




TURNINGPOINT 5: STEPS TO SUCCESSFULLY RUN ANYWHERE POLLING

1 Plug in Receiver. 

2 Open TurningPoint. 

3 Verify Connection (Receiver and/or ResponseWare).

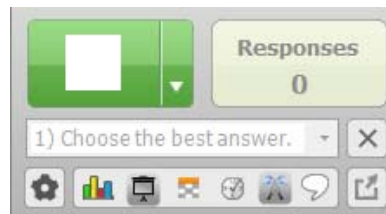
4 Select Participant List (optional).

5 Select Content (optional).

6 Click Anywhere Polling.



7 Click Start to open polling.



8 Click Stop to close polling.

9 Save Session.

10 Generate Reports (optional).

ANYWHERE POLLING



Before Class

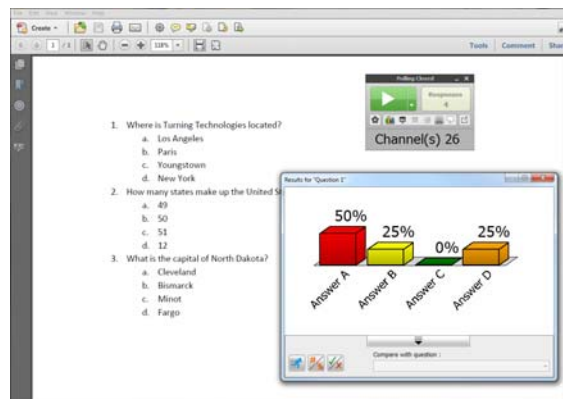
DOWNLOADING THE SOFTWARE

- 1 Visit www.turningtechnologies.com/downloads to download TurningPoint.
Choose the install version or the no install version of the software (Mac is no install only).
- 2 Opening the no install version of the software:
 - PC: Double-click the downloaded zip file. Select the desired folder location and click **Unzip**. Open the unzipped folder and double-click **TurningPoint.exe**.
 - Mac: Double-click the **DMG** file. Drag and drop the icon into the **Applications** folder.

During Class

POLLING OVER ANY APPLICATION

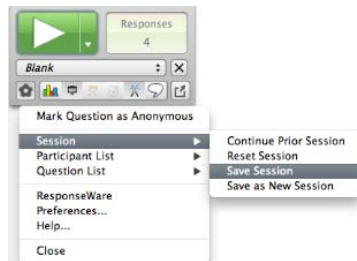
- 1 Plug in the **receiver**. 
- 2 Open the **application/content** to be polled.
- 3 Open **TurningPoint**. 
- 4 Verify connection (receiver and/or ResponseWare).
- 5 Select **Anywhere Polling**.
- 6 Click **Open** on the Anywhere Polling showbar to open polling.
- 7 Click **Close** on the Anywhere Polling showbar to close polling and display results.



- 8 Right-click on the **correct answer choice** and select a correct answer.



- 9 When polling is finished, select **Options**, mouse over **Session** and select **Save Session**.

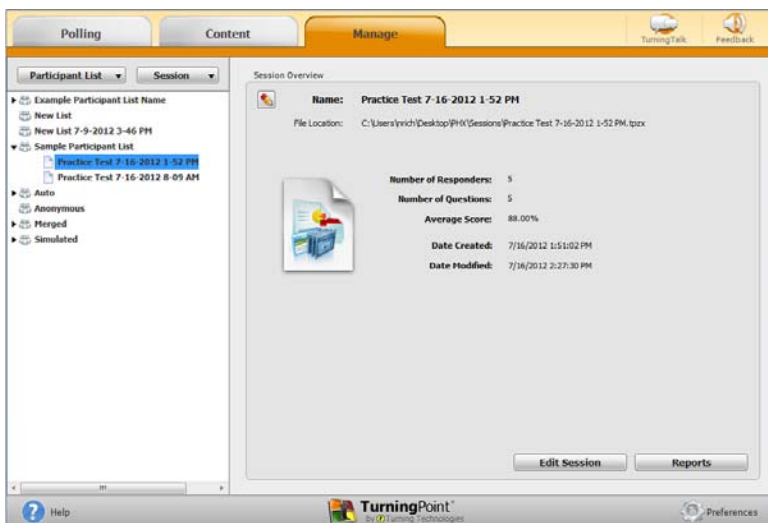


After Class

EDITING A SESSION (OPTIONAL)

When using the quick poll feature of Anywhere Polling you may want to edit your session data to include question and answer choices for reporting purposes.

- 1 From the TurningPoint Dashboard, select the **Manage** tab.
- 2 Select the **saved session** from the left panel.
The Session Overview screen is displayed.



- 3 Click **Edit Session** at the bottom of the Session Overview screen.
- 4 To edit the question or answer text, select a **question** and click the **pencil icon** on the right. **Type** the new text in the box provided. Click **Close** to return to the question list.
- 5 Click **Save and Close** to save any changes made to the session file.

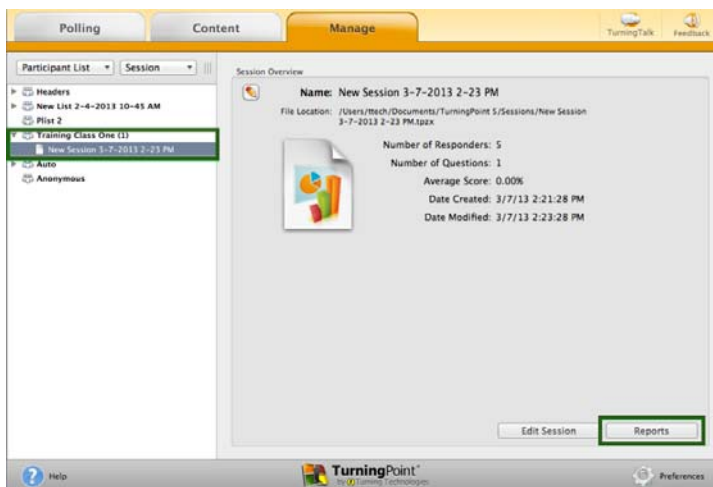
GENERATING REPORTS

- 1 From the TurningPoint Dashboard, select the **Manage** tab.
- 2 Select the **saved session** from the left panel.

NOTE

Expand the associated participant list to view the session, or if a participant list was not used, locate the session under Auto.

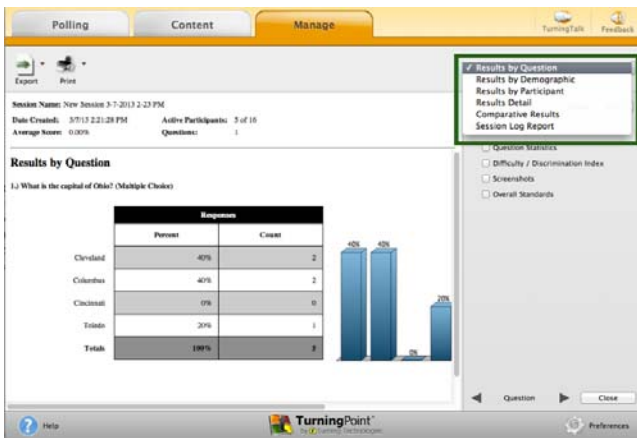
- 3 Click **Reports** in the bottom right corner.



TIP

Double-clicking on a session also opens the report window.

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

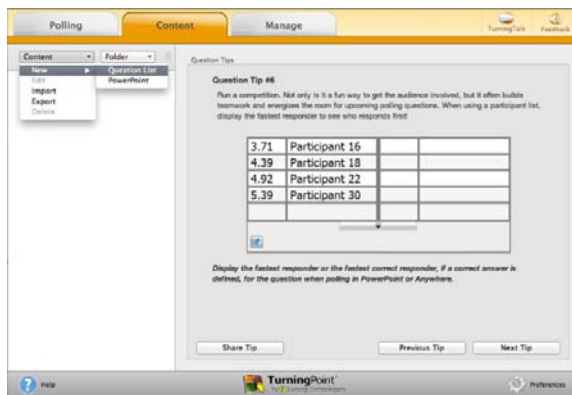


- 5 Click **Close** when finished.

Anywhere Polling with a Question List

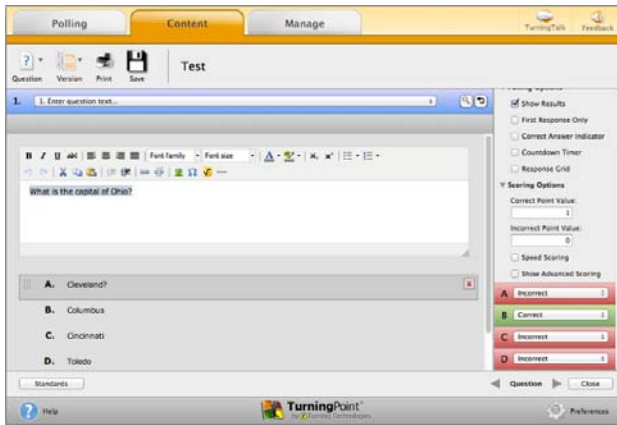
CREATING A QUESTION LIST

- 1 From the TurningPoint Dashboard, select the **Content** tab.
- 2 Click the *Content* drop-down menu, mouse over **New** and select **Question List**.



- 3 Name the question list, change the question preferences if necessary and click **Save**.
- 4 Select the **question type** and **answer choices**.
- 5 Double-click **Enter question text...** to enter questions and answers.

- Expand **Scoring Options** to set a correct answer.



- Use the **arrows** at the bottom of the window to navigate through the question list.
- When the question list is complete, click **Close**.
- Click **Save and Close**.

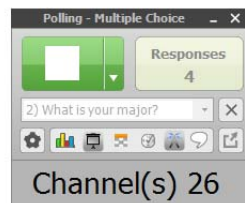
POLLING WITH A QUESTION LIST



- Plug in the **receiver**.
 - From the TurningPoint Dashboard, select a **question list** under Content.
 - Optionally, select a **participant list** under Participants.
 - Click **Anywhere Polling**.
 - Click **Open** to open polling.
- Clicking the Open button automatically opens polling with the first question in the question list.

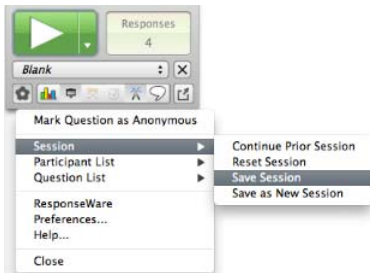
What is your major?

- Arts & Sciences
- Business
- Education
- Fine Arts



- Click **Close** to close polling and display results.
To advance to the next question, simply open polling.

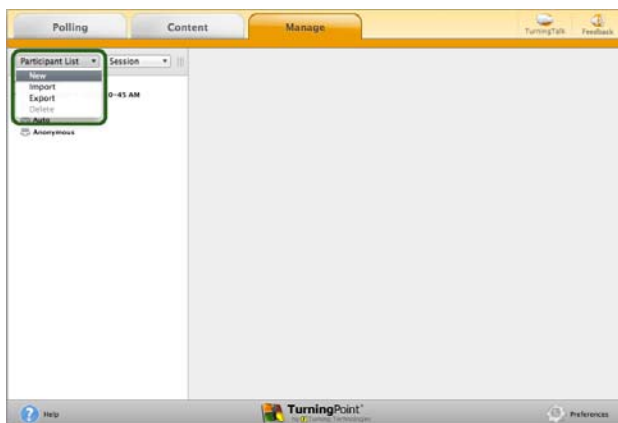
- 7 When polling is finished, select **Options**, mouse over **Session** and select **Save Session**.

**NOTE**

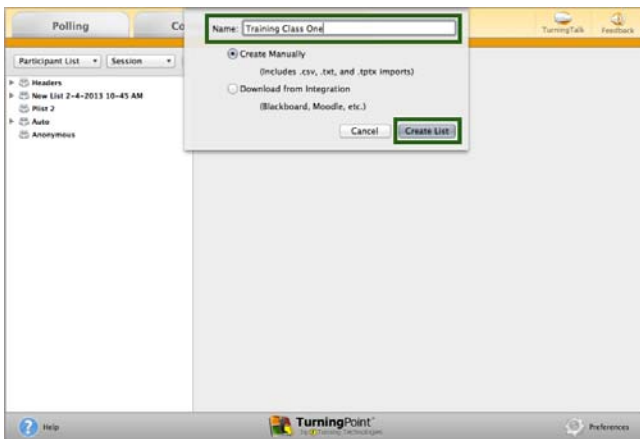
For information about generating reports, refer to **Generating Reports** on page 4.

CREATING A PARTICIPANT LIST

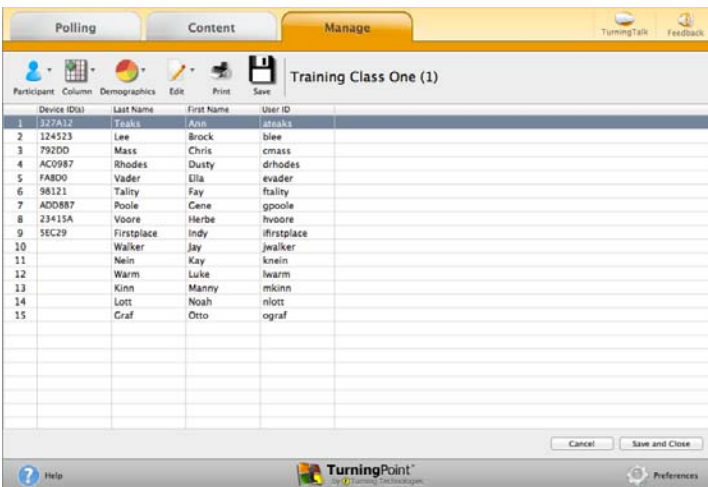
- 1 From the TurningPoint Dashboard, select the **Manage** tab.
- 2 Click the *Participant List* drop-down menu and select **New**.



- 3 Name the participant list and click **Create List**.





- 4 Enter the **Device IDs** found on the back of the ResponseCards or the ResponseWare IDs. Also, enter **first and last names** and any other relevant information in the appropriate cells.
Press **Enter** for additional rows, or **Tab** to move between fields.
To delete a row, select the row, click **Participant** and select **Remove**.

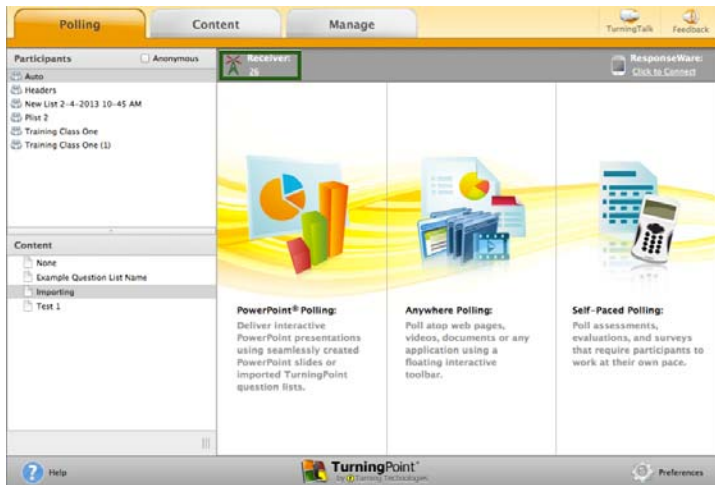


- 5 Click **Save and Close** to save the participant list.

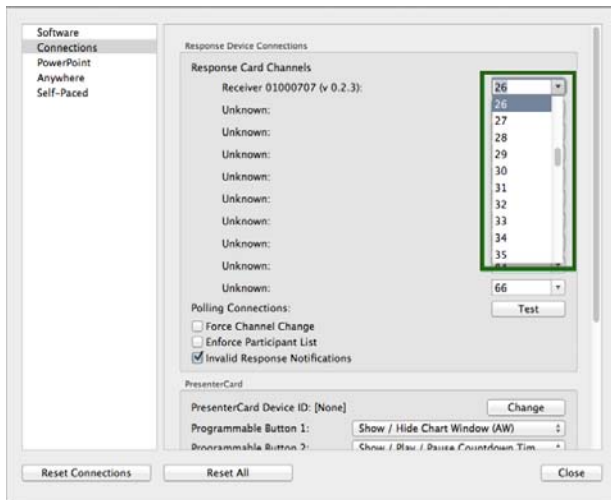
Response Connections

VERIFYING THE RECEIVER CHANNEL

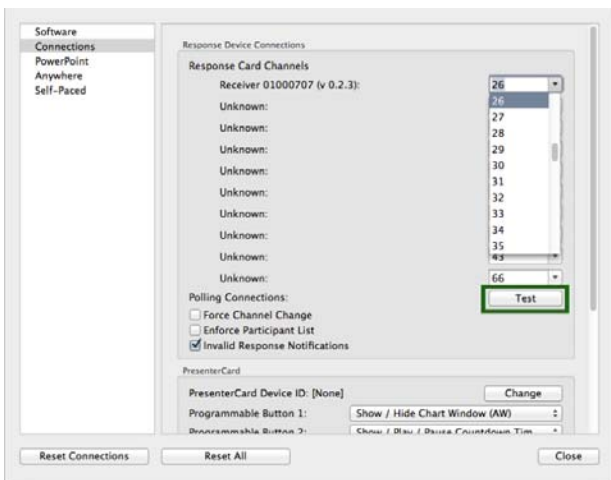
- 1 Plug in the receiver. 
- 2 Open TurningPoint. 
- 3 Verify the receiver channel.



- 4 If the receiver channel does not match the channel number on the ResponseCards, click the channel number (described in Step 3). Select the **correct channel** from the drop-down menu.



- 5 Click **Test**.



- Press 1/A on the **ResponseCard**. A response indicates that the receiver and ResponseCards are communicating properly.

NOTE

When a receiver is in use within 200 feet of another user, each receiver must be set to its own channel.

CHANGING THE CHANNEL ON RESPONSECARD RF AND RF LCD

- Press the **CH** or **Channel** button (older ResponseCards have a **GO** button).
- Enter the **two-digit** channel number.
- Press **CH**, **Channel** or **GO** again.
- When the ResponseCard receives the new channel, the light will turn **green**.

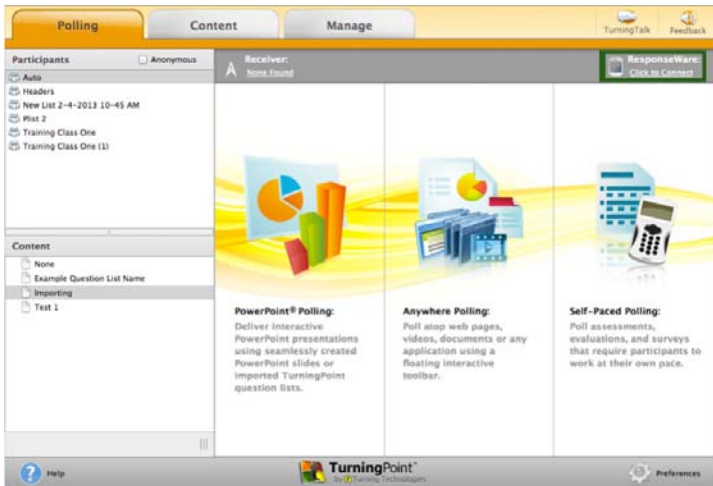
*CHANGING THE CHANNEL ON RESPONSECARD NXT*

- Press the **Channel** button.
- Enter the **two-digit** channel number.
- Press **Enter** (the center button).
- When the ResponseCard receives the new channel, the **screen** will display the new channel.

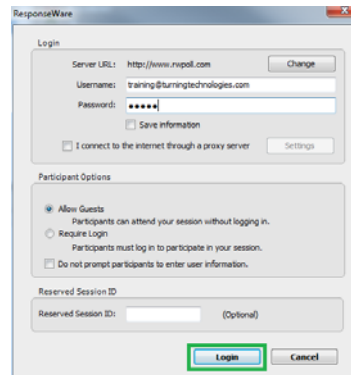
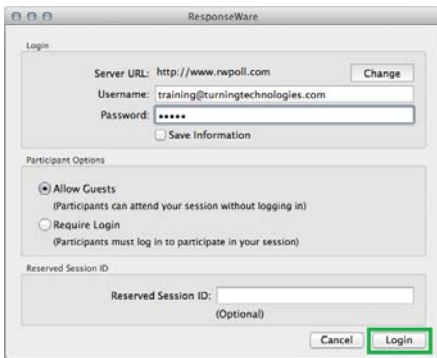


CONNECTING TO RESPONSEWARE (IF APPLICABLE)

- 1 Open **TurningPoint**. 
- 2 Click the **Click to Connect** option under ResponseWare.



- 3 Enter your **Username** and **Password**.
- 4 Choose to **Allow Guests** or **Require Login**.
- 5 Click **Login**.



- 6 Participants enter the **Session ID** number to login.

