

Turning Point 8 for PowerPoint

MCPHS UNIVERSITY
INFORMATION SERVICES

Table of Contents

About this Document.....	2
What is Turning Point 8?.....	2
Creating a Turning Account	2
Forgot Your Turning Account Password	3
Downloading Turning Point 8 onto a Home Computer	3
Checking for Turning Point 8 Updates on a Home Computer	3
Setting Up an Offline Password	3
Adding a Course to Your Turning Account.....	4
Updating Your Course	4
Checking the Student’s Device IDs and Subscription Status.....	4
Creating Clicker Slides.....	5
Setting Correct Answers, Correct Answer Indicators and Point Values	5
Making a Clicker Slide Anonymous.....	6
Don’t Show the Chart with the Polling Results.....	6
Testing Clicker Slides in Your Office.....	7
Checking the Receiver’s Channel in the Classroom	7
Setting Up Clickers for a DE Class.....	7
Setting Up Clickers for a Local Class.....	8
Setting Up to Allow Students to Click in with Mobile Devices.....	9
Running Clicker Slides in Class	10
In Case Polling Doesn’t Work/Replacing the Charts on the Clicker Slides.....	10
Saving the Session.....	10
Importing Sessions	11
Sending Session Files to Someone Else.....	11
Running an Attendance Report.....	12
Getting Clicker Data from Turning Point to Blackboard	12
Additional Turning Technologies Training	12
Turning Technologies Tech Support	13
Turning Technologies Resources for Students.....	13

About this Document

The instructions in this document are for PowerPoint Polling for the Windows version of Turning Point 8 (versions 8 - 8.3). For Mac instructions, go to page 13 to the Additional Turning Technologies Training section and click the Quick Start Guide link to access documentation for the Mac.

The instructions are roughly in the order that a user might need them. So setting up an account is at the beginning while running reports is towards the end. A new user will want to start right at the beginning of this document while more advanced users may want to jump ahead to later sections. Depending on how you use Turning Point 8's PowerPoint Polling feature, you may only need a few of the sections in this document, you may not need everything. Feel free to skip around as needed.

What is Turning Point 8?

Turning Point 8 is an audience polling system. In class, you ask your students questions, they answer electronically and you will see the results immediately in the form of a chart.

You can use Turning Point 8 to see if your students did their assigned readings by asking them "clicker" questions about it. You can ask "clicker" questions about a topic before you lecture on it to see how much they already know about it. You can ask "clicker" questions after you've lectured about a topic to see if they understood it.

After class is over, you can save the polling data and assign point values for answering questions correctly. The point values can be uploaded to the Grade Center on Blackboard so they can get credit for their responses. Additionally, you can also Turning Point 8 for attendance.

Creating a Turning Account

In order to use Turning Point 8, you will need an account with Turning Technologies. Instructions are below on how to create an account.

1. Launch a web browser (preferably Chrome) and log into Blackboard
2. Go into any of your courses
3. Click the Tool link on the left in with the navigation
4. In the list of tools that comes up, click the Turning Account Registration tool
5. Type in your MCPHS email address and then click Create Account
6. You will receive an email with a link to complete the setup, click the link
7. Make sure you choose Instructor for the Role and then fill out all of the necessary fields
8. When complete, click the checkbox to accept the End User License Agreement, then click Finish
9. If asked about a License Code and a Response Device ID, click Finish to continue

Forgot Your Turning Account Password

Your Turning Account is through Turning Technologies. It is not controlled or managed by MCPHS. When you forget your password, you need to go through Turning Technologies to reset it. Instructions are below on how to reset your Turning Account password.

1. Launch a web browser (preferably Chrome) and log into Blackboard
2. Go into any of your courses
3. Click the Tool link on the left in with the navigation
4. Click the Turning Account Registration tool
5. Type in your MCPHS email address and then click Sign In
6. Click the Forgot Your password link beneath the password field
7. Enter in your MCPHS email address and then click Reset Password
8. You will be sent an email with a link to reset your password, click the link
9. Enter in a new password and then confirm the new password
10. Click Save

Downloading Turning Point 8 onto a Home Computer

Turning Point 8 can be freely downloaded and installed on home/personal computers. Instructions are below on how to download it.

1. Launch a web browser (preferably Chrome) and log into Blackboard
2. Go into any of your courses
3. Click the Tool link on the left in with the navigation
4. Click the Turning Account Registration tool
5. Type in your MCPHS email address and then click Sign In
6. Type in your Turning account password and click Sign In
7. Click Downloads at the top of the web page
8. Choose the Mac or PC version of Turning Point
9. The "Install" version requires admin access and installs for all users on the computer, the "No Install" version does not require admin access and only installs for the user who's currently logged in

Checking for Turning Point 8 Updates on a Home Computer

1. Launch Turning Point 8 and log in
2. Click the Turning Technologies logo at the bottom of the window
3. Click Check for Updates

Setting Up an Offline Password

When you log into Turning Point 8, your computer is going online to Turning Technologies to check your username and password. If you don't have internet access, you won't be able to log in. The workaround

is to setup an Offline Password. By using an Offline Password, you'll be able to log in even if you don't have internet access. Instructions are below on how to set up an Offline Password.

1. Launch Turning Point 8 and log in
2. Click the Cog/Gear icon in the lower right hand corner of the window
3. Click Software on the left
4. In the first gray box, click the Change Password button
5. Enter then re-enter whatever you want your offline password to be
6. Click Set

Adding a Course to Your Turning Account

If you want to track what each of your students is clicking in with, you'll need to add your course to your Turning Account. The Course will contain your student roster along with the clicker that they have (if they have one) and the current status of their subscription.

Below are instructions on how to add a course to your Turning Account.

1. Launch a web browser (preferably Chrome) and log into Blackboard
2. Go into any of your courses
3. Click the Tool link on the left in with the navigation
4. Click the Turning Account Registration tool
5. Type in your MCPHS email address and then click Sign In
6. Type in your Turning account password and click Sign In
7. Under Available Courses, click Connect to add courses to your Turning Account
8. Once connected, the course will appear in the Current Courses section
9. If you need to remove a course, just click the X in the upper right hand corner of the course's box and then click Remove

Updating Your Course

As you go through the semester, students may get new clickers or may have changes in their subscription status. When you launch Turning Point 8 then log in, it should automatically check for any changes and update your course automatically.

Checking the Student's Device IDs and Subscription Status

If a student says that they're having issues joining sessions or if you're not seeing their responses when you run reports, you can make sure that they have an active license/subscription. If they don't have an active license/subscription, they won't be able to join the session and respond using mobile devices or laptops. If they have a clicker, they will be able to respond during class without a license/subscription, but you'll get *'s for their responses if you run any reports.

You can also check and make sure that they have a clicker registered (assuming that you require clickers). If they do have a clicker registered, you can contact them and make sure that the correct Device ID is registered. If not, then they'll need to register the correct Device ID on Blackboard.

The information below explains how to check the license/subscription status and Device IDs in your Course.

1. Launch Turning Point 8 and log in
2. Click the Manage link at the top of the window
3. On the left, click the Course that you want to look at
4. The Course info will come up on the right
5. The Device ID is the student's clicker, it will be listed first and normally consists of six characters
6. You can ignore the last item in the Device ID column which should consist of eight characters
7. The License Status column shows if they have an active license/subscription or not
8. You may need to resize the Turning Point 8 window in order to see the License Status column

Creating Clicker Slides

Many instructors lecture using PowerPoint. Turning Point can run as an add-in within PowerPoint. What this means is that you can create your polling slides right within PowerPoint and have them intermixed with your regular PowerPoint slides. Instructions are below on how to create clicker slides.

1. Launch Turning Point 8 and log in
2. Click Start Now in the PowerPoint Polling box
3. Open any necessary PowerPoint presentations
4. Make sure the Turning Point tab is selected towards the top of the window
5. Click New on the far left and choose a slide type, Multiple Choice is probably the most useful
6. When the clicker slide is created, click the question text and edit it as necessary
7. Click the answer text and edit it as necessary
8. Press Enter on your keyboard to add answers, you can have up to ten
9. When complete, click outside the text box to get the chart to update with your responses
10. Add any new clicker slides as needed
11. Make sure to save your presentation when you're done

Setting Correct Answers, Correct Answer Indicators and Point Values

You may want to set certain answers as correct on your polling slides. You may also want to assign point values so that you can give students credit for answering correctly. And you may also want to show your students the correct answer after you've closed the polling. The instructions below go over how to set that up.

1. Launch Turning Point 8 and log in
2. Click Start Now in the PowerPoint Polling box
3. Open any necessary PowerPoint presentations

4. Go to the clicker slide that you need to modify
5. In the Slide Pane box which is usually to the right of the slide, click the Slide tab
6. Under the Scoring Options, click the drop down for the correct answer and set it to Correct
7. Change the Correct Point Value above if necessary
8. Click Objects towards the upper left hand corner of the PowerPoint window, Correct Answer Indicator then choose a type of indicator to add to the slide

If the Slide Pane box isn't visible

1. Make sure you have the Turning Point tab selected at the top of the window in PowerPoint
2. Towards the upper left, click Slide Pane
3. That will show and hide the Slide Pane

Making a Clicker Slide Anonymous

If you're doing a survey about your course for example, you may want to allow your students to respond anonymously. That way, they can answer freely with no fear of repercussions. By setting a clicker slide as anonymous, you will not be able to associate any of the responses with any of your students. The instructions below explain how to do this.

1. Launch Turning Point 8 and log in
2. Click Start Now in the PowerPoint Polling box
3. Open any necessary PowerPoint presentations
4. Go to the clicker slide that you need to modify
5. In the Slide Pane box which is usually to the right of the slide, click the Slide tab
6. Under the Question Options, click the Anonymous check box to put a check in it

If the Slide Pane box isn't visible

1. Make sure you have the Turning Point tab selected at the top of the window in PowerPoint
2. Towards the upper left, click Slide Pane
3. That will show and hide the Slide Pane

Don't Show the Chart with the Polling Results

There may be instances where you don't want to show results of the polling. You can set the slide so that the chart showing the responses is hidden after the polling is closed. The instructions below explain how to do that.

1. Launch Turning Point 8 and log in
2. Click Start Now in the PowerPoint Polling box
3. Open any necessary PowerPoint presentations
4. Go to the clicker slide that you need to modify
5. In the Slide Pane box which is usually to the right of the slide, click the Slide tab
6. Under the Polling Options, uncheck Show Results

If the Slide Pane box isn't visible

1. Make sure you have the Turning Point tab selected at the top of the window in PowerPoint
2. Towards the upper left, click Slide Pane
3. That will show and hide the Slide Pane

Testing Clicker Slides in Your Office

You may want to test out your clicker slides in your office before class and make sure that everything is working correctly. Instructions are below on how to do that.

1. Launch Turning Point 8 and log in
2. Click Start Now in the PowerPoint Polling box
3. Open your PowerPoint presentation
4. Make sure the Turning Point tab is selected at the top of the window
5. Click the drop down menu that says Live Polling and set it to Simulated Polling
6. Run your presentation
7. When you get to a clicker slide, Turning Point will "click in" with thirty simulated/fake responses so that you can see exactly how your clicker slides will work during class

Checking the Receiver's Channel in the Classroom

When students use clickers, the PC needs to receive their responses. There is a receiver plugged into the back of the PC in the classroom. The receiver acts as an antenna and that picks up the student's responses. In order to avoid interference between nearby classrooms, each classroom is set to a different channel. If the PC doesn't have a receiver or if the PC isn't seeing the receiver, clickers won't work. If the student's clickers are set to the wrong channel, their responses won't be received. The instructions below go over checking the receiver and the channel.

1. Launch Turning Point 8 and log in
2. Under Receiver towards the top of the window, look and see what number is displayed
3. The students' clickers need to be on that channel in order to click in
4. If there's no number and it says None Found, the receiver is either missing or not being seen
5. If the receiver is not being seen, rebooting the PC may fix it, if not contact the Help Desk

Setting Up Clickers for a DE Class

When using clickers in a DE class, some extra setup is necessary. The students in your classroom click into the receiver on your PC. The students in the remote classroom are way out of range of your receiver. When they click in, they're actually clicking into the receiver in the PC in their classroom. That PC then sends the responses to your PC. The thing, all of this needs to be set up in order to work.

When you launch RDP (Remote Desktop), you're opening up a new window on your PC and logging into the PC in the remote classroom within that window. Remote Poll is the piece software that will send you

the remote student's responses, so that needs to be running on the remote PC. Remote Poll does need to be set to Direct IP since it's sending the responses over the college's internal network and it needs to be told to connect to your classroom PC. If Remote Poll is not open, running and set up correctly on the remote PC, the remote students will not be able to click in.

If you close Turning Point, that will disconnect Remote Poll. In that case, you would have to go back to RDP, make sure Remote Poll is open and running, make sure Direct IP is selected and that Remote Poll is connected to your classroom PC.

This clicker setup is unidirectional, so it's only one way. You can run a presentation and receive all of the responses from both sides, or you can send your responses to the remote classroom PC. You cannot do both at the same time. If you need to switch sides during a DE class so that the other side will be teaching or example, you will need to close Turning Point and Remote Poll on both sides and then start from scratch.

The instructions below go over how to set up clickers for a DE class. These instructions will only work between paired DE rooms.

1. Log onto the PC using the Classroom account
2. The password is Presentation2016
3. Make sure Remote Poll and PowerPoint are closed
4. Launch Turning Point 8 and log in
5. Minimize the Turning Point 8 window to get it out of the way
6. Launch the RDP link on the desktop
7. If a security prompt comes up, tell it to allow
8. If prompted for a password, type in Presentation2016 then click Ok
9. In the RDP window that opened, make sure that Turning Point and PowerPoint are closed
10. In that same window, launch Remote Poll
11. Click the Direct IP radio button to select it
12. Click Connect
13. A message in red below will confirm if things are connected correctly or not
14. Minimize the RDP window
15. Go back to Turning Point 8
16. Click Start Now in the PowerPoint Polling box
17. Open your PowerPoint presentation
18. Towards the top of the window, choose the Reset option and select Session
19. Click the little screen icon towards the lower right hand corner of the window to start up your presentation from the current slide

Setting Up Clickers for a Local Class

When using clickers in a local class (local class meaning that there's no DE or videoconferencing), there's a few steps to set up. You need to launch Turning Point 8, log in, select PowerPoint Polling then open up and reset your presentation.

The way it works is that your students will click in. Their responses will be received by the receiver plugged into the back of the PC. The receiver will then pass the responses onto Turning Point. The students do need to be on the correct channel on the receiver. See Checking the Receiver's Channel in the Classroom on page 7 for more information.

The instructions below go over how to set up clickers for a local class.

1. Make sure Remote Poll and PowerPoint are closed
2. Launch Turning Point 8 and log in
3. Click Start Now in the PowerPoint Polling box
4. Open your PowerPoint presentation
5. Towards the top of the window, choose the Reset option and select Session
6. Click the little screen icon towards the lower right hand corner of the window to start up your presentation from the current slide

Setting up to Allow Students to Click in with Mobile Devices

The Mobile Responses option is what enables students to use mobile devices and laptops to click in. In order for this to work, you need to start a Mobile Responses session. When the session is created, you'll get a six-digit code that you need to give to your students. The students put that six-digit code into their Turning Point app so that they can join the session. You will need to create a Mobile Responses session for each lecture that you give.

Closing Turning Point will end your Mobile Responses session. If you close Turning Point before your lecture is over, you will need to create a new Mobile Responses session so that the students can click in for the remainder of the lecture.

The instructions below go over how to setup a Response Ware session.

1. Launch Turning Point 8 and log in
2. Click the Mobile Responses Enable link in the upper right hand corner of the window
3. Click Start Session
4. Give the six-digit Session ID to your students so they can join the session and click in
5. Click Close
6. Click Start Now in the PowerPoint Polling box
7. Open your PowerPoint presentation
8. Towards the top of the window, choose the Reset option and select Session
9. Click the little screen icon towards the lower right hand corner of the window to start up your presentation from the current slide
10. While your PowerPoint presentation is running, you can press Ctrl + 5 to show and hide the Session ID
11. When you close Turning Point at the end of class, that will end the Mobile Responses session

Running Clicker Slides in Class

The instructions below go over what you can expect to happen while you're running your clicker slides during class.

1. Use Page Up/Down, the Arrow keys, the Space Bar or Enter to advance through your slides
2. When you get to a clicker slide, polling will open automatically
3. You will see a bar with a green box saying Polling Open
4. You will be able to see the number of Responses coming in in real time
5. When done, advance the slide to close polling
6. The green box will turn red and will say Polling Closed
7. You will see the chart showing the responses
8. If you added a Correct Answer Indicator, advancing the slide again will bring that onscreen
9. If you need to re-poll the slide, click the little green circle/arrow icon in the bar
10. Otherwise, advance again to continue the presentation

In Case Polling Doesn't Work/Replacing the Charts on the Clicker Slides

There may be instances where you're in class running clicker slides and polling doesn't work. One relatively quick thing you can do is to replace the chart on the clicker slide. Sometimes the chart gets corrupted and when that happens, the clicker slide may break and may not work correctly. This can happen even when using presentations created in older versions of Turning Point. The instructions below go over how to replace the chart on a clicker slide.

1. Press ESC to get your PowerPoint presentation back into the editing mode
2. Click the chart to select it
3. Click the box around the chart to make sure that the chart is selected
4. Hit Backspace or Delete on your keyboard to delete the chart
5. In the upper left, click Objects, Charts then select a type of chart, Vertical is the default type of chart that's usually used
6. Click the little screen icon in the lower right to back to full screen presentation mode
7. See if polling works correctly

Saving the Session

You may wish to save the clicker data (session) at the end of class so you can take attendance or give the students points for answering questions correctly. It is important to note that the clicker data (session file) is completely separate from your PowerPoint presentation. If you only save your PowerPoint presentation, you will only get the chart on the PowerPoint slide with the polling results and that's not adequate to see what each individual student responded with. The instructions below go over how to save the clicker data (session file).

8. After running the PowerPoint presentation press ESC to get out of the presentation
9. Click the blue Floppy Disk/Save icon towards the top of the window in the Turning Point 8 tab

10. Then choose the Save Session option
11. Change the file name if you want, choose where to save the session and then click Save
12. If you need to bring the session to your office, you may want to save the session to the desktop to make it easy to find
13. Then, put the session file on a USB drive or email it to yourself via webmail or put it in OneDrive or other cloud storage so that you can get to it in your office

Importing Sessions

After class is over and you've saved your clicker data (session file), you will need to get it into Turning Point in your office so that you can see the results. The instructions below go over how to import the session file into Turning Point.

1. Launch Turning Point 8 and log in
2. Click the Manage link at the top of the window
3. Click the Session drop down and select Import
4. Navigate to and select the Session file
5. Once selected, click Open
6. If the session was sent to you by someone else, you will need to enter the password that was set for the file and then click Continue
7. If you don't have the password, ask the person that sent you the file
8. Choose to Move the Session or Leave in Place and then click Ok
9. If the Course was set to Auto when the Session was run during class, you'll need to move the Session
10. In the list of Courses on the left, click the little black arrow next to Auto to open it up
11. Drag it and drop the Session file onto the correct Course
12. That will associate the Session file with the correct Course

Sending Session Files to Someone Else

Session files are owned by a user. The person that was logged into Turning Point when the session was run is the owner. In order to send the session to someone else, the owner will have to export the session from Turning Point. While doing this, the session needs to be password protected in order to keep the data secure. So part of the export process includes setting a password. The instructions below go over how to export a session file so that it can be sent to someone else.

1. First off, make sure you've imported the session file into Turning Point 8
2. Launch Turning Point 8 and log in
3. Click the Manage tab at the top of the window
4. Click the Session drop down menu and select Export
5. Choose the session file(s) that you need to export
6. Set where to export to (Export to Directory) by clicking the three dots (...)
7. You may want to export to your Desktop so you can easily find the file
8. Then click Save

9. You will need to enter a password for the Session since it needs to be password protected
10. Re-enter the password to confirm it and then click Export
11. You can now go to where you saved the file and send it on to whoever needs it
12. Remember to tell them what the password is, they'll need that to import the file

Running an Attendance Report

Some instructors want to use clickers for taking attendance. The instructions below go over how to run an attendance report.

1. Launch Turning Point 8 and log in
2. Click the Manage tab at the top of the window
3. Click the little black arrow next to the participant list to open it up
4. Click the session file to select it
5. Click the Reports button on the right
6. Towards the upper right, click the drop down menu that says Results by Question
7. Select Attendance
8. In the Options below, you can choose All Participants, Present Only or Absent Only
9. You can also choose to Show Unassigned Devices
10. Click the Export button towards the upper left corner of the window
11. Choose CSV or Excel to get a copy of the report
12. Click Close in the lower right hand corner of the window to leave Reports

Getting Clicker Data from Turning Point to Blackboard

Some instructors want to give students points for answering questions correctly during class. Turning Point can take the points that the students have been awarded and post them to the Grade Center in Blackboard. The instructions below go over the process.

1. Launch Turning Point 8 and log in
2. Click the Manage link at the top of the window
3. On the left, click the Course that you want to work on
4. On the right, click the Upload Grades button
5. Choose what you want to upload to Blackboard
6. After choosing what you want to upload to Blackboard, click Upload
7. You will see a green check in the Succeeded box when the upload is complete
8. After the upload is done, you can go into the Grade Center in the course on Blackboard and see the column with the point values

Additional Turning Technologies Training

Turning Technologies does change their website from time to time. So if Turning Technologies moves things around, the links below might break.

Quick Start Guides: <https://www.turningtechnologies.com/turningpoint/turningpoint-desktop/quick-start-guides/>

Training Videos: <https://www.turningtechnologies.com/turningpoint/turningpoint-desktop/video-tutorials/>

Free Training Webinars: <https://www.turningtechnologies.com/turningpoint/turningpoint-desktop/training-webinars/>

Turning Technologies Tech Support

Turning Technologies tech support is open to everyone. Faculty, staff and students can contact tech support directly if they wish.

Call Turning Technologies Tech Support: 866-746-3015

Submit a Ticket to Turning Technologies:

<https://jira.turningtechnologies.com/servicedesk/customer/portal/1/user/login?destination=portal%2F1>

Turning Technologies Resources for Students

It may be worth posting some of the links below for your students on Blackboard. If you are only using clickers, you'll just want to post the Clicker Instructions link. If you're only using Mobile Responses, you'll want to post the two Turning Point App links (iOS and Android) and the Responding from Web Browsers link. If you're using clickers, mobile devices and laptops, you can post all of the links. Turning Technologies does change their website from time to time, so check the links before posting them. If Turning Technologies moves things around, the links below might break.

Turning Point App for Android Instructions:

<http://help.turningtechnologies.com/turningpointapp/student/android/>

Turning Point App for iOS instructions:

<http://help.turningtechnologies.com/turningpointapp/student/ios/>

Responding from web browsers: <https://help.turningtechnologies.com/browserresponse/>

TurningPoint App Specifications: <https://www.turningtechnologies.com/turningpoint-app/tech-specs/>

Clicker Instructions for Students:

<http://help.turningtechnologies.com/hardware/Default.htm#Hardware/Clickers/Clickers.htm>

LCD Clicker Specifications: <https://www.turningtechnologies.com/lcd/tech-specs/>

Turning Point 8 for PowerPoint

QT2 Clicker Specifications: <https://www.turningtechnologies.com/qt2/tech-specs/>