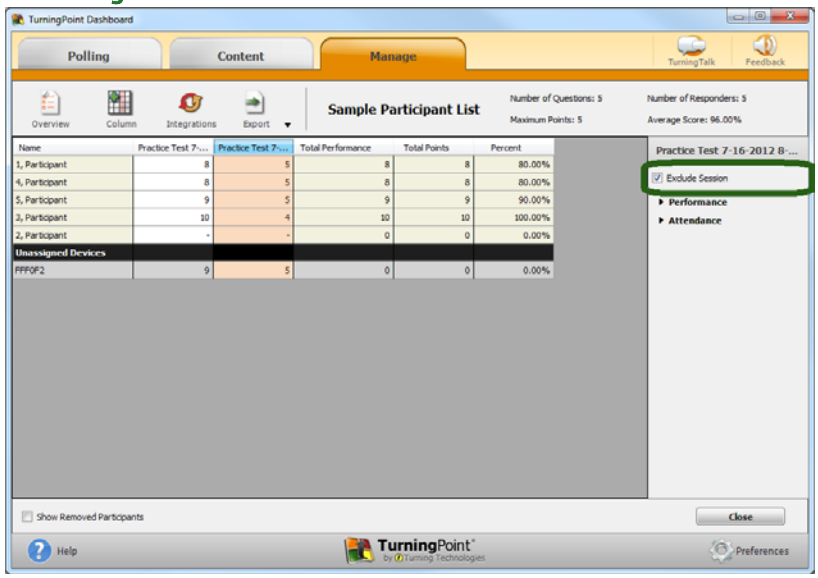
Sessions that are excluded from the overview are not calculated into the total performance points, total points or the total percentage for the participant.

How to exclude a session...

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

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

Excluding a Session



Setting Session Performance Points

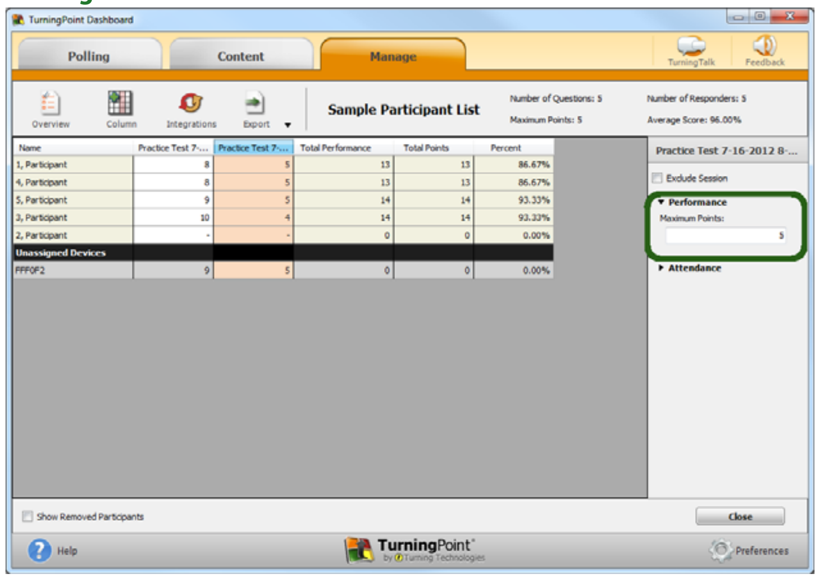
The session performance points are the total number of points possible for the selected session.

How to set the session performance points...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Select a **session header**.
3. Expand the **Performance** category in the panel on the right.
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.

Setting Session Performance Points



Setting Attendance Points

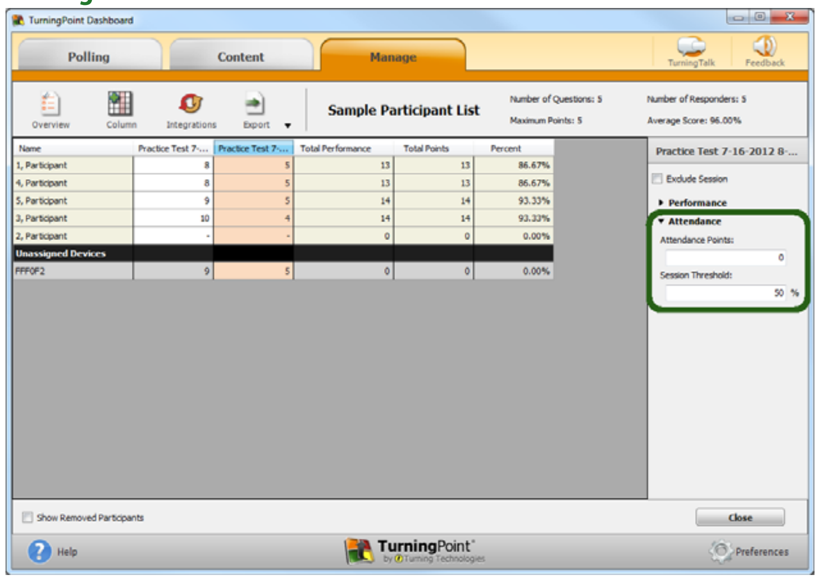
The number of attendance points can be set or adjusted for each session. To set the default attendance points for all sessions, see ***Opening the Results Manager Overview*** on page 141.

How to set attendance points...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Select a **session header**.
3. Expand the **Attendance** category in the panel on the right.
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.

Setting Attendance Points



Participants

Minor adjustments can be made to participant list data from Results Manager. For full participant list management information, see ***Participant Lists*** on page 68. 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***
- ***Adding or Removing Devices***
- ***Viewing Grade Overview Information***
- ***Removing a Participant from Results Manager***
- ***Removing a Participant from a Single Session***

Editing Participant Information

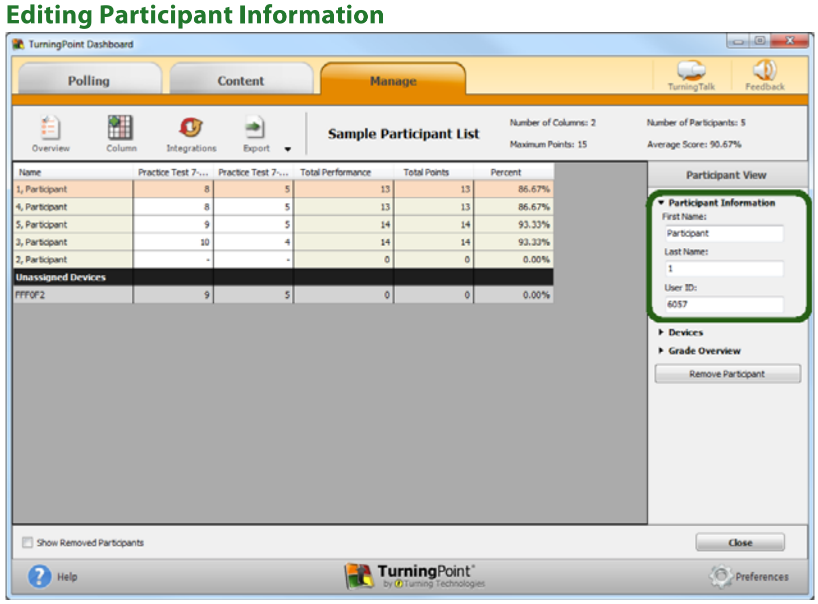
Participant names and user IDs can be edited from within Results Manager.

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

How to edit participant information...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Select a **participant row**.
3. Expand the **Participant Information** category in the panel on the right.
4. Make desired modifications to the participant’s **First** or **Last name** or **User ID**.

Editing Participant Information



Adding or Removing Devices

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

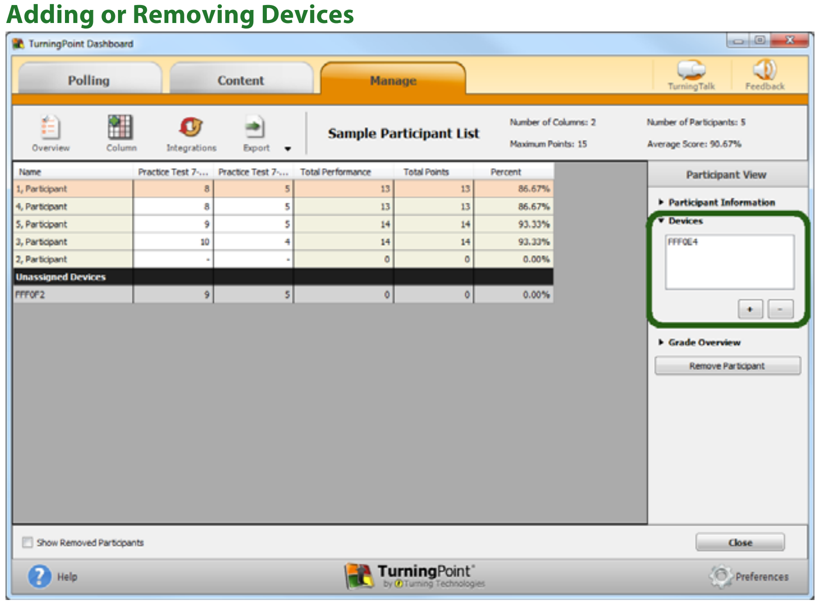
How to add or remove a device for a participant...

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

2 Select a **participant row**.

3 Expand the **Devices** category in the panel on the right.

Adding or Removing Devices



4 To add a device, click the **(+)** button, enter the **device ID** and click **OK**.

5 To remove a device, select the **device ID** and click **(-)**.

Select one of the following options:

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

Viewing Grade Overview Information

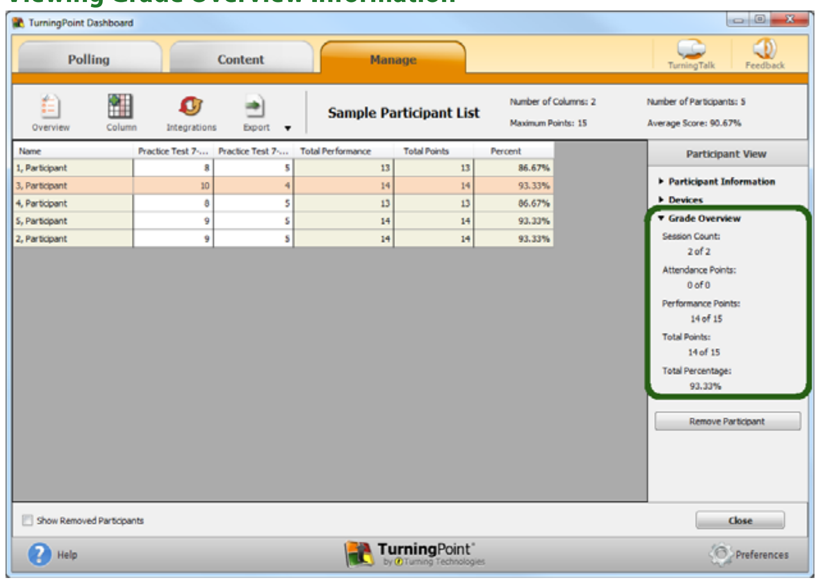
The grade overview displays the number of sessions the participant attended, the performance points, attendance points and the total points earned. Demographic information is also displayed if applicable.

How to view the grade overview...

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

2. Select the **participant row** and expand the **Grade Overview** category in the panel on the right.

Viewing Grade Overview Information



Removing a Participant from Results Manager

Participants can be removed from within the ResultsManager 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.

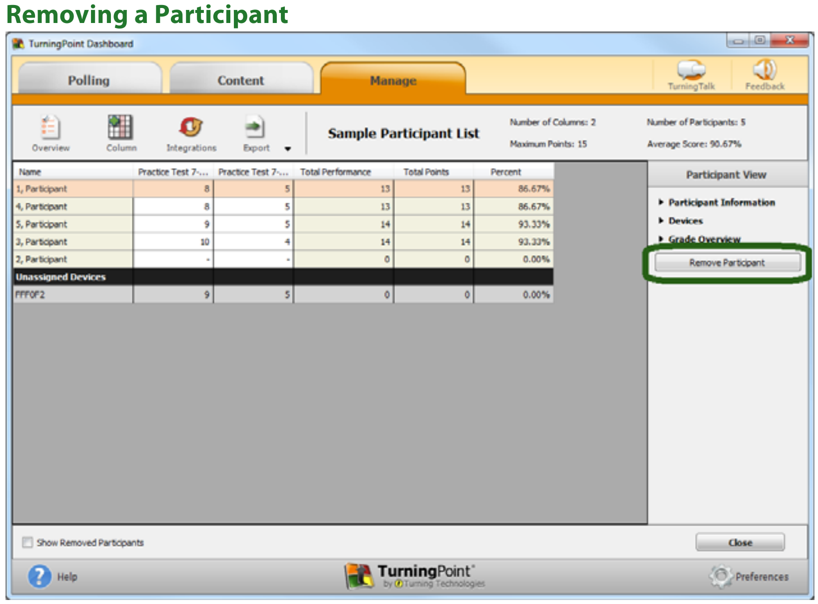
How to remove a participant from Results Manager...

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

2. Select a **participant row**.

3. Click **Remove Participant** in the panel on the right.

Removing a Participant



Next Steps

To view a removed participant, see ***Viewing Removed Participants*** on page 162. To reinstate a participant, see ***Reinstating a Participant*** on page 163.

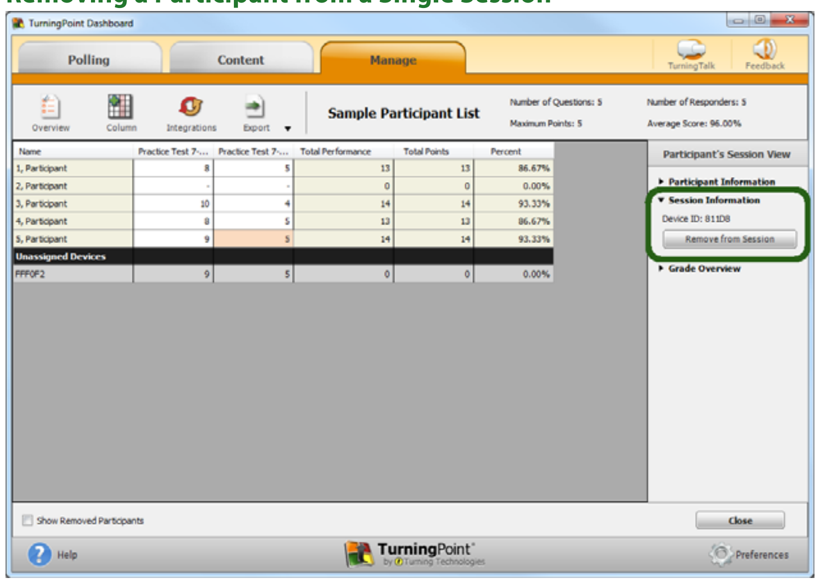
Removing a Participant from a Single Session

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

How to remove a participant from a single session...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Locate the **participant** and the **session column** and select the **participant score**.
3. Expand the **Session Information** category in the panel on the right.

Removing a Participant from a Single Session



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.

Next Steps

To assign the device to a participant, see ***Assigning a Single Session to a Participant*** on page 161.

Unassigned 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:

- ***Assigning an Unassigned Device***
- ***Viewing the Grade Overview***
- ***Assigning a Single Session to a Participant***

Assigning an Unassigned Device

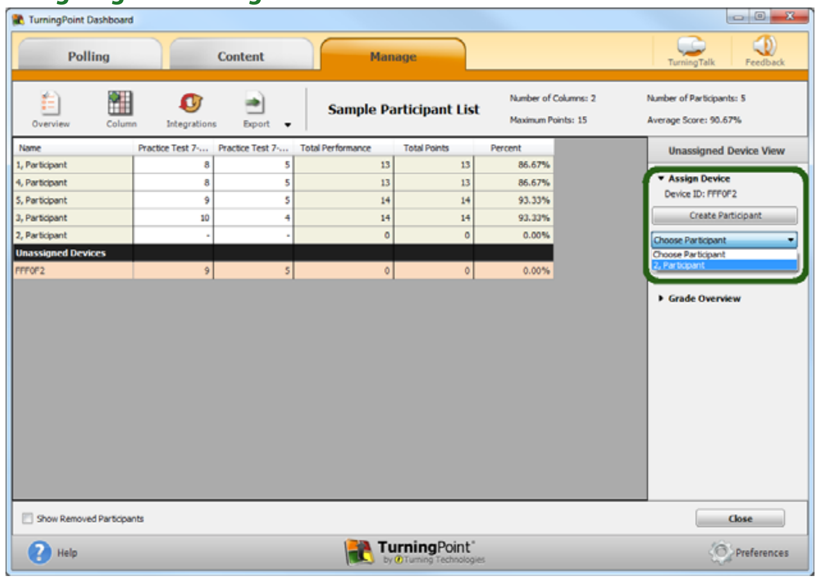
An unassigned device can be assigned to a participant in the participant list. The scores associated with the unassigned device will be transferred to the selected participant.

How to assign an unassigned device...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Select the **unassigned device** in the Results Manager Overview.
3. Expand the **Assign Device** category in the panel on the right.

4 Select the appropriate **student** from the Choose Participant drop-down menu and click **Assign to Participant**.

Assigning an Unassigned Device

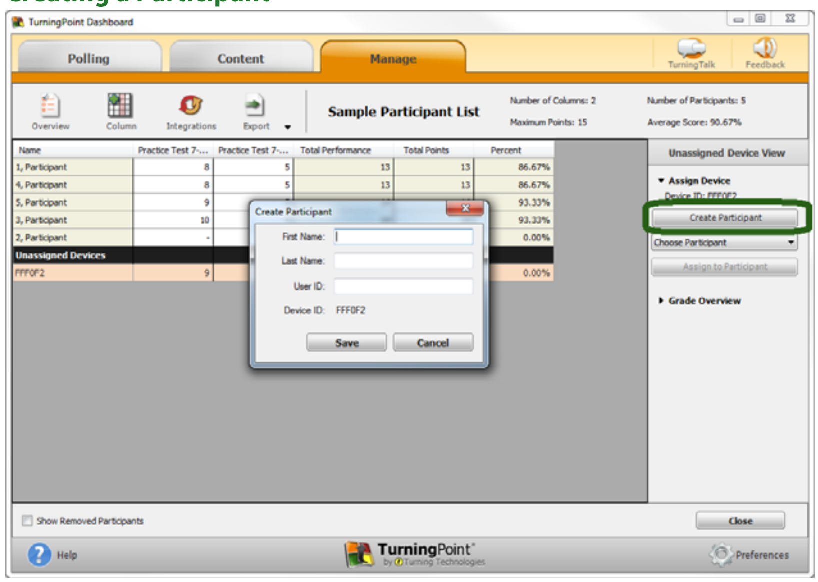


5 If the participant is not in the participant list, a new participant can be created.

> *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 panel on the left.

Creating a Participant



b Enter the **participant information**.

c Click **Save**.

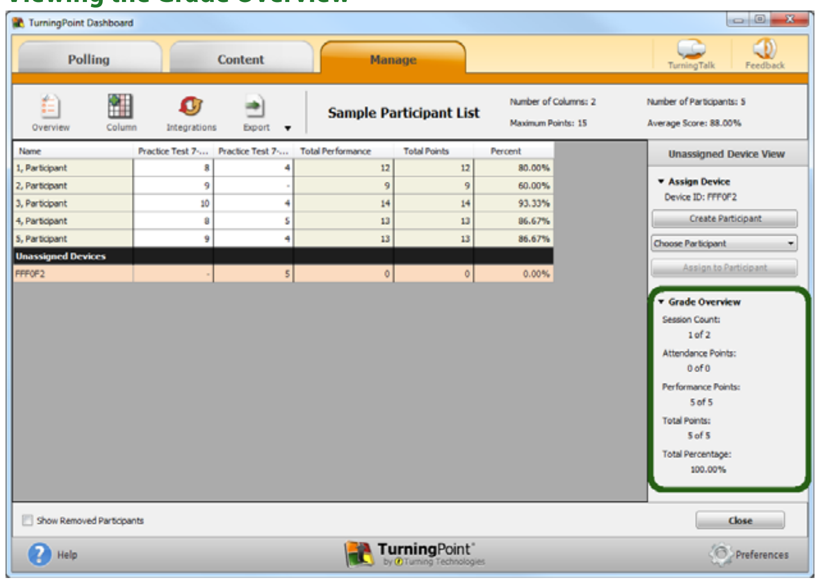
Viewing the Grade Overview

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 participant.

How to view the grade overview...

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

Viewing the Grade Overview



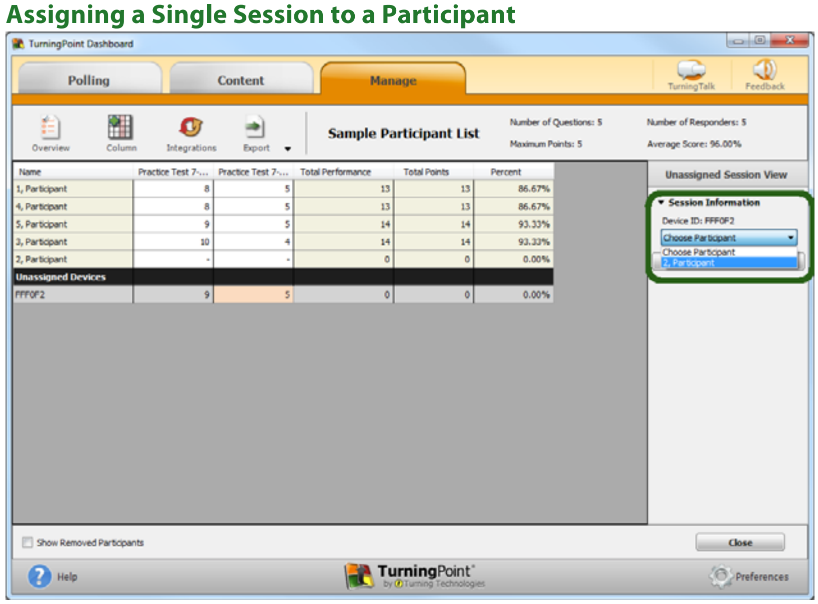
Assigning a Single Session to a Participant

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

How to assign a single session to a participant...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Locate the **unassigned device** and the **session column**.
3. Select the **score**.
4. Expand the **Session Information** category in the panel on the right.

Assigning a Single Session to a Participant



5. Select the appropriate **student** from the Choose Participant drop-down menu and click **Assign Session to Participant**.

Removed Participants

Participants that have been removed from the participant list are placed in the Removed Participant category.

This section covers the following topics:

- ***Viewing Removed Participants***
- ***Reinstating a Participant***
- ***Viewing the Participant Information***
- ***Viewing the Grade Overview***

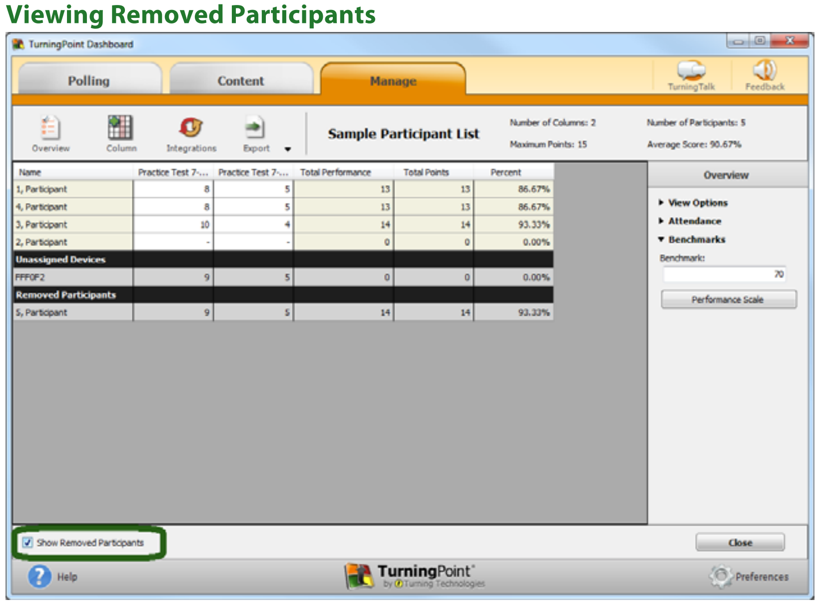
Viewing Removed Participants

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.

How to view removed participants...

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

Viewing Removed Participants



Reinstating a Participant

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

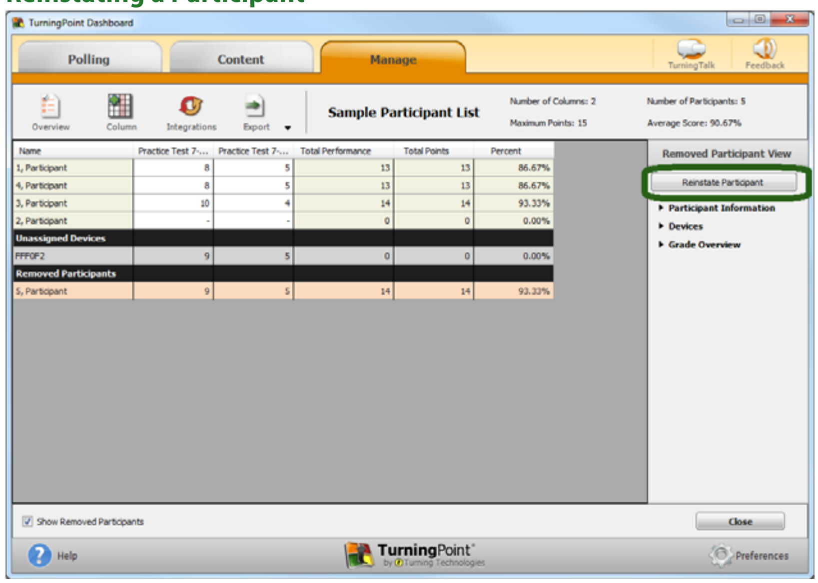
How to reinstate a participant...

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

2 Check **Show Removed Participants** at the bottom of the screen.

3 Select the **removed participant row** and click **Reinstate Participant** in the panel on the right.

Reinstating a Participant



Viewing the Participant Information

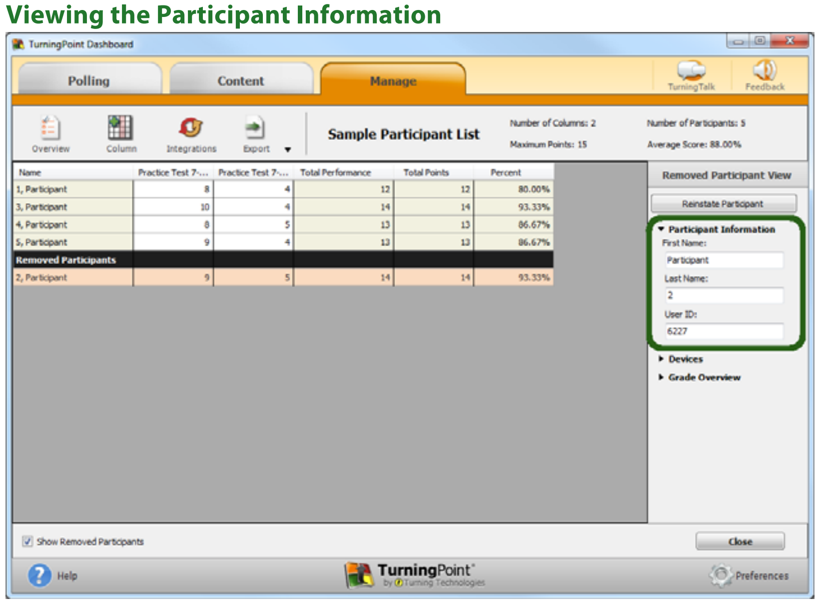
The participant information displays the first name, last name and user ID of the selected participant. This information can be edited.

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

How to view the participant information...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Check **Show Removed Participants** at the bottom of the screen.
3. Select the **removed participant row** and expand the **Participant Information** category in the panel on the right.

Viewing the Participant Information



4. Optionally, edit the **First Name**, **Last Name** or **User ID**.

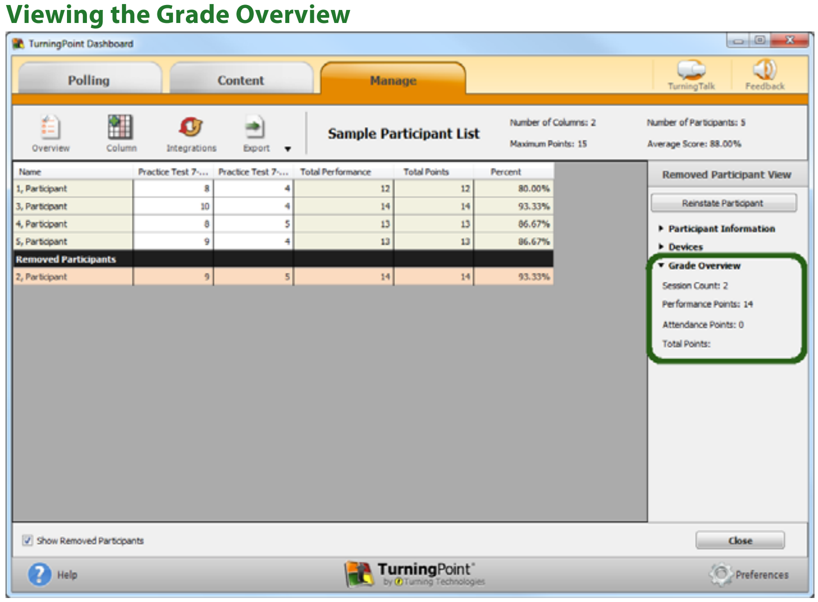
Viewing the Grade Overview

The grade overview displays the number of sessions the participant attended, the performance points, attendance points and total points earned by participant.

How to view the grade overview...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Check **Show Removed Participants** at the bottom of the screen.
3. Select the **removed participant row** and expand the **Grade Overview** category in the panel on the right.

Viewing the Grade Overview



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

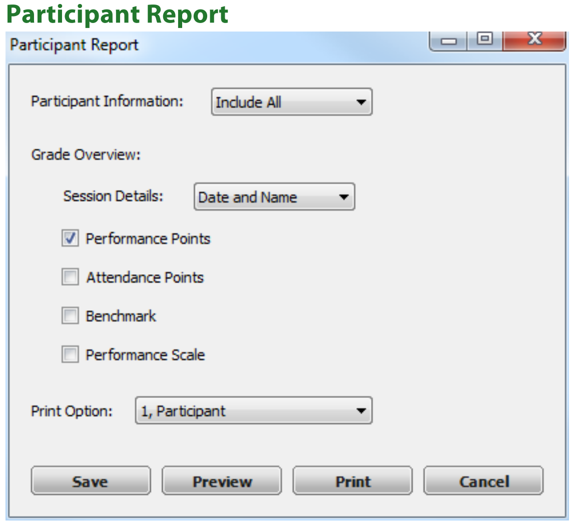
Reports specific to individual participants can be generated in TurningPoint. The participant report contains detailed session data broken down by participant.

How to export a participant report...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Click **Export** and select **Participant**.

   The Participant Report window opens.

Participant Report



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.
- **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.

How to export a session to an export scheme...

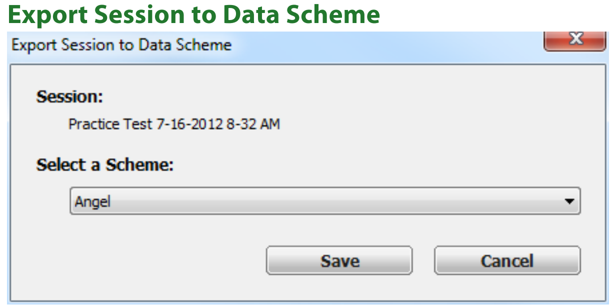
1 From the **Manage** tab, select a **participant list** and click **Results Manger**.

2 Click on a **session header**.

3 Click **Export** and select **Session**.

The Export Session to Data Scheme window opens.

Export Session to Data Scheme



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.

Next Steps

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

Exporting the Results Manager Overview

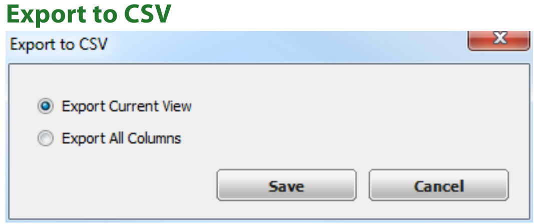
The session overview can be exported to a CSV file.

How to export the Results Manager Overview...

1. From the **Manage** tab, select a **participant list** and click **Results Manger**.
2. Click **Export** and select **Overview**.

   The Export to CSV window opens.

Export to CSV

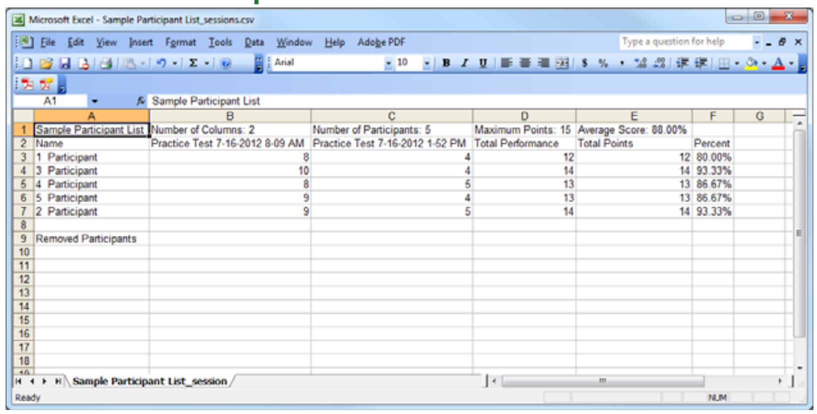


3. Select one of the following options:
   - **Export Current View** - Exports the current view of the overview. This view can be customized based on the options set in ***Opening the Results Manager Overview*** on page 141.
   - **Export All Columns** - Exports the current view and all other columns 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.

Session Overview Export



A	B	C	D	E	F
Sample Participant List	Number of Columns: 2	Number of Participants: 5	Maximum Points: 15	Average Score: 88.00%	
Name	Practice Test 7-16-2012 8:09 AM	Practice Test 7-16-2012 1:52 PM	Total Performance	Total Points	Percent
1 Participant	8	4	12	12	80.00%
3 Participant	10	4	14	14	93.33%
4 Participant	8	5	13	13	86.67%
5 Participant	9	4	13	13	86.67%
2 Participant	9	5	14	14	93.33%
Removed Participants					

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 a LMS***
- ***Exporting Sessions to a LMS Integration***

Updating Participant Lists from a LMS

TurningPoint can update the participant list information from the LMS with the integration.

Before You Begin

A LMS Integration must be configured on a LMS server. Confirm with IT that the integration is setup before attempting to use the integration in TurningPoint.

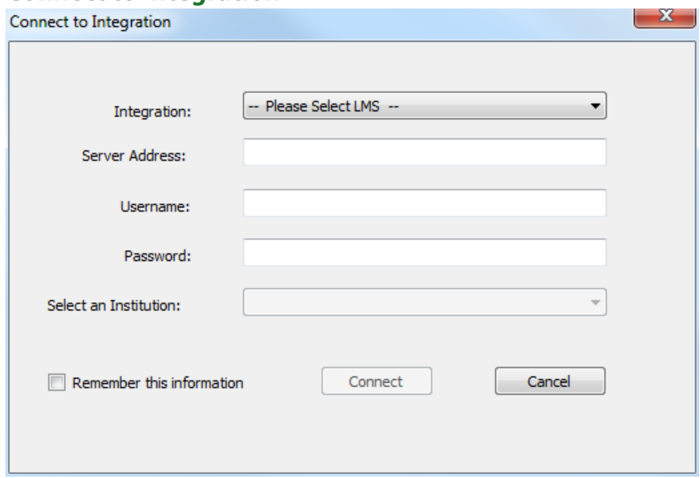
How to update participant lists from a LMS...

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

2 Click **Integrations**.

The Connect to Integration window opens.

Connect to Integration



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

4 Enter the **Server Address**, **Username** and **Password**.

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

6 Click **Connect**.

7 Select **Update Participant List** and click **Update List**.

8 Click **OK** at the prompt.

Exporting Sessions to a 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.

Before You Begin

A LMS Integration must be configured on a LMS server. Confirm with IT that the integration is setup before attempting to use the integration in TurningPoint.

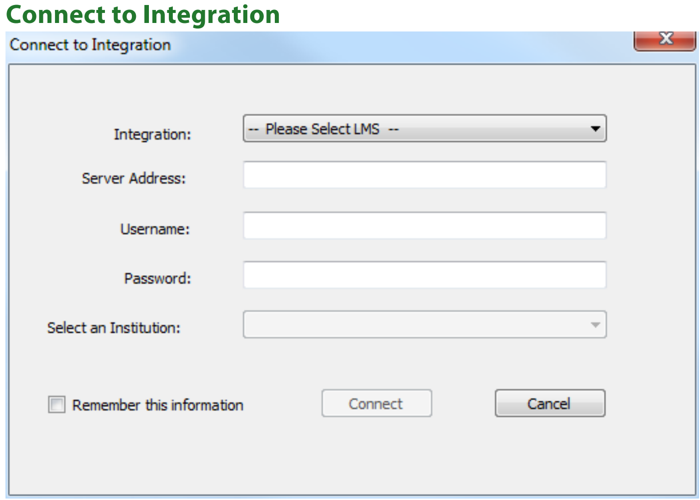
How to export sessions to a LMS integration...

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

2 Click **Integrations**.

The Connect to Integration window opens.

Connect to Integration



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

4 Enter the **Server Address**, **Username** and **Password**.

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

6 Click **Connect**.

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

8 Check the **session(s)** to be exported.

- Check **Select All** to export all sessions associated with the participant list.

9 Click **Export**.

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

10 Click **Export**.

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

Next Steps

Log in to the LMS to verify the sessions were uploaded correctly.

8 Reports

There are six types of reports available:

- ***Results by Question***
- ***Results by Participant***
- ***Results Detail***
- ***Results by Demographic***
- ***Comparative Results***
- ***Session Log Report***

Each report can be customized by selecting the data options on the right side of the reports window.

Generating Reports

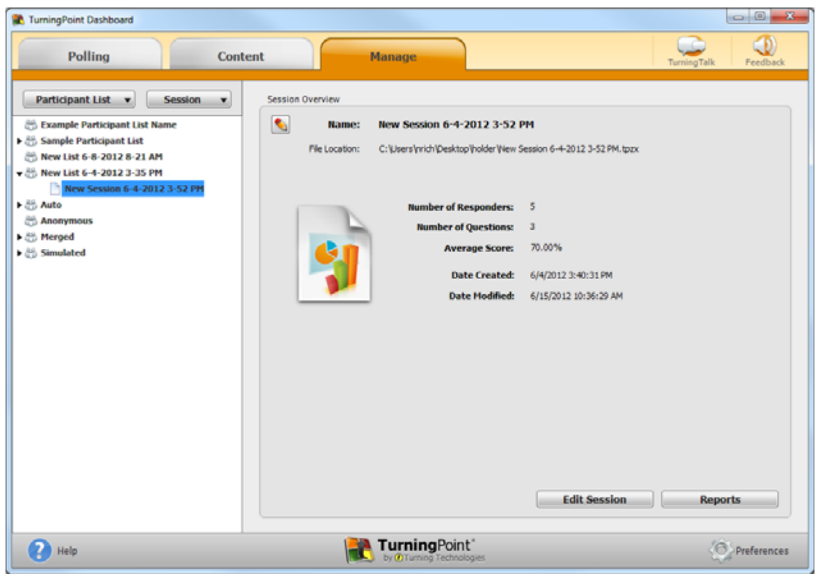
There are six types of session reports (Results by Question, Results by Participant, Results Detail, Results by Demographic, Comparative Results and Session Log Report). Each report can be customized by selecting the data options on the right side of the reports window.

How to generate reports...

1 From the Manage tab, select a **session** from the panel on the left.

The Session Overview screen is displayed.

Session Overview

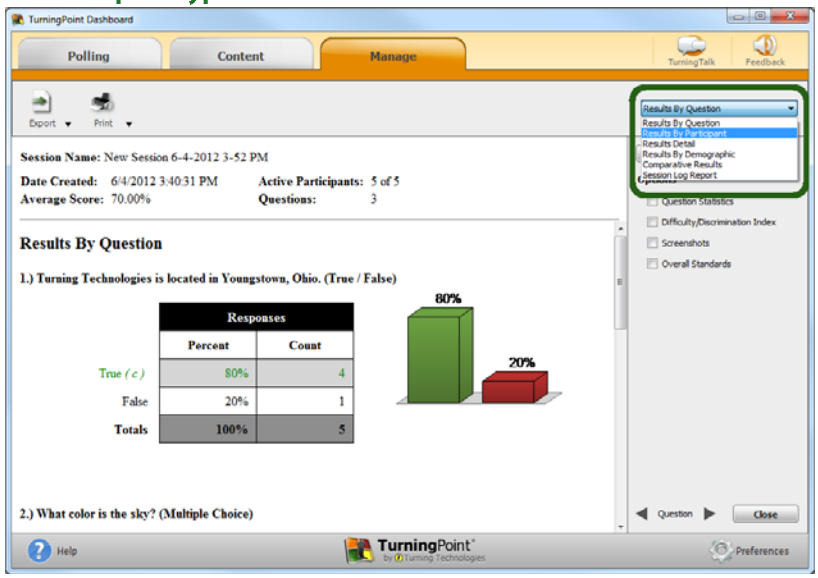


2 Click **Reports** at the bottom of the Session Overview screen.

> *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.

Select Report Type



- 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.

Next Steps

For more information about the types of reports available, see ***Chapter 8: Reports***.

Exporting a Report

Reports can be exported as a CSV, Excel or HTML file.

> *Note*
>
> The computer must have Java installed to export a report as a CSV or Excel file.

How to export a report...

1 While in the reports window, click **Export** and select one of the following options:

- **CSV** - CSV files are plain text files that can be opened with various programs.
- **Excel** - Saves the file as a Microsoft Excel spreadsheet with native Excel charts for manual manipulation.
- **HTML** - HTML files can be opened with an Internet browser.

2 **Name** the file and click **Save**.

Saving and Printing a PDF Report

TurningPoint allows the user to print a hard copy of the reports. The reports are printed as PDF files.

How to print a report...

1 While in the reports window, click **Print** and select **Print**.

> *Tip*
>
> Click **Print** and select **Preview** to view the report before printing or to save the report as a PDF.

2 Make any necessary adjustments in the Print window.

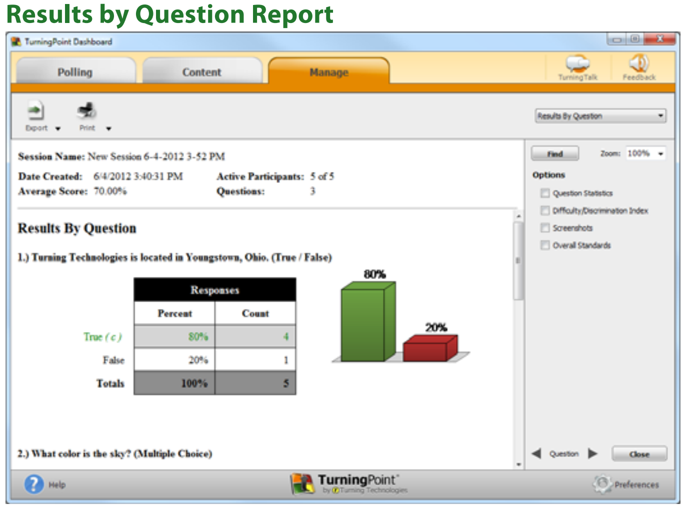
3 Click **Print**.

Results by Question

The default Results by Question report displays the following elements:

- Question text
- Question type
- Answer choices
- Responses (percentage and count)
- Chart

Results by Question Report



Checking the boxes in the right panel adjusts the details of the report. Selections will be remembered for future use. The list below provides explanations of the detail options.

- Question Statistics - Adds a table to the report under each question that displays the Mean, Median, Variance and Standard Deviation for each question.
- Difficulty and Discrimination Index - Displays the difficulty/discrimination index on a per question basis. The indexes are determined by the number of correct responses in the upper and lower halves of the participants, divided by the total responses in the top and lower groups.

  Formula for the Difficulty Index: **D = (NH + NL) / T**

- **D** = Difficulty Index
- **NH** = Number of correct responses in the top 27%* (participants who responded with the most number of correct answers during the session)
- **NL** = Number of correct responses in lower 27%* (participants who responded with the least number of correct answers during the session)
- **T** = Number of total responses in the top and lower groups

Formula for the Discrimination Index: **D = (NH - NL) / .5(T)**

- **D** = Discrimination Index
- **NH** = Number of correct responses in the top 27%* (participants who responded with the most number of correct answers during the session)
- **NL** = Number of correct responses in lower 27%* (participants who responded with the least number of correct answers during the session)
- **T** = Number of total responses in the top and lower groups

*If there is a tie determining the top and lower percentiles, the participants will be sorted based on the Device ID of the response device.

- Screenshots - Displays the screenshot with each question.

> *Note*
>
> Include Screenshots must be checked in the Anywhere preferences.

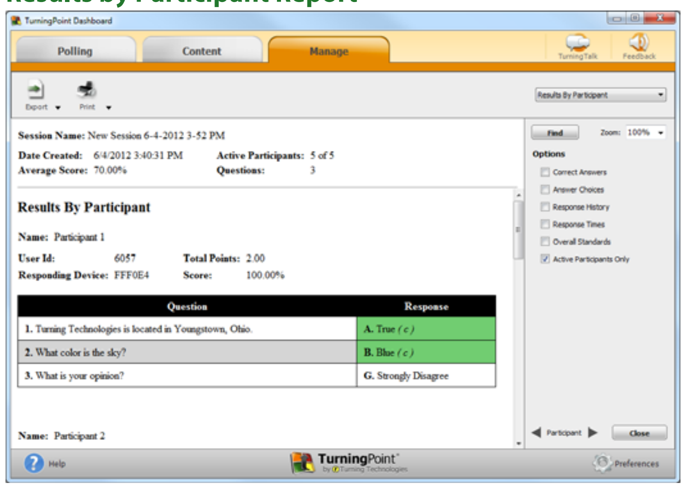
- Overall Standards - Displays the percentage of overall comprehension for each standard.

Results by Participant

The default Results by Participant report displays the following elements:

- Participant information
- Question text
- Participant response

Results by Participant Report



Checking the boxes in the right panel adjusts the details of the report. The list below provides explanations of the detail options.

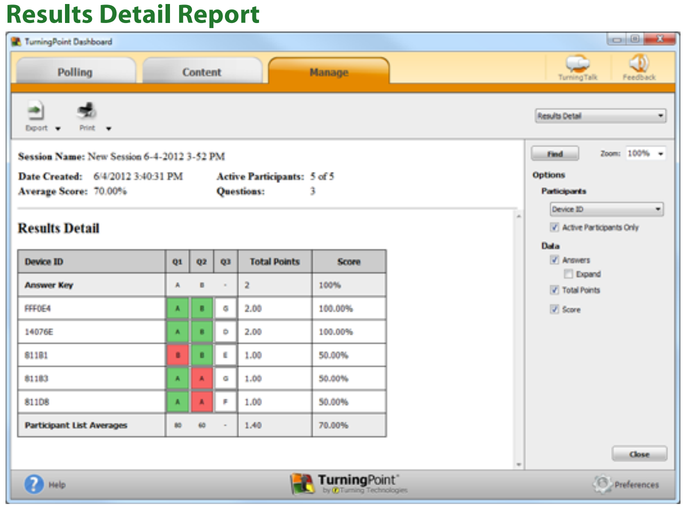
- Correct Answers - Displays the correct answers for each question.
- Answer Choices - Displays all of the answer choices for each question.
- Response History - Displays each response sent by the participant for each question including invalid responses.
- Response Times - Displays the length of time (in seconds) that it took with the recorded response(s). Response times will not display on merged sessions.
- Overall Standards - Displays the percentage of overall comprehension for each standard.
- Active Participants Only - Displays the results of the participants that responded to at least one question in the session. Participants that sent feedback or an invalid are also displayed.

Results Detail

The default Results Detail report displays the following elements:

- Participant information
- Participant response
- Participant points earned
- Score (overall percentage)
- Participant list averages (points and percentage)
- Answer Key
- Participant List Averages

Results Detail Report



Checking the boxes in the right panel adjusts the details of the report. The list below provides explanations of the detail options.

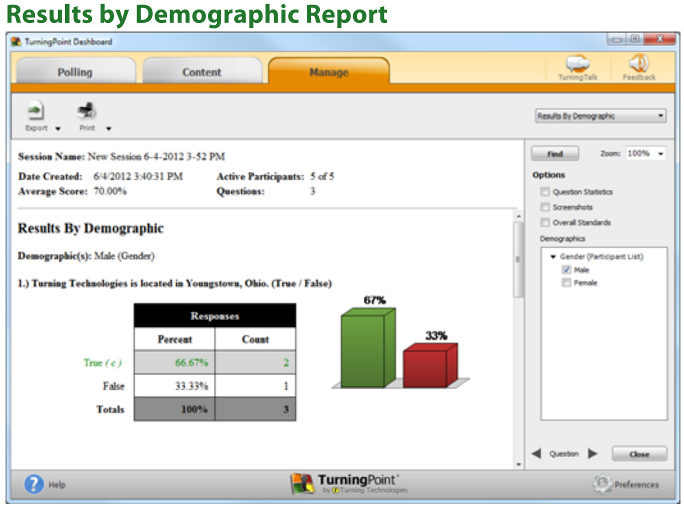
- Participants - Select the type of participant information to be displayed.
- Active Participants Only - Displays the results of the participants that responded to at least one question in the session. Participants that sent feedback or an invalid are also displayed.
- Answers - Displays the question/answer columns.
- Expand - Widens the question/answer columns.
- Total Points - Displays the Total Points column.
- Score - Displays the Score column.

Results by Demographic

The default Results by Demographic report filters the following elements by selected demographic(s):

- Question text
- Question type
- Answer choices
- Responses (percentage and count)
- Chart

Results by Demographic Report



Checking the boxes in the right panel adjusts the details of the report. The list below provides explanations of the detail options.

- Question Statistics - Adds a table to the report under each question that displays the Mean, Median, Variance and Standard Deviation for each question.
- Screenshots - Displays the screenshot with each question.

> *Note*
>
> Include Screenshots must be checked in the Anywhere preferences.

- Overall Standards - Displays the percentage of overall comprehension for each standard.

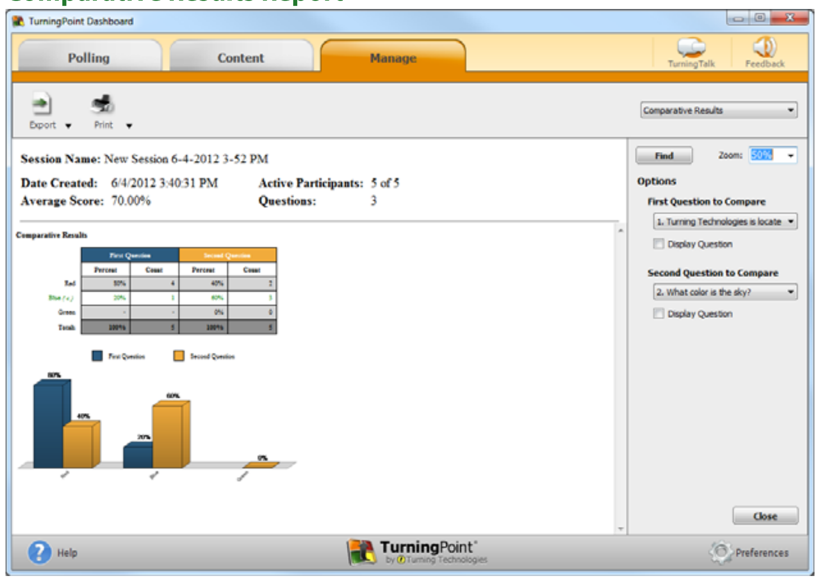
- Demographics - Check a box next to the demographic(s) to be displayed.

> *Note*
>
> Any demographic assigned from a slide or a participant list will be displayed. If a slide was selected to “save to participant list” and is present in the session, it will be displayed twice.

Comparative Results

The Comparative Results report allows a user to select two questions from the session and compare them side-by-side.

Comparative Results Report



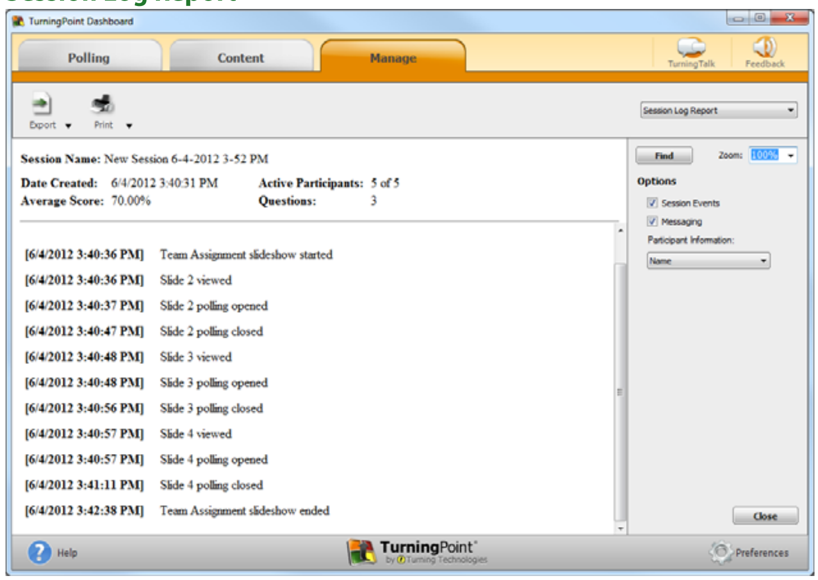
Select the questions to be compared from the drop-down menus on the panel on the right.

Check the Display Question boxes to display the question text from each selection.

Session Log Report

The Session Log Report displays a log of session events and/or messages in chronological order.

Session Log Report



Checking the boxes in the right panel adjusts the details of the report. The list below provides explanations of the detail options.

- Session Events - Displays session events from the report.
- Messaging - Displays all instances of message events from the report.
- Participant Information - Select the type of participant information to be displayed.

9 Contact Us

If you have questions or concerns, additional resources are available online or by calling a Turning Technologies representative.

Online Assistance

Turning Technologies offers online assistance through its website at **www.turningtechnologies.com**.

Go to the Support page of the website to find more information about using TurningPoint, such as support guides and manuals, online tutorials and product training.

Customer Support

Turning Technologies' Customer Service Department offers first class technical support second to none.

Technical Support is available Monday - Friday, 7:00 a.m. - 9:00 p.m. EST.

For your convenience we offer several methods of communication for technical support. From within the contiguous United States, you can reach Customer Service toll-free by calling 1.866.746.3015.

If calling from outside the United States please call +1.330.746.3015.

Customer Service may also be reached via e-mail at support@turningtechnologies.com. Please note, it may take up to two business days for a reply if contacted via e-mail.

Mailing Address:

Turning Technologies

255 West Federal Street

Youngstown, Ohio 44503