Clickers –TurningPoint Cloud

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Follow up:

> If you have questions regarding this instructional technology, please contact the ITS Help Desk at its-helpdesk@uiowa.edu.

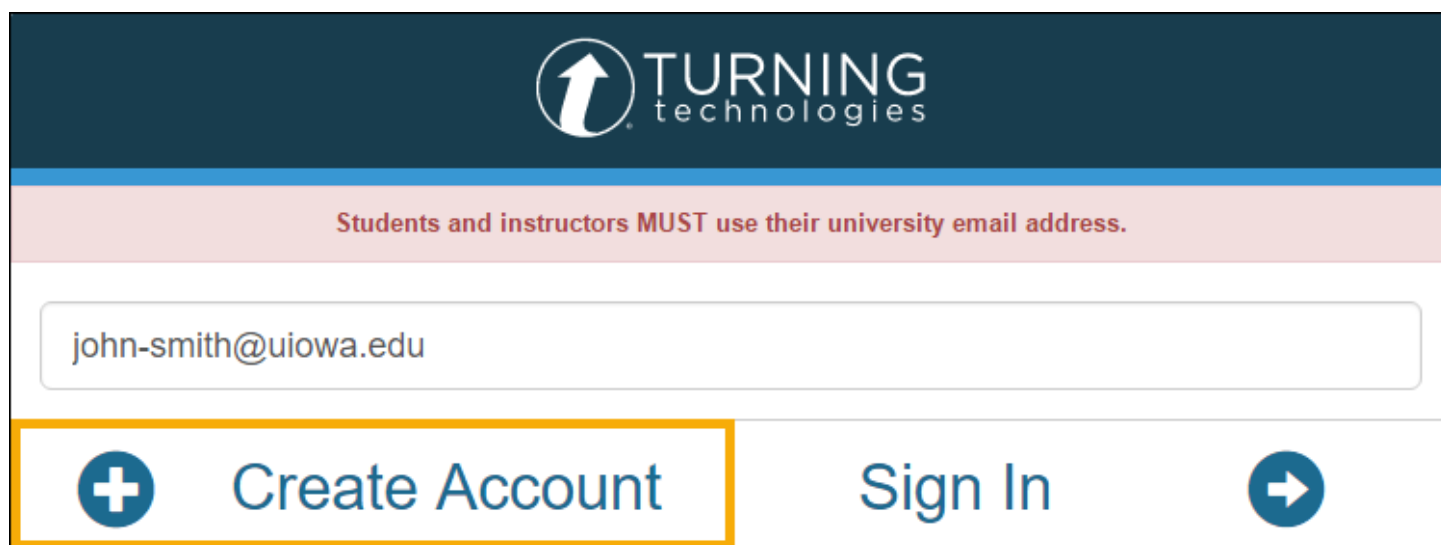> For future events and trainings, please refer to https://teach.its.uiowa.edu/events/upcoming.

Getting Started

To run a successful TurningPoint session, you need:

- A TurningPoint Instructor Account
- A Question List or PowerPoint Presentation
- A ResponseWare Session
- An ICON TurningPoint Module
- An ICON Class/Participant List

Create a TurningPoint Instructor Account

To create a TurningPoint instructor account, go to https://instructor.turningtechnologies.com and enter your University of Iowa e-mail address. Click Create Account. If you already have an account, click Sign In.

Download TurningPoint Cloud Software

TurningPoint software is free for all University of Iowa instructors with a TurningPoint account. For installation on your campus office computer, please work with your local IT. For installation on a personal computer, go to https://instructor.turningtechnologies.com and log in with your University of Iowa e-mail address.

Note: We are currently on version 7.5. Please **do not** download version 8 as it is not supported on campus yet.
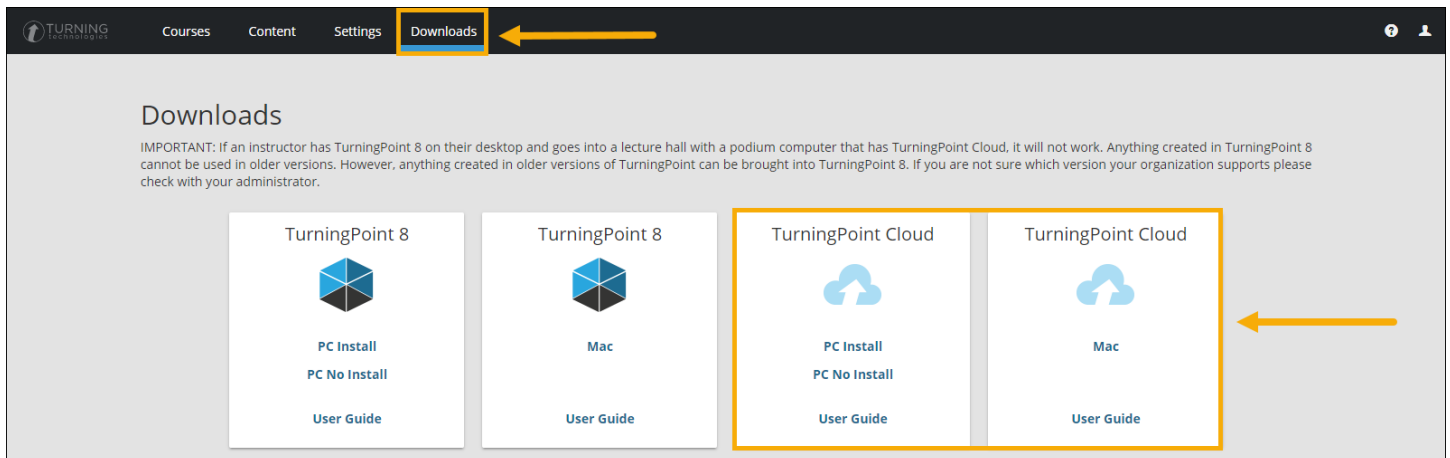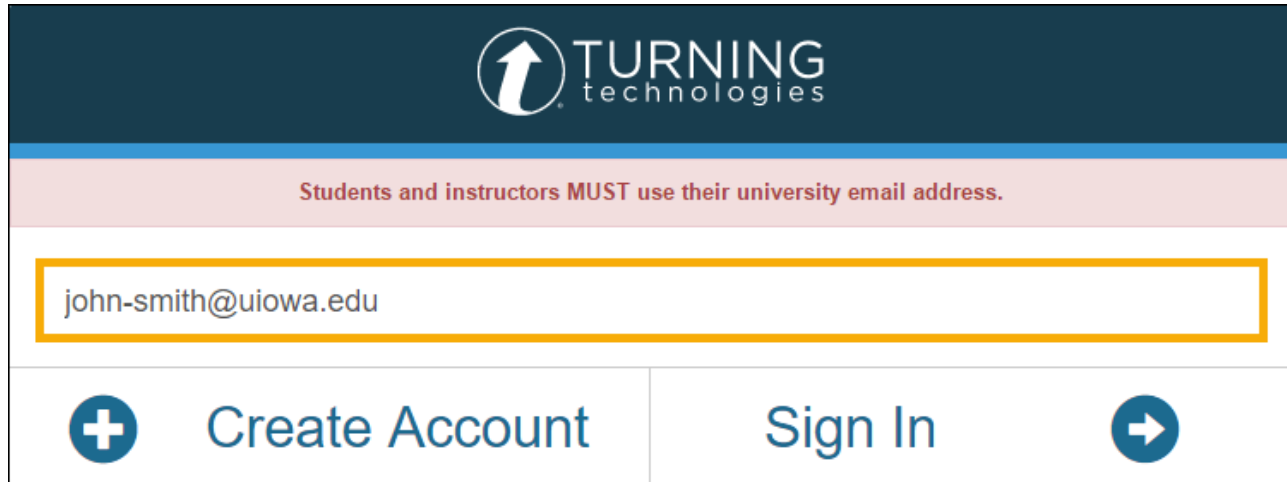
EXERCISE ONE – Launch TurningPoint

1. Click **Start** in the lower-left corner of the computer screen.
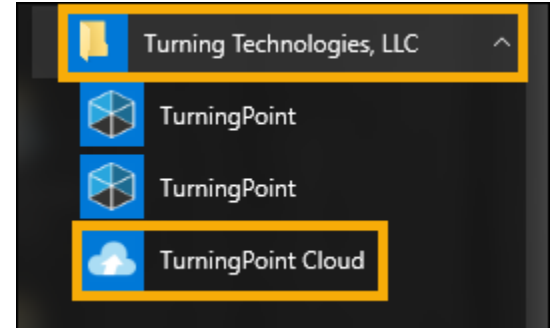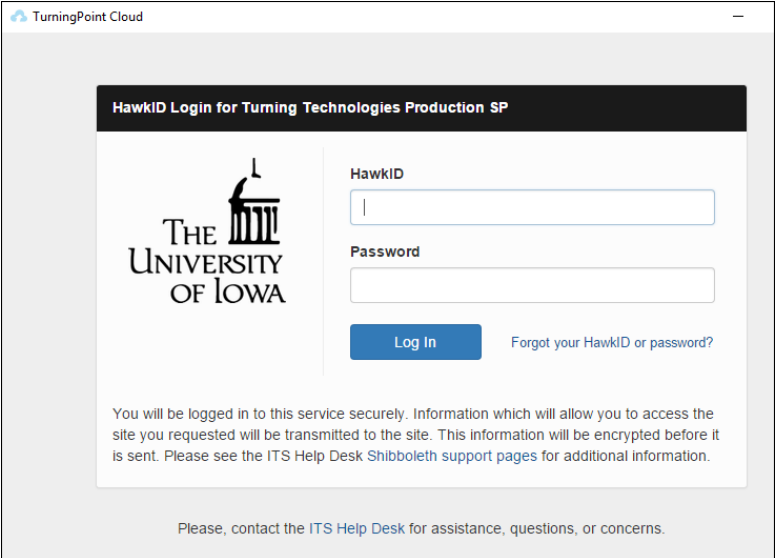
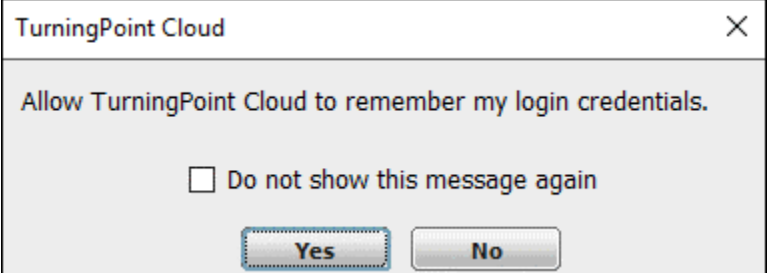1. Navigate to the **Turning Technologies, LLC** folder.
2. Select **TurningPoint Cloud**.

3. Log in with your **Hawk ID** and **password**.

4. You may see a message prompting you to **Allow TurningPoint Cloud to remember my login credentials**. We do not recommend using this option on a shared computer.

5. **TurningPoint Cloud Dashboard** will launch.
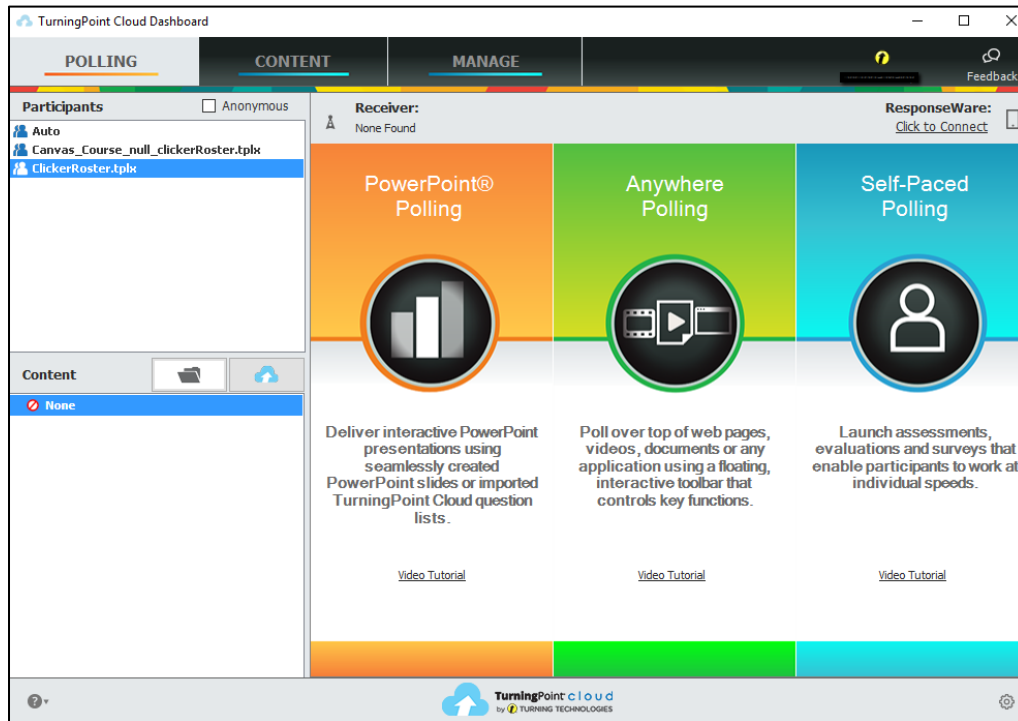
We will cover **PowerPoint Polling** and **Anywhere Polling**.

For Self-Paced Polling, please refer to http://help.turningtechnologies.com/TurningPointCloud/PC/

NOTE: For Exercise 2 and 3, you can either create the question list in TurningPoint Cloud or create the slides in PowerPoint polling.

EXERCISE TWO – Create a Question List

An advantage of using a Turning Point Question List is that can be used in both PowerPoint Polling and Anywhere Polling.

1. In the TurningPoint Cloud Dashboard, select the **Content** tab.
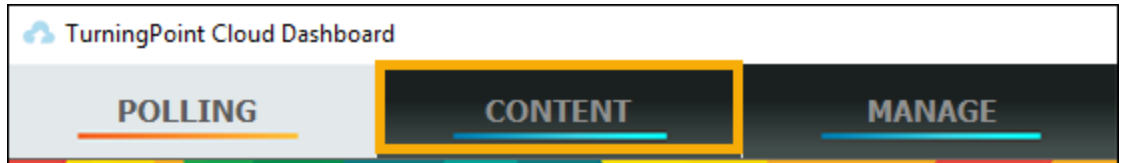
2. Click **Content → New → Question List**.
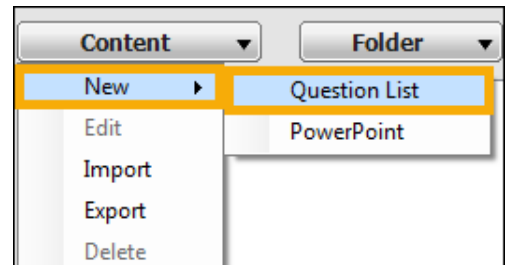
3. **Name** your Question List, "**My Training Question List**."

4. Formatting options for questions are available under **Preferences** in the Question List Wizard.

5. Click **Save**.
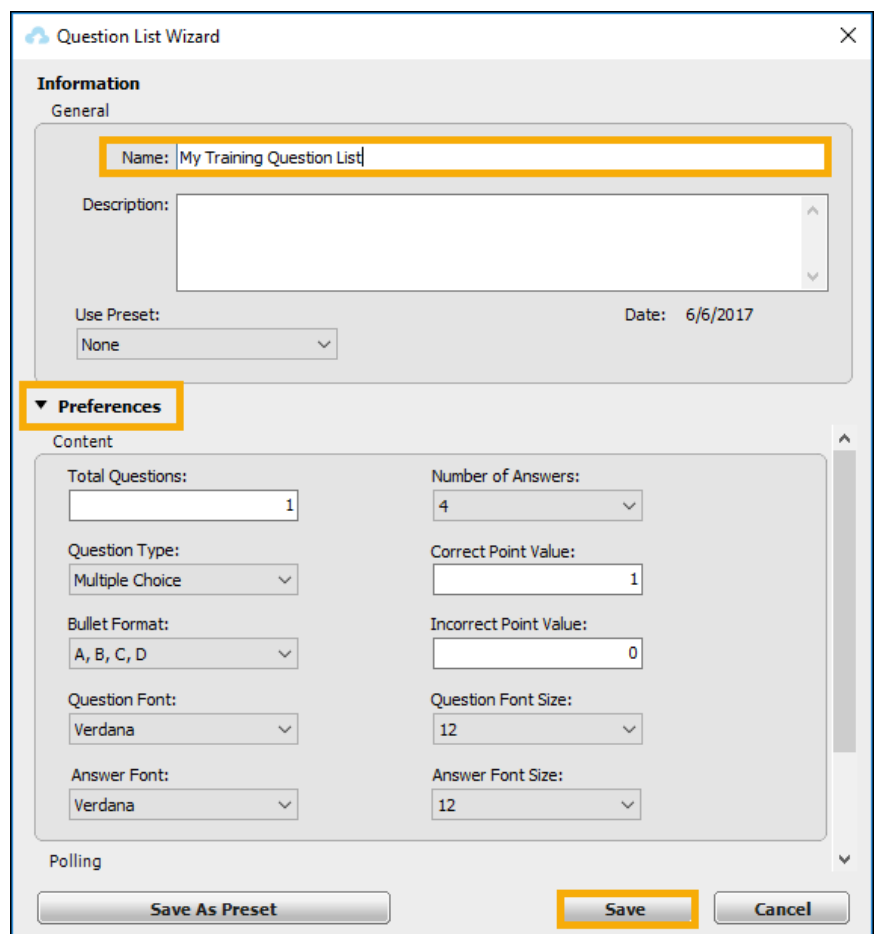
6. Click **Question → Add** or press **Ctrl + N** until you have three questions.

7. To edit a question, double click on it or click the pencil icon 🖊.
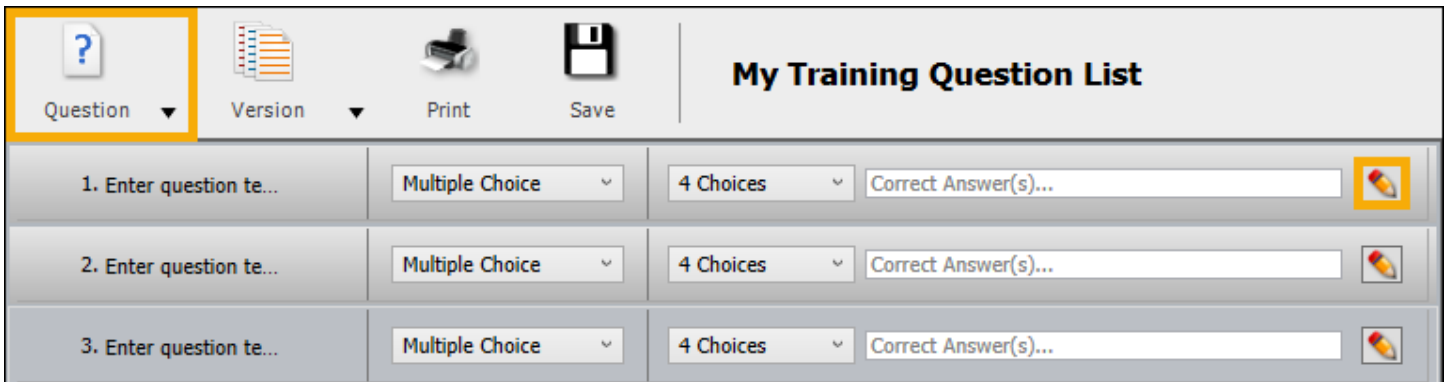
8. Type the questions below in the **Enter question text** field. Type the answer choices in the **Enter Answer Text** field.
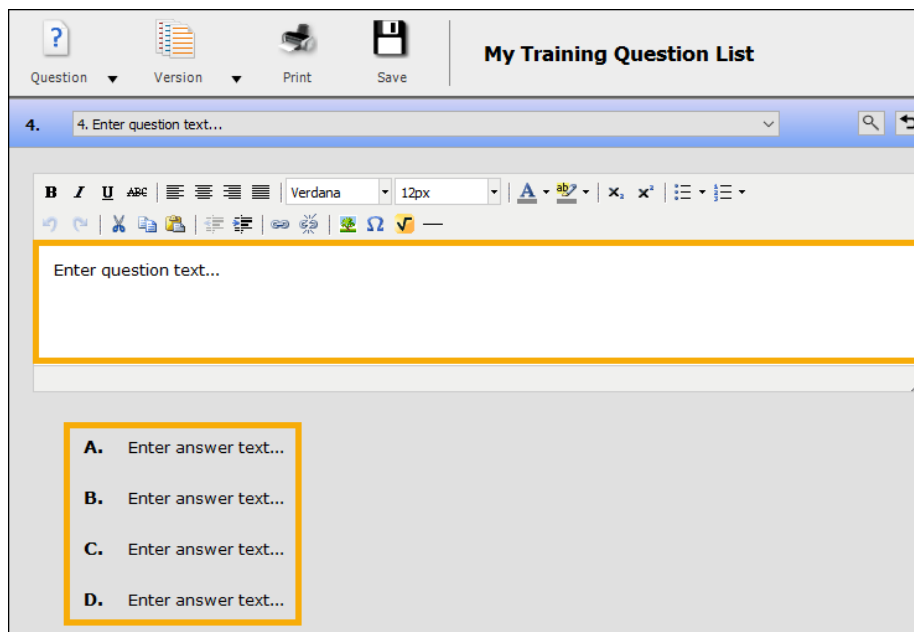
Question 1: Which is the highest mountain peak in the world?
    a. Mt. Kilimanjaro
    b. Mt. Everest (correct answer)
    c. K2
    d. Makalu

Question 2: When do we celebrate Independence Day?
    a. July 4 (correct answer)
    b. December 25
    c. January 1
    d. October 30

Question 3: Which of these is a National Holiday?
   a. Christmas (correct answer)
   b. Independence Day (correct answer)
   c. Martin Luther King Day (correct answer)
   d. Memorial Day (correct answer)

9. Mark the **correct answer(s)** in the right pane and click **Close**.
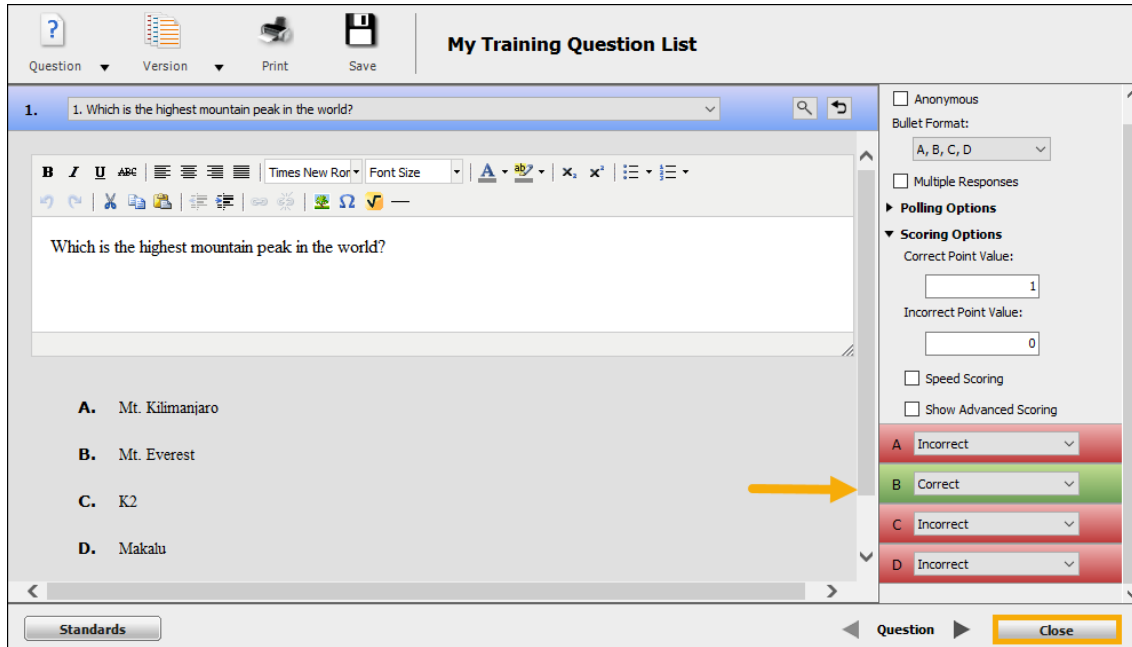
10. Click **Save and Close** after editing the questions to return to the question list.
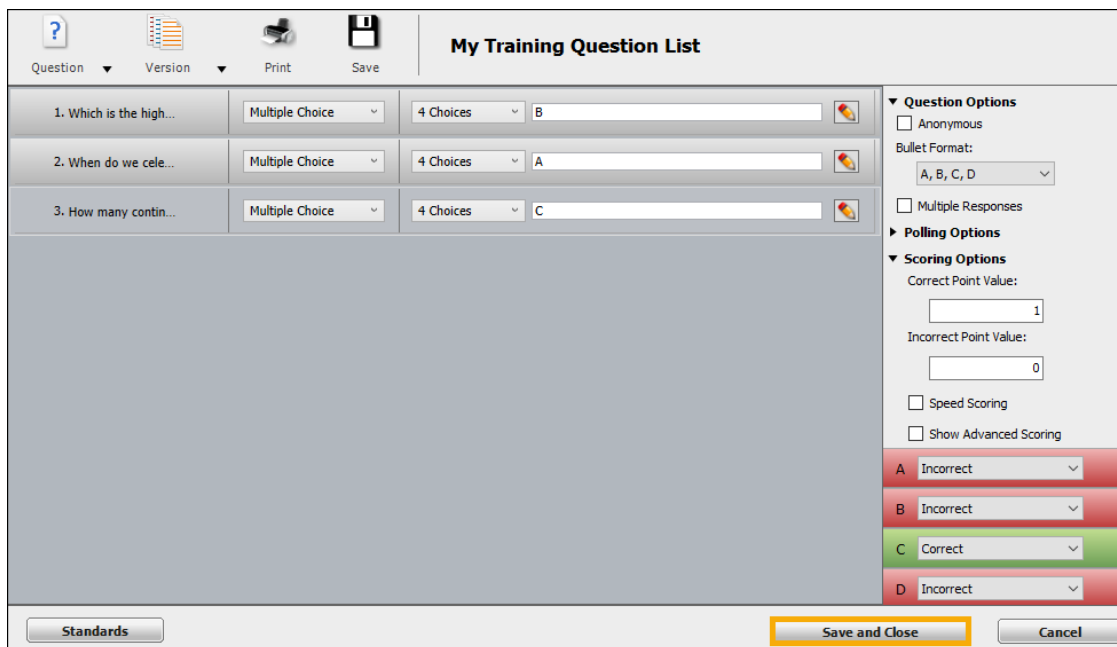
EXERCISE THREE – Create Slides in PowerPoint

An alternative to using a Question List is to create slides directly in PowerPoint.

1. After you close the question list, you will return to the TurningPoint Cloud Dashboard.

2. Select the **Polling** tab.

3. Select **My Training Question List** in the lower left box under **Content**.
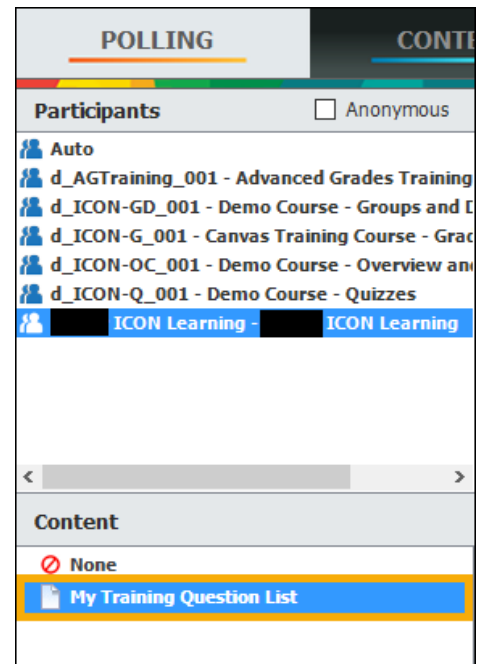
4. Click **PowerPoint Polling** from the dashboard.
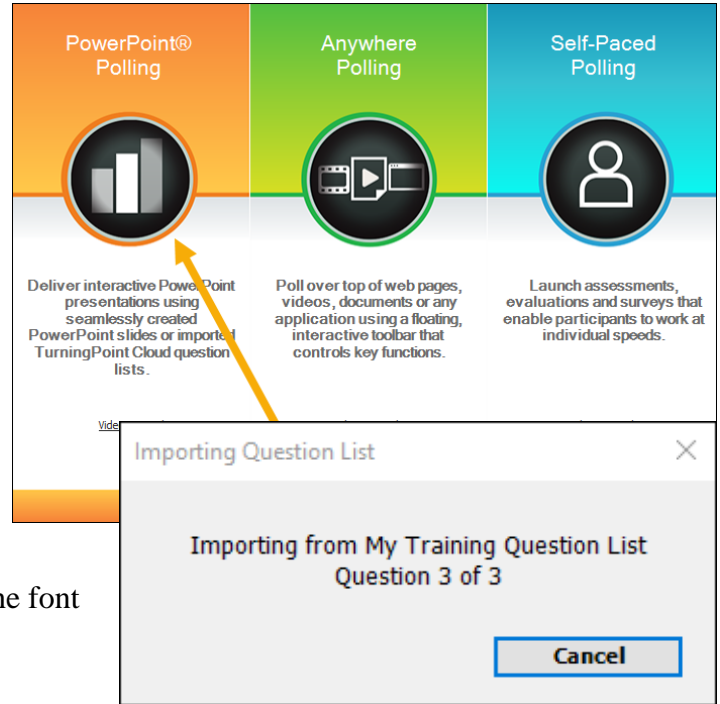
5. You may see a pop-up window about **Importing Question List**. If your list has many questions, this may take a minute or two to import.

   Note: In the imported slides, you may have to adjust the font and/or position of the response graph.

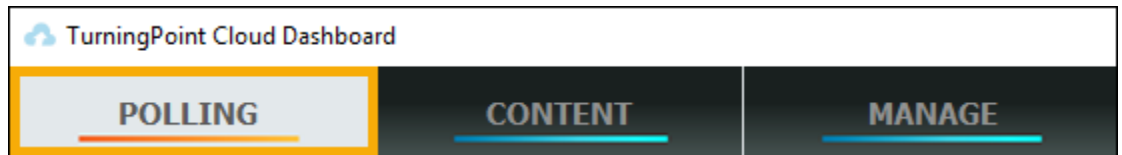6. From the TurningPoint Cloud ribbon in PowerPoint, select **New → Numeric Response**. A numeric response can have up to 16 characters.

7. In the new slide (Slide 4), type, "**In which year was the University of Iowa founded?**" in the question text box.
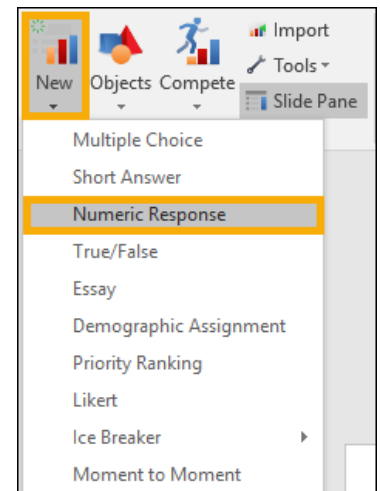
8. In the TurningPoint Cloud Slide Pane on the right, enter **1847** in the **Acceptable Value** field. A Numeric Response question will allow a range of answers. Enter an **Acceptable Range** of 1845 to 1850 for this question.
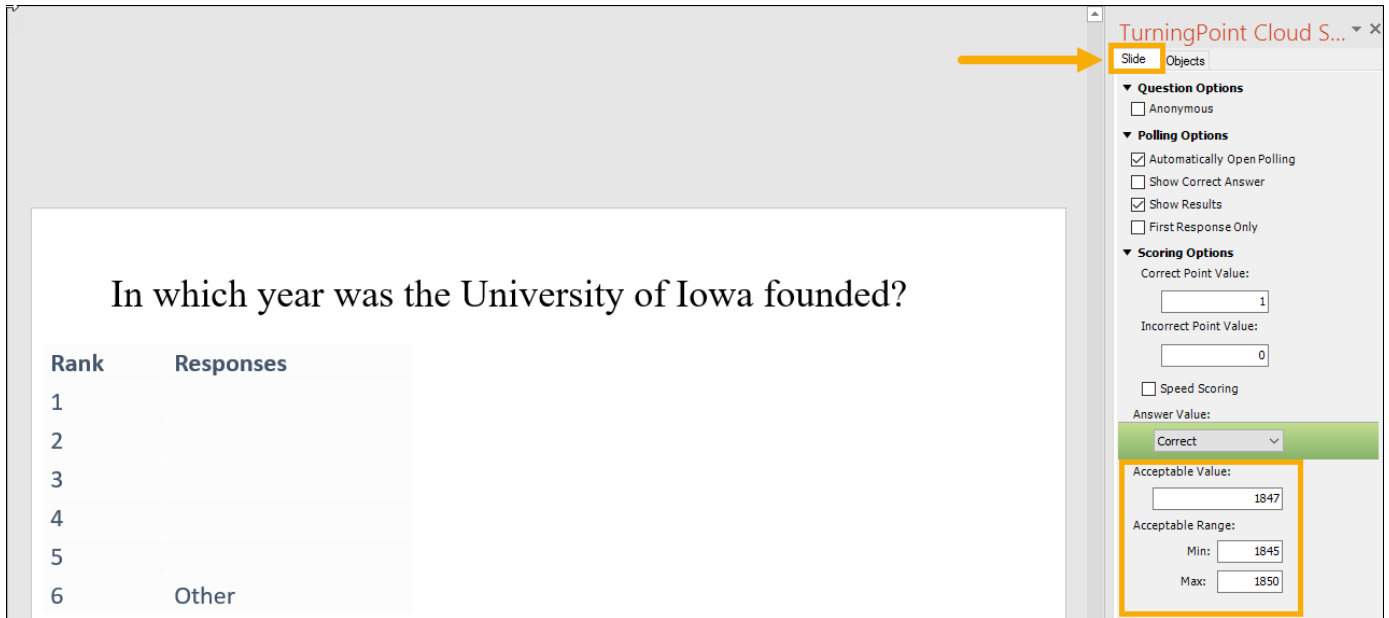
9. Select **New → Short Answer**. A short answer response can have up to 160 characters.
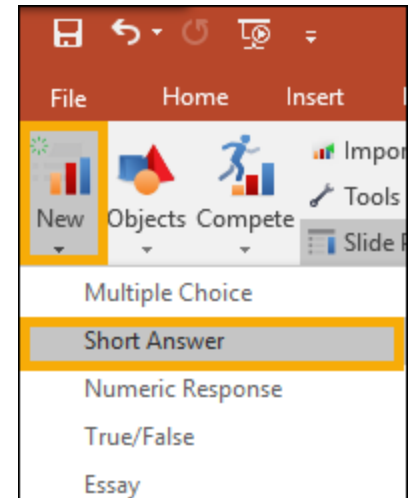
10. In the new slide (Slide 5), type, "**Who is the mascot of the University of Iowa?**" in the question text box.

11. In the TurningPoint Cloud Slide Pane, under **Correct Keyword(s)**, enter **Herky; Herky the Hawk**.

12. You have the option to **Enforce Capitalization**, which will mark responses without proper capitalization as incorrect.

For more information on other question types, please refer to the TurningPoint Cloud documentation:

http://help.turningtechnologies.com/TurningPointCloud/PC/

http://help.turningtechnologies.com/TurningPointCloud/Mac/
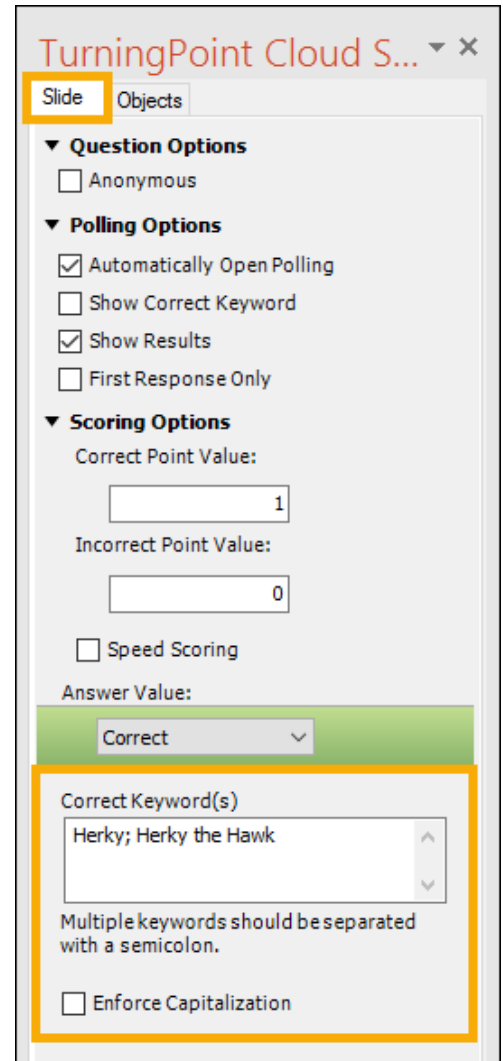
EXERCISE FOUR – Scoring Options

Assign points and set one or more correct answers per slide.

1. Select the **Mountain Peak** slide (Slide 1) in PowerPoint.

2. You should see the TurningPoint Cloud Slide Pane open to the right of the TurningPoint window. If it does not, click **Preferences**.

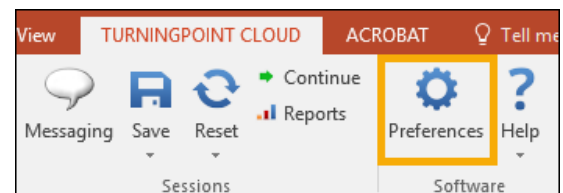3. Under **Scoring Options**, change the **Correct Point Value** to 1.

4. Leave the **Incorrect Point Value** at 0.

5. Click the **No Value** dropdown next to **B** and select **Correct**. You will notice that when you change one answer to Correct, the other values become Incorrect by default, unless you change them.

6. Repeat **steps 3-5** for the **Independence Day** slide (Slide 2).

7. The correct answer for the Independence Day slide is **A**.

8. Go to the **National Holiday** slide (Slide 3).

9. Change the **Correct Point Value** in the **Scoring Options** area to 0.

10. Leave the **Incorrect Point Value** as 0.

11. Under **Scoring Options**, set all answers to **Correct.**

12. **Save** the PowerPoint to your H: and/or flash drive.
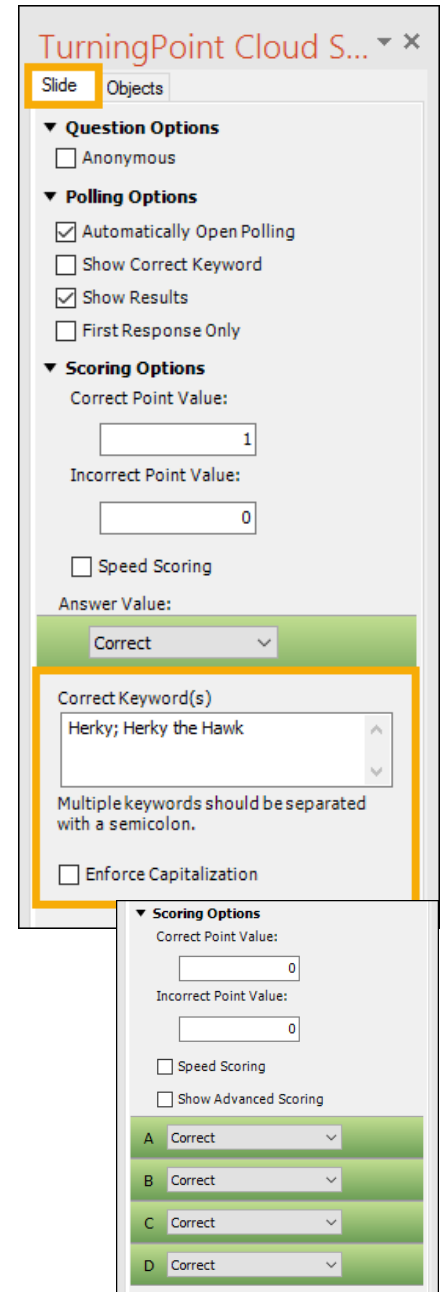
EXERCISE FIVE – Add Objects to Question Slides

TurningPoint Objects can be added to slides to change response graph types, prompt users to answer within a set time limit, and/or indicate correct answers.

Change Response Graph Type:

1. Select the **Mountain Peak** slide (Slide 1) in the slide
   navigation pane on the left.
2. Go to **Objects → Charts → Horizontal**. The response graph
   will change from vertical to horizontal.
   Feel free to experiment with the other chart types.
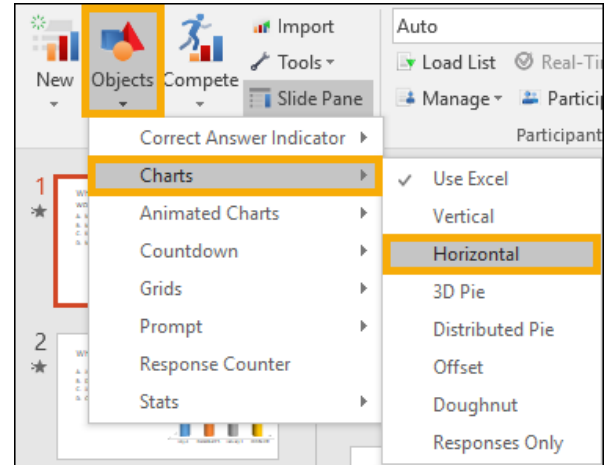
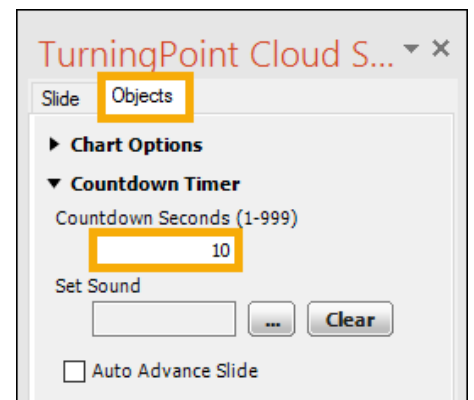## Add Countdown Timer:

1. Select the **Independence Day** slide (Slide 2).
2. From the menu bar, select **Objects → Countdown → Clock**.
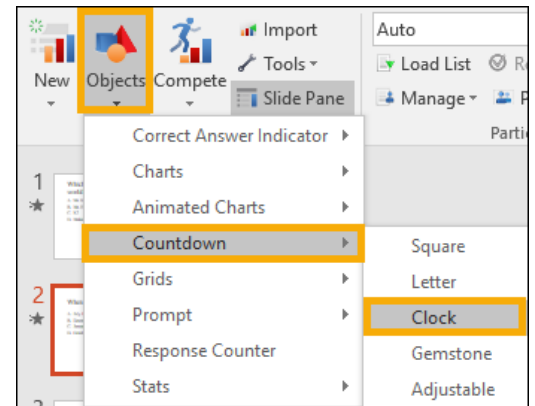
3. By default, the timer reads **30** seconds.
4. In the TurningPoint Cloud Slide Pane, select the **Objects** tab.
5. In the Countdown Properties window that opens, change **Countdown
   Seconds** from **30** to **10**.
6. Click the slide. The clock will now display 10 seconds.

Add Correct Answer Indicator:

7. Return to **Objects → Correct Answer Indicator →**
   Checkmark.

   Note: You must have a correct answer set before an indicator
   can be added to your slide. See Exercise Five – Scoring
   Options.
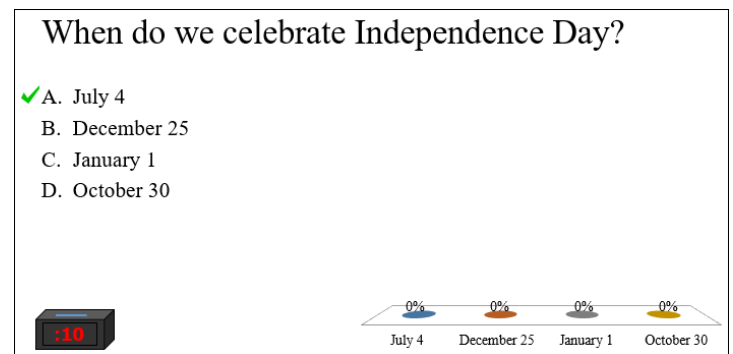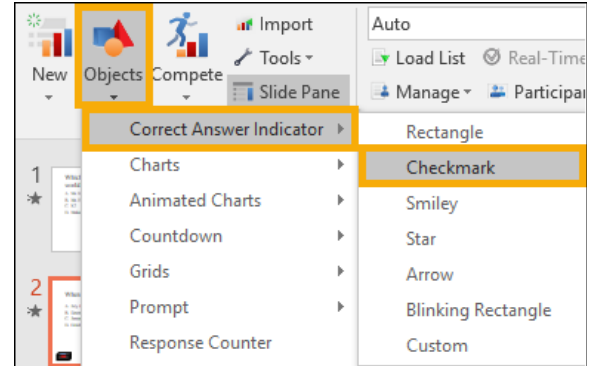
8. **Save** the PowerPoint to your H: and/or flash drive.

EXERCISE SIX –Demographic Comparison

1. Select the last slide in your PowerPoint presentation.

2. Click **New → Demographic Assignment**.

3. Click on the Demographic Assignment slide and type, "**What is your ideal temperature?**" in the question text box.

4. Add the following answer options:

   - **60 – 65 degrees**

   - **65 – 70 degrees**

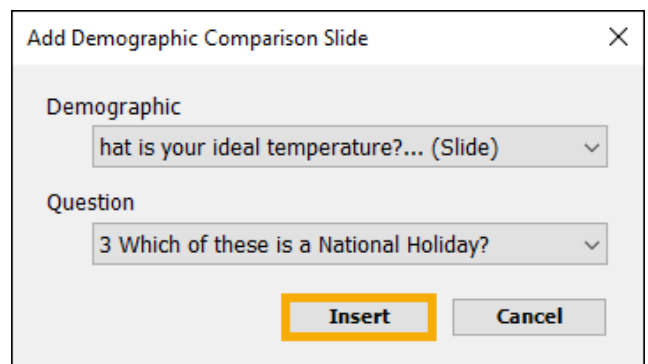   - **70 – 75 degrees**
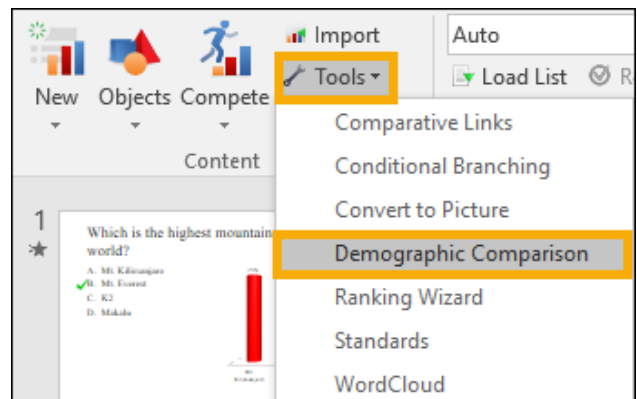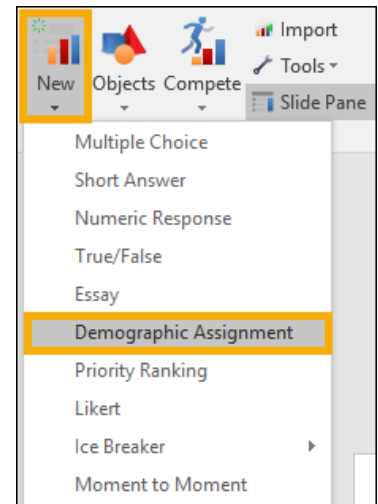
   - **75 – 80 degrees**

   - **Above 80 degrees**

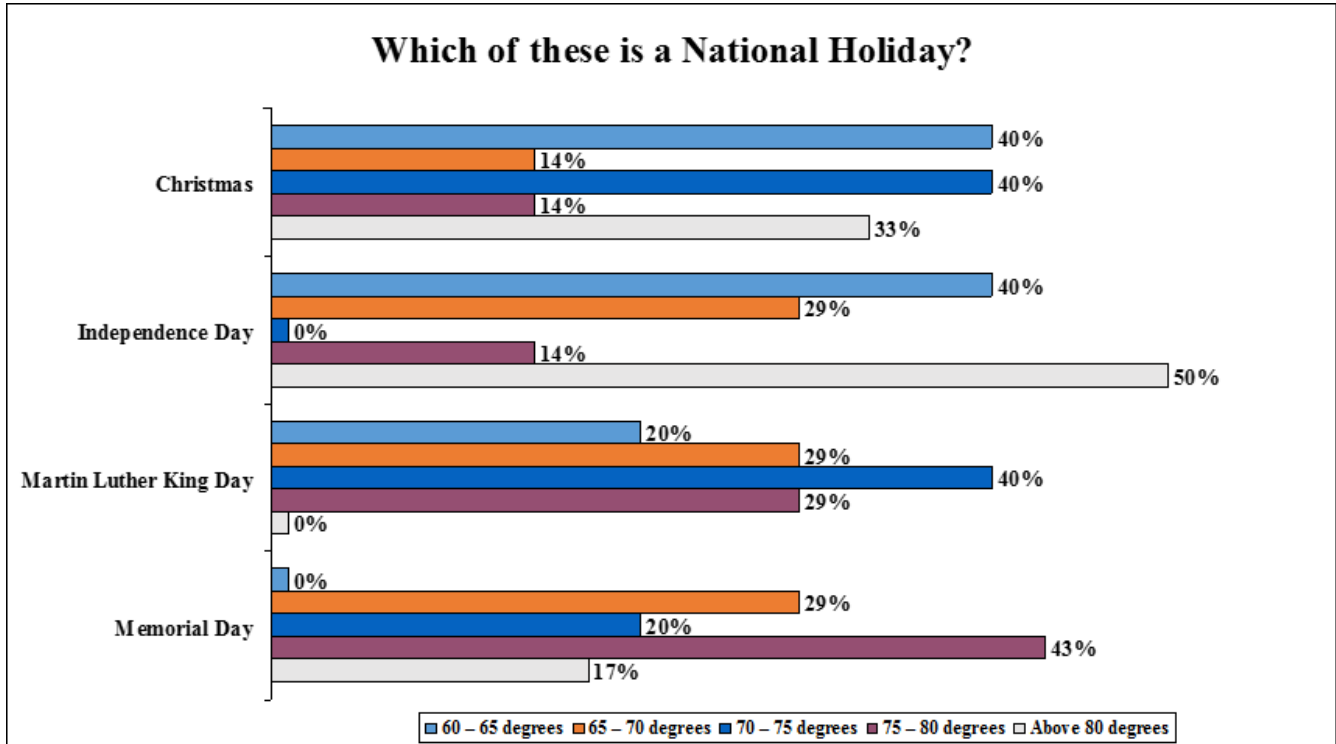5. Click **Tools → Demographic Comparison**.

6. In the **Demographic** drop down menu, select the temperature question slide.

7. For the **Question** dropdown, select "Which of these is a National Holiday?" question. Click **Insert**.

8. The slide you just added will populate a demographic comparison graph **after** you run your presentation in slideshow mode.

   Note: The demographic question answers are indicated by the color key at the bottom of the demographic slide, and the answer choices are listed next to each bar in the bar graph. The demographic responses are indicated by the colored bars. Percentages for each demographic variable add up to 100%.

   Note: You may want to use anonymous settings when polling sensitive questions.

Which of these is a National Holiday?

Christmas
- 40%
- 14%
- 40%
- 14%
- 33%

Independence Day
- 40%
- 29%
- 0%
- 14%
- 50%

Martin Luther King Day
- 20%
- 29%
- 40%
- 29%
- 0%

Memorial Day
- 0%
- 29%
- 20%
- 43%
- 17%

☐ 60 – 65 degrees ☐ 65 – 70 degrees ■ 70 – 75 degrees ■ 75 – 80 degrees ☐ Above 80 degrees

Important Note:

TurningPoint has three **polling options** for tracking responses:

- **Anonymous** collects responses, but does not identify the participants.
- **Auto** collects responses and the device's information they were delivered by.
- A pre-loaded **participant list** identifies the responses by device ID number and other variables, like the clicker owner's name.

It is very important to **not use the Anonymous** participant list if you plan to use the results for grading. If you forget to run a session with a pre-loaded participant list, you can pair the session data with your list later, as long as you run the session in Auto mode.

EXERCISE SEVEN –Anonymous Polling

Collect anonymous data for the presentation or question(s).

1. To enable anonymous polling, select **Anonymous** from the dropdown menu that reads Auto under **Participants** in the TurningPoint Cloud ribbon. This will allow you to collect participant data anonymously for the **entire presentation**.
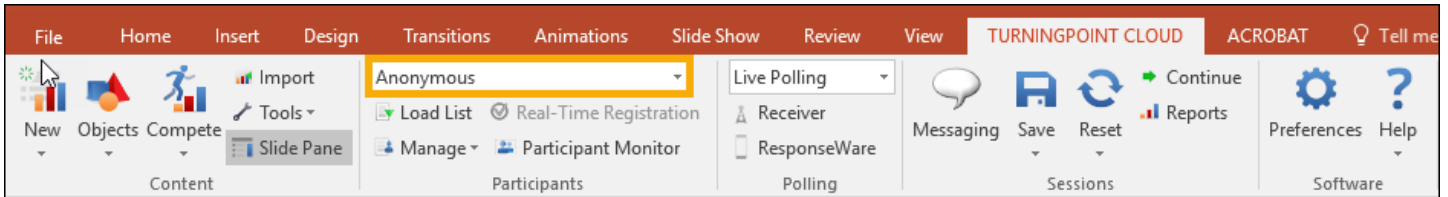
2. To set Anonymous polling for an **individual slide**, click on the slide and check **Anonymous** under **Question Options** in the TurningPoint Cloud Slide Pane.
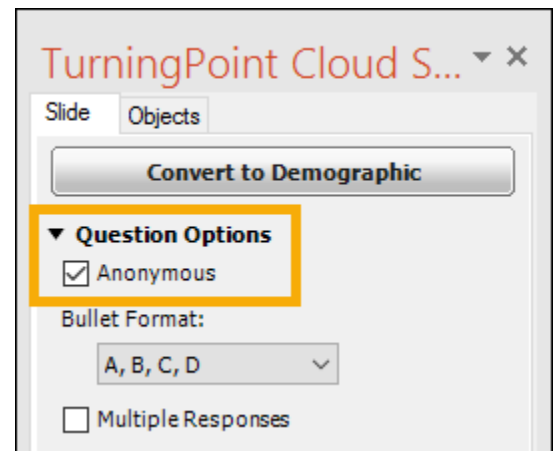
3. You can also set anonymous polling while running your presentation by clicking the Anonymous button in the PowerPoint Polling Showbar.
   Note: Polling must be open, and not already in an Anonymous state, for the anonymous button to be active.

4. We will learn how to run/test a presentation in Exercise Nine.

EXERCISE EIGHT – Enable ResponseWare

ResponseWare must be enabled for students to participate in a session.

1. In the top-right corner of the TurningPoint Cloud Dashboard, locate **ResponseWare → Click to Connect**.
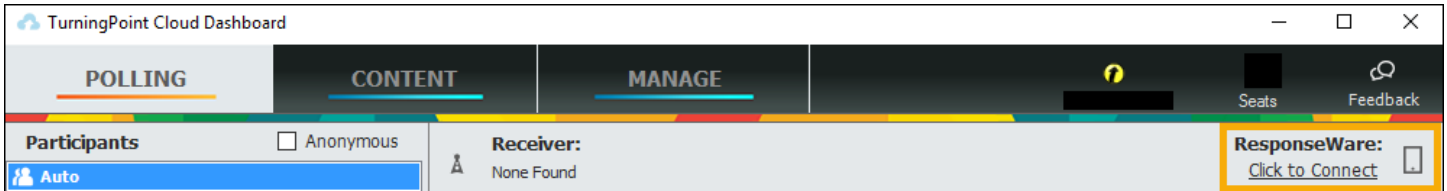
2. In the ResponseWare Session window, click **Session Options** to set or edit settings for your session.

   Note: Session Options cannot be changed during a session.

   - **Participant Messaging**: Instant messaging with students.

   - **Participant Question Display**: Deliver question and answer details to students' devices, or response buttons only.
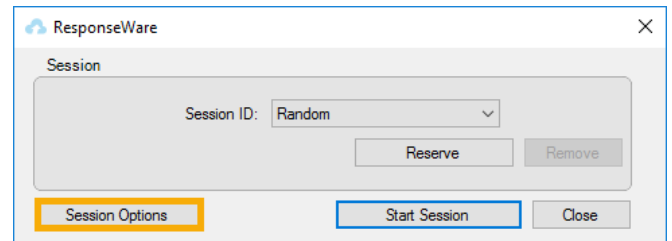
3. Click **Save** to continue.
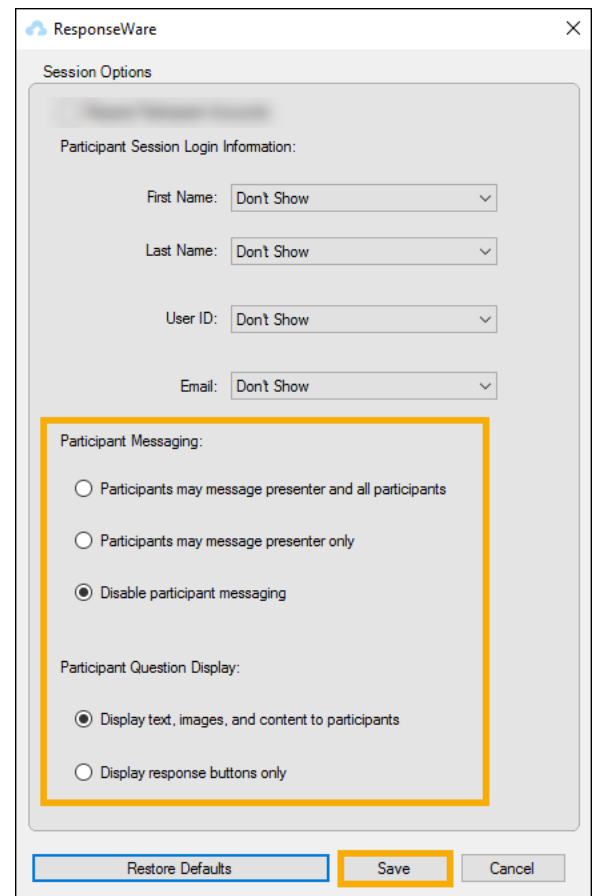
4. To use an already reserved ResponseWare session ID, click the dropdown arrow for Session ID.

5. To **Reserve** a unique Session ID follow the steps below:

    a) Click **Reserve**.

    b) Enter a unique Session ID between 4 and 14 alpha or numeric characters. It must contain at least one letter. For example, PSY101.

    c) Click **Reserve**.

6. Click **Start Session** to begin.
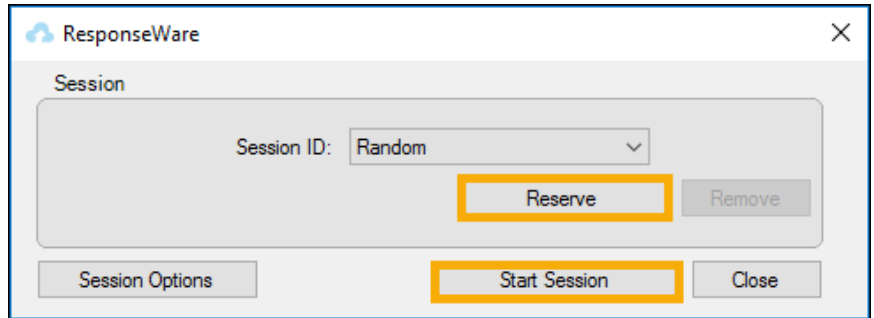
7. The **Session Status** window will open. This window does not need to stay open while you poll. Click **Close** to continue. You can click **End Session** once you are done with your presentation and have saved your session data.
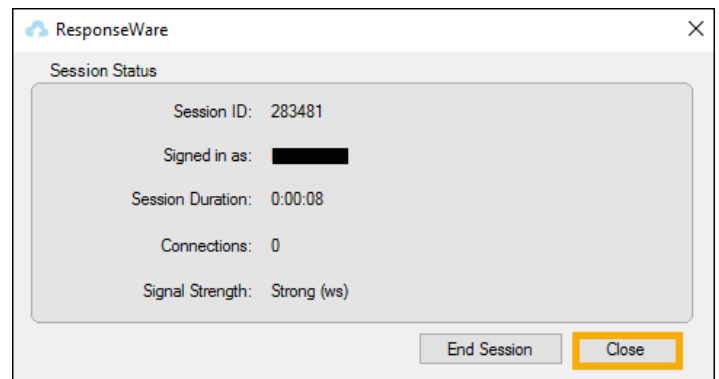
8. **Share** your ResponseWare session ID with your participants.

EXERCISE NINE – Test the Presentation

Best Practice: *Always reset your session before testing or polling in class, unless you are using the* ***Continue Prior Session*** *feature. This will remove any previously collected response data and prompt to save existing data.*

1. In PowerPoint, click **Reset → Session** from the TurningPoint Cloud ribbon.
2. If you have any existing data you wish to keep, click **Save**.
3. Change **Live Polling** to **Simulated Polling** in the **Polling** drop down menu.
4. Select and highlight Slide 1 in the slide navigation pane.
5. Run your PowerPoint in **Slide Show** ⬚ mode.
6. Click *slowly* through each polling slide, waiting for the **Responses** to change from 0 to 30, before clicking again.
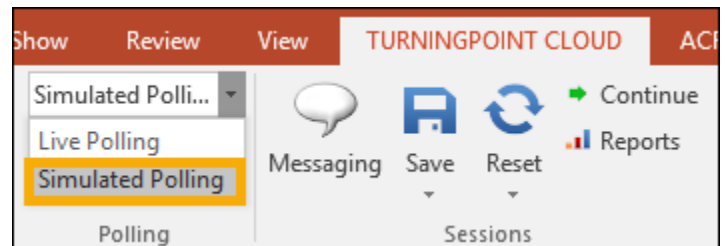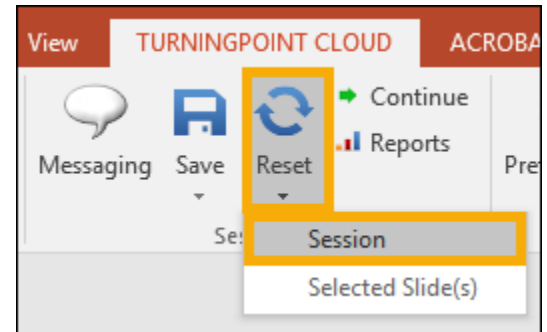
7. When you have polling open, the PowerPoint Polling Showbar allows you to do the following:

   a. Minimize / Maximize the Showbar

   b. Re-poll Question - Clears responses and accepts new responses for currently displayed question. Both original and additional responses are saved.

   c. Response Display - Displays participants and their responses in real-time.

   d. Show / Hide Response Grid - Indicates which participants have responded.

   e. Insert / Start / Pause / Adjust countdown timer

   f. Insert New Question Slide

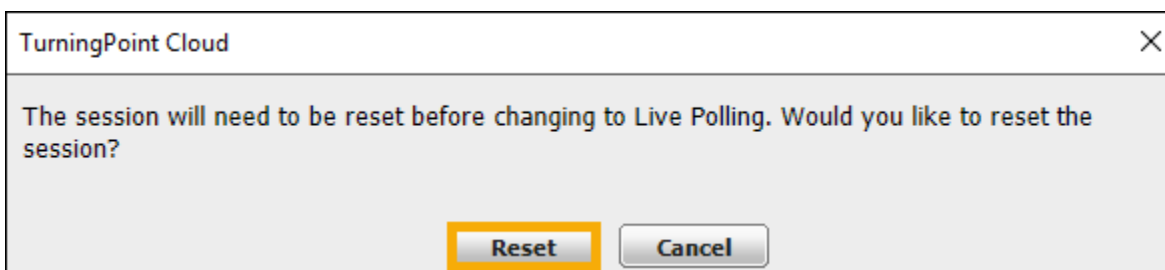   g. Open an Attendance Poll - Students can press any button on their device to be marked present.

h. Set Anonymous - Marks the current slide as anonymous. This action cannot be reversed.

i. Delete Last Question Polled - Deletes the response data from the current question. This does not reset the chart, and the original results may be viewed in PowerPoint but the response data is not saved with the session.

j. Display Participant Monitor - Displays question information, participant information and participant question details.

k. Show / Hide connection info - Displays session ID.

l. Display Messaging Window

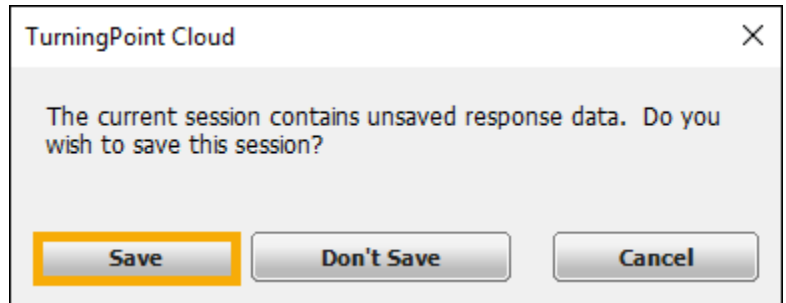8. When polling is closed, you have the following additional options:

a. Toggle Response Count - Displays responses as percentages or response counts.

b. Re-poll Question - Both the original and new responses are saved.

c. Data Slice - Allows the chart to display only the section of responses that correlate to chosen responses from previous slides

d. View Original Chart - Use this command after using the Toggle Response Count or Data Slice commands to return the chart to its original appearance.

9. When finished, change the **Simulated Data** dropdown back to **Live Polling**.
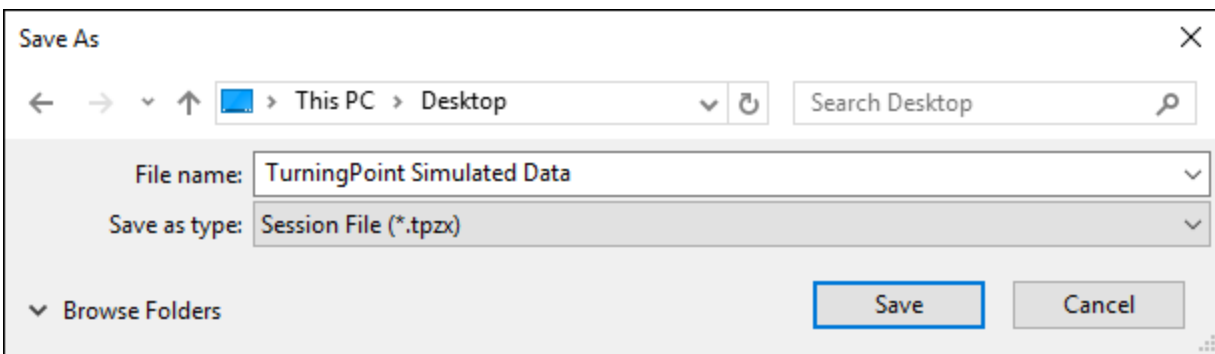
10. Click **Reset** to reset the session.

TurningPoint Cloud	×
The session will need to be reset before changing to Live Polling. Would you like to reset the session?	
Reset Cancel	

11. Click **Save**. Normally, we would delete the simulated data, but we will use this data in the next exercise.

TurningPoint Cloud   ✕

The current session contains unsaved response data. Do you wish to save this session?

| **Save** | **Don't Save** | **Cancel** |

12. Save the data to the desktop and name it **TurningPoint Simulated Data.** TurningPoint will attempt to save to a Session Folder, but to practice importing session data we will save it to the desktop.

Save As   ✕

← → ∨ ↑ ▢ > This PC > Desktop   ∨ ↻   Search Desktop   ♀

File name: TurningPoint Simulated Data   ∨
Save as type: Session File (*.tpzx)   ∨

∨ Browse Folders   Save   Cancel

13. Close PowerPoint.

EXERCISE TEN – Run Reports

1. When you exit PowerPoint, you will return to the TurningPoint Cloud Dashboard. If not, relaunch the application and go to the **Manage** tab.
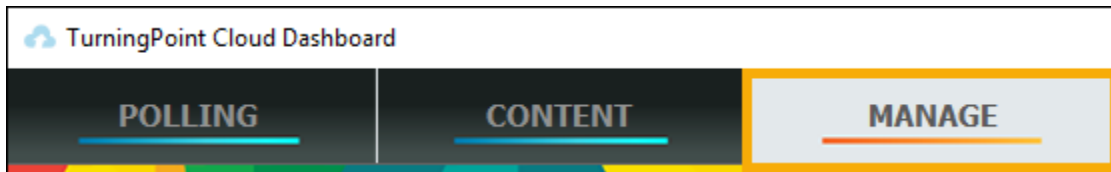
2. Click **Session → Import**.

3. Navigate to your desktop and choose the **TurningPoint Simulated Data** file created in Exercise Nine.
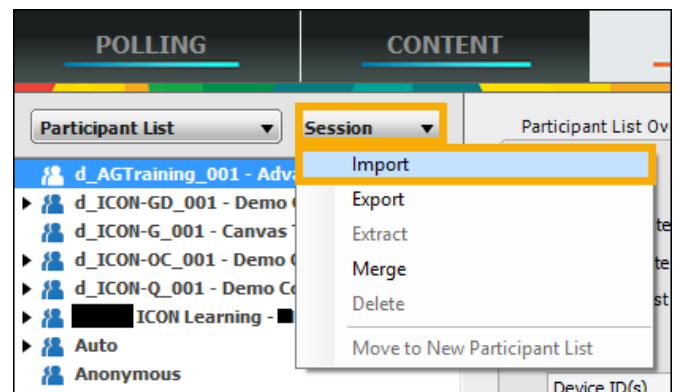
4. You have the option to **Move Session** or **Leave in Place**. We will choose **Leave in Place**.

   Note:

   - If you choose **Move Session**, the file will be moved from its original location to TurningPoint's default session data folder, so it can be detected easily by the software. Before using **Move Session**, you may want to make a copy of the file.

   - If you choose **Leave in Place**, you may have to reimport your session the next time you want to use it, as TurningPoint will not automatically detect it.
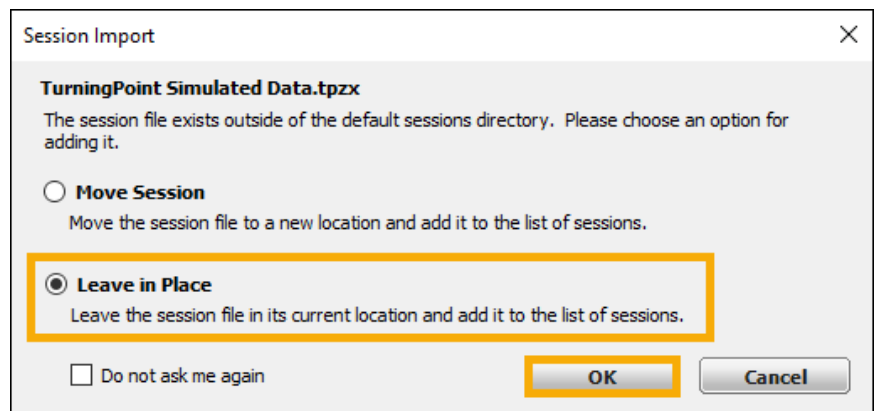
5. Click **OK**.

6. You can find a session data file's location by highlighting it under the **Manage** tab.
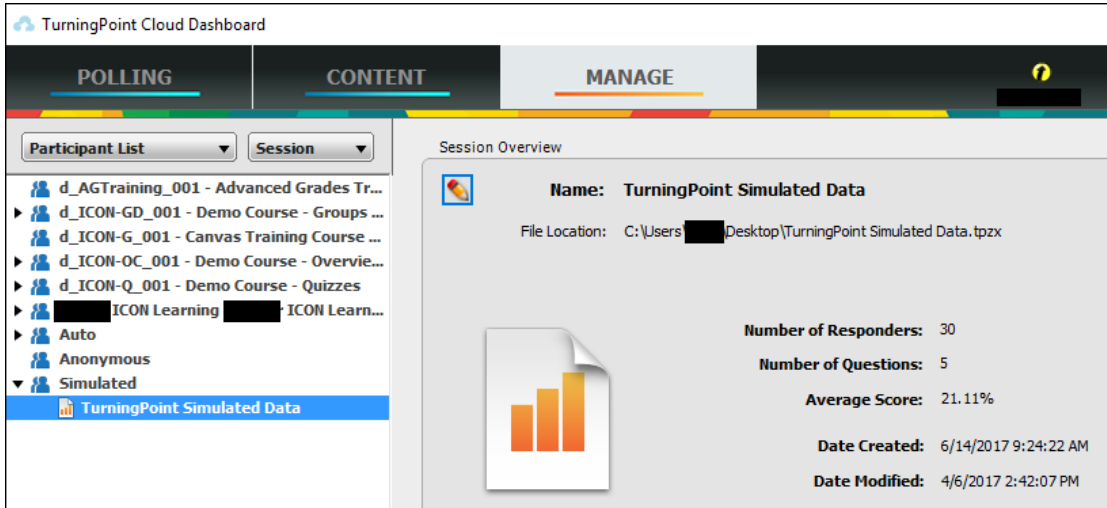
7. An **Import Summary** will display your **Filename** and **Status**. Status is the listing that your session data will be categorized by under the Manage tab.
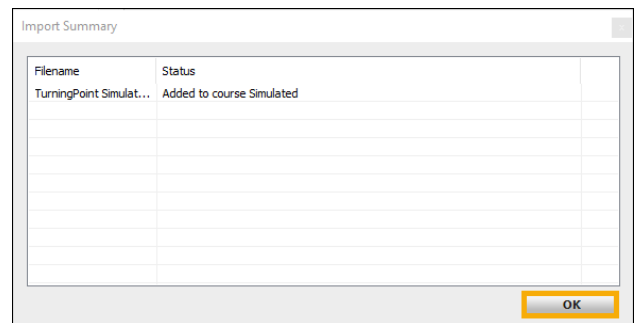
8. Click **OK**.

9. Under the **Manage** tab, look under **Simulated** in the left pane and select **TurningPoint Simulated Data**.
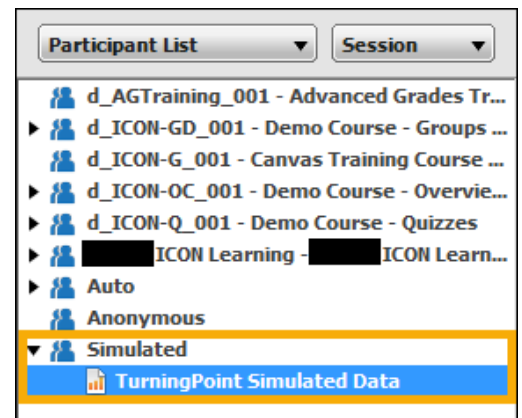
10. With **TurningPoint Simulated Data** selected, click

    Reports at the bottom-right.
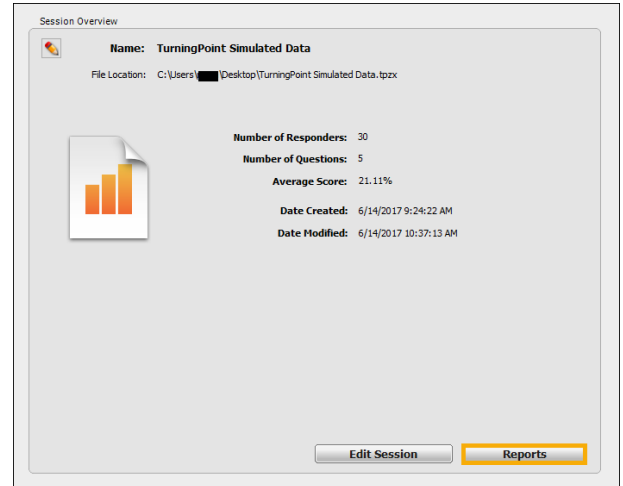
11. In the reports window, select **Results by Question** from the

    dropdown at the top-right to see the report type options. Look at some

    of the other reports available to see which would be most useful for

    you.

    Note: **Results by Participant** and **Results Detail** will not yield data

    until TurningPoint licenses are applied by your students.
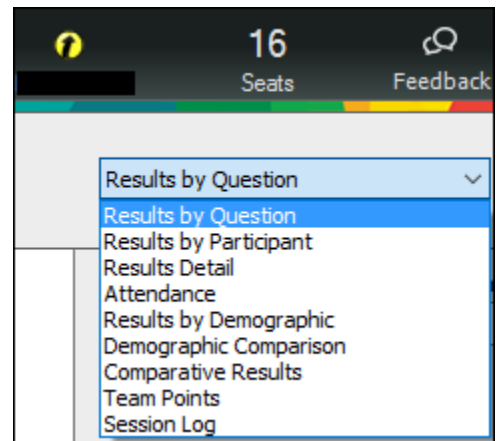
12. Select **Export** → **Excel** to generate a report.
13. Experiment with the other report formats.
14. When finished, click **Close** to exit Results Manager.
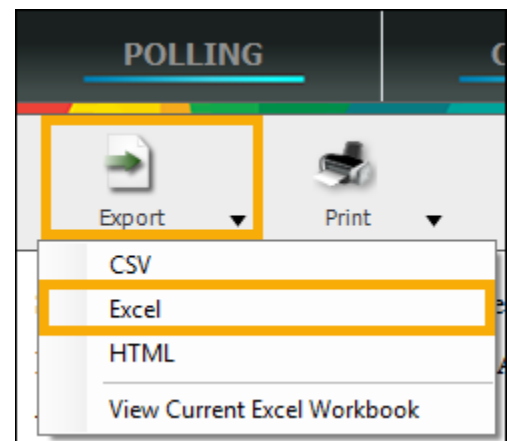
EXERCISE ELEVEN – Share a Session File

This option is for sharing session data with other instructors and/or TAs in the course. Please be mindful of FERPA regulations when sharing session data.

1. Go to the **Manage** tab.
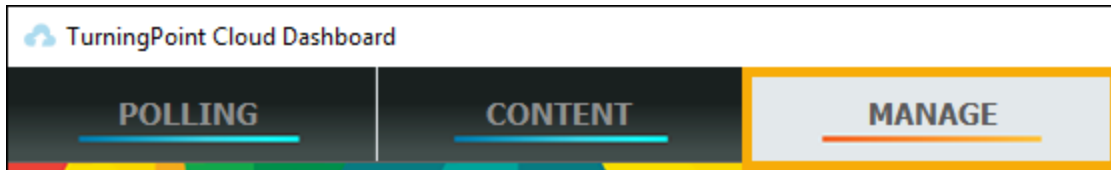
2. Click **Session → Export**.
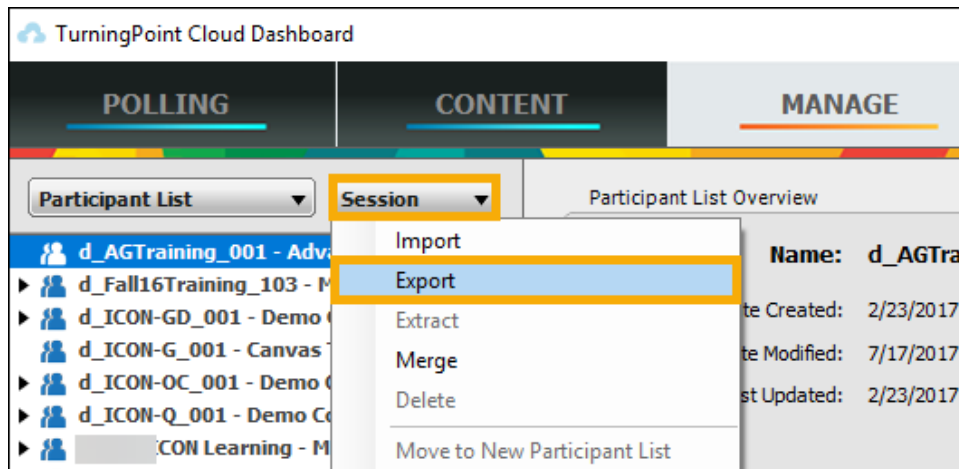
3. You will be presented with a list of classes and sessions. Check the session you want to export. Click [...]
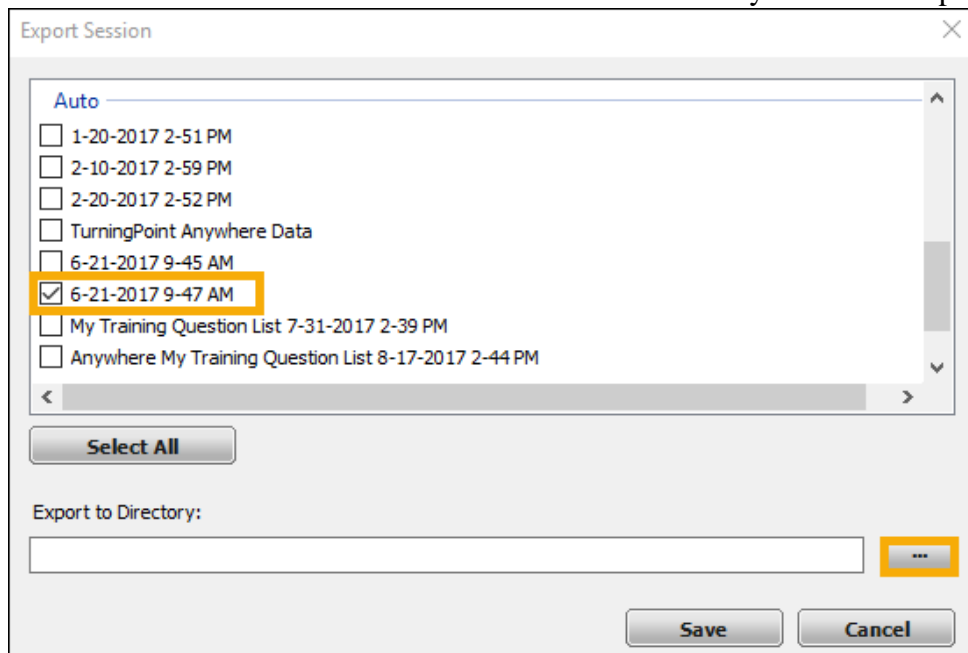
4. Pick a location on your computer where you want to save the session file and click **Save**.
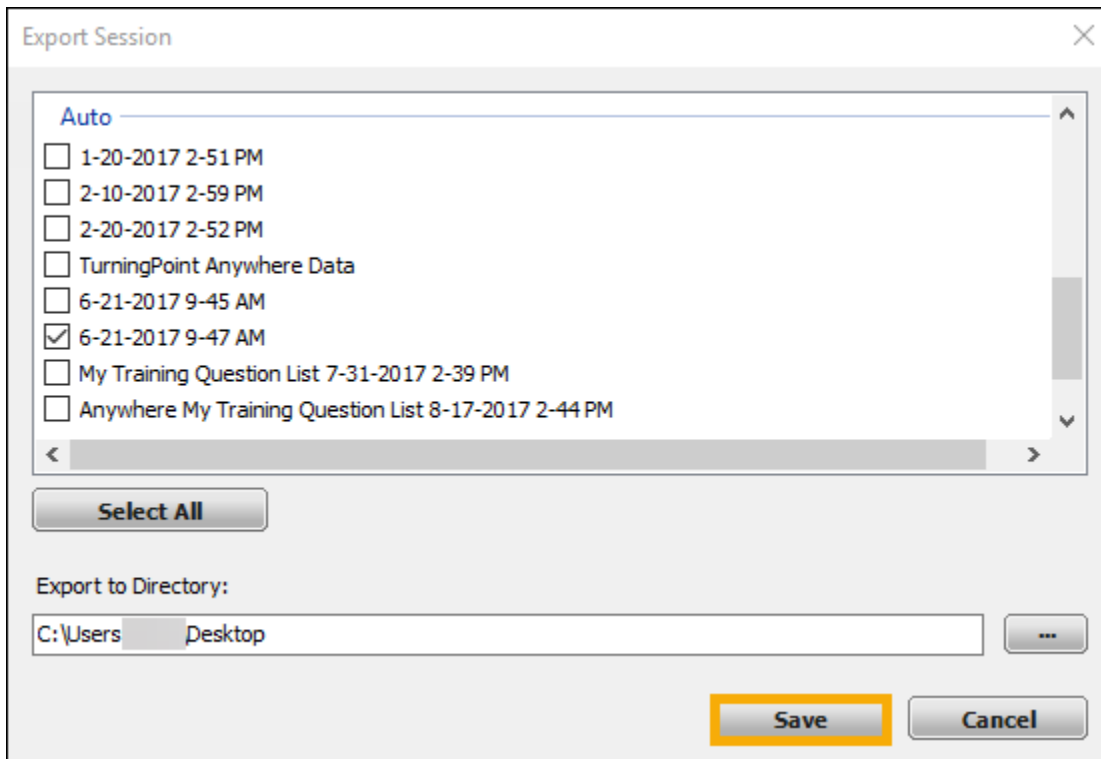
5. **Enter** and **Re-enter** an 8-character password and click **Export**. Share this password with the other instructor or TA. They will need it to open the session file.
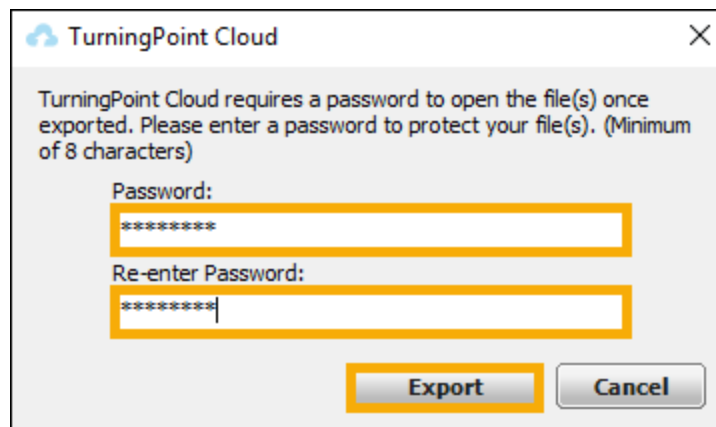
6. Share the session file from the location you saved it in.

EXERCISE TWELVE – TurningPoint Anywhere

Best Practice: *Always reset your session before testing or polling in class, unless you are using the* ***Continue Prior Session*** *feature. This will remove any previously collected response data and prompt to save existing data.*

1. From the TurningPoint Cloud Dashboard's **Polling** tab [1], select **My Training Question List** [2] under **Content** in the lower left.
2. Under **ResponseWare → Click to Connect** [3] to start a session.
3. With **My Training Question List** highlighted, click **Anywhere Polling** [4].
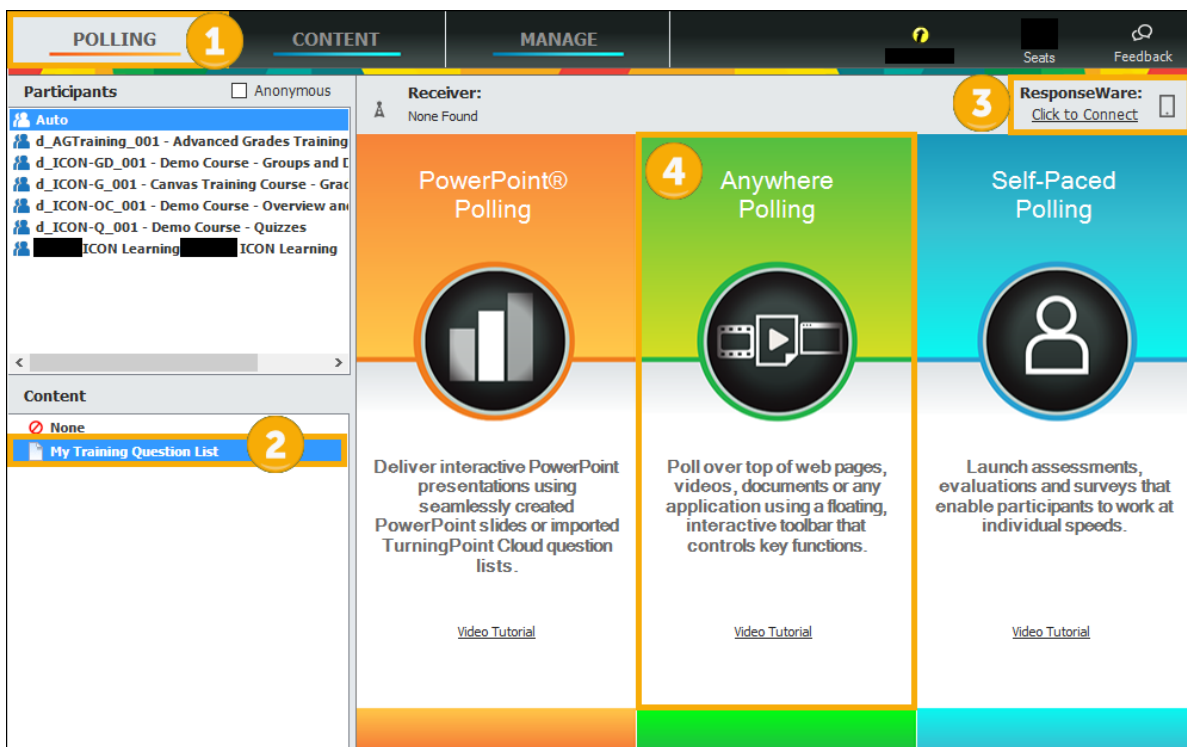
4. Your first question should be loaded automatically in the Polling window's dropdown menu. You can toggle between your questions from the drop-down menu.

5. Click the **Settings** gear [gear icon].

6. Select **Session → Reset Session.** If there is any previously collected data in the session, you may save or discard it.

7. Start your presentation with the green **Play** button [play button].
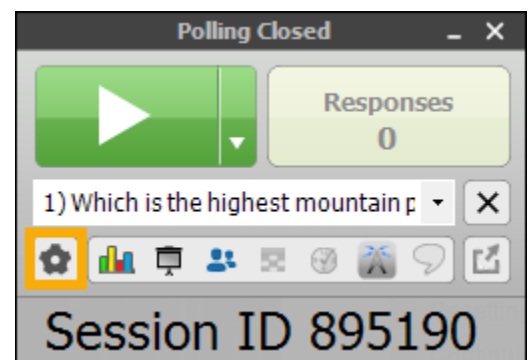
8. Use a ResponseWare device, if available, to connect to your session and test your polls to ensure they populate the response graphs correctly.

9. While polling, the Anywhere Polling Showbar allows you to do the following:

    a. ▦ Show / Hide Chart

    b. ▢ Show / Hide Presentation

    c. ▦ Response Display – Displays participants and their responses in real-time.

    d. ▦ Show / Hide Response Grid

    e. ◔ Show / Hide Countdown Timer

    f. ▦ Show / Hide Connection Info

    g. ▢ Display Messaging Window

    h. ▢ Minimize / Maximize the Showbar

10. To add a custom question during the session, click the down arrow next to the play button. Select **Custom…**
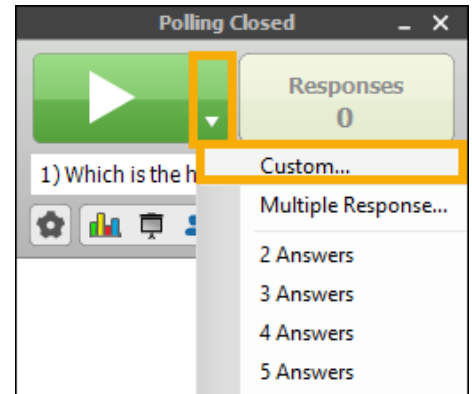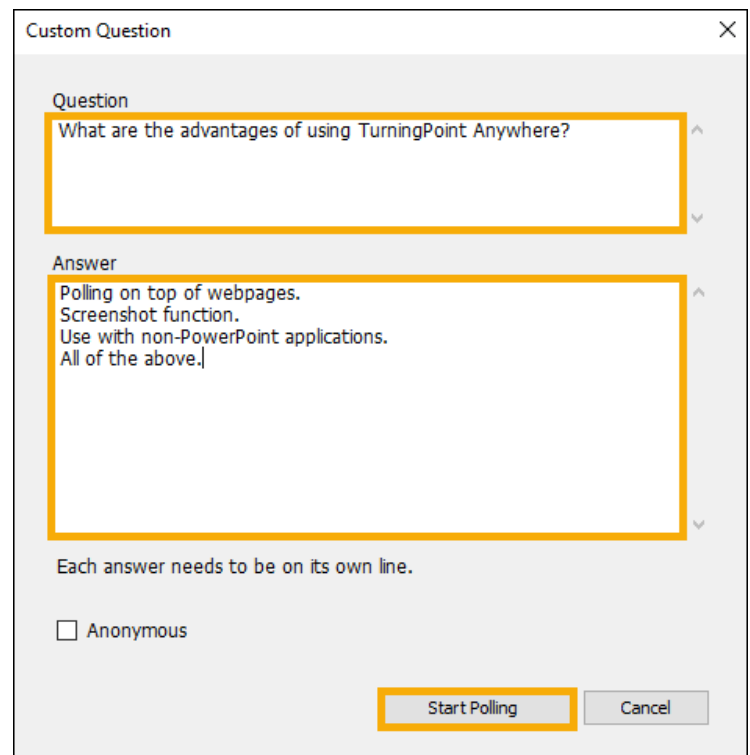
11. For **Question**, type, "**What are the advantages of using TurningPoint Anywhere?**"

12. In the **Answer** field type, "**Polling on top of webpages**." Press **Enter** to proceed to the next line. Each new line represents an answer. You can have up to ten lines.

13. In the next 3 lines, type,

    - **Polling on top of webpages.**

    - **Screenshot function.**

    - **Use with non-PowerPoint applications.**

    - **All of the above.**

14. When you are finished polling a question, press the **Stop** button [icon]. Cycle through Start and Stop until you reach the end, using your ResponseWare device to respond while polling is open. Stop the poll and move on to the next question.

15. Click the **Settings** gear [icon] → **Session** → **Save Session**.

16. Save this data to your H: and/or flash drive and name it **TurningPoint Anywhere Data.**

17. Exit out of Anywhere Polling by clicking **X** in the top-right corner of the polling window.

18. Exercise Ten on running reports can be repeated with your TurningPoint Anywhere data. You will want to set correct answers for any questions you might have inserted that were originally not in your question list. If you don't do this, students' correct or incorrect responses will not be tabulated in your results.
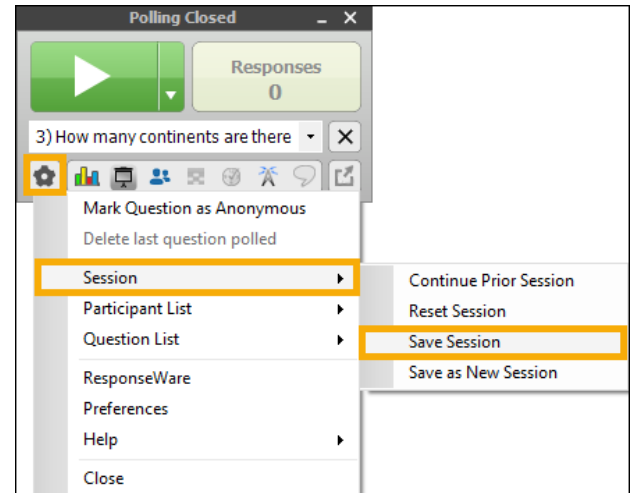
19. To **assign correct answers** to custom or multiple response questions from Anywhere Polling, follow these steps:

    a. Import your session data as detailed in Exercise Ten.

    b. Highlight your session under the **Manage** tab.

    c. Select **Edit Session**.

    d. Find your Custom or Multiple Response questions and click the pencil icon [icon].

    e. Under **Scoring Options**, select the correct answer. (See Exercise Five on Scoring Options)

    f. This will assign the correct answers retroactively and tabulate correct and incorrect percentages when you run a report.
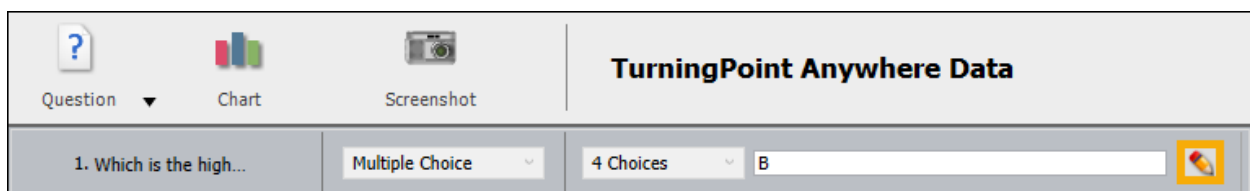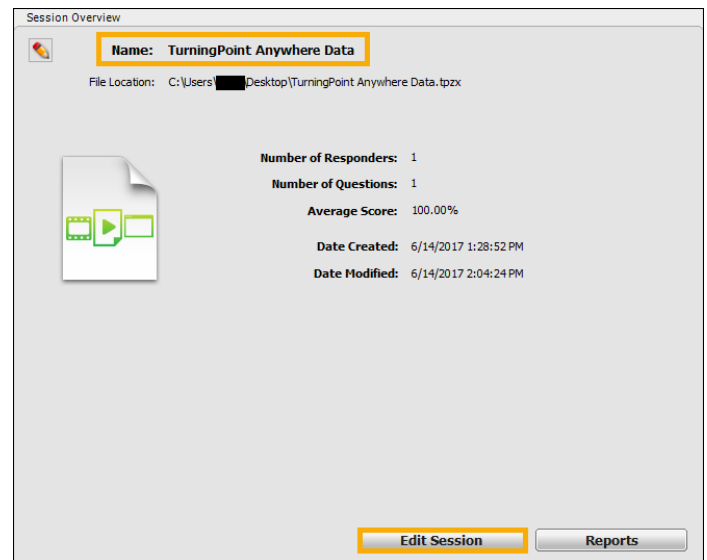
# EXERCISE THIRTEEN – TurningPoint Anywhere Screenshots

1. From the TurningPoint Cloud Dashboard, go to the **Manage** tab.
2. Look under **Auto** and select **TurningPoint Anywhere Data**. Auto indicates that no participant list was used during polling. If you loaded a participant list before polling, the session will be listed under the name of that participant list.
3. With **TurningPoint Anywhere Data** selected, click **Reports**.
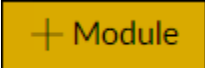
4. In the reports window, click **Results by Question** in the dropdown at the top-right.

5. Check **Screenshots**.

6. TurningPoint Anywhere captures a screenshot when polling is closed. These images are available at the bottom of the results and in the Excel export.

7. Click **Close** to exit Results Manager.
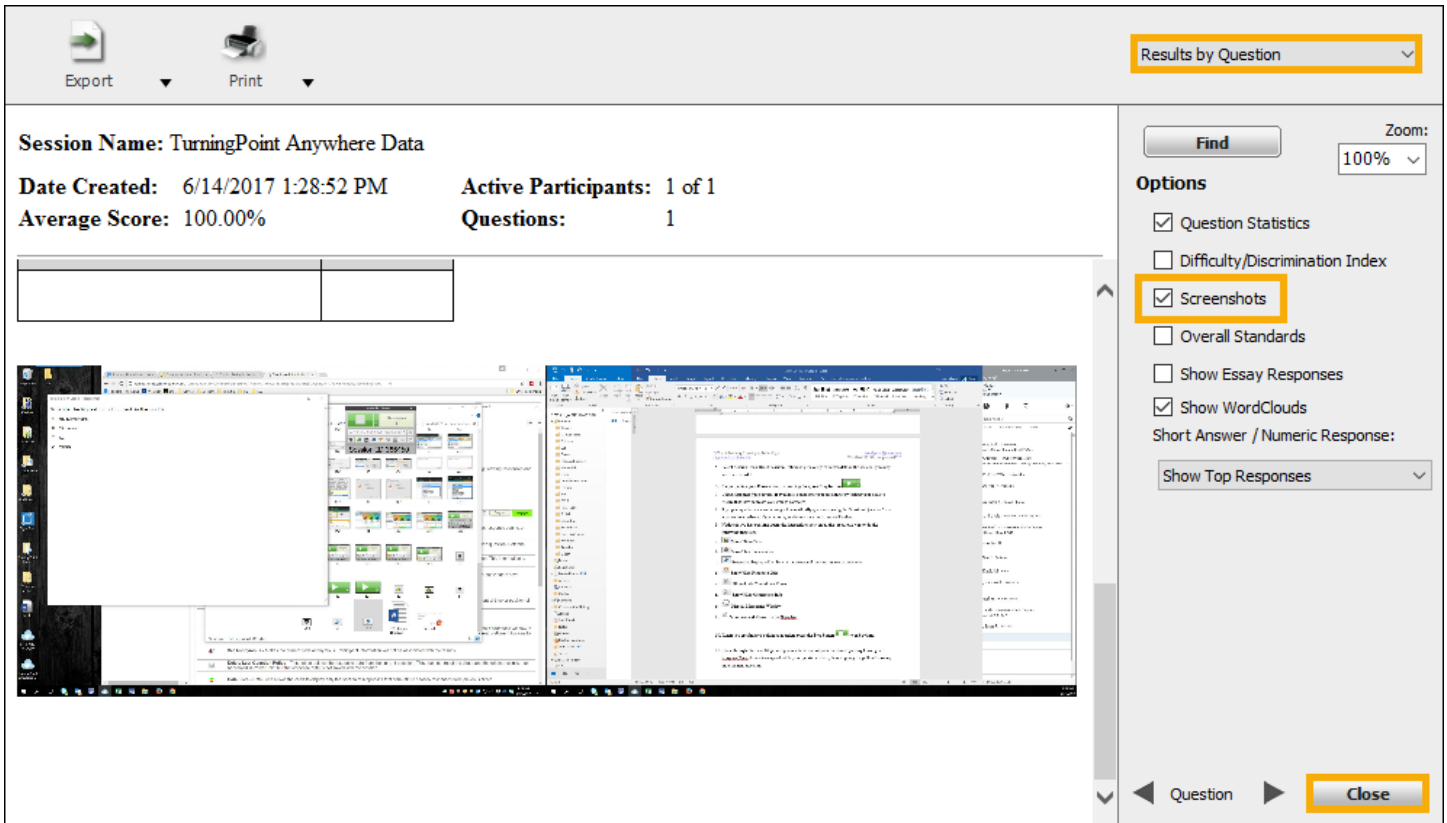
EXERCISE FOURTEEN – ICON Clicker Module Setup

ICON is used to link students' ICON accounts with their TurningPoint Accounts.

1. In your ICON course site's Modules page, click [+ Module] to create a new module, or click **+** to add an item to a current **Module**.
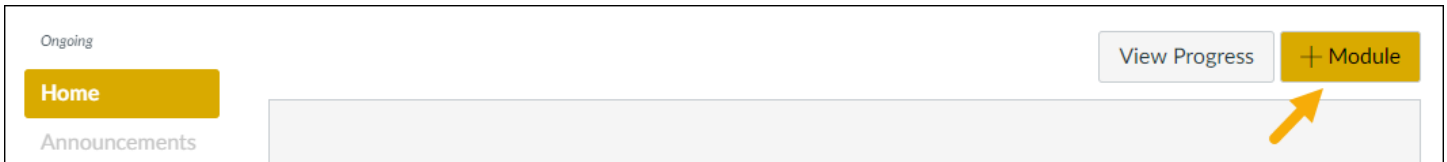
2. In the **Add Name** field, type **Clickers**. Click **Add Module**.
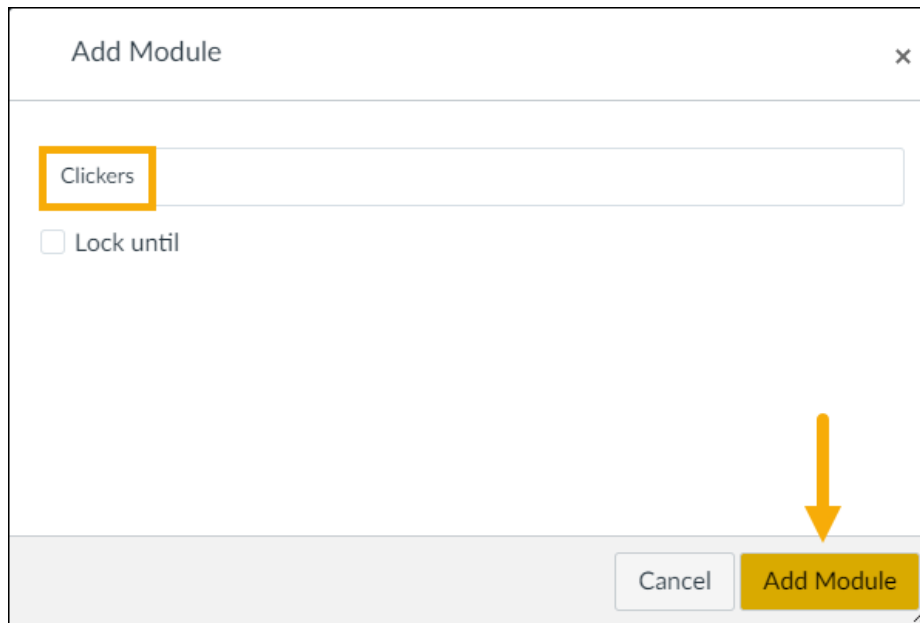
3. Click **+** to add an item to the Clickers module.

4. Under **Add Item to Module**, select **External Tool** from the dropdown menu.

Add Item to Module   ✕

Add [Assignment ▼] to Module

⊟ᵢ Se   th this module, or add an assignment by selecting "New Assignment".

| Assignment |
| Quiz |
| File |
| Content Page |
| Discussion |
| Text Header |
| External URL |
| **External Tool** |

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Rubrics 2
TII FS

Indentation: [Don't Indent ▼]

                                                        Cancel   Add Item
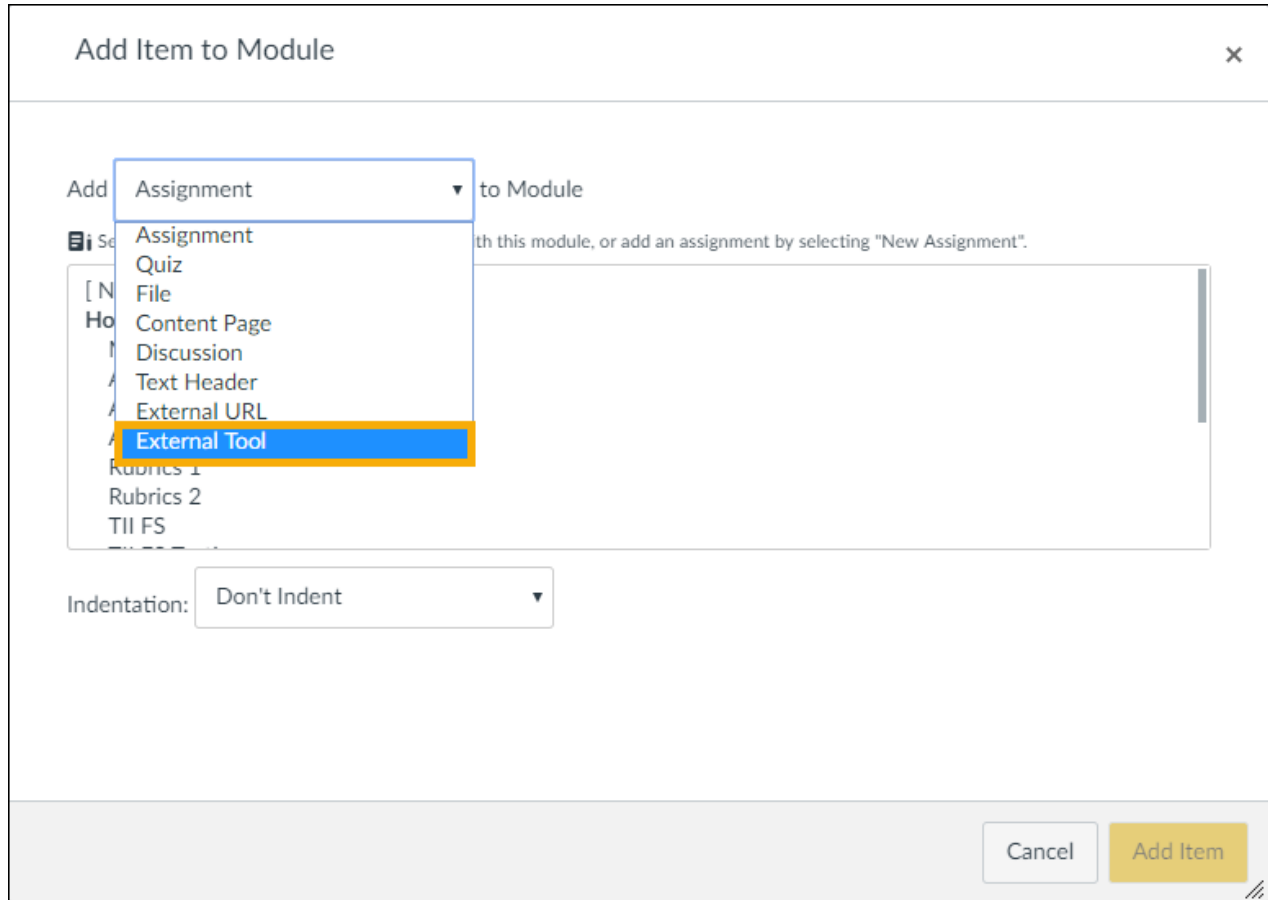
5. Select **Turning Account Registration - Clickers** [1] from the list. It will automatically populate the URL [2].

6. You can customize the **Page Name** [3].

7. Check **Load in a new tab** [4].

8. Click **Add Item** [5].

9. Publish the module by clicking [icon].

EXERCISE FIFTEEN – Download a Participant List from ICON

1. From the TurningPoint Cloud Dashboard, select the **Manage** tab.

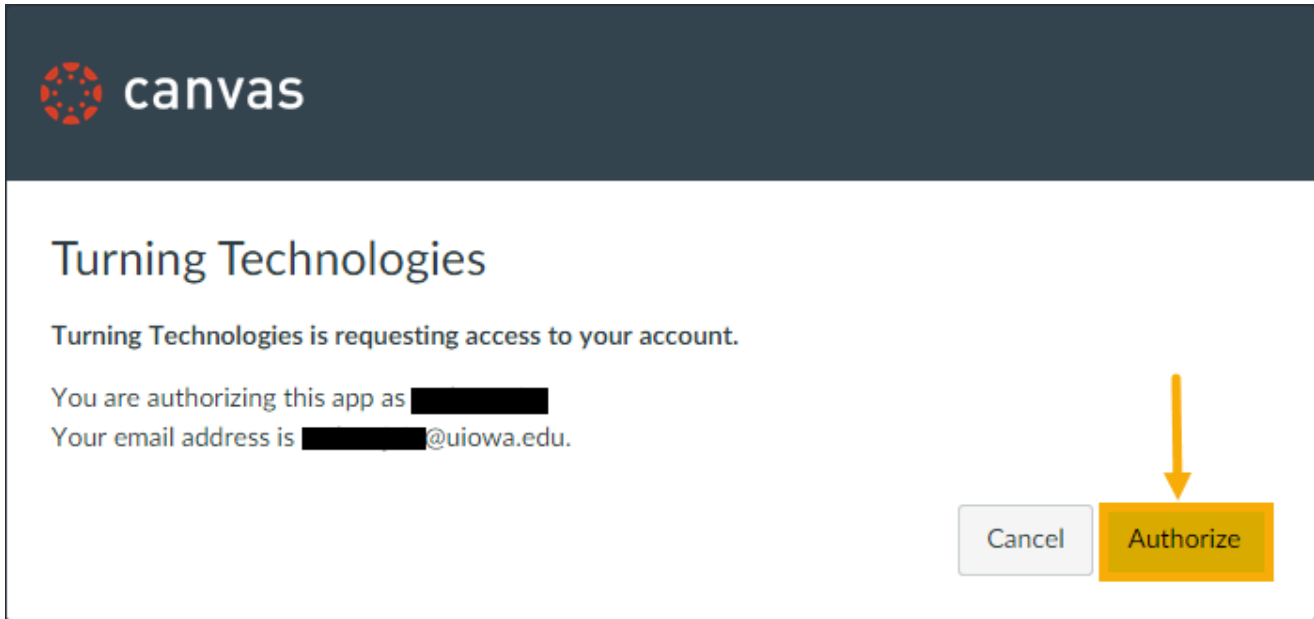2. Click **Participant List → New**.
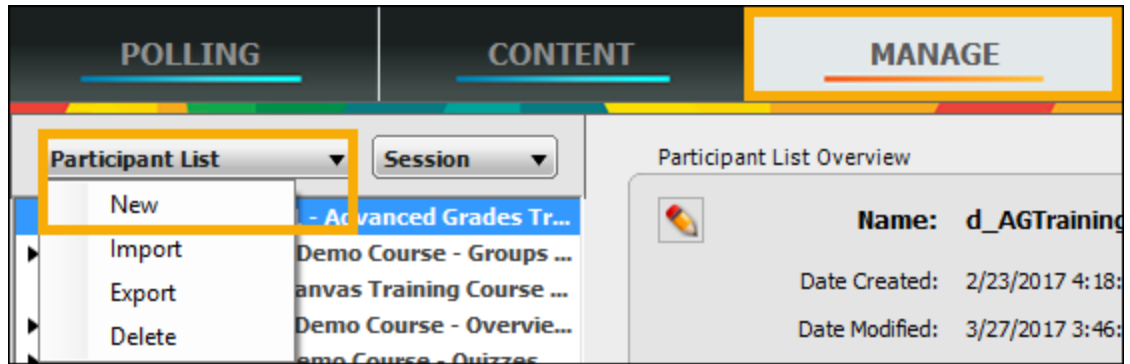
3. Select **Download from Integration**.

4. Click **Create List**.
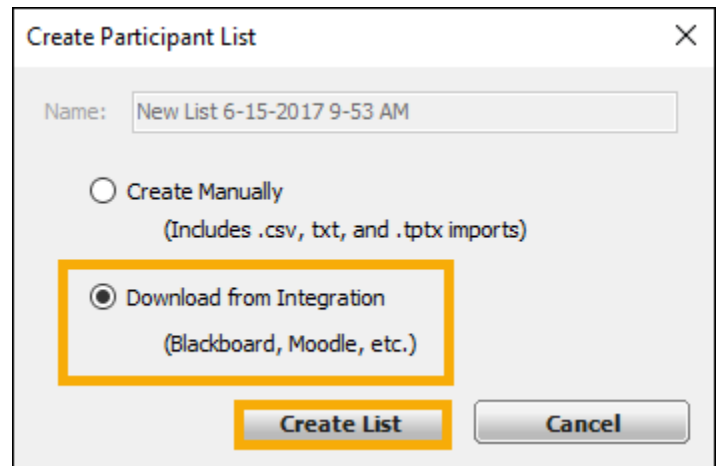
5. Select **Canvas** from the dropdown menu.

6. Enter **https://uiowa.turningtechnologies.com** in the Server Address field.

7. Check **Remember this information**.

8. Click **Connect**.

9. Enter your **HawkID** and **Password** to connect TurningPoint Cloud to your Canvas instructor account.
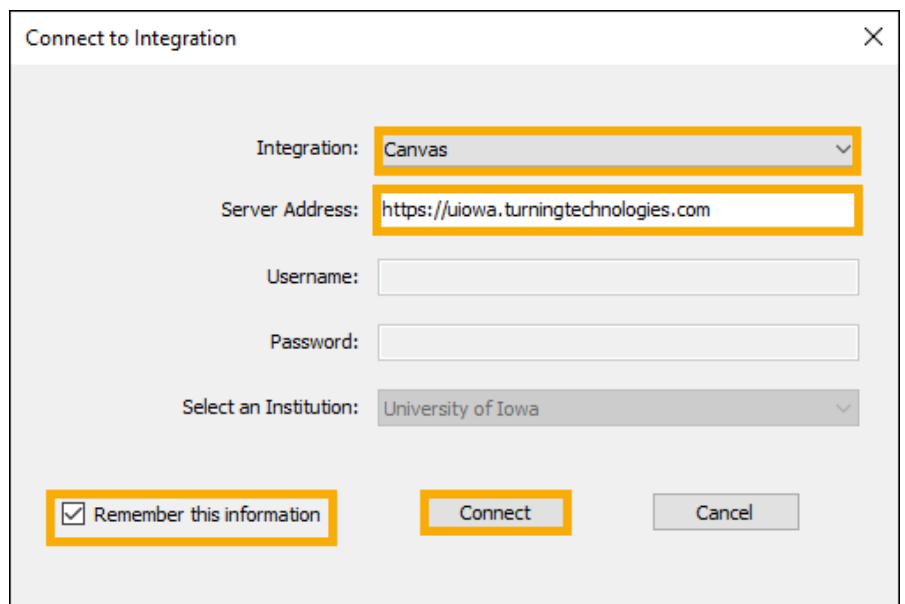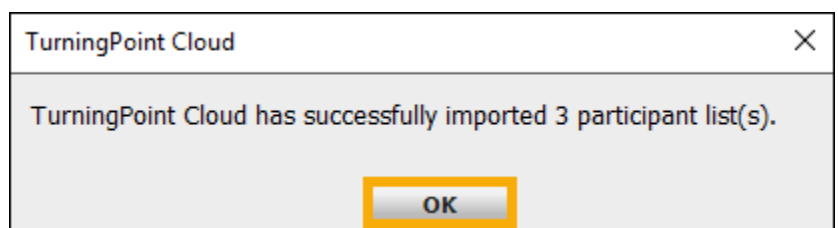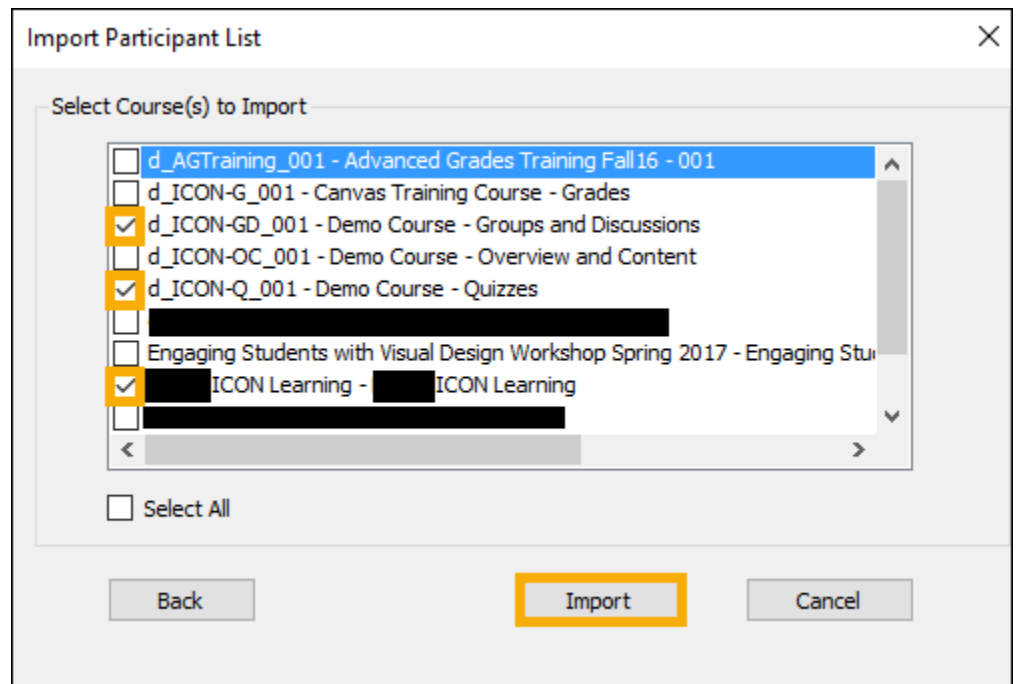
10. Click **Authorize** to allow the Turning Technologies integration to access your Canvas Account.
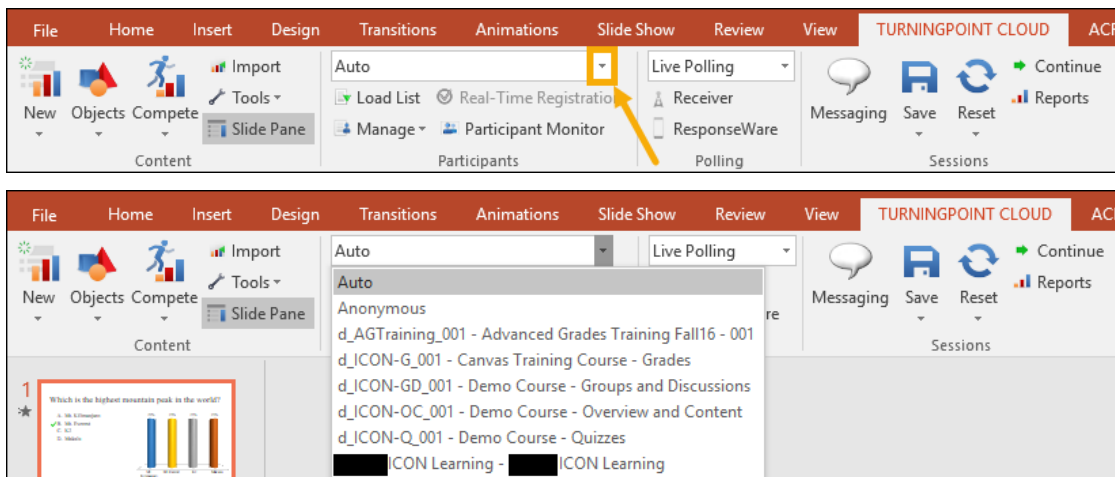

11. **Select at least one course** to download a participant list.

12. Click **Import**.

   Note: Only students will be
   pulled into your Participant
   lists.

13. To use an ICON participant list with PowerPoint Polling, click the down arrow and select it **before** running

your session in the **Participants** area in the TurningPoint Cloud ribbon.

14. To use both a **Participant List** and **Question List**, select both from the left panel in TurningPoint Cloud

Dashboard **before** you click PowerPoint Polling.
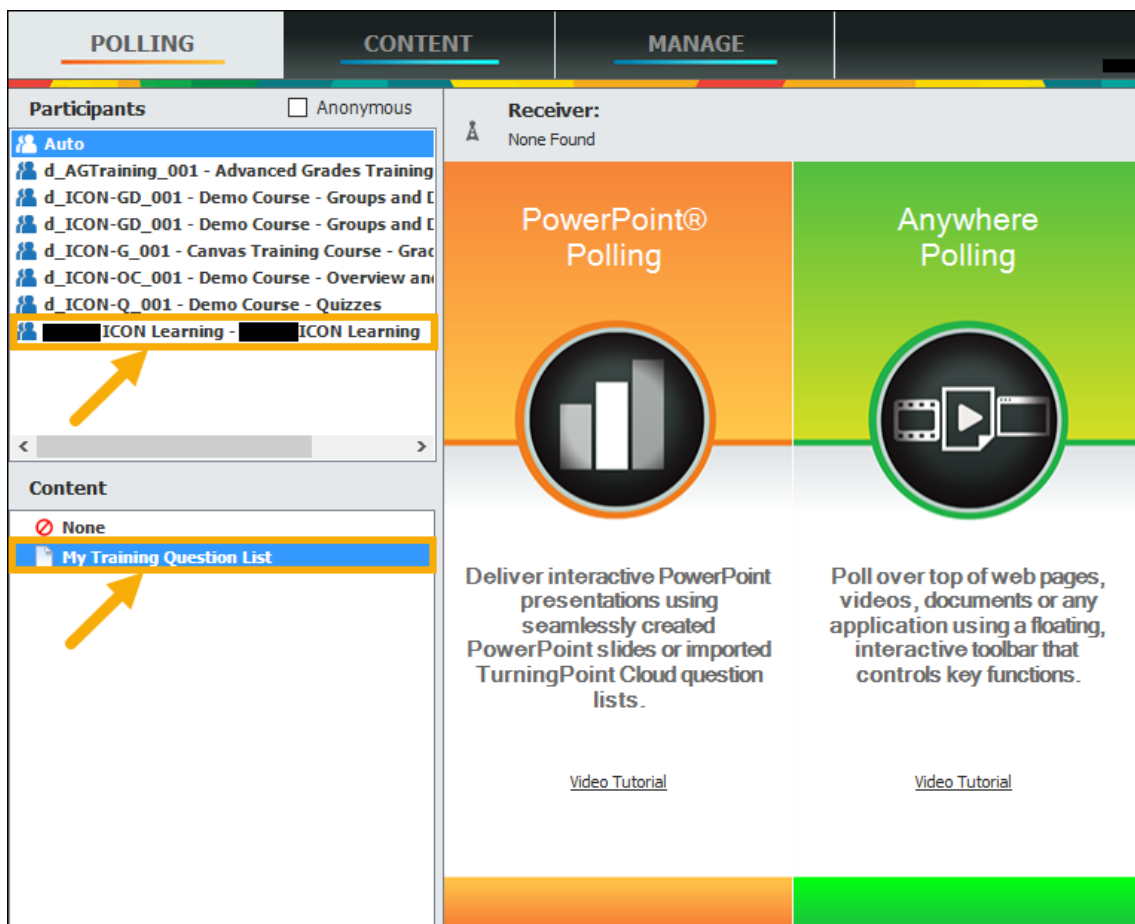
EXERCISE SIXTEEN – Update Participant List

At the beginning of the semester, while students are still getting their TurningPoint accounts set up, it is recommended to update the participant list regularly to ensure that the list stays current with the latest student account information.

1. Go to the **Manage** [1] tab in TurningPoint Cloud Dashboard.
2. Select the **participant list** [2] you wish you update in the left panel.
3. On the right, click **Update** [3].

EXERCISE SEVENTEEN – Upload Scores to ICON

TurningPoint sessions that have point values attached to answers can be used for grading if students have valid TurningPoint licenses.

1. From the TurningPoint Cloud Dashboard, select **Manage**.
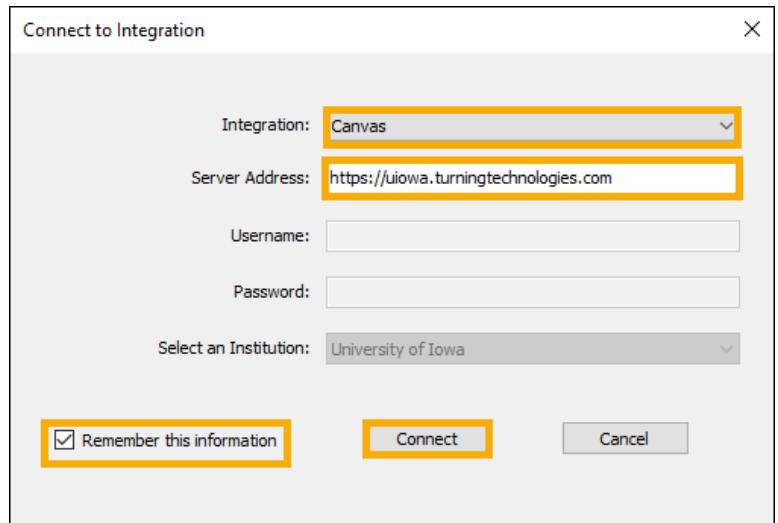2. Select a **Participant List** and click **Results Manager**.

3. Click **Integrations**.

4. Select **Canvas**.

5. Type in the server address
   https://uiowa.turningtechnologies.com.
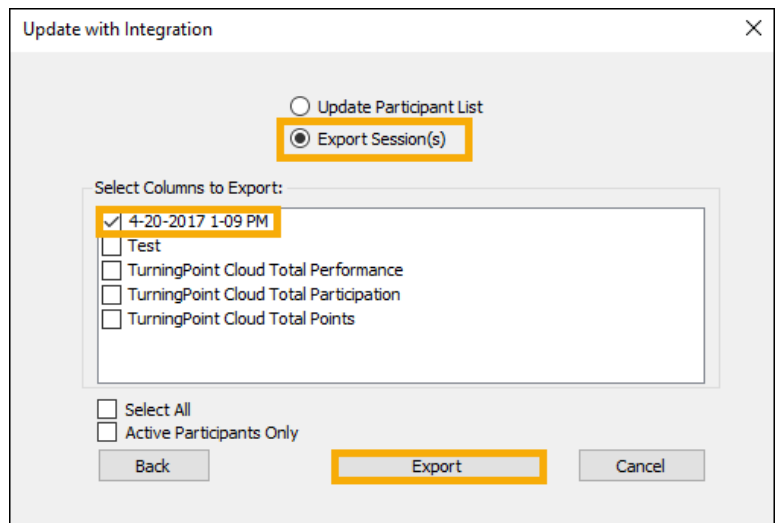
6. Check **Remember this information**.

7. Click **Connect**.

8. Click **Authorize** to allow the
   TurningTechnologies integration to access your
   Canvas Account.

9. Select **Export Session(s).**

10. Select the **TurningPoint column(s)** you wish to
    export to the ICON Gradebook.
    Note: Each column you choose will create a
    corresponding column in the ICON gradebook.

11. Click **Export.**

12. Verify by clicking **Export** again.
    Note: Gradebook entries for students without a valid
    TurningPoint license will not be updated.

13. A verification screen will confirm that your gradebook column has been exported. Click **OK.**

TurningPoint Cloud

TurningPoint Cloud has successfully exported 1 data column(s) to Canvas.

OK

14. You will receive a message about Gradebook delay. Click **OK**.

TurningPoint Cloud

Your grades have been successfully exported to Canvas. Please note, there will be a delay before the Gradebook is updated.
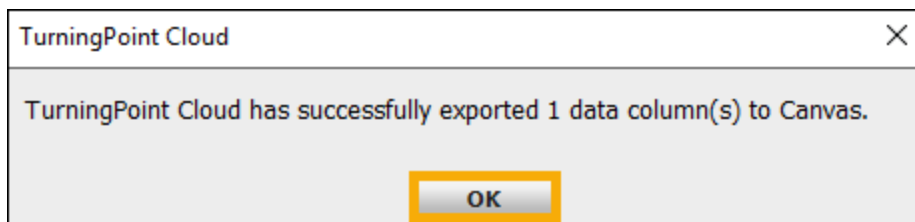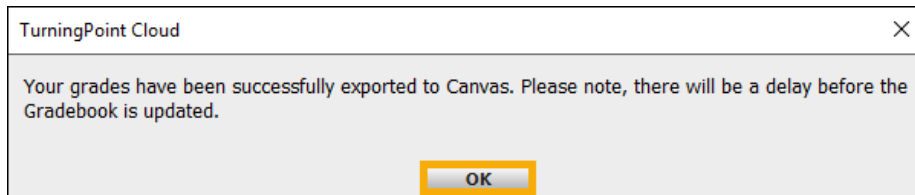
OK

15. Click **Close** to return to the TurningPoint Dashboard.

16. Log into your ICON course site and check your gradebook for the TurningPoint session data column.

Note: You may want to create an assignment group for TurningPoint scores, if you are going to use weighted grading.

Further information and tutorials

ITS TurningPoint Info Center:

https://its.uiowa.edu/srs

TurningPoint Cloud for Windows:

http://help.turningtechnologies.com/TurningPointCloud/PC/

TurningPoint Cloud for Mac:

http://help.turningtechnologies.com/TurningPointCloud/Mac/

Turning Technologies Technical Support

Hours: 8 AM - 9 PM Eastern Time

Phone: 866-746-3015

E-mail: support@turningtechnologies.com

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