TurningPoint® AnyWhere

User Guide

Version 3.0

Turning Technologies, LLC, 255 West Federal Street, Youngstown, OH 44503 USA.

The following regulatory statements apply to radio frequency and XL and XR infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard XL, the ResponseCard XR, 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 Window 32 or 64 bit XP, Vista or 7
- Intel or AMD 600 MHz class processor (1 GHz 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 already installed)
- 1024 x 768 resolution on a 32-bit color or higher
- Standard USB 1.1/2.0 port (for USB-based hardware devices)
- Ethernet or 802.11 compatible wireless network card*
- Requires an RF or IR Receiver or an active ResponseWare account

*Required if ResponseWare, PresenterWare, or Automatic Updates are used.

2 About TurningPoint AnyWhere

Introduction to TurningPoint AnyWhere

TurningPoint AnyWhere's floating toolbar allows polling from content in whiteboard software, web browsers, PDFs, Word documents and more. No additional preparation is necessary. The use of existing presentation or classroom materials. Assessment and tracking for groups or individuals is also easily accomplished with a powerful reporting feature.

Features include:

- Floating toolbar will poll with ANY application
- Open and close polling at any time, regardless of program
- Dynamic charting will appear in new window and update with results
- Reports are available in CSV as well as HTML format
- Allows for creation of a Participant List, enabling presenter to track individual responses
- Session Viewer enables editing of current session
- Create and load question lists for advanced polling preparation

How to Download TurningPoint AnyWhere

To ensure that the latest version available is installed, download TurningPoint AnyWhere from the Turning Technologies web site.

1. Go to http://www.turningtechnologies.com/downloads.
2. Click **TurningPoint AnyWhere** 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 TurningPoint AnyWhere

1 Right click on the downloaded zip file.

2 Select 'Extract All'.

3 Follow the steps in Extraction Wizard and save the unzipped folder to the desired location.

4 Open the unzipped folder and double-click the TurningPoint AnyWhere executable.

Note Create a short-cut for TurningPoint AnyWhere.exe on the desktop for quicker access to the application.

Warning Do not move TurningPoint AnyWhere.exe out of the folder. TurningPoint AnyWhere will not function properly if this file is moved.

How to Configure TurningPoint AnyWhere for Automatic Updates

TurningPoint AnyWhere 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 TurningPoint AnyWhere.

2 Click **Settings** on theLaunchpad.

3 Select **Application** from the left navigation pane.

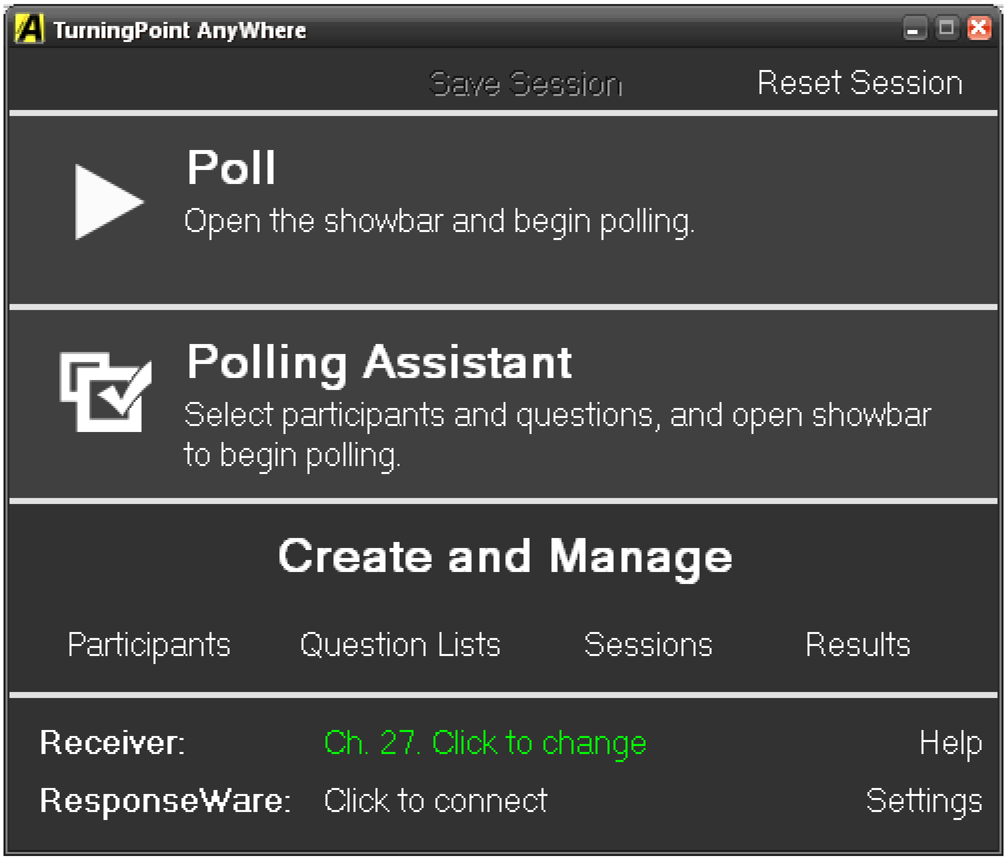
4 Change the value for **Automatically check for updates** from false to true.

5 Click **Done**.

The next time you open TurningPoint AnyWhere you will be notified if an update is available.

TurningPoint AnyWhere Launchpad

The Launchpad provides quick access to commonly used features of TurningPoint AnyWhere.



Poll

Poll allows for immediate access to the showbar and polling basic polling can be started immediately.

1 Click anywhere within the **Poll** section to open the showbar and begin polling.

Polling Assistant

The Polling Assistant allows for a Question List or a Participant List to be set up for the polling session prior to polling.

Using the Polling Assistant

1 Click anywhere within the **Polling Assistant** section to open the Polling Assistant screen.

2 To use a Question List, select the desired list from the dropdown menu under Question list or click Browse to load a list from another location. For more information on Question Lists, see ***Question Lists*** on page 23.

3 To use a Participant List, select the desired list from the Participant list dropdown box. By default, Auto is selected. If needed, click Browse to load a list from another location. For more information on Participant Lists, see ***Participants*** on page 18.

- Alternativley, Participant Lists can be imported directly from a LMS. **Click Import from LMS** to open the LMS wizard For more information on importing Participant Lists from a LMS, see ***How to Import a Participant List*** on page 53.

4 Click **Poll** to open the showbar and begin polling or **Close** to return to the Launchpad.

Create and Manage

From Create and Manage, Participant Lists and Question Lists can be created or edited. Sessions can be continued or viewed and results can be exported or reports can be generated.

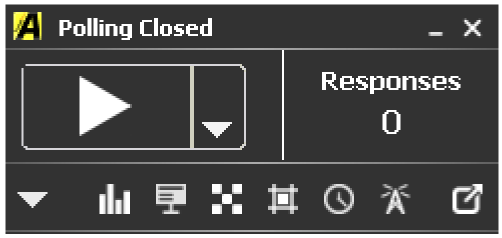
- Participants
  - Create a Participant List - ***How to Create a Participant List*** on page 18.
  - Edit a Participant List - ***How to Edit a Participant List*** on page 20.
  - Import an LMS List - ***How to Import a Participant List*** on page 53.
- Question Lists
  - New Question List - ***How to Create a Question List*** on page 23
  - Edit Current Question List - ***How to Edit a Question List*** on page 24.
  - Load Question List - ***How to Load a Question List*** on page 25.
  - Close Question List - ***How to Close a Question List*** on page 25.
- Sessions
  - Continue Prior Session - ***How to Continue a Prior Session*** on page 39.
  - View session - ***TurningPoint AnyWhere Session Viewer*** on page 40.
- Results
  - Run a report - ***How to Generate a Report*** on page 48.
  - Export directly to LMS - ***How to Export Grades/E-mail Student Grades*** on page 53.
  - Export Wizard - ***How to Export Session Data*** on page 53.
  - ResultsManager (optional) if ResultsManager and TurningPoint AnyWhere are loacted in the same directory, TurningPoint AnyWhere can export results directly in to ResultsManager.

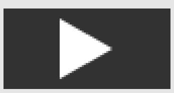
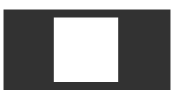
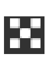
Misc

- Receivers - ***How to Configure Radio Frequency or Infrared ResponseCards*** on page 14.
- ResponseWare - ***How to Configure ResponseWare*** on page 15.
- Settings - ***Settings*** on page 42.

The TurningPoint AnyWhere Showbar

The showbar provides access to all features that are needed while polling the audience. Features include the include:



Button	Action
	Play button: Opens polling.
	Stop button: Stops polling. Only displayed when polling is open.
	Poll Menu button: Displayed to the right of the Start/Stop polling button, Create On the fly questions. Question types include: 2-10 Answer, Fill in the Blank, Numeric Response, Eassay, Team Assignment, and Custom.
	Indicates the number of responses received.
	Main Menu button: Access the Main Menu.
	Chart button: Show/Hide Charts window.
	Presentation button: Show/Hide Presentation window.
	Response Grid button: Show/Hide Response Grid.

Button	Action
	Nonresponse grid button: Show/Hide Nonresponse Grid.
	Countdown Timer button: Shows and starts countdown timer/Hide countdown timer.
	Connection information button: Show/Hide Connection Information.
	Hide information button: This button minimizes the showbar to only display the start/stop polling button, the responses received and the show information button.
	Show information button: Restores the showbar to it’s maximized size with full controls.

3 Response Device Configuration

The following Turning Technologies response devices are compatible with TurningPoint AnyWhere:

- ResponseCard RF or IR
- ResponseCard XR
- ResponseCard NXT
- ResponseWare
- PresenterCard

This section covers:

- ***How to Configure Radio Frequency or Infrared ResponseCards***
- ***How to Configure ResponseWare***
- ***How to Configure PresenterCard***
- ***Note for Customers Using ResponseCard Receiver Part Number RRRF-01 or RRLR-01 or USB IR Receivers***

How to Configure Radio Frequency or Infrared ResponseCards

1. Plug in the IR or RF Receiver.
2. Click the **Main Menu** button on the showbar.
3. Mouse over **Tools** and select **Settings**.
4. Select **Response Devices** from the left panel.
5. For RF receivers, the device's ID will be listed below ResponseCard Channels. You can select select the receiver's channel number in the drop-down menu to the right. For IR receivers, verify that the receiver serial number is listed below the category IR.
6. Click **Done**.

Next Steps

Use the polling test to verify the devices have been configured properly. See ***How to Test the Response Devices*** on page 17 for more information.

How to Configure ResponseWare

An active ResponseWare account is needed to complete the steps below. ResponseWare accounts can be obtained by contacting a Turning Technologies representative. Please see ***Contact Us*** on page 58 for contact information.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Tools** and select **ResponseWare**.

3 Enter the **Server Address**.

4 Enter **Username** and **Password**.

- Placing a check mark in the box next to Save Information will save the account information.

5 Select **Allow Guests** or **Require Login**. Allowing guests will allow anyone with the Session ID to connect, a Required Login will only allow those whith and active ResponseWare accoutn to connect.

6 If a Reserved Session ID was created through www.rwpoll.com, enter it in the Reserved ID box.

> ***Note*** Reserved Session IDs are custom IDs that allow presenters to keep the same Session ID. It also allows presenters to assign a Session ID in advance.

7 Click **Login**.

- At the first login, a window appears with the license agreement. The agreement must be accepted to continue.

8 Click **Close**.

Next Steps

Use the polling test to verify the devices have been configured properly. See ***How to Test the Response Devices*** on page 17 for more information.

How to Configure PresenterCard

A PresenterCard must be paired with TurningPoint AnyWhere before it can be used as a presentation device.

To pair a PresenterCard with TurningPoint...

1. Connect the RF receiver to the presentation computer.
2. Set the channel on the PresenterCard to the same channel as the device receiver.
   a. Press **Channel**.
   b. Press the **Back** or **Forward** button to navigate to the desired channel number.
   c. Press **Channel**.
3. Click the **Main Menu** button on the showbar.
4. Select **Tools** then **Settings**.
5. Select Response Device from the panel on the left.
6. Under the **PresenterCard** category and the Paired PresenterCard setting, click **Change**.

   The PresenterCard Pairing Window opens.
7. Press a button on the PresenterCard other than the Channel button.

   The Detected Device ID appears in the window.
8. Click **Pair**.

> ***Note*** Changing the channel on the device receiver, the PresenterCard will need to be paired again.

9. Optionally, the programmable buttons can be customized by selecting the desired function from the drop-down menus provided for each button.
10. Click **Done** to close the Settings Window.

How to Test the Response Devices

1. Click the **Main Menu** button on the showbar.
2. Mouse over **Tools** and select **Settings**.
3. Select **Polling Test** from the left panel.
4. Click **Start Test**.
5. Press a button on a ResponseCard or send a response from ResponseWare.
6. The Device ID and response will appear if the connections have been configured properly.

> ***Note*** If the Device ID and response do not appear, contact Turning Technologies customer support for assistance.

7. Click **End Test** to complete the polling test.
8. Click **Done** to close the settings window.

Note for Customers Using ResponseCard Receiver Part Number RRRF-01 or RRLR-01 or USB IR Receivers

Customers who have a ResponseCard Receiver with a part number on the back label of **"RRRF-01"** or **"RRLR-01"** or USB IR Receivers or have never installed any Turning Technologies products on the computer follow the instructions below.

1. Go to **C:\Program Files\Turning Technologies\TurningPoint AnyWhere 2008\Misc** or the specified install location and double click the **ftdi.exe** file.

   The InstallShield Wizard opens.

2. Click **Next** to continue.
3. Select **I accept the terms in the license agreement** if you agree to these terms.
4. Click **Next**.
5. Enter the Customer Information and click **Next**.
6. Select the Destination Folder and click **Next**.
7. Click **Install**.
8. Click **Finish** once the install process has completed.

4 Participants

Participant Lists identify the members of the audience— students, trainees, survey respondents—who will use a response device during a presentation. The participant name and required information is stored along with the Device ID.

The following sections describe:

- ***How to Create a Participant List***
- ***How to Edit a Participant List***
- ***How to Load a Participant List***
- ***How to Verify Participants and Device IDs***
- ***How to Use the Real-Time Registration Tool***
- ***How to Print a Participant List***
- ***How to Delete a Participant List***

How to Create a Participant List

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Participants** and select **Create Participant List**.

3 Select a Participant List Template.

Education	Contains standard student information used for K-12 and higher education presentations, such as name and student ID.
Corporate	Contains fields for the information most often used in corporate feedback meetings including name, company name, telephone numbers, etc.
Available Fields	Contains all information fields defined for use with TurningPoint AnyWhere.
Blank	Allows the user to specify the fields in the Participant List.
Custom	Allows the user to choose a saved or modified template.

4 Click **Next**.

The screen displays all of the available fields on the left panel and the selected fields that correspond to the chosen template on the right panel.

The user has the option to edit the selected fields:

- Double-click a field on the left to place it under Selected Fields on the right panel.
- Double-click a Selected Field on the right panel to remove it from the list, or click the field and click **(-)**.
- Rearrange the order of the Selected Fields list by clicking the field and dragging it up or down the list.
- Add a custom field by clicking the **(+)** if a desired field is not listed in the left panel.

5 Click **Next**.

The Add Groups to the Participant List screen is displayed.

- Enter a Group Name and click **Add**. Repeat for additional groups.
- Check the groups to include in team competition.

6 Click **Next**.

The Participant List Summary Page displays the Participant List name (with the default time and date stamp) and the number of fields.

7 Name the Participant List.

- Click the number of fields or click Back to return to the field selection window.

8 Select a field and type in the participant information.

9 Press **Enter** on the keyboard to go to the next row.

10 Repeat step 8 - 9 until all participant information has been entered.

11 Click **Done**.

The Participant List Information is automatically saved.

Tip	To save the Participant List AND automatically load it for polling, click File and select Save and Load.

How to Edit a Participant List

1. Click the **Main Menu** button on the showbar.
2. Mouse over **Participant** and select **Edit Participant List**.
3. There are several editing options available all of which can be accessed from the Participant Menu button in the bottom left corner of the window.
   - **Add a Field** - Click the **Participant Menu** button and select **Add Field**. Select a Field from the drop-down list or type the name of the new field in the box provided and click **Add**.
   - **Rename a Field** - Select the field and click the **Participant Menu** button, select **Rename Field**, enter the new name in the box provided then click **OK**.
   - **Remove a Field** - Select the field to be removed. The entire column is now highlighted. Click the **Participant Menu** button and select **Remove Field**.
   - **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 select 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 participant by holding shift or control when selecting participants. Click the P**articipant 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 rearrange 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. Save the Participant List.
   - To save the list with a different name. Click **File** and select **Save As**. Name the list and click **Save**.
   - To save the list with the original name. Click **File** and select **Save**.
   - To save the list with the original name AND load the Participant List for polling. Click **File** and select **Save and Load**.
5. Click **Done**.

> ***Note*** Any changes made are automatically saved when Done is clicked..

How to Load a Participant List

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Participants** and **Load Participant List** and select one of the following:

Auto	Select an Auto list to collect Device IDs or user information from ResponseCards XR , NXT or ResponseWare to build a real-time Participant List.
Anonymous	Select an Anonymous list if oarticipant tracking is undesired.
Browse...	Click **Browse** to select a saved Participant List to be used with the session.

How to Verify Participants and Device IDs

A Participant List that contains participant names and Device IDs will be needed for the steps below.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Participants** and select **Participant List Display**.

How to Use the Real-Time Registration Tool

The Real-Time Registration Tool provides a fast, simple way to create a Participant List for smaller audiences (ideally less than 50 participants). Registration only takes a few moments, thus eliminating the need for a permanent Participant List. The steps below can be performed before each class to ensure each participant has the appropriate response device.

Before You Begin

A Participant List that has the participant names but does not contain Device IDs will be needed for the steps below.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Participants** and **Load Participant List** and select a Participant List.

3 Click the **Main Menu** button on the showbar.

4 Mouse over **Participants** and select **Real-Time Registration Tool**.

5 Click **Registration Closed**. The button label changes to Registration Open and the participants can begin to register their devices.

6 Each participant must locate their name and press the number on their response device that corresponds with the number to the left of their name.

The Device ID for the participant will now appear in the Device ID column.

If more than 10 participants are in the Participant List, use the forward and back buttons to scroll page by page to see the remaining participants. The play button will automatically scroll through the participants.

7 Once all of the participants have responded, click **Registration Open**.

8 Close the Real-Time Registration Tool by clicking the red **(X)** in the upper-right hand corner of the window.

9 Click **Yes** to save the Participant List with the updated participant information.

How to Print a Participant List

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Participant** and select **Edit Participant List**.

3 From the menu bar on the Participant Information Window, click **File** and select **Print Participant List**.

4 Select the fields to be printed.

5 Select **Portrait** or **Landscape** from the drop-down menu.

6 Click **Print**.

> ***Note*** A Print Preview can be displayed prior to printing the Participant List.

7 Click **Close**.

How to Delete a Participant List

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Participants** and select **Delete Participant List**.

3 Select the Participant List to be deleted.

4 Click **Delete**.

5 Question Lists

Question Lists allow questions to be defined, and set correct answers ahead of time for polling. The question and answer choices are displayed in a separate wind ow.

Available Question Types:

- Multiple Choice
- Fill in the Blank - Multiple correct answers must be separated by a semi-colon. Correct answers have a limit of 16 characters.
- Numeric Response - Allows you to set an acceptable value or acceptable range as correct response.
- Essay - Essay responses are not graded by TurningKey, participant reponses can be viewed in the Individual Results Report and the Individual Score Report.
- Team Assignment
- Demographic

How to Create a Question List

1. Click the **Main Menu** button on the showbar.
2. Mouse over **Question List** and select **New Question List**.
   - The Question Editor opens. Question list options are displayed across the top of the window. Questions are listed in the left panel. Selecting a question in the left panel displays the question and answers in the middle panel. Question and Presentation Properties can be set in the right panel.
3. Type the question text in the box at the top of the middle panel.

> ***Note*** Questions can also be added to a Question List by importing them from another source. For more information see ***Importing Questions*** on page 26.

- Checking the box next to Anonymous in the Question Properties will poll that question anonymously.
- Checking the box next to Demographic in the Question Properties will set that question as containing demographic data.

- The default correct point value is 1 and the default incorrect point value is 0.To change these vales, enter the new values in the text boxes provided under Question Properties.
- The default number of responses allowed for a question is 1. This can be changed in the Responses drop-down menu.
- Allowing Duplicates determines if a participant may submit the same answer choice more than once for a question.

4 Type the answer text in the boxes provided.

- Assign a correct answer by selecting **Correct** from the drop-down menu to the right of answer choice. All other answer choices will automatically be designated as Incorrect.
- More than one correct answer can be assigned by selecting **Correct** from the drop-down menu to the right of another answer choice.
- To apply a correct answer indicator, check the box labeled Display Correct Answer in the right-hand panel under Presentation Properties. After polling has closed on the question, a correct answer indicator will display next to the correct answer.
- To automatically display a countdown timer when polling begins on a question, check the box labeled Display Countdown Timer in the right-hand panel under Presentation Properties. The number of seconds the timer will run can also be set in this menu.

5 Click **Add Answer Choice** the at the bottom of the middle panel to add another answer choice.

6 Click the **(X)** to the right of the answer choice to remove it from the list. An answer choice that a participant has responded to can not be removed. Answer choices from the middle of the list can not be removed.

7 Add another question to the list by clicking the **Add Question** button at the top of the window and selecting the desired question type.

8 Click the **Save** button at the top of the window to save the Question List or click **Save and Load** to automatically load the Question List for polling.

How to Edit a Question List

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Question List** and select **Edit and Load Question List** or **Edit Current Question List** if the Question List is already loaded.

3 Select the question list (.tpq or .tpz extension) and click **Open**.

4 Edit question and answer text by deleting the existing text and entering new text.

5 To delete a question...

   a Select a question from the list in the left panel.

   b Click the **Delete Question** button at the top of the window.

6 Add another question to the list by clicking the **Add Question** button at the top of the window and selecting the desired question type.

> ***Note*** Questions can also be added to a Question List by importing them from another source. For more information see ***Importing Questions*** on page 26.

7 Click the **Save** button at the top of the window to save the Question List.

How to Load a Question List

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Question List** and select **Load Question List**.

3 Select the question list (.tpq or .tpz extension) and click **Open**.

How to Print a Question List

A Question List must be open for the print option to be available.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Question List** and select **Print Question List**.

How to Close a Question List

1 Click the **(X)** next to the Question List displayed on the Showbar.

2 Optionally, click the **Main Menu** button on the showbar, mouse over **Question List** and select **Close Question List**.

Importing Questions

Questions for a Question List can be imported from:

- Other Question Lists
- Session files
- QuestionPoint
- QTI Documents
- XML Documents

For complete information on how to use QuestionPoint, please refer to the QuestionPoint User Guide which can be downloaded from the Turning Technologies web site.

How to Import Questionsinto a Question List

1. Click the **Main Menu** button on the showbar.
2. Mouse over **Question List** and select either **New Question List, Edit Current Question List** or **Edit and Load Question List**.
3. Click **Import Question** and select the type of import.

   A Windows dialog box opens.
4. Select the file and click **Open**.
   - Question Lists have a .tpq extension.
   - Session files have a .tpz extension.
   - QuestionPoint files have a .tqz extension.
   - QTI Documents have a .zip extension.
   - XML Documents have a .xml extension.

> ***Note*** If parsing incompatible question types, a warning dialogue box will display the questions being omitted.

The questions are added to the Question List and appear in the left-hand pane in the Question Editor.

How to Format QTI Documents

TurningPoint AnyWhere can convert Respondus content into an interactive presentation through the QTI parser. Acceptable question formats are:

- Multiple Choice
- Multiple Response
- True/False
- Fill-in-the-Blank

1. Open the Respondus software with a current personality of **IMS QTI 1.1+**.
2. **Create** or **Edit** the test.
3. Click the **Preview & Publish Tab** and select **Save QTI XML File**.
4. Select **QTI XML zip file**.
5. Click **Save As**.
6. Name the file and click **Save**.

How to Format XML Documents

The following is a basic shell of the XML document type accepted by the TurningPoint Parser:

```
<slides count=”” id=””>
  <slide id=”” type=”” multiresponse=””>
   <question alias=”” filename=”” imageposition=”” />
   <topic id=””>
  </topic id>
   <answers>
      <answer alias=”” value=”” filename=”” />
    </answers>
  </slide>
</slides>
```

Each element is described below, along with an example and an explanation of the attributes.

> ***Note*** Remember that the following characters are reserved in XML: < > & ‘ “
>
> Use the XML entities for these characters (`< > & ' "` respectively).

Slides

The slides element is the top-level element in the XML document and contains all the information TurningPoint requires to create the interactive presentation. The `slides` element contains a number of `slide` elements.

```
<slides count="1" id="86FF9DB9">
</slides>
```

Attribute	Description
count	The total number of slide elements in the presentation.
id	An optional attribute that contains a unique identifier for the group of slides.

slide

Each `slide` element contains the question and answer information for a single slide.

```
<slide id="E15F45B" type="D" multiresponse="1">
</slides>
```

Attribute	Description
id	An optional attribute that contains a unique identifier for the slide.
type	Defines what type of slide to create using a single-letter code. The following types are accepted: • Q = standard question slide • P = picture slide • D = demographic slide • S = speed scoring slide • F = fill in the blank slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR, and ResponseWare Web may provide alphanumeric responses of varying lengths) • E = essay slide (ResponseCard IR, XL, and RF users are limited to numerical responses, but ResponseCard XR and ResponseWare users may provide alphanumeric responses of varying lengths) • M = moment to moment slide
multiresponse	An optional attribute that contains the number of responses allowed per response device for the slide. Accepted values are 1–10.

question

The `question` element contains the question information (as attributes) and the question text (as content).

```
<question alias="Gender?" filename="" imageposition="">
  What is your gender?
</question>
```

Attribute	Description
alias	An optional attribute that contains an alias for the question.
filename	An optional attribute that contains a filename for a picture that can be included with the question.
imageposition	An optional attribute that sets the question picture position. The following are acceptable values: • L = Left • R = Right • F = Full

topic

The `topic` element contains the question topic.

```
<topic id=””></topic>
```

Attribute	Description
id	An optional attribute that contains a unique identifier for the topic.

answers

The `answers` element contains a number of `answer` elements.

```
<answers></answers>
```

answer

Each `answer` element contains answer information (as attributes) and the answer text (as content) for a single answer.

```
<answer alias=”” value=”” filename=””>
  Female
</answer>
```

Attribute	Description
alias	An optional attribute that contains an alias for the question.
value	An optional attribute that contains a value for the answer. Valid answer values are “Correct,” “Incorrect,” or a point value from negative 10,000 through 10,000.
filename	An optional attribute that contains a filename for a picture that can be used in place of the answer text on the slide. This attribute is used only if the slide type attribute is set to “P”.

Standards

TurningPoint AnyWhere's standards tools allows the use of built-in standards (per state or country, topic, subject and grade level) to create custom lists of standards on which participants can be evaluated. Wether training, teaching, or testing, standards helps organize the material in a presentation into subject areas, competencies, or other standards which the participants should meet. Participants' results can be viewed by standards Reports.

Before assigning standards to questions, select the K-12 Standards or create a list of the standards.

This section describes how to:

- ***Assign Standards Using a K-12 Standards List***
- ***Create a Custom Standards List***

Assign Standards Using a K-12 Standards List

TurningPoint comes with K-12 standards per state or country, topic, subject, and grade level. K-12 standardscan be assigned to individual slides or to the entire presentation.

To create a K-12 Standards List…

1. Click the **Main Menu** button on the showbar.
2. Mouse over **Question List** and select **New Question List**, **Edit Current Question List** or **Edit and Load Question List**.
3. Click the **Standards** button on the Question Editor Toolbar.
4. Select the **K-12 Standards tab** in the right panel.
5. Select a state from the **Select a state or country…** drop-down menu.
6. Select a subject from the **Select a subject...** drop-down menu.
7. Select a grade from the **Select a grade…** drop-down menu.
8. Select a topic from the **Select a topic…** drop-down menu.

   All of the standards for the selected state or country, subject, grade, and topic, display in the left pane of the Standards window.
9. Select the question in the left panel of the Question Editor.
10. Select a standard from the list.
11. Select the right arrow button **(>)** to assign the standard to the question.

The standard displays in the list of current standards in the right pane of the Standards window.

Remove a standard using the left arrow button (<).

12 Repeat these steps beginning with step 5 to add standards to additional questions.

Assign multiple standards or use multiple Standards Lists.

To start over, select the **Clear All** button to clear all standards from all of the questions in the Question List.

13 When finished assigning standards, click **Save** to save the changes to the question list or **Save and Load** to load the question list for polling.

Create a Custom Standards List

TurningPoint AnyWhere allows creation of a list of standards to suit specific needs. Categories and standards can be removed using the delete keys on the keyboard.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Question List** and select **New Question List**, **Edit Current Question List** or **Edit and Load Question List**.

3 Click the **Standards** button on the Question Editor Toolbar.

4 Select the **Custom Standards Lists tab** in the right panel.

The Current Selection drop-down menu displays the selected Standards List. The Standards Lists in your Standards folder can be selected from the drop-down menu. To import a Standards List into your Standards folder, click Load.The Delete button allows Standards Lists to be deleted from the Standards folder. The New button allows the creation of a custom Standards List.

5 Click **New**.

TurningPoint AnyWhere prompts for a new name be entered for the Standards List.

6 Enter a name in the box provided and click **OK**.

TurningPoint AnyWhere creates the Standards List in the Standards folder, displays it in the Current Selection drop-down menu, and displays the new Standards List in the left-hand pane of the Standards window.

The new Standards List has a top-level (Parent) category with the same names as the list.

Categories arrange standards into a hierarchy.

7 To add a category or a standard, complete the following steps.

a Click Add Category or Add Standard.

TurningPoint AnyWhere prompts for a title to be entered for the category or standard.

b Enter a title in the box provided and click **OK**.

TurningPoint AnyWhere adds the category or standard to the parent category you selected.

Select the Standard or Category and enter the name.

c Repeat steps a and b to add additional categories and/or standards.

Categories or standards can be deleted from the list using the Remove button. The title of a category or standard can be changed by using the Edit Field button.

8 The Standards can now be added to the questions.

9 Select the **question** in the left panel of the Question Editor.

10 Select a **standard** from the list.

11 Select the right arrow button **(>)** to assign the standard to the question.

The standard displays in the list of current standards in the right pane of the Standards window.

Remove a standard using the left arrow button (<).

12 Repeat these steps beginning with step 9 to add standards to additional questions.

Assign multiple standards or use multiple Standards Lists.

To start over, select the Clear All button to clear all standards from all of the questions in the Question List.

13 When finished assigning standards, click **Save** to save the changes to the question list or **Save and Load** to automatically load the question list for polling.

How to Print a Loaded Question List

A Question List must be loaded before it can be printed print.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Question List** and select **Print Current Question List**.

3 Click **Print** on the preview window.

4 Click **Close** to close the window.

6 Polling

How to Start / Stop Basic Polling

For polling without a question list...

1 Click the Start Polling button on the showbar.

> ***Tip*** A keyboard shortcut to start polling in the TurningPoint AnyWhere settings. For more information on settings see ***Settings*** on page 42.

- The Start Polling button now becomes the Stop Polling button.
- Clicking the Chart button on the TurningPoint AnyWhere showbar brings up a dynamic chart that will adjust to the responses being received. The chart will remain on screen until the Chart button is clicked again.
- Display a countdown timer by clicking the Countdown Timer button on the showbar..
- Show the Response or Nonresponse Grids by clicking the Response or Nonresponse Grid button on the showbar.

2 TurningPoint AnyWhere will now receive responses from the participants.

3 Click the **Stop Polling** button to close the poll and display the results of the participants.

> ***Tip*** Charts can be set so they are not displayed automatically when polling closes. This option can be found in the TurningPoint AnyWhere settings. For more information on settings see ***Settings*** on page 42.

How to Poll with a Question List

Before You Begin

Before polling a question list, a list must first be created and then load the question list. For more information see ***Question Lists*** on page 23.

For polling with a question list...

1. Load a question list. See ***How to Load a Question List*** on page 25.
   - The questions appear as part of the TurningPoint AnyWhere showbar.
2. Use the **Next** and **Previous** buttons to choose the question to poll.
3. Click **Start Polling**.
   - The question appears on a white background, similar to a PowerPoint Slideshow. Question display settings can be adjusted within the TurningPoint AnyWhere Presentation Settings. For more information see ***Presentation*** on page 44.

   > ***Note*** Click the Show/Hide Presentation button on the TurningPoint Showbar to hide the question. Click again to display the question.

   - Click the Maximize/Restore icon on the bottom left of the question screen to reduce the window. This will allow the question screen to be moved. Click the Maximize/Restore button again will restore the window to full screen mode.
   - Click the Showbar icon on the bottom left of the question screen to hide the TurningPoint AnyWhere showbar. Click the Showbar icon again to bring back the showbar.
4. Click **Stop Polling** to display the results.
5. Repeat steps 2 - 4 for the remaining questions in the question list.

How to Add a Question on the Fly

1 Click the **Poll Menu** button on the showbar.

2 Select the **question type**.

There are several question types available.

- **Custom** - Enter the question and answer text for the question.
- **2 - 10 Answers** - A generic question with answer options available from 2 through 10.
- **Fill in the Blank** - A question type that requires the participants to respond with a text based answer.
- **Essay** - A question type that requires the participants to respond in short paragraph form.
- **Numeric Response** - A question type that requires the participants to respond with a numeric answer.
- **Team Assignment** - A question type that requires the participants to slect which team to be on.

> ***Note*** An Anonymous Question can be inserted where participant information is not captured even if a Participant List has been selected.
>
> Click the Main Menu button on the showbar and select Anonymous Question.

3 After the participants have responded, click **Close Polling**.

Polling closes and the chart is displayed.

How to Add a Countdown Timer

1 Click the **Start Polling** button on the showbar.

2 Click the Countdown timer button on the showbar.

3 Click **(+)** to add time to the countdown or **(-)** to deduct time from the countdown in five second increments.

How to View a Response / Nonresponse Grid

1 Click the Show/Hide Response or Nonresponse Grid button on the showbar.

About the Chart Window

The chart window provides two options.

This section explains:

- ***How to Change the Display Format of the Percentages***
- ***How to Set a Correct Answer***
- ***How to Compare Two Questions Results***

How to Change the Display Format of the Percentages

1. Click the button with the **%** on the bottom left hand corner of the chart window.
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)
3. The percentages will be displayed as chosen, until manually changed.

How to Set a Correct Answer

1. Click the button with the check markon the bottom left hand corner of the chart window.

   Each of the bars in the chart turns gray.
2. Click the bar of the answer to be set as correct. More than one answer can be marked as correct.

   All of the other answers are marked incorrect.
3. Click the button with the check mark again to display the original chart.

How to Compare Two Questions Results

1. Click **Compare with question:** drop-down menu on the bottom right hand corner of the chart window and slect the **Question** to be compared with the current question.

   The chart window displays the results side by side. Current results are shown in Red, selected question results are shown in blue.

2. Select another question from the drop-down menu to compare results to another question. Select [None] to display the original results.

Competitions

For an explination of settings for Competition Leaderboards, see Competition Settings on page 44.

Team Leaderboard

1. From the **Chart Window**, click the Competition Button and select Team **Leaderboard**.

Participant Leaderboard

1. From the **Chart Window**, click the Competition Button and select **Participant Leaderboard**.

Fastest Responders

1. From the **Chart Window**, click the Competition Button and select **Fastest Responders**.

7 Sessions

This section describes:

- ***How to Save a Session***
- ***How to Reset a Session***
- ***How to Continue a Prior Session***
- ***How to Display Connection Information***
- ***How to Send Feedback to ResponseWare Participants***

This section also explains the functionality of the Session Viewer.

How to Save a Session

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Session** and select **Save Session**.

- A Windows Dialog Box opens to the default save location specified in the TurningPoint AnyWhere Settings. The default session name is a date and time stamp.

3 Click **Status Item** and select **Save Session As**.

How to Reset a Session

Resetting a session removes all the response data associated with the current session.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Session** and select **Reset Session**.

3 A prompt to save the session data is displayed if unsaved data is detected.

- Responses on the showbar is now set to 0 (zero).

How to Continue a Prior Session

TurningPoint AnyWhere can resume a saved session. New session data will be appended to the opened session file, allowing resultsto be saved in one file.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Session** and select **Continue Prior Session**.

- A Windows Dialog Box opens to the default save location specified in the settings.

3 Select the desired **session** and click **Open**.

How to Display Connection Information

1 Click the **Connection Information** button on the showbar.

- The Connection Information box displays the RF Channel Number and ResponseWare information if TurningPoint AnyWhere has been configured for ResponseWare.

2 To close the Connection Information box, click the Connection Information button again.

How to Send Feedback to ResponseWare Participants

Participants are able to send messages, or press the (?) button on the ResponseCard while polling is open. If a message has been received the Feedback section of the showbar increases by one. The steps below explain how to view the feedback and respond to the ResponseWare participants individually or as a group.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **View** and select **Feedback**.

- The message history appears in the top panel.

3 Type a response to a message in the bottom panel.

4 From the Send message to drop-down menu choose to send the response to All Devices or a Specific Device

- If a response is sent to a specific device, the Device ID must be entered in the text box to the right of the drop-down menu.

5 Click **Send Message**.

- Optionally, click **Clear History** to delete all messages.

TurningPoint AnyWhere Session Viewer

The Session Viewer is a real-time session editor. Through the Session Viewer, question and answer text can be added to polled questions, and make real-time edits to the loaded Participant List.

To open the Session Viewer click the **Main Menu** button on the showbar, mouse over **Session** and select **Session Viewer**.

The Session Viewer provides two options for real-time edits:

- ***Questions***
- ***Participants***

Questions

The question screen consists of two panels. The panel on the left contains the questions and the percentage of participants that answered correctly. The panel on the right contains the question and answers of the question selected from the panel on the left.

How to Edit Questions and Answers

1. Select the **question** in the left panel.
2. Type the **question text** in the box at the top of the right panel.
3. Type the **answer text** in the boxes provided.
    - Assign a correct answer by selecting Correct from the drop-down menu next to the answer choice. All other answer choices will automatically be designated as Incorrect.
    - More than one correct answer can be assigned by selecting Correct from the drop-down menu next to another answer choice.
4. Click **Add Answer Choice** at the bottom of the right panel to add another answer choice.
5. Click the **(X)** next to the answer choice to remove it from the list. Answer choices that a participant has responded to, nor can a answer choice from the middle of the list be removed.

Participants

The participant section of the Session Viewer allows updates to the Participant List currently loaded. By selecting a participant in the left panel, their responses can be viewed in the right panel. The bottom right hand corner of the Session Viewer displays the overall percentage and total points of each participant.

Use the Participant Menu button on the bottom left hand of the session viewer to edit the current Participant List. For detailed instructions see ***How to Edit a Participant List*** on page 20 step 3.

8 Settings

How to Open the Settings Window

1. Click the **Main Menu** button on the showbar.
2. Mouse over **Tools** and select **Settings**.

TurningPoint AnyWhere Settings

The settings window consists of two panels. The panel on the left lists the setting categories. The panel on the right lists the settings for each category. Click a category on the left panel will populate the corresponding settings on the right panel.

Application Settings

Application Settings

Setting	Description
File Location	Sets the default save location for Participant Lists and session. Network resources can be specified as default save locations.
Language	Sets which language should be displayed. Changes will take effect after closing the settings window.
Automatically check for updates	This setting is set to False by default. If set to True, TurningPoint AnyWhere upon startup and with an active internet connect will check for avalible updates.

Miscellaneous

Setting	Description
Countdown Timer Duration	Sets the default time setting for the countdowntimer.
Correct Point Value	Determines the default point value for correct answers. Values can range from 10,000 to negative 10,000.
Incorrect Point Value	Determines the default point value for incorrect answers. Values can range from 10,000 to negative 10,000.
Show Balloon Tip	Turn on or off the display of balloon tips on the status icon.
Background Color	Sets the background color of the Showbar and other windows in TurningPoint AnyWhere.
Default Quick Poll Answers	Determines the highest response acceptable when polling.

Shortcut Keys

Setting	Description
Start/Stop Polling	Set a keyboard shortcut to start/stop polling.
Show/Hide Countdown Timer	Set a keyboard shortcut to display or hidethe countdown timer.
Play/Pause Countdown Timer	Seta a keyboard shortcut to start or pausethe countdown timer.
Show/Hide Response Grid	Set a keyboard shortcut to show or hidethe Response Grid.
Show/Hide Nonresponse Grid	Set a keyboard shortcut to show or hidethe Nonresponse Grid.

Response Grid Settings

Setting	Description
Rotation Time	The number of seconds a page of the response grid is displayed on the screen before moving to the next page.
Font Size	Set the size of the font that appears on the response grid.
Cell Color 1 - 4	The colors of the cell that display when a response is receivedor has been changed.
Cell Text	Set athe text that appears in the responsegrids.

Presentation

Presentation

Description	Setting
Answer Bullet Format	Sets the format the Question Bullets will be displayed as. Choices include Numeric, or Alphabetic.
Display Question and Answers	If set to True, will display question and answers in a presentation style when polling is open.
Fullscreen	When set to True, will display the question and answers in full screen mode.
Question Font	Set the default font type for the presentation question.
Answer Font	Set the default font type for the answers.
Responses	Sets the default number of responses a participant is allowed to send for one question.
Allow Duplicates	Determines if the same response is allowed to be sent multiple times.
Multiple Response Divisor	Determines the divisor used to calculate percentages on multiple response questions.

Competition

Setting	Description
Include Non-Responders	Determines whether non-responders will be included in team scoring. The default is set to False, which does not include non-responders.
Teams In Leaderboard	Determines the number of teams displayed in the leader board. The acceptable range is 1-20 Teams. The default is set at 5.
Participants in Leaderboard	Determines the number of participants to include in the participant leader board. The acceptable range is 1-20 participants. The default is set at 5.
Responders in Leaderboard	Determines the maximum number of responders that are included in the fastest responders slide. The acceptable range is 1-0 responders. The default is set at 5.

General

General Settings

Setting	Description
Show Results	When set to True, will display the chart window when polling is closed.
Include Screen Shots	When set to True, will take a screen shot of the presenting computer screen when polling closes. The screen shots will be saved with the session file.
Show Status Item	When set to True, will display the status icon in the system tray.

Chart Settings

Setting	Description
Chart Type	Sets the default chart type that is displayed when polling is closed.
Display Font	Sets the font used for the chart labels.
First - Tenth Chart Color	Sets the color of the chart bar.

Fill in the Blank Slides

Setting	Description
Number of Results	Sets how many unique values will be displayed in the answer table.
Include Other Results	Sets if the answer table will display results other than what has been defined in the keywords.
Table Font	Sets the font used for the text on Fill in the Blank slides.

Response Devices

ResponseCard Channels

Setting	Description
Receiver Serial #	When a receiver is plugged into the computer the serial number and firmware version number is displayed. Using the drop-down menu, the radio frequency channel number for the receiver can be set.

Response Device General

Setting	Description
Force Channel Change	When set to True, it retains the channel as set in the ResponseCard channel settings. If set to False, the channel will default to the last used channel on the ResponseCard RF Receiver.
Enforce Participant List	When set to True, the software excludes the responses from participants who are not in the loaded Participant List. If set to False, all participants' responses will be accepted and appended to the end of the list.
Overwrite User Information	When set to True, allows User Information from a ResponseCard XR to overwrite information in a loaded Participant List. If set to False, the User Information will be written only if that information is currently blank.
Invalid Response Notification	When set to True, allows the ResponseCard to blip red a few times to indicate an invalid response was chosen or green to indicate a valid response was chosen.

PresenterCard

Setting	Description
Paired PresenterCardPresenter	Displays the currently paird PresenterCard. To pair a new PresenterCard or change to a diffrtent PresenterCard, click the Change button to launch the wizard
Programmable Button 1-3	Allows the 3 Programable Buttons on the PresenterCard options to be set. Options include: Show/Hide Chart Window (live results), Toggle Countdown Timer, Show/Hide Response Grid, Show/Hide Non-Response Grid, Show/Hide Presentation, Mark Question Anonymoud, or None. Default options are set to... Button 1: Show/Hide Chart Window (live results) Button 2: Toggle Countdown Timer Button 3: Show/Hide Response Grid.

PresenterWare

Setting	Description
Enable PresenterWare Support	This setting, when set to True, enables connections via PresenterWare.
PresenterWare Port	The port that PresenterWare clients connect through. Only ports 1025 - 65535 are allowed. Some ports may not be available because they are in use by other applications or restricted for security reasons.
Bonjour Name	The name to use when advertising TurningPoint to PresenterWare clients.

RemotePoll

Setting	Description
Enable RemotePoll	This setting, when set to True, enables connections via RemotePoll.
RemotePoll Port	The port that RemotePoll clients connect through. Only ports 1025 - 65535 are allowed. Some ports may not be available because they are in use by other applications or restricted for security reasons.

RemotePoll Monitor

Setting	Description
Enable RemotePoll Monitor	This setting, when set to True, enables connections via RemotePoll.
RemotePoll Monitor Port	The port that RemotePoll clients connect through. Only ports 1025 - 65535 are allowed. Some ports may not be available because they are in use by other applications or restricted for security reasons.

Polling Test

For step-by-step instructions on running a polling test see ***How to Test the Response Devices*** on page 17.

9 Reports

TurningPoint AnyWhere provides two different reporting options:

- ***Reports***
- ***Screenshots***

Reports

How to Generate a Report

1. Click the **Main Menu** button (down arrow) on the showbar.
2. Mouse over **Tools** and select **Reports**.
   - In the left panel TurningPoint AnyWhere displays a list of the saved session files and the current session file. If the session file that a report is to be generated from is not listed, click Load Session and browse to the saved session file. The file will now be listed under Saved Sessions.
3. Select a session in the left panel.
4. From the Available Reports drop-down menu, select the desired report.

Report	Description
Individual Results	Displays the participant response for each question, along with the question text. Optionally, individual responses times can be added to the report.
Individual Score	Displays the participant response for each question, along with the question text and the participants score. Optionally, individual responses times can be added to the report.
Results by Question	Displays the question and answer text, along with the overall responses of the participants.
Results by Question with Screenshots	Displays the question and answer text, along with the overall responses of the participant. A screenshot of the desktop also appears below each question.

Report	Description
Individual Standards	Displays the question and answer text along with the standard assigned to the question. All results are grouped by participant
Overall Standards	Displays the standards and the question and answer text,along with the overall responses of the participants.
Difficulty and Discrimination Indexes	Displays the difficulty index and the discrimination index for each indiviual 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.
Team Scoring	Displays the Overall Team Scores, how each team’s team members responded to each of the presentation questions
Demographics Comparison	Displays how each demographic responded to each of the presentation questions.

Check the box labeled “Show All Participant Fields” to display all fields in the Participant List. Uncheck the box to display only the device IDs in the report.

Check the box labeled “Show Response s” to display the amount of time that lapsed between polling opening and the response being submitted. Uncheck the box to remove response times in the report.

5 Click **Print** to print a hard copy of the reports.

- The Window Print Options appear. Click Print again, to print the report. To save the report follow ***How to Save a Report*** on page 50.

How to Save a Report

1. Follow steps 1 - 4 of ***How to Generate a Report*** on page 48.
2. Click **Save**.
3. Select **Save as HTML**or **Save as CSV**.
   - The HTML file will open in the default web browser.
   - The CSV file will open in Microsoft Excel. A CSV is a text only file.
4. Specify the **save location** and **name the file**.
5. Click **Save**.

Screenshots

How to Extract Screenshots

Before You Begin

To extract screenshots from a session file, Include Screenshots in the General Settings, must be set to True before starting the session.

1 Click the **Main Menu** button on the showbar.

2 Mouse over **Tools** and select **Extract Screenshots**.

3 Click **Browse...** to select a **session file**.

4 Click **Browse...** to select a **destination folder** for the screenshots.

5 Click **Extract**.

Depending on the number of screenshots being extracted, this may take a few moments.A message box will prompt when the screenshots have been extracted.

6 Click **OK** on the confirmation window.

> ***Note*** TurningPoint AnyWhere creates a folder within the destination folder named *Images From [Session Name]*. A screenshot from each poll in the session is now saved here.

7 Click **Close** or repeat steps 3 - 6 to extract screenshots from more session files.

10 Integrations

TurningPoint AnyWhere integrates with the following Management Systems:

- Blackboard
- Moodle
- Performance Matters
- Sakai
- Turning Technologies Web Registration Utility
- WebCT 6/Vista Editions

How to Login to a LMS

1. Click the **Main Menu** button on the showbar.
2. Mouse over **Tools** and select **Integrations**.
3. From the Management System drop-down menu select the desired **Management System**.
4. Enter the **Server URL** and click **Next**.
5. Enter the **Username** and **Password**.

> ***Tip*** Check the box next to *Save this information for future use* to avoid entering the information each time the Integrations window is opened.

6. Optionally, select the **Institution** from the drop-down menu and click **Next**.

Next Steps

Import a Participant List or Export Grades/E-mail Student Grades.

How to Import a Participant List

Before You Begin

The steps in ***How to Login to a LMS*** on page 52 must be completed.

1. Select **Import Participant List** and click **Next**.
2. Select the **course** to import a Participant List from and click **Finish**.
3. **Name** the Participant List, specify the save **location** then click **Save**.
4. A confirmation that the list was successfully imported will be displayed. Click **OK**.

Next Steps

For more information on Participant Lists see ***Participants*** on page 18.

How to Export Grades/E-mail Student Grades

Before You Begin

The steps in ***How to Login to a LMS*** on page 52 must be completed.

1. Select **Export Grades/E-mail Student Grades** and click **Next**.
2. Select the **course** to export to and click **Next**.
3. Choose the **session file** to upload grades from.
4. Check the box next to Add grades shown above to the gradebook and assign a column header and maximum value.
   - Optionally, check the box to e-mail individual results to students through WebCT/Blackboard and enter your e-mail address. Additionally, their is the option to Include Common Message.
5. Click **Finish**.

How to Export Session Data

TurningPoint Anywhere session files can be exported into a text file.The text file can be used to import the data into a variety of other applications.

The data from the session files can be exported in one of two ways:

Quick Export using a previously created export scheme...

1. Click the **Main Menu** button on the showbar.

2 Click **File** and select **Export Session Data...**

3 Select the radio button labeled **Quick Export using a previously created export scheme** and then select the export scheme from the drop-down.

> ***Note*** Export schemes that start with an (*) indicate a scheme that cannot be edited.

4 Choose a **session file**.

- Select the Current Session (in red text) to use the session currently open.
- Select a session file from the list of files.
- Select a session file from the backup session files.
- Import a session file from another location by clicking the down arrow next to Sessions and selecting Import Session.

5 Click **Save**

6 Specify a **name** and **location** for the exported file and click **Save**.

7 Click **OK** on the confirmation window.

8 Click **Finish** to exit the Export Wizard.

Create or Edit Export Schemes...

1 Click the **Main Menu** button on the showbar.

2 Click **File** and select **Export Session Data...**

3 Select the radio button labeled **Create or Edit Export Schemes**.

4 Choose a **session file**.

- Select the Current Session (in red text) to use the session currently open.
- Select a session file from the list of files.
- Select a session file from the backup session files.
- Import a session file from another location by clicking the down arrow next to Sessions and selecting Import Session.

5 Click **Next**.

The Export window displays a tabbed view to specify the data to be used.

- The text of the questions and answers.
- Participant information, such as names and groups, defined in the Participant List.

- Participants' responses to the questions.
- Participants' scores.

6 To include the question and answer data, specify which particular questions to include by checking the boxes on the **Questions & Answers tab**.

By default, all questions are checked and will be included.

Answers to the selected question are displayed on the right. Correct answers are in green text and incorrect answers are in red text.

7 Select the **Participant Information tab**.

The Export Data window displays the Participant Info tab.

8 To include the participant information, select which fields from the Participant List to include by checking the boxes on the **Participant Information tab**.

To view the information from the Participant List, press the F5 key or right-click in the window and select Refresh Participant List Data. This displays the Participant List and shows the fields available to include in the exported data.

Any of the information defined in the Participant List can be included.

9 Select the **Responses tab**.

The Export Data window displays the Responses tab.

10 To include the responses, choose whether to **Show Responses Horizontally** or **Show Responses Vertically** on the Responses tab by selecting the option from the drop-down menu in the bottom right corner of the window.

Show Responses Horizontally will group the response data by question in the exported file. Show Responses Vertically will group the response data by participant in the exported file.

11 Select the **Scores tab**.

12 To include the scores, specify the following settings:

- Select whether to calculate scores based on Correct/Incorrect values or based on point values.

  If scores are based on Correct/Incorrect values, the percentage score is calculated by dividing the participant's number of correct answers by the number of total answers. If scores are based on point values, the percentage score is calculated by dividing the participant's number of correct answers by the point value specifed in the box provided.

- Select to show scores as percentages, as letter grades, as point values, or any combination by checking the boxes.

  Any or all of these ways of representing the scores in the exported file can be included.

- Specify the grading scale by selecting ranges for the letter grades from the drop-down menus.

The default ranges show a typical grading scale. Grading scales can be altered by selecting a new range. To change values upward (grade on a stricter scale), start from A and work down the list to specify the ranges. To change values downward (grade on an easier scale), start from D and work up the list.

- Designate questions as bonus questions (not to be included in the score totals) by checking the boxes.

  Questions designated as bonus questions are not included in the total number of questions for calculating scores, but are included in a participant's number of correct responses.

13 When finished modifying the settings on the applicable tabs, click **Next**.

The Export Data window displays a group of settings for specifying the format of the exported file.

There is an example export at the bottom of the window showing a sample based on the settings specified. Observe this example the format settings are changed in the next few steps to ensure it matches your expectations.

14 Specify the **order of the fields** in the exported file by moving the fields up and down the list, by selecting the field and dragging it to the desired location.

Additionally, two fields can be joined together or include blank fields in the exported file. Use the down arrow button below the list of fields to insert a blank field or join one or more fields. Blank fields can be moved and joined to fields up and down the list just like the other fields.

A blank field puts a blank separator between fields. Depending on how the exported file will be used, some data may need separated with blank fields.

A join field joins the previous field and the following field into a single field. or example, this maye be done to the the First Name and Last Name fields.

15 Specify whether to create a **delimited or fixed-width file**.

A delimited file includes a “delimiter” between each of the fields. A comma, semicolon, tab, space, or user defined delimiter can be selected.

A fixed-width file uses fields of a specified width (number of characters).Widths for the fields can be chosen.

The format you chosen depends on how the exported file will be used.

16 Specify whether to use **double quotes**, **single quotes**, or **no quotes** to enclose the text in fields.

> ***Note*** Either double or single quotes should be used for the text qualifier if exporting a fixed-width file or using spaces as delimiters in a delimited file. Without quotes, the field boundaries in the exported file will be impossible to interpret correctly.

17 When finished modifying the settings for the format of the file, click **Next**.

The Export Data window displays the data in the format to be exported.

Below the data is a down arrow in the bottom left corner. Click the down arrow and select to save the export as either a text file (.txt) or an export scheme (.tpx) to be used with other session files.

18 To save the export data, click the **down arrow** and select **Save Export (.txt)**.

A window opens for a location and filename to be entered for the exported file.

19 Specify a **name** and **location** for the exported file.

20 Click **Save**.

Optionally, click Save Scheme (.tpx) to create an export schemes can be reused to save the data from other session files in the same format. Specify a location and filename for the export scheme in the same way.

21 Click **OK** on the confirmation window.

22 Click **Finish** to exit the Export Wizard.

Contact Us

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

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

From within the contiguous United States, Customer Service can be reached toll-free by calling 1.877.726.4602.

If calling from outside the United States place call + (1) 330 746 3015.

Customer Service may also be reached via e-mail at support@turningtechnologies.com. Please note, it may take up to 2 business days for a reply if contacted via e-mail.