Results Manager

Version 1.2

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The following regulatory statements apply to radio frequency and XL infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard XL, and their respective receivers.

FCC Statement

This product has been tested and found to comply with Part 15 of the FCC Rules. Operation is subject to the following conditions: it may not cause harmful interference and must accept interference received, including interference that may cause undesired operations.

Changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

Canada Statement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

1 Technical Requirements

- Microsoft Windows 32 or 64 bit XP, Vista or 7
- Intel or AMD 600 MHz class processor (1GHz or higher recommended)
- 256 MB RAM
- 60 MB hard disk space (an additional 32 MB is required if Microsoft .NET Framework 2.0 is not installed)
- 1024x768 resolution at 32-bit color or higher

2 About ResultsManager

ResultsManager is an application designed to manage the results session files from other Turning Technologies applications such as TurningPoint, TestingPoint, TurningPoint AnyWhere or TurningKey.

How to Download ResultsManager

To ensure the latest version availableis installed, download ResultsManager from the Turning Technologies web site.

1. Go to www.TurningTechnologies.com/downloads.
2. Click **ResultsManager** product under the PC Software section.
   - Release notes are available in PDF format to the right of the download link.
3. Enter the **required information** and click **Submit**.
4. Click the link to start the download.
5. Save the file to a specified location.

How to Open ResultsManager

1. Double click on the downloaded zipped file.
2. Copy the Folder to the desired destination. The folder can be placed on the desktop, in My Documents, or on a flash drive.
3. Once copied, open the folder and double-click **ResultsManager.exe**.

Note Create a shortcut for ResultsManager.exe on the desktop for quicker access to the application.

The ResultsManager Toolbar

The following descriptions define the buttons that make up the ResultsManager Toolbar.

Name	Description
New Course	Opens the New Course Setup Wizard. For more information on Courses see ***Chapter 3: Courses***.
New Column	Opens the Add New Grade Column Window. For more information on Columns see ***Chapter 5: Columns***.
New Student	Opens the New Student Window. For more information on Students see ***Chapter 4: Rosters***.
Export	Opens the Export Wizard. For more information on exporting results see ***Chapter 8: Export***.
Reports	Open the Report Wizard. For more information on reports see ***Chapter 7: Reports***.
TurningTalk	Opens the TurningTalk User Community, a social learning community for users of Turning Technologies products and services.
Help	Displays the ResultsManager help file.

How to Configure ResultsManager for Automatic Updates

ResultsManager has a new feature which allows you to check for updates and immediately apply the updates to the software.

Before You Begin

You must have an active internet connection to check for software updates.

1. Open ResultsManager.
2. Click **Help** on the ResultsManager menu bar and select **Check for updates**.
3. Check the box labeled **Automatically check for updates in the future**.
4. The next time you openResultsManager you will be notified if an update is available.
5. Click **Update** on the notification window to install the updated software.

3 Courses

Before session files can be imported into ResultsManager a course must be set up.

A Course is comprised of three elements:

- Roster
- Columns
- Results

> ***Tip*** Students can be sorted alphbetically by last name or total scores. The new sort order is not saved with the Course.

Creating Courses

The first time ResultsManager is opened a Course must be created. All Courses are created through the New Course window. The New Course window can be accessed in one of three ways:

- The first time ResultsManager is opened click anywhere in the window
- Click the New Course icon on the ResultsManager Toolbar
- Click File and select New Course from the ResultsManager menu bar

How to Create a New Course

1. Open ResultsManager.
2. Open the **New Course** window.
    - If this is the first time ResultsManager has been opened, click anywhere in the window.
    - Click the New Course icon on the ResultsManager toolbar.
    - Click File and select New Course from the ResultsManager menu bar.
3. Choose one of the following:
    - **Use Existing Participant List** - Browse to the location of a participant list (.tpl or .tpp) and click Open. The Course Setup Window opens.
    - **Download participant list from an LMS** - Select the Learning Management System and enter the Server Address, and the Login Information and click Next. Select the course and click Finish. Save the participant list. A confirmation box appears if the list was successfully imported. Click OK. The Course Setup Window opens.
    - **Create an empty course** - The Course Setup Window opens and a participant list can be added at a later time.
4. Enter the information into the Course Setup Window:
    - **Name** - The name of the new course.
    - **Description** - Enter a description for the course.
    - **Participant List** - The location of the participant list selected in step 3 is listed here. If an empty course was chosen in step 3, a participant list can be selected by clicking the browse button to the right of the blank text box.
5. Click **OK**.

    The ResultsManager window displays the new course. The participant list has been turned into a student roster and the names are listed in the left column. A blank total column appears directly next to the student list.

Next Steps

Add columns and assignments to calculate grades. For more information see ***Chapter 5: Columns***.

How to Edit Course Information

After a course has been created, it is possible to go back and change the course name and description.

1. Click **File** on the ResultsManager menu bar and select **Edit Course Information**.

   The Course Information window opens.

2. To edit course information, **replace the current text with the new text** and click **OK**.

How to Delete a Course

Deleting a course will delete all information associated with it, such as rosters and grades.

1. Click the **right arrow button** located under the ResultsManager Toolbar.

   The Courses hierarchy is displayed.

2. **Right-click** on the desired course and select **Delete**
3. Click the **course file path** again to close the Courses hierarchy.

Course Organization

Courses can be organized into categories and sub-categories. The main category will always be labeled Courses.

How to Organize the Course Structure

1. In the ResultsManager window, click the **course file path** below the ResultsManager Toolbar.
2. To add a category under Courses, **right-click on Courses** and select **Add Category**.
3. Enter the new **Category Name** and click **OK**.
4. To create a new sub-category **right-click on a category** and select **New Category**.
5. Enter the new **Category Name** and click **OK**.

   This category will be placed directly under the first category.

> ***Tip*** Categories can be reorganized by dragging and dropping them into the desired location.

6. Categories can be deleted or renamed by **right-clicking on the category** name and selecting either **Delete** or **Rename**.

> ***Warning*** Deleting a category will delete all information contained within that category, including the courses.

4 Rosters

A Roster is a list of student names, student IDs and device IDs. When a Course is created, a participant list (.tpl) is chosen to be used as the Roster. Rosters may also be created manually within ResultsManager. Adding, removing or editing student information from the Roster may all be done through ResultsManager.

> ***Note*** Only one roster can be associated with a course.

Editing a Roster

Student information may be edited in the ResultsManager window or through the Roster Editor. After a Roster has been edited, it will then need to be imported into the Turning Technologies application that is being used for polling. For more information on how to import Participant Lists in a specific Turning Technologies application please refer to the user guide for the specific polling applicaiton.

How to Edit Student Information in the ResultsManager Window

If student information needs to be edited for one or more students, it is easier to do so directly in the ResultsManager Window.

1. Click on a **Student** in the ResultsManager window.

   The Information Panel on the right-side of the window populates with Student Information and the Student Overview.

2. To edit the first or last name of the student, type the new name in the text boxes provided.
3. To remove the Device ID associated with the student, select it, and click the **(-)** button.
4. To add another Device ID to the student information, click the **(+)** button.

   The Select Device window appears.

5. Enter the new Device ID.
6. Changes are automatically saved.

How to Edit Student Information in the Roster Editor

The Roster Editor should be used when editing several students. The Roster Editor also contains an import function for delimited files such as a .txt or .csv file.

There are only five available fields in the Roster Editor:

- Device ID
- Last Name
- First Name
- Student ID
- Additional Devices - Additional devices are separated by a semicolon.

1 To open the Roster Editor click **File** on the Results Manager menu bar and select **Edit Roster**.

2 To edit student information already in the roster, select the cell that contains the information to be edited and enter the new text.

> ***Tip*** Information from a spreadsheet can also be copied and pasted into the Roster Editor.Student information can be sorted, but the new sort order is not saved with the Roster.

3 For further editing options click the **Participants button** in the bottom left corner of the window:

- **Add a Participant** - Select a row by clicking on the row number in the gray area to the far left. Click the Participant Menu button and select Add Participant. A blank row is added to the list below the selected row. Enter the new participant information by typing in the blank boxes.
- **Remove a Participant(s)** - Select a participant by clicking on the row number in the gray area. More than one participants may be slected by holding down the shift or control key when selecting participants. Click the Participant Menu button and select Remove Participant(s).
- **Check to rearrange column order** - Click the Participant Menu button and select Check to rearrange column order. A check mark is placed on the menu. Editing functionality is now limited. While this option is checked the columns can be rearranged by clicking the field names and dragging them into the desired order. When the columns have been rearranged, click the Participant Menu button again and select check to rearrange column order to remove the check mark.

4 Click **Update Roster** when the editing is complete to save the changes and close the Roster Editor.

How to Create a New Roster for a Course

Creating a new roster will overwrite any data in the existing roster.

1. Click **File** on the ResultsManager menu bar and select **Edit Roster**.
2. Click **Roster** on the Roster Editor menu bar and select **New Roster**.

   A warning message appears stating that creating a new roster will overwrite the existing roster information.
3. Click **Yes** to continue.
4. The roster is now blank.

Next Steps

Student information can now be imported from a .txt or .csv file or manually entered into the Roster Editor.

Importing Student Information from a .txt or .csv File

> ***Warning*** Importing a .txt or .csv file while editing an existing roster will import the new information in place of the information in the current roster.

1. Click **Import** on the Roster Editor menu bar and select **Delimited File Import**.
2. **Browse** to the location of the .txt or .csv file and click **Open**.

   The Delimited File Import window opens.
3. In the Options section select one of the following:
   - **Comma Delimited**
   - **Tab Delimited**
   - **Other** - If selecting other, enter the delimited character in the box provided.
4. Select the **Text Qualifier** if necessary.
5. Select the **Starting Row**. If the .txt or .csv file contains a header row, it may be necessary to start with the second row.

6 Select the **Starting Column**.

> ***Tip*** A preview of the selected file is displayed in the bottom half of the Delimited File Import window. If unsure of what to set as the Starting Row/Column, refer to the preview window for guidance.

7 Click **Import**.

The new roster is imported and displayed in the Roster Editor window.

8 Optionally, edit student information as necessary.

For more information on editing student information see ***How to Edit Student Information in the Roster Editor*** on page 12.

9 Click **Update Roster** to save the roster information and close the Roster Editor window.

5 Columns

A column is a list of grades associated with an assignment.

How to Create a New Column

1 Click **New Column** on the ResultsManager Toolbar.

The Add New Grade Column Window appears.

2 Enter the **Grade Column Name** in the box provided.

3 Select the **date** from the Grade Column Date drop-down.

4 Optionally, enter the column **description** in the box provided.

5 Select one of the following options:

- **This column will have manually entered grades only**

a Enter the Point Total in the box prodivded.

The Point Total is the total points possible for the assignment.

- **This column will have grades calculated from a session file**

a Click Choose.

b Browse to the location of the session file and click Open.

The values for Number of Students, Number of Questions and Maximum Points are generated automatically from the selected session file.

c Check the box labeled Include screenshots in the session if screenshots should be included.

6 Enter the **Attendance Points**.

This is the number of points awarded to each student who has met the attendance threshold.

7 Enter the **Attendance Threshold (%)**.

This is the percentage of questions answered durring a session that will allow a student to earn attendance points.

8 Optionally, check the box next to Override Point Total if a session file has been selected and needs to have the overall points possible for the session adjusted.

9 Click **Add**.

How to Create a Column by Dragging and Dropping a Session File

1. Open ResultsManager.
2. Browse to the location of the desired **session file (.tpz or .tkz).**
3. Select the session file, **drag and drop** it into the ResultsManager window.

   The Session Import window appears.
4. The Session Name is automatically populated with the name of the session file.

   To change the session name, delete the text currently displayed, and enter the new session name.
5. In the Participant Points box, enter the **number of points** being awarded for **participation**.

> ***Note*** Participation points are only awarded to students who have met the response percentage required for participation that was set when the course was created.

6. Click **Import**.

   Device IDs that are not associated with a student are appended to the end of the roster.

How to Manually Enter/Change Student Grades

To manually enter grades or to changes grades already associated with a student, follow the instructions below.

1. Open ResultsManager and select the course.
2. There are two ways to change or enter a grade:
   - **Double-click the desired cell** and type the new grade
   - Select the desired cell and enter the new grade in the **Grade Override** box in the Information Panel in the right-hand side of the window.
3. Type the **new grade** and press **Enter**.

> ***Note*** If a grade is changed that was associated with a session file a gray triangle appears in the cell. This is a visual indicator that the grade was changed and the change can be undone.

4. To undo a change to a grade associated with a session file, select the desired cell and uncheck Grade Override in the Information Panel.

6 Session Viewer

The Session Viewer within ResultsManager provides an interface for editing, deleting or excluding questions from a session file. It also provides a view of the questions from the session and a response distribution chart.

How to Open the Session Viewer

1. Select a **column** associated with a session file (.tpz or .tkz).
2. In the Information Pane, click **Edit Session**.

   The Session Viewer opens.

Next Steps

Use the Session Viewer to edit questions and answers.

How to Edit Questions and Answers

1. Select the **question** from the Questions section in the left panel.
2. The question text is shown and can be edited in the text box at the top of the right panel.
3. The correct and incorrect point values appear in the text boxes below the question. To change these, enter a new point value in the boxes provided.
4. The answers are listed below the question. To edit the text, select the answer and type the new text.
5. Change an answer to correct or incorrect by selecting the value from the drop-down menu to the right of the answer choice.
6. To add an answer choice, click Add Answer and type the answer text in the box provided and set the answer value in the drop-down box next to the answer text.
7. To remove an answer choice click the (X) to the right of the answer value.

   Answer choices can only be removed from the end of the answer choices listed if there is no response data associated with the answer choice.

8. To delete a **question** from the session, select the question in the Questions section in the left panel and click **Delete**.

9 To exclude a **question** from the session, select the question in the Questions section in the left panel and click **Exclude**.

Excluding a question from the session does not delete the question. The question will still appear in the reports but a correct or incorrect answer will not affect the student grade.

10 Once all of the changes have been made, click **Save** to save the edited session or Cancel to exit the Session Viewer without saving changes.

Warning	If saving sessions to a flash drive, do not remove the flash drive until the sessions have finished saving. Once the session has been saved, then safely remove the flash drive from the computer.

How to Change the Display Format on the Response Distribution Chart

1 Click the **chart button** below the displayed chart.

2 Select one of the following:

- 0% (Percentage: No Decimal Places)
- 0.0% (Percentage: One Decimal Place)
- 0.00% (Percentage: Two Decimal Places)
- 0 (Absolute Count)

The chart now displays the selected format.

7 Reports

ResultsManager offers two sets of reports. The types of reports offered are Student and Column Reports.

Student Report

The student report provides an overview of the student's performance for all of the assignments. The report contains the following information:

- Student Name and Device ID(s)
- Session Count - The number of sessions in which the student has participated.
- Number of Questions - The total number of questions answered by the student.
- Manual Points - The total number of points from manually created columns.
- Attendance Points - The total number of attendance points the student has earned.
- Performance Points - The total number of points the student has earned.
- Total Points Earned - The combined total of Attendance Points and Performance Points the student has earned.

How to View the Student Overview Report

1. Select a **student** from the student list in the ResultsManager window.
2. Click **Reports** on the ResultsManager toolbar and select **Student Overview**.
3. The Student Overview report opens in a new window.

> ***Note*** Click Print at the bottom left corner of the window to print the report. Click Save to save the report as an HTML or CSV file.

Column Reports

There are several report types available for column reports. Column reports include:

- **Session Overview** - Displays general information about the session.
- **Individual Results** - Displays the participant responses for each question and the participant information.
- **Individual Score** - Displays the participant responses for each question, wether the response was correct or incorrect and the participant information.
- **Results by Question** - Displays the answers, an indication of the correct answer(s), the number of responses for each answer, the percentage of responses for each answer and the total count of participants that responded to the question.
- **Results by Question with Screenshots** - Displays the same information as the Results by Question report with the addition of screenshots from a TurningPoint AnyWhere session.
- **Difficulty and Discrimination Indexes** - Displays the difficulty index and the discrimination index for each individual question item during a single session or assessment.

  Formula for the Difficulty Index:

  - **D** = Difficulty Index
  - **NH** = Number of correct responses in the top 27%* (participants who responded with the most number of correct answers during the session)
  - **NL** = Number of correct responses in lower 27%* (participants who responded with the least number of correct answers during the session)
  - **T** = Number of total responses in the top and lower groups
  - **D = (NH + NL) / T**

  Formula for the Discrimination Index:

  - **D** = Discrimination Index
  - **NH** = Number of correct responses in the top 27%* (participants who responded with the most number of correct answers during the session)
  - **NL** = Number of correct responses in lower 27%* (participants who responded with the least number of correct answers during the session)
  - **T** = Number of total responses in the top and lower groups
  - **D = (NH - NL) / .5(T)**

  *If there is a tie determining the top and lower percentiles the participants will be sorted based on the Device ID of the response device.

- **Total Score Overview** - Displays Total Performance, Attendance and Overal Total Points earned per student.

How to View the Column Reports

1. Select a **column** in the ResultsManager window.
2. Click **Reports** on the ResultsManager Toolbar and select the **desired report**.
3. The report opens in a new window.

> ***Note*** Click Print at the bottom lef corner of the window to print the report. Click Save to save the report as an HTML or CSV file.

8 Export

ResultsManager provides two options for exporting a column associated with a session file. The results can be exported to a file, such as a .txt file, or the results can be exported to an LMS.

This chapter covers:

- ***How to Export a Selected Column or the Totals Column***
- ***How to Export a Column to a File (.txt)***
- ***How to Export a Column to an LMS***
- ***How to Export a Course***

How to Export a Selected Column or the Totals Column

An individual column may be exported to a file format compatible with an LMS or the column may be exported directly to an LMS.

1. Select the **column** in the ResultsManager window.
2. Click **Export** on the ResultsManager menu bar and select **Export Selected Column** or **Export Total Column**

   The Export Grades window appears with two options: *To a file*, or *To an LMS*.

3. If exporting to a file, select the appropriate file format for export and click the icon next to *To a file*.
   a. Under the *To a file* option select the appropriate **file format** for export.
   b. Click the **Save icon** next to *To a file*.

      The Windows Save As dialog box opens.

   c. **Name** the file and select the save **location**.
   d. Click **Save**.
4. If exporting to an LMS, click the icon next to *To an LMS*.
   a. Select the **Management System** from the drop-down menu.
   b. Enter the **Server Address** and click **Next**.
   c. Enter the **Username**, **Password** and select the **Institution** from the drop-down menu and click **Next**.

      Check the box labeled “Save this information for future use” to save the login information for future logins.

d Select the desired **course** to export the grades and click **Next**.

e Select the export options and click **Finish**.

> ***Tip*** For more information regarding the export options for an LMS please refer to the LMS User Guide on the Turning Technologies website
>
> (http://www.turningtechnologies.com/resources/lms/LMS-Integrations-User-Guide.pdf)

How to Export a Column to a File (.txt)

1. Select the **column** in the ResultsManager window.
2. Click **Export** on the ResultsManager Toolbar.

   The Export Grades window appears with two options: *To a file*, or *To an LMS*.
3. Under the *To a file* option select the appropriate **file format** for export.
4. Click the **Save icon** next to *To a file*.

   The Windows Save As dialog box opens.
5. **Name** the file and select the save **location**.
6. Click **Save**.

Next Steps

The .txt file can now be imported into the program that was selected in step 3.

How to Export a Column to an LMS

1. Select the **column** in the ResultsManager window.
2. Click **Export** on the ResultsManager Toolbar.

   The Export Grades window appears with two options: *To a file*, or *To an LMS*.
3. Click the **Export icon** next to *To an LMS*.
4. Select the **Management System** from the drop-down menu.
5. Enter the **Server Address** and click **Next**.
6. Enter the **Username**, **Password** and select the **Institution** from the drop-down menu and click **Next**.
   - Check the box labeled "Save this information for future use" to save the login information for future logins.
7. Select the desired **course** to export the grades and click **Next**.
8. Select the export options and click **Finish**.

How to Export a Course

1. Click **Export** on the ResultsManager menu bar.
2. Mouse over **Export Course** and select **Detail** or **Summary**.
   - Detail - This file includes First Name, Last Name, Student ID, Device ID(s), Column Names, Total Performance, Total Attendance, and the Total point earned.
   - Summary - This file includes First Name, Last Name, Student ID, Device ID(s), Column Names, Total Points (Performance + Attendance), and the Total points earned.

Contact Us

Turning Technologies Customer Service Department offers first class technical support second to none.

Technical Support is available Monday - Friday, 7am - 9pm EST.

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