



Getting Started With Turning Point

Samuel Merritt University

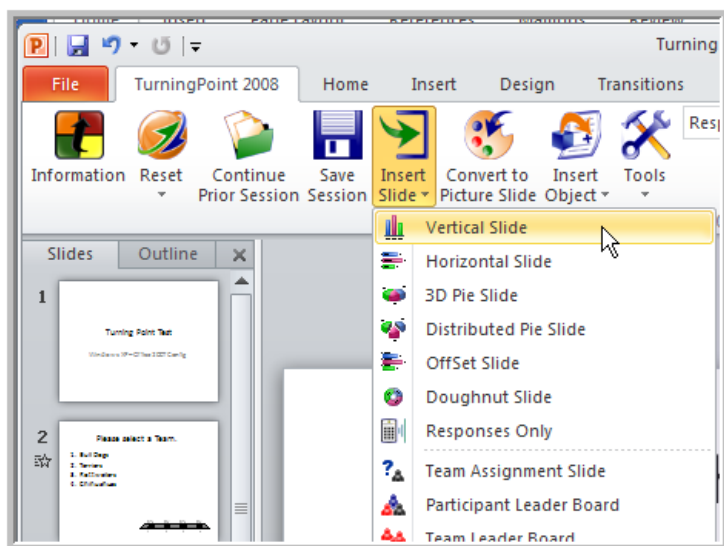
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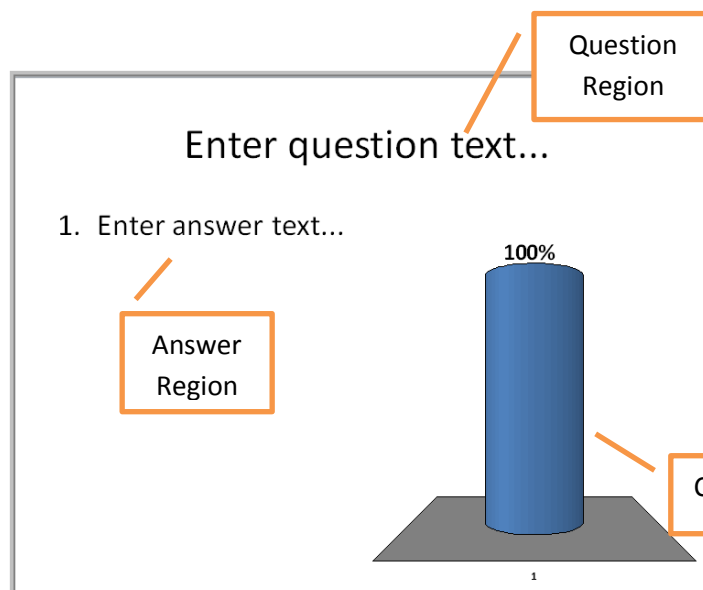
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Step 1: Insert and Edit a TurningPoint Slide

1. To insert a slide into a presentation...
2. Open TurningPoint from the icon on your desktop or the Start menu.
3. Open a presentation or create a new presentation by going to the **File** tab (Office 2010) or Office Button (Office 2007) and clicking **Open**.
4. Click **Insert Slide** on the TurningPoint ribbon.
5. Select the slide type from the Insert Slide menu.
 - a. TurningPoint inserts the new slide into the presentation.
 - b. Depending on the type of slide selected, the new slide may contain question, answer, and chart regions.

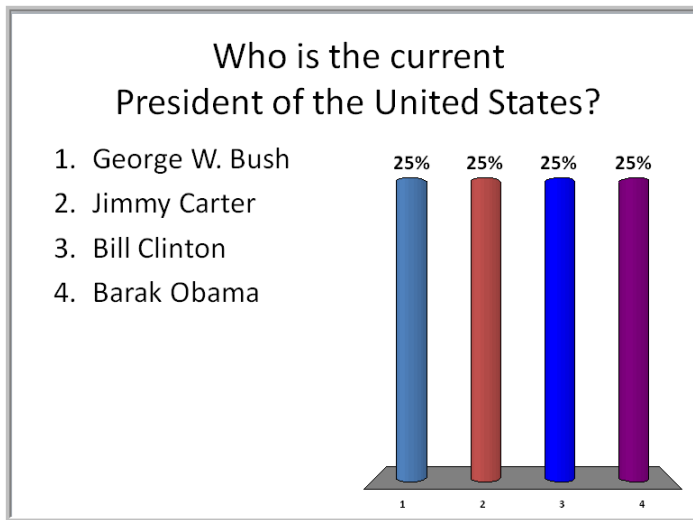


Note: The first seven slides on the Insert Slide menu are chart slides of varying types: Vertical, Horizontal, 3D Pie, Distributed Pie, Offset, Doughnut, or Responses Only. The charts show the results of the audience's choices for each answer. These are the slides you will use most often.



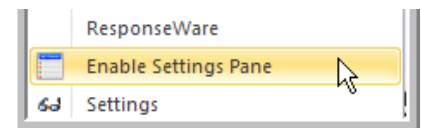
Before you enter data on your TP slide, it will look something like the Vertical Slide below. Because the template includes only one answer, there is only one bar represented. *When you add answers to the slide, additional bars will automatically be added.*

1. Edit the text in the question region to reflect the question for the audience.
2. Edit the text in the answer region to reflect the choices the participants will have when responding to the question.
 - Enter up to ten answers in the answer region. Hit return after each answer.
 - Repeat this procedure as many times as needed to create the interactive presentation.
 - Once you've entered all the question and answer data, click on an empty area of the slide (outside the text and chart boxes). Your slide will look something like the slide below (note that a vertical bar was added for each possible answer).
 - When you run the slideshow, students will not see the bar graph until after they have responded to the question.



Step 2: Set Correct Answer and Point Value

1. Make sure the Settings Task Pane is enabled. To enable the Settings Pane, click **Tools** on the TurningPoint ribbon and select **Enable Settings Pane**.



at time is it?

TurningPoint 2008

Session Options

Participant List: (Auto)

Default Point Values

Correct: 1

Incorrect: 0

Clear All Answer Values

Answer Values

1	Incorrect
2	Incorrect
3	Correct
4	Incorrect

Note: the Settings Task Pane appears as a right sidebar on your slide window.

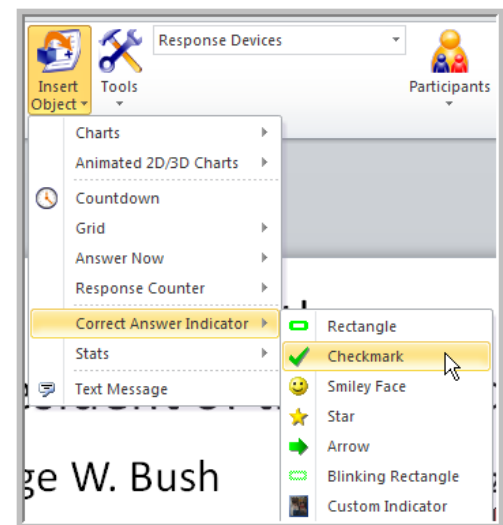
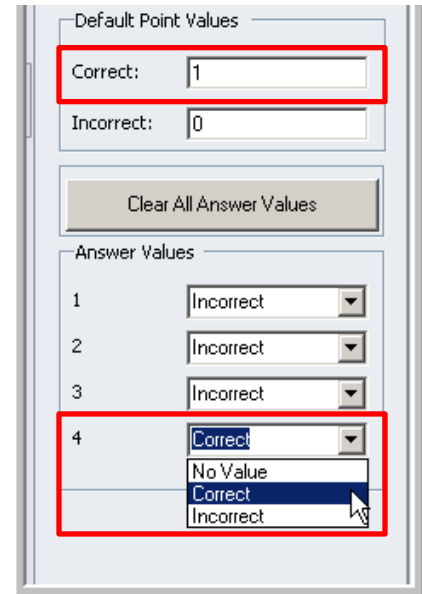
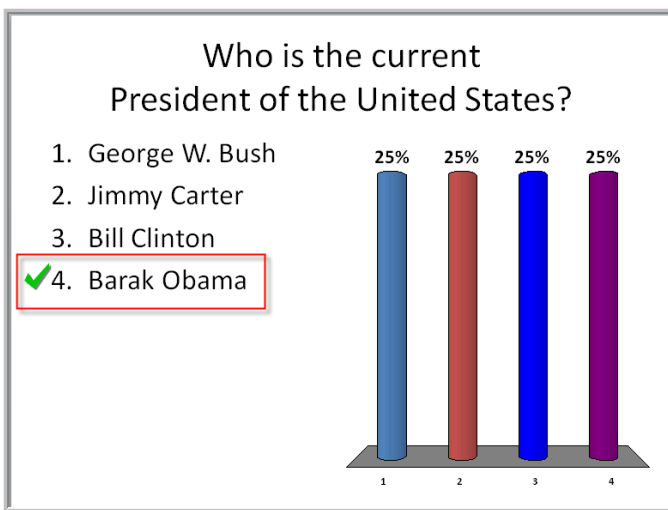
2. Under **Answer Values** select **Correct** in the pull-down menu next to the correct answer (in this case number 4 is correct). You can also set a point value for the correct answer under **Default Point Values**.

Note: in the 4.0 and 4.1 versions of TurningPoint, go to the Tools menu and select Settings to set default point values and answer values. If you are using one of these earlier versions, it is recommended that you contact IT about an upgrade.

Step 3: Add Objects (optional)

If you wish, you may add interactive objects such as an **Answer Now prompt, Countdown, Correct Answer Indicator or Response Counter** to the slide. Interactive objects give your audience additional feedback during the presentation.

1. Go to the **Insert Object** menu in the Turning Point ribbon.
2. Select **Correct Answer Indicator > Checkmark**
3. The Checkmark will appear next to the correct answer on your slide. When you play the slideshow, students will see the Checkmark only after the polling has closed. This gives students immediate feedback regarding their selection.



4. **Note:** The Countdown and Answer Now prompt can be triggered when you want students to finish selecting their answer. The Response Counter shows the number of responses that have been submitted.

Step 4: Save the Presentation Slides

Since TurningPoint slides are native PowerPoint slides, they are saved as part of the presentation file (.pptx). This file can be shared with other TurningPoint and PowerPoint users. To save the presentation...

1. Click the Office Button or the File ribbon (Office 2010) and select **Save As** from the PowerPoint menu.
2. Select a location to save the file and type a filename for the file in the space provided. Keep the .pptx extension in the filename to ensure that PowerPoint opens the presentation file.
3. Click **Save**. TurningPoint saves all of the presentation-level settings defined in the Settings menu with the interactive presentation. When the presentation is opened on a different computer, the saved presentation settings are used instead of the computer's default settings. This function preserves the custom settings so they do not have to be reset.

Note: The presentation can safely be opened on computers without TurningPoint installed. Do not edit the TurningPoint slides on a computer without TurningPoint installed. Slides may not function properly the next time the interactive presentation is run.

Step 5: Install Radio Frequency Response Device Receiver

The ResponseCards ("clickers") communicate with TurningPoint using a radio frequency. The receiver accepts the signal produced by the individual ResponseCards and passes the response to TurningPoint.



Before You Begin

The receiver must be connected to the machine that will be used to run the presentation. To install the radio frequency response device receiver...

1. Connect the device receiver to the USB port of the presentation computer.

- The device is ready to use. Note: if the TurningPoint drivers are not installed properly, the receiver will not be recognized. Please contact the TurningPoint campus coordinator if the receiver is not recognized by your computer.

Note: The effective range of most RF Receivers is about 200 feet (60 meters) and the Long Range Receiver is about 400 feet (120 meters). A single receiver is sufficient for up to 1000 ResponseCards, and a direct line of sight between the receiver and the ResponseCard is not necessary. *If you are teaching in a classroom directly adjacent, below, or above another classroom where TurningPoint is being used, you may pick up signals from clickers not in your classroom. In order to avoid this issue, the channel on the receiver and clickers must be reset. Please see below or contact the TurningPoint Coordinator.*

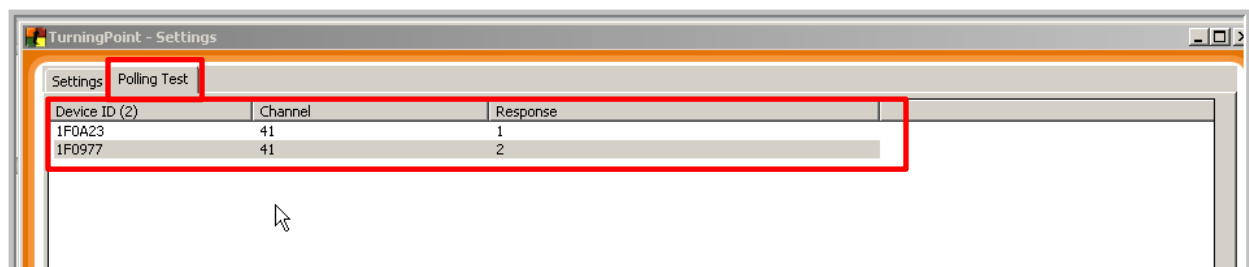
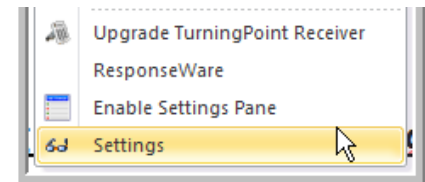
Step 6: Check Device Communication

You should test the communication between the response cards and TurningPoint before beginning your presentation.

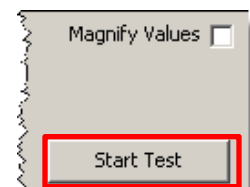
Before You Begin

Ensure the device receiver is properly installed and the device(s) to be tested is available. To test for device communication...

- Click **Tools** on the TurningPoint Ribbon and select **Settings**. The Settings window opens.
- Select the **Polling Test** tab. TurningPoint displays the Polling Test window. Use this window to verify that TurningPoint can receive responses from the devices.



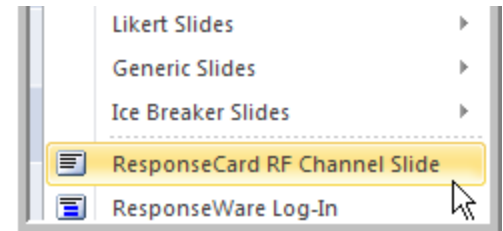
- Click **Start Test** at the bottom of the window. Magnify the responses by placing a check mark in the Magnify Values box.
- Press a key on each response device to be used. TurningPoint displays the Device ID, Channel, and the key entry from each response device in the order in which they were tested.
- If nothing appears in the Polling Test window after you press a key on a response device, this means the device is not functioning properly (**see below**).
- Click **End Test** when you have finished testing all devices.
- Click **Done**. The device communication check is now complete.



Step 7: If Response Card Is Not Communicating with TurningPoint...

When a response card or “clicker” is not communicating with TurningPoint, it is generally because the card is not set to the correct channel. Response cards can be set to the incorrect channel accidentally during regular use. To reset the response card channel, follow the procedure below. You may wish to do this yourself or have your students do it at the beginning of a session.

1. Go to **Insert Slide** on the Turning Point ribbon and choose **ResponseCard RF Slide**.
2. The ResponseCard RF Channel Slide displays instructions that show the presenter or the participants how to set the channel on their response devices. If simultaneous presentations are occurring in adjacent rooms, each room will need to be on a different channel to prevent interference. See the TurningPoint Campus Coordinator if this is an issue.



Response cards should be set to 41 – this is the default setting that all Samuel Merritt USB receivers are set to.

Channel Setting Instructions for *ResponseCard RF*

1. Press and release the "GO" or "CH" button.
2. While the light is flashing red and green, enter the 2 digit channel code (i.e. channel 1 = 01, channel 21 = 21).
3. After the second digit is entered, Press and release the "GO" or "CH" button. The light should flash green to confirm.
4. Press and release the "1/A" button. The light should flash amber to confirm.

Note: Response cards should be set to channel 41, the default setting that all Samuel Merritt USB receivers are set to.

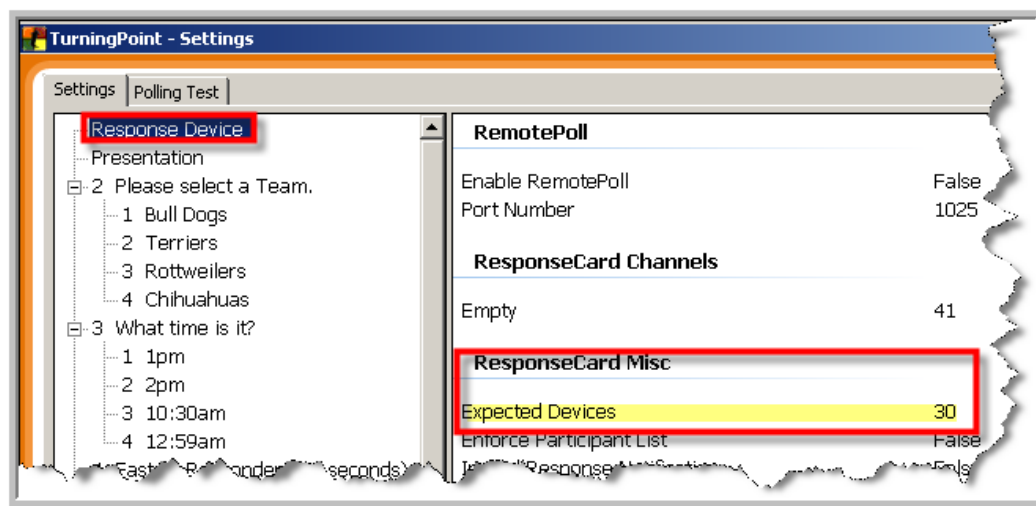
Step 8: Identify the Number of Devices to be Used

Access the Response Device settings whenever you need to change the number of expected devices. TurningPoint uses the number of expected devices when choosing Simulated Data (see step 9 below) as your input source or when using a Response Counter or Response Table without a Participant List. *You do not need to set a number of devices if you are not using these features.*

To increase or decrease the expected devices...

1. Click **Tools** on the TurningPoint Ribbon and select **Settings**. The Settings window opens.

2. Select **Response Device** from the Settings Hierarchy. The available response device settings display in the right pane of the window. Click on the number to change it.



Step 9: Testing with Simulated Data

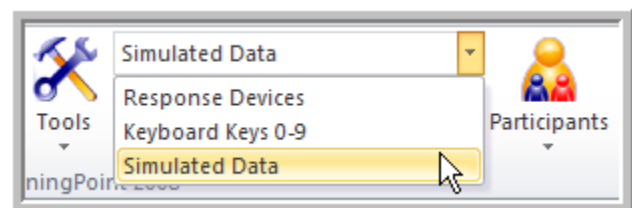
Always test your TurningPoint slideshow before presenting it to an audience. If you have clickers available, you can simply follow the steps below for running a slide show and resetting your slides.

If you do not have clickers available, you will need to use simulated data. Simulated data are random responses to the presentation. TurningPoint determines the number of responses to provide based on the number of expected devices designated in settings, i.e. if you enter expected devices as 100, TurningPoint will provide 100 responses to each question in your presentation.

Warning: *Simulated data can give you an idea of how the TurningPoint presentation will run, but it does not test your clickers and receiver. Always do a test to make sure the clickers and receiver are communicating before starting your presentation (see steps 6 and 7 above).*

To use simulated data:

1. In the TurningPoint ribbon, click on the Input Source drop-down menu and select **Simulated Data**.



2. Run your slide show and reset it following steps 10 and 11.

Step 10: Run the Slide Show

After you have created the slides and tested your devices (Steps 1-9 above), you are ready to run an interactive presentation. You run an interactive presentation session using PowerPoint's Slide Show functionality. You control the collection of responses by opening and closing polling. Polling is the mechanism by which TurningPoint accepts and tallies the responses provided by the audience using response devices.

1. From the PowerPoint Ribbon, click **Slide Show > From Beginning**.

- The first slide of the presentation is shown. TurningPoint displays the Showbar in the top right corner of the screen. The Showbar is a toolbar that provides activation buttons for polling, monitoring, and viewing responses during the slide show.



Move your cursor across the Showbar to display each command's name. To activate the command, you can select the Showbar icon or use the respective Fn key on your keyboard.

2. **Click the mouse to control the progress of the slide show.** The control of each slide will vary slightly depending on the objects you chose to insert when you created the slides. Find information on slide objects and their behavior in **Add Objects** on page 100 of the manual.

- a. Open polling. **Polling will automatically open when you display a slide.**

TurningPoint receives responses when polling is open.

Polling Open

responses: 0	user feedback: 0	polling: open
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- b. **Click the mouse to activate any feedback objects** -- countdowns, answer now prompts, or response counters you have inserted on your slide.

- c. **Click the mouse again to close polling** and display the results. No responses are accepted after polling is closed.

Polling Closed

responses: 0	user feedback: 0	polling: closed
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Note: To advance slides, you may use any method PowerPoint allows, such as clicking the mouse or pressing the space bar, arrow keys, or Enter key.

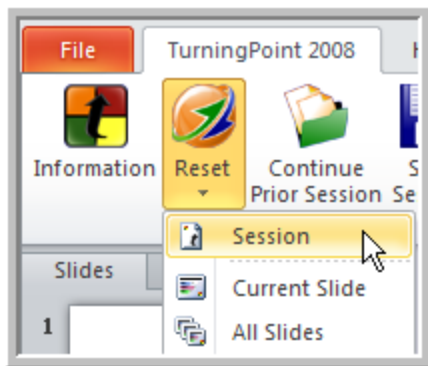
3. Click at the end of the slides to exit from the Slide Show (or optionally, press the Esc key). If you exit TurningPoint, the program prompts you to name and save the session results to a file.

- **You do not need to save the session unless you are storing the results for resuming a session, grading, generating reports, etc.** The default save location is My Documents/TurningPoint/Sessions. If you choose the default name, TurningPoint adds the date and time to the file name.

Step 10: Resetting a TurningPoint Session

If you plan to use a presentation with several groups or start over with the same group, you must reset the presentation before you begin.

1. Open your TurningPoint presentation
2. Click **Reset** on the TurningPoint Ribbon and select **Session, Current Slide, or All Slides**

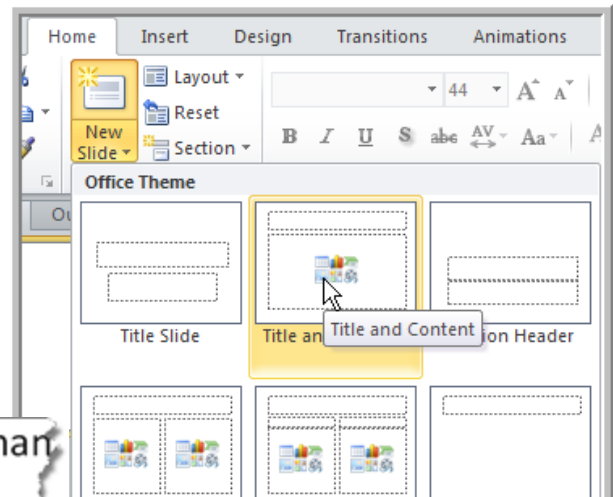
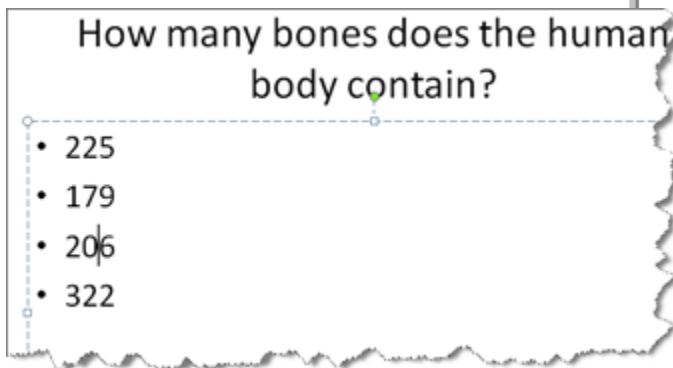


- Resetting the Session clears any previously collected response data.
- Resetting the Current Slide only clears the previously collected response data for the selected slide.
- Resetting All Slides resets the charts but does not clear any previously collected response data. The new response data will be appended to the end of the session.

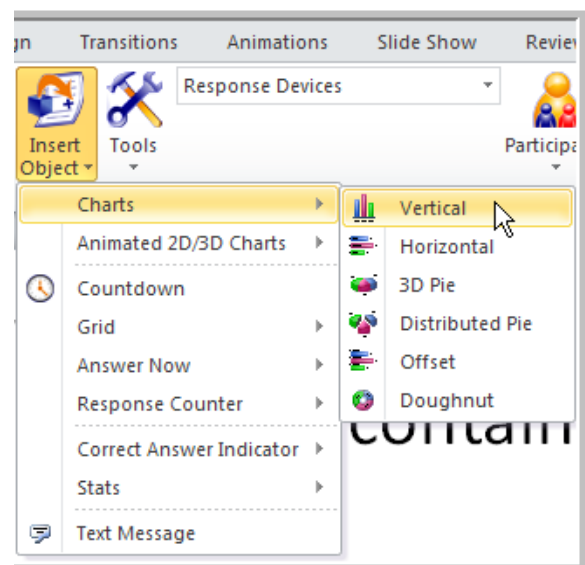
Tips

Converting a PowerPoint Slide to a TurningPoint Slide

1. When you create your PowerPoint slide, make sure you're using **Title and Content theme slide** or another theme such as the title slide that has two boxes. *Other types of PowerPoint may not convert properly.*
2. Type your question in the title area and your answers in the content area.



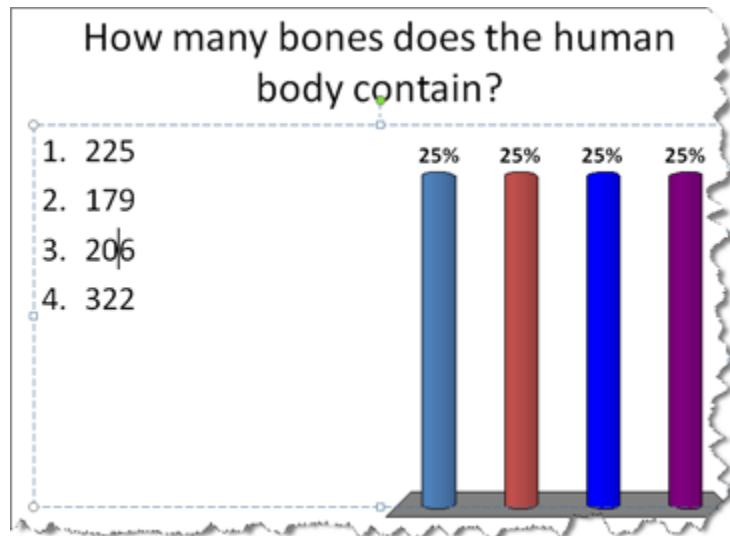
3. **Save** your PowerPoint presentation as a .pptx.
4. **Open TurningPoint** from the Start menu or desktop icon.
5. **Open your previously created PowerPoint presentation** by going to the File ribbon (Office 2010) or Office button (Office 2007) and selecting Open.



6. Go to the TurningPoint ribbon and click on the **Insert Object** pull-down menu > **Charts**

7. Select the type of chart you would like to use.

8. The PowerPoint slide automatically converts to a TurningPoint chart slide.



Opening Your TurningPoint Presentation

After you have saved your TurningPoint presentation, always open it following the procedure below.

1. **Open the TurningPoint** application from your start menu or a shortcut on your desktop.
2. **Go to the File ribbon and choose Open** (Office 2010) or go to the Office button (the pie shaped icon in the left corner of your window) and select Open (Office 2007).
3. In the browse window **find your TurningPoint** file, select, and click **Open**.

Teaching with Clickers

Confessions of a Converted Lecturer: Eric Mazur <http://www.youtube.com/watch?v=WwsIBPj8GgI>

Harvard Physics Professor Eric Mazur's site <http://mazur-www.harvard.edu/education/educationmenu.php>

More Professors Give Out Hand-Held Devices to Monitor Students and Engage Them (November 16, 2010) New York Times

Getting Help

SMU Resources

Reserving and Obtaining Clickers

- **Oakland:** clickers are available for checkout from Media Services. Contact Mark Reynolds to make a reservation. Make sure you specify the number of clickers needed. Email: mreynolds@samuelmerritt.edu Phone: 510.869.6575
- **San Francisco:** clickers are available for checkout from the Admin Office. Please contact.
- **Sacramento:** clickers are available for checkout from the Admin Office. Please contact Tina Rizzo for more information.
- **San Mateo:** clickers are available for checkout form the Admin Office.

SMU TurningPoint Campus Coordinator

Katrina Fullman, the SMU TurningPoint Campus Coordinator is available for both group and one-on-one training. Please contact her if you would like assistance or wish to set up a workshop.

Contact Info: Katrina Fullman, Emerging Technologies Specialist
John A. Graziano Library
Health Education Center - 400 Hawthorne Ave.
Email: kfullman@samuelmerritt.edu
Phone: 510-869-6833

Student Purchase of Clickers

Starting fall 2011 we are piloting a student purchase program for clickers. Under this program, select faculty will have their students buy or rent clickers from the SMU bookstore. If you would like to participate in this program during the spring 2012 semester, please contact Katrina Fullman, TurningPoint Campus Coordinator.

SMU TurningPoint Resource Pages

A one-stop resource for SMU specific guides, tips and tutorials
<https://www.samuelmerritt.edu/TurningPoint+Resources>

Turning Technologies/TurningPoint Help

Turning Technologies (the makers of TurningPoint) offers excellent customer support for SMU faculty by phone. You can also view video tutorials and attend regular training webinars. Go to <http://www.turningtechnologies.com/responsesystemsUPPORT/> or see Appendix 1 (below) for more information.

Customer Support Resources

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 web site at <http://www.turningtechnologies.com>.

Go to the Product Guides and Manuals section of the web site to find more information about using TurningPoint, such as the Quick Start Guide.

Go to the Product Training section of the Turning Technologies web site under Support to find:

- Tutorials
- Online Training
- Onsite Training
- Case Studies
- Presentations

Customer Support

Turning Technologies Customer Service Department offers technical support, which is available Monday - Friday, 7am - 9pm EST. From within the continental United States, call Customer Service toll-free at 1 866 746 3015. If calling from outside the United States, call +(1) 330 746 3015. Customer Service also may be reached via e-mail at support@turningtechnologies.com. Please note that it may take up to 2 business days for a reply if contacted via e-mail.

Mailing Address:

Turning Technologies 255 West Federal Street Youngstown, OH 44503

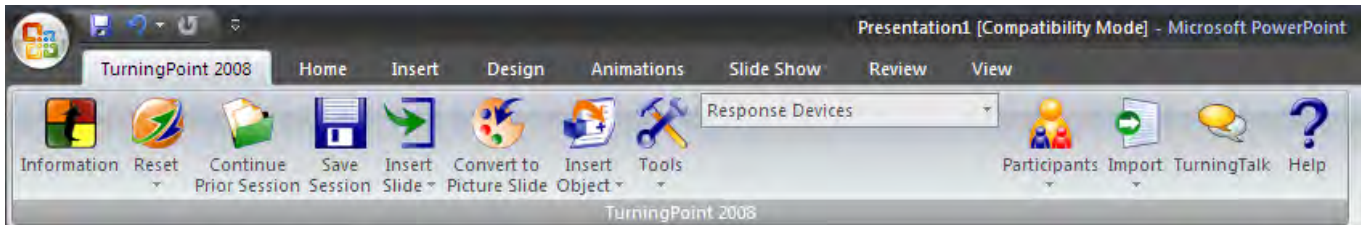
Turning Technologies offers complete TurningPoint training. Our trainers are available for onsite training at your location, or you may send your team to our training facility in Ohio.

Typical training sessions last from two to six hours, depending on your intended use of TurningPoint and skill level with Microsoft Office products. For Training Services, call 1 866 746 3015 for details.

Tour of the TurningPoint Ribbon

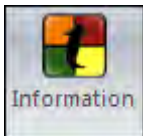
When you launch TurningPoint, PowerPoint opens and the TurningPoint Ribbon can be accessed by selecting the TurningPoint 2008 tab, as the following image depicts:

TurningPoint Ribbon



The following descriptions define the buttons that make up the tools in the TurningPoint 2008 Ribbon:

Information



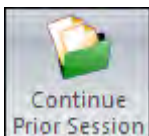
Allows you to view information about your TurningPoint Software. It also shows licensing information for the receiver you are using, and it provides a mechanism to supply feedback to Turning Technologies for support assistance.

Reset



Displays a menu of options to clear the current user response data to start a new session or reset individual slides for polling. Find information about polling the audience in **Chapter 7: Run Presentations**.

Continue Prior Session



Opens a previously saved session. A session is a run-through of a presentation where an audience has submitted responses to some or all of the questions. Find information about continuing a prior session in **Chapter 9: Sessions**.

Save Session



Stores the current session. Find information about saving sessions in **Chapter 9: Sessions**.

Insert Slide



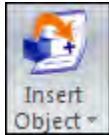
Displays a menu of TurningPoint slide types that allows you to select from in order to create a presentation. Find information about TurningPoint slides in **Chapter 3: Creating and Saving Slides**.

Convert to Picture Slide



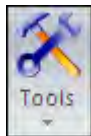
Assigns pictures as answers in place of text. Find information about picture slides in **Chapter 3: Creating and Saving Slides**.

Insert Object



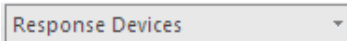
Displays a menu of items to enhance a TurningPoint slide. Find information about slide options in **Chapter 3: Creating and Saving Slides**.

Tools



Displays a menu of options to report, modify, track, and integrate TurningPoint presentations and sessions.

Select Input Source



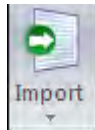
Selects the input source to be used for collecting response data. These include Response Devices, Keyboard Keys (0-9), and Simulated Data. Find information about response devices in **Chapter 4: Response Device and Settings Management**.

Participants



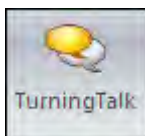
Provides options to create, edit, and delete Participant Lists. Find information about these options in **Chapter 5: Track Participants and Teams**.

Import



Provides option to create TurningPoint presentations from other sources. Find more information about Importing in **Chapter 6: Tools**.

Turning Talk



Opens the TurningTalk User Community, a social learning community for users of Turning Technologies products and services.

Display TurningPoint Help



Opens the help file.