TurningPoint 5 PowerPoint User Guide



TAC's Got Your Back

For additional support, training or other concerns please contact:

Contents

3 Preferences Menu 4 4 Creating a TurningPoint Presentation 5 5 Importing a Participant List 6 5.1 Through TurningPoint 6 5.2 Through Blackboard 8 6 Polling from a TurningPoint Presentation 10 7 Managing Results after Polling 12 7.1 Editing a Saved Session File 13 7.2 Results Manager 14	1	TAC Campus Support	1
4 Creating a TurningPoint Presentation 5 5 Importing a Participant List 6 5.1 Through TurningPoint 6 5.2 Through Blackboard 8 6 Polling from a TurningPoint Presentation 10 7 Managing Results after Polling 12 7.1 Editing a Saved Session File 13 7.2 Results Manager 14 7.3 Uploading Results to Blackboard 16	2	Navigation Summary	3
5 Importing a Participant List 6 5.1 Through TurningPoint 6 5.2 Through Blackboard 8 6 Polling from a TurningPoint Presentation 10 7 Managing Results after Polling 12 7.1 Editing a Saved Session File 13 7.2 Results Manager 14 7.3 Uploading Results to Blackboard 16	3	Preferences Menu	4
5.1 Through TurningPoint 6 5.2 Through Blackboard 7 6 Polling from a TurningPoint Presentation 10 7 Managing Results after Polling 12 7.1 Editing a Saved Session File 13 7.2 Results Manager 14 7.3 Uploading Results to Blackboard 16	4	Creating a TurningPoint Presentation	5
7 Managing Results after Polling 12 7.1 Editing a Saved Session File 13 7.2 Results Manager 14 7.3 Uploading Results to Blackboard 16	5	5.1 Through TurningPoint	6 6 8
7.1Editing a Saved Session File137.2Results Manager147.3Uploading Results to Blackboard16	6	Polling from a TurningPoint Presentation	10
	7	 7.1 Editing a Saved Session File	14 16

TurningPoint 5 Navigation Summary

The **Polling** Tab



The **Content** Tab





• This window can be located by selecting the **Polling tab**

- Participants A group of imported participant lists from Blackboard
- Content An overall view of all imported polling documents, including TurningPoint Anywhere question lists and Turning-Point presentations
- **3** *Receiver* An indication that a receiver is recognized with its denoted channel underlined (e.g. <u>41</u> indicates channel 41)
- Polling Options A visual display of the different polling options available: PowerPoint Polling, Anywhere Polling and Self-Paced Polling
- This window can be located by selecting the **Context tab**
- *Content drop-down menu* A menu with options to create or import a question list or TurningPoint presentation
- Content An overall view of all imported question lists and TurningPoint presentations. Double click on any item to open it for editing.
- 3 *Question List Overview* A brief overview of the question list selected, including number of questions and a preview of each question

NB: TurningPoint presentations not shown here

- 4 Edit Question List / Presentation A button which allows the currently selected question list or PowerPoint presentation to be opened for editing
- This window can be located by selecting the Manage tab
- Participant list drop-down menu A menu with options to add new participant lists, including importing a participant list from Blackboard
- 2 Session drop-down menu A menu with options to import, export or merge saved session files
- Participant / session data A collection of all participant lists that have been imported into TurningPoint. Participant lists can be expanded to reveal sessions that have been saved to a specific participant list.
- 4 *Overview* An overview of the participant list or session file selected.
- *Edit Participants / Results Manager* A button which allows a participant list to be edited or Results Manager to be opened.

TurningPoint 5 Preferences Menu

At the bottom of each screen in TurningPoint is a button that links to the pop-up *Preferences* menu. From here many preferences and

customizations can be made to TurningPoint.

All preferences are organized in 5 different tabs: *Software, Connections, PowerPoint, AnyWhere and Self-Paced.* Outlined below is an overview of some ________ of the more significant preferences available.



Software	
Badup Sessions	Administration
Badkup Session Purge: 8 days	 Backup session files to be kept for a specified
Default Save Location: C:\Users\Brady McBride\Desktop\TurningPoint\	number of days
	Change the default location for saved files
Connections	
Response Devices Response Card Channels:	
Unknown: 41	ResponseDevices
Unknown: 55 - Unknown: 35	Change response card (receiver) channels
Poling Connections : Test	Test response card connection from a clicker
Force Channel Change	
PresenterCard PresenterCard Device ID: [None] Change	
Programmable Button 1: Show/Hide Chart Window (AW)	PresenterCard
Programmable Button 2: Show/Pause Countdown Timer	
Programmable Button 3: Show/Hide Response Grid	Pair a PresenterCard to with a receiver
PowerPoint	
FowerFollit	
Chart Colors: PowerPoint Scheme Apply All	Charts
Defined Chart Colors: Chart Color 1: Chart Color 6:	Change default chart color scheme
Chart Color 7: Chart	
Chart Color 4: Questions Chart Color 4: Accept First Response Only Apply All	Change default chart type and chart values to be
Chart Color 5: Bulet Format: A, B, C, D Apply All Defined Label Color: Automatically Advance After Objects	displayed
Chart Labels: Answer Te	
Chart Values: 0% Countdown Timer: None Countdown Seconds: 30 Apply All	Questions
Default Chart Type: Verbcal Countdown Sound: Apply All Response Divisor: Response	
Show Results	Option to only select students' first response
Results Display: After Polin Response Grid Type: Table • Response Grid Type: Anne and Device ID •	
Rotation Interval: 4 seconds	Option to begin polling automatically
Font Size: 13	
Anywhere	Presentation
Quick Poll Answers: 4	
Quick Poll Font: Verdana	Change the default number of answer options for a
Bullet Format: A, B, C, D	"quick poll" question

Creating a TurningPoint Presentation

1. Open Powerpoint from the within TurningPoint

Open TurningPoint 5 and click the *PowerPoint Polling* option in the main portion of the screen. This will open a new PowerPoint Presentation.



2. Create a TurningPoint Polling Slide



Under the *TurningPoint* tab, click on the *New* dropdown menu and select one of the polling options listed. Throughout this documentation the *multiple choice* polling option will be used.



3. Insert question and response choices

Insert a question for the slide by clicking in the box that says

Enter Question Text. Click outside the box to store the question.

Insert responses choices by clicking in the box that says *Enter Answer Text*. Hit the "enter" key after typing a response to insert additional response choices.

4. Assign a correct answer

From the blue *Slide Preferences* toolbar assign a "correct" value to the correct response choice using the drop down menu. This will change all other response choices to "incorrect".



5. Continue building presentation

Add additional lecture material and clicker questions to complete your presentation.

Importing a Participant List Through TurningPoint

A participant list can be imported through the TurningPoint software (see pg. 6) <u>or</u> through Blackboard (see pg. 8). Although both methods are displayed, both are valid.

1. Create a Participant List from within TurningPoint

From the *TurningPoint Dashboard navigate over to* the *Manage* Tab and click on *Participant list*.

Then, under the drop down menu select *New* and a dialog box called *Create Participant list* pops up.

🕷 TurningPoint Dashboard					
Polling		Con	tent		Manage
Participant List 🔻	Session	•	Participant	List Overview	,
New				Name:	Auto
Import					
Export			D	ate Created:	N/A
Delete			Di	ate Modified:	N/A

2. Download from Integration (Blackboard)

Select *Download from Integration* in the *Create Participant List* dialog box and click on *Create list*. This will open the *Connect to Integration* pop-up window.

Create Pa	ticipant List	×
Name:	New List 9-11-2013 9-15 PM	
O	Create Manually (Includes .csv, txt, and .tptx imports)	
۲	Download from Integration (Blackboard, Moodle, etc.)	
	Create List Cancel	

Connect to Integration		
Integration: Server Address:	Please Select LMS Please Select LMS Blackboard Woodale Desire 2 Learn Sakai Canvas Performance Matters	
Username:	Your ONID Username and Password	
Password:	*******	
Select an Institution:	My Bb Instance bb_bb60 - Default Blackboard Virtua 💌	
Remember this information	Connect Cancel	

3. Login to Blackboard

- From the *Integration* drop down bar click *Blackboard* as your LMS.
- Enter the Server Address as

my.oregonstate.edu.

- Enter Your ONID User name and ONID password as your Username and Password.
- Once you have entered the above data fields click *Connect* and this opens the *Import Participant List* dialog box.

4. Select the appropriate Course

In the *Import Participant List* window select the course(s) from which you want to import your participant list and click *Import*. A pop-up window confirms a successful import.



Import	Participant List
Selec	ct Course(s) to Import
	HHS_248_004_F2012 - LIFETIME FITNESS: YOGA (HHS_248_004_F2012) HST_415_X001_W2013 - ST/ DIGITAL HISTORY (HST_415_X001_W2013)
	PHL_201_400_W2013 - INTRODUCTION TO PHILOSOPHY (PHL_201_400_W WS_224_002_W2013 - WOMEN: PERSONAL/SOCIAL CHANGE (WS_224_00)
	GS_410_002_W2013 - INT/ MEDICAL PRECEPTORSHIP (GS_410_002_W20) org_349955_WINT2013 - Women Returning to Higher Education (org_3499)
	BA_455_C001_W2013 - INFLUENCE & NEGOTIATION (BA_455_C001_W201 org_361172_WINT2013 - Reproductive Justice at OSU (org_361172_WINT2
	H_523_001_W2013 - FOUNDATIONS OF PUBLIC HEALTH (H_523_001_W20 +
	Select All
\square	Back Import Cancel

5. Participant List Overview

Once you have imported the participant list(s) you will be able to see them in the left column. By selecting a participant list from the column you will be able to see a brief overview of the selected list, including students' names, User ID's and Device ID's.

Participant List Session INUTR_225_001_F2013 7-23-2013 10-01 AM TST_201_000_W2013 - InterQuest TST_201 TST_234_002_U2012 - Test Course for TAC TAUto Name: NUTR_225_001_F2013 7-23-2013 10-01 AM Date Created: 9/20/2013 1:41:48 PM Number of Participants: 17 TST_234_002_U2012 - Test Course for TAC Date Created: 9/20/2013 1:51:49 PM Number of Sessions: 1 Totr Date Created: 9/20/2013 1:51:49 PM Number of Sessions: 1 Preview: Device ID(s) First Name Last Name User ID 540A48 Bob Marley Marleyb 400845 Ryan Avelar Avelar 540245 Kristen Alton Alton 154755 Laura Becks Corsek Corsek1 258645 Joseph Kinksky Kinksky3 S85656 Lok Chan Chane 9731A Caitlin Harris Harria As3746 Sean Michael Michaele 308602 Lauren Devidts Devidt S30567 Sachin Singh 01 Singh 01 Singh 01 Singh 01 Singh 01 Singh 01 S	Polling Conte	ent	Manage		TurningTalk	Fee
 NUTR_225_001_U2013 7-23-2013 10-01 AM TST_201_000_W2013 - InterQuest TST_201 Date Created: 9/20/2013 1:41:48 PM Number of Participants: 17 Date Modified: 9/20/2013 1:51:49 PM Number of Sessions: 1 Date Modified: 9/20/2013 1:51:49 PM Number of Sessions: 1 Date Modified: 9/20/2013 1:51:49 PM Number of Sessions: 1 Device ID(s) First Name Last Name User ID Perview: Perview: Perview: Perview: State Created: 9/20/2013 1:51:49 PM Number of Sessions: 1 Number of Sessions: 1 Number of Sessions: 1 Perview: Perview: Perview: State Created: 9/20/2013 1:51:49 PM Number of Sessions: 1 Perview: Perview: State Created: 9/20/2013 1:51:49 PM Number of Sessions: 1 Perview: Perview: Perview: Perview: State Created: 9/20/2013 1:51:49 PM Number of Sessions: 1 Perview: Perview: State Created: 9/20/2013 1:51:49 PM Number of Sessions: 1 Perview: Perview: State Created: 9/20/2013 1:51:49 PM Number of Sessions: 1 Perview: Perview: State Created: 9/20/2013 1:51:49 PM Number of Session: 1 Perview: State Created: 9/20/2013 State Created: 9/20/2013 State Created: 9/20/2013 State Created: 9/	Participant List 🔹 Session 👻	Participant List Overvi	ew			
TST_201_000_W2013 - InterQuest TST_201_ Date Created: 9/20/2013 1:41:48 PM Number of Participants: 17 TST_234_002_U2012 - Test Course for TAC Date Modified: 9/20/2013 1:51:49 PM Number of Sessions: 1 Muto TST_234_002_U2012 - Test Course for TAC Date Modified: 9/20/2013 1:51:49 PM Number of Sessions: 1 Preview: Device ID(s) First Name Last Name User ID 540.048 Bob Marley Marleyb 480845 Ryan Avelar Averlarr 54C045 Kristen Alton AltonK 54655 Jessica Wong Worjaaa 586845 Matias Clorsek Clorsek1 586845 Joseph Klinksky Klinksky3 588756 Lok Chan Chanlo 9781A Catlin Harris Harrica 43802 Lauren Devalts Devalt 530E67 Sachin Singh Singhs01 67DA9 Imran Khan Khanlmr		Name	: NUTR_225_001_F2013	7-23-2013 10-01 AM		
Date Modified: 9/20/2013 1:51:49 PM Number of Sessions: 1 Auto Anonymous Device ID(s) First Name Last Name User ID 540.448 Bob Marley Marleyb 480845 Ryan Avelar Averlarr 54C.045 Kristen Alton AltonK 15AF'95 Laura Becks Becksl. 25FA65 Jessica Wong Wonjaaa 386845 Matias Clorsek Clorsek1 589C56 Lok Chan Chanlo 781A Cattin Harris Harris AS874B Sean Michael Michaelse 304052 Lauren Devalts Devalt 530E67 Sachin Singh Singhs01 530E67 Sachin Singh Singhs01 530E67 Heath Streak StreakH		Date Created	: 9/20/2013 1:41:48 PM	Number of Participa	ants: 17	
Preview: Device ID(s) First Name Last Name User ID 540.448 Bob Marley Marleyb 480B45 Ryan Avelar Averlarr 540.448 Bob Marley Marleyb 480B45 Ryan Avelar Averlarr 540.450 Kristen Alton AltonK 15AF95 Laura Becks Becks 25FA65 Jessica Wong Worijaaa 586645 Matias Clorsek Clorsek1 58748 Sean Michael Michaelse 39802 Lauren Devalts Devalt 530E67 Sachin Singh Singhs01 530E67 Sa		Date Modified	: 9/20/2013 1:51:49 PM	Number of Sessi	ions: 1	
Preview: Device ID(s) First Name Last Name User ID 540A48 Bob Marley Marleyb 480B45 Ryan Avelar Averlarr 54C045 Kristen Alton AtonK 15AF95 Laura Becks BecksL 25FA65 Jessica Wong Wonjaaa 586B45 Matias Clorsek Clorsek1 589C56 Lok Chan Chanlo 9781A Caitlin Harris Harrca A98D2 Lauren Devalts Devalt 302667 Sachin Singh Singhs01 530E67 Maria Khan1 Khan1 671DA9 Imran Khan Khan1						
Device ID(s)First NameLast NameUser ID540.48BobMarleyMarleyb480845RyanAvelarAverlarr54C045KristenAltonAltonK15AF95LauraBecksBecks25FA65JessicaWongWonjaaa586845MatiasClorsekClorsek1584569JosephKlinkskyKlinkskyJ589C56LokChanChanlo9781ACaitlinHarrisHarrcaA58748SeanMichaelMichaelse3A98D2LaurenDevaltsDevalt53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakH		Preview:				
540.4 bBobMarleyMarleyb4808.4 5RyanAvelarAverlarr54C04 5KristenAltonAltonK15AF9 5LauraBecksBecks25FA6 5JessicaWongWonjaaa58684 5MatiasClorsekClorsek 1584569JosephKlinkskyKlinkskyJ589C 56LokChanChanlo9781 ACaitlinHarrisHarrcaA5874BSeanMichaelMichaelse3A98D 2LaurenDevaltsDevalt53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakt	, and the second s	Device ID(s)	First Name	Last Name	Liser ID	
54C045KristenAltonAltonK15AF95LauraBecksBecksL25FA65JessicaWongWonjaaa586B45MatiasClorsekClorsek1584569JosephKlinkskyKlinkskyJ589C56LokChanChanlo9781ACaitlinHarrisHarrcaA5874BSeanMichaelMichaelse3A98D2LaurenDevaltsDevaltl53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakt						
15AF95LauraBecksBecksL25FA65JessicaWongWonjaaa586845MatiasClorsekClorsek1584569JosephKlinkskyKlinkskyJ589C56LokChanChanlo9781ACaitlinHarrisHarrcaA5874BSeanMichaelMichaelse3A98D2LaurenDevaltsDevaltd53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakt		480B45	Ryan	Avelar	Averlarr	
25FA65JessicaWongWonjaaa586B45MatiasClorsekClorsek1586B45JosephKlinkskyKlinkskyJ584569JosephKlinkskyKlinkskyJ589C56LokChanChanlo9781ACaitlinHarrisHarrcaA5874BSeanMichaelMichaelse3A98D2LaurenDevaltsDevalt53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakStreak		54C045	Kristen	Alton	AltonK	
S86B45MatiasClorsekClorsek1S86B45JosephKlinkskyKlinkskyJS84569JosephKlinkskyKlinkskyJS89C56LokChanChanlo9781ACaitlinHarrisHarrcaA5874BSeanMichaelMichaelse3A98D2LaurenDevaltsDevalt1S3DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreak1		15AF95	Laura	Becks	BecksL	
S84569JosephKlinkskyKlinkskyJS80566LokChanChanloS80566LokChanChanlo9781ACaitlinHarrisHarrcaA5874BSeanMichaelMichaelse3A98D2LaurenDevaltsDevalt1S3DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakH		25FA65	Jessica	Wong	Wonjaaa	
589C56LokChanChanlo9781ACaitlinHarrisHarrcaA5874BSeanMichaelMichaelse3A98D2LaurenDevaltsDevalt53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakH		586B45	Matias	Clorsek	Clorsek1	
9781ACaitlinHarrisHarrcaA5874BSeanMichaelMichaelse3A98D2LaurenDevaltsDevaltd53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakH		584569	Joseph	Klinksky	KlinkskyJ	
A5874BSeanMichaelMichaelse3A98D2LaurenDevaltsDevalt53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakH		589C56	Lok	Chan	Chanlo	
3A98D2LaurenDevaltsDevaltd53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakH		9781A	Caitlin	Harris	Harrca	
53DE67SachinSinghSinghs0167IDA9ImranKhanKhanImr89TH67HeathStreakstreakH		A5874B	Sean	Michael	Michaelse	
67IDA9ImranKhanKhanImr89TH67HeathStreakstreakH		3A98D2	Lauren	Devalts	Devalt	
89TH67 Heath Streak streakH		53DE67	Sachin		-	
		67IDA9	Imran			
97DF09 Ricky Ponting Pontic				Streak		
		97DF09	Ricky	Ponting	Pontic	-

Importing a Participant List Through Blackboard

A participant list can be imported through the TurningPoint software (see pg. 6) <u>or</u> through Blackboard (see pg. 8). Although both methods are displayed, both are valid.

1. Login to Blackboard

Log on to the Blackboard website, https://my.oregonstate.edu/, and select your term and the course from which you want to download the participant list.



3. Download the participant List

Once you select the *Turning Registration tool* you will see a new window with a list of participants showing both students' names and Response Card IDs.

Click on *Download Turning Point Participant List* on the top which will prompt you to save the Participant list in an appropriate location.



2. Select the Turning Registration Tool in Blackboard.

Once you have selected your course from Blackboard. Click on *Tools* in Blackboard website and select *Turning Technologies Registration Tool*.



Importing a Participant List Through Blackboard

4. Import the Participant list into TurningPoint

From the *TurningPoint Dashboard* navigate over to the *Manage* Tab and click on *Participant list*.

Then, under the drop down menu select *Import* and a dialog box called *Import Participant list* will appear.



5. Choose the TurningPoint participant list

Click on *TurningPoint Participant List option* in the *Import Participant List* dialog box and click on *Choose File*.

Select the appropriate participant list from the location where you have downloaded and saved your participant list from the Blackboard.

mport P	articipant List			23
O Turr	ningPoint Participant List			
-	from Integration elect a Format:			
В	lackboard			-
		Choose File	Cancel	



6. Open the Participant List

Now select the appropriate participant list from the location where you have downloaded and saved your participant list from the Blackboard.

Click *Open* to import the list into TurningPoint.

Polling from a TurningPoint Presentation

1. Plug in the USB receiver and open TurningPoint 5



When the software loads, any recognized receivers will be shown with their receiver channel underlined.

In this case, two receivers are recognized—one on channel 14 and one on channel 55.

2. Select a participant list from the Participants menu

From the *TurningPoint Dashboard* navigate to the *Polling* tab. Click to select a Participant list from the *Participant* menu



In this example, the participant list ANS 100-003 is selected.

3. Choose the PowerPoint Polling option and open your PowerPoint Presentation



Under the *Polling* tab, click the PowerPoint Polling option. This will open a blank presentation in PowerPoint.

Open your presentation by clicking to *File -> Open* and navigating to your saved file location.

4. Reset any previous sessions

Before you begin polling, ensure to reset any previous sessions. Do this by clicking the *Reset* icon under the *TurningPoint* toolbar and clicking *Session*.

Review	View	Tur	ningPoint	
Ware	Save	Reset	Continue Reports	Pre
		s	ession	
		C	harts	

5. Run the presentation

PowerPoint will have automatically loaded the selected participant list into the session. Navigate to the *TurningPoint* tab in Powerpoint and check to ensure a participant list is loaded.

• 🖬 ا🖸	″) ▼ Ű X²	X₂ ∓								
File	Home	Insert	Des	ian Transit	tions	Animations	SI	ide Show	Review	V
۰.		Im 📑	port	ANS 100-003			*	Live Pollin	g -	L
		🛛 🦹 То	ols 👻	📅 Load List	🕜 Rea	I-Time Registra	tion	🕅 Receive	r	Ū
New C	bjects Compe	ete		🔰 Manage 🔹	🗐 Par	ticipant Monit	or	Respon	seWare	Sa
	Content				Particip	ants		Polli	ng	

In this example, the participant list ANS 100-003 has been correctly loaded.

Run the slideshow presentation by clicking *From Beginning* under the *Slideshow* tab. TAC: **clickers@oregonstate.edu**

Polling from a TurningPoint Presentation

6. Run the presentation (continued)

When running a TurningPoint presentation a floating toolbar will appear in the upper right corner of the screen. This toolbar only appears on interactive slides (slides with a question to poll.) Outlined below are some of the main features of this toolbar.



- 6. Show/hide Connection Info—displays the receiver channel at the bottom of the slideshow during a presentation
 - Responses—indicates a running total of all responses received by the receiver

Polling Open / Closed—shows current status of polling

7. Save session file

7.

8.

Responses

0 Polling

Save the session file when the presentation is complete. To do so, click the *Save* icon under the *TurningPoint* tab and select *Save as New Session*.

You will be prompted to enter a file name to for the saved session. Use a meaningful name for future reference such as a class section name, date and time.

In the example on the left, the session has been saved as Section001Tuesday11-11-2012.tpzx

	Review	View	TurningPoint	A	crobat	
	lling * eiver ponseWare	Save	Reset		Preferen	
s - 📔 « Desk	Polling	1 1	ave Session ave as New Sessior		Sot	ftware
Organize 👻 New	folder				855	- 0
 ibraries Documents Music Pictures Videos Kideos 	Name Lecture 1A Lecture 1B Lecture 1B Lecture 2A Lecture 2A Repoil Sessi	ion	10 10 10	/24/201 /24/201 /24/201	lified 2 4:18 PM 2 4:18 PM 2 4:18 PM 2 4:18 PM 2 4:18 PM 2 12:31	Type TurningPoi TurningPoi TurningPoi TurningPoi
EComputer BOOTCAMP (C: BMcBride (E:) File name: S	▼ <	-2012	III			,
Save as type:	ession Files (*.tpzx)					•
Hide Folders				Save		Cancel

If you forget to save a session file before exiting out of your presentation, you will be prompted to save the session file.



1. Navigate to the Manage tab in TurningPoint 5



2. Locate session file under Participant list

A list of all participant lists will be displayed in the content area on the left side of the window.

A black triangle next to a participant list indicates session files are associated with that particular list.

Click on this arrow to expand the list to view these files.

Saved session files will be <u>automatically</u> added to their respective

participant lists only if <u>both</u> the session and participant list was selected before polling.

Once you have located your desired session file within the Manage tab

of TurningPoint, proceed in this documentation to any of the following

sections:

•Editing a Saved Session File

•Managing Results

•Exporting Results to Blackboard

•Generating Session Reports

If desired session file cannot be found:

A) Browse under the Auto participant list heading

TurningPoint will save session files under the heading *Auto* if a participant list is not selected prior to polling. In order to assign this session to a particular participant list, simply click on the session file, drag it to the desired participant list, and release the mouse.

B) Import the session file from its saved location

If a session file cannot be found within TurningPoint, you may need to import it manually. To do so, click on the *Session* dropdown menu and

select *Import*. This will prompt you to choose the corresponding session file you wish to import into Turning-Point. After importing your session file, you may need to assign the file to a specific participant list by first selecting the file within TurningPoint, dragging it to the desired participant list, and releasing the mouse.

Participant List Session	Participant List O
📸 ANS 100-001	🔊 Na
▼ ∰ AN5 100-002	Date Cre
Lecture 2B	
testcrash	Date Mod
Lecture 2A	
Lecture 1A	Preview:
Lecture 1B	Device ID(s)
ANS 100-003	258965
📸 BIO 202-001	258963
📸 BIO 202-002	122369
📸 BIO 202-003	477856
► 🖧 Auto	100236
🛱 Anonymous	487962

Polling	Con	tent
Participant List 🔻	Session 🔻	Participant
8 ANS 100-001	Import	
ANS 100-002	Export	
ANS 100-003	Extract	De
Section003Tuesda	Merge	Da
👸 BIO 202-001	Delete	
810 202-002		Previe
📸 BIO 202-003		Device
🕶 👸 Auto		
New Session 11-19-	2012 11-59 AM	
Section003Wednesd	lay11-12-2012	
📸 Anonymous		

Editing a Saved Session File

1. Select a session to load

Click on the black triangle next to a participant list to view the session files associated with it.

Select a session under a participant list and click *Edit Session*.

This will open a new window with information from the

session.

In this example, a session titled Section003Tuesday11-11-2012 *has been*

selected for the participant list ANS 100-003.

2. Edit a saved session file

A window will open displaying the questions and answers from the session file.

By clicking on any question you can use the toolbar along the right side of the screen to:

- 1. Change answer to correct / incorrect
- 2. Change point value for correct answers
- 3. Exclude question from grading

3. Save changes to the session file

After making changes to the session file, save and close the file by clicking the *Save and Close* button.

This will only edit the session file for a specific participant lists; if the same

alternation needs to be made to additional sessions under different participant lists, this process needs to be completed for each separate session.

Altering a session file will <u>not</u> alter polling content (i.e. a correct answer choice marked as "incorrect" will still be counted as "incorrect" for all sessions unless the problem is addressed in either PowerPoint or in the question list)



estor • Chet Screen	Section0	03Tuesday11-11-2012		
1. Which of the followin	Multiple Choice -	3 Choices - B	S Exclude	from Grading
2. Which of the followin	Multiple Choice -	3 Choices - A	• Question	Options
3. One of the functions	Multiple Choice -	3 Choices - B	Anonyo Bullet Form	
4. An dissecting micros	Multiple Choice +	3 Choices - A	S 4, 8, 1	
5. All cells,	Multiple Choice +	3 Choices - A		e Responses
6. One characteristic th	Hultiple Choice -	3 Choices + A	 Poling Op Show F 	Results
7. An estimate for the n	Multiple Choice +	3 thices - A		esponse Only 1 Answer Indicator
8. Cells replicate by whi	Multiple Choice	3 Choices - C	Counting Response	
9. Osmosis refers to the	Multiple Choice -	3 Choices - A	Scoring O	lptions
10. The main role of a ce	Multiple Choice +	3 Choices v A	Correct Po	int Value: 0
			Incorrect P	loint Value:



Results Manager

1. Select a participant list to manage results

Select a participant list and then click *Results Manager* in the bottom right corner.

It is important to note that if a <u>session</u> is selected the button for *Results Manager* will not appear.

Doing so will bring up switch to a window showing all data collected from all session files under the selected participant list.

An example of this is shown below showing the performance of multiple students during three separate sessions.

Polli	ng		Content		4anage			TarningTalk Peedback	
E) Overview	Colum	O Integrations	Doort 🗸	ANS 10	0-002	Number of Q Novimum P		Number of Participants: 10 Average Score: 70.61%	
Name			Sector/02Hon	Section0027ue	Total Points	Total Points Possible	Percent	Overview	
Fitzgerald, Henry		7	\$	9	22	33	66.67%	• View Options	
Hese, Donne		7	6	9	23	30	69.70%		
Hatrick, 38		9	7	9	26	33	78.79%	Show All Columns	
McKingsley, Jacob		2	8	0	18	33	54.55%	Performance Points:	
McKlein, Gerard		2	8	8	24	33	72.73%	Per Section	
Nolan, Michael		7	8	8	24	33	72,73%	Total	
Patridi, Roberts Peters, Lille		8	8	9	26	33	78.79% 81.82%	Possible	
Stevert, Jonethon	_	0	0	10	27	33	81.02%	Attendance Points:	
Wikanson, Janny	-	20	5	0	10	33	4.45	Per Session	
	-							Total	
								Possible	
								Total Points Possible	
								[7] Bendmark	
								Performance Scale	ч
								-	
								* Attendance	
								Attendance Points:	
								1 Session Threshold:	
<[_							Session Threshold:	٣
C Shon Removed	Interne							Close	

Name	Section0021nur	SectionUU2Mon	SectionUU2Tue	Total Points	Total Points Possible	Percent
Fitzgerald, Henry	7	5	9	22	33	66.67%
Hase, Donna	7	6	9	23	33	69.70%
Hatrick, Jill	9	7	9	26	33	78.79%
McKingsley, Jacob	9	8	0	18	33	54.55%
McKlein, Gerard	7	8	8	24	33	72.73%
Nolan, Michael	7	8	8	24	33	72.73%
Patrick, Roberts	8	8	9	26	33	78.79%

2. Modify Overview of Results

Clinking on the *Overview* button in the top toolbar allows you to change aspects of the presented results, such as performance points.

Some of the aspects on the Overview panel are outlined below.



View Options

Choose whether or not to show data for each session, total, or all possible

Attendance

Assign additional points for participation of participants as a percentage of questions answered (session threshold)

E.g. 100% threshold grants points to participants who answered all questions regardless of a correct response

Benchmarks

Assign a benchmark value to easily evaluate overall participant performance E.g. with a benchmark of a passing grade for the course, say, 50%, it would be easy to distinguish which students are failing



Results Manager (continued)

Performance Scale

Setting a performance scale assigns a letter grade to a participants' performance.

Range 1	93	%	and up	=	A
Range 2	90	%	to 93%	=	A-
Range 3	87	%	to 90%	=	B+
Range 4	83	%	to 87%	=	В
Range 5	80	%	to 83%	=	В-
Range 6	77	%	to 80%	=	C+
Range 7	73	%	to 77%	=	C
Range 8	70	%	to 73%	=	C-
Range 9	67	%	to 70%	=	D+
Range 10	63	%	to 67%	=	D
Range 11	60	%	to 63%	=	D-
Range 12	0	%	to 60%	=	F
					to make another range appear. er or equal to its upper value.

Name	Benchmark Performance	Performance Scale
Fitzgerald, Henry	-3.33%	D
Hase, Donna	-0.30%	D+
Hatrick, Jill	+8.79%	C+
McKingsley, Jacob	-15.45%	F
McKlein, Gerard	+2.73%	C-
Nolan, Michael	+2.73%	C-
Patrick, Roberts	+8.79%	C+
Peters, Lillie	+11.82%	B-
Stewart, Jonathon	+11.82%	B-
Wilkonson, Jonny	-21.52%	F

3. Manually add data

Data can be manually added to Results Manager without use of a session file. This can be used for essays, exams, reports, and presentations, similar to other grades you would post in Blackboard.

To enter a manual grade, click the *Column* button in the top toolbar, shown on the right.



Name :	
Portfolio	
Date : 12/ 9/2012	
Performance Points : 100	Attendance Points :
	Add Cancel

This will open a pop-up window for creating a manual column. Enter details for the specific assignment such as name, the date of the assignment, the maximum amount of performance points, and any optional attendance points you wish to include.

Results Manager will create a new column with "zeros" as default values for performance points. These points can be replaced by

actual student performance points by clicking on a cell and typing a new number.

4. Close out of Results Manger

Clicking the Close button in the bottom right hand corner of the screen will exit our of Results Manager and bring you back to the main screen under the manage tab.

Doing so automatically saves all amendments made in Results Manager

Uploading Results to Blackboard

1. Locate a session file within a participant list

Click on the black triangle next to a participant list.

This will expand the participant list to show all session files that have been saved by that participant list.

If your desired session file cannot be located under the associated participant list, refer to **Managing Results after Polling.**

2. Select a session within Results Manager to export

Results Manager will open showing individual participants within the selected participant list as well as session files



containing those participants.

Click on the column header of any session file to select that session. You will notice the entire column will become shaded.

📸 ANS 100-001 📸 ANS 100-002		Data Modified: 11) Proview: Device ID(s) 20095	25/2012 12:11:45 PM	Number of Sessions: First Name Jonathon	5 User ID
Session002Wed	Inesday11-12-2012	58963	Wilkonson	Jonny	
N N N N		2369 2856	Hase Fitagerald	Donne Herry	
Section002Tues	day11-11-2012	0235	Molen	Gerard	
	1 44 40 0040	7962	Peters	Life	
Section0021hur	sday11-13-2012	99632	Nolan	Michael	
	1 40 00 0040	465983	Molingsley	Jacob	
Section002Mon	day10-29-2012	AC812C	Hatrick Patrick	38 Roberta	
Section002Tues	sday10-30-2012		\sim		
	sday10-30-2012	5	R	esults M	lanager

*		~		1		Ni min	er of Columns: 5	Number of Participants: 10
		Ø	*	ANS 10	0-002		um Points: 46	Average Score: 60.22%
Overview	Column							Average score: 60.227%
Name		Section002Tue	Section002Thur	Section002Tue	Section002Mon	Section002Tue	Total Performance	P Overview
Fitzgerald, Henry	_	10		9	5	9	33	▼ View Options
iase, Donna	_	9		5	6	9	29	Show All Columns
Hatrick, Jill		8		0	7	9	24	
McKingsley, Jacob McKlein, Gerard		7		4	8	0	19	Performance Points:
Nolan, Michael		7		4	8	8	27	Per Session Total
voian, Michael Patrick, Roberts	- (2		2	8	9	25	
Peters, Lillie	,	10		5	7	10	32	V Possible
Stewart, Jonathon	,	9		s	6	10	30	Attendance Points:
Wikonson, Jonny		8		8	5	0	21	Per Session
					-			Total
								Possible
								Total Points Possible
								Benchmark
								Performance Scale
								▼ Attendance
								Attendance Points:
								1
e l							,	Session Threshold:

3. Select the Integrations option from the menu bar

With a desired session selected, click the *Integrations* button the menu bar. This opens a pop-up window to connect to the Blackboard Learning Management System (LMS).





Uploading Results to Blackboard (continued)

4. Fill out the Connect to Integration pop-up window

A pop-up window as seen on the right will appear. Complete each data entry field with the following information:

Integration: Blackboard

Server address: my.oregonstate.edu

Username: Your ONID username

Password: The password associated with your ONID account

onnect to Integration	1 1 1	×
Integration:	Please Select LMS 🔻	
Server Address:		
Username:		
Password:		
Select an Institution:	¥	
Remember this information	Connect Cancel	

5. Updating the Participant List

In the Update with integration select Update Participant List and click on Update List which ensures your list is on the most recent one on the Blackboard.



pdate with Integration	8
 Update Participant List Export Session(s) 	
Select column(s) to export.	
New Session 7-23-2013 11-47 AM	
Quiz 1 7-30-2013 11-33 AM	
New Session 7-31-2013 11-41 AM	
TurningPoint Total Performance TurningPoint Total Attendance	
TurningPoint Total Points	
Select All	
Active Participants Only	
Back Export Cancel	
17	-

6. Exporting the Sessions to the Blackboard.

Once you are done updating the participant list. Select Export Session(s) and select all the sessions (columns) you would like to transfer to blackboard and then click on Export. This will create a new column(s) in the grade center of your blackboard.

Generating Session Reports

1. Select a session to load

Click on the black triangle next to a participant list to view the session files associated with it.

Select a session under a participant list and click *Reports*. This will open a new window with information from the session.

In this example, a session titled Section003Tuesday11-11-2012 *has been selected for the participant list* ANS 100-003.

2. Select type of report to generate

By default TurningPoint creates a report of *Results by Question*.

	Results By Question 🔹	
	Results By Question	1
	Results By Participant	1
	Results By Demographic	
	Comparative Results	0
	Session Log Report	
	options	
	Question Statistics	
	Difficulty/Discrimination Index	F
1		"
E	Screenshots	Ι.
-	Overall Standards	k

To generate a different kind of report, click the drop down menu in the upper right corner and choose a report selection.

Each report type has its own set of options to customize. For example, under *Results* by Question you can choose to display question statistics, difficulty indices, etc.

Results By Question	Results by Participant	Results Detail
Shows data of each individual question including:	Shows the performance of each individual participant including:	Shows a matrix of overall partici- pant performance including:
 all possible answers difficulty/discrimination indices Response statistics Total percentage of correct responses 	 how they answered each question overall percentage of correct answers Total points awarded for the session 	 questions commonly answered correctly or incorrectly percentage of correct answers per question performance per participant

Some of the report types include:

3. Print or export generated report

Underneath the *Manage* tab on the left-hand side are two icons used to print or export generated reports.

Reports can be printed from TurningPoint directly, or can be saved as a .csv, .html, or .xls file for later viewing.



