

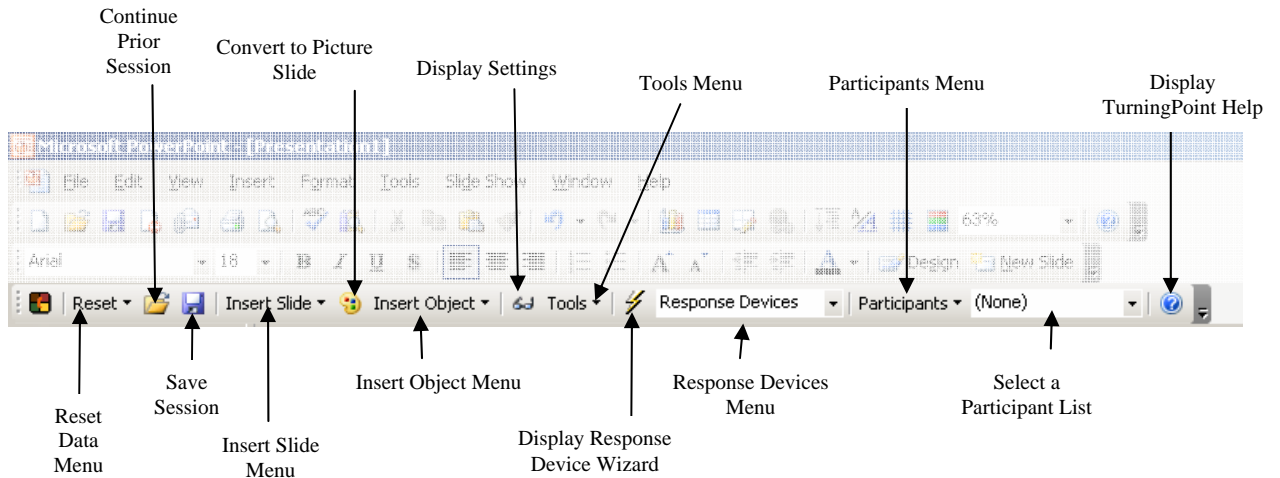
Lesson 1: What is TurningPoint?

Designed to use with PowerPoint, TurningPoint is an audience response system that enables two-way communication between a speaker and a large group. TurningPoint offers the ability to collect, evaluate, and record responses from everyone in the audience, transforming a lecture, workshop, or meeting into a more effective learning environment for everyone in the room.

Whether you want to gauge an audience's opinion or quickly assess your students' understanding on important points in a lecture, TurningPoint enables you to ask and receive a response at the very moment you want to ask most. The audience uses response devices to submit answers to questions you have created. Then, TurningPoint gathers responses from each participant and quickly translates them into measurable results in the form of test scores, charts, and graphs. After a presentation, TurningPoint helps you store the data for later access or for use in reporting or grading.

This handout is designed to introduce you to the TurningPoint program through explanations of the basic tools and options available as well as step-by-step instructions to create and present a variety of slides.

Lesson 2: The TurningPoint 2006 Toolbar



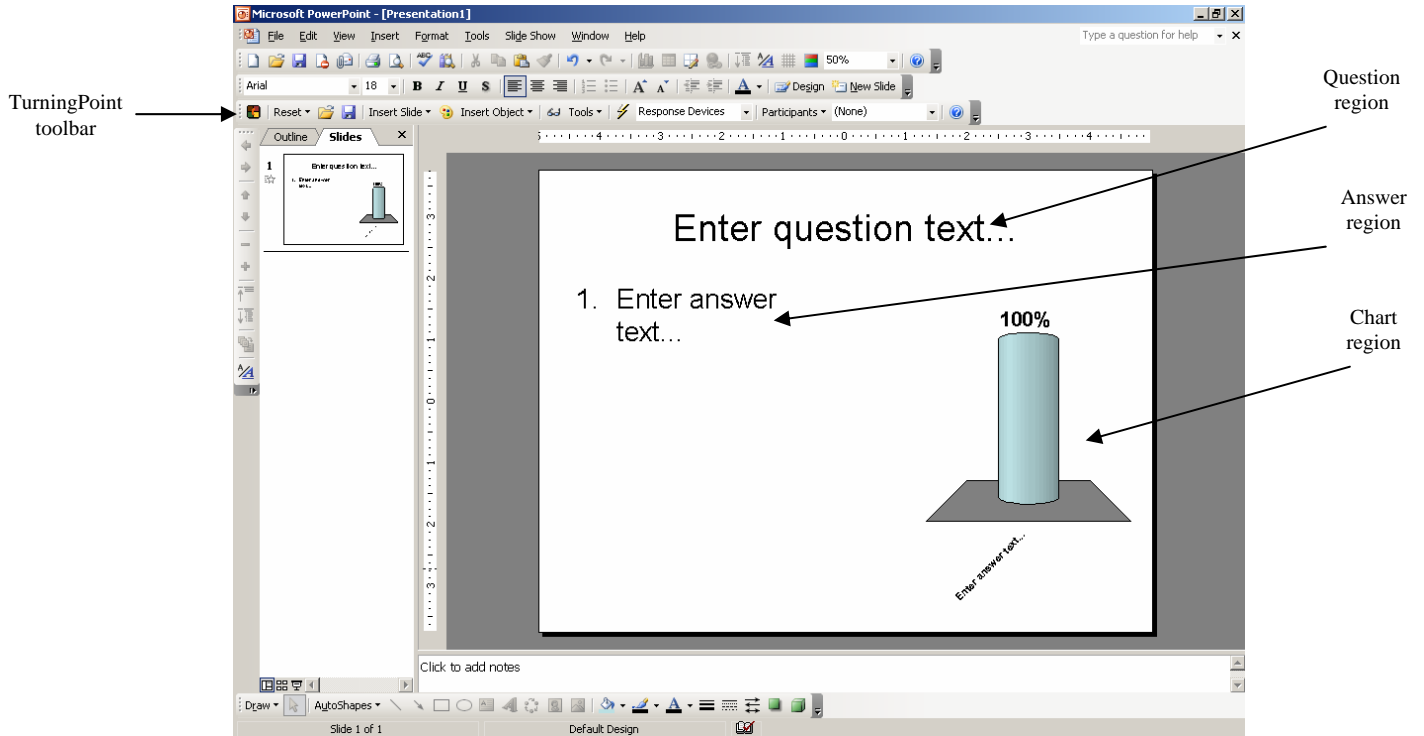
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|---------------------------------------|--|
| Reset Data Menu | Returns the response tallies from the audience to zero for all slides in the session or only the current slide. |
| Continue Prior Session | Opens a previously saved session. A session is a runthrough of a presentation where an audience has submitted responses to some or all of the questions. |
| Save Session | Stores the current session for retrieval later. |
| Insert Slide Menu | Displays a menu of TurningPoint slides that you select to create an interactive presentation. |
| Convert to Picture Slide | Use to assign and order pictures as answers instead of text. |
| Insert Object Menu | Displays a menu of items you select to enhance a slide. |
| Display Settings | Allows you to create and edit the default settings for the presentation or a specific slide. |
| Tools Menu | Provides advanced options to set up and create a presentation and report data. |
| Display Response Device Wizard | Allows you to identify and test communication with the response devices. |
| Response Devices Menu | Selects the type of response devices to be used with the presentation. |
| Participants Menu | Provides options to be used with Participant Lists. |
| Select a Participant List | Assigns a Participant List to a session. |
| Display TurningPoint Help | Opens the online help file. |

Lesson 3: Creating Presentation Slides

Before you begin:

- Make sure TurningPoint is installed on your computer.
- You should be familiar with the basics of creating slides in PowerPoint.

TurningPoint provides a variety of pre-defined slides for your use. Each slide can be used as-is or customized to behave as you desire.



To create a basic question slide:

Double-click the TurningPoint desktop icon to launch the TurningPoint program. (See image at left.)



1. Locate the TurningPoint toolbar. It is located on the top portion of your PowerPoint screen. All the functions of TurningPoint can be accessed through this toolbar.
2. From the TurningPoint toolbar, click the **Insert Slide** menu to display the drop-down menu of pre-defined slides.
3. Scroll down the list with your mouse pointer and click a slide type to select it from the list. (Basic slide styles – chart slides – are grouped at the top of the menu.) TurningPoint inserts a blank slide with a question region, an answer region, and a chart region.
 - The new slide is actually Slide 2 of your presentation. Slide 1 is meant to be a title slide and can be deleted if you don't want it.
4. Click on "Enter question text..." and type your question directly onto the slide.
5. Click on "Enter answer text..." and type correct and incorrect responses directly onto the slide. Press [Enter] after each potential response. You can enter a maximum of ten answers per slide.
6. To mark the correct answer, right-click on the number of the correct answer and click **Select as Correct** on the drop-down menu.
7. Repeat steps 1-5 to insert additional slides.
8. Save your file.

Lesson 4: Slide Objects

TurningPoint offers several objects you can add to your slides, including reminder types such as countdowns and an “Answer Now” indicator.

| Object | Function |
|---------------------------------|--|
| Charts | Allows you to change the current chart type on a TurningPoint slide or convert an ordinary PowerPoint slide into an interactive TurningPoint slide by inserting a chart. |
| Answer Now | Gives the audience a visual cue that the slide is a TurningPoint slide to which they have the opportunity to respond. |
| Countdown | Shows the number of seconds remaining to respond to a question. The default time for a countdown is 10 seconds, but can be any number from 1 to 99. Polling closes as soon as the countdown reaches zero. |
| Response Counter | Keeps track of how many participants have submitted a response out of the total number of participants. Polling closes as soon as all participants have responded. |
| Response Table | Keeps track of which participants have submitted a response. |
| Correct Answer Indicator | Gives a visual cue to the audience to identify the correct answer(s) after polling for a question is finished. |
| Stats | Shows a calculation after polling is closed based on the responses received. You can show the mean (average), median, standard deviation, and variance of the responses. |

To change the current chart type:

1. Using the question slide you just created, click the **Insert Object** menu on the TurningPoint toolbar.
2. From the drop-down menu, mouse over **Chart** and then select a different chart type.
3. Click **Save**.

To add an “Answer Now” indicator:

1. Again using the question slide you just created, click the **Insert Object** menu on the TurningPoint toolbar.
2. From the drop-down menu, mouse over **Answer Now** and then select one of the indicators. (Repeat to sample other indicators.)
 - The “Answer Now” indicator will appear at the bottom of the slide, but can be resized and moved just like an auto shape of clip art image.
 - You may also change the text just as you would in any text box.
3. Click **Save**.

To add a correct answer indicator:

1. Again using the question slide you just created, click the **Insert Object** menu on the TurningPoint toolbar.
2. From the drop-down menu, mouse over **Correct Answer Indicator** and then select one of the shapes.
3. Click **Save**.

(We will create new slides for the response counter and countdown objects.)

To create a slide with a response counter:

1. From the TurningPoint toolbar, click the **Insert Slide** menu to display the drop-down menu of pre-defined slides.
2. Scroll down the list with your mouse pointer and click a slide type to select it from the list.
3. Click on “Enter question text...” and type your question directly onto the slide.
4. Click on “Enter answer text...” and type correct and incorrect responses directly onto the slide. Press [Enter] after each potential response. You can enter a maximum of ten answers per slide.
5. To mark the correct answer, right-click on the number of the correct answer and click **Select as Correct** on the drop-down menu.
6. Click on the **Insert Object** menu on the TurningPoint toolbar.
7. From the drop-down menu, mouse over **Response Counter** and then select one of the counter styles.
8. Click **Save**.

To create a slide with a countdown:

1. Insert a new slide.
2. Type a question and answers in the appropriate boxes.
3. Mark one answer as correct.
4. Select a countdown style from the **Insert Object** menu.
5. By default the length of the countdown is 10 seconds. To change the time, click on the countdown object and enter a number (of seconds) in the dialog box.
6. Click **Save**.

****Note:** If you favor a particular object and would like it to appear automatically on every TurningPoint question slide, you must set your preference *before* creating the slides.

To set preferences for a response counter (for example) on every question slide:

1. Click the **Display Settings** button on the TurningPoint toolbar. (Hint: It’s the button that looks like a pair of eyeglasses.)
2. Click on the **Presentation** icon at the top of the **TurningPoint – Settings** dialog box.
3. Scroll down to the section called **Response Reminder Settings**.
4. Click on **Response Counter**.
5. Click the down arrow to the right.
6. Select a style from the list.
7. Click **Done**.

Create a new question slide and you will see that the response counter you selected automatically appears on the slide. It will appear on every TurningPoint slide you create until you change your settings.

Lesson 5: Inserting Question Slides into PowerPoint Presentations

Once you know how to create a question slide you can easily add one to an existing PowerPoint presentation.

To insert a TurningPoint question slide:

1. Start the TurningPoint program.
2. From the **File** menu, select **Open**.
3. Locate and open the desired PowerPoint presentation.
4. Navigate to the slide you would like your new TurningPoint slide to be inserted *after*.
5. From the TurningPoint toolbar, click the **Insert Slide** menu.
6. Select a slide type from the menu.
7. Create your question slide.

Lesson 6: Running a Presentation Session

You run an interactive presentation session using PowerPoint's slide show functionality. You control the presentation session by opening and closing polling. Polling is the mechanism by which TurningPoint accepts and tallies the responses provided by the audience using response devices.

Before you begin:

- Distribute response devices to your participants.

To run the interactive presentation:

1. Open TurningPoint and then open an existing presentation.
2. From the **Slide Show** menu, click **View Show**.
3. Click the mouse to control the progress of the show, just as you do in PowerPoint. If no object such as a countdown, response counter, or correct answer indicator has been added to a slide:
 - a. Click once to display question slide and open polling.
 - b. Click again to close polling and display the results.
 - c. Click again to advance to the next slide.

Advancing through the elements of a slide is slightly more complicated if any of the following objects have been added:

Countdown:

- After advancing to the question slide you must click to start the countdown.
- Polling automatically closes when the countdown reaches zero; click to display results.
- You can close polling before time runs out by clicking the mouse (which will automatically display the results).

Response Counter:

- Polling automatically closes once all participants have responded.
- You can close polling before all have responded by clicking the mouse.
- Once polling closes you must click to display the results.

Correct answer indicator:

- After results have been displayed, you must click again to display the correct answer indicator.

The Show Bar

When each question 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. Right-click on the ShowBar and 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 key on your keyboard.



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| 1 | F9-Show/Hide ShowBar | Closes the ShowBar for the duration of the current presentation session. |
| 2 | F2-Toggle Results | Changes the values displayed on each chart. The values can be represented as either numbers or percents. |
| 3 | F3-Data Slicing | Shows the responses on the chart for the portion of the audience who chose a certain response on another question. |
| 4 | F5-Show the Original Chart | Use this command after using the Toggle Results or Data Slicing commands to return the chart to its appearance when it was first created. |
| 5 | F4-Repoll Question | Clears the responses and accepts new responses from the audience for the currently displayed question. Both the original responses and the new responses are stored in the session file. |
| 6 | F7-Show the Response Grid | Opens a Response Grid on the screen allowing you to see which participants have responded to the question. |
| 7 | F8-Show Non-Response Grid | Opens a Response Grid on the screen. As each participant responds, their response box is removed from the grid. |
| 8 | F10-Go to Next Slide | Advances the slide show to the next slide. |
| 9 | F12-Display Participant Monitor | Opens the Participant Monitor. Find more information in the Using the Participant Monitor section. |
| 10 | F6-Insert Slide | Opens a drop-down menu allowing you to select the slide type to be inserted into the presentation. |
| 11 | Display interactive results | Expands the ShowBar to display the responses, user responses, and polling status. |

Lesson 7: Saving Your Presentation Session

After you have finished your presentation session – that is, asked all your questions and received all your responses – you have the option to save the results of the session in a session file. The results consist of the responses provided by each participant who is in the audience. You may also need to end a session before it is completed and continue at a later time.

To save your session:

1. Click the **Save Session** button on the TurningPoint toolbar.
 - Do not confuse this button with the **Save** button on the Standard toolbar – they both look like a floppy disk!
2. Type in a new name for the file, if desired.
 - By default, the file is named “New Session” followed by the current date and time.
3. Choose the desired location to save the file.
 - The default file location is My Documents > TurningPoint > Sessions.
4. Click **Save**.

To continue a previously saved session:

1. Click the **Continue Prior Session** button on the TurningPoint toolbar.
 - Again, be sure you are on the TurningPoint toolbar and not the Standard toolbar; both have buttons that look like an open folder.
2. Locate and open the desired file.

The question slides to which you have already gotten responses will display those results. If you wish to start collecting new results, you must reset the session.

To reset the session:

1. Click the **Reset** menu on the TurningPoint Toolbar.
2. Select **Session**.