

TURNINGPOINT CLICKER ESSENTIALS

What you need to use clickers


1. **XR Receiver** – to pick up signals from the audience’s clickers. Get one from your dean.
 - a. The receiver uses radio waves so clicker users don’t need to point the clickers anywhere special. Their clicker signals should be picked up anywhere in the room.
2. **Software** - which program(s) you need to download depends on your needs.
 - a. TurningPoint 2008 – for use with PowerPoint. This document deals primarily with this application.
 - b. TurningPoint Anywhere – for use in any PC environment, but with less capabilities than TurningPoint 2008. The TurningPoint Anywhere software is based on TurningPoint 2008, so you should consider using TurningPoint 2008 before trying TurningPoint Anywhere.
 - c. TestingPoint – to administer individually self-paced (asynchronous) quizzes/tests. See the TestingPoint User Guide.
 - d. TurningPoint for Mac – for Macintosh computers
3. **XR Clickers** for your audience – These should be available as classroom sets purchased for your area. It is strongly recommended that you do not have students purchase clickers from the bookstore – this will lead to theft of the current classroom sets and will pose problems for students and teachers throughout the semester.
4. **Participant List File** – get this file from either David Vakil or your division office. This file associates clickers’ unique Device ID numbers with the sticker number in your classroom set. This file should be copied to the “Turning Point/Participants” folder, probably located in the “My Documents” folder.

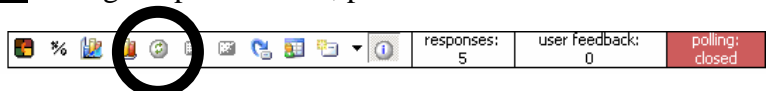


How to download the software

1. Download the PDF document from the link below and follow the directions **on page 2**. You will want to **download the software version that comes with .NET**. During the download/registration process, you will see a screen that asks for your attention and warns about how the software only will work for 5 responses unless you have an upgrade code. Ignore that. We have upgraded hardware available, so **the software will be fully functional**. The link: (gaps are underscores, not spaces.) http://www.turningtechnologies.com/resources/TurningPoint_2008_Quick_Start_Guide.pdf
2. As mentioned on the TurningTechnologies website, you may request a CD version of the software if you are unable to successfully download and install the files.

Step-by-Step Instructions for running your Clicker presentation

1. Plug your receiver in.
2. Launch TurningPoint software on your computer. It should be this icon:  PowerPoint will also launch.
3. Select the appropriate “Participant List” that corresponds to your set of clickers or the class’s list.
 - a. Other choices = “Anonymous” and “Auto.” If you don’t have a Participant List, use one of these.
4. Open your PowerPoint file.
5. Add questions as described in page 3 of this document and chapter 3 of the User’s Guide.
6. Save your file.
7. Reset the session if any data already exist.
8. Run your slide show.
 - a. Helpful hint: to **re-poll a question** during the presentation, press the button circled below:



What to give the students

1. Copy of “Using the XR clicker – for students”
 - a. Also available, but less informative: download the manufacturer’s help pages for the clickers at: <http://www.turningtechnologies.com/groupresponsesystems/support/productguides/manuals.cfm#responsecards>
2. **If you are providing students with clickers via a classroom set**, you probably want to have them sign a contract stating they understand they are responsible for the clicker assigned to them. David Vakil has written a template that he uses and he includes this contract in his syllabi.

Notes about TurningPoint files

1. TurningPoint’s default directory will be in My Documents, where it will create a TurningPoint folder and several subfolders
2. After TurningPoint is installed, copy any necessary participant lists into the Participants directory in the TurningPoint folder.
3. All data sessions will be saved in the Sessions directory.
4. Backup data sessions are saved periodically and automatically, but are deleted if you save the data.

Where to get help

1. Support web page for TurningTechnologies:
 - b. <http://www.turningtechnologies.com/groupresponsesystems/support.cfm>
2. View the TurningTechnologies support guides and manuals at this link: <http://www.turningtechnologies.com/groupresponsesystems/support/productguides/manuals.cfm#2008software>
 - c. **Read parts of the User Guide.** Helpful descriptions about the User Guide are provided on pages 3-5 of this document. <http://www.turningtechnologies.com/resources/TurningPoint2006UG-Book.pdf>

LEARNING HOW TO USE THE SOFTWARE: TURNINGPOINT 2006 USER GUIDE

What you should read to learn about how to use the clickers:

Once the software is installed, read the following pages of the TurningPoint 2006 User Guide. Yes, that says TurningPoint 2006, not 2008 – the 2008 User Guide hasn't been written yet. Parenthetical statements below show the important revisions between the 2006 and 2008 software versions and other helpful clues.

It may seem as though there are a lot of pages to read. It is fast reading due to the big margins.

Chapter 1 – About TurningPoint

Page 7-8 How to open TurningPoint with PowerPoint
Pages 10-12 The TurningPoint toolbar
(**Important change:** The eyeglasses “settings” button is now located in “Tools” menu. Also, the lightning bolt device manager is obsolete and no longer exists.)

Chapter 2 – Getting Started with TurningPoint

Pages 21-23 Creating an interactive slide
Instead of pages 33-34 about running your presentation, see the Clicker Essentials above.
Pages 35-36 Saving Session data (i.e. how everybody voted on every question)

Chapter 3 – How to Create Slides

Pages 43-44, 46-48 Types of slides – see also pages 57.
Chart Slides on page 44 (Description of this type of slide)
Pages 51-52 Inserting a Slide
Page 53 Insert a Priority Ranking Slide (This is how to order a list. The votes are tallied as follows: 10 points per first choice, 9 points per second choice, etc. Total points are displayed when polling is closed.)
Pages 57 Types of charts
Pages 58-64 Modifying charts (Use “Settings” to alter the default chart features. See pp. 98-102.)
Pages 73-74 (75-88) Adding objects to your slide. See the list on pages 73-74 for overview and the other pages for more details.

Chapter 6 – How to Run a Session

Pages 175-176 Inserting Questions during a Presentation.
(It may be easier to exit the slide show and insert a slide.)

Chapter 7 – How to Use the Tools

Pages 186-187 (Overview) Generating reports from a clicker session. More detail in later pages.
Pages 219-221 Editing session data

Troubleshooting

Pages 239-244 Frequently Asked Questions

OTHER POTENTIALLY USEFUL PAGES IN THE TURNINGPOINT 2006 USER GUIDE

Chapter 1 – About TurningPoint

Page 4-5 Installation of software. Directions appear on the left. Notes appear on the right.
Pages 12-15 Customer Support

Chapter 2 – Getting Started with TurningPoint

Pages 19-20 Five Steps to Presentation Success
Pages 28-32 Creating a participant list
(You should have received a template Participant list file,
so you won't need to create one.)

Chapter 3 – How to Create Slides

Pages 45-46 Summary Slides for Competition (Description of these slides)
Pages 48-51 Special Slides (Description of these slides)
Pages 54-55 Demographic slides (Questions used to break people into groups for future
data analysis. Example: people who said they are 20-25 years old voted for XX on
question #4)
Pages 64-66 **Picture Slides** (if you want your choices to be pictures, not words)
Pages 66-71 **Assigning the Correct Answers & Points** (if grading)
Pages 72-73 Fill in the Blank slides
Pages 90-91 Importing slides from ExamView
Pages 98-102 **Customizing Settings** – appearance and behavior

Chapter 5 – How to Track Participants & Teams

Pages 125-132 Creating Participant List from scratch. (You shouldn't need to do this.)
Pages 133-135 Team Competitions
Pages 136-138 Editing Participant Lists (extra features are available in TP 2008)

Chapter 6 – How to Run a Session

Pages 165-170 Running the slide show – extra features for clicker slides.
Pages 176-178 Data Slicing – using demographic info to see subsets of responses

Chapter 7 – How to Use the Tools

Pages 186-198 **Generating reports** from a clicker session
Pages 210-212 **Merging data files** (e.g. if you taught the same material in many sections,
or if you taught one class a sequence of material)
Pages 213-215 **Extracting your PowerPoint** from the saved session data file
Pages 226-229 Comparative Links – **comparing 2+ slides' results**

OBSOLETE PAGES IN THE TURNINGPOINT 2006 USER GUIDE

Chapter 1 – About TurningPoint

Page 8-9

Activating License

Chapter 2 – Getting Started with TurningPoint

Pages 23-27

Setting up the receivers for the first time on the computer (see also chap.4)

Pages 33-34

Running your presentation. Steps 3 & 4 are critical. See the Outline.

Chapter 4 – How to Set up Response Devices

This entire chapter is obsolete