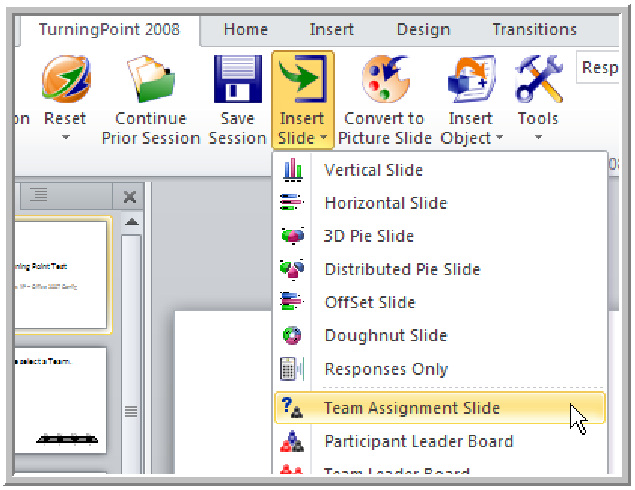
John A. Graziano Memorial Library

TurningPoint: Beyond the Basics

Part I: Basic Team Competitions

Step 1: Insert Team Assignment and Team Leader slides

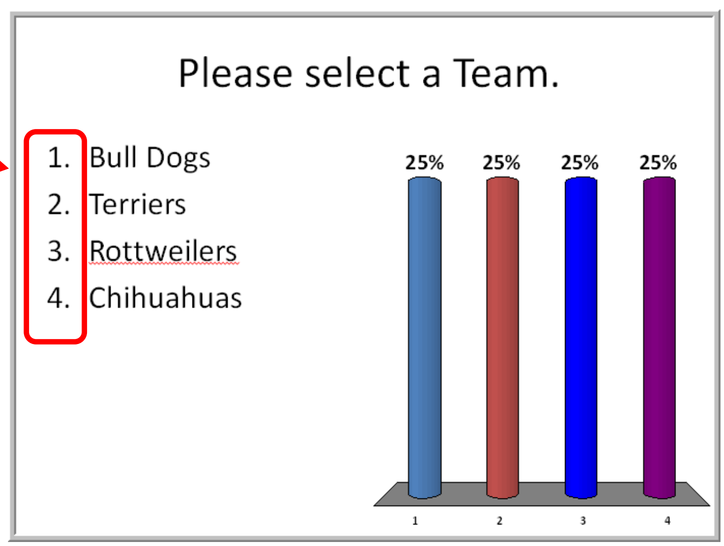
1. Open TurningPoint
2. Click on the TurningPoint ribbon
3. Click on **Insert Slide** and select **Team Assignment Slide** – place it at the beginning of your presentation



4. The slide will by default, show five teams. If you wish, you can give each team a name. To add a team, hit return after Team 5. To delete a team, select it and hit delete on your keyboard.

Fig 1: Team Assignment Slide

Students select the number on their clicker corresponding to their team.



5. After you add your TurningPoint question slides, go to the TurningPoint Ribbon and click on the **Insert Slide** menu. Select either **Team Leader Board** or **Racing Leader Boards**. Do not add data or text to these slides.

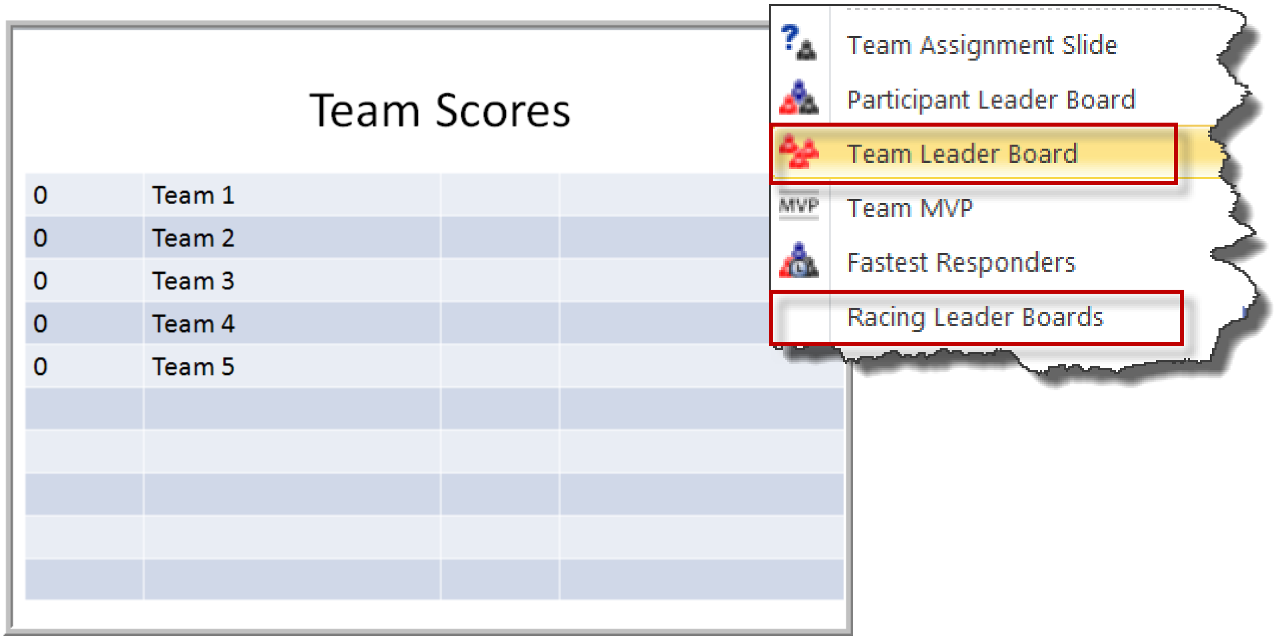


Fig 2: Team Leader Slide

Fig 3: Racing Leader Slide

Note: *The Team Leader slide displays the number of points each team has scored from highest to lowest. The Racing Board Slide (available in TurningPoint 2008 version 4.2 and higher) indicates the team scores with a horse race graphic or balloon graphic. You can insert these slides periodically throughout your presentation to generate a competitive spirit or select them during your presentation at any time. They are automatically updated after responses for each question are collected.*

Step 2: Play your Presentation

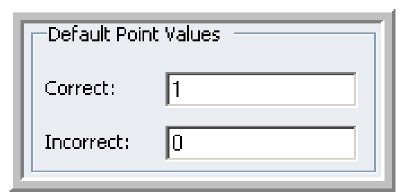
1. Assign students to teams. When you are ready to begin your presentation, go to the Slide Show ribbon and click **From Beginning** to play your slide show. The team assignment slide should be at the beginning of your presentation.

2. When the polling bar located at the top right of your screen displays "polling open," have your students **select their team by pressing the appropriate number on their response cards (all teams will be numbered on the team assignment slide – see fig. 1 on page 1)**.

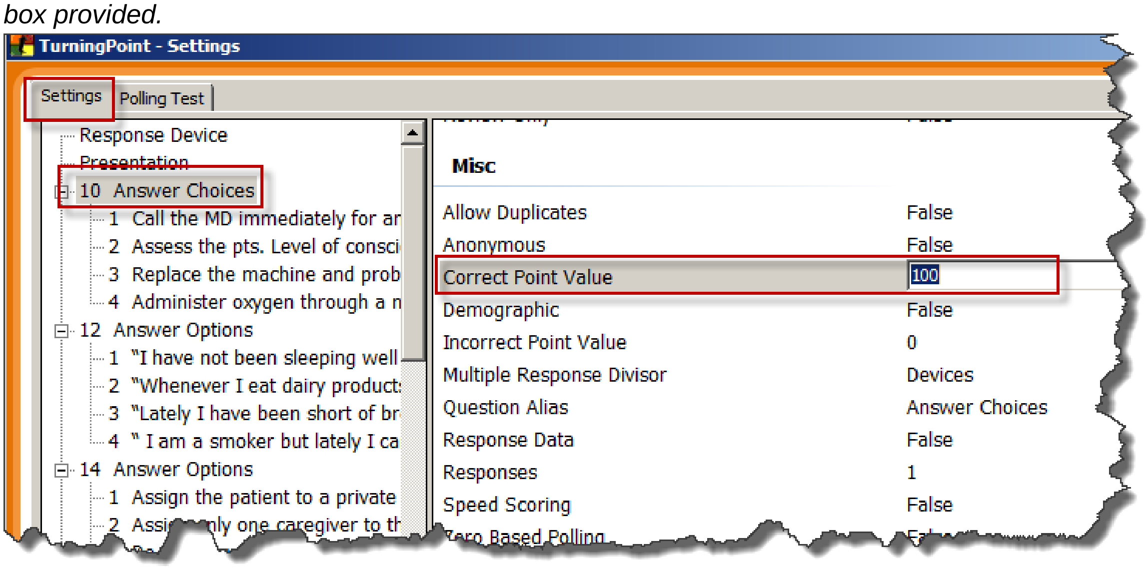
3. Close polling and continue with your presentation.

4. When a Team Leader or Racing Board slide appears (see fig. 2), you will see the total scores of each team at that point in the presentation.

Note: *In TurningPoint 2007 version 4.1 and above, you can set the point value for each question by selecting a TurningPoint slide and typing a value in the "Correct" field under Default Point Values in the task pane (right sidebar).*

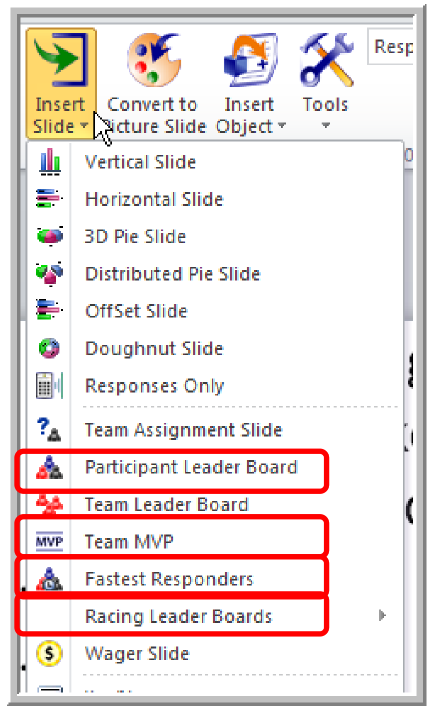


In earlier versions of TurningPoint, set point values by going to the TurningPoint Ribbon and clicking on Tools > Settings. Select the Settings tab, and then select the question in the slide hierarchy. In the pane at right, go to Misc section and click on the Correct Point Value. Enter a numerical value in the box provided.



Part II: Participant Lists and Advanced Competitions

Participant lists allow you to record and export scores for individual students and to use competition slides for that show individual top student scores.



Step 1: Insert Participant Slides:

1. After you have created your TP slides, go to the TurningPoint ribbon and click on the **Insert Slide** drop down menu.

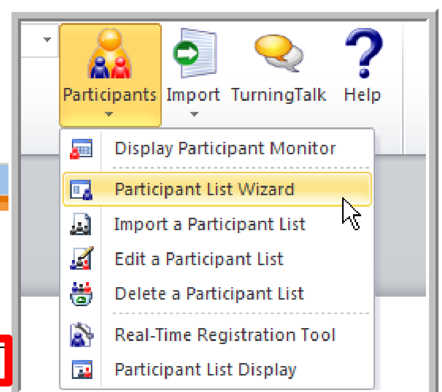
2. Select **Participant Leader Board**, **Team MVP**, **Fastest Responders**, or **Wager Slide**.

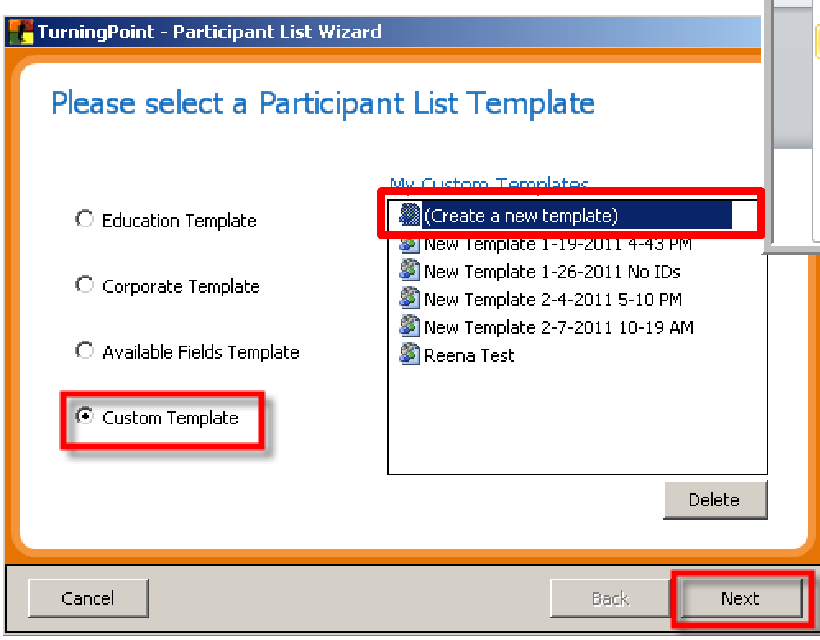
3. Do not add text or data to the slides.

Note: *All of the above slides give feedback on individual students' scores during the presentation. The wager slide allows students to wager some or all of their accumulated points on a question. You can insert these slides periodically throughout your presentation to generate a competitive spirit.*

Step 2: Create a participant list

4. In the TurningPoint ribbon, click the **Participants** drop down menu and select **Participant List Wizard.**

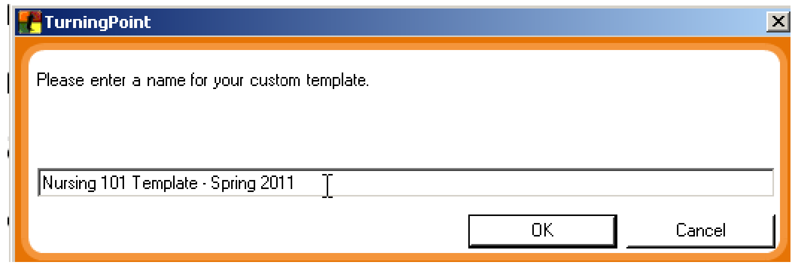




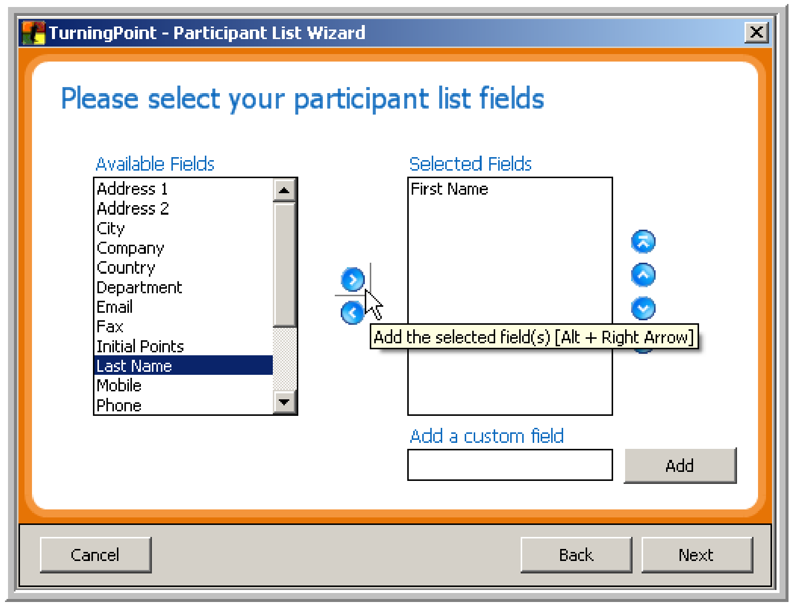
5. In the TurningPoint Participant Wizard window, select **Custom Template** and make sure (Create a new template) under My Custom Templates is selected.

6. Click **Next.**

7. In window that appears, give your template a name and click **OK**.



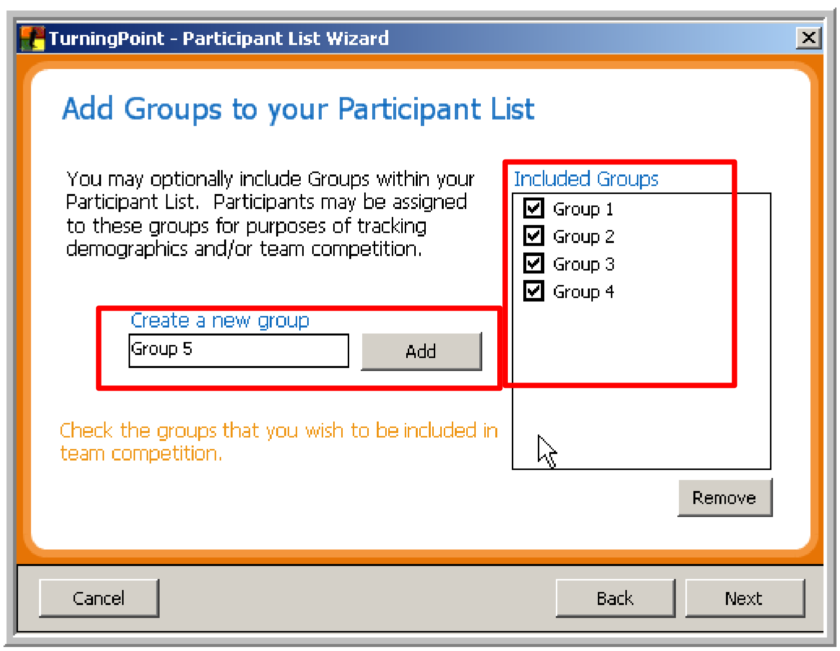
8. In the Participant List Fields window, select the fields that you would like to include in your participant list. Click on the field title in the left column then move it to the right column by clicking on the right-facing arrow. To delete a field, select it in the right column and click on the left facing arrow. *Generally you will only need first name and last name fields.*



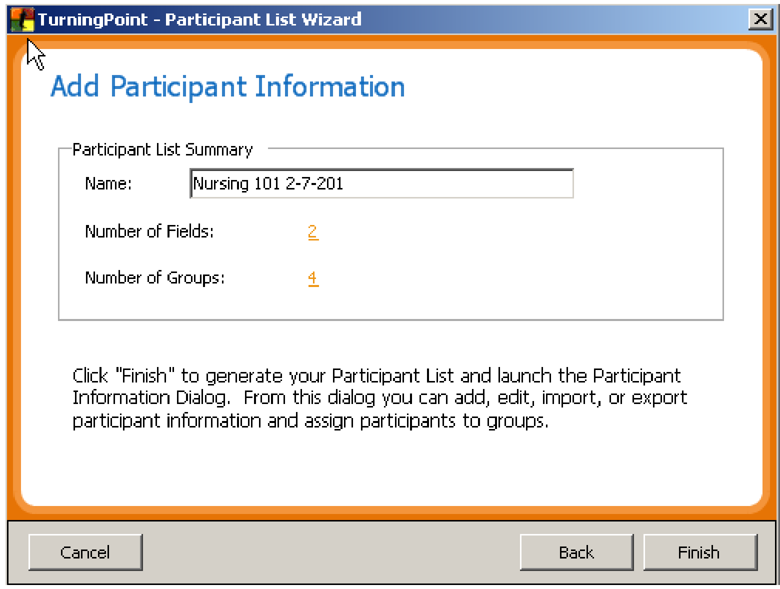
9. When you are finished adding fields, click **Next**.

10. In the Add Groups window (optional), type the name of each group to which you would like to assign students and click **Add**. The groups will show up in the Included Groups column. **Select the check box for each group you would like to include** in your participant list and click **Next**.

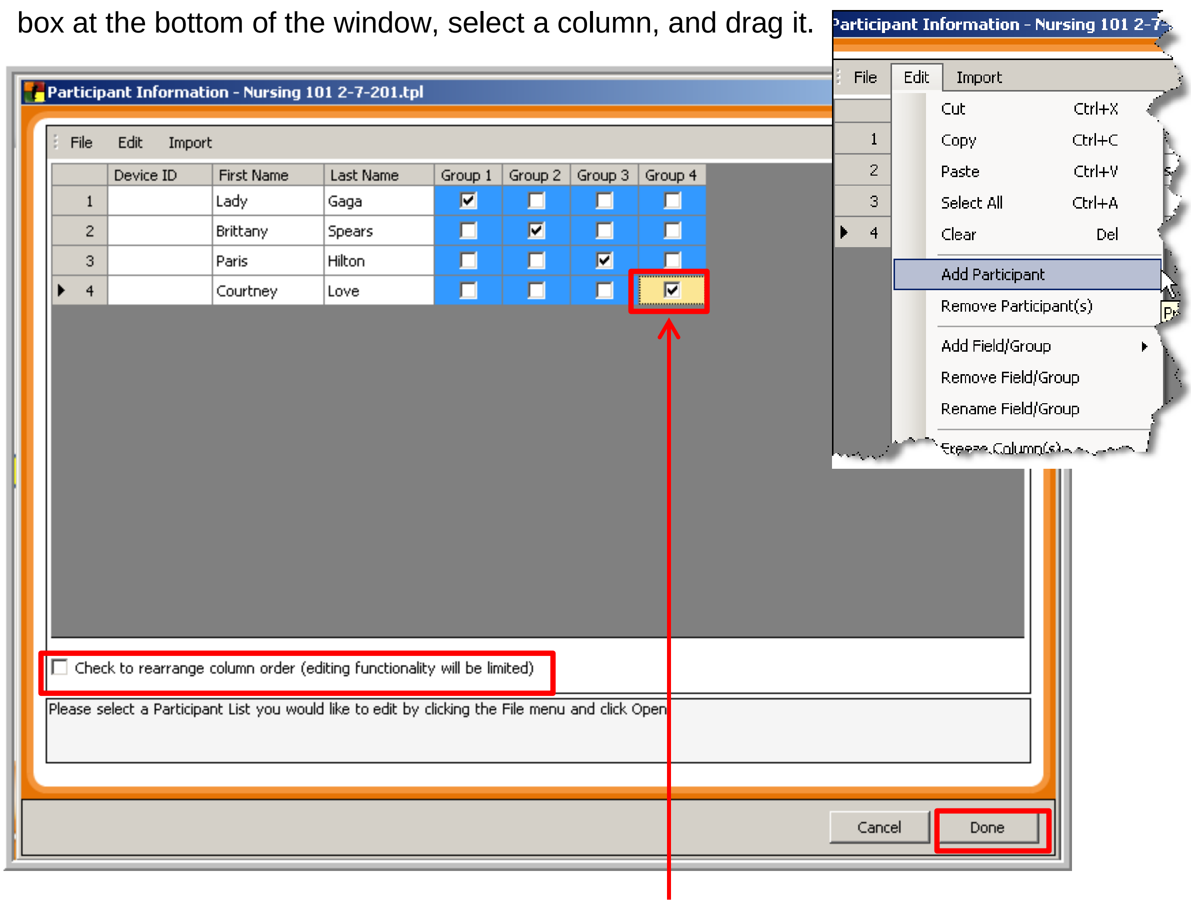
    Note: *you can also assign groups with the Team Assignment slide (see above).*



11. In the Add Participant Information window, give your participant list a name and click **Finish**.



12. In the Participant Information window, type or paste the names of the students into the grid. To add a row, go to **Edit > Add Participant**. To move columns, click on the check box at the bottom of the window, select a column, and drag it.

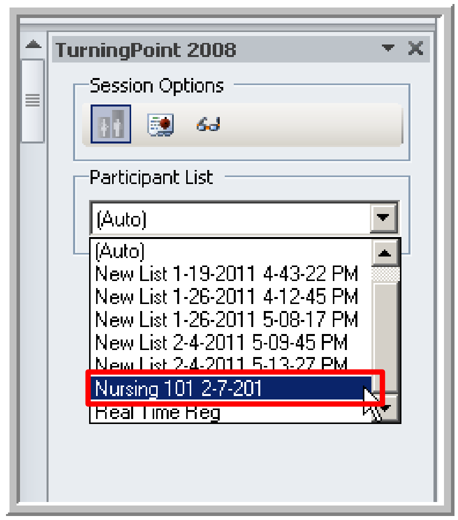


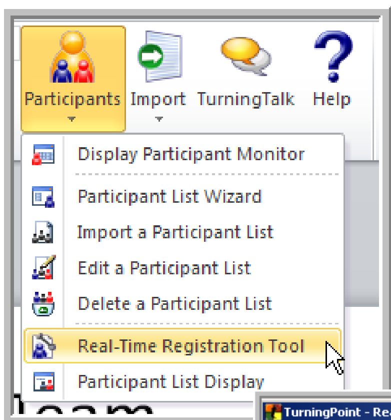
13. Select a group for each student by clicking on the correct checkbox. Click **Done**.

Note: *you can also export a roster of first and last names from your Blackboard grade book or create one in Excel. The file should be saved as a tab delimited text file. Move the Device ID column to the third column position in the grid, then either import the text file by going* ***to Import > Excel delimited text file,*** *or select all cells in your Excel document, copy them, and paste them into the Participant information grid*.

Step 3: Use Real Time Registration to register clickers (optional – versions 4.2 and up only)

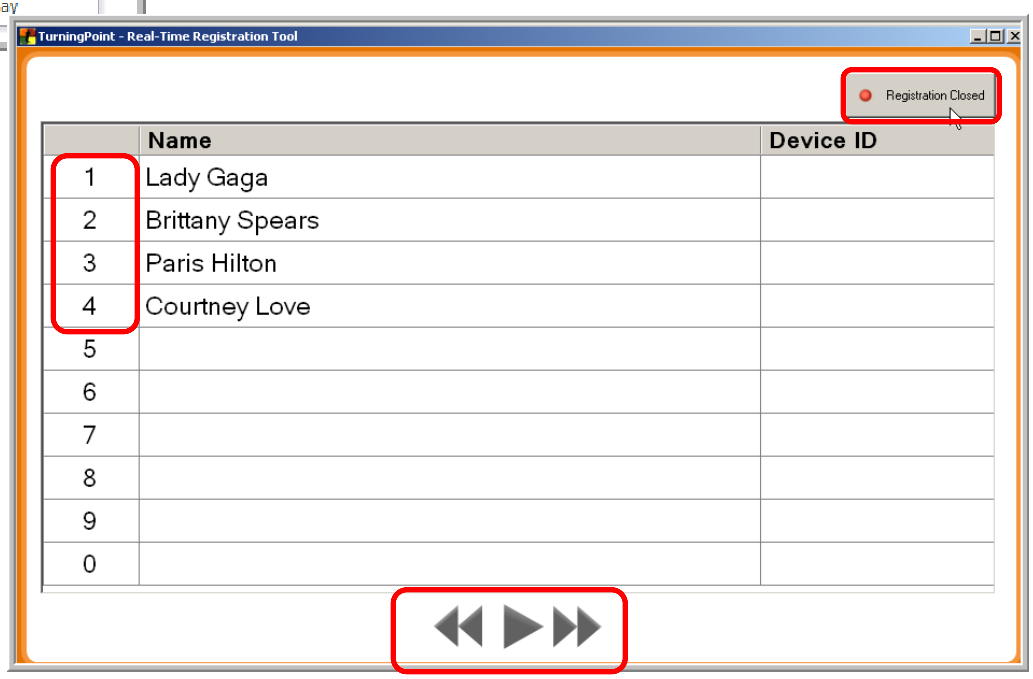
1. Open your presentation
2. Select the TurningPoint Ribbon
3. Go to the task pane (the right sidebar)
4. In the Participant List drop-down menu, select the **Participant List** you just made.





5. In the TurningPoint ribbon, click on Participants and select **Real Time Registration Tool.**

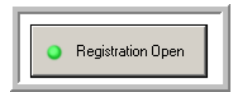
6. The Real Time Registration window will open (below) and the names of your students will appear in a grid.



7. Click on the **Registration Closed** button at the top left of the window to begin registration.

8. On their clickers, have each student select the **number next their name**. If you have more than 10 students, allow each student on the first page to respond then move to the second page using the forward arrow, and so on.

9. When all students have registered their clickers, click Registration Open to end the registration process. Close the registration window.



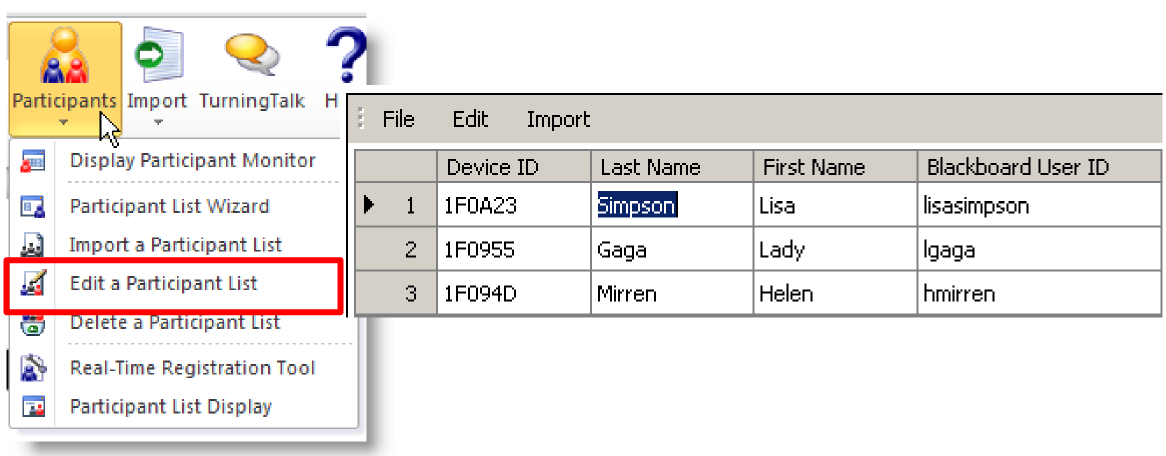
10. Play your presentation as usual. The participant slides will give feedback regarding individual scores and leaders.

Notes on Participant Lists:

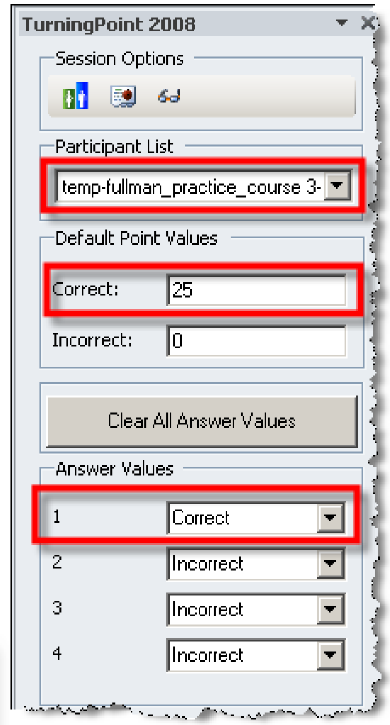
- <u>Viewing Participant Lists:</u>
  If you would like to see which students are entered on a participant list, go to the TurningPoint ribbon, click on the Participants drop down menu and select **Participant List Display**.

- <u>Deleting Participant Lists:</u>
  Go to the TurningPoint ribbon, click on the Participants drop down menu and select **Delete a Participant List**. Choose the list you would like to delete and click Delete.

- <u>Editing Participant Lists:</u>
  In the TurningPoint ribbon, click on the Participants drop down menu and select **Edit Participant List**. Select the list you would like to edit in the dialog box and click **Open**. In the participant grid that opens, you can click on any cell to edit it.



Part III: Generating Reports and Grades



Step 1: Choose your Participant List and Run your Presentation

1. Click on the TurningPoint ribbon and go to the task pane (the right sidebar).

2. Under **Participant List**, make sure you have the correct list selected in the pull-down menu.

3. **Select each TP slide** and make sure you have assigned points for the correct answers under **Default Point Value** and have indicated a correct answer under **Answer Values**.

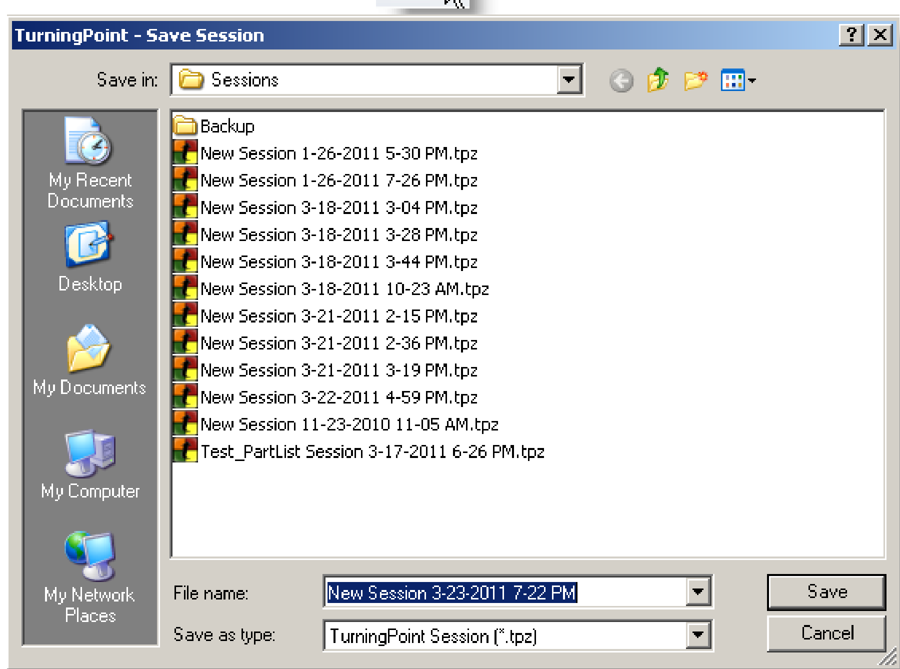
4. Run your slide show by going to the Slideshow ribbon and clicking From Beginning.

Step 2: Generate Report

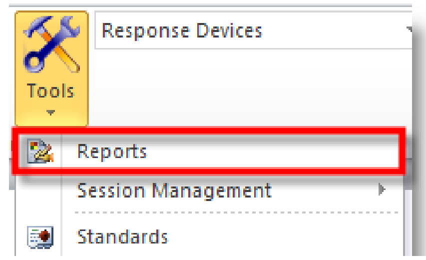
1. In the TurningPoint ribbon, click **Save Session**.

2. In the Save Session window, give your session a name or use the default name. Navigate to a folder you would like to save in or use the default location.

3. Click **Save**.

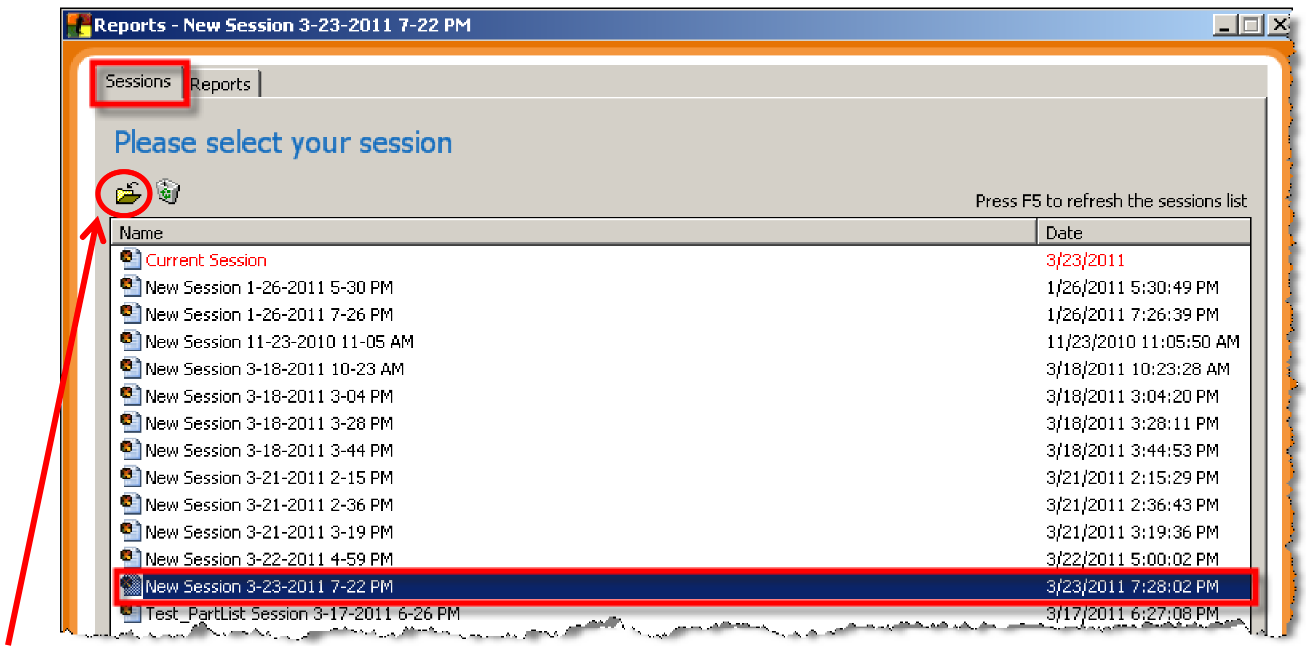


***Note**: The default name includes your course name and the date. **The default save location is C:\Documents and Settings\username\My Documents\ TurningPoint\Participants.** You can save your participant list in another location if you wish. If you plan to save your* *presentation on a Flash drive, save your participant list there as well. Keep Save as type set to the default – (*.tpl,*tpp)*



4. In the TurningPoint ribbon, click on the **Tools** drop-down menu and select **Reports**.

5. In the Reports window, click on the **Sessions** tab and select the session you would like to run a report on. **Current Session** generates a report for the session you currently have open in TurningPoint.



Note: You can import a session file from another location **(the list only shows session files stored in the default location)**. Click the folder icon above the list of files to import a session.

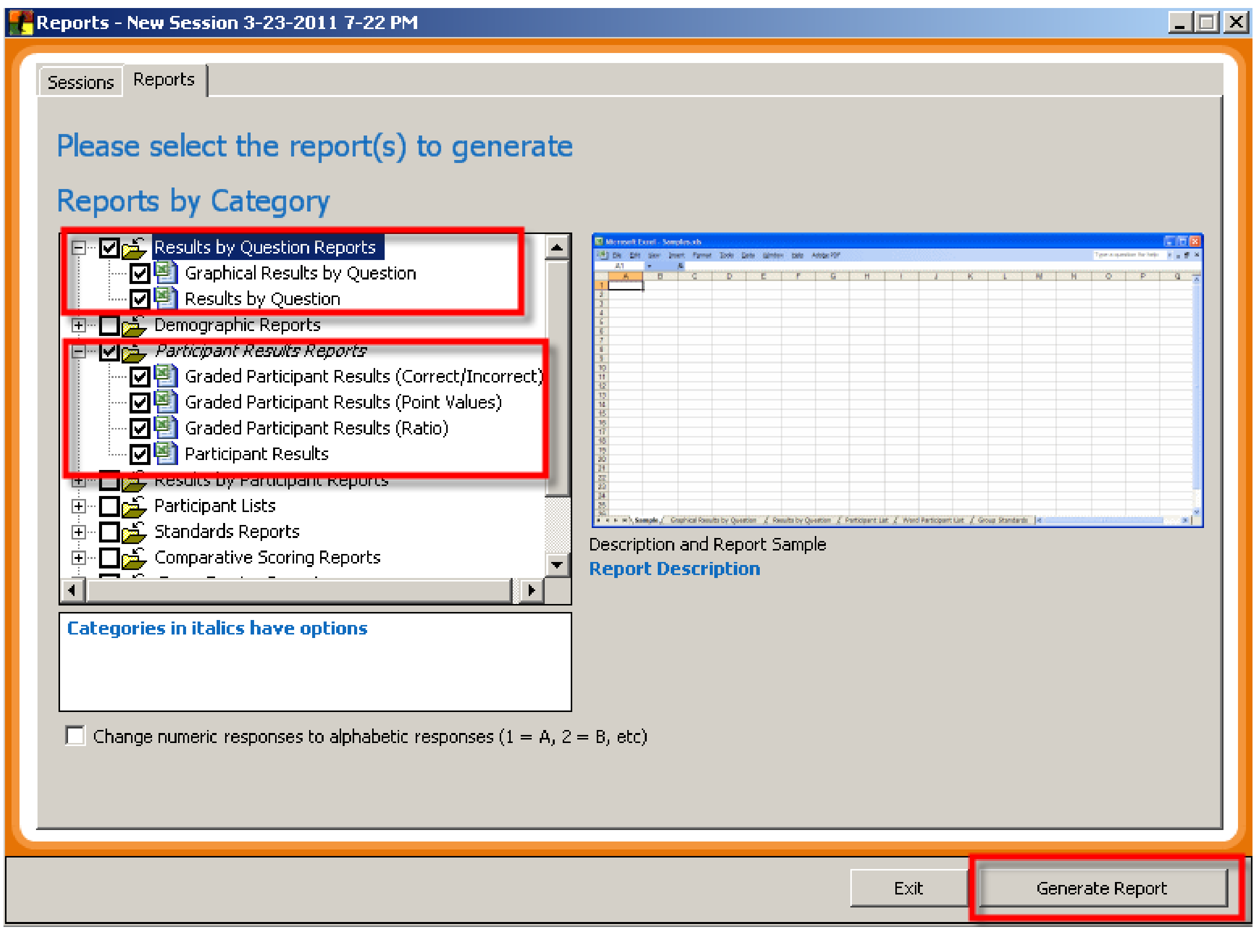
6. Click on the **Reports** tab (see next page).

7. Select the type of report(s) you would like to generate by selecting the check box next to the report name. You can select multiple reports by selecting multiple check boxes. You can also select an entire category of reports by selecting the check box for the category.

8. The two most common report categories are **Results by Question** and **Participant Results**. For more information on report types, see page 225 in the TurningPoint manual.
   - **Results by Question (see fig. 4 on page 13):** This category is useful for assessing the effectiveness of your questions and quickly determining areas or topics that may need further review. It is useful for planning future activities,

lectures, test reviews, readings, etc. Each report is generated in a separate excel worksheet

- **Participant Results (see fig. 5 on page 13):** This category provides scores for each participant. Each report displays scores using different parameters (note: you must use a participant list to generate a participant result report) :
  - Graded Participant Results (Correct/Incorrect) displays the score for each student as a *percentage*
  - Graded Participant Results (Point Values) displays the score for each student as *points*
  - Graded Participant Results (Ratio) displays the score for each student as a *ratio of correct to incorrect answers*
  - Participant Results displays the *numerical responses* that each participant submitted.



9. Click **Generate Report.** Turning Reports generates the report(s) and opens it in Microsoft Excel or Word, whichever is appropriate. This may take some time, especially

if you opted to generate a large number of reports or if there are numerous questions or participants in the session. You can generate as many reports as you like.

Note: *Alternatively, you can generate a report by double clicking on the report name. Only that report will be generated.*

10. When you are finished creating reports, select the **Exit** button to close the Turning Reports window.

11. You can use Excel or Word to edit, save, or print the reports. **You can also copy and paste scores into your Blackboard grade book.** To learn how to automate this process by fully integrating Blackboard and TurningPoint, see the TurningPoint: Blackboard Integration guide.

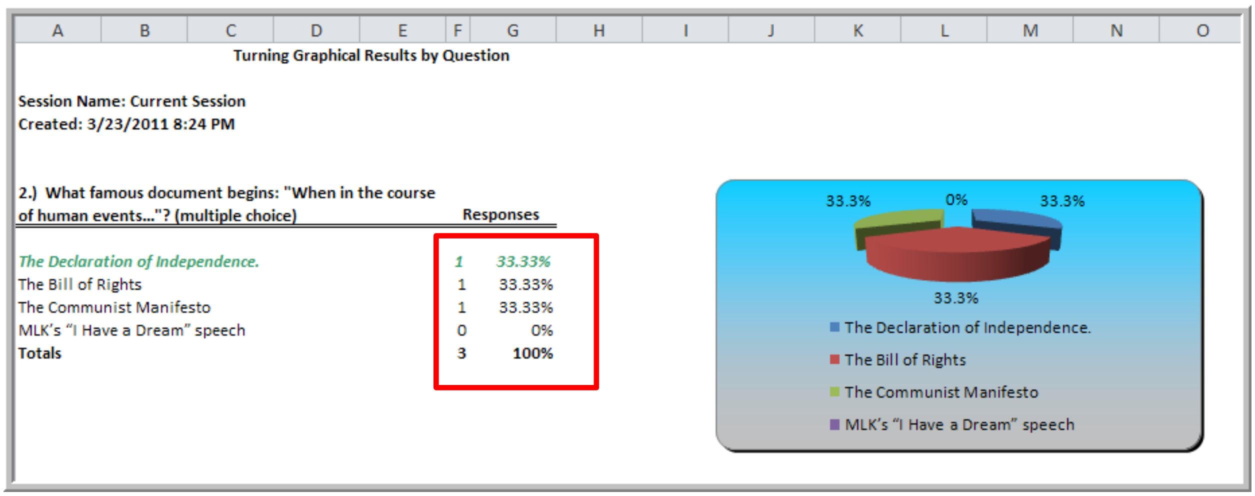
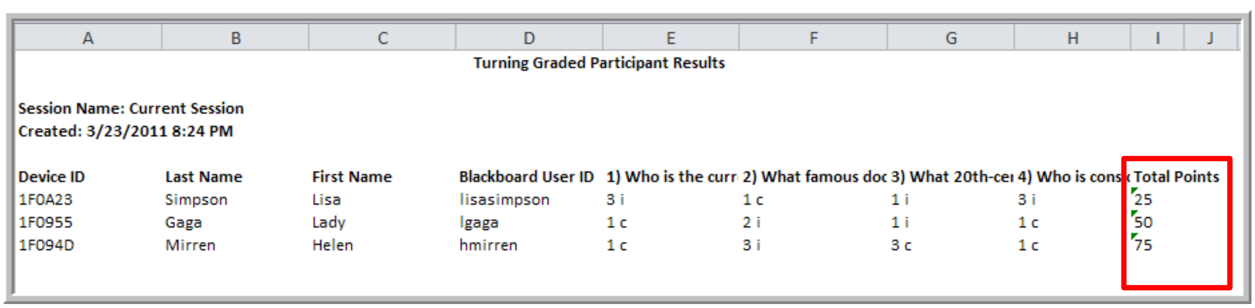


Fig. 4: Report: Graphical Results by Questions
Correct answer is indicated in green. Because only 33% of students submitted the correct answer to this question, you may consider further lecture or review on this topic.



Turning Graded Participant Results

Session Name: Current Session
Created: 3/23/2011 8:24 PM

Device ID	Last Name	First Name	Blackboard User ID	1) Who is the curr	2) What famous doc	3) What 20th-cei	4) Who is cons	Total Points
1F0A23	Simpson	Lisa	lisasimpson	3 i	1 c	1 i	3 i	25
1F0955	Gaga	Lady	lgaga	1 c	2 i	1 i	1 c	50
1F094D	Mirren	Helen	hmirren	1 c	3 i	3 c	1 c	75

Fig. 5: Report: Graded Participant Results (Point Values)
This report shows the each students score as a point value.