A Brief Guide to TurningPoint 5

Version 2.0

https://intranet.birmingham.ac.uk/as/claddision/skills/index.aspx
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Using TurningPoint 5

*Turning Point 5* represents a major change in the interface for the *TurningPoint* software and its integration with Information Technology's sets of "clickers," which are the response devices students’ use. The new version integrates both the *TurningPoint* plugin for *PowerPoint* along with *TurningPoint Anywhere*, which does NOT require *PowerPoint*. This handout goes over the basics for using *TurningPoint Polling*. For additional, more detailed information, be sure to check the *TurningPoint* web site: http://www.turningtechnologies.co.uk/

When you first start the software, you will see a screen like this:

Click the **Content** tab to create questions outside of the *PowerPoint* environment, which can be done with *TurningPoint*

Click one of the first two boxes here to select the type of polling you want to do: within *PowerPoint* (**PowerPoint Polling**) or not using *PowerPoint* Anywhere Polling

Any questions for *TurningPoint* Anywhere you already created will appear here—assuming this is on your own computer; otherwise, you will have to find your questions on your drive via the **Content** tab and then **Question List>>Import**
PowerPoint Polling

When you select the **PowerPoint Polling** option, PowerPoint will open with a new tab on the far right: **TurningPoint**. While you can use PowerPoint as you normally do for your "non-clicker" slides, any slide where you wish to make a polling question **MUST** be done via this **TurningPoint** tab.

To create an interactive polling slide, click the **New** button, and then select the type of polling slide you wish to create:

From there, it's just a matter of typing your choices within the text box offered to you on the slide, as seen below. (A new letter choice is automatically generated each time you hit the **ENTER** key, much like bullets in a regular PowerPoint slide.) When finished, click anywhere away from that text box and you will then see an example of the results chart that will be generated when you conduct the TurningPoint poll with your students:

**Multiple Choice, Numeric Response, True/False, or Likert** will likely be your most frequent choices. **Short Answer and Essay** are NOT compatible with the type of TurningPoint response devices that we have at Dominican.

**Demographic Assignment** will be used for those slides where you wish to establish a demographic baseline for other slides (such as for gender, age, class rank, etc.), as explained below.

**Priority Ranking** allows students to RANK the options on your slide. You can select the number of items you want students to rank (from 1 to 10) on the **Slide Preferences** pane, and students then select items in the ORDER of their rank. By default, their top-ranked item gets 10 points; second item gets 9 points, etc. For example: **Rank your favourite ice cream flavours:** 1. Chocolate 2. Vanilla 3. Rocky Road 4. Spumoni 5. Strawberry. A student can then answer on their receiver: 2, 5, 3, 1, 4 to rank in order of preference.
The Slide Preferences pane on the right, shown on the previous screenshot, allows you to change the bullet format from letters to numbers, and also allows multiple responses for questions that may have more than one correct answer. The First Response Only checkbox means exactly that: only the first response by each student is registered. (This is not the default setting; ordinarily, students may change their responses until the time that you close the poll by advancing the slide.)

**Specifying a Correct Answer**

If you wish to show a correct answer on your slide, that’s easily done. At the bottom of the Slide Preferences pane on the right, use the drop-down menu next to each answer choice to specify the one(s) that is/are correct first. (Yes, you can have more than one correct answer.) Then, head to the Objects button at the top and select Correct Answer Indicator and then pick one of your choices. (During your presentation, this answer indicator will not, of course, display until AFTER your poll is closed. Simply advance the slide by clicking the space bar or ENTER key on your keyboard, and the correct answer display indicator will display when polling is done.)

**Demographic Assignment**

This type of slide is generally made for two things: to create Teams of students, or to create a demographic slide against which additional slides can be compared. For example, you may create a slide such as the one shown below that asks if the responder is Female or Male. To make it easier to create future comparison slides, you should change the name in the Demographic Grouping title in the Slide Preferences pane from the default name of Teams to something more appropriate, as we do below:
You can then create additional slides on whatever topics you like. But when you are ready to compare your Demographic Assignment slide results with a different polling slide anywhere else in your presentation you can do so by clicking the **Tools** button and then **Demographic Comparison**: 

A dialog box will then pop up asking you to select your demographic slide, and then select a slide you wish to compare it to:

TurningPoint will then automatically create a slide that shows both results compared to the other in the form of a horizontal bar chart.

For easier identification on later slides when you do a demographic assignment you can change the name of the Demographic Grouping here.
Other Options for the Entire Presentation

Other than the choices on each slide found on the Slide Preferences pane, you can make some presentation-wide changes via the Preferences button on the TurningPoint tab:

On the resulting dialog box, you will see you can make changes to the default chart colours, chart labels, and other features. This is also where you can test your response devices by clicking on the Connections selection on the left.

Testing Your Presentation

One nice feature of the PowerPoint version of TurningPoint that the Anywhere version does not share is the ability to try out your presentation without having the "clickers" handy, such as in your office or home. To do this, on the TurningPoint tab click the drop-down arrow in the Polling area and change it from Live Polling to Simulated Polling. (Don't forget to change this back before going to your class!)

You can then run through your entire presentation (see below) and get simulated results based on 30 response devices. When finished, be sure to click the Reset button (just to the right, in the Sessions group) and select Reset Session so that your charts and statistics don't carry over to when you do the presentation for "real." (When closing PowerPoint, be aware saving the presentation is different than saving the Session. You can safely click Don't Save for the Session, since there's no statistics you would want if you did simulated polling.)

Showtime! Running Your Presentation in Class

To run your "clickers" presentation effectively, do the following.

1. Make sure you reserved the "clickers" from IT and the software is installed in the room you're presenting.

2. Be absolutely sure you Reset the Session via the Reset button (shown above) in the Sessions group. This is important, especially if you tested the presentation first on your own,
since otherwise any sample poll results will be saved within the presentation, and your presentation won't work at all!

3. Make sure the **Polling** drop-down menu, circled above, is set to **Live Polling**.

4. Make sure the USB device that came with the "clickers" is plugged into the computer. This is amazingly easy to forget. (For optimal signal strength plug it into the PC itself, if possible, rather than the monitor.)

5. If time permits, do a quick test of the response devices by opening the TurningPoint software and clicking the **Preferences** button, and then selecting **Connections** on the left. There will be a **Test** button further down on that dialog box. (See screen capture on following page.)

6. Open the *TurningPoint* software, and select **PowerPoint Polling**, just as you did when creating the slides. Start your PowerPoint presentation as you would normally...via the **Slide Show** tab, and then **From Beginning**. (Or just press the F5 function key.)

7. Advance your slides as you would normally, either through a classroom-resident remote control, the **ENTER** key, the **Space Bar**, the forward arrow, etc.

8. For slides with polls, the polling will start automatically; you will see the **Showbar** in the upper right of the slide. (More on that below.) To CLOSE the polling, just advance the slide again, and the results chart will display. If you have a correct answer indicator, it will appear the next time you advance the slide.

![Screen capture of TurningPoint software showing the **Test** button and a test box to the left.]

If possible, take the time to test the "clickers" you have by clicking the **Preference** button, selecting **Connections** from the side menu shown here, and then by clicking the **Test** button. You will then see a box like the one seen here to the left. Just press any key on a "clicker" to make sure it registers.
**TurningPoint Showbar**

When you have polling questions, you will see the TurningPoint **showbar** at the top of the screen on the right. Here is an idea of what each icon does:

- **Minimises this bar, taking up less screen space.**
- **Show/Hide connection info.** Handy if devices are not responding.
- **Data Slice.** Can compare the results of the slide you’re on with another specific slide. For example, you can look at all results for people who answered letter B on current slide with another slide.
- **Display Particip Ant Monitor.** Useful primarily if you created a listing of names of students based on the ID of the device they are using.
- **Set question to be anonymous.** (Only useful if you keep a participants’ listing.)
- **Show original chart.** Use after you do data slicing to restore original chart.
- **Show/Hide response grid.** (Displays listing of response)
- **Toggles the chart display between percentages (the default) and the actual number.**
- **Re-polls current question.** (Good for when you have students debate a question and then want to...)
- **Insert new question.** Allows you to create a question "on the fly" during a presentation.

**Saving Sessions**

To save the statistics generated from the responses in your class session, click the **Save** icon in the **TurningPoint** tab:

Careful….by default, it will want to save to the **Documents > TurningPoint 5 > Sessions** directory on the computer you're at, so if you want to save it to your network drive or USB, be sure to re-direct the save location.

To **retrieve** the session statistics later, from the TurningPoint landing page click the **Manage** tab at the top. Your session may be listed in the **Auto** grouping at the top. If you don’t see your session listed (and you won’t, if you saved it to your network drive) click the **Session > Import** button to locate it:

Once you locate your saved session, click the **Reports** button at the bottom of the dialog box to generate your report:
While the reports can be easily viewed within *TurningPoint*, there is also an **Export** button on the Reports screen that allows you to export the report to Excel.