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TurningPoint Quick Start Guide

ONLINE RESOURCES: **Many other online resources are also available to assist you.**

Downloads: TurningTechnologies.com/Downloads

Product Training and Tutorials: TurningTechnologies.com/Training

User Community: TurningTalk.TurningTechnologies.com

KnowledgeBase: KnowledgeBase.TurningTechnologies.com

Support Forums: TurningTalk.TurningTechnologies.com/Forum/Home.cfm

TECHNICAL SUPPORT:
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Toll-Free (within the U.S.) : **866.746.3015**

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Support: **866.746.3015**

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RESOURCES

Installing TurningPoint Software

Install TurningPoint in one of two ways:

1. Download TurningPoint from TurningTechnologies.com/Downloads.

2. Insert your TurningPoint CD into your computer's CD-ROM drive.

How to Open TurningPoint (Zipped File) PC

1. Right-click the downloaded .zip file and select Extract All.
2. Follow the steps in the Extraction Wizard and save the unzipped folder to the desired location.
3. Open the unzipped folder and double-click TurningPoint.exe.
   TIP: Create a shortcut for TurningPoint.exe on the desktop for quicker access to the application. Do not remove the TurningPoint.exe file from the folder. If the file is removed, the application will not function properly.

How to Install TurningPoint (EXE File) PC

1. Double-click the downloaded setup file.
2. Click Next. A window opens and displays the license agreement. Read the license agreement on the screen or click the Print button to send the text to a printer.
3. Select the radio button labeled I accept the terms in the license agreement if you accept the terms.
4. Click Next.
5. Enter the name and organization in the fields provided and click Next. A window opens and displays a message that the computer is ready to install TurningPoint.
6. Click Install. The computer installs TurningPoint and displays the Finish button on the page when the process is complete.
7. Click Finish. Select the Launch TurningPoint checkbox to immediately open the application, or double-click the TurningPoint shortcut on the desktop to open the application.

How to Open TurningPoint Mac

1. Double-click the DMG file.
2. Drag and drop the TurningPoint icon to the application folder.
   TIP: Create a shortcut by dragging the icon from the application folder into the dock.
3. Double-click TurningPoint.

TurningPoint Dashboard

Launch Polling

Create Content

Manage Participant List and Polling Data

Visit User Community

Provide User Feedback

Choose Participant List

Choose Content

Connection Information

Choose Polling Environment

The TurningPoint Dashboard offers one, simple user interface for polling in PowerPoint® (PC only now, Mac coming soon), polling in any application and self-paced polling. The Dashboard provides instant management of polling, participants, content, sessions and reports.

Receiver Connection Setup

How to Change the Channel on the Receiver

1. Plug in the receiver and open TurningPoint.
2. Click the channel number below Receiver. The Preferences window opens.
3. Select the channel number from the drop-down menu under ResponseCard Channels. Once the receiver has been setup it is now possible to begin Testing the Polling Connections.

RF Receiver

Setting up a Receiver

When the receiver is plugged in, it is automatically recognized by the computer. The default channel on the RF receiver is set to 41. IR receivers do not work on channels and require no adjustments.

IR Receiver

Connecting to ResponseWare

How to Setup ResponseWare

1. Click to Connect below ResponseWare. The ResponseWare window opens.
2. Enter the ResponseWare Username and Password in the fields provided.
3. Select one of the following options:
   a) Allow Guests - allows participants to attend the session who do not have a Participant ResponseWare account.
   b) Require Login - participants must login to the session with their Participant ResponseWare account.
4. Optionally, enter the Reserved Session ID in the box provided. TIP: A reserved session ID can be created through a Presenter ResponseWare account.
5. Click Login.
   a) The first time ResponseWare is enabled on a computer the License Agreement window opens. Accept License Agreement to proceed.
   b) ResponseWare window opens. The session ID and connection information is displayed.
6. Click Close. The ResponseWare window does not need to be open for ResponseWare to be enabled. ResponseWare will remain enabled until TurningPoint is closed. The next time the application is opened these steps will need to be repeated to enable ResponseWare.

PowerPoint Polling (PC Only)

The polling function in PowerPoint allows you to poll an audience with questions embedded directly into your PowerPoint presentation. A ribbon is directly embedded into PowerPoint.

Import Content

Selected Participant List

Real-Time Registration

Polling Mode

Reset Session

Load Participant List

Connection Information

Save Session
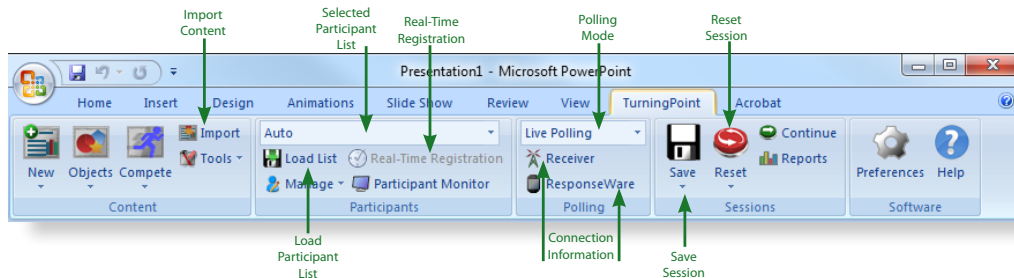
Before You Begin

To poll in PowerPoint, you need a presentation with questions slides or a question list. To track results based on participants, a participant list is also recommended.

How to Poll in PowerPoint

1. Plug in the receiver.
2. Open TurningPoint and select a participant list and content, if applicable.
3. Click PowerPoint Polling. The TurningPoint window closes and PowerPoint opens. If a question list was selected, TurningPoint will automatically parse the content into slides. If there are a large number of questions in the question list, this may take a few moments.
4. Open the PowerPoint presentation that contains the question slides if content was not selected before PowerPoint was opened.
5. Verify the correct participant list has been loaded and Live Polling is selected in the Polling drop-down box from the TurningPoint ribbon.

PowerPoint Polling (PC Only) Continued

Polling in PowerPoint Showbar

Move Showbar

Toggle Response Count

Show/Hide Response Grid

Set Anonymous

View Original Chart

Show/Hide Connection Information

Responses
17

Polling
Open

Minimize Showbar

Repoll Question

Insert New Question

Data Slice

Display Participant Monitor

Display Messaging Window

Response Counter

Polling Status
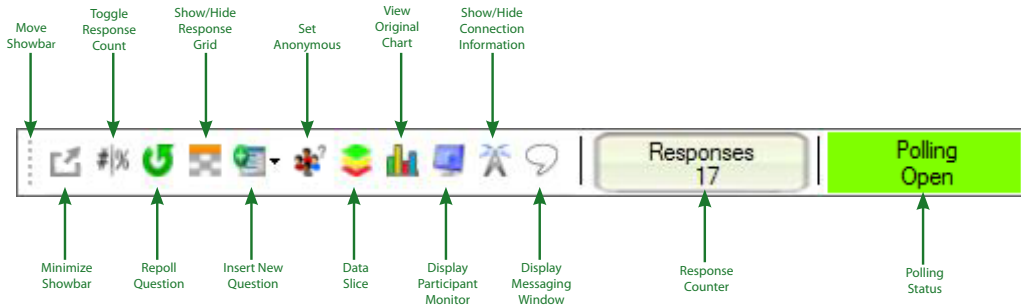
How to Poll in PowerPoint Continued

6. Start the Slide Show.

7. Depending on the Polling Options that were selected during slide creation, when you come to a polling slide you may need to advance the slide to open polling.

8. Continue until the Slide Show is finished.

9. Close PowerPoint when you have finished polling.

10. Click Yes to save the session. TIP: To save the session before closing the application, click Save on the TurningPoint ribbon, name the session and click Save.

11. TurningPoint opens to the Manage tab to view reports.

Anywhere Polling

The Anywhere Polling option opens a floating showbar that allows you to poll on top of any application.

Start/Stop Polling

Quick Poll Menu

Response Counter

Polling Open

Responses

0

Options

Show/Hide Chart

Show/Hide Presentation

Show/Hide Response Grid

Show/Hide Countdown Timer

Show/Hide Connection Information

Display Messaging Window

Minimize Showbar
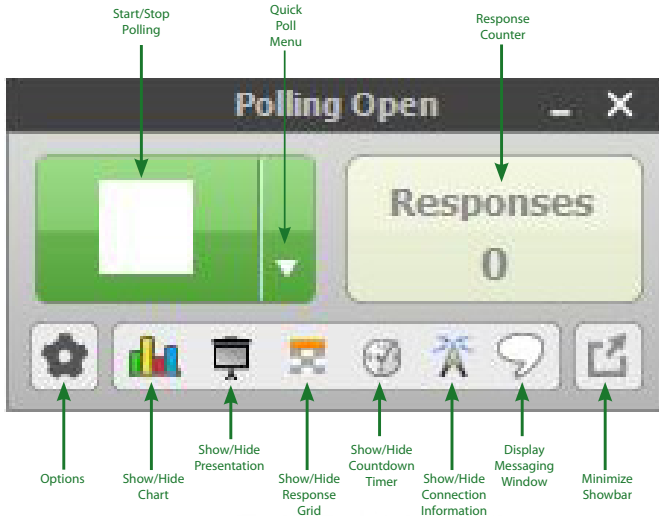
How to Poll with any Application

1. Plug in the receiver.
2. Open TurningPoint and select a participant list and a question list, if applicable.
3. Click Anywhere Polling. The TurningPoint window closes and the polling application opens.
4. Click the start polling button. Participants may now respond.
5. Click the stop polling button. Polling is closed and the chart is displayed.
6. Close the application when you have finished polling.
7. Click Yes to save the session. TIP: To save the session before closing the application, click the Options button, mouse over Session and select Save Session.
8. Name the session and click Save.
9. TurningPoint opens to the Manage tab to view reports.

Self-Paced Polling

The Self-Paced Polling application allows participants to take a paper-based test on a ResponseCard NXT (or legacy product ResponseCard XR).

Accept Logins,
Start Polling,
Stop Polling,
Save Session

Live Results Monitor

Timer

Add/Remove Time

Display Messaging Window

Channel Information

Question List Information

Participant List Information

# of Participants Logged In

# of Completed Tests

How to Poll with Self-Paced Polling

1. Plug in the receiver.
2. Open TurningPoint and select a participant list and a question list.
3. Click Self-Paced Polling. The TurningPoint window closes and the polling application opens.
4. Click Accept Logins and set login options as desired.
5. Click OK. At this time the participants may login to the test.
6. Click Start Polling. Participants may now begin the test. Once they have finished the test they can submit their results from the response device.
7. Click Stop Polling once all the results have been received.
8. Close the application to return to the TurningPoint Dashboard.
9. Click Save to save the session results.
10. Name the session and click Save.
11. TurningPoint opens to the Manage tab to view reports.

Creating Content

For Anywhere Polling and Self-Paced Polling, content is created through question lists. PowerPoint Polling can utilize the question lists, but question slides can also be made directly through the TurningPoint ribbon embedded in PowerPoint.

Creating a New Question List

A question list is a file that contains questions and answers. The question list can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling. When creating the question list, the preferences can be saved and used as a template for other question lists.

How to Create a New Question List

1. Select the Content tab.
2. Click question list and select New. The Question List Wizard opens.
3. Enter the Name and a brief Description for the question list.
4. Click the arrow next to Settings to expand the window and adjust the options as necessary in the Content and Polling sections.
5. Click Create List. The Question List Editor opens.
6. Click the pencil icon to the far right of the question if you wish to enter question or answer text. The HTML editor opens.
7. Select the question or answer text and enter the new text.
8. Select a question from the drop-down menu at the top of the window to edit another question. You may also click the back or forward icons at the bottom right-hand side of the window.
9. Click the collapse button to the far right of the question to return to the list of questions.
10. When finished, click Save and Close to save the changes that were made to the question list.
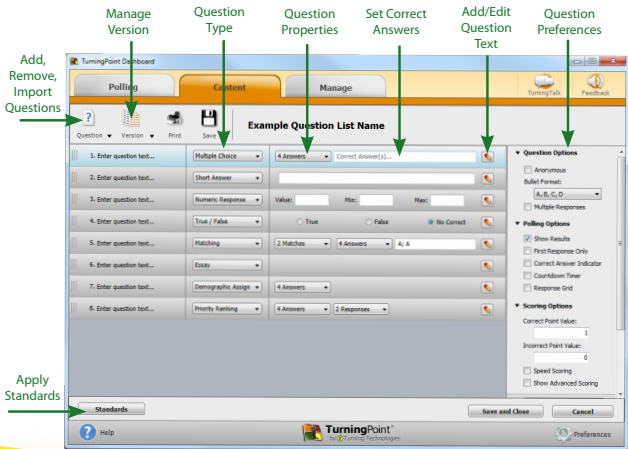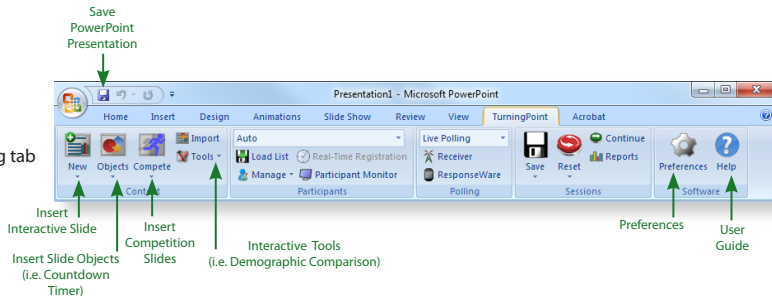
Creating Content in PowerPoint

Creating content in PowerPoint is similar to the way content was created in TurningPoint 2008.

Before You Begin

Open PowerPoint through TurningPoint. Select the Polling tab and click PowerPoint Polling.

Save PowerPoint Presentation

Insert Interactive Slide

Insert Slide Objects (i.e. Countdown Timer)

Insert Competition Slides

Interactive Tools (i.e. Demographic Comparison)

Preferences

User Guide

How to Poll in PowerPoint

1. Select TurningPoint from the PowerPoint ribbon.
2. Click New and select the question type.
   TIP: You can specify a default chart type in the Preferences. The TurningPoint PowerPoint Preferences are accessed through the Preferences button on the TurningPoint ribbon. You can also insert a new chart onto a slide using the Objects button on the ribbon.
3. Enter the question text and answer text.
4. Optionally, set the Question Options in the slide preferences pane.
5. Optionally, set the Scoring Options, such as point values or speed scoring in the slide preferences pane.
6. Optionally, adjust the Polling Options in the slide preferences pane.
7. Optionally, click on the chart and adjust the Chart Options in the slide preferences pane.
8. When finished, save the PowerPoint presentation.

Managing Data
Participant List

TurningPoint sessions are grouped based on the participant list with which they are associated. Participant lists created in TurningPoint can be used for PowerPoint Polling, Anywhere Polling and Self-Paced Polling.

How to Create a New Participant List

1. Select the Manage tab.
2. Click Participant List and select New.
3. Enter a name for the participant list.
4. Select Create Manually and click Create List.
5. Enter the participant information.

   TIP: If you have a .CSV or .TXT file that already contains the participant information, you can drag and drop the file into this window.

6. Press Enter on the keyboard to add another participant.
7. When finished, click Save and Close to save the participant list. After the participant list has been created, it can be selected before polling, or sessions run on Auto can be associated to it after polling is complete.

Add Custom Column

Apply Demographics

Add/Remove/Import Participants

Managing Data
Reports and Results Manager

There are six types of session reports (Results by Question, Results by Participant, Results Detail, Results by Demographic, Comparative Results and Session Log Report), each of which can be customized by selecting the data options on the right-hand side of the Reports window.

Export to
.CSV, .XLS, .HTML

Print Report

Select Report Type

Customization Options

How to Generate a Single Session Report

1. Select the session from the panel on the left.
2. Click Reports on the Session Overview window.
3. Select the report type Results by Participant from the drop-down menu in the upper right-hand side.
4. Optionally, select the Data options you want to display in the report.
5. Click Print to print a hard copy or to view a preview of the report.

How to View Results Manager (Multi-Session Data)

1. Select a participant list from the Manage tab and click Results Manager. The Session Management Overview displays.
2. Click Overview. The available options display in the right-hand panel.
3. Select a session column. The available options display in the right-hand panel.
4. Select a participant. The available options display in the right-hand panel.

ResponseCard® NXT
Quick Start Guide

Channel Indicator

Battery Life

1/A

Back

Toolbox

Up, Down, Left, Right and Enter Keys

Left Function Key

Right Function Key

ResponseCard NXT

Channel

Input Mode

Delete Key

abc

Number Pad

1/A	2/B abc	3/C def
4/D ghi	5/E jkl	6/F mno
7/G pqrs	8/H tuv	9/I wxyz
	0/J t0	.

Symbol Input

+−
&%?

Turning Technologies

The Toolbox

Find Channels - Automatically detects the receivers within range of the ResponseCard NXT. Scroll through the rolodex using the left or right arrow keys to find your channel. Press the ● button to set the channel.

Send Message - Send a message to the leader/presenter. The leader is unable to respond back via the same method. The leader/presenter may also have this feature disabled in the software. If this is the case, you will see a "Not Open" message when trying to send a note.

**Device Info** - Device Info displays the Device ID of the ResponseCard NXT.

Contrast - Use the left or right arrows to adjust the contrast of the objects. Press the ● button to save.

Your I.D. - Assigns an alphanumeric identification to the ResponseCard.

Brightness* - Use the left or right arrows to adjust the backlight luminosity of the LCD screen. Press the ● button to save. Brighter settings will decrease battery life.

Test Info - Displays the test name, version number (if applicable) and question count. This option is only available while in Test Mode.

Delete Test - Deletes the current test from the ResponseCard. This option is only available while in Test Mode.

Send Test - Sends the current test to the host computer. This option is only available while in Test Mode.

*Only Available on ResponseCard NXT.

ResponseCard® NXT
Quick Start Guide *Presentation Mode*

Changing the Channel

There are two ways to set the channel on the ResponseCard NXT. One way is to use the Find Channels tool in the toolbox, as described in the previous section "The Toolbox," or you can manually set the channel. The steps below describe how to manually set the channel.

1. Press the Channel button.
2. Use the number pad to enter the new channel number.
3. Once the channel number has been entered, press the ⬤ button.

Responding

During the presentation, as questions appear on the presenter's screen, the ResponseCard NXT prompts you to enter the proper response type. An indicator appears in the top left-hand side of the screen for special question types.

123..   Numeric Response question

3,1,2..   Multiple Response question with numeric answer values

C,A,B..   Multiple Response question with alpha answer values

txt   Fill in the Blank question

txt   Essay question

Press the **abc** button to toggle between **123**, **ABC**, **Abc** or **abc** input. These icons are located in the top of the right-hand side of the screen.

When sending a response or when a response is successfully received, an icon appears at the bottom of the screen in the middle. The following are graphic representations of these icons:

● ● ●   The response is being sent.

● ● ✔   The response was sent successfully.

Below are some examples of how the available question types and various screens appear on the ResponseCard NXT.

Example Screens

Single Response - Single Response questions are multiple choice questions, where only one answer is selected. Once the selection has been made, the response is sent to the presenter.


Fill in the Blank - Fill in the Blank questions require a text response. Once the text has been entered, press **OK** to transmit your answer choice.
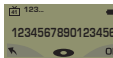
Numeric Response - Numeric Response questions require more than one number to be entered. Once the answer has been entered, press **OK** to transmit your answer choice.

Essay - Essay questions require a string of text. Once the answer has been entered, press **OK** to transmit your answer choice.
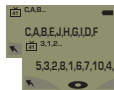
Multiple Response - Multiple Response questions have more than one possible answer. Enter your answer choices and then press **OK** to transmit your answer choice. Your response may be alpha or numeric.

Invalid Response - If you see this screen after sending a response, it means that the response was invalid. For example, answer options are A - D, and you submitted E as your answer choice.

Incorrect Channel - This screen is to alert you that the ResponseCard NXT is not on the correct channel or that the device is unable to communicate with the receiver.

Polling Closed - This screen indicates that polling is closed and answers are not being accepted.

ResponseCard® NXT
Quick Start Guide *Test Mode*

Logging Into a Test

Before logging into a test, the ResponseCard NXT needs to be on the same radio frequency channel as the receiver. For further instructions see "Changing the Channel." The host computer must be set up with polling open before you can begin the login process.

1. Press a button on the ResponseCard to "wake up" the device.
2. The Welcome Screen is displayed followed by the Battery Indicator Screen.
3. You may be prompted for Your ID.
   a. Press the left function key to clear the information displayed.
   b. Enter Your ID.
   c. Press OK.
4. You may be prompted for Test Version.
   a. Locate the Test Version number on the paper test.
   b. Use the number pad to enter the Test Version.
   c. Press OK.
5. The test name, version number (if applicable) and the question count are displayed.
6. If the information displayed in the previous step is correct, press OK (right function key). If the information is incorrect, press the back button (left function key), verify that the ResponseCard is on the correct channel and begin the process from step 1.
7. You are now in Test Mode.

Taking a Test

Single Response - Press the button that corresponds to the answer choice. Answer choices can be alpha or numeric.
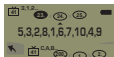
Fill in the Blank - Enter the text using the number pad, similar to cell phone texting. Press OK once you have made your selection.

Numeric Response - Enter the response using the number pad, press OK once you have made your selection.

Essay - Enter the text using the number pad, similar to cell phone texting. Press OK once you have made your selection.

Multiple Response - Enter your answer choices and then press OK once you have made your selection. Answer choices can be alpha or numeric.

True or False - Press 1/A for True or 2/B for False.

Navigating Through Questions

Scrolling Through Questions
1. Use the Left and Right Arrows to scroll back or forward through the question rolodex.

Go To a Specific Question
1. Press the left function key.
2. Use the number pad to enter the question number.
3. Press the ⬤ button to be taken to the question.

Sending a Test

When answering the last question of the test, you will receive a message that the test is complete or incomplete.

Completed Test
1. Press the right function key to send the test.
   TIP: Press the left function key to return to the test and review your answers.
2. The ResponseCard NXT will save the test and send it to the host computer.

Incomplete Test
1. The ResponseCard NXT displays a list of the incomplete questions and then prompts you to send the test.
2. Press the left function key twice to return to the test.
3. You are automatically taken to the unanswered questions.
4. Once all the questions have been answered, you will receive a message that the test is complete.

ResponseCard® NXT
Unit ID Programming (Optional)

Modifying Unit ID Manually

Unit ID as displayed on the reverse side of the device.

1. Press the Toolbox ✎ (right function key).
2. Press the right arrow key until "Device Info" is displayed.
3. Press the ⬤ button.

   Note: The next 3 steps must be completed within 3 seconds.

4. Press the 🔙 button twice.
5. Press the abc button.
6. Press the ⬤ button.
7. Enter the new Unit ID (up to 6 digits).
8. Press the ⬤ button to save the new Unit ID.

Did you know unit IDs may also be modified via ResponseCard Programmer? Please contact your sales representative for more details or visit **TurningTechnologies.com.**

Reverting to Factory Default

1. Press the Toolbox ✎ (right function key).
2. Press right arrow key until "Device Info" is displayed.
3. Press the ⬤ button.

   Note: The next 3 steps must be completed within 3 seconds.

4. Press the 🔙 button twice.
5. Press the abc button.
6. Press the ⬤ button.
7. Enter 000000.
8. Press the ⬤ button to reset to the factory default Unit ID.

ResponseCard RF and **ResponseCard RF LCD**
Unit ID Programming (Optional)
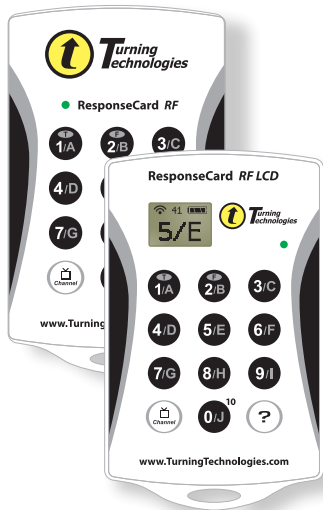
Set and identify ResponseCard Device IDs. Identify ResponseCards in a logical numeric order - record them in Participant Lists for more customized data management.

Did you know unit IDs may also be modified via ResponseCard Programmer? Please contact your sales representative for more details or visit **TurningTechnologies.com.**

Modifying Unit ID Manually

1. Press ⓔ button. The LED will flash red and green.

2. Press ⓟ button. The LED will flash red and green at a slower rate.

3. Enter your preferred six digit Unit ID using keys '0' to '9' (valid unit IDs are 000001 to 999999). Each time a button is pressed, the LED will flash yellow.

   RF LCD: Confirmation of the numbers entered will appear on the bottom of the LCD screen.

4. After entering the new unit ID number, press ⓟ button. The LED will turn yellow.

5. Press ⓔ button. The LED will turn green to indicate Unit ID has been set successfully.

Reverting to Factory Default
Unit ID as displayed on the reverse side of the device.

1. Press ⓔ button. The LED will flash red and green.

2. Press ⓟ button. The LED will flash red and green at a slower rate.

3. Press **0** six times to revert back to Factory Default Unit ID. Each time a button is pressed, the LED will flash yellow.

   RF LCD: Confirmation of the numbers entered will appear on the bottom of the LCD.

4. After entering the default ID code, press ⓟ button. The LED will turn yellow.

5. Press ⓔ button. The LED will turn green to indicate unit ID has been set successfully.

ResponseCard RF and **ResponseCard RF LCD**
Channel Setting (Optional)

Changing the Channel

1. Press and release the ⊙ button.

2. While the light is flashing red and green enter 2 digit code. (i.e. channel 1=01, channel 21=21).

3. After the second digit is entered, press and release the ⊙ button.
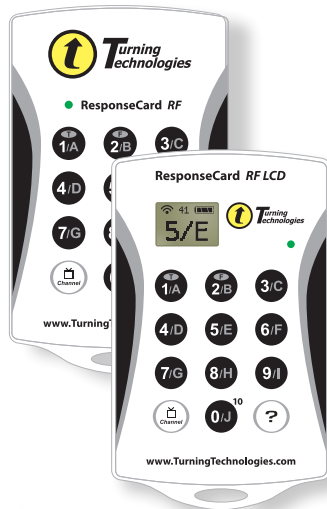
LED Color Description

Red - **Response was not received**

Green - **Response was received**

Yellow (Multiple Flash) - Sending

Yellow (Single Flash) - Polling not open

ResponseCards are set to Channel 41 by default.

PresenterCard
Quick Start Guide

PresenterCard

Start / Stop

Back *Forward*

Programmable

Show / Hide *Channel*

www.TurningTechnologies.com

*To configure PresenterCard programmable buttons, go to the polling software's Preferences. Full user guide is available at **TurningTechnologies.com/Support**

Button	Action
	Start/Stop Button: Open and close polling.
	Back Button: Go backward through a presentation slide deck.
	Forward Button: Advance through a presentation slide deck.
	Programmable Button* 1: (Default) - Repoll current question.
	Programmable Button* 2: (Default) Toggle Countdown Timer.
	Programmable Button* 3: (Default) Show/Hide Response Grid.
	Show/Hide Button: Show/Hide Presentation.
	Places PresenterCard in Channel Programming mode.

Changing PresenterCard Channel

1. Press the button.
2. Press the or button to increase or decrease channel numbers.
3. Once the desired channel is shown on the display, press the button to set the channel.

Pairing PresenterCard

1. Plug in the receiver and open TurningPoint.
2. Click the **channel number** below Receiver.
3. Verify that the PresenterCard is programmed to the same channel as the receiver.
4. Scroll to the **PresenterCard** section and click **Change** next to PresenterCard Device ID.
5. Press any button on the PresenterCard. The device ID of the PresenterCard is displayed next to Detected Device ID.
6. Click **Save**.
7. Click **Close** to close the preferences window.

Turning Technologies

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