USING TURNINGPOINT FOR MAC: QUICKGUIDE

SETTING UP CLASS ROSTERS ON RESPONSE CARDS – *(once per term)*

1. Download a class roster for each class from *eRoster* (see *eRoster* instructions, if needed)
2. Open up each class roster and edit to include only a last name column, first name column and student number column; then add a new 1st column to enter/paste response card id #'s. Save each period as an Excel file for later import into *TurningPoint*.
3. Add or paste the ResponseCard ID #'s for each student in the class and save each roster file again.
4. [On a Windows computer with TurningPoint installed:]
    a. Open TurningPoint, then click ***Participants>Participant List Wizard***, then choose *Education Template*. Ensure that the selected fields show only Last name, First name, and Student ID, then click Next until you can name the list file according to period and term. Click ***Finish*** when done.
    b. In the Participant Info window that appears, click ***Import>Excel File*** and then browse to find that period's "modified" roster set with response card id #'s included. Click ***Import*** to confirm, then click ***Done*** when finished.
    c. Save the PowerPoint file when finished.
5. To Import another *TurningPoint* Participant list, simply click ***Participants*** and then click ***Import a Participant List***; browse to the Participant list to be imported and click ***Open***. Afterwards, click ***Participants>Refresh Participant Lists***.
6. To edit any roster or add students at any point, click ***Participants>Edit Participant List*** to change or add any fields.

CREATING CLASSROOM CONTENT –

Convert Old PowerPoint Slide Questions to TurningPoint Questions:
(Questions in Title Box; Answers in Bulleted/Numbered list box)

1. Click ***Insert Object*** and add any chart type to make it a "respondable" answer set. If you don't want the chart results to appear during class, remove the chart by clicking it to delete (or move it off the slide into "open space")
2. *If the above doesn't work: Highlight the answer set (apply bullets or numbering of any type if not already in that format: Select whole list, then click **Format>Slide Layout** in PowerPoint and choose Bulleted List format), then click **Insert Object** and add any chart type to make it a "respondable" answer set*

Create New Question Slides:

1. Click ***Insert Slide*** on the TurningPoint toolbarand choose any slide type – the template for adding questions and answers will automatically appear
2. Ensure that the question text is in the Title Slide and the answer choices are bulleted or numbered. Click the *Refresh icon* in the *TurningPoint* toolbar at any time to implement changes.
3. *If you don't want the chart results to appear during class, remove the chart in Edit mode by clicking it to delete (or move it off the slide into "open space" to remain invisible to students)*

Marking Correct Answer and/or Setting Points for Correct Answers

1. Hover over the correct answer, then hold ***CTRL + Click*** mouse over it to get the context menu.
2. Scroll down to "*Set answer values*" and choose the answer number that is correct: Choose correct to signify a correct answer with a default (100 pts) score, or choose "*Set Points*" to give a different points score.
3. Click ***Insert Object*** in the *TurningPoint* toolbar and choose one of the ***Correct Answer Indicator*** icons to verify the correct answer visually for students.
4. Click ***Insert Object>Countdown*** if you'd like a countdown timer for student responses (***CTRL+Click*** the timer and click "Change Timer Limit" if you'd like to change the countdown from 10 seconds).

RUNNING A TURNINGPOINT SESSION –

1. Click the *TurningPoint* toolbar's ***Reset*** icon to reset any prior data collection sessions and begin a new one. Ensure that "*Response Devices*" is chosen in the *TurningPoint* Toolbar and that you have selected the correct Participant List (Next to the *Participants* icon) to indicate correct class period.
2. Scroll to the beginning of your *PowerPoint* slideshow, then click *the Screen icon* toward top-right to "***Start a TurningPoint Slide Show***"
3. Click the blue arrow at the top of the screen (in the TP toolbar) to Open Polling
4. Click the blue square to stop polling manually and/or obtain the chart of response distributions
5. If you'd like to see which students have not responded, click either the "Response grid" or the "Non-Response grid" icon in the middle of the *TurningPoint* presentation toolbar. To see "real-time" collective and individual response percentages, click the "Participant Monitor" icon (directly in the middle of the toolbar, with the person's head in front of the table/matrix).
6. Click again to have the correct answer indicator show up on the grid. Click again to continue slideshow and repeat steps 1 through 5.
7. At the end of the session, click the ***Disk*** icon on the *Turningpoint* toolbar to save the Session data by date and class period for later reporting and viewing before moving on.

RUNNING A SESSION REPORT / ASSESSMENT ON STUDENT RESPONSES –

1. After saving the session data (see above), click ***Tools>Turning Reports***
2. Either click "*Load Current*" or Browse for and click the session on which you would like to view reports, then click "***Open***."
3. Choose the desired report type: e.g., for individual student results to enter into a gradebook, you could choose *Participant Results Report>Graded Participant Results*. In this report, the final column shows the Total Points for the session for each student (which could be recorded as a grade for that day).
4. Click ***Generate Report*** to view a saveable and configurable *Excel* file displaying the requested data.

Note: By default, both Sessions and Participant Lists are saved (on the Mac) in the home directory's "Document" folder in an folder called "TurningPoint"